

SOUTHERN
MIDLANDS
COUNCIL



AGENDA

ORDINARY COUNCIL MEETING

Wednesday, 25th November 2020
10.00 a.m.

Oatlands Ex-Services & Community Club
1 Albert Street, Oatlands

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Dear Sir/Madam

NOTICE OF MEETING

Notice is hereby given that the next ordinary meeting of Council will be held on

Date: Wednesday, 25th November 2020

Time: 10.00 a.m.

Venue: Oatlands Ex-Services and Community Club, 1 Albert Street, Oatlands

The Local Government Act 1993 section 65 provides the following:

1. *A general manager must ensure that any advice, information or recommendation given to the council or a council committee is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.*
2. *A council or council committee is not to decide on any matter which requires the advice of a qualified person without considering such advice unless –*
 - (a) *the general manager certifies, in writing –*
 - (i) *that such advice was obtained; and*
 - (ii) *that the general manager took the advice into account in providing general advice to the council or council committee; and*
 - (b) *a copy of that advice or, if the advice was given orally, a written transcript or summary of that advice is provided to the council or council committee with the general manager's certificate.*

I therefore certify that with respect to all advice, information or recommendation provided to the Council in or with this Agenda:

- (1) *The advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and*
- (2) *Where any advice is directly given by a person who does not have the required qualification or experience, that person has obtained and taken into account in that person's general advice, the advice from an appropriately qualified or experienced person.*

Councillors please note:

- Public Question Time will be held at 10.30 a.m. – members of the public are invited to attend.

Yours faithfully



Andrew Benson
ACTING GENERAL MANAGER

OPEN COUNCIL AGENDA

1. PRAYERS

2. ATTENDANCE

3. APOLOGIES

4. MINUTES

4.1 ORDINARY COUNCIL MINUTES

The Minutes (Open Council Minutes) of the previous meeting of Council held on the 28th October 2020, as circulated, are submitted for confirmation.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

4.2 SPECIAL COMMITTEES OF COUNCIL MINUTES

4.2.1 SPECIAL COMMITTEES OF COUNCIL - RECEIPT OF MINUTES

The Minutes of the following Special Committee of Council, as circulated, are submitted for receipt:

- Woodsdale Community Memorial Hall Management Committee – 19th October 2020
- Kempton Streetscape Committee – 16th November 2020

RECOMMENDATION

THAT the minutes of the above special committee of Council be received.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

4.2.2 SPECIAL COMMITTEES OF COUNCIL - ENDORSEMENT OF RECOMMENDATIONS

The recommendations contained within the minutes of the following Special Committee of Council are submitted for endorsement.

- Woodsdale Community Memorial Hall Management Committee – 19th October 2020
- Kempton Streetscape Committee – 16th November 2020

RECOMMENDATION

THAT the recommendations contained within the minutes of the above Special Committees of Council be endorsed.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

4.3 JOINT AUTHORITIES (ESTABLISHED UNDER DIVISION 4 OF THE LOCAL GOVERNMENT ACT 1993)

4.3.1 JOINT AUTHORITIES - RECEIPT OF MINUTES

The Minutes of the following Joint Authority Meetings, as circulated, are submitted for receipt:

- Southern Tasmanian Councils Authority – Nil.

DECISION NOT REQUIRED

4.3.2 JOINT AUTHORITIES - RECEIPT OF REPORTS (ANNUAL & QUARTERLY)

Reports prepared by the following Joint Authorities, as circulated, are submitted for receipt:

- Southern Tasmanian Councils Authority – Quarterly Report – September 2020.
- Southern Tasmanian Councils Authority – 2019/20 Annual Report.

RECOMMENDATION

THAT the reports of the above Joint Authority be received.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

5. NOTIFICATION OF COUNCIL WORKSHOPS

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2015*, the Agenda is to include details of any Council workshop held since the last meeting.

One workshop has been held since the last ordinary meeting of Council.

A workshop was held on the 9th November 2020 at the Oatlands Council Chambers.

Attendance: Mayor A Green, Deputy Mayor E Batt, Clrs A Bantick, Clr A E Bisdee OAM, K Dudgeon, D Fish and R McDougall.

Apologies: Nil.

Also in Attendance: T Kirkwood, A Benson, W Young, A Burbury
P Stanton (Project Manager, Oatlands Aquatic Centre Project) (*via video link*), P Gaggin (Architect, Philip Leighton Architects), Maciek Salacinski (Architect, Philip Leighton Architects)

The purpose of the workshop was to consider and discuss the following items:

1. Status of the Tender Negotiations with the Oatlands Aquatic Centre Project.
2. Draft Annual Operating Costs of the Proposed Oatlands Aquatic Centre.
3. Australian Government's 'Local Roads and Community Infrastructure Program'.

The Workshop concluded at approximately 11.58 a.m.

RECOMMENDATION

THAT the information be received.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

6. COUNCILLORS – QUESTION TIME

6.1 QUESTIONS (ON NOTICE)

Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015* relates to Questions on notice. It states:

- (1) *A councillor, at least 7 days before an ordinary council meeting or a council committee meeting, may give written notice to the general manager of a question in respect of which the councillor seeks an answer at that meeting.*
- (2) *An answer to a question on notice must be in writing.*

Clr R McDougall submitted the following questions on notice on the 18th November 2020.

1. I have once again been approached by residents requesting that a survey be done of residents in Tunnack and surrounds regarding a rubbish collection service for the area as the last one was done about 2 years ago. Can SMC please do a survey to gauge the demand for a roadside rubbish collection in the Tunnack area ?

Manager, Development & Environmental Services response:

Residents in Tunnack Road, Tunnack Square Road, Pound Road, Scotts Road and Fiarhaven Road were surveyed in 2018.

For background information an extract from the minutes is enclosed for Councillors information/decision.

[Extract from Minutes of the July 2018 Council meeting]

12.8.1 WASTE MANAGEMENT SURVEYS – TEA TREE & TUNNACK

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 10 JULY 2018

Enclosure:

Survey sent to residents in Tea Tree & Tunnack

ISSUE

To report on the outcomes of a Waste Management Survey relating to a proposed extension of the kerb-side garbage and recycling collection service to residents in Tea Tree and Tunnack.

BACKGROUND

Council was requested to survey residents in Tunnack and Tea Tree to ascertain the level of interest to introduce a kerb-side garbage and recycling collection service for these street addresses.

A survey of residents located on Tea Tree Road, Grices Road and Williams Road was posted to residents with the options of either 'Yes', 'No' or 'Unsure' in regard to waste management services being provided in the Tea Tree area.

A survey of residents located on Tunnack Road, Tunnack Square Road, Pound Road, Scotts Road and Fairhaven Road was posted to residents with the options of either 'Yes', 'No' or 'Unsure' in regard to waste management services being provided in the Tunnack area.

DETAIL

Tea Tree

A total of fifty (50) surveys were issued to residents along Tea Tree Road, Grices Road and Williams Road, Tea Tree.

Twenty eight (28) surveys were returned, with a response rate of 56.00%. *Refer to Table 1 for results.*

Tunnack

A total of forty two (42) surveys were issued to residents along Tunnack Road, Tunnack Square Road, Pound Road, Scotts Road and Fairhaven Road, Tunnack.

Twenty five (25) surveys were returned, with a response rate of 59.52%. *Refer to Table 2 for results.*

The covering letter for both surveys indicated that should a Household Collection Service be introduced, it would be on a "one in, all in" basis. In other words, all residents along the designated route would have to participate.

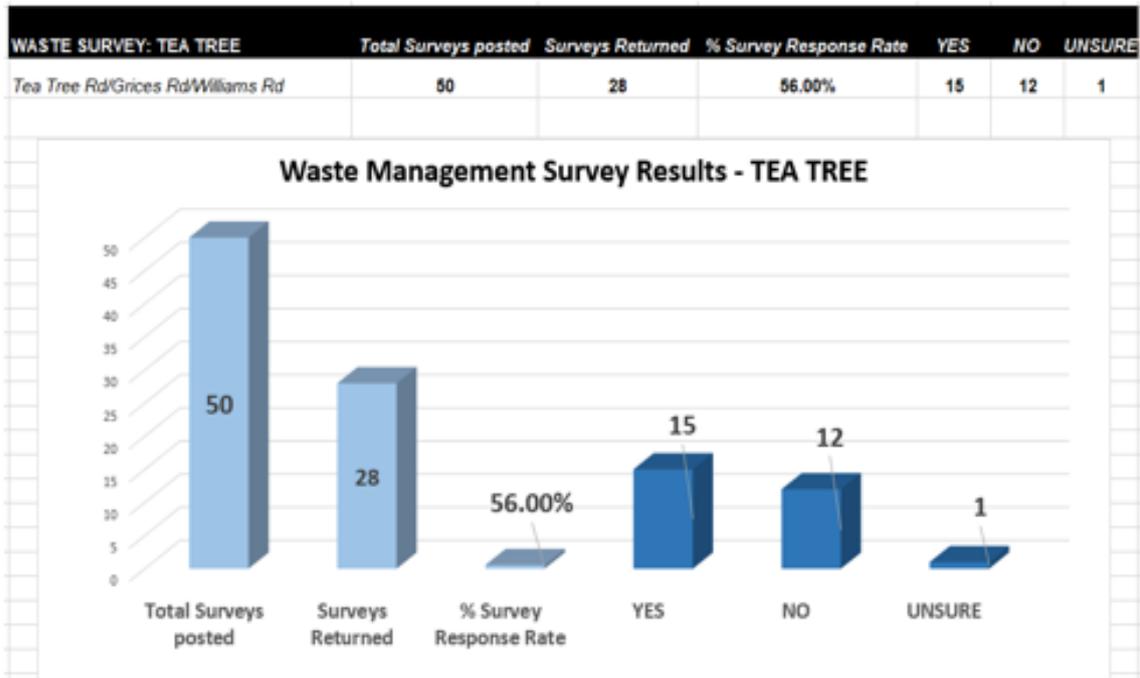


Table 1 – Survey Results (Tea Tree)

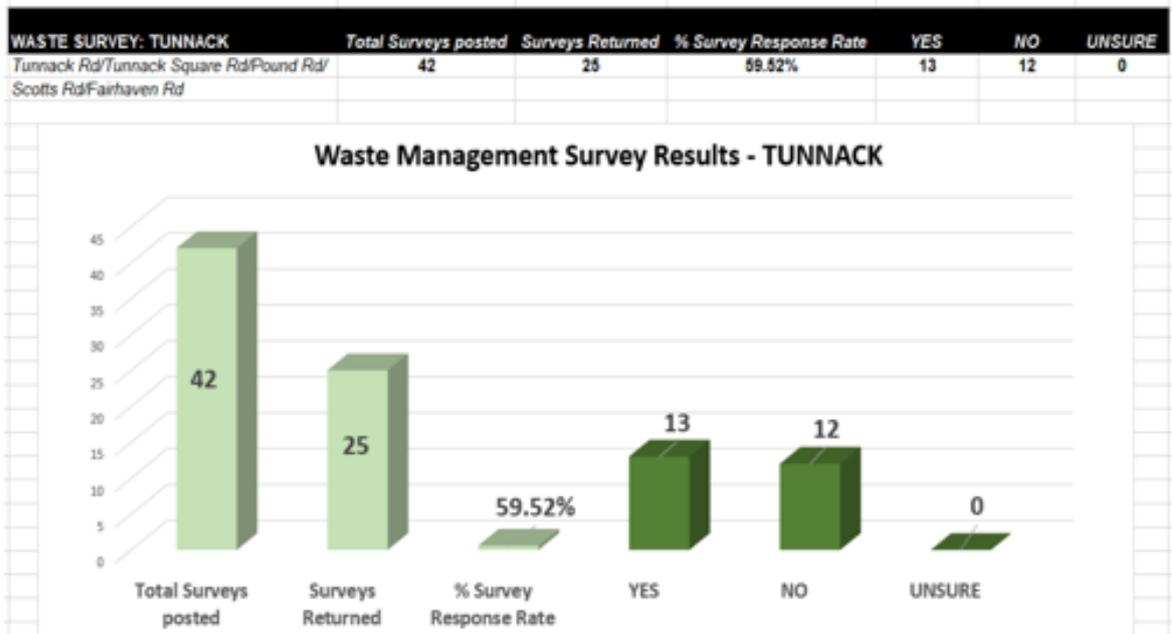


Table 2 – Survey Results (Tunnack)

Southern Midlands Council
Minutes – 24 July 2018

Human Resources & Financial Implications – The introduction of any new service would commence in the 2018/19 rating period.

Community Consultation & Public Relations Implications – The recommendation provided takes into account the number of responses received, and the outcomes of the survey. Once Council have considered this report, a further letter will be posted to all affected households to advise of the outcome of the survey.

Policy Implications – N/A

Priority - Implementation Time Frame – refer comments above.

RECOMMENDATION

THAT Council, based on survey results, elect not to introduce a household collection service to the residents surveyed in Tea Tree & Tunnack.

DECISION

Moved by Cllr R Campbell, seconded by Cllr D Marshall

THAT Council, based on survey results, elect not to introduce a household collection service to the residents surveyed in Tea Tree & Tunnack noting that these arrangements will be reviewed at a later stage in the future.

CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	✓	
Dep. Mayor A O Green	✓	
Cllr A R Bantick	✓	
Cllr E Batt	✓	
Cllr R Campbell	✓	
Cllr D F Fish	✓	
Cllr D Marshall	✓	

Southern Midlands Council
Minutes – 24 July 2018



Waste Management Services Tunnack

The Southern Midlands Council has been requested to consider providing a kerb-side Garbage Bin (Wheelie Bin) and Recycling service to properties located along Tunnack Road, Tunnack Square Road, Pound Road, ~~Scotts~~ Road and Fairhaven Road, Tunnack.

The proposal is to introduce a fortnightly collection service, with each property being issued with a 240 litre wheelie bin and 240 litre recycling bin.

The total cost of this service would be approximately \$165 per annum (reviewed annually). This charge is payable in addition to the standard Waste Management Levy.

** Eligible pensioners may be entitled up to 30% remission of the additional Charge.*

It should be noted that if a Household Collection Service were to be provided, (based on survey results) it would be on a "one in, all in" basis. In other words, all residents along the designated route would have to participate.

It would be greatly appreciated if residents could complete the attached survey form and return it in the reply-paid envelope provided. Responses would be appreciated by the 29th June 2018.

If you have any queries in relation to this matter, please feel free to contact me on 6254 5000.

Kind Regards

A handwritten signature in cursive script, appearing to read "T F Kirkwood".

T F Kirkwood
GENERAL MANAGER



RESIDENTS SURVEY

Waste Management Services

TUNNACK

Tunnack Road, Tunnack Square Road, Pound Road, Scotts Road, Fairhaven Road

Based on the information provided, I would be interested in Council providing a kerb-side collection service, and I would be prepared to pay the annual charge accordingly.

YES

NO

UNSURE

Please return the completed survey in the reply paid envelope provided.

It would be appreciated if survey responses could please be returned to Council by the **29th June 2018**.

Residents will be advised of the outcomes once all results are collated and kept informed accordingly.

2. Will the gravel footpath leading into the new playground at Callington Park, from both the Mill and the Barrack street car park and the Callington RV camping area be made accessible for wheelchairs ? The current footpath is of very coarse gravel and not navigable by wheelchairs and because of the size of the gravel it is also difficult for people with mobility issues to use it to access the play equipment.

Acting General Manager's response:

The Manager, Infrastructure and Works has advised that this issue will be addressed by installing some fine crushed limestone in these areas in the coming weeks.

3. Fence at the Tunnack Recreation Ground: residents have requested that the playing ground fence be reinstated and so can Council please reconsider the decision to remove the fence?

Acting General Manager's response:

Council at its meeting held on the 23rd September 2020 resolved to remove the fence at the Tunnack Recreation Ground, noting that this decision has already been actioned. If Council wish to reinstate the fence this decision would need to be rescinded and substituted with a new direction.

4. Could Council please be provided with the annual running costs of 3 closely comparable indoor heated swimming pools in Australia as a benchmark to compare the prepared draft Oatlands Aquatic centre business plan with ?

General Manager's response:

This research was undertaken in the preliminary stages of developing the financial plan for the proposed Oatlands Aquatic Centre with no success. A similar facility (or facilities) have not been found within Australia where it has been possible to provide a valid comparison of operating costs. In the majority of cases, a 25 metre pool (with or without a toddlers pool) is provided in conjunction with a 50 metre pool plus other features which vary substantially (i.e. hydrotherapy; dry areas; etc.)

In addition to the above, a number of Budget documents were reviewed with the aim of trying to identify allocated budgets for individual facilities. It was found that where a Council may manage and operate multiple facilities, the Estimates document did not separately identify individual operating budgets.

To further demonstrate the difficulty in comparing facilities, the Huon Valley Council operates the Huonville Pool and the Port Huon Sports & Aquatic Centre. The Huonville Pool is a 50m heated outdoor pool and has a separate pool for toddlers, but it only operates for 5 months of the year. The net cost of operating for this facility is \$33K. The Port Huon facility has a 25 metre indoor swimming pool, but includes fully equipped gymnasium; squash courts; volleyball, netball, basketball and sauna facilities. It has limited opening hours (i.e. Monday and Wednesday 8.00 a.m. to 10 a.m. and 3.00 p.m. to 7.45 p.m.; Tuesday and Thursday is 3.00 p.m. to 7.45 p.m.; Friday is 8.00 a.m. to 10.00 a.m. and 3.00 p.m. to 5.45 p.m.; closed Saturdays and Sunday 10.00 a.m. to 12.45 p.m. The net operating cost for this facility is \$142K per annum.

6.2 QUESTIONS WITHOUT NOTICE

Section 29 of the *Local Government (Meeting Procedures) Regulations 2015* relates to Questions without notice.

It states:

“29. Questions without notice

(1) *A councillor at a meeting may ask a question without notice –*

- (a) of the chairperson; or*
- (b) through the chairperson, of –*
 - (i) another councillor; or*
 - (ii) the general manager.*

(2) *In putting a question without notice at a meeting, a councillor must not –*

- (a) offer an argument or opinion; or*
- (b) draw any inferences or make any imputations – except so far as may be necessary to explain the question.*

(3) *The chairperson of a meeting must not permit any debate of a question without notice or its answer.*

(4) *The chairperson, councillor or general manager who is asked a question without notice at a meeting may decline to answer the question.*

(5) *The chairperson of a meeting may refuse to accept a question without notice if it does not relate to the activities of the council.*

(6) *Questions without notice, and any answers to those questions, are not required to be recorded in the minutes of the meeting.*

(7) *The chairperson of a meeting may require a councillor to put a question without notice in writing.*

An opportunity is provided for Councillors to ask questions relating to Council business, previous Agenda items or issues of a general nature.

7. DECLARATIONS OF PECUNIARY INTEREST

In accordance with the requirements of Part 2 Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015*, the chairman of a meeting is to request Councillors to indicate whether they have, or are likely to have, a pecuniary interest in any item on the Agenda.

Accordingly, Councillors are requested to advise of a pecuniary interest they may have in respect to any matter on the agenda, or any supplementary item to the agenda, which Council has resolved to deal with, in accordance with Part 2 Regulation 8 (6) of the *Local Government (Meeting Procedures) Regulations 2015*.

8. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

In accordance with the requirements of Part 2 Regulation 8 (6) of the *Local Government (Meeting Procedures) Regulations 2015*, the Council, by absolute majority may decide at an ordinary meeting to deal with a matter that is not on the agenda if the General Manager has reported –

- (a) the reason it was not possible to include the matter on the agenda; and
- (b) that the matter is urgent; and
- (c) that advice has been provided under section 65 of the Act.

RECOMMENDATION

THAT the Council resolve by absolute majority to deal with any supplementary items not appearing on the agenda, as reported by the General Manager in accordance with the provisions of the *Local Government (Meeting Procedures) Regulations 2015*.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

9. PUBLIC QUESTION TIME (SCHEDULED FOR 10.30 A.M.)

In accordance with the requirements of Part 2 Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015*, the agenda is to make provision for public question time.

In particular, Regulation 31 of the *Local Government (Meeting Procedures) Regulations 2015* states:

- (1) *Members of the public may give written notice to the General Manager 7 days before an ordinary meeting of Council of a question to be asked at the meeting.*
- (2) *The chairperson may –*
 - (a) *address questions on notice submitted by members of the public; and*
 - (b) *invite any member of the public present at an ordinary meeting to ask questions relating to the activities of the Council.*
- (3) *The chairperson at an ordinary meeting of a council must ensure that, if required, at least 15 minutes of that meeting is made available for questions by members of the public.*
- (4) *A question by any member of the public under this regulation and an answer to that question are not to be debated.*
- (5) *The chairperson may –*
 - (a) *refuse to accept a question; or*
 - (b) *require a question to be put on notice and in writing to be answered at a later meeting.*
- (6) *If the chairperson refuses to accept a question, the chairperson is to give reasons for doing so.*

Councillors are advised that, at the time of issuing the Agenda, no questions on notice had been received from members of the public.

9.1 Permission to Address Council

Permission has been granted for the following person(s) to address Council:

- Nil.

**10. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN UNDER
REGULATION 16 (5) OF THE LOCAL GOVERNMENT (MEETING
PROCEDURES) REGULATIONS 2015**

Nil.

11. COUNCIL ACTING AS A PLANNING AUTHORITY PURSUANT TO THE LAND USE PLANNING AND APPROVALS ACT 1993 AND COUNCIL'S STATUTORY LAND USE PLANNING SCHEME

Session of Council sitting as a Planning Authority pursuant to the Land Use Planning and Approvals Act 1993 and Council's statutory land use planning schemes.

11.1 DEVELOPMENT APPLICATIONS

11.1.1 DEVELOPMENT APPLICATION (DA 2020/141) FOR DWELLING & OUTBUILDING (SHED) AT 98 SPRING HILL BOTTOM ROAD, COLEBROOK , OWNED BY N WOOLEY & C DENNEY.

File Ref: T 209429/4

Author: PLANNING OFFICER (LOUISA BROWN)

Date: 28 NOVEMBER 2020

Enclosure(s):

*Development Application documents
Representation*

PROPOSAL

Application is made by Duo Design to the Southern Midlands Council for a Permit under the *Land Use Planning and Approvals Act 1993* ("the Act") for a Dwelling & Outbuilding at 98 Spring Hill bottom Road, Colebrook.

The proposal involves construction of driveway, a 3 bedroom dwelling and outbuilding (shed).

The development is located on a vacant lot, some excavation has been undertaken for the driveway and building foundations for the dwelling. The dwelling will be clad in brick veneer, of grey tone, roof material is Colourbond Basalt. The outbuilding is constructed from Colorbond NightSky.

A compacted gravel driveway exists on site in part, this is not connected to Spring Hill Bottom Road and is currently fenced from the road. A proposed entry point is identified on the plans. The existing driveway will be extended to the dwelling.

Proposals include two water tanks to serve the house and a 3,000L dual purpose septic tank.

The application has been lodged under the *Southern Midlands Interim Planning Scheme 2015* ("the Planning Scheme").

The land is within the Rural Resource Zone. Under the Planning Scheme the proposal is defined as residential for a single dwelling. A permit for this development is considered at the discretion of Council.

The Council gave notice of the application for public comment for 14 days. During the notification period one (1) representation was received.

This report will assess the proposal against the relevant provisions of the Act and the Scheme. It is recommended that Council approve the proposal.

THE SITE

Maps 1 and 2 below shows the location and zoning of the property and surrounding area.



Map 1_ The subject land and surrounding properties are in the Rural Resource Zone (cream). The site is highlighted blue. (source:thelist.tas.gov.au)



Map 2 _ Aerial image of the subject land and surrounding area. (source:thelist.tas.gov.au)

The site is located at 98 Spring Hill Bottom Road, Colebrook, has an area of 1.6ha and is described as Certificate of Title 209429/4.

The site is currently used as pasture and there are no existing buildings on site. An existing track runs north/south through the site to gates which currently access neighbouring land, both of which are in the ownership of the family. There is an existing group of trees to the south east corner of the site. The land slopes gently down to the southern boundary where a small dam is located to the corner of the site.

There is a gravel access driveway on site, this is not connected to Spring Hill Bottom Road. There are also internal access tracks joining with the land to the south and north which is in the family's ownership.

The properties within the area are generally characterised as a mix of farmland, used for farming and/or residential purposes. There are several training tracks within the area.

THE APPLICATION

The Application has been prepared and submitted by Mark Day on behalf of the owners. The Application includes a series of plans and explanatory notes to accompany the Development Application form and title documents.

USE/DEVELOPMENT DEFINITION

The proposed use and development is defined, under the Planning Scheme, as 'residential':

Residential use of land for self contained or shared living accommodation. Examples include an ancillary dwelling, boarding house, communal residence, home-based business, hostel, residential aged care home, residential college, respite centre, retirement village and single or multiple dwellings.

(Extract: Southern Midlands Interim Planning Scheme 2015)

Use/Development Status under the Planning Scheme

Under the Scheme, a Development Application for a residential use other than a home-based business or an extension or replacement of an existing dwelling in the Rural Resource Zone must be considered at the discretion of Council.

Further, the Use Table in Part 26.2 of the Scheme specifies that an application for use and development relating to 'residential' can only be considered if it is for a single dwelling. In this case the Application is for a single dwelling and outbuilding and is considered accordingly.

As a discretionary development, the application was advertised in accordance with Section 57 of the Act. Council has the discretion to grant a permit or refuse to grant a permit.

PUBLIC NOTIFICATION AND REPRESENTATIONS

The application was advertised on the 5th November 2020 for fourteen (14) days.

During this period Council received one (1) representation. The issues raised in the representation and response are detailed in the table below.

Representation 1	Council Officer Comment
Concerns regarding current removal of trees from the roadside, new entrance to site and earth works.	<i>Yes, Council Officers agree that the earthworks undertaken in the vicinity of the proposed dwelling are intended for the proposed dwelling and outbuilding. The Application is therefore seeking a permit to approve these works under the scheme.</i>
Concerns regarding loss of privacy to existing dwellings. Requests location of dwelling be moved and fencing added around new dwelling, to give existing neighbours privacy.	<p><i>The proposed dwelling is 100m away from the closest outbuilding on an adjacent property to the east. Existing vegetation on the property and neighbouring property to the east provides screening.</i></p> <p><i>Two further properties are 300m away from the proposed dwelling, one to the west and one to the south-west.</i></p> <p><i>The Council Officers do not consider the proposed dwelling and outbuilding to impact on the privacy of adjacent properties.</i></p>

ASSESSMENT - THE SOUTHERN MIDLANDS INTERIM PLANNING SCHEME

Rural Resource Zone

The subject site is in the Rural Resource Zone. The proposal must satisfy the requirements of the following relevant use and development standards of this zone:

Use Standard		
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.		
Acceptable Solutions	Performance Criteria	OFFICER COMMENT
A1 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 accordance with a licence under the Child Care Act 2001.	P1 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: a) The characteristics of the proposed sensitive use; b) The characteristics of the existing or likely non-sensitive use on adjoining land;	<p><i>The proposal is for a dwelling and outbuilding and is therefore assessed against the Performance criteria.</i></p> <p><i>The land on the property and adjoining land is predominantly used for grazing.</i></p> <p><i>Adjacent blocks to the North and South of the proposed dwelling are also owned by the applicant and another member from their family.</i></p>

	<p>c) Setback to the 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 adjoin land that would buffer the proposed sensitive use from the adverse impacts on residential amenity from existing or likely non-sensitive use.</p>	<p><i>Council Officers do not regard the proposed dwelling and outbuilding to conflict with adjoining land.</i></p> <p><i>The proposal complies with the Performance Criteria P1</i></p>
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<p>Use Standard 26.3.3 Discretionary Use To ensure that discretionary non-agricultural uses do not unreasonably confine or restrain the agricultural use of agricultural land.</p>		
Acceptable Solutions	Performance Criteria	OFFICER COMMENT
<p>A1</p> <p>No acceptable Solution.</p>	<p>P1</p> <p>A discretionary non-agricultural use must not conflict with or fetter agricultural use on the site or adjoining land having regard to all of the following:</p> <p>a) the characteristics of the proposed non-agricultural use;</p> <p>b) the characteristics of the existing or likely agricultural use;</p> <p>c) setback to site boundaries and separation distance between the proposed non-agricultural use and existing or likely agricultural use;</p> <p>d) any characteristics of the site and adjoining land that would buffer the proposed non-agricultural use from the adverse impacts on amenity from existing or likely agricultural use.</p>	<p><i>The proposal is for a dwelling and outbuilding and is therefore assessed against the Performance criteria.</i></p> <p><i>The land on the property and adjoining land is predominantly used for grazing and track training. The dwelling and outbuilding are sited within the centre of the block, on cleared pasture and is set back from adjoining land by 33m to the northern boundary, 70m from the eastern boundary and 43m from the southern boundary.</i></p> <p><i>There is a group of 4 existing mature trees which act as a buffer between the site and existing agricultural use to the south east boundary.</i></p> <p><i>The proposal complies with the Performance Criteria P1.</i></p>

Development Standard 26.4.1 Building Height To ensure that building height contributes positively to the rural landscape and does not result in unreasonable impact on residential amenity of land.		
Acceptable Solutions	Performance Criteria	OFFICER COMMENT
A1 Building height must be no more than: 9 m if for a residential use. 10 m otherwise.	P1 Building height must satisfy all of the following: a) be consistent with any Desired Future Character Statements provided for the area; b) be sufficient to prevent unreasonable adverse impacts on residential amenity on adjoining lots by overlooking and loss of privacy; c) if for a non-residential use, the height is necessary for that use.	<i>The maximum height of the proposed new dwelling is 4.3m and the outbuilding is 4.06m.</i> <i>The proposal complies with the Acceptable Solution A1.</i>

Development Standard 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
A1 Building setback from frontage must be no less than: 20 m.	P1 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: a) the topography of the site; b) the size and shape of the site; c) the prevailing setbacks of existing buildings on nearby lots; d) the location of existing buildings on the site; e) the proposed colours and external materials of the building;	<i>The dwelling is located 106m from frontage. The outbuilding is located behind the dwelling.</i> <i>The proposal complies with the Acceptable Solution A1.</i>

	<p>f) the visual impact of the building when viewed from an adjoining road;</p> <p>g) retention of vegetation.</p>	
<p>A2 Building setback from side and rear boundaries must be no less than: 40 m.</p>	<p>P2 Building setback from side and rear boundaries must maintain the character of the surrounding rural landscape, 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><i>The dwelling is located 43m from the southern boundary.</i></p> <p><i>The distance between the dwelling and the northern boundary is 35m.</i></p> <p><i>The dwelling is set back from the rear boundary by 95m and the outbuilding is 70m from the rear boundary.</i></p> <p><i>The northern boundary Distance of 35m is assessed against Performance Criteria.</i></p> <p><i>The size and shape of the site, being long and relatively narrow, is a constraint which affects the design of the dwelling. The proposed location of the dwelling does reduce the visual impact of the building when viewed from Spring Hill Bottom Road.</i></p> <p><i>The proposal complies with the Performance Criteria P1.</i></p>

Development Standard		
26.4.3 Design		
To ensure that the location and appearance of buildings and works minimises adverse impact on the rural landscape.		
Acceptable Solutions	Performance Criteria	OFFICER COMMENT
<p>A1 The location of buildings and works must comply with any of the following:</p> <p>a) be located within a building area, if provided on the title;</p> <p>b) be an addition or alteration to an existing building;</p> <p>c) be located in an area not requiring the clearing of native vegetation and not on a skyline or ridgeline.</p>	<p>P1 The location of buildings and works must satisfy all of the following:</p> <p>a) be located on a skyline or ridgeline only if:</p> <p>(i) there are no sites clear of native vegetation and clear of other significant site constraints such as access difficulties or excessive slope, or the location is necessary for the functional requirements of infrastructure;</p>	<p><i>The proposal includes new buildings and therefore is assessed against the Performance Criteria.</i></p> <p><i>(a) The buildings are not on a skyline or ridgeline in compliance with A1.</i></p>

	<p>(ii) significant impacts on the rural landscape are minimised through the height of the structure, landscaping and use of colours with a light reflectance value not greater than 40 percent for all exterior building surfaces;</p> <p>b) be consistent with any Desired Future Character Statements provided for the area;</p> <p>c) be located in an area requiring the clearing of native vegetation only if:</p> <p>(i) there are no sites clear of native vegetation and clear of other significant site constraints such as access difficulties or excessive slope, or the location is necessary for the functional requirements of infrastructure;</p> <p>(ii) the extent of clearing is the minimum necessary to provide for buildings, associated works and associated bushfire protection measures;</p>	<p><i>(b) There are no Desired Future Character Statements.</i></p> <p><i>(c) No further clearing of native vegetation is expected.</i></p> <p><i>The proposal complies with the Acceptable Solution A1.</i></p>
<p>A2 Exterior building surfaces must be coloured using colours with a light reflectance value not greater than 40 percent.</p>	<p>P2 The appearance of external finishes of buildings must not be incompatible with the rural landscape.</p>	<p><i>The proposed buildings will be finished in grey tones in compliance with A2.</i></p> <p><i>The proposal complies with the Acceptable Solution A2.</i></p>
<p>A3 The depth of any fill or excavation must be no more than 2 m from natural ground level, except where required for building foundations.</p>	<p>P3 The depth of any fill or excavation must be kept to a minimum so that the development satisfies all of the following:</p> <p>a) does not have significant impact on the rural landscape of the area;</p>	<p><i>The proposal complies with the Acceptable Solution A3.</i></p>

	b) does not unreasonably impact upon the privacy of adjoining properties; c) does not affect land stability on the lot or adjoining areas.	
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Parking and Access Code

This Code applies to all use and development.

Table E6.1 requires two car parking spaces to be provided for a single dwelling containing 2 or more bedrooms. The proposal comply with this requirement.

In regard to the design and construction of the access and car parking, the proposal plans provide sufficient detail to demonstrate compliance with the relevant standards of the Code.

Stormwater Management Code

Stormwater from the proposed dwelling, outbuilding, accesses and car parking can be collected and managed onsite in accordance with the requirements of this Code.

Road and Railway Assets Code

A new access onto Spring Hill Bottom Road is required and the proposed access meets the acceptable solutions as stated within the code.

CONCLUSION

The report has assessed a Development Application for proposed Dwelling & Outbuilding at 98 Spring Hill Bottom Road, Colebrook.

One (1) representation was made to Council raising concerns regarding access and privacy, considered above.

The proposal has been found to comply with all the relevant standards of the Rural Resource Zone and the applicable Codes.

It is recommended that the Application be approved and a Permit issued with conditions and advice.

RECOMMENDATION

THAT, in accordance with the provisions of the *Southern Midlands Interim Planning Scheme 2015* and section 57 of the *Land Use Planning & Approvals Act 1993*, Council APPROVE the Development Application (DA2020/141) for a Dwelling & Outbuilding at 98 Spring Hill Bottom Road, Colebrook, owned by N Wooley & C Denney and that a permit be issued with the following conditions:

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 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.

Approved Use

- 3) The site and is to be used for the purposes detailed within the approved documents only, that is; dwelling and outbuilding. It must not to be used for any other purpose without the prior written consent of Council.

Natural values

- 4) Clearance of native vegetation on the property must limited to that specified in an approved Bushfire Hazard Management Plan only, unless otherwise approved by Council.

External finishes

- 5) All external metal building surfaces must be clad in non-reflective pre-coated metal sheeting or painted to the satisfaction of the Council's Manager of Development and Environmental Services.

Parking & Access

- 6) At least two (2) parking spaces must be provided on the land at all times for the use of the occupiers in accordance with Standards Australia (2004): Australian Standard AS 2890.1 - 2004 – Parking Facilities Part 1: Off Street Car Parking; Standards Australia, Sydney.
- 7) The areas set-aside for parking, access and vehicle maneuvering:
 - 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 Development & Environmental Services.
 - d) Incorporate drainage discharging to the stormwater system in accordance with the requirements of a plumbing permit.

Services

- 8) 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.

Stormwater

- 9) Drainage from the proposed development must drain to a legal discharge point to the satisfaction of Councils Manager Development & Environmental Services.

Wastewater

- 10) Wastewater from the development must discharge to an on-site waste disposal system in accordance with a Certificate of Likely Compliance or Plumbing Permit issued by the Permit Authority in accordance with the Building Act 2016.

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:
- Emission of noise, artificial light, vibration, odour, fumes, smoke, vapor, steam, ash, dust, waste water, waste products, grit or otherwise.
 - The transportation of materials, goods and commodities to and from the land.
 - Obstruction of any public footway or highway.
 - Appearance of any building, works or materials.
 - 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.
- 13) Public roadways or footpaths must not be used for the storage of any construction materials or wastes, for the loading/unloading of any vehicle or equipment; or for the carrying out of any work, process or tasks associated with the project during the construction period.
- 14) The developer must make good and/or clean any footpath, road surface or other element damaged or soiled by the development to the satisfaction of the Council's Manager of Infrastructure and Works.

The following advice applies to this permit:

- A. This Planning Permit does not imply that any other approval required under any other legislation has been granted.**
- B. This Planning Permit is in addition to the requirements of the Building Act 2016. Approval in accordance with the Building Act 2016 may be required prior to works commencing.**
- C. If you notify Council that you intend to commence the use or development before the date specified above you forfeit your right of appeal in relation to this permit.**

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

ENCLOSURE(S)
Agenda Item 11.1.1

MIDLANDS
COUNCIL



APPLICATION FOR PLANNING PERMIT – USE AND DEVELOPMENT
Residential Use

Use this form to apply for planning approval in accordance with section 57 and 58 of the *Land Use Planning and Approvals Act 1993*

Applicant / Owner Details:

Owner / s Name

Postal Address
 Phone No:
Fax No:

Email address:

Applicant Name
(if not owner)

Postal Address:
 Phone No:
Fax No:

Email address:

Description of proposed use and/or development:

Address of new use and development:

Certificate of Title No: **Volume No** **Lot No:**

Description of proposed use or development:

Current use of land and buildings:

ie: New Dwelling /Additions/ Demolition / /Shed / Farm Building / Carport / Swimming Pool or detail other etc.

Eg. Are there any existing buildings on this title? If yes, what is the main building used as?

Is the property Heritage Listed Please tick / answer

SOUTHERN
 MIDLANDS
 COUNCIL



Proposed Material	What are the proposed external wall colours	Brick veneer grey tones	What is the proposed roof colour	Colorbond Basalt
	What is the proposed new floor area m ² .	213m ² .	What is the estimated value of all the new work proposed:	\$ 350,000

Please attach any additional information that may be required by Part 8.1 Application Requirements of the Planning Scheme.

Signed Declaration [REDACTED]

I/we hereby apply for a planning approval to carry out the use or development described in this application and in the accompanying plans and documents, accordingly I declare that:

- The information given is a true and accurate representation of the proposed development. I understand that the information and materials provided with this development application may be made available to the public. I understand that the Council may make such copies of the information and materials as, in its opinion, are necessary to facilitate a thorough consideration of the Development Application. I have obtained the relevant permission of the copyright owner for the communication and reproduction of the plans accompanying the development application, for the purposes of assessment of that application. I indemnify the Southern Midlands Council for any claim or action taken against it in respect of breach of copyright in respect of any of the information or material provided.
- I am the applicant for the planning permit and I have notified the owner/s of the land in writing of the intention to make this application in accordance with Section 52(1) of the *Land Use Planning Approvals Act 1993* (or the land owner has signed this form in the box below in "Land Owner(s) signature");

Applicant Signature	Applicant Name (Please print)	Date
<input type="text" value="M Day"/>	<input type="text" value="Mark Day"/>	<input type="text" value="27/10/2020"/>
<small>(if not the Owner)</small>		

Land Owner(s) Signature	Land Owners Name (please print)	Date
<input type="text" value="C Denny"/>	<input type="text" value="Craig Denny"/>	<input type="text" value="28/10/20"/>

Land Owner(s) Signature	Land Owners Name (please print)	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address all correspondence to: The General Manager, PO Box 21, Oatlands Tasmania 7120
 Oatlands Office: 71 High Street Oatlands Phone (03) 62545000 Fax (03) 62545014
 Kempton Office: 85 Main Street Kempton Phone (03) 62545050
 Email Address: mail@southernmidlands.tas.gov.au Web www.southernmidlands.tas.gov.au
 ABN 68653459 589

SOUTHERN
MIDLANDS
COUNCIL



RESIDENTIAL DEVELOPMENT – Information & Checklist sheet

Use this check list for submitting your application

Submitting your application ✓

1. All plans and information required per Part 8.1 Application Requirements of the Planning Scheme
2. Copy of the current Certificate of Title, Schedule of Easements and Title Plan (Available from Service Tasmania Offices)
3. Any reports, certificates or written statements to accompany the Application (if applicable) required by the relevant zone or code.
4. Prescribed fees payable to Council

Information

If you provide an email address in this form then the Southern Midlands Council ("the Council") will treat the provision of the email address as consent to the Council, pursuant to Section 6 of the Electronic Transactions Act 2000, to using that email address for the purposes of assessing the Application under the Land Use Planning and Approvals Act 1993 ("the Act").

If you provide an email address, the Council will not provide hard copy documentation unless specifically requested.

It is your responsibility to provide the Council with the correct email address and to check your email for communications from the Council.

If you do not wish for the Council to use your email address as the method of contact and for the giving of information, please tick ✓ the box

Heritage Tasmania

If the Property is listed on the Tasmanian Heritage Register then the Application will be referred to Heritage Tasmania unless an Exemption Certificate has been provided with this Application. (Phone 1300 850 332 (local call cost) or email enquires@heritage.tas.gov.au)

TasWater

Depending on the works proposed Council may be required to refer the Application to TasWater for assessment (Phone 136992)

PRIVACY STATEMENT

The Southern Midlands Council abides by the Personal Information Protection Act 2004 and views the protection of your privacy as an integral part of its commitment towards complete accountability and integrity in all its activities and programs.

Collection of Personal Information: The personal information being collected from you for the purposes of the Personal Information Protection Act, 2004 and will be used solely by Council in accordance with its Privacy Policy. Council is collecting this information from you in order to process your application.

Disclosure of Personal Information: Council will take all necessary measures to prevent unauthorised access to or disclosure of your personal information. External organisations to whom this personal information will be disclosed as required under the Building Act 2000. This information will not be disclosed to any other external agencies unless required or authorised by law.

Correction of Personal Information: If you wish to alter any personal information you have supplied to Council please telephone the Southern Midlands Council on (03) 62545050. Please contact the Council's Privacy Officer on (03) 6254 5000 if you have any other enquires concerning Council's privacy procedures.

Address all correspondence to: The General Manager, PO Box 21, Oatlands Tasmania 7120
Oatlands Office: 71 High Street Oatlands Phone (03) 62545000 Fax (03) 62545014
Kempton Office: 85 Main Street Kempton Phone (03) 62545050
Email Address: mail@southernmidlands.tas.gov.au Web www.southernmidlands.tas.gov.au
ABN 68653459 589



5004 Emerald Islands Dr
Carrara, Qld 4211
Phone: 07 5657 4456
Fax: 07 5594 2022

26 October, 2020

To whom it may concern

The actual usage of the building is not able to be ascertained by the engineer. This certification is done in accordance with the purchaser of the building's advice of the building's Importance Level. Any approving authority should confirm that the Importance Level nominated is appropriate for the building's usage.

The structural design of the steel building (as detailed in drawing SIIBT200189, see index below) for Nicole Woolley to be built at the geographic coordinates of -42.55227 and 147.34595 has been carried out by me. The address of the site has been given as 98 Springhill Bottom Rd Colebrook TAS 7027 Australia.

The design has been done in accordance with the NCC:2019, AS/NZS 4600:2018, AS/NZS 1170.1:2002, AS/NZS 1170.2:2011, AS/NZS 1170.3:2002, AS 4100:1998, AS 2870:2011 and AS 3600:2018.

Design Criteria: Building Class 10, Max Design Wind Speed of 40.5m/s. Refer to ShedSafe Site Specific Design Criteria Analysis. Unless nominated, the building has not been designed for any additional loads including, but not limited to, earthquake, snow, solar panels or lining with any materials.

Drawing Number	Date	Number of Pages	Description
SHBT200189 - 2	26/10/2020	1	General Notes
SHBT200189 - 3	26/10/2020	1	Layout
SHBT200189 - 4	26/10/2020	2	Specification Sheet
SHBT200189 - 5	26/10/2020	1	Bracing
SIIBT200189 - 6	26/10/2020	1	Concrete Piers
SHBT200189 - 7	26/10/2020	1	Slab Dimensions
SIIBT200189 - 8	26/10/2020	6	Connection Details
SHBT200189 - 9	26/10/2020	2	Flashing Fixing Details
SIIBT200189 - 10	26/10/2020	2	Component Position
SHBT200189 - 11	26/10/2020	4	Purlin And Girt

Some drawings have multiple pages, eg. "1 of 3".

Signed

A handwritten signature in black ink, appearing to read 'R. Nancarrow', written over a horizontal line.

R. Nancarrow
for and on behalf of
TNC ENGINEERING PTY LTD
(ACN 610 855 260)

Member Institution of Engineers (Aust.), CPEng (NEER Structural & Civil) Regn. No. 2741240
Registered Professional Engineer (Structural & Civil) - Queensland: Regn. No. 13750
Registered Professional Engineer (Structural & Civil) - Victoria: Regn. No. FC44684
Registered Building Designer & Professional Engineer (Structural & Civil) - Tasmania: Regn. No. CC6968

CERTIFICATE OF THE RESPONSIBLE DESIGNER

Section 94
 Section 106
 Section 129
 Section 155

To: Owner name
 Address
 Suburb/postcode

Form **35**

Designer details:

Name: Category:
 Business name: Phone No:
 Business address:
 Fax No:
 Licence No: Email address:

Details of the proposed work:

Owner/Applicant Designer's project reference No:
Address: Lot No:

Type of work: Building work: Plumbing work: (X all applicable.)

Description of work:
 (new building / alteration / addition / repair / removal / re-erection / water / sewerage / stormwater / on-site wastewater management system / backflow prevention / other)

Description of the Design Work (Scope, limitations or exclusions): (X all applicable certificates)

Certificate Type:	Certificate	Responsible Practitioner
	<input type="checkbox"/> Building design	Architect or Building Design
	<input checked="" type="checkbox"/> Structural design	Engineer or Civil Design
	<input type="checkbox"/> Fire Safety design	Fire Engineer
	<input type="checkbox"/> Civil design	Civil Engineer or Civil Designer
	<input type="checkbox"/> Hydraulic design	Building Service Design
	<input type="checkbox"/> Fire Service design	Building Service Design
	<input type="checkbox"/> Electrical design	Building Service Design
	<input type="checkbox"/> Mechanical design	Building Service Design
	<input type="checkbox"/> Plumbing design	Plumber-Certifier: Architect, Building Designer or Engineer
	<input type="checkbox"/> Other (specify)	

Deemed-to-Satisfy: Performance Solution: (X the appropriate box)

Other details:

Design documents provided:

The following documents are provided with this Certificate -
Document description:

Drawing numbers: SHBT200189-2 to SHBT200189-11	Prepared by: Sheds N Homes	Date: 26/10/2020
Schedules:	Prepared by: TBA	Date: TBA
Specifications:	Prepared by: Sheds N Homes	Date: 26/10/2020
Computations:	Prepared by: Sheds N Homes	Date: 26/10/2020
Performance solution proposals:		
Test reports:		

Standards, codes or guidelines relied on in design process:

NCC:2019 and the following Australian standards: AS/NZS4600:2018, AS/NZS 1170.0 2002, AS/NZS 1170.1:2002, AS/NZS 1170.2:2011, AS/NZS 1170.3:2002, AS/NZS 1170.4:2007, AS4100:1998, AS2870:2011 and AS3600:2018.

Any other relevant documentation:

Attribution as designer:

I, Rohan Nancarrow being a licensed building services provider am responsible for the design of that part of the building work as described in this certificate;

The documentation relating to the design includes sufficient information for the assessment of the work in accordance with the *Building Act 2016* and sufficient detail for the builder or plumber to carry out the work in accordance with the documents and the Act;

This certificate confirms compliance and is evidence of suitability of this design with the requirements of the National Construction Code.

Designer:	<i>Name: (print)</i> Rohan Nancarrow	<i>Signed:</i> 	<i>Date:</i> 26/10/2020
Licence No:	CC6968		

Assessment of Certifiable Works: (TasWork)

Note: single residential dwellings and outbuildings on a lot with an existing sewer connection are not considered to increase demand and are not certifiable.

if you cannot check ALL of these boxes, LEAVE THIS SECTION BLANK:

TasWater must then be contacted to determine if the proposed works are Certifiable Works.

I confirm that the proposed works are not Certifiable Works, in accordance with the Guidelines for TasWater CCW Assessments, by virtue that all of the following are satisfied:

- The works will not increase the demand for the water supplied by TasWater

- The works will not increase or decrease the amount of sewage or toxins that is to be removed by, or discharged into, TasWater's sewerage infrastructure

- The works will not require a new connection, or a modification to an existing connection, to be made to TasWater's infrastructure

- The works will not damage or interfere with TasWater's works

- The works will not adversely affect TasWater's operations

- The works are not within 2m of TasWater's infrastructure and are outside any TasWater easement

- I have checked the LISTMap to confirm the location of TasWater infrastructure

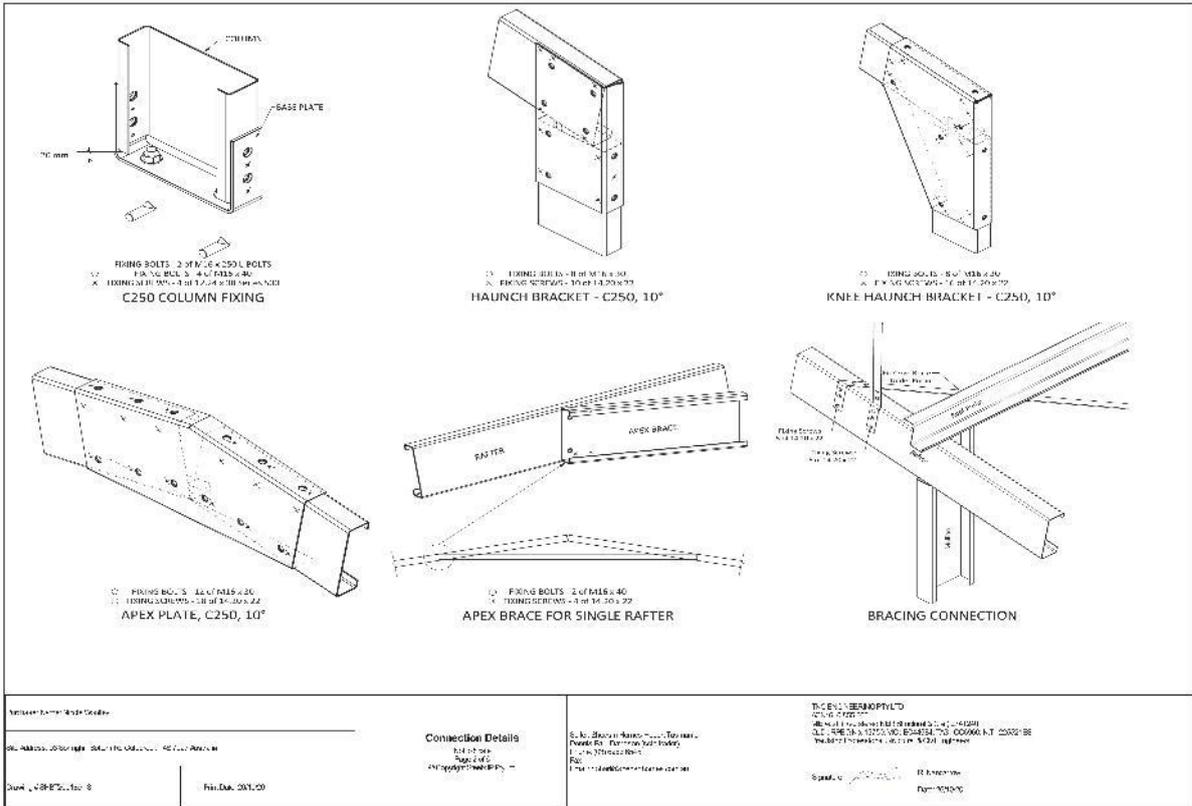
- If the property is connected to TasWater's water system, a water meter is in place or had been applied for to TasWater.

Certification:

I..... being responsible for the proposed work, am satisfied that the works described above are not Certifiable Works, as defined within the Water and Sewerage Industry Act 2008, that I have answered the above questions with all due diligence and have read and understood the Guidelines for TasWater CCW Assessments. Note: the Guidelines for TasWater Certification of Certifiable Works Assessments are available at: www.taswater.com.au

Designer:

<small>Name: (print)</small>	<small>Signed:</small>	<small>Date:</small>



-----Original Message-----

From: [REDACTED]
Sent: Wednesday, 11 November 2020 7:51 PM
To: smc@southernmidlands.tas.gov.au; SMC Mail <mail@southernmidlands.tas.gov.au>
Subject: Re: Proposal DA 2020/141

Firstly; I would like to thank you for your response Louisa,

Some of the information we seek is not in relation t the planning application as such, so we were wondering if you could still assist.

1: [REDACTED] has lived at 98 Springhill Bottom Road for approx 74 years. The application is also labeled as 98 Springhill Bottom Road. [REDACTED] has received mail already for the Denny's, but still addressed to him as he was in receipt of those blocks, however they were changed over to his sister [REDACTED]. [REDACTED] asks council to change the number of DA 2020/141 as soon as possible as it is his address they are using.

2: Could please advise what was the outcome of the tree removal and insertion os a road creating a 4 way intersection on the corner of 98 Springhill Bottom Rd. We were advised that the removal of trees and the insertion of a new access point was not approved by council back in April 2020. In speaking with [REDACTED], he stated that there was an access through to his property that [REDACTED] closed off. And that security cameras have been placed by [REDACTED] so that everyone entering [REDACTED] house is caught on camera.

4: Ca you clarify which bocks of land are now owned by [REDACTED]. Is it just the block they are seeking to build on, or does it include the property that adjoins our property?

3: [REDACTED] has also grown quite concerned of his lack of privacy on his property.As has [REDACTED]. Both home owners walk outside of their property and look over where [REDACTED] is planning on building, they can also see each others houses since the tree removal. Neither of them wish to be looking directly at this new house when entering and exiting their property.

Again, thank you for your response, and thank you for raising our concerns at the next council meeting.

As stated above all three property owners i.e. [REDACTED] & us are not happy with the location of the new home, and support the idea of having it moved. As stated in my initial e-mail, if the house was moved closer to the road it would almost be out of all of our views. I am not sure if this can be added to council's agenda, that is it all 3 approximate and adjoining homes. If you need something in writing from [REDACTED] please let me know so I can organise before the cut off on the 15th.

Can I also please advise the letter of Proposed dwelling was not received until this day 11/11/20, giving people less than 4 days to respond.

I have also been asked by [REDACTED] to plant more trees on my property to block them out. Which obviously I cannot afford. The trees I have planted have come and a great expense.

Kind Regards
[REDACTED]

- > On 4 Nov 2020, at 5:12 pm, [REDACTED] > wrote:
- >
- > To whoever it may concern,
- >
- > I have been in consult, to no avail, with Alex Green since January 2020 in relation to works happening at 75 Springhill Bottom Road Colebrook - Currently owned by Judy Denny.
- >
- > During April the Denny's acquired 3 blocks of land off Bruce Slade at 98 Springhill Bottom Rd, the land adjoined Judy's property, and was signed over as part of the family estate.
- >
- > They started demolition of trees and earth moving, where Mr Green informed me the trees were not heritage listed nor was it illegal to undertake earth works. However they added a new entrance to the property and removed trees from the roadside. This I am still waiting on Mr Greens response as to what happened, as he informed me they cannot remove the trees on the road or add an access point. (I can provide photos of where the removed trees were, and obviously where the "new road" is now)
- >
- > Today, 4th November 2020, I see there is an application to build a house on a property in Craig Denny & Nicole Wooley's name at 98 Springhill Bottom Rd, which, the address still belongs to Bruce Slade at 98 Springhill Bottom Rd.
- > We also have not been notified of any subdivisions going ahead. Last time I contacted council the block of land attached to us was still in Bruce Slade's name.
- >
- > So I would like clarification on who owns what land and what the outcome of the 'super highway and cut out' put in on Springhill Bottom Rd is.
- >
- > Furthermore, the plans that have been submitted to council have the new dwelling looking right over our property, giving us no privacy at all. Every inch of our 20 areas will be visible as they have chosen to face their home towards ours. Our home is on the road, so our back yard was our only little bit of sanctuary, now we will have someone over looking us at all times.
- >
- > I ask for councils support to look over the plans and either move the proposed dwelling towards the road side of the property, so they will not be directly overlooking our property, or the back yard of our home, or possibly to turn the house around as to give them views of the Quoin instead of our back door and our land.
- >
- > Also the proposed home and shed is significantly close to David Kelly's home, which would possibly be a heritage homestead. They also removed trees which opened Davids home up to be easily viewed. Before all the tree removal David's property was well hidden, now it is open to Judy Denny's, Bruce Slade, our place and would have a new home built at his doorstep. Leaving all of us who were in somewhat private positions open to a new build. I am more than happy to contact David about submitting something to you if you feel it would help?
- >
- > We live out the back of our home, we don't even use our front door, we leave all our blinds open all the time, if they build facing our home it will impact on our privacy greatly. We are very private people, and we keep to ourselves. We just request to keep our little bit of privacy. I do not know if there may be some form of fencing that can be added around their home that can guarantee our privacy more. But as it stands at the moment the master bedroom, lounge room, kitchen and dining of the proposed home all face our home. The only other thing I can think of is if they change the windows to high ones so our privacy remains in place.
- >
- > The photo below is a few months old, I have planted several thousand dollars worth of trees to try and give us some privacy because of the works they have been doing.
- > Here you can see our fence line (with our tree guards), David Kelly's shed (his home is to the right of his shed) and the massive cut out for their home. The olive tree you can just see the top of and the lantern is in our backyard. I hope this helps you understand the issue and perspective with our privacy.
- > For us it is devastating. Especially considering there is so much land and heaps of other options available. We didn't move out here to have neighbours looking in our back yard either, we came here to escape that.

>
> Please feel free to contact me at any stage. And if there is anything I can take to council to have this reassessed.
>
> Kind Regards
> 
>
> <PastedGraphic-1.tiff>

11.2 SUBDIVISIONS

Nil.

11.3 MUNICIPAL SEAL (Planning Authority)

Nil.

11.4 PLANNING (OTHER)

11.4.1 PROGRESS OF PLANNING SCHEME REFORM: UPDATE ON THE PROGRESS OF THE TASMANIA PLANNING SCHEME AND PREPARATION OF SOUTHERN MIDLANDS LOCAL PROVISIONS SCHEDULE (NOVEMBER 2020)

Author: MANAGER, DEVELOPMENT & ENVIRONMENTAL SERVICES (DAVID CUNDALL)

Date: 19 NOVEMBER 2020

Enclosure(s):

Section 35(5)(b) Directions Notice

Email from David Cundall to the Tasmanian Planning Commission dated 19th November 2020

ISSUE

This report will provide Council (and the wider community) with an overview and update on the progress of the draft Local Provisions Schedule (LPS).

The report also seeks direction and a resolution of Council with regard to recent notice issued by the Tasmanian Planning Commission directing the Planning Authority to modify the draft LPS as submitted December 2018.

The recommendation is Council receive this report.

BACKGROUND

As Council would recall, the LPS forms a part of the overall Tasmanian Planning Scheme (TPS). The scheme is comprised of the State Planning Provisions (SPPs) and the Local Provisions Schedules (LPSs). The SPPs were prepared by the State Government (declared by the Minister February 2017) and the LPS is to be prepared by each Council (still in progress). The TPS does not come into effect until the LPS has been approved by the Minister for Planning. This will be subject to public consultation, further consideration by Council and hearings held by the TPC.

The content of the LPS consists of two parts:

- A. Zone maps and overlay maps; and
- B. Written ordinance

The overlay maps and zone maps spatially define the application of the zones, specific area plans and the application of certain planning scheme codes.

The draft LPS is supported by a “Supporting Report” which explains the content of the LPS and provides justification against the particulars of the *Land Use Planning and Approvals Act 1993* (the Act).

Council endorsed the LPS and Supporting Report for submission to the Tasmanian Planning Commission (“TPC”) at the November 2018 Council Meeting.

UPDATE

Since submission to the TPC in December 2018 the following events have transpired per the following Table.

Date	Event	Comment
May 2019	<p>Planning Commission holds first “post lodgement” hearing at the Commission with Manager Development and Environmental Services David Cundall and Senior Planner Jacqui Tyson.</p>	<p>The outcomes of the hearing were published on Council’s Website.</p> <p>The matters discussed were as follows:</p> <ol style="list-style-type: none"> 1. Zones – minor clarifications 2. Zones – major changes or new 3. Codes 4. Mapping - general 5. New PPZ and SAPs and section 32(4) of the Act 6. Transitioning SAPs and SSQs 7. Supporting report 8. Drafting 9. Next steps
June – September 2019	<p>Council Officers prepared further documentation in response to the TPC requests.</p>	<p>The following documents and changes were made. These were largely technical in nature and did not change any policy position or strategic objectives of Council:</p> <ul style="list-style-type: none"> • An updated Supporting Report (in Word) – detailing: • Case studies and rationale behind the application of the Ag and Rural Zone • Further detail on the expansion of the rural living zone on Black Brush Road • Tabled and explanation of all changes from SMIPS2015 to draft LPS – including: <ul style="list-style-type: none"> • Utilities Zone • Recreation Zone • Places of archaeological significance – background • Flood prone areas – background • Use and content of the Scenic Protection Code • Further justification for SAPs and edits to errors in referencing Act etc • Confirmation from TasWater regarding Colebrook SAP for waste water systems • Inclusion of new Appendices (in PDF): • GHD Heritage Report <ul style="list-style-type: none"> • Flood Area mapping report • Campania Structure Plan • Written Ordinance (in Word) modified: <ul style="list-style-type: none"> • Content of Scenic Protection Code • Review and accept edits by TPC Officers • Minor expression and word changes to SAPs • Changes to mapping (in PDF): <ul style="list-style-type: none"> ○ Errors generally ○ Errors in consistency between similar land types and land use

		<ul style="list-style-type: none"> ○ Inclusion of additional utilities zone and referenced in supporting report ○ Some minor changes to ag and rural zoning ○ Compile the bushfire hazard mapping ○ Change to layout and TPC grid and to better comply with practice note 7
October 2019	A new officer was appointed at the TPC to review the Southern Midlands LPS	<p>The maps supplied needed to be reformatted.</p> <p>New issues were raised by the TPC that were technical in nature relating to transitioning provisions.</p>
January 2020	TPC ask that a second conference be held.	
February 2020	Second hearing held.	TPC issued a 40 page suite of documents asking for clarifications of matters discussed at the conference(s) and asking for further supporting material with regard to zone changes in the townships of Kempton, Campania and Mangalore.
June 2020	Manager Development and Environmental Services contacts the Commissioner to discuss the vast amount of information required by the TPC	
June – August 2020	The requests for clarifications are from 40 pages to approximately 5 pages.	
August 2020	Manager Development and Environmental Services provides written responses to the TPC.	The written response and supporting material represent some 10,000 words. This was largely justification around the zoning changes in Kempton, Campania and Mangalore to demonstrate the zone changes are consistent with the Southern Tasmanian Regional Land Use Strategy.
September 2020	The TPC provides the attached “Section 35” directions notice to modify the draft.	The notice is a direction from the TPC as authorised by the Minister to Council to modify the draft LPS in order to be deemed suitable for exhibition.

The attached email sent to the TPC, dated 19th November 2020 summarises the issues with regards to the rezonings in Kempton, Campania and Mangalore.

The TPC maintain a position based on decisions precedent with regards to the Settlement and Residential Development Policy (SRD) in the STRLUS and in particular SRD1 and SRD 1.1– which reads

SRD 1 Provide a sustainable and compact network of settlements with the Greater Hobart at its core, that is capable of meeting project demand.

SRD 1.1 Implement the Regional Settlement Strategy and associated growth management strategies through the planning scheme.

The STRLUS provides the following growth strategies for the settlements outside of the Greater Hobart area:

The growth management strategies for the settlements across the region are divided into four categories as follows (the percentage growth is calculated as the percentage of the number of dwelling existing at the declaration date that can occur across the 25 year planning period):

- High Growth - 20% to 30% increase in no. of potential dwellings.
- Moderate Growth - 10% to 20% increase in no. of potential dwellings.
- Low Growth - less than 10% increase in no. of potential dwellings.
- Very Low Growth - no new potential dwellings except single dwellings on existing lots or where there is existing low density subdivision potential subject to demonstrating that:
 - there will be no off-site impacts from on-site waste water disposal;
 - there is adequate provision of potable water either through reticulation or tank water;
 - hazard and natural values constraints are adequately addressed.

The townships of Kempton and Campania have a “Low growth” strategy. Whilst Mangalore has a Very Low Growth” strategy.

The STRLUS on pg 89 provides the following statement:

**for all settlements categorized as ‘township’ or lesser, the growth strategy indicated does not preclude growth possible under existing capacity*

The Planning Commission, based on decisions precedent, maintain a position that growth is calculated as:

the percentage growth is calculated as the percentage of the number of dwelling existing at the declaration date that can occur across the 25 year planning period

The supporting report to the draft LPS and sent to the Commission has demonstrated mathematically through a dwelling yield analysis that the capacity for new dwellings within the 25 year planning period will still be consistent with the growth strategies (i.e low and very low) and overall consistent as far as practical with the STRLUS. Consistency with the STRLUS is a legislated requirement per Section 34 (2) (e) of the *Land Use Planning and Approvals Act 1993* (“the Act”) – the LPS criteria to be met:

as far as practicable, is consistent with the regional land use strategy, if any, for the regional area in which is situated the land to which the relevant planning instrument relates;

The growth strategies are based on projected demand which was calculated per the 2006 census data. It is therefore completely out of date.

DISCUSSION

Per the attached directions notice issued per Section 35 (5) (b) of the Act the Council could comply entirely with the directions of the TPC and move forward. This would mean the zone changes endorsed by Council at the November 2018 meeting will be removed from the Draft and re-submitted to the TPC. Council would then wait for direction from the Minister per Section 35B of the Act to exhibit the LPS for public notification. This is

the “next step” in the process towards a new planning scheme for the Southern Midlands.

Alternatively Council may provide a formal written response to the TPC and the Minister raising any issues and seek to have the notice amended or reconsidered. The LPS is then held in abeyance until the matters are resolved.

Also Council in considering this matter should give due regard to Section 35 (6) and (7) of the Act:

(6) A planning authority to which a direction under subsection (5)(b) is given must prepare and submit to the Commission, within the period specified in the direction or a longer period allowed by the Commission, a draft LPS modified in accordance with the direction.

(7) A planning authority must not prepare and submit a draft LPS to the Commission under this section unless the planning authority is satisfied that the draft LPS meets the LPS criteria.

Officers are satisfied that the LPS as endorsed by Council in November 2018 together with the technical modifications made over the past two (2) years has produced an LPS that satisfies the LPS criteria.

It is one (1) recommendation of this report that Council write to the Minister for Planning (Minister Jaensch) and seek that minor alterations to the Growth Strategies should be considered by the Commission in the preparation of the LPS.

It is understood, per the attached, that Tasman Council has also experienced the same issue with regard to the growth strategies.

Council should note that if the Planning Authority fails to submit a draft LPS in accordance with a direction under Section 35 (2) or (5) then the Minister, by notice in writing to the Commission may issue a direction to the Commission to prepare the draft LPS. The Commission must then provide notice in writing to the Planning Authority affording a 14 day period to provide comments on the draft LPS. The Commission must then consider these comments before submission to the Minister.

Human Resources and Financial Implications - The LPS to date has been prepared by Council Officers with financial assistance given by the Minister for the preparation of detailed reports and studies. The assistance was given on a regional basis. This was largely undertaken in 2017-2019 and produced the natural values assessments and mapping, agricultural land guidelines, and the scenic protection code guidelines.

It is difficult to put a quantifiable figure on the number of days/weeks/months spent by Officers in preparing this body of work in the period 2015-2020 since the Tasmanian Planning Scheme was formally legislated. It has been a significant amount of resources across Tasmania. Some Council's opted to engage private consultants to undertake the works or Officers/Managers went “offline” to dedicate time and resources to the task.

Work will continue on the project by Council Officers.

Policy Implications - Should Council comply entirely with the Section 35 (5) (b) notice then Council would be undertaking a policy shift. Council at the November 2018 meeting endorsed a plan for the Southern Midlands to allow for limited growth and logical alterations of the townships in what was considered to be within the parameters of the 120 plus tests for preparing the LPS.

The zone changes in question are:

- For Kempton - rezoning Village Zoned land to General Residential Zoned land in the residential areas
- For Campania – rezoning Village Zoned land to General Residential Zoned land in the residential areas and rezoning Village Zoned land to the Low Density Residential Zone for land within the “bushland” residential area
- For Mangalore – rezoning of land from the Rural Resource Zone to the Rural Living Zone along the Blackbrush Road that was strategically ear marked for rezoning in the *Bagdad Mangalore Structure Plan*.

The minutes of the November 2018 decision were as follows:

DECISION
Moved by Cllr A E Bisdee, seconded by Deputy Mayor E Batt

THAT the

A. Council certify the enclosed Draft Local Provisions Schedule for Southern Midlands Council (“Appendix A” and “Appendix B”) of the *Southern Midlands Local Provisions Schedule Supporting Report November 2018* as having satisfactorily met the LPS Criteria of Section 34 (2) of *Land Use Planning and Approvals Act 1993* (LUPAA).

B. Council endorse the enclosed *Southern Midlands Local Provisions Schedule Supporting Report (and Appendices) November 2018* (“ the Supporting Report”) as satisfactorily demonstrating compliance with Section 34 (2) and those matters outlined in this report (and otherwise outlined in the *supporting report* and required by LUPAA).

C. Council endorse the submission of the Draft Local Provisions Schedule for Southern Midlands Council and the *Supporting Report* to the Tasmanian Planning Commission under Section 35(1).

D. Council delegates to the General Manager & Manager Development and Environmental Services the powers and functions to:

- a. submit the LPS to the Commission pursuant to Section 35(1) of LUPAA in the form outlined in this and the enclosed report;
- b. submit the provisions for transition under Schedule 6 of LUPAA to the Minister for Planning;
- c. modify the LPS if a notice is received from the Commission pursuant to Section 35(5)(b), and advise the Council of any technical modification; and
- d. seek resolution of Council for modification to any strategic local objectives before proceeding to public exhibition;
- e. exhibit the LPS pursuant to Sections 35B, 35C and 35D;
- f. Represent the Council at hearings pursuant to Section 35H.

E. Endorse the Community Consultation as outlined in this report.

F. Continue with regular updates and reports to Council and the TPC until such time that the TPC has provided approval for formal public exhibition.

CARRIED

Per the November 2018 decision, should the Commission direct Council per Section 35 (5) (b) of the Act to undertake any strategic modifications to the draft LPS then the Manager Development and Environmental Services would seek a resolution of Council to modify the draft.

Accordingly a resolution of Council is required to modify the Kempton, Campania and Mangalore areas.

RECOMMENDATION

THAT

- A. The information be received**
- B. That the Council send a letter to the Minister Jaensch and the Tasmanian Planning Commission urging the Minister to consider minor and logical extensions and zone changes within the settlement areas beyond the Greater Hobart and to allow for the Draft Local Provisions Schedule to be finalised per the November 2018 decision of Council without further delay; and**
- C. The Manager Development and Environmental Services is delegated authority on behalf of the Planning Authority finalise the Draft Local Provisions Schedule and submits the Draft per Section 35 (6) of the Act;**

OR

- D. Council comply with the Section 35 (5)(b) directions notice as prepared by the Tasmanian Planning Commission and delegate authority to the Manager of Development and Environmental Services per Section 35 (6) to make such changes and submit the LPS documentation to the Tasmanian Planning Commission; and**
- E. The Manager Development and Environmental Services is delegated authority on behalf of the Planning Authority finalise the Draft Local Provisions Schedule and submits the Draft per Section 35 (6) of the Act;**

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

ENCLOSURE(S)

Agenda Item 11.4.1

TASMANIAN PLANNING COMMISSION

Our ref: DOC/20/53267
Officer: Claire Armstrong
Phone: 03 6165 6813
Email: tpc@planning.tas.gov.au

20 October 2020

Mr Tim Kirkwood
General Manager
Southern Midlands Council
PO Box 21
OATLANDS TAS 7120

By email: mail@southernmidlands.tas.gov.au;
dcundall@southernmidlands.tas.gov.au

Dear Mr Kirkwood

**Southern Midlands Draft Local Provisions Schedule (draft LPS)
Notice under section 35(5)(b) and Schedule 6, clauses 8C(5)(a) and 8D(9)(a)**

I refer to the Southern Midlands draft LPS (draft LPS), submitted to the Tasmanian Planning Commission (the Commission) on 9 January 2019.

Following post lodgement conferences and your provision of additional supporting information, the Commission has finalised its review of the draft LPS under section 34(2) and Schedule 6 of the *Land Use Planning and Approvals Act 1993* (the Act).

The Commission considers that, in order for the draft LPS to meet the LPS Criteria and Schedule 6 transitional provisions, modifications are required to be made to the draft LPS in accordance with Attachment A – Notice under section 35(5)(b) and Schedule 6, clauses 8C(5)(a) and 8D(9)(a) of the Act.

In accordance with section 35(5)(b) and Schedule 6, clauses 8C(5)(a) and 8D(9)(a) of the Act, the Commission directs the Southern Midlands planning authority to prepare and submit, under section 35(6) of the Act, the draft LPS modified in accordance with the attached notice by Friday, 30 October 2020.

The modified draft LPS needs to include a PDF of the modified written document and PDFs of the modified zone and overlay maps.

A PDF of the written document, modified in accordance with the direction in the attached notice, is included in:

- Attachment B showing the track changes (for your records); and
- Attachment C without the tracked changes (this copy is suitable for submission under section 35(6) if you are in agreement with the changes).

The Commission would also appreciate if you could provide a GIS version of the modified zone and overlay map data and a copy of the updated Supporting Report with track changes to show where the report has been amended to provide further clarification for the purposes of public exhibition as discussed at post lodgement conferences or to address matters that the Commission has directed to be modified.

Please submit the modified draft LPS to tpc@planning.tas.gov.au.

Level 3, 144 Macquarie Street Hobart Tasmania GPO Box 1691 Hobart TAS 7001
Ph: 03 6165 6828 Email: tpc@planning.tas.gov.au
www.planning.tas.gov.au

Following submission of the draft LPS, modified in accordance with the direction, the Commission will submit a request to the Minister for approval to exhibit the draft LPS under section 35B(1) of the Act.

If you need clarification on the listed matters, please contact Claire Armstrong, Planning Adviser on 6165 6831.

Yours sincerely



Roger Howlett
Delegate (Chair)

Encl: Attachment A – Notice under section 35(5)(b) and Schedule 6, clauses 8C(5)(a) and 8D(9)(a)
Attachment B – Revised draft LPS (with track changes)
Attachment C – Revised draft LPS (clean version)

Attachment A

Land Use Planning and Approvals Act 1993 (the Act)
Notice under section 35(5)(b) and Schedule 6, Clauses 8C(5)(a) and 8D(9)(a)
Southern Midlands draft Local Provisions Schedule

20 October 2020

The Tasmanian Planning Commission (the Commission) directs that the Southern Midlands planning authority modify the Southern Midlands draft Local Provisions Schedule (draft LPS) in accordance with the following:

1. **New specific area plans and site-specific qualifications**

The Commission is satisfied that the following provisions of the Southern Midlands draft Local Provisions Schedule meet the LPS Criteria under section 34(2) of the Act; however, the provisions require minor modification under section 35(5)(b) to:

- (i) meet the Local Provisions Schedule requirements of the SPPs;
- (ii) correct errors to property references and references to relevant provisions;
- (iii) provide for the effective operation of the provisions; and
- (iv) reflect the terminology used in the SPPs,

as identified in the tracked changed version of the revised Southern midlands draft LPS at Attachment B.

The provisions are:

- (a) SOU-S3.0 Bagdad Potential Dispersive Soils Specific Area Plan;
- (b) SOU-S4.0 Tunbridge Township Specific Area Plan;
- (c) SOU-S5.0 Tunnack Township Specific Area Plan; and
- (d) SOU-S6.0 Colebrook Township Specific Area Plan.

2. **Transitioning particular purpose zones**

The following provision requires modification under Schedule 6, clause 8C(5)(a) of the Act so that the relevant provisions contain permitted alterations for the purposes specified in Schedule 6, clause 8C(3), as identified in the tracked change version of the revised Southern Midlands draft LPS at Attachment B.

The provision is:

- (a) SOU-P1.0 Particular Purpose Zone – Future Road Corridor.

3. **New transitioning particular purpose zones**

Provision OU-P2.0 Particular Purpose Zone – Tasmanian Buddhist Cultural Park is to be inserted, as included in the tracked change version of the revised Southern Midlands draft LPS at Attachment B, to be consistent with the direction by the Minister under section 8A(1) of the Act.

Attachment A

4. Transitioning specific area plans

The following provisions require modification under Schedule 6, clause 8C(5)(a) of the Act so that the relevant provisions contain permitted alterations for the purposes specified in Schedule 6, clause 8C(3), as identified in the tracked change version of the revised Southern Midlands draft LPS at Attachment B.

The provisions are:

- (a) SOU-S1.0 Oatlands Equestrian Precinct Specific Area Plan;
- (b) SOU-S2.0 Chauncy Vale Specific Area Plan; and
- (c) SOU-S7.0 Water Catchment Specific Area Plan.

5. Transitioning site-specific qualifications

The following provisions require modification under Schedule 6, clause 8C(5)(a) of the Act so that the relevant provisions contain permitted alterations for the purposes specified in Schedule 6, clause 8C(3), as included in the tracked change version of the revised Southern Midlands draft LPS at Attachment B.

The provisions are:

- (a) SOU-20.1 3001 Midland Highway, Kempton;
- (b) SOU-20.2 1172 Midland Highway, Mangalore;
- (c) SOU-20.3 21 Blackwell Road, Melton Mowbray;
- (d) SOU-20.4 2120 Mudwalls Road, Colebrook; and
- (e) SOU-20.5 Whynyates Street, Oatlands.

6. Code Lists

- (a) Insert the State roads Mudwalls Road and Tunnack Road, and any other appropriate road, in the major road code list in Table SOU-Table C3.1 as included in the tracked change version of the revised Southern Midlands draft LPS at Attachment B.

- (b) The following provisions require minor modification under section 35(5)(b) of the Act to:

- (i) meet the Local Provisions Schedule requirements of the SPPs;
- (ii) provide for the effective operation of the provisions; and
- (iii) reflect the terminology used in the SPPs,

as included in the tracked changed version of the revised Southern Midlands draft LPS at Attachment B.

The provisions are:

- (a) SOU-Table C3.1 Other Major Roads;
- (b) SOU-Table C6.4 Places or Precincts of Archaeological Potential;
- (c) SOU-Table C6.5 Significant Trees;

Attachment A

- (d) SOU-Table C8.1 Scenic Protection Areas;
 - (e) SOU-Table C8.2 Scenic Road Corridors; and
 - (f) SOU-Table C11.1 Coastal Inundation Hazard Bands AHD Levels.
- (c) The following provisions require minor modification under Schedule 6, clause 8D of the Act to:
- (i) correct errors;
 - (ii) provide for the effective operation of the provisions; and
 - (iii) comply with the Minister's declarations,
- as included in the revised Southern Midlands draft LPS at Attachment B.
- The provisions are:
- (a) SOU-Table C6.1 Local Heritage Places;
 - (b) SOU-Table C6.2 Local Heritage Precincts; and
 - (c) SOU-Table C6.3 Local Historic Landscape Precincts.

7. Applied, Adopted or Incorporated Documents

Provision SOU-Applied, Adopted or Incorporated Documents is to be modified, as included in the tracked change version of the revised Circular Head draft LPS at Attachment B, to reflect the SPP requirements and meet requirements of Practice Note 8.

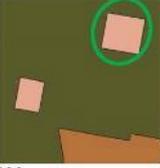
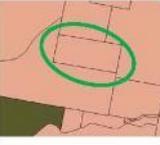
Attachment A

8. Zoning

No.	Description	Direction and Reason
8.1	Application of zoning outside the municipal area and unzoned land, examples below. <div style="display: flex; justify-content: space-around; align-items: center;">  </div>	(a) Remove all zoning from land outside the municipal area according to the Central Plan Register (CPR) map (including notes). (b) Apply zoning to all land within the municipal area. <i>Reason: To meet the requirements of section 10 of the Act.</i>
8.2	Zoning of land reserved under the Nature Conservation Act 2002 – Limekiln Creek Conservation Area, Broadmarsh, outlined below. <div style="text-align: center;">  </div> <p>Draft LPS</p>	Revise the zoning from the Rural Zone to the Environmental Management Zone. <i>Reason: To be consistent with Guideline No. 1.</i>
8.3	Zoning of land reserved under the Nature Conservation Act 2002 – part Gravelly Ridge Conservation Area, Brown Mountain Road, Campania, outlined below.	Revise the zoning from the Rural Zone to the Environmental Management Zone.

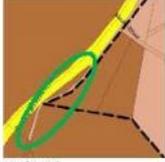
4

Attachment A

No.	Description	Direction and Reason
	<div style="text-align: center;">  </div> <p>LPS</p>	<i>Reason: To be consistent with guideline EMZ1 of Guideline No. 1.</i>
8.4	Zoning of land reserved under the Nature Conservation Act 2002 – Long Tom Conservation Area, East Bagdad Rd Bagdad, outlined below. <div style="text-align: center;">  </div> <p>Draft LPS</p>	Revise the zoning from the Rural Zone to the Environmental Management Zone. <i>Reason: To be consistent with guideline EMZ1 of Guideline No. 1.</i>
8.5	Zoning of local roads - High Street road reserve, Oatlands, outlined below. <div style="text-align: center;">  </div> <p>Draft LPS</p>	Revise the zoning from the Utilities Zone to the adjacent zoning to the centreline of the road. <i>Reason: To be consistent with the guideline UZ1 of the Guideline No. 1.</i>

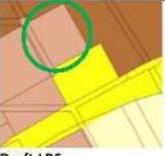
5

Attachment A

No.	Description	Direction and Reason
8.6	Dudley Street, Oatlands (PID 5842872), outlined below.  Draft LPS	Revise the zoning from the Rural Zone to the Utilities Zone. <i>Reason: To be consistent with the guideline UZ1 of the Guideline No. 1.</i>
8.7	Birmingham Arms Road reserve, Oatlands, outlined below.  Draft LPS  IPS	Revise the zoning from the Rural Zone to the Agriculture Zone. <i>Reason: To correct an error.</i>
8.8	'Oatlands Sewage Lagoons' - Church St, Oatlands (folio of the Register 115869/2), outlined below.	Revise the zoning from the Rural Zone to the Utilities Zone. <i>Reason: To be consistent with Guideline No. 1.</i>

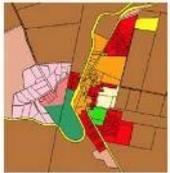
6

Attachment A

No.	Description	Direction and Reason
	 Draft LPS	
8.9	14 And 16-18 William St, Oatlands (folios of the Register 153233/1 and 30509/1), outlined below.  Draft LPS	Revise the zoning from the Community Purpose Zone to the Rural Zone. <i>Reason: To be consistent with Guideline No. 1.</i>
8.10	Settlement area of Kempton – all land shown as being in the General Residential Zone in the submitted draft LPS, outlined below.  Draft LPS	Revise the zoning from the General Residential Zone to the Village Zone. <i>Reason: To be as far as is practicable consistent with the regional land use strategy, particularly the SRD 1.1 and the growth management strategies, and guidelines GRZ1 and VZ2 of Guideline No. 1.</i>
8.11	130 Main St, Kempton (folio of the Register 153044/1), outlined below.	Revise the zoning from the Village Zone to the Recreation Zone.

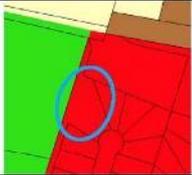
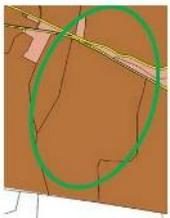
7

Attachment A

No.	Description	Direction and Reason
	 <p>Draft LPS</p>	<p><i>Reason: To be consistent guideline RecZ1 of Guideline No. 1.</i></p>
8.12	<p>Settlement area of Campania, all land shown as being in the General Residential Zone in the submitted draft LPS, outlined below.</p>  <p>Draft LPS</p>	<p>Revise the zoning from the General Residential Zone to the Village Zone.</p> <p><i>To be as far as is practicable consistent with the regional land use strategy, particularly the SRD 1.1 and the growth management strategies, and guidelines GRZ1 and VZ2 of Guideline No. 1</i></p>

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Attachment A

8.13	<p>13 Justitia Ct, Campania (folio of the Register 172495/202), outlined below.</p> <p>Draft LPS</p>  <p>Draft LPS</p>	<p>Revise the zoning from the General Residential Zone to the Open Space Zone.</p> <p><i>To be consistent with guideline OSZ1 of Guideline No. 1.</i></p>
8.14	<p>1384 Tea Tree Rc, Campania, outlined below.</p>  <p>Draft LPS</p>	<p>Revise the zoning from the Rural to the Particular Purpose Zone – Tasmanian Buddhist Cultural Park.</p> <p><i>Reason: To ensure that a transitioning provision is accurately identified in the exhibited draft LPS</i></p>

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Attachment A

8.15	<p>Public reserve under Crown Lands Act, off Greens Valley Road, Bagdad, outlined below.</p>  <p>Draft LPS</p>	<p>Revise the zoning from the Rural Zone to the Agriculture Zone.</p> <p><i>Reason: To be consistent with Guideline No. 1</i></p>
8.16	<p>26 Black Brush Rd (folio of the Register 6519/1), 40 Black Brush Rd (folio of the Register 14387/1), 42 Black Brush Rd (folio of the Register 47455/1), Black Brush Rd (folio of the Register 123830/1) and Lot 6 Black Brush Rd (folio of the Register 152939/6), Mangalore, outlined below.</p>	

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Attachment A

	 <p>Draft LPS</p>	<p>Revise the zoning of:</p> <ul style="list-style-type: none"> • Lot 6 Black Brush Road (folio of the Register 152939/6) from the Rural Living Zone A to the Agriculture Zone; and ▪ 26 Black Brush Rd (folio of the Register 6519/1), 40 Black Brush Rd (folio of the Register 14387/1), 42 Black Brush Rd (folio of the Register 47455/1), and Black Brush Rd (folio of the Register 123830/1) from the Rural Living Zone A to the Rural Zone. <p><i>Reason: To be as far as is practicable consistent with the regional land use strategy, particularly the SRD 1.3, and guidelines AZ1 and RZ2 of Guideline No. 1.</i></p>
8.17	<p>Lowes St, Tunbridge (folio of the Register 170164/12), outlined below.</p>	

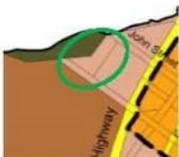
11

Attachment A

	 <p>Draft LPS</p>	<p>Revise the zoning from the Village Zone to the Utilities Zone.</p> <p><i>Reason: To be consistent with guidelines UZ1 Guideline No. 1.</i></p>
<p>8.18</p>	<p>Midland Hwy, Tunbridge (folio of the Register 81006/1), outlined below.</p>  <p>Draft LPS</p>	<p>Revise the zoning from the Rural Zone to the Utilities Zone.</p> <p><i>Reason: To be consistent with guidelines UZ4 Guideline No. 1.</i></p>

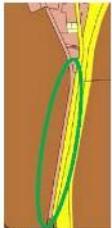
12

Attachment A

<p>8.19</p>	<p>Raw water dam and intake and treatment plant, Lowes Street, Tunbridge (folio of the Register 226328/1), outlined below.</p>  <p>Draft LPS</p>	<p>Revise the zoning from the Rural Zone to the Utilities Zone.</p> <p><i>Reason: To be consistent with guidelines UZ4 Guideline No. 1.</i></p>
<p>8.20</p>	<p>Part Melton Vale (85 Highland Lakes Road), outlined below.</p>	

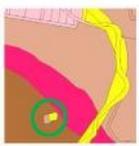
13

Attachment A

	 <p>Draft LPS</p>	<p>Revise the zoning from the Rural Zone to the Agriculture Zone.</p> <p><i>Reason: To be consistent with guidelines AZ1 Guideline No. 1.</i></p>
8.21	Midland Hwy, Dysart (folios of the Register 150372/1 and 44723/9), outlined below.	

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Attachment A

	 <p>Draft LPS</p>	<p>Revise the zoning from the Rural Zone to the Utilities Zone.</p> <p><i>Reason: To be consistent with guidelines UZ4 Guideline No. 1.</i></p>
8.22	51 Austral Park Rd, Parattah (folio of the Register 50093/4), outlined below	
	 <p>Draft LPS</p>	<p>Revise the zoning from the Rural Zone to the Agriculture Zone.</p> <p><i>Reason: To correct an error.</i></p>
8.25	Land west of Bagdad – Green Valley, outlined below	

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Attachment A

	 <p>Draft LPS</p>  <p>Draft LPS (PDF map 6b)</p>  <p>Draft LPS (PDF map 8a)</p>	<p>Modify to include annotation on the PDF maps for Rural Living C.</p> <p><i>Reason:</i> To meet the requirements of LP1.2.2 of the SPPs and section 2.9 of Practice Note 7.</p>
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9. Code overlay maps

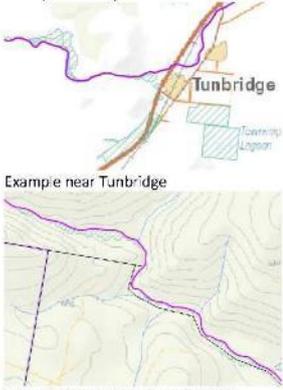
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Attachment A

No.	Description	Direction
9.1	Overlay maps – general	<p>Modify the PDF maps using the scale and tiles and to provide overlay mapping in accordance with combinations listed in Practice Note 7.</p> <p><i>Reason:</i> To meet the requirements of Practice Note 7</p>
9.2	C4.0 Electricity Transmission Infrastructure Protection Code	<p>Modify the legend of the overlay maps to separately identify the Electricity Transmission Corridor Overlay, the Communications Station Buffer Area Overlay and the Substation Facility Buffer Area Overlay.</p> <p><i>Reason:</i> To meet the requirements of Practice Note 7</p>
9.3	C6.0 Local Historic Heritage Code	<p>Modify to:</p> <ul style="list-style-type: none"> • remove sites of particular interest; and • apply correct schema to heritage precinct overlays. <p><i>Reason:</i> To correct an error and to meet the requirements of Guideline No. 1 and Practice Note 7.</p>

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Attachment A

9.4	C7.0 Natural Assets Code – Priority Vegetation Areas	<p>Modify the overlay so that it does not extend beyond the municipal area.</p>  <p>Reason: To meet the requirements of section 10 of the Act.</p> <p>Modify the priority vegetation areas overlay to remove it from land zoned Agriculture at 985, 987, and 991 Midland Hwy, Pontville.</p> <p>Reason: To meet the requirements for application of the zone and NAC3 of Guideline No. 1.</p>
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Attachment A

9.5	C8.0 Scenic Protection Code	<p>Modify to remove the Scenic Road Corridor overlay from the Utilities Zone, Particular Purpose Zone, and Future Urban Zone</p>  <p>Reason: To meet the requirements for application of the zone and SPC3 of Guideline No. 1.</p>
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Attachment A

9.6	C9.D Attenuation Code	<p>Modify to insert attenuation areas transitioning from the interim planning scheme</p>  <p>Example – Green are in IPS and draft LPS, black with blue circle are in IPS but not draft LPS.</p> <p><i>Reason: To correct an error</i></p>
9.7	C12.C Flood-Prone Areas Hazard Code	<p>Modify the overlay so that it does not extend beyond the municipal area</p>  <p><i>Reason: To meet the requirements of section 10 of the Act.</i></p>

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Attachment A

9.8	C13.0 Bushfire-Prone Areas Code	<p>Modify to ensure the bushfire-prone areas overlay displays correctly on the PDF maps.</p> <p><i>Reason: To meet the requirements of Practice Note 7.</i></p>
9.9	C15.0 Landslip	<p>Modify the overlay so that it does not extend beyond the municipal area and ensure that the PDF legend shows all four hazard bands.</p>  <p>Example</p> <div data-bbox="707 1507 898 1753" style="border: 1px solid black; padding: 5px;"> <p>Legend</p> <p>Landslip Hazard Code</p> <p>Landslip Hazard Area</p> <ul style="list-style-type: none"> Low Medium Medium-Active High </div> <p>Correct Legend</p> <p><i>Reason: To meet the requirements of section 10 of the Act and Practice Note 7.</i></p>

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Attachment A

10. Particular purpose zone, specific area plan and site-specific qualification overlays

No.	Description	Direction
10.1	Specific Area Plans - General	Modify the overlays to be in a separate map series. <i>Reason: To meet the requirements of section 3.2 of Practice note 7.</i>
10.2	Site-specific qualification overlays - General	Modify to display the SSQs overlaying the zone. <i>Reason: To meet the requirements of section 3.3 of Practice Note 7.</i>

TASMAN COUNCIL

1713 Main Road, Nubeena TAS 7184
Tel 03 6250 9200 Fax 03 6250 9220
Email tasman@tasman.tas.gov.au
Web www.tasman.tas.gov.au
ABN 63590070717



23 October 2020

Hon Roger Jaensch MP
Minister for Planning
Level 9, 15 Murray Street
HOBART TAS 7000
minister.jaensch@dpac.tas.gov.au

Dear Minister,

Southern Tasmanian Regional Land Use Strategy

Thank you for your letter of 29 September 2020 regarding the Tasmanian Planning Scheme and related matters.

As you would be aware, Tasman Council submitted its draft Local Provisions Schedule (LPS) to the Tasmanian Planning Commission (the Commission) in September 2019. On 11 August 2020, the Commission directed that a number of modifications be made to that draft LPS prior to exhibition.

Your letter advised that changes may be made to the Southern Tasmanian Regional Land Use Strategy (STRLUS) to allow the Commission to consider, and approve, rezoning of land for minor and logical extensions beyond the urban growth boundary.

This letter is a request that you also consider a similar mechanism with respect to settlements outside of Greater Hobart.

Council's draft LPS includes a number of minor extensions to residential zonings across the municipal area. Some of these, detailed below, were not accepted by the Commission for the reason that "[t]o be, as far as practicable, consistent with the regional land use strategy and zone application guidelines ...". Whilst the Commission is not clear in how it considered the STRLUS, it is understood that the issue is whether these instances, and others, complied with the Growth Management Strategies of the STRLUS for each settlement within the municipal area.

It is noted that the Growth Management Strategies were not based on detailed studies or investigations and were prepared originally as guidance tool. It is essential that the STRLUS has flexibility to ensure that Planning Authorities can proactively respond to, and plan for, current land supply and demand issues. Potentially, the mechanism necessary is a set of criteria to evaluate rezonings in light of current housing, visitor accommodation and subdivision approvals, any local structure plan or strategy, the efficient use of infrastructure and the extent to which a compact settlement form is maintained.

2.

Example 1. Eaglehawk Neck

The draft LPS proposed to rezone 8 lots on the corner of Waterfall Bay Road and Blowhole Road from the Rural Living Zone to the Low Density Residential Zone, consistent with the opposite side of Waterfall Bay Road. The rezoning would permit a small increase in the number of lots (estimated at 10 lots in the long-term) from existing residential land. There are no environmental or infrastructure limitations on the proposed rezoning. A further 8 lots were also proposed to be rezoned to reflect their existing lot pattern, without any subdivision potential.



David Cundall

From: David Cundall
Sent: Thursday, 19 November 2020 11:33 AM

Subject: RE: Southern Midlands draft LPS - submission of draft LPS modified in accordance with section 35(5) notice

Attachments: ATTACHMENT 4 - CORRESPONDENCE OUT Letter - Tasman LPS to Minister R Jaensch MP dated 2020.10.23.pdf

I am taking the Section 35 notice to Council next week.

We are fine with everything in the directions notice - but the Kempton, Campania and Mangalore rezonings are a sticking point. I want to run this past Council before proceeding.

Council will consider sending a similar letter to the attached.

This is by no means any disrespect to the TPC. But recognition of the TPC's position per decisions precedent with regards to the SRD 1.1.

I refer to a previous decision of the TPC for a rezoning proposal in Orford:

Commission's consideration

27. The Commission notes that the parties were in agreement that approximately 716 dwellings existed in Orford at the declaration date of the regional strategy. The Commission does not agree with Mr Wells that this number should be expanded to include potential dwellings at the declaration date, as the regional strategy clearly states 'existing' dwellings.

28. The Commission prefers Ms Westwood's analysis as being the most logical interpretation of the low growth strategy. That is, as 716 dwellings existed at the declaration date, the regional strategy provides for a maximum of 71 new dwellings from 2010 to 2035.

29. The Commission notes that the permit is for 91 residential lots. This is greater than the maximum number of new dwellings (assuming at least 1:1 lots to dwellings) allowed for in the regional strategy to 2035. Given this, the Commission finds it is not necessary to determine the potential dwelling yield from Certificates of Title 117058/150 and 149641/1 (AM 2018/07 (b)).

In reading this decision and others – I now have a clearer understanding that no amount of supporting material or calculations was ever going to alter the TPC's position with regard to "expansions" of settlements outside of the UGB. The TPC does not accept the gross density yield analysis nor the potential capacity for dwellings as I have provided in the LPS supporting report.

The TPC maintains a position, based on the decisions precedent, that the Growth Strategies for settlements per SRD 1.1 is to effectively put a cap on the number of actual dwellings in these settlements per page 86 of STRLUS "...the percentage growth is calculated as the percentage of the number of dwelling existing at the declaration date that can occur across the 25 year planning period." i.e. the TPC only consider the actual number of dwellings existing at the 2011 declaration date and allow for a % increase in the number of dwellings in the 25 year period and not the capacity for potential dwellings per the footnote to Table 3.

Council see the LPS process as a practical means to make common sense alterations to the zoning in the townships and have already expired significant time and resources in undertaking this activity.

I will provide you with an update after next week's meeting – 25th November 2020.

Kind Regards

David Cundall | Manager | Development & Environmental Services



85 Main Street, Kempton, Tas, 7030
All Correspondence to P O Box 21, Oatlands, 7120
P: 03 8254 5050 F: 03 8254 5014
E: dcundall@southernmidlands.tas.gov.au
W: www.southernmidlands.tas.gov.au

Cc: SMC Mail <mail@southernmidlands.tas.gov.au>

Subject: Southern Midlands draft LPS - submission of draft LPS modified in accordance with section 35(5) notice

Dear David

Could you please provide an update on the planning authority's progress towards completing modifications to the Southern Midlands draft LPS in accordance with the notice under section 35(5)(b) and Schedule 6, clauses 8C(5)(a) and 8D(9)(a) issued by letter dated 20 October 2020. I note that letter instructed that the modified draft LPS be submitted to the Commission by 30 October 2020.

If the planning authority requires additional time to complete the modifications, please advise by a formal letter to the Commission, including details of the reasons for the extension request and the desired date for the Commission's consideration.

If you would like to talk through these matters before providing a formal response, I am happy to discuss by phone, I'm sorry I will not be available on Wednesday afternoon or Friday this week so hopefully there will still be an opportunity to talk this week if need be.

Kind regards

TASMANIAN PLANNING COMMISSION

Level 3, 144 Macquarie Street, Hobart
GPO Box 1691 Hobart TAS 7001

P (03) 6165 6818
m 0429 047 439
e Claire.Wolf@planning.tas.gov.au
w www.planning.tas.gov.au

12. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – INFRASTRUCTURE)

12.1 Roads

Strategic Plan Reference 1.1

Maintenance and improvement of the standard and safety of roads in the municipal area.

Nil.

12.2 Bridges

Strategic Plan Reference 1.2

Maintenance and improvement of the standard and safety of bridges in the municipality.

Nil.

12.3 Walkways, Cycle ways and Trails

Strategic Plan Reference 1.3

Maintenance and improvement of the standard and safety of walkways, cycle ways and pedestrian areas to provide consistent accessibility.

Nil.

12.4 Lighting

Strategic Plan Reference 1.4

Ensure adequate lighting based on demonstrated need / Contestability of energy supply.

Nil.

12.5 Buildings

Strategic Plan Reference 1.5

Maintenance and improvement of the standard and safety of public buildings in the municipality.

12.6 Sewers / Water

Strategic Plan Reference(s) 1.6

Increase the capacity of access to reticulated sewerage services / Increase the capacity and ability to access water to satisfy development and Community to have access to reticulated water.

Nil.

12.7 Drainage

Strategic Plan Reference 1.7

Maintenance and improvement of the town storm-water drainage systems.

12.7.1 STORMWATER INUNDATION PROJECTS

Author: ACTING GENERAL MANAGER (ANDREW BENSON)

Date: 19 NOVEMBER 2020

ISSUE

An intense rain event in October 2020 caused considerable damage and trauma for residents in the Bagdad, Mangalore, Broadmarsh areas and Council have been proactive in identifying the scope of individual projects to address the mitigation of such events in the future.

BACKGROUND

Clr A Bantick requested at the October meeting that some works projects need to be brought forward prior to the next budget due to flooding in Bagdad and other areas over the past few weeks. Some works are urgent and need attention now; funds can be used now to get some of these jobs completed by external contractors if required.

It was noted that works staff have done a good job and are to be congratulated on all of their work; perhaps more outside works staff are required to address projects that have been on the works schedule for a couple of years; including kerb and channel work.

The Mayor requested pricing of inundation jobs and noted that some jobs should be deficit funded this year and will be taken from next years budget.

The Acting General Manager was requested to put forward a listing of potential projects that could be brought forward.

DETAIL

The following projects are worthy of Council's consideration in rectifying significant drainage issues based on the Inundation Report provided to Council during the Manager Infrastructure & Works Report at the October Council meeting. This mitigation action plan will address future inundation events.

1. Roberts Road

- a. This was scheduled for completion in this budget year, culverts had been ordered at the time of the inundation event to provide an increased capacity extra over the original site considerations.
- b. Additional funding (yet to be determined) will be required and it is proposed that this will be funded from a existing Stormwater project that is no longer required to be undertaken (Drainage at Swan Street through the former McShane property)
- c. Precast units should be available in the last week of November 2020 for installation

2. Blackbrush Road

- a. These kerb, channel and footpath works are not in the 2020/21 budget.
- b. There were significant issues arising out of the inundation event that impacted properties and council infrastructure from the Midland Highway up to 45 Blackbrush Road.
- c. It is proposed to undertake some kerb, channel and footpath works as well as a stormwater pipeline road crossing.
- d. It is proposed in to be in two stages
 - i. Stage 1 as shown in the plan below costed at \$200,000.00
 - ii. Stage 2 as shown in the plan below up to 45 Blackbrush Road, costed at \$230,000.00



Blackbrush Road Footpath Project BUDGET ESTIMATE 6 NOV 2020					
Item	Description	Qty	Unit	Rate \$	Amount \$
STAGE 1 Construction CH 00 to CH 160 = 160m BOTH SIDES					
1	Establishment	1	item	5,000	\$ 5,000.00
2	Traffic Management incl maintain property access & owner liaison	1	item	3,500	\$ 3,500.00
3	Strip grass & topsoil and dispose (200m2)	50	m3	35	\$ 1,750.00
4	Excavate and dispose of subgrade material	150	m3	35	\$ 5,250.00
5	Fill & compact subbase 2 material to form new footpath & nature strip	150	m ²	20	\$ 3,000.00
6	Construct K&G	300	m.	95	\$ 28,500.00
7	Footpath 1.5m wide RC 100mm on 100m FCR	480	m2	100	\$ 48,000.00
8	Grated stormwater pits	4	no.	2,500	\$ 10,000.00
9	DN300 stormwater conn to N side SW main & reinstate pavement	24	m.	250	\$ 6,000.00
10	Re-instate property accesses with subbase 2 material	10	no.	1,500	\$ 15,000.00
11	Construct new property access RC 150 on 150 FCR	180	m2	120	\$ 21,600.00
12	Raise/adjust water meter pits NBNCO pits	1	item	5,000	\$ 5,000.00
13	Topsoil & seed nature strip	1	Item	4,500	\$ 4,500.00
Construction Sub Total					\$ 157,100.00
Contingencies incl Property services				15%	\$ 23,565.00
Construction Total					\$ 180,665.00
Professional Services					
15	Survey	1	say	\$ 2,500.00	\$ 4,000.00
16	Engineering Design	1	say	\$ 7,500.00	\$ 7,500.00
Professional Services Sub Total					\$ 11,500.00
Contingencies				10%	\$ 1,150.00
Professional Services Total					\$ 12,650.00
Total Stage 1 Cost (exclusive of GST)					\$ 193,315.00
				EX GST SAY:	\$ 200,000.00

Item	Description	Qty	Unit	Rate \$	Amount \$
STAGE 2 Construction CH 160 to CH 490 = 330m SOUTH SIDE ONLY					
1	Establishment	1	item	5,000	\$ 5,000.00
2	Traffic Management incl maintain property access & owner liaison	1	item	3,500	\$ 3,500.00
3	Strip grass & topsoil and dispose (200m2)	50	m3	35	\$ 1,750.00
4	Excavate and dispose of subgrade material	400	m3	35	\$ 14,000.00
5	Fill & compact subbase 2 material to form new footpath & nature strip	400	m ²	20	\$ 8,000.00
6	Construct K&G	330	m.	95	\$ 31,350.00
7	Footpath 1.5m wide RC 100mm on 100m FCR	495	m2	100	\$ 49,500.00
8	Grated stormwater pits	4	no.	2,500	\$ 10,000.00
9	DN300 stormwater conn to N side SW main & reinstate pavement	48	m.	250	\$ 12,000.00
10	Re-instate property accesses with subbase 2 material	12	no.	1,500	\$ 18,000.00
11	Construct new property access RC 150 on 150 FCR	216	m2	120	\$ 25,920.00
12	Raise/adjust water meter pits NBNCO pits	1	item	5,000	\$ 5,000.00
13	Topsoil & seed nature strip	1	Item	4,500	\$ 4,500.00
Construction Sub Total					\$ 188,520.00
Contingencies incl Property services				15%	\$ 28,278.00
Construction Total					\$ 216,798.00
Professional Services					
15	Survey	1	say	\$ 2,500.00	\$ 4,000.00
16	Engineering Design	1	say	\$ 7,500.00	\$ 7,500.00
Professional Services Sub Total					\$ 11,500.00
Contingencies				10%	\$ 1,150.00
Professional Services Total					\$ 12,650.00
Total Stage 2 Cost (exclusive of GST)					\$ 229,448.00

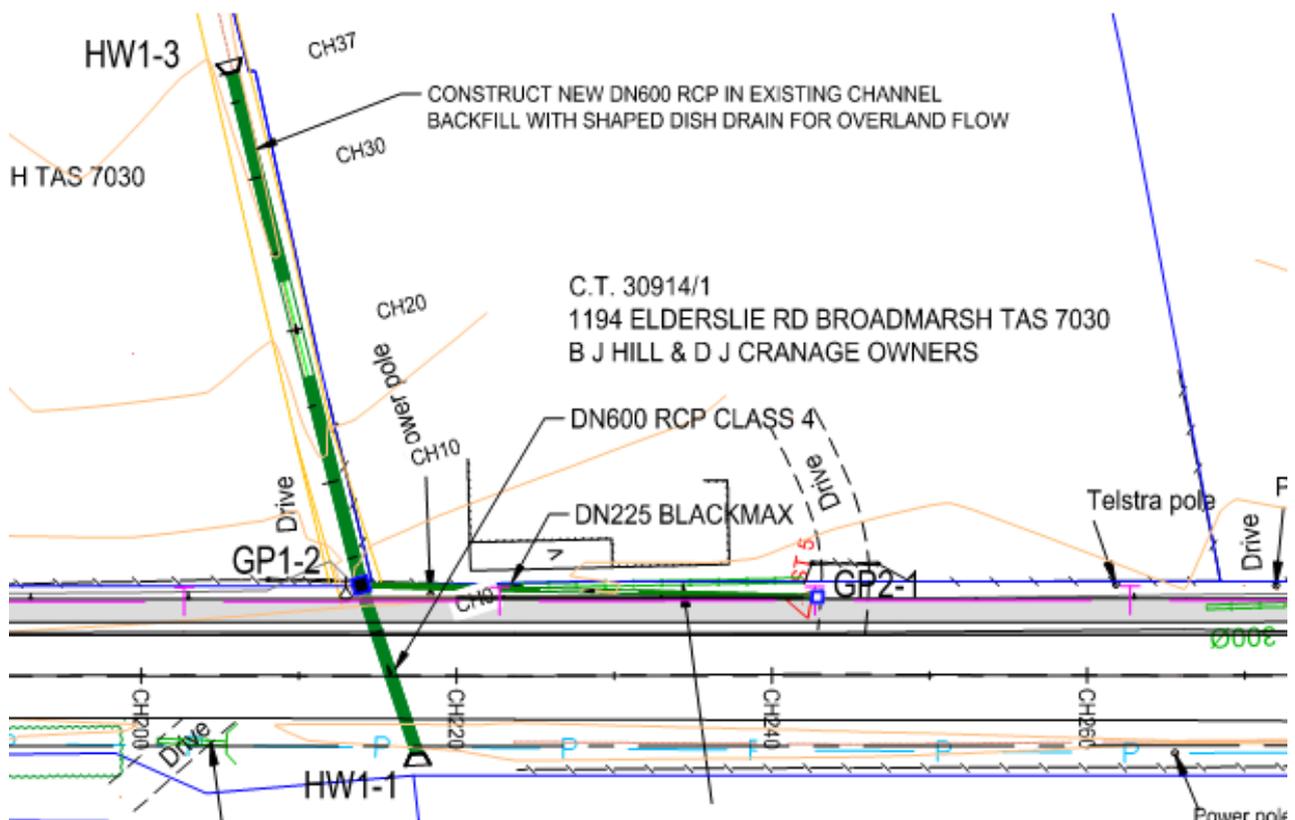
3. Vicinity of Hall Lane

- a. There was a significant flooding of the Bagdad Community Club, at the junction of Hall Lane and the Midland Highway. Mrs Lester Hill's property at 1689 Midland Highway (western side of the highway) was flooded and the house owned by Tyrone Stacey at 1690 Midland Highway (eastern side of the highway) came very close to inundation.
- b. Propose a DN 1200 pipeline from the highway to the Bagdad Rivulet, this would replace the open channel that is very difficult to maintain and is the 'choke point' for the flooding in Hall Lane (Estimate will be available at the Council meeting).
- c. These drainage works are not in the 2020/21 budget.



4. Broadmarsh

- a. Upsizing to DN600 of a catchment pipeline that crosses Elderslie Road Broadmarsh in the vicinity of 1194 Elderslie Road. The old stormwater pipe was not of sufficient size to handle the catchment and it had constantly put the heritage listed property (1194 Elderslie Road) at risk of flooding.
- b. It is proposed to upgrade to ND600 for the road crossing and then continue the pipeline along the easement to the rear of the property downstream of any possible issues so that if a peak event happened again the property would be protected.
- c. These drainage works are not in the 2020/21 budget, but they need to be undertaken prior to the finalization of the construction of the Broadmarsh pathway in the Broadmarsh Streetscape Project.
- d. Estimated cost \$18,500.00



12.8 Waste

Strategic Plan Reference 1.8

Maintenance and improvement of the provision of waste management services to the Community.

Nil.

12.9 Information, Communication Technology

Strategic Plan Reference 1.9

Improve access to modern communications infrastructure.

Nil.

12.10 Officer Reports – Infrastructure & Works

12.10.1 MANAGER – INFRASTRUCTURE & WORKS REPORT

Author: MANAGER INFRASTRUCTURE & WORKS (JACK LYALL)

Date: 19 NOVEMBER 2020

Roads Program

Graders are working in the Tunbridge and Dysart areas.

Culvert cleaning is continuing in all areas.

Staff have been busy attending to constant roadside washouts, culvert clearing and potholing gravel roads.

Roadside mowing has commenced in the Campania area and Tunbridge area.

Town and General Maintenance

A casual employee has commenced to assist with mowing in all areas due to the high demand.

Trees have been planted at Tunnack as per the Tunnack Streetscape Project. Tree guards are being installed as they are delivered.

Waste Management Program

Operating arrangements at the Waste Transfer Stations are working well.

QUESTIONS WITHOUT NOTICE TO MANAGER, INFRASTRUCTURE & WORKS

RECOMMENDATION

THAT the Infrastructure & Works Report be received and the information noted.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

13. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – GROWTH)

13.1 Residential

Strategic Plan Reference 2.1

Increase the resident, rate-paying population in the municipality.

Nil.

13.2 Tourism

Strategic Plan Reference 2.2

Increase the number of tourists visiting and spending money in the municipality.

Nil.

13.3 Business

Strategic Plan Reference 2.3

Increase the number and diversity of businesses in the Southern Midlands / Increase employment within the municipality / Increase Council revenue to facilitate business and development activities (social enterprise).

Nil.

13.4 Industry

Strategic Plan Reference 2.4

Retain and enhance the development of the rural sector as a key economic driver in the Southern Midlands / Increase access to irrigation water within the municipality.

Nil.

14. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – LANDSCAPES)

14.1 Heritage

Strategic Plan Reference 3.1

Maintenance and restoration of significant public heritage assets / Act as an advocate for heritage and provide support to heritage property owners / Investigate document, understand and promote the heritage values of the Southern Midlands.

14.1.1 HERITAGE PROJECT PROGRAM REPORT

Author: MANAGER HERITAGE PROJECTS (BRAD WILLIAMS)

Date: 19 NOVEMBER 2020

ISSUE

Report from the Manager, Heritage Projects on various Southern Midlands Heritage Projects.

DETAIL

During the past month, Southern Midlands Council Heritage Projects have included:

- Further refinement of the event plan for the Macquarie visit 200-year anniversary (and further discussions with Reconciliation Tasmania and the Oatlands District High School) - a stakeholder meeting is scheduled for the first week in December. Further information will be provided in a forthcoming Weekly Information Bulletin.
- Continuing to populate an online inventory for all heritage buildings (non-collection items).
- Working with four volunteers in the heritage program on the Tasmanian Decorated Interiors database, a permanent display in the Oatlands Commissariat and a temporary exhibition the Supreme Court House as well as general cataloguing and curatorial work.
- Input into the Oatlands Structure Plan.
- Finalisation of background research for the Oatlands Town Hall, which has inspired a forthcoming exhibition on 'entertainers and travelling troupes – 1880-1940'.
- Meeting with conservator David Thurrowgood to develop preventative conservation and treatment plan for sensitive collection material.
- Preparation of the Artist in Residence collection and preparing works for framing – in particular the recent Hunter Island Press acquisition of four panels of 20 separate artworks.
- A noted increase in development application activity relating to heritage places.

- Remedial works to the Oatlands Supreme Court House are to commence in late November.
- See separate report on the expression of interest process for 79 High Street.
- An Aboriginal Heritage Awareness Training session will be held in the Oatlands Council Chambers on December 2nd at 11:00 (hosted by Aboriginal Heritage Tasmania) with various staff and community representatives attending. If any Councillors wish to attend, please contact Manager Heritage Projects.

RECOMMENDATION

THAT the Heritage Projects Report be received and the information noted.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

14.1.2 OUTCOME OF EXPRESSION OF INTEREST PROCESS – 79 HIGH STREET, OATLANDS

Author: MANAGER, HERITAGE PROJECTS (BRAD WILLIAMS)

Date: 19 NOVEMBER 2020

Enclosure:

Guidelines for submission of expressions of interest – 79 High Street and the Commissariat Oven, Oatlands

ISSUE

To provide Council with the outcomes of the Expression of Interest process for 79 High Street, Oatlands.

BACKGROUND

At Council's August 2020 meeting, it was resolved that the Heritage Hub initiative be closed and that any associated responsibilities of Council's Heritage Hub Committee be taken-up by the Arts Advisory Committee.

At that same meeting, a proposal was tabled which sought Council's endorsement for Council's Artist in Residence Program to be installed into the building. That matter was deferred for further information on the financial implications of the proposal.

Further detail on the financial implications of the proposal was brought to Council's September 2020 meeting. At that meeting, a member of the public made a representation to Council for the possibility of a private commercial leasehold of the building.

It was resolved at that meeting that:

- a) *This item be deferred subject to advice from Arts Advisory Committee, with a report to be submitted to the October Council meeting; and*
- b) *That a revised Artist in Residence Policy be brought to the November Council meeting for consideration, as per recommendations by the Arts Advisory Committee.*

The information and Council's September meeting resolution were provided to Council's Arts Advisory Committee meeting on the 15th October 2020. Advice from the committee was brought to Council's October 2020 meeting, which resolved that:

- a) *Council resolves to commence an expression of interest process for the use of 79 High Street. That process is to be open for two weeks, with submissions for proposed uses to be brought to the November Council meeting for consideration; and*
- b) *That the Artist in Residence proposal be considered alongside any submissions arising from the expression of interest process.*

(Note that the Arts Advisory Committee also recommended that the Artist in Residence Policy not be reviewed until such time as the future use of 79 High Street was resolved).

DETAIL

A guideline document was formulated by Council's Manager Heritage Projects which is provided here as an enclosure. This was publicly released on Monday, 2nd November 2020 with expressions of interest closing at COB on Tuesday, 17th November 2020.

The process was advertised via:

- Council's Newsletter
- Council's website
- Council Facebook pages (the article on the main SMC page had a reach of 581 people, the SMC Heritage and Collections page had a reach of 120 people).
- Southern Midlands Regional News

The guidelines document was made available for download via Council's website.

Council officers received four phone enquiries where questions were answered, and guidance given for locating the guideline document.

No requests were received for a site inspection.

The member of the public initially proposing a commercial leasehold of the building advised that they were no longer interested.

No expressions of interest were received.

RECOMMENDATION

For noting and discussion.

Council is reminded of the recommendation from the September meeting, which was:

- a) *Council resolves to use 79 High Street as the base for Council's Artist in Residence Program for a trial period of two years.*
- b) *That a revised Artist in Residence Policy be brought to the November Council meeting for consideration, as per recommendations by the Arts Advisory Committee.*

Given that no expressions of interest were received, Council is asked to reconsider endorsement of that recommendation, with view of a revised Artist in Residence Policy being brought to a future Council meeting as soon as practicable - subject to review by the Arts Advisory Committee. The current recommendation is therefore:

THAT:

- a) Council resolves to use 79 High Street as the base for Council's Artist in Residence Program for a trial period of two years; and
- b) That a revised Artist in Residence Policy be brought to a future Council meeting following review by the Arts Advisory Committee.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

ENCLOSURE(S)
Agenda Item 14.1.2



Guidelines for submission of expressions of interest

79 High Street and the Commissariat Oven

Oatlands

November 2020

Enquiries:

Brad Williams

Manager Heritage Projects

bwilliams@southernmidlands.tas.gov.au

0418 303 184

Expressions of interest close on Tuesday 17th November 2020 (c.o.b)



BACKGROUND

In 2013, Southern Midlands Council purchased the property at 79 High Street known as the Oatlands Commissariat – which was built in 1828 as the provisioning store for the convict and military in the first settlement of Oatlands. The building was used as such until 1859 when it was sold into private enterprise. In the 1860s a cottage was built in the front of the commissariat and in 1885 a baker's shop was built on the front of the cottage. At that time, a scotch oven was built on the side of the commissariat which became the bakery. That baker's shop at the front of the site operated for some 60 years from that oven.

The site fell into disrepair during the latter-half of the twentieth century, with the oven falling into ruin. As part of the 2016-18 restoration program, the oven has been rebuilt by a specialist and is now in full and original working order. Council has invested over \$300,000 into the building with the support of the Australian Government through the *National Stronger Regions Fund*, which seeks to use the building both for commercial return through business development as well as providing public access to the heritage site.

Currently, the various parts of the site are being used for:

- Commissariat: 7-day per week unstaffed public access via the Oatlands Key system for interpretation.
Occasional training room use by the Centre for Heritage at Oatlands
- Oven: Occasional supervised use for functions.
- Shop/cottage: Formerly used as the Heritage Hub, in August 2020 Council resolved to close that initiative and the building is now only used for occasional functions.
- Grounds: Freely open for public access to use the lawns and view the buildings.

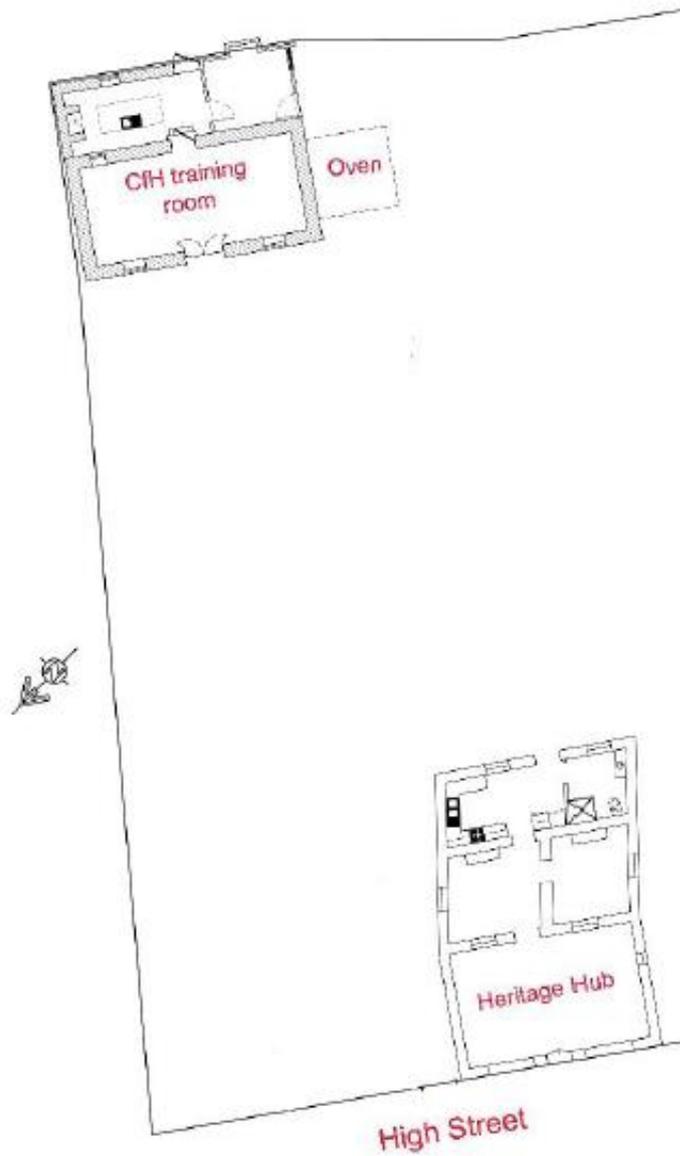
Council wishes to continue to make the commissariat available for occasional functions, Centre for Heritage use as desired and for free public access to view the building and interpretation. The grounds are to remain freely open for public access.

There is a strong desire to see the commissariat oven used by a regular user as part of a shared user arrangement for that building.

Currently, the shop and cottage on the front of the site is largely vacant. Whilst there is a proposal for that building to be used as part of Council's Artist in Residence Program, at the October 2020 meeting Council resolved to seek Expressions of Interest for other uses for the building to consider as part of the decision making process as to whether the Artist in Residence program might be installed in the building.

This document is designed to provide the necessary background information to prompt other suggestions or to inform other prospective users for the building.





Site plan

79 High Street and the Oatlands Commissariat and the oven are in a central position in the historic township of Oatlands, where tourism is considered to be a key opportunity in the future of the town and its many heritage buildings and attractions.





- | | |
|----------------------------|---|
| 1. Subject site | 7. High Street 'boutique shopping area' |
| 2. Catlands Gaol | 8. Town Hall and Council Chambers |
| 3. Catlands Court House | 9. High Street 'services area' |
| 4. New aquatic centre site | 10. Pugin Church |
| 5. Callington Windmill | 11. Carpark |
| 6. New distillery site | 12. Lake Dulverton conservation area. |



3



Oatlands Commissariat – before and after restoration



The shop before and after



THE SPACES

79 High Street

The shop and cottage at 79 High Street includes the following spaces:

- The large High Street shopfront.
- Two small central rooms
- Rear skillion kitchen (non-commercial) and bathroom (equal access toilet).

The building has current planning approval for use as a retail shop, training rooms and community gathering space. This building is considered to be an excellent opportunity for a prominent High Street presence.

As there is no current permanent user of the building, and generally no public access, this building is not necessarily being offered for shared user arrangements and it is likely that a prospective user may have sole use if desired (note that the toilet at the rear of the building may be required to support use of the commissariat).



Floor plan of 79 High Street



The Commissariat

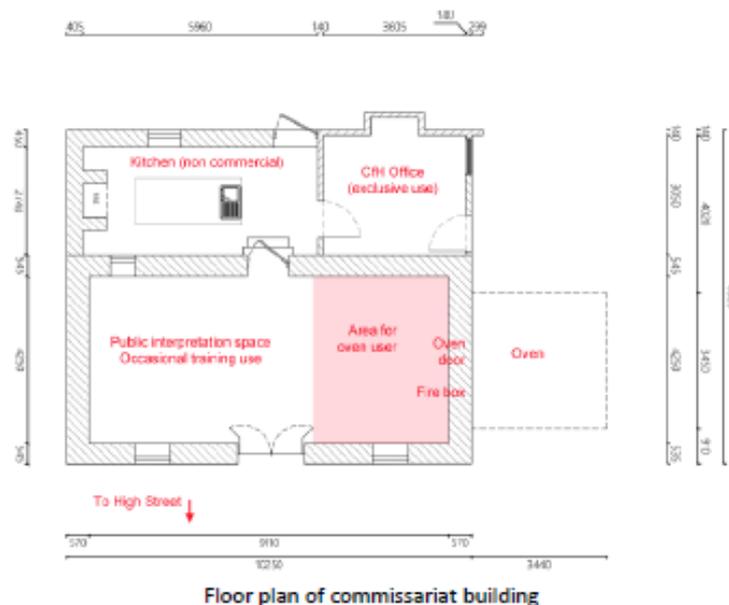
Whilst the current focus is to find a prospective user or suggestions for 79 High Street, the opportunity to use the commissariat oven is presented here also – however this is not an essential part of the 79 High St package.

There are a range of operational limitations on the oven (please contact Council for further information), largely due to the heritage building, environmental health considerations and shared user arrangement - however Council are particularly keen to see the oven used. The conservation management plan for the building dictates the preservation of heritage fabric as the priority, but also recognises the potential advantages of enlivening the space with oven use.

It is possible to make available the Oatlands Commissariat Oven on a time/space-share arrangement with the Centre for Heritage, who are the primary tenant of the building. It is envisaged that the oven may be used 3-days per week which would not inhibit Centre for Heritage use of the building and that the oven initiative may take up 1/3 of the space within the main commissariat room on the days of operation, with any major infrastructure required (e.g. workbench) to be wheeled up against the walls when not in use so as to not inhibit other users. Standard days and hours of operation are to be nominated through the expression of interest and are subject to negotiation with the Centre for Heritage.

The public are still to have access to the interior of the commissariat via the Oatlands Key system.

Note that the agreed oven user will be given sole access to the oven – no others are to use the oven once an agreement is in place. There is the expectation that the oven will be used for demonstration purposes during major community events (e.g. Heritage and Bullock Festival).



RESTORATION FUNDING REQUIREMENT

It must be noted that the Commonwealth funding provided for the restoration of the buildings had the following Clause which requires Council to utilise the property for the *purpose* of the grant until December 2022, that purpose being:

Reinvigorating a currently redundant suite of buildings in a prime commercial location to provide a venue for the Heritage Education and Skills Centre and other project partners and community heritage organisations to base business activities which seek to gain economic advantage from heritage training and commercial opportunities in the region as well as regenerating a currently redundant complex of buildings in a prime commercial location.

Council's preferred option for the use of the site is in the tenor of an operation which still fulfils the obligations of the grant deed. Whilst Council may consider non-conforming uses, such would be provisional upon receiving further advice from the funding body as to the consequences of such.

OUTGOINGS AND COMMERCIAL RETURN TO COUNCIL

Council will be responsible for the following outgoings associated with the site:

- Rates and land tax
- Public liability insurance for the site and building
- Building insurance
- Electricity
- Maintenance and repairs associated with fair wear and tear
- Building and oven depreciation

Whilst Council does not necessarily have any predefined commercial income expectations for the site – any expressions of interest are to nominate a weekly rental figure that is willing to be paid. It is likely that Council's consideration of such will also weigh-up the overall community and flow-on benefits of any particular use of the building when considering the financial return.

This is to be negotiated with the prospective oven user and any expression of interest is to include a proposed model for community benefit and public engagement, together with a proposed remuneration to Council.

Depending on the usage model, a commercial lease, or a memorandum of understanding will be negotiated between Council and the prospective user to reflect the terms of the terms of agreement.



SELECTION/ASSESSMENT CRITERIA

The following selection criteria will be used to consider any expressions of interest, each with a weighting that reflects Council's aspirations for the site. Submissions must include sufficient information to assess any proposal against these criteria.

CRITERION	WEIGHTING
A sound business plan which demonstrates that the proposed initiative will operate as closely as practicable to the tenor of the grant deed <i>purpose</i> for a minimum of two years (or other longer period as negotiated with Council).	40%
Model for Public access, community engagement and benefit and wider economic development.	30%
Ability to fill a recognised 'gap' in the Oatlands offer.	20%
Financial return to Council	10%

Submissions are to be forwarded to:

The General Manager

Southern Midlands Council

71 High Street

OATLANDS TAS 7120

mail@southernmidlands.tas.gov.au

Submissions are to be received by c.o.b. Tuesday 17th November 2020.

Site inspections are welcome – Please contact

Brad Williams

Manager Heritage Projects

0418 303 184 bwilliams@southernmidlands.tas.gov.au



14.2 Natural

Strategic Plan Reference 3.2

Identify and protect areas that are of high conservation value / Encourage the adoption of best practice land care techniques.

14.2.1 NRM UNIT – GENERAL REPORT

Author: NRM PROGRAMS MANAGER (MARIA WEEDING)

Date: 17 NOVEMBER 2020

ISSUE:

Southern Midlands Landcare Unit Monthly Report.

DETAIL

- Mt Pleasant Recreation Ground Club Rooms - toilet block extension. Construction works continue to progress well. Blockwork on the outer walls is complete. Internal painting is almost complete and tiling sections of the floor and walls are underway. Vinyl floor covering at the entrance is scheduled for late November. Currently works on track to be all finished by mid December 2020.
- Callington Park playground upgrade works and surrounding ground underground watering system works are progressing. The playground area has been made available for use since Friday 25th September 2020, which was the commencement of the school holiday term three break. The balance of the site will remain off limits for the public while the new turf area establishes. The official opening date for the new playground area is Monday 14th December 2020. Some works on playground signage and BBQ hut bins are underway. A drinking fountain is also being investigated. The deadline for the project completion has been extended to the end of February 2021.
- A meeting was held with the Kempton Streetscape Committee on Monday 16th November 2020. A number of matters were discussed including works on the Victoria Hall. See minutes.

WEEDS REPORT

The new Weeds Officer Ruth Hall has provided the following report for the month ending 17th November 2020.

Note: I took over this position from Jen Milne 3 weeks ago on 27th October 2020 so have only had 7 days on the job so far.

Site visits and roadside weed control

- Paterson's curse removal – Blackbrush Road, Lovely Banks Road
- Mapping isolated gorse on Interlaken Road
- Paterson's curse at Council Block on Blackbrush Road scheduled for control
- St John's Wort – Memorial Avenue, Kempton scheduled for control
- Serrated Tussock – Jericho site (mapped and control discussed with landholder)

Projects

- Brighton resource sharing – Site visits and weed notifications sent as required.
- Drought Weed project – We have received some eligible applications for funds. Applications have mainly come from the Coal Valley area at this stage. The Project Steering Committee is meeting next week to assess the ones received to date. Applications will be considered on a case by case basis until funding is expended.

Communication

- Introductory emails to DPIPWE Biosecurity Branch and Brighton Council.
- Weed notifications regarding Paterson’s curse issued as required.
- Letter of support for Coal River Products Association application for funding from the Weeds Action Fund.

Enquiries

- Drought weed grant enquires.
- Coal Valley group of landholders requesting assistance with Chilean Needle Grass control.
- Reporting of weeds – Paterson’s curse. The majority of enquiries to date in relation to Patterson’s curse management options are from rate payers in the Bagdad / Mangalore area of the Municipality.

RECOMMENDATION

THAT the Landcare Unit Report be received and the information noted.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

14.3 Cultural

Strategic Plan Reference 3.3

Ensure that the cultural diversity of the Southern Midlands is maximised.

Nil.

14.4 Regulatory (Development)

Strategic Plan Reference 3.4

A regulatory environment that is supportive of and enables appropriate development.

Nil.

14.5 Regulatory (Public Health)

Strategic Plan Reference 3.5

Monitor and maintain a safe and healthy public environment.

Nil.

14.6 Regulatory (Animals)

Strategic Plan Reference 3.6

Create an environment where animals are treated with respect and do not create a nuisance for the community

15.9.1 ANIMAL MANAGEMENT REPORT

Author: ANIMAL MANAGEMENT OFFICER (RACHEL COLLIS)

Date: 19 NOVEMBER 2020

Enclosure:

Animal Management Statement – October/November 2020

ISSUE

Consideration of the Animal Management/Compliance Officer's report for October/November 2020.

The purpose of the report is twofold:

1. To inform Council and the Community of infringements issued by Council Officers in relation to Animal Management for the period October/November; *and*
2. Provide a brief summary of actions and duties undertaken by Council Officers in relation to animal management.

This in turn informs the community of the requirements and expectations of the Council to uphold and enforce the relevant legislation. This reminds Council and the community of the importance of responsible ownership of animals.

The infringements detailed in this report were all issued under the *Dog Control Act 2000*.

Resource Sharing

Southern Midlands Council currently provide Animal Management services to the Central Highlands Council through resource sharing arrangements. Jobs of note are itemised in the enclosed statement.

Infringement Details

Nil.

RECOMMENDATION

THAT the Animal Management report be received and the information noted.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

ENCLOSURE(S)
 Agenda Item 15.9.1



YTD ANIMAL MANAGEMENT STATEMENT
 January to November 2020

DOG IMPOUNDS	RECLAIMED	ADOPTED	EUTHANISED
33	26	3 (Dogs home)	4
OTHER IMPOUNDS	RECLAIMED	ADOPTED	EUTHANISED
Ewe and Lamb			

JOBS ATTENDED
 October/November 2020

DOGS AT LARGE	DOG ATTACKS	DOG BARKING	DOG GENERAL
		3	3
Central Highlands 0	Central Highlands 0	Central Highlands 0	Central Highlands 0
NEW KENNEL INSPECT	WELFARE	STOCK	OTHER
Five active kennel licences		1	11
Central Highlands 0	Central Highlands 0	Central Highlands 0	Central Highlands 0

REGISTERED DOGS: 1664

KENNEL LICENCES: 49

INFRINGEMENTS ISSUED: 0

14.7 Environmental Sustainability

Strategic Plan Reference 3.7

Implement strategies to address the issue of environmental sustainability in relation to its impact on Councils corporate functions and on the Community.

Nil.

15. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – COMMUNITY)

15.1 Community Health and Wellbeing

Strategic Plan Reference 4.1

Support and improve the independence, health and wellbeing of the Community.

Nil.

15.2 Recreation

Strategic Plan Reference 4.2

Provide a range of recreational activities and services that meet the reasonable needs of the community.

Nil.

15.3 Access

Strategic Plan Reference 4.3

Continue to explore transport options for the Southern Midlands community / Continue to meet the requirements of the Disability Discrimination Act.

Nil.

15.4 Volunteers

Strategic Plan Reference 4.4

Encourage community members to volunteer.

Nil.

15.5 Families

Strategic Plan Reference 4.5

Ensure that appropriate childcare services as well as other family related services are facilitated within the community / Increase the retention of young people in the municipality / Improve the ability of seniors to stay in their communities.

Nil.

15.6 Education

Strategic Plan Reference 4.6

Increase the educational and employment opportunities available within the Southern Midlands

Nil.

15.7 Capacity & Sustainability

Strategic Plan Reference 4.7

Build, maintain and strengthen the capacity of the community to help itself whilst embracing social inclusion to achieve sustainability.

15.7.1 PROGRESS OF THE OATLANDS STRUCTURE PLAN

Author: MANAGER, DEVELOPMENT & ENVIRONMENTAL SERVICES (DAVID CUNDALL)

Date: 18 NOVEMBER 2020

ISSUE

To provide Council and wider community with an update on the progress of the Oatlands Structure Plan project.

BACKGROUND

As Councillors will recall a project to undertake a structure planning exercise for the township of Oatlands was considered at the March 2019 meeting. A budget amount of \$25,000 was allocated at the June 2019 meeting.

The purpose of the Structure Plan is to prepare and create a document similar to that plan undertaken for Campania in 2015. The structure plan will take the form of a written document that will include detailed maps and design plans to be adopted and implemented as demand increase and funding is available.

Plans and projects identified and recommended in a structure plan have a far greater chance of succeeding where they are supported by the community and form a part of a much bigger plan. This is proven in many case studies.

The catalyst for the structure plan project was the following recent events:

- The granting of the permit for the Aquatic Centre; and
- Securing grant funding for the Aquatic Centre
- The Whiskey Distillery and associated rezoning at 99 High Street and Callington Mill
- The handover of Callington Mill to Callington Mill Pty Ltd to continue milling operations in association with the whiskey distillery; and
- Current closure of the Callington Mill Visitor Centre and visitor services such as tours, café and retail
- Council furthering the recommendations of the MEDaLS to:
 - Support a large scale accommodation venue in Oatlands
 - Zone land to allow for a “Rural Services Precinct” in the vicinity of the current Light Industrial Zoned land in Stanley Street (toward the Midland Highway) and encourage such business in Oatlands.
 - Progress of the Heritage Hub/Centre for Heritage at the Commissariat land
- Success of the Heritage and Bullock Festival
- Progress of the Master Plans for the Oatlands Gaol and Commissariat

The Destination Action Plan adopted by Council in Council's Strategic Plan recommends the following actions to grow and sustain tourism - summarised:

- Improved way finding and visitor precinct experiences
- Improved visitor amenities and rest stops
- Structured planning for villages in the Midlands.
- Improved event spaces.
- Collect data on visitor experiences and implement programs to meet visitor needs or address issues
- Build visitor walking and track experiences i.e. links between heritage High Street precinct and Lake Dulverton and Callington Park.

UPDATE: PROJECT PROGRESS

The project is developed in a series of stages. These are provided in the following table (Table 1):

Action	Details	Status
First project inception meeting	Council Officers met to discuss need for a plan and draft objectives of the plan	Completed November 2019
Document gathering	Review existing strategy, project scoping, drivers for project	Completed February 2020
Second project inception meeting	Agree on project objectives, scope of project, review existing strategy	Completed March 2020
Preparation of Business Case and Council "in principle" support to proceed subject to budget allocation and nominations for two (2) elected members on the project working group	This was presented and approved at the March 2019 meeting. Cllr Rowena McDougall and Cllr Karen Dudgeon appointed as Council representatives on the working group.	Completed March 2019
Budget approved for Project	This was approved at the June 2019 meeting	Completed June 2019
Preparation of Project Plan	The plan captures the lifecycle of the project (scope, time, cost): <ul style="list-style-type: none"> • The budget • The risks • The desired outputs and outcomes • The objectives • The resources • The actions and work schedule 	Completed August 2019

Preparation of the Project Brief to request a quote and plan from a Consultant	Prepare documentation that describes the project and the work required by Council to achieve the outputs – that is to - undertake public consultation and prepare a Structure Plan for Oatlands.	Completed October 2019
Project Working Group Meeting 1	The purpose of the meeting was for the group to agree on the Project Plan and Brief to find a Consultant	Completed November 2019
Identify Consultants and provide the Project Brief and Request for Quote (RFQ)	Four (4) planning consultants were identified by the Project Manager as suitable and were provided with the Project Brief and RFQ to provide a response and costing.	Completed December 2019
Project Working Group nominate consultant	Project Working Group considered the responses to RFQ and nominate JMG as the preferred consultant.	Completed February 2020
Project Work Group Meeting 2	<p>Working Group meet to confirm the JMG Work plan and public consultation methodology and to draft a “stakeholder register”. The following work plan was approved:</p> <ol style="list-style-type: none"> 1. JMG commence the preparation of document and prepare a snapshot analysis of Oatlands in 2020 and identify constraints and opportunities to develop and grow. 2. JMG to commence first round of public consultation with the Oatlands School students, high street information and feedback stall on a Friday afternoon 3pm during school term near IGA, public workshop in a public building – all welcome. 3. Compile, consider and input feedback into the draft structure plan document. 4. Finalise a draft structure plan including traffic management plan 5. Second round of public consultation to exhibit and discuss the draft plan. This includes an all-inclusive public meeting. 6. Compile and input feedback into the final version of plan. 7. Finalise the plan and present to Council for final endorsement. 	Completed March 2020

Project Manager provides an update report to Council and prepares for Public Consultation	Project Manager provides an update report to Council.	Completed. July 2020
JMG commence first Stage of documentation and public consultation	JMG to commence the preparation of document and prepare a snapshot analysis of Oatlands in 2020 and identify constraints and opportunities to develop and grow. JMG to commence first round of public consultation with the Oatlands School students, high street information and feedback stall on a Friday afternoon 3pm during school term near IGA, public workshop in a public building – all welcome. The first round of consultation was planned for week commencing 20 th April 2020.	Completed September 2020. NB: The first round of consultation was planned for April 2020. <u>COVID-19 prevented this from occurring.</u>
JMG to input feedback from consultation into a first draft of the Structure Plan and Traffic Management Plan.	Compile, consider and input feedback into the draft structure plan document. Finalise a draft structure plan including traffic management plan	Completed. November 2020.
Council Meeting progress report.	Project Manager to provide an update and progress report to Council at the monthly Council Meeting	November 2020.
JMG to prepare the first draft of Plan to be exhibited and undertake round 2 of the public consultation.	Second round of public consultation to exhibit and discuss the draft plan. This includes an all-inclusive public meeting.	Yet to commence. Subject to Council Meeting Nov 2020.
JMG prepare final version of the draft Plan with the Project Manager and working group.	Compile and input feedback into the final version of plan.	Yet to Commence. January 2021.
Project Manager to present final Structure Plan to Council for endorsement.	Finalise the plan and present to Council for final endorsement at the Council Meeting.	Yet to Commence. February 2021.

Table 1: Update and work plan for the Oatlands Structure Plan Project.

DISCUSSION

As Council would recall COVID-19 caused a 4 month delay to the project. The first draft of documentation together with the first round of public consultation was scheduled for week commencing 20th April 2020 (after the Easter break). As Council would be well aware, the lockdown and social distancing restrictions made public consultation through face to face impossible.

The Phase 1 Public Consultation commenced in August 2020. The consultation process involved the following community engagement and information gathering exercises:

- The Consultant JMG Engineering and Planning held a session with the students of the Oatlands District High School and captured their thoughts, aspirations and vision for Oatlands.
- A stall was setup in the High Street next to the IGA to promote the Structure Plan and gather early feedback. Approximately 30 people stopped and participated.
- A public workshop and information session was held at the Gay Street Hall. Approximately 30 people attended for the 2 hour session with Council Officers and JMG.
- Online Survey
- Written submissions to the General Manager.

In total, around 100 people provided feedback on the formation of the Structure Plan. The Phase 1 consultation was considered successful. The Oatlands community and stakeholders overall supported the objectives of the Plan and showed keen interest and support in preparing a plan for the township.

The JMG consultants, since the consultation, have prepared a draft Structure Plan and are finalising the document for the Phase 2 consultation. The input from the Phase 1 consultation has informed the content of the Structure Plan and the key actions within.

Phase 2 consultation was scheduled for October/November 2020 but the document needs final graphics, detailed mapping before it is suitable for exhibition. The Committee has decided to delay the consultation until the document has the detailed graphics, images, maps and diagrams that illustrate the vision for the town.

Phase 2 is scheduled for a 6 week exhibition period which includes a second public workshop and information session. This will commence either mid- December or start of January 2021. Pending feedback from Council.

The Project Manager will contact all Stakeholders and provide an update to the community via social media and Council's website on the short delay.

RECOMMENDATION

THAT Council:

- A. Receive and note this report.**
- B. Council decide whether to initiate Phase 2 public consultation for the 6 week exhibition either mid December 2020 or first week of January 2021.**

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

15.8 Safety

Strategic Plan Reference 4.8

Increase the level of safety of the community and those visiting or passing through the municipality.

Nil.

15.9 Consultation & Communication

Strategic Plan Reference 4.8

Improve the effectiveness of consultation & communication with the community.

Nil.

16. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – ORGANISATION)

16.1 Improvement

Strategic Plan Reference 5.1

Improve the level of responsiveness to Community & Developer needs / Improve communication within Council / Improve the accuracy, comprehensiveness and user friendliness of the Council asset management system / Increase the effectiveness, efficiency and use-ability of Council ICT systems / Maintain the Business Process Improvement & Continuous Improvement framework

16.1.1 POLICY REVIEW – COMMUNICATIONS POLICY & SOCIAL MEDIA USE

Author: ACTING GENERAL MANAGER (ANDREW BENSON)

Date: 19 NOVEMBER 2020

Enclosure:

Draft Communications Policy & Social Media Use

ISSUE

Adoption of the review of the Communications Policy and Social Media Use.

DETAIL

A review of the Communications Policy has been undertaken by Council staff, which also identified the need to include additional information relating to social media use (changes to the policy are highlighted in yellow text).

This policy review was presented to Council for the first reading at the October 2020 Council meeting in accordance with Council's policy for Councillors to have sufficient time to fully consider policy documents over two meetings prior to formal adoption.

RECOMMENDATION

THAT

1. Council receive and note the report; and
2. Formally adopt the Communications Policy & Social Media Use Policy.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

ENCLOSURE(S)
Agenda Item 16.1.1



Council Policy
COMMUNICATIONS POLICY & SOCIAL MEDIA USE

Approved by: Council
Approved date: September 2015
Review date: September 2020

1. PURPOSE

The aims of this Policy are to:

- (a) provide a framework for decisions, and standards relating to the Use of Communications Devices and Social Media;
- (b) confirm that Council will not tolerate the Use of Communications Devices and Social Media which is unlawful or a risk to health and safety of Workers or Other Persons at the Workplace;
- (c) recognise Council's commitment to provide a safe and healthy workplace for Workers and Other Persons at the Workplace relating to the Use of Communications Devices and Social Media;
- (d) instruct and guide Workers and Other Persons at the Workplace regarding the Use of Communications Devices and Social Media;
- (e) outline the standards expected at all times in relation to the Use of Communications Devices and Social Media;
- (f) operate with the Applicable Laws and policies; and
- (g) recognise that all Workers are accountable for their own behaviour relating to the Use of Communications Devices and Social Media.

For the purpose of this Policy, Social Media will refer to electronic techniques or technologies established officially by the Council Administration that communicate directly to and with the community. This includes the Council's corporate website and any other social media accounts.

2. SCOPE

This Policy covers and applies to Workers in relation to:

- (i) behaviour at the Workplace;
- (ii) the performance of work for or in connection with Council; and
- (iii) conduct outside the Workplace or working hours if the acts or omissions:
 - (A) are likely to cause serious damage to the relationship between Council, Councillors, Workers or Other Persons at the Workplace; or
 - (B) are incompatible with a Worker's duty to Council or employment relationship or engagement; or
 - (C) damage or are likely to damage Council's interests or reputation.



Council Policy
COMMUNICATIONS POLICY & SOCIAL MEDIA USE

Approved by: Council
Approved date: September 2015
Review date: September 2020

3. POLICY

- (a) Workers must comply with this Policy.
- (b) Workers must not Use Communication Devices or Social Media in any way which:
 - (i) breaches this Policy or any other policy or procedure including the Workplace Behaviour Policy or Code of Conduct Policy;
 - (ii) breaches Applicable Laws or is otherwise unlawful; or
 - (iii) fails to comply with a lawful and reasonable direction by Council.
- (c) Managers/Supervisors are required to promote this Policy within their area of responsibility and take reasonable steps to ensure that any potential breaches of this Policy are identified, taken seriously and acted upon appropriately.

3.1 General Principles

- (a) Council may provide Workers with Communication Devices for Business Use only or Business Use and reasonable personal Use at Council's discretion. Such authority will be provided in writing on an individual basis.
- (b) In determining whether a Worker will be provided with Communication Devices and to what extent Council at its complete discretion will take into consideration all relevant matters including, Council's network and other system storage, security and usage requirements, the Worker's personal circumstances and work requirements and the nature and topic of the Use.
- (c) The requirements set out below apply equally to Business Use and Personal Use of Communication Devices.
- (d) Council may remove, restrict or change a Worker's authority to Use Council owned or supplied Communication Devices or Worker owned or supplied Communication Devices where used for Business Use or in the Workplace at Council's discretion.
- (e) Council will, through authorised personnel, monitor and if necessary copy, delete, remove or quarantine any information, data, transmissions or files (incoming and outgoing) or like materials arising out of the Use of Communications Devices from the Council's information technology system or network, or any Worker's Council provided Communication Device without notice.

3.2 Use of Communication Devices

In relation to the Use of Communication Devices, Workers must:

- (a) not divulge passwords or user identification to other persons;
- (b) not alter a Council owned Communication Device without prior written approval from their Manager/Supervisor;
- (c) not allow any person to Use a Council Owned Communication Device without prior written approval from their Manager/Supervisor;



Council Policy
COMMUNICATIONS POLICY & SOCIAL MEDIA USE

Approved by: Council
Approved date: September 2015
Review date: September 2020

- (d) maintain Council Owned Communication Devices they Use in accordance with the manufacturer's specifications;
- (e) take all reasonable care to ensure the Communication Device is securely kept;
- (f) immediately advise their Manager/Supervisor of any damage to or theft of the Communication Device;
- (g) not install any software on a Council Owned Communication Device (with the exception of Council nominated Applications downloaded from the App Store) without written prior approval from their Manager/Supervisor;
- (h) comply with Applicable Laws including not engaging in, for example:
 - (i) defamatory comments (e.g. falsely naming a person as a criminal);
 - (ii) inappropriate or unlawful workplace behaviour comments (e.g. discriminatory, harassing, bullying or repeated unreasonable behaviour);
 - (iii) misleading and deceptive conduct (e.g. 'our product will give you 150% improvement in profit with no reasonable basis');
 - (iv) contempt (e.g. publicising court orders or matters under consideration);
 - (v) infringements of intellectual property rights (e.g. breach of copyright by copying information without referencing the source, or downloading movies, TV shows, music and other entertainment or similar); or
 - (vi) privacy issues such as disclosing personal or sensitive information (e.g. 'a person lives at ABC Street and has 4 children with a particular medical condition');
- (i) not Use another person's identification (electronic or otherwise) to Use a Communication Device;
- (j) not obscure or attempt to obscure the origin of any Use of a Communication Device in the Workplace or a Council Owned Communication Device;
- (k) not access, send, receive, download, store or distribute gambling, pornographic, obscene, defamatory, discriminatory, harassing, unlawful or inappropriate materials of any kind;
- (l) not disclose Council's confidential information or damage or engage in Use likely to damage Council's interests or reputation;
- (m) not gain or attempt to gain unauthorised access to Council's, information technology system or network, or any other Worker or Other Person in the Workplace's Communication Device; and
- (n) not interfere or alter with any of the Council security measures provided for the Council's, information technology system or network, or any other Worker or Other Person in the Workplace's Communication Device.
- (o) On termination of employment, the employee is responsible in ensuring that the returned communications device(s) have been cleared of any personal accounts e.g google (Gmail), Apple iTunes account etc and also advise Council's IT Officer of any pins that have been set up for telephone access etc



Council Policy
COMMUNICATIONS POLICY & SOCIAL MEDIA USE

Approved by: Council
Approved date: September 2015
Review date: September 2020

3.3 Business Use of Social Media

Social Media can be defined as electronic tools and platforms people use to publish, converse and share information. Complementing existing two-way electronic communication techniques such as email and websites, it is a technology that is popular, rapidly growing and constantly evolving.

Social Media is becoming an increasingly important way in which Council and its staff communicate with each other and engage with the community. Social Media enables Council to:

- a. enhance existing communication and information circulation by extending reach;
- b. direct the community to Council information, consultation, events and images;
- c. promote programs, activities and events;
- d. build and enhance relationships with the community and stakeholders; and
- e. provide the community with the opportunity to further engage and actively participate in discussions that are of importance, interest and concern to them.

This section aims to provide guidelines to assist staff in managing the official flow of information delivered and received by Council through Social Media channels for the purpose of conducting Council business, and assist in compliance with current requirements of records management and use.

3.4 Managing existing Social Media applications

Once a Social Media site is established, it is important to ensure it is managed properly and effectively. Essential criteria to be followed are:

- a. all content must be accurate and updated when appropriate;
- b. language and writing style must be appropriate and not offensive in nature;
- c. terms and conditions should be displayed in the 'information' section of the site with a disclaimer that while legitimate questions and complaints will be addressed, statements that are derogatory, insulting or otherwise unduly negative will be removed if they do not meet the standards of common courtesy;
- d. all content (both outgoing and incoming) must be appropriate and comply with Council's Record Management procedures and any other Council processes or policies;
- e. to minimise the chance of incorrect information being displayed and to make easier the responsibility of maintaining site content, where possible the Southern Midlands Council website should be used as the origin point of information and the Social Media sites provide links to the website for more information, forms, documents or online services necessary to conduct business with the Southern Midlands Council;
- f. information produced and displayed on Social Media sites by Council will not be used for political or lobbying purposes, with the exception of promoting or encouraging participation in Local Government elections;



Council Policy
COMMUNICATIONS POLICY & SOCIAL MEDIA USE

Approved by: Council
Approved date: September 2015
Review date: September 2020

- g. the establishment of a Social Media administrator group that is trained and approved to edit, alter and upload site content;
- h. employees entrusted as administrators of Social Media sites must conduct themselves properly and are required to act in accordance with Council policies and procedures, with failure to do so resulting in disciplinary action being taken; and
- i. a copy of all necessary passwords or login codes for various sites to be kept with the Corporate Services Department in case of staff absence or departure and when changes are required;
- j. Non-compliance with these criteria may result in the closing or suspending of Social Media sites by the Council Administration.

3.5 Implementing new Social Media applications

A number of new or refined Social Media options are developed each year, many available at little or no cost to the organisation. While it is important to keep abreast of trends, it is important that Council is using these tools to meet a specific need and that they are properly resourced.

When implementing a new Social Media activity, the requesting Department will present a brief to the General Manager outlining the following:

- a. why this is the appropriate tool for the task required;
- b. how it will help Council achieve its Strategic Plan objectives;
- c. how the issue of records management, privacy, risk and security will be addressed;
- d. what resource and time requirements are required to effectively manage and monitor the site, and to ensure timely responses to the community;
- e. does it offer one way or two way communication;
- f. what technology or system is proposed to be used;
- g. what this new site will offer that other existing Social Media sites currently being used by Council do not; and
- h. the processes developed and documented to ensure consistency and accuracy of content.

Once the General Manager is satisfied of the benefit of the new Social Media activity and meeting of the criteria can be demonstrated, then approval will be given and set up and commencement of operation will begin.

3.6 Closing of Social Media applications

If a Social Media site is no longer considered by Council Administration to be a useful communication tool, is no longer popular with the community, is proving too expensive or time consuming to maintain, or any other appropriate reason, it can be suspended or closed without public notification.



Council Policy
COMMUNICATIONS POLICY & SOCIAL MEDIA USE

Approved by: Council
Approved date: September 2015
Review date: September 2020

3.7 Commenting on Social Media sites

With electronic news sites and Social Media channels increasing in popularity, they are also becoming more popular for submitting feedback or comments online.

Where an item is about the Council, the Mayor, General Manager or delegated staff member may place a comment on behalf of the Council via Social Media provided that:

- a. they disclose their first and last name and their official title (ie Mayor, GM etc);
- b. they do not disclose any Council information that is considered to be confidential or non-public in nature; and
- c. they do not knowingly communicate inaccurate or false information and all reasonable efforts should be made to provide only verifiable facts – not personal opinions.

Elected Members may post comments but should disclose their first and last name and a statement to the effect that this is their personal opinion and may not represent the opinion of the Council.

The Council actively monitors Social Media for contributions or comments relating to the Council, its operation and its reputation. Any activity that may be deemed inappropriate may result in a Code of Conduct process.

4. RELATED DOCUMENTS

- Code of Conduct for Employees
- Local Government Code of Conduct for Elected Members
- Disciplinary Procedure
- Issues Resolution Policy
- Workplace Behaviour Policy

5. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every three (3) years or as directed by the General Manager.

This document is Version 2.0 effective XX-XX-XXXX. The document is maintained by Corporate Services, for the Southern Midlands Council.

16.1.2 DRAFT POLICY – CLOSED CIRCUIT TELEVISION (CCTV) POLICY

Author: ACTING GENERAL MANAGER (ANDREW BENSON)

Date: 19 NOVEMBER 2020

Enclosure:

Draft Closed Circuit Television (CCTV) Policy

ISSUE

Formal adoption of the Draft Closed Circuit Television (CCTV) Policy.

DETAIL

Council is committed to creating safe places for all residents and visitors. Council is also seeking to enhance protection of important community assets and reduce the need to divert valuable resources to repair/replace property damaged by vandals. In an effort to address these issues, Council is proposing the introduction of the CCTV Program, as part of its response to antisocial behaviour and Community safety. Other strategies to address antisocial behaviour and Community safety include effective street lighting, improved security practices, signage and collaboration with Tasmania Police.

Sections regarding Responsibilities of Council; Public Information; Control and Operation of Cameras; Recorded Material; Breaches and Complaints are all included within the policy for consideration by Council.

This policy review was presented to Council for the first reading at the October 2020 Council meeting in accordance with Council's policy for Councillors to have sufficient time to fully consider policy documents over two meetings prior to formal adoption.

RECOMMENDATION

THAT

- 1. Council receive and note the report; and**
- 2. Formally adopt the Closed Circuit Television (CCTV) Policy.**

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

ENCLOSURE(S)

Agenda Item 16.1.2



Council Policy
CLOSED CIRCUIT TELEVISION (CCTV) POLICY

Approved by:
Approved date:
Review date:

Council
DRAFT

OBJECTIVES

The objectives of the CCTV Policy are:

- to reduce the threat of personal violence;
- assist in the protection of public assets and reduce property damage;
- to assist in the detection and prosecution of offenders; and
- to help secure a safer environment for people who live, work and visit the Southern Midlands.

The CCTV Program is not about allowing constant surveillance it is about incident management. Authorised personnel will only watch recorded material if there is an incident that demands investigation.

Introduction

It is recognised that the threat of personal violence is an important factor in the public perception of Southern Midlands as a safe area. The Council is committed to creating safe places for all residents and visitors. Council is also seeking to enhance protection of important community assets and reduce the need to divert valuable resources to fix property damaged by vandals. In an effort to address these issues, Council introduced the CCTV Program, as part of its response to antisocial behaviour. Other strategies to address antisocial behaviour and crime include effective street lighting, improved security practices, signage and collaboration with Tasmania Police.

Involvement in any aspect of the CCTV Program by relevant organisations or individuals will depend upon their willingness to comply with this Policy.

This Policy is subject to state and federal law.

The Council retains ownership of and has copyright in all equipment, recorded material and documentation pertaining to the CCTV Program. The responsibilities of the Council in relation to the CCTV Program are outlined below.

Southern Midlands Council – Responsibilities

The Council will be responsible for the introduction and implementation of the CCTV Program. The Council will ensure compliance with the objectives and intent of this Policy while protecting the interests of the public in relation to CCTV use.

Council is accountable for the effective long-term operation and management of the CCTV Program. The Council will implement appropriate procedures to ensure all related documentation is completed, recorded material is accessed appropriately and equipment is well maintained.

Public Information

Clearly visible signs that CCTV cameras are operating will be displayed in the area covered by the cameras. These signs will:

- inform the public that cameras are in operation; and
- identify the Southern Midlands Council as the owner of the system.



Council Policy
CLOSED CIRCUIT TELEVISION (CCTV) POLICY

Approved by:
Approved date:
Review date:

Council
DRAFT

Control and Operation of Cameras

- The locations of cameras will be clearly apparent to the public.
- All use of cameras will accord with the purposes of the CCTV Program.
- Cameras will not be used to look into private premises or residential properties.
- No sound will be recorded in public places.
- 'Dummy' cameras will not be used.
- Access to the operation of equipment will be limited to authorised Council staff with that responsibility.
- Operators of the camera equipment will act in accordance with the highest standards of probity and the Council's code of conduct. There is a requirement of confidentiality unless recorded material is authorised by the General Manager for release to a third party. Circumstances for release of material may include as part of a police investigation, insurance investigation, an accident or medical event.
- All responsible staff may be required to justify their interest in a particular member of the public or premises.
- Information collected by the CCTV Program is subject to the relevant Acts.
- A register must be kept detailing all instances of access to recorded material.

Recorded Material

Access to and use of recorded material will only take place:

- in compliance with the needs of police in connection with the investigation of crime; or
- if necessary for the purposes of legal proceedings, or
- if necessary assisting with an insurance claim, or
- if necessary assisting in relation to an accident or medical event.

Recorded material will not be sold or used for commercial purposes or the provision of entertainment.

The showing of recorded material to the public will be allowed only in accordance with the needs of the police in connection with the investigation of crime or in any other circumstances provided by law. Any such action must be formally approved and/or requested by the Police.

Use of videotapes or photographs by the media should only occur to gain public information with respect to the identity of a person/s wanted in connection with a criminal investigation. Subject to the concurrence of the Police, the General Manager may approve such releases after consultation with the Mayor. In such cases the recognisable characteristics of other people in the footage shall be obscured.

Images shall not, under any circumstances, be used to publicise the existence or success of the CCTV Program.

Appropriate security measures will be taken against unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material.



Council Policy
CLOSED CIRCUIT TELEVISION (CCTV) POLICY

Approved by: Council
Approved date: DRAFT
Review date:

Recorded material will be treated according to defined procedures to ensure continuity of evidence. Council will generally retain recorded material for no more than 35 days, and the material will subsequently be deleted, unless the material is required to be retained for-

- the investigation of crime, or
- Court proceedings notified to Council, or
- ongoing intelligence and investigation, or
- when a matter of importance to Council arises.

Breaches of this Policy

Prime responsibility for ensuring the Policy is adhered to rests with the Council. This responsibility includes ensuring that breaches of the Policy are investigated and remedied to the extent that breaches of the Policy are within the ambit of Council's power to remedy.

Complaints

Complaints in relation to any aspect of the management or operation of the CCTV Program may be made in writing to:

The General Manager
Southern Midlands Council
PO Box 21
OATLANDS TAS 7120
or by telephone on (03) 6254 5000

Review & Evaluation

This Instruction is a managed document and is to be reviewed every two years or as directed by the General Manager.

This document is Version X.X effective XX-XX-XXXX. The document is maintained by Community and Corporate Development, for the Southern Midlands Council.

16.1.3 POLICY REVIEW – FRAUD CONTROL AND CORRUPT CONDUCT PREVENTION POLICY

Author: MANAGER, COMMUNITY AND CORPORATE DEVELOPMENT (WENDY YOUNG)

Date: 19 NOVEMBER 2020

Enclosure:

Fraud Control and Corrupt Conduct Prevention Policy

- *Policy includes Fraud Control and Corrupt Conduct Investigation Procedure*
- *Policy includes Fraud Control and Corrupt Conduct Prevention Strategy*

ISSUE

The enclosed Policy has been reviewed and amended to reflect the outcome and recommendations contained within the Forensic Investigation Report.

In particular, section 3 (Senior Management) has been updated in accordance with the above report.

It should also be noted that this policy has been considered by the Audit Panel and has recommended that it is in a form suitable for adoption.

RECOMMENDATION

THAT Council adopt the Fraud Control and Corrupt Conduct Prevention Policy

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

ENCLOSURE(S)
Agenda Item 16.1.3



Council Policy
**FRAUD CONTROL & CORRUPT CONDUCT PREVENTION
POLICY**

Approved by: Council
Approved date: 26 February 2019
Review date: February 2020

1. PURPOSE

Southern Midlands Council is committed to the prevention, deterrence and investigation of all forms of fraud and/or corrupt conduct. Fraud and corrupt conduct can be damaging to the Council through financial loss, bad publicity and loss in public confidence.

This policy covers guidelines and responsibilities regarding appropriate actions that must be followed to increase the awareness of, and, for the investigation of fraud and/or corrupt conduct. Management of the risk of exposure is an important area to monitor and the Council needs to be assured that appropriate and transparent procedures are in place.

The objective of the policy is to:

- Protect Council's assets and reputation;
- Ensure a sound ethical culture of the Council;
- Ensure Senior Management commitment to identifying risk exposures to fraud and corrupt conduct as well as establishing procedures for prevention and detection;
- Ensure Councillors and staff are aware of the responsibilities in relation to ethical conduct.

2. DEFINITIONS

Fraud is defined as 'Inducing a course of action by deceit or other dishonest conduct, involving acts or omissions or the making of false statements, orally or in writing, with the object of obtaining money or other benefit from, or evading a liability to, the Council'.

Corrupt is defined as 'having or showing a willingness to act dishonestly in return for money or personal gain'.

Some examples of fraud and corrupt conduct include:

- Unauthorised use of Council's plant, furniture and equipment;
- Unauthorised use of information or services for private use
- Any misappropriation of funds;
- Accepting gifts from contractors, consultants and customers;
- Falsification of records, including timesheets;
- Inappropriate use of position to obtain goods and services.
- Theft of assets.

A number of these issues are specifically covered in the 'Southern Midlands Council – Code of Conduct Policy' (covering Employees, Contractors, Sub Contractors, Employees of Contractors and Sub Contractors, Employees of Labour Hire Companies that have assigned to work at Council, Outworkers, Apprentices and Trainees, Work Experience Students and Volunteers) and the Southern Midlands Council – Code of Conduct (Elected Members).



Council Policy
**FRAUD CONTROL & CORRUPT CONDUCT PREVENTION
POLICY**

Approved by: Council
Approved date: 26 February 2019
Review date: February 2020

3. ELEMENTS OF THE POLICY

- 1 Applicability
- 2 Education and Awareness
- 3 Roles and Responsibilities
- 4 Procedures
- 5 Consequences of Engaging in Fraudulent or Corrupt Conduct
- 6 Risk Management
- 7 Fraud and Corrupt Conduct Control Program
- 8 Linked Documentation

1. Applicability

This policy applies to all Councillors, Employees, Contractors, Sub Contractors, Employees of Contractors and Sub Contractors, Employees of Labour Hire Companies that have been assigned to work at Council, Outworkers, Apprentices and Trainees, Work Experience Students and Volunteers.

2. Education and Awareness

The likelihood and impact of fraudulent or corrupt conduct will be minimised by promoting a sound ethical environment.

It is the responsibility of all applicable persons to set an example through ethical and prudent use of Council assets and resources. All have a duty to advise management of any concerns they have about the conduct of Council affairs or the use of Council assets and resources.

The Fraud Control and Corrupt Conduct Prevention Policy will be brought to the attention of all relevant persons and will be included in the induction program, as well as being included in the Request for Tender documentation. Staff with particular responsibilities such as cash handling, purchasing authority and account payment, will be given specific training in approved cash handling, purchasing and accounts payment procedures.

3. Roles and Responsibilities

3.01 Councillors

Councillors have a responsibility to abide by its Code of Conduct.

Councillors need to keep in mind the Code of Conduct when considering reports, making decisions and scrutinising Council's activities.

Council will support all policies and measures taken to prevent, deter, detect and resolve suspected instances of fraud or corrupt conduct.



Council Policy
**FRAUD CONTROL & CORRUPT CONDUCT PREVENTION
POLICY**

Approved by: Council
Approved date: 26 February 2019
Review date: February 2020

3.02 Senior Management

Senior Management is responsible for ensuring there are adequate internal controls to provide reasonable assurance for the prevention and detection of fraud and corruption.

Achievement of this is assisted by:

- Compliance with Council policies, rules and regulations;
- Ensuring Councillors are aware of their obligations as included in the "Southern Midlands Council – Code of Conduct (Elected Members)";
- Ensuring all other personnel are aware of their responsibilities through adequate induction, training, supervision and written procedures;
- Responding to issues raised by and external auditors.

All suspected cases or incidents of fraud or corrupt conduct are to be reported to the General Manager. The General Manager will promptly appoint a Manager/Supervisor to investigate such cases or incidents in accordance with the Fraud Control and Corrupt Conduct Investigation Procedure (attached).

If the reporting party is not satisfied with the Manager/Supervisor investigation or response, the matter should be referred to the General Manager. The General Manager can choose to investigate the matter or appoint an independent third party (from outside the organisation) to review the reported breach.

If the reporting party is not satisfied with the General Manager's investigation or response, the matter should be referred to the Mayor. The Mayor can choose to investigate the matter or appoint an independent third party (from outside the organisation) to review the reported breach.

Appoint an independent third party (from outside the organisation) in the event of actual or perceived conflict of Interest (eg related parties).

3.03 Employees / Contractors / Sub Contractors, Employees of Contractors and Sub Contractors, Employees of Labour Hire Companies that have been assigned to work at Council, Outworkers, Apprentices and Trainees, Work Experience Students and Volunteers

All of the above persons have a duty to make management aware of any concerns they have about the conduct of Council affairs or the use of Council assets and resources. Any issues raised by them should be promptly investigated. Confidentiality of issues raised must also be maintained.

4. Procedures

The Fraud Control & Corrupt Conduct Investigation Procedure (attached) must be followed for all investigations of fraud and corrupt conduct



Council Policy
**FRAUD CONTROL & CORRUPT CONDUCT PREVENTION
POLICY**

Approved by: Council
Approved date: 26 February 2019
Review date: February 2020

5. Consequences of Engaging in Fraudulent or Corrupt Conduct

Council's disciplinary procedures will apply to any staff member (employee) involved in fraudulent or corrupt conduct in accordance with HR disciplinary procedures.

Any issue involving conduct of this kind and pertaining to a Councillor will be subject to the procedures set out in the Code of Conduct for Elected Members or referred to an appropriate external authority for investigation and further action.

Where fraudulent or corrupt conduct is believed to have been undertaken by a contractor, sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company that has been assigned to work with Council, apprentice or trainee, work experience student or volunteer, the matter will be referred to the appropriate internal process or external authority for investigation and further action.

6. Risk Management

The measures required to satisfactorily address the risk of fraud or corrupt conduct depend on the nature and extent of risks faced. It is therefore necessary to undertake a risk assessment on an annual basis of the organisation's activities. The outcome of these assessments will then be used to formulate appropriate controls to mitigate any identified risks.

The following fraud or corrupt conduct minimisation procedures are to be followed:

- 1 Accountability of Managers for the results and deviations from budget in the monthly management reporting for departments. Further independent detailed reviews of significant variances that may arise will be arranged by the General Manager or the relevant Manager.
- 2 Periodic review of Council operations and an assessment of the Council's exposure to the risk of fraud.
- 3 An ongoing review process. Internal controls supported by internal reviews on a regular basis will minimise the exposure to fraud risk and minimise the occurrence of new frauds or corrupt conduct arising.
- 4 External audit review with the focus on accountability of financial systems and reporting processes.
- 5 Maintain strict recruitment practices, including the confirmation of all relevant employees details and thorough checking of references, in addition including police checks on applicants successfully applying for senior positions, and the promotion of this policy to all new Council employees.
- 6 All assets are properly recorded and regular checks are performed to ensure that significant items are present.
- 7 Set a standard of conduct for suppliers and contractors.
- 8 Review work practices open to collusion or manipulation.
- 9 There are penalties in place should a staff member be found guilty of fraud or corrupt conduct.
- 10 Ensure that Council management have been trained in identifying indicators of fraud or corrupt conduct.



Council Policy
**FRAUD CONTROL & CORRUPT CONDUCT PREVENTION
POLICY**

Approved by: Council
Approved date: 26 February 2019
Review date: February 2020

7. Early Warning Signs

The following are some behavioural warning signs all staff and managers need to be aware of relating to potential fraudulent behaviour:

- Refusing to take leave.
- Resigning suddenly or failing to attend work for no apparent reason.
- Gambling, drugs or alcohol abuse.
- A Manager/staff member who over rides internal controls.
- Persistent anomalies in work practices.
- Obvious lifestyle changes that are in conflict with employees normal financial position.

4. RELATED DOCUMENTS

- Fraud Control and Corrupt Conduct Investigation Procedure (Appendix A).
- Fraud Prevention Strategy (Appendix B).
- Fraud Detection and Risk Management Strategy (Appendix C).

5. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed bi-annually or as directed by the General Manager.

This document is Version 1.1 effective 26 February 2019. The document is maintained by the General Managers Unit, for the Southern Midlands Council.

Approval Process

<i>First Council Meeting Date:</i>	<i>24th October 2012</i>	<i>Decision No.</i>	<i>C/12/10/070/19195</i>
<i>Final Council Meeting Date:</i>	<i>28th November 2012</i>	<i>Decision No.</i>	<i>C/12/11/072/19219</i>
<i>Repealed Council Meeting Date:</i>		<i>Decision No.</i>	
<i>Updated Council Meeting Date:</i>	<i>26th February 2019</i>	<i>Decision No.</i>	<i>Item 17.2.5</i>



Council Policy
**FRAUD CONTROL & CORRUPT CONDUCT PREVENTION
POLICY**

Approved by: Council
Approved date: 26 February 2019
Review date: February 2020

APPENDIX A

**FRAUD CONTROL AND CORRUPT CONDUCT
INVESTIGATION PROCEDURE**

This procedure covers appropriate actions and responsibilities that must be followed for the investigation of fraud and corrupt conduct.

Process

1. Any employee; contractor; sub-contractor; employee of a contractor or sub-contractor; an employee of a labour hire company that has been assigned to work at Council; Outworker; Apprentice; Trainee; Work Experience Student or Volunteer who has reason to suspect that a fraud or corrupt conduct has occurred shall immediately notify his / her Manager. If the person has reason to believe that the person's Manager may be involved, the person is to immediately notify the General Manager. The person who provides notification to his/her Manager shall keep this information confidential.).
2. If the person has reason to believe that the General Manager may be involved, the matter should be reported immediately to the Mayor or in his/her absence, to the Deputy Mayor.
3. Any Councillor who has reason to suspect that a fraud or corrupt conduct has occurred shall immediately notify the General Manager. The Councillor shall keep this information confidential.
4. The Manager, when receiving notification of suspected fraud or corrupt conduct, will immediately contact the General Manager..
5. The General Manager will promptly appoint a Manager to investigate the fraud or corrupt conduct upon notification of the details. If the reporting party is not satisfied with the Manager's investigation or response the matter should be referred to the General Manager. The General Manager can choose to investigate the matter or appoint an independent third party (from outside the organisation) to review the reported breach,
6. If the reporting party is not satisfied with the General Manager's investigation or response, the matter should be referred to the Mayor. The Mayor can choose to investigate the matter or appoint an independent third party (from outside the organisation) to review the reported breach
7. Appoint an independent third party (from outside the organisation) in the event of actual or perceived conflict of interest (eg related parties).
8. At the conclusion of the initial investigation of a Councillor, the General Manager will determine what further action may be required which may include the need to refer to an external authority.
9. At the conclusion of an investigation of an employee; contractor; sub-contractor; employee of a contractor or sub-contractor; an employee of a labour hire company that has been assigned to work at Council; Outworker; Apprentice; Trainee; Work Experience Student or Volunteer the General Manager will prepare a record.



Council Policy
**FRAUD CONTROL & CORRUPT CONDUCT PREVENTION
POLICY**

Approved by: Council
Approved date: 26 February 2019
Review date: February 2020

The record will contain:

- The allegation/s
- An account of all relevant information received, and, if the General Manager has rejected the evidence as being unreliable, the reasons for this opinion being formed.
- The conclusions reached and the basis for them, and
- Any recommendation arising from the conclusions.

Following the completion of the record the General Manager will determine what further action might be required.



Council Policy
**FRAUD CONTROL & CORRUPT CONDUCT PREVENTION
POLICY**

Approved by: Council
Approved date: 26 February 2019
Review date: February 2020

APPENDIX A

**FRAUD CONTROL AND CORRUPT CONDUCT
INVESTIGATION PROCEDURE**

Related Documents

- Fraud Control and Corrupt Conduct Prevention Policy
- Code of Conduct Policy
- Code of Conduct (Elected Members)

Review of Procedure

The Fraud Control and Corrupt Conduct Investigation procedure will be reviewed bi-annually.



Council Policy
**FRAUD CONTROL & CORRUPT CONDUCT PREVENTION
POLICY**

Approved by: Council
Approved date: 26 February 2019
Review date: February 2020

APPENDIX B

**FRAUD CONTROL & CORRUPT CONDUCT
PREVENTION STRATEGY**

Council's fraud and corrupt conduct prevention strategy involves:

Organisational Integrity and Leadership

The most effective form of fraud and corrupt conduct prevention is the establishment of an organisational culture that rejects fraudulent and corrupt practices. Commitment from Senior Management and Councillors is essential in establishing a behaviour model for all staff, committee members and volunteers.

Council will establish and maintain a fraud-resistant culture by:

- (a) employing managers and supervisors who will be positive role models for ethical behaviour;
- (b) adopting and enforcing policies that emphasise the importance of ethical behaviour;
- (c) issuing clear standards and procedures to minimise opportunities for fraudulent and corrupt behaviour, and enhance detection mechanisms; and
- (d) ensuring all staff are accountable for their own actions.

Employee Education and Awareness

Employees will be made aware of Council's ethical conduct expectations by:

- (a) the inclusion of ethical conduct requirements in inductions for new employees;
- (b) an ongoing program of inclusion of ethical behaviour expectations within all position descriptions for new and existing positions; and
- (c) develop and implement a staff Code of Conduct.

Staff with particular responsibilities, such as cash handling and purchasing authority, will be given specific training in approved cash handling and purchasing procedures.

Customer and Community Awareness

Fraudulent activity may be detected as a result of complaints from Council customers or other members of the public. It is essential that the community understands the impact of fraudulent and corrupt conduct and the importance of exposing such behaviour. In order to increase community awareness and encourage the reporting of fraudulent and corrupt conduct, Council will:

- (a) publish the Code of Conduct on Council's website; and
- (b) provide feedback to all persons who report suspected corrupt or fraudulent conduct.

Regular Review of Policies and Procedures

In addition to ongoing policy development directed at emphasising ethical behaviour and fraud prevention and detection, Council is committed to the ongoing review of existing policies and procedures.

APPENDIX C



Council Policy
**FRAUD CONTROL & CORRUPT CONDUCT PREVENTION
POLICY**

Approved by: Council
Approved date: 26 February 2019
Review date: February 2020

FRAUD DETECTION & RISK MANAGEMENT STRATEGY

Council's fraud and corrupt conduct detection strategy involves:

Encouraging Disclosure

It is recognised that most fraudulent activity and corrupt conduct is detected by employees of Council, and to a lesser extent, by members of the public. Council will encourage the reporting of fraudulent conduct by:

- (a) The inclusion of training on fraud awareness and reporting procedures in induction of new employees;
- (b) Awareness training for all staff on Council's Code of Conduct and reporting of fraudulent and corrupt activity on a bi-annual basis;
- (c) Advertising on Council's website of the various methods by which members of the public can report instances of fraudulent and corrupt conduct that they may become aware of; and
- (d) Providing feedback to people who report suspected fraud or corrupt conduct.

Internal Review

Council will minimise opportunities for undetected fraudulent activity via a robust internal review program. The General Manager shall establish and implement a detailed strategy and procedures, incorporating internal review guidelines in order to give this policy effect. Such a program shall include:

- (a) monthly reviews of purchasing and disposal transactions;
- (b) annual reviews of financial system security;
- (c) annual reviews of cash float and petty cash balances;
- (d) bi-annual stock takes of Council inventory;
- (e) annual reviews of physical asset security;
- (f) appropriate separation of duties identified;
- (g) annual reviews of compliance with adopted cash handling procedures; and
- (h) implementation and monitoring of recommendations by Council's external auditors.

16.1.4 POLICY REVIEW – DEVELOPMENT ASSESSMENT COMMITTEE POLICY 2020

Author: MANAGER, DEVELOPMENT & ENVIRONMENTAL SERVICES (DAVID CUNDALL)

Date: 17 NOVEMBER 2020

Enclosure:

Draft Development Assessment Committee Policy 2020 (with tracked changes)

ISSUE

To review the Development Assessment Committee Policy.

BACKGROUND

Council's Development Assessment Committee has the following delegations:

- To approve a compliant application for a permitted development or use.
- To approve a compliant application for a discretionary development or use where no representations have been received objecting to the proposal.
- To forward certified planning scheme amendments to the Tasmanian Planning Commission in cases where no representations were received and no changes are otherwise considered necessary.
- To refuse a planning permit in cases where an application must go before full Council for determination, the timeframe for which is outside the statutory timeframe for Council to determine the application and the applicant has refused to grant an extension of time after being requested to do so.
- To approve Minor Amendments under Section 56 (1) of the *Land Use Planning & Approvals Act 1993*, a request for a 'minor amendment' to a planning permit.

The Policy is scheduled for review every four (4) years. The policy is due for scheduled review.

DISCUSSION

Per the attached there are no policy implications or changes to the roles and functions of the Committee.

The edits to the document are summarised as follows:

- Modification to version numbering and dates
- Change reference to "Resource Planning Development Commission" to the current "Tasmanian Planning Commission"
- Change references to the *Building Act 2000* to the current *Building Act 2016*
- Include under Functions:
 - Consideration and discussion of Licence Applications under Section 51 of the *Dog Control Act 2000* for Kennel Licences.

- Consideration and co-ordination of building, plumbing, and planning enforcement matters,
- Minor edits to Officer titles and specified inclusion of the “Animal Management/Compliance Officer”

The alterations to the functions i.e. Licence for Kennels or enforcement matters does not alter the delegated authorities nor decision making functions of Council. The changes merely reflects the practices of the Committee over the past 5 plus years in discussing and coordinating ordinary functions of the Development and Environmental Services Department in a practical manner i.e. it is a good opportunity to discuss and coordinate matters whilst the relevant Officers are gathered for a meeting.

Human Resources & Financial Implications - Nil.

Community Consultation & Public Relations Implications - Nil.

Policy Implications - Nil.

RECOMMENDATION

THAT Council consider the changes to the Development Assessment Committee Policy and consider for adoption at the December 2020 Council meeting.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

ENCLOSURE(S)

Agenda Item 16.1.4



Council Policy
**DEVELOPMENT ASSESSMENT COMMITTEE
DELEGATIONS POLICY**

Approved by: Council
Approved date: ~~26 August 2019~~ [20 November 2020](#)
Review date: ~~August 2019~~ [November 2024](#)

1. PURPOSE

The Southern Midlands Council, in accordance with Section 24 of the *Local Government Act 1993*, has established a Special Committee to be known as the Development Assessment Committee.

2. OBJECTIVE

The roles, functions and responsibilities; delegation; membership; and other operating procedures of the Special Committee are detailed in the committee's Terms of Reference (Attachment 1).

3. POLICY

Delegation to the Development Assessment Committee:

3.1 Granting of Planning Permits

Pursuant to Section 22 of the *Local Government Act 1993* Council delegates to the Development Assessment Committee the authority to grant a planning permit under the *Land Use Planning & Approvals Act 1993*, with or without conditions, in relation to applications for a use or development for which:

- (a) under the provisions of the planning scheme, Council is bound to grant a permit, (ref: Permitted Uses - Section 58 *Land Use Planning & Approval Act 1993*); or
- (b) under the provisions of the planning scheme, Council has a discretion to refuse or permit and no representations in the form of objections have been received during the statutory public notification period, (ref: Discretionary Uses - Section 57 *Land Use Planning & Approvals Act 1993*); and
- (c) are assessed as being in conformity with the development standards and other relevant provisions of the planning scheme.

3.2 Forwarding of Certified Planning Scheme Amendments

Pursuant to Section 22 of the *Local Government Act 1993* Council delegates to the Development Assessment Committee the authority to forward certified planning scheme amendments to the [Resource Planning and Development/Tasmanian Planning](#) Commission in cases where:

- (a) no representations in the form of objections have been received within the statutory public notification period; and
- (b) no amendments are otherwise considered necessary.



Council Policy
**DEVELOPMENT ASSESSMENT COMMITTEE
DELEGATIONS POLICY**

Approved by: Council
Approved date: ~~26 August 2019~~ [26 August 2020](#)
Review date: ~~August 2019~~ [November 2024](#)

3.3 Approval of Minor Amendments

Pursuant to Section 22 of the *Local Government Act 1993* Council delegates to the Development Assessment Committee the authority to approve applications for minor amendments to planning permits in cases where:

- (a) the planning permit is for a use or development that is permitted under the planning scheme; or
- (b) the planning permit is for a use or development that is discretionary under the planning scheme and no representations were received during the initial public notification period; and
- (c) the Development Assessment Committee is satisfied that the minor amendment complies with the requirements of S.56(2) of the *Land Use Planning & Approvals Act 1993*.

3.4 Nullification of 3.1, 3.2 and 3.3

Delegation under points 3.1, 3.2 and 3.3 above, only has effect for cases where a Councillor has not, prior to the issuing of a Planning Permit or prior to the forwarding of the amendment, requested that the application or amendment be referred to full Council for determination.

3.5 Refusing Planning Permits where Applicant Refuses to Grant Extension of Time

Pursuant to Section 22 of the *Local Government Act 1993* Council delegates to the Development Assessment Committee the authority to refuse a planning permit under the *Land Use Planning & Approvals Act 1993* in the following circumstances:

- (a) The application is not one for which the Development Assessment Committee has delegation to grant a permit under 2.1 and therefore should be determined by full Council, and
- (b) The applicant has been requested to provide Council with an extension of time pursuant to Sections 57(6)(b)(i), 57(6)(b)(ii) and/or 57(6A) of the *Land Use Planning & Approvals Act 1993* in order that full Council may determine the application at the next available ordinary Council meeting, and
- (c) The applicant has refused to grant an extension of time or has not provided a response, after being requested to do so.



Council Policy
**DEVELOPMENT ASSESSMENT COMMITTEE
DELEGATIONS POLICY**

Approved by: Council
Approved date: ~~26 August~~ 2019 ~~November~~ 2020
Review date: ~~August 2019~~ November 2024

Notes:

In reference to the *Building Act 2016*, a **permit authority** means a person or body authorised for that purpose by the council of the municipal area in which the relevant building work, building, plumbing work or plumbing installation is located or, if the council has not made such an authorisation, the general manager of the council.

~~Through separate delegation, the Southern Midlands Council General Manager, pursuant to Section 1124 (2) of the Building Act 2016, has authorised and appointed the Senior Administration Officer (Development & Environmental Services) to act as the "Permit Authority" for Building works—Building.~~

~~The General Manager, pursuant to Section 24 (2) of the Building Act 2016, has Through separate delegation, the Southern Midlands Council, pursuant to Section 11 of the Building Act 2000, has authorised and appointed the Building Compliance Officer / Plumbing Inspector to act as the "Permit Authority" for— Plumbing works.~~

In terms of backup provisions, in the absence of either officers, the General Manager will appoint a person as a permit authority under Section 24 (2) if the person holds a licence under the Occupational Licensing Act 2005 that authorises the person to perform the functions and exercise the powers of a permit authority. This appointment extends to either a private Licenced contractor or Licenced employee of another Council is authorised to act as both the "Permit Authority— Building" and "Permit Authority— Plumbing", and may delegate this authority to another officer accordingly.

4. RELATED DOCUMENTS

Development Assessment Committee Terms of Reference (attachment 1)

5. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every four years or as directed by the General Manager.

This document is Version 1.10 effective ~~26th August~~ 2019 ~~of November~~ 2020. The document is maintained by the Manager, Development & Environment Services for the Southern Midlands Council.



Council Policy
**DEVELOPMENT ASSESSMENT COMMITTEE
DELEGATIONS POLICY**

Approved by: Council
Approved date: ~~26 August 2019~~ [2019 November -201520](#)
Review date: ~~August 2019~~ [November 2024](#)

ATTACHMENT 1

Committee Name	Development Assessment Committee
Decision No.	C/13/07/065/19408
File Reference.	6/061
Type	THAT in accordance with the provisions of Section 24 of the Local Government Act 1993 a Council Committee be established to be known as the Development Assessment Committee.
Roles, Functions & Responsibilities	<p>(1) <u>Decision Making:</u></p> <p>(i) The Chair will ensure that the Committee does not decide on the granting of a permit unless the appropriate professional advice has been obtained.</p> <p>(ii) The Development Assessment Committee has the authority, with the consent of the General Manager, to seek external professional advice as considered necessary.</p> <p>(iii) In cases where there is not unanimous support at a meeting for the granting of a permit, the application is to be referred to full Council for determination.</p> <p>(iv) The Development Assessment Committee has the authority to refer applications to any Access Advisory Committee established by Council under the DDA Act, for determination in regard to access provisions.</p> <p>(2) <u>Functions:</u></p> <p>(i) A forum for the joint consideration and discussion of <u>the following:</u></p> <ul style="list-style-type: none"> • aAll development applications <u>under the Land Use Planning and Approvals Act 1993</u> • All Licence applications under Section 51 of the Dog Control Act 2000 • All Planning Scheme Amendments under the Land Use Planning and Approvals Act 1993 • Consideration and co-ordination of building, plumbing, planning enforcement matters • received by Council with view toCo-ordination, e-coordinating assessment, inspections, agenda preparation and processing of applications <u>and enforcement matters between the relevant Officers.</u> <p>(ii) Determination of certain applications and other matters in accordance with powers delegated from Council.</p> <p>(3) <u>Councillor Involvement:</u></p> <p>(i) Councillors are permitted to attend meetings of the Development Assessment Committee.</p>



Council Policy
**DEVELOPMENT ASSESSMENT COMMITTEE
DELEGATIONS POLICY**

Approved by: Council
Approved date: ~~26 August 2019~~ 26 August 2020
Review date: ~~August 2019~~ November 2024

	<p>(ii) A summary of the <i>register of applications</i> is to be forwarded to all Councillors fortnightly.</p> <p>(4) Delegation</p> <p>4.1 Pursuant to Section 22 of the <i>Local Government Act 1993</i> Council delegates to the Development Assessment Committee the authority to grant a planning permit under the <i>Land Use Planning & Approvals Act 1993</i>, with or without conditions, in relation to applications for a use or development for which:</p> <ul style="list-style-type: none">(a) under the provisions of the planning scheme, Council is bound to grant a permit, (ref: Permitted Uses - Section 58 <i>Land Use Planning & Approval Act 1993</i>); or(b) under the provisions of the planning scheme, Council has a discretion to refuse or permit and no representations in the form of objections have been received during the statutory public notification period, (ref: Discretionary Uses - Section 57 <i>Land Use Planning & Approvals Act 1993</i>); and(c) are assessed as being in conformity with the development standards and other relevant provisions of the planning scheme. <p>4.2 Pursuant to Section 22 of the <i>Local Government Act 1993</i> Council delegates to the Development Assessment Committee the authority to forward certified planning scheme amendments to the Resource Planning and Development Commission in cases where:</p> <ul style="list-style-type: none">(a) no representations in the form of objections have been received within the statutory public notification period; and(b) no amendments are otherwise considered necessary. <p>4.3 Pursuant to Section 22 of the <i>Local Government Act 1993</i> Council delegates to the Development Assessment Committee the authority to approve applications for minor amendments to planning permits in cases where:</p> <ul style="list-style-type: none">(a) the planning permit is for a use or development that is permitted under the planning scheme; or(b) the planning permit is for a use or development that is discretionary under the planning scheme and no representations were received during the initial public notification period; and(c) the Development Assessment Committee is satisfied that the minor amendment complies with the requirements of S.56(2) of the <i>Land Use Planning & Approvals Act 1993</i>. <p>4.4 Delegation under points 4.1 and 4.2 and 4.3 above, only has effect for cases where a Councillors has not, prior the issuing of a Planning Permit or prior to the forwarding of the amendment, requested that the application or amendment be referred to full Council for determination.</p>
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Council Policy
**DEVELOPMENT ASSESSMENT COMMITTEE
 DELEGATIONS POLICY**

Approved by: Council
 Approved date: ~~26 August 2019~~ 26 August 2020
 Review date: ~~August 2019~~ November 2024

	<p>4.5 Pursuant to Section 22 of the <i>Local Government Act 1993</i> Council delegates to the Development Assessment Committee the authority to refuse a planning permit under the <i>Land Use Planning & Approvals Act 1993</i> in the following circumstances:</p> <p>(a) The application is not one for which the Development Assessment Committee has delegation to grant a permit under 4.1 and therefore should be determined by full Council, and</p> <p>(b) The applicant has been requested to provide Council with an extension of time pursuant to Sections 57(6)(b)(i), 57(6)(b)(ii) and/or 57(6A) of the <i>Land Use Planning & Approvals Act 1993</i> in order that full Council may determine the application at the next available ordinary Council meeting, and</p> <p>(c) The applicant has refused to grant an extension of time or has not provided a response, after being requested to do so.</p>
<p>Membership Structure</p>	<ul style="list-style-type: none"> ▪ Chair: Manager Development & Environmental Services (Proxy: General Manager) ▪ Development Control / Planning Officer ▪ Permit Authority (Building) ▪ Permit Authority (Plumbing) ▪ Manager – Works & Technical Services (Proxy: Works Coordinator – W&TS) ▪ Environmental Health Officer ▪ <u>Animal Management / Compliance Officer</u> ▪ Other Council officers to be in attendance as appropriate
<p>Chairperson</p>	<ul style="list-style-type: none"> ▪ Chair: Manager, Development & Environmental Services ▪ Proxy: General Manager
<p>Term of Appointment</p>	<p>No term</p>
<p>Quorum</p>	<p>A quorum for the Development Assessment Committee is three (3) members.</p>
<p>Proxies</p>	<p>See under membership structure</p>
<p>Meetings Frequency & Minutes</p>	<ol style="list-style-type: none"> 1. Meetings are to be held on a weekly basis. 2. Minutes of meetings are to be prepared in accordance with a proforma. 3. The minutes will constitute a <i>register of applications</i> under consideration by the Development Assessment Committee and is to indicate applicable



Council Policy
**DEVELOPMENT ASSESSMENT COMMITTEE
 DELEGATIONS POLICY**

Approved by: Council
 Approved date: ~~26 August 2019~~ [26 August 2020](#)
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	assessment and determination timeframes and whether delegation of approval applies.
Pecuniary Interest Members & Recording	<p>Committee Members (ref: Part 5 <i>Local Government Act 1993</i>)</p> <p>Committee members with a direct or indirect pecuniary interest in a matter before the Committee must declare that interest before any discussion on that matter commences. On declaring an interest the member is to leave the meeting room.</p> <p>Recording Any declaration of pecuniary interest shall be recorded in the minutes of the Committee meetings.</p>
Spokesperson Protocol	As per policy
Working Groups (under Committee)	Not applicable
Admin/Sec Support	Administration Officer (Development Services)
Annual Budget	Not applicable

16.1.5 POLICY REVIEW – BULLYING, HARASSMENT & VIOLENCE POLICY

Author: MANAGER, COMMUNITY AND CORPORATE DEVELOPMENT (WENDY YOUNG)

Date: 19 NOVEMBER 2020

Enclosure:
Bullying, Harassment & Violence Policy

ISSUE

The Bullying, Harassment & Violence Policy (as amended) has been updated.

The following sections have been amended:-

- Section 4.1 (Definitions) – updated definitions
- Section 4.3 (Roles and Responsibilities) - details employee's, managers and human resources.
- Section 4.5 (Reporting) – all employees have a responsibility to report inappropriate behaviour and whom to report to.

RECOMMENDATION

THAT Council consider the changes to the Bullying, Harassment & Violence Policy and consider for adoption at the December 2020 Council meeting.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

ENCLOSURE(S)
Agenda Item 16.1.5



Council Policy
BULLYING, HARASSMENT AND VIOLENCE POLICY

Approved by: Council
Approved date:
Review date: Review November 2020

1. PURPOSE

The Southern Midlands Council's is commitment to providing a respectful workplace that is completely free of workplace bullying and harassment. Workplace bullying and harassment is unacceptable and a risk to health and safety because it may affect the mental and physical health of employees.

2. OBJECTIVE

To outline the approach to preventing and addressing unreasonable behaviour and unlawful conduct, including:

- Promoting a work environment that sustains respectful relationships;
- Providing clear pathways for reporting incidents and resolving complaints, both formally & informally; and
- The consequences of breaching this policy.

3. SCOPE

This policy covers all workers including employees, volunteers and contractors.

4. POLICY

4.1 Definitions

Workplace Bullying:

Is repeated, unreasonable behaviour towards a worker or a group of workers that creates a risk to health & safety.

Workplace Harassment:

Includes offensive, belittling or threatening behaviour towards an individual or group of employees. The behaviour is unwelcome, unsolicited, usually unreciprocated, and often repeated.

Workplace Discrimination:

Occurs when an employer takes an adverse action against an employee or prospective employee because of the person's race, colour, sex, sexual preference, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion or national extraction or social origin.

Repeated Behaviour:

Refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

Unreasonable Behaviour:

Means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening.



Council Policy
BULLYING, HARASSMENT AND VIOLENCE POLICY

Approved by: Council
Approved date:
Review date: Review November 2020

4.2 Standards of Appropriate Behaviour

Southern Midlands Council encourages a harmonious workplace where workers demonstrate respect for each other and value diversity, equity, equality, fairness and inclusion.

Unreasonable behaviour and unlawful conduct will not be tolerated.

The Code of Conduct captures the professional standards, behaviours and underlying ethics which workers are expected to use to guide their conduct, including the requirement to comply with all relevant legislation.

Further guidance on expected standards of behaviour is provided in documents such as the Enterprise Agreement, Position Descriptions and Workplace Policies and Procedures. Copies of these documents are available from your manager.

4.3 Roles and Responsibilities

Employee's responsibilities

Employees are equally responsible for creating positive, harassment-free workplace by:

- Adhering the Code of Conduct and incorporating these values in performance agreements
- Embracing diversity and supporting an inclusive workplace
- Recognising and appreciating different working styles and/or perspectives
- Contributing to open communication and information sharing
- Taking seriously any incidents of bullying or harassment both for yourself and other employees, by reporting them promptly.

Manager's responsibilities

In addition to employee responsibilities, managers are equally responsible for creating a positive, harassment-free workplace by:

- Promoting open communication, sharing information
- Being approachable and supporting others when required
- Not diminishing or seeking to excuse reported instances of harassment or bullying
- Providing constructive, regular, reasonable performance guidance
- Embracing diversity and supporting an inclusive workplace
- Recognising and appreciating different working styles and perspectives
- Fostering teamwork and rewarding collaborative behaviour
- Allocating duties fairly, setting clear expectations and realistic deadlines
- Ensuring employees have the knowledge and skills to perform their role
- Providing access to flexible working arrangements
- Encouraging a work-life balance
- Understanding the potential impact of witnessing and reporting an incident of harassment on the broader work area.
- Monitoring potential for, and acting promptly on bullying or harassing behaviour.



Council Policy
BULLYING, HARASSMENT AND VIOLENCE POLICY

Approved by: Council
Approved date:
Review date: Review November 2020

Human Resources

Human Resources will:

- Take any complaint of bullying or harassment seriously
- Undertake prompt action to ensure all employees concerned feel safe in the workplace
- Conduct informal/formal investigations into any matter reported.
- Protect the confidentiality of those who report and/or experienced harassment or bullying to the extent possible
- Afford principles of natural justice to all relevant practise
- Facilitate mediation or professional counselling where appropriate
- For formal investigations engage an external investigator where required
- Make recommendations to facilitate prompt resolution of all complaints of bullying and/or harassment.

4.4 Be Alert to the Risks

Employees should be mindful that this policy extends beyond the physical workplace and fellow workers. Any worker engaging in or encouraging unreasonable behaviour directed at an individual or group related to the workplace is in breach of this policy, regardless of where or when it occurs.

This includes:

- Work-related functions, on or off site;
- Social websites, eg Facebook, Twitter, etc; and
- Conduct towards clients, councillors and members of the public.

4.5 Reporting

All employees have a responsibility to report inappropriate behaviour informally or formally by email or face to face to a direct Manager and/or Deputy General Manager.

The matter must be reported to Deputy General Manager when a staff member makes a complaint to a Manager that meets the following criteria:

- Is serious or has the potential to be a serious matter
- Is affecting the staff members health and/or well-being
- Is affecting the staff members ability to attend work, or
- Is affecting other staff.

Reports of this nature should include as much information as possible with the name of the complainant and the person who is displaying the alleged behaviour.

Some employees may be concerned that they will be victimised, or discriminated against, for reporting suspected misconduct. For this reason, they may make reports anonymously or request that their identity is kept confidential.



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BULLYING, HARASSMENT AND VIOLENCE POLICY

Approved by: Council
Approved date:
Review date: Review November 2020

All reports of unreasonable behaviour must be taken seriously and dealt with in a sensitive, confidential, fair and timely manner.

Either a formal or informal process may be appropriate, depending on the nature of the incident. For full procedures on grievance reporting and handling, refer to the separate documents, *Complaints and Grievance Policy, Discipline and Counselling Procedures*.

Consequences of Breaching this Policy

Breaches of this policy will not be tolerated and may have significant consequences.

Internally

Disciplinary action may be taken and determined as part of the grievance reporting process and may include counselling, behavioural training or in some instances; dismissal. Anyone who victimises a complainant may also be subject to disciplinary action.

Externally

Bullying, harassment, discrimination and violence are prohibited under a number of laws, including:

- Sexual harassment and victimisation are unlawful under the *Sex Discrimination Act 1984 (Cth)* as well as anti-discrimination legislation operating in every State and Territory.
- Workers have duty of care responsibilities under the *Work Health and Safety Act 2012*, as well as the *Fair Work Act 2009*. Bullying, harassment and violence are a workplace hazard.
- Certain violence-related behaviour is prohibited under criminal law. When appropriate, Southern Midlands Council will refer such cases for prosecution.

Individuals may be held personally liable for their own unlawful conduct or for contributing to the unlawful conduct of others. Southern Midlands Council may also be held vicariously liable for the unlawful conduct of its workers.

5. LEGISLATION

Work Health and Safety Act 2012 (Tas)
Work Health and Safety Regulations 2012 (Tas)
Fair Work Act 2009 (Cth)
Anti-Discrimination Act 1998 (Tas)
Sex Discrimination Act 1984 (Cth)

6. DOCUMENT ADMINISTRATION

This Policy is a managed document and is to be reviewed every three (3) years or as directed by the General Manager.

This document is Version 1.1 effective XX-XX-2020. This document is maintained by Community & Corporate Development, for the Southern Midlands Council.

16.1.6 POLICY REVIEW – BUSINESS CONTINUITY MANAGEMENT POLICY

Author: MANAGER, COMMUNITY AND CORPORATE DEVELOPMENT (WENDY YOUNG)

Date: 18 NOVEMBER 2020

Enclosure(s):

Business Continuity Management Policy

Business Continuity Plan

Establishment of Emergency Evacuation Centre in Southern Midlands Action Document

ISSUE

Review of Business Continuity Policy, Plan and Establishment of Emergency Evacuation Centre in Southern Midlands Action Document.

BACKGROUND

The objective of the Business Continuity Policy & Plan (BCP) is to assist Council prepare for a disruptive event. The Establishment of Emergency Evacuation Centre in Southern Midlands Action Document is a practical guide to assist in setting up an emergency evacuation centre. It is now appropriate for Council to review the policy, plan and action document in view that a natural or other concurrent emergency event may occur during the current COVID-19 Pandemic.

DETAIL

The Business Continuity Management Policy now reflects that a natural or other concurrent emergency event may occur during the current COVID-19 Pandemic and that public health issues must be taken into consideration to reduce community spread through emergency evacuations.

In addition the Business Continuity Plan (BCP) aims to comply with and support pandemic control measures where possible and address the sometimes conflicting needs of concurrent emergency events to reduce people's risk exposure in the face of multiple hazards. To support pandemic control measures, individuals in isolation or quarantine needs to be kept separate from all others as much as possible during an evacuation.

Establishment of Emergency Evacuation Centre in Southern Midlands Action Document provides guidelines on evacuation during a pandemic due to concurrent Emergency Events.

It should be also noted that this policy review has been considered by the Audit Panel.

RECOMMENDATION

THAT Council adopt the Business Continuity Policy and Business Continuity Plan.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

ENCLOSURE(S)

Agenda Item 16.1.6



Council Policy
BUSINESS CONTINUITY MANAGEMENT POLICY

Approved by: Council
Approved date:
Review date: November 2020

1. PURPOSE

This policy has been developed as part of Council's Risk Management Framework to assist the organisation prepare for disruptive events to its operations.

2. SCOPE

This policy applies to all Southern Midlands Council staff involved or required during and after a disruptive event.

The Emergency Management Team will be responsible for oversight of Council's Business Continuity Plan and ensure appropriate resources are provided to support the plan.

3. POLICY

The objective of Business Continuity Management is to minimise the impact of a disruptive event on the operations and the delivery of services to the community by ensuring that Business Continuity plans are in place. A natural or other concurrent emergency event may occur during the current COVID-19 Pandemic. Public health issues must be taken into consideration to reduce community spread through emergency evacuations. Business Continuity Management at Council will align to the *AS/NZS 505:2010 Business Continuity – Managing disruption-related risk* Standard. The standard was developed to assist organisations maintain continuity of their operations through effective management of disruption-related risk.

Council's Business Continuity Framework is made up of the following:

3.1 Business Continuity Management Policy

Defines Council's approach to business continuity management and the principles by which business continuity plans are maintained within Council.

3.2 Business Continuity Plan (BCP)

Provides the required details for the co-ordination and management of Council during a significant disruptive event, the process for relevant business continuity plan activation and deactivation, and details BCP training and exercise requirements to ensure preparedness for disruptive events.

3.3 Specific Operational Business Continuity Plan

Consider the impact of disruptive events on critical operations and also documents procedures to all continuity of services in the event of significant disruption.

4. RELATED DOCUMENTS

Business Continuity Plan (BCP), Information Communications Technology (ICT) Business Continuity & Disaster Recovery Plan, Establishment of Emergency Evacuation Centre in Southern Midlands Action Document.



Council Policy
BUSINESS CONTINUITY MANAGEMENT POLICY

Approved by: Council
Approved date:
Review date: November 2020

5. DOCUMENT ADMINISTRATION

This Policy is to be reviewed every twelve months or as directed by the General Manager.

This document is Version 2 effective XX-XX-XXXX. The document is maintained by Community & Corporate Development, for the Southern Midlands Council.



Business Continuity Plan

September 2020



Introduction

The objective of this Business Continuity Plan (BCP) is to provide guidance to Southern Midlands Council management. A natural or other concurrent emergency event may occur during the current COVID-19 pandemic, the BCP ensures that those services which are most important to our stakeholders (i.e. residents, businesses, visitors, employees and contractors) can be provided at an acceptable level during a major incident, and restored after an incident and protecting the people involved to the highest level from the possible exposure or contraction of the pandemic (i.e. virus). Where appropriate, the Business Continuity Plan should be activated in conjunction with the organisation's Municipal Emergency Management Plan.

The major goals of this plan are the following:

- To minimize interruptions to the normal operations
- Determine services that Council must deliver
- Understanding barrier in trying to deliver these services
- To limit the extent of disruption and damage.
- To minimize the economic impact of the interruption
- To establish alternative means to deliver these services
- Ensure staff understand their roles and responsibilities when a major disruption occurs.
- To provide for rapid restoration of services
- Adhering to social distancing and other pandemic control measures where possible by the Tasmanian government related to assisting to mitigate the contraction of COVID-19



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Objective

This Business Continuity Plan establishes procedures to:-

- Prevent or minimize the impact of events capable of disrupting business operations
- Ensure that business units can respond to unavoidable disruptions
- Ensure a smooth and rapid restoration of normal business operations after an incident.
- The aim is to comply with and support pandemic control measures where possible and address the sometimes conflicting needs of concurrent emergency events to reduce people’s risk exposure in the face of multiple hazards.
- To support pandemic control measures, individuals in isolation or quarantine need to be kept separate from all others as much as possible during an evacuation.

Applicability

The Business Continuity Plan applies to the functions, operations, and resources necessary to restore and resume Southern Midlands Council’s operations.

Terminology

Term or Acronym	Meaning
BCP	Business Continuity Plan – this document describes the methods and procedures for recovering business operations from disaster scenarios
DBCP	Departmental Business Continuity Plan – this document describes the methods and procedures within the departments for recovering business operation from disaster scenarios
BCPRT	Business Continuity Plan Recovery Team – responsibility for initial review of the disaster and making decisions on actions required by departments
Emergency Procedures	Procedures that staff follow during evacuation drills and events
MAO	Maximum Allowable Outage – The maximum period of time that business processes can operate before the loss of resources affects their operations
Recovery Strategy	An approved course of action to be employed in response to a business disruption, interruption or disaster



Scope

This plan details Council's response in the event of a disruption to essential services and support services. If there are concurrent emergency events during a pandemic that require community evacuation of a geographical area they should be read alongside the *Tasmanian Emergency Management Arrangements* and the *State Special Emergency Management Plan for COVID-19*.

Below covers a number of scenarios that have been identified by departments under which the Business Continuity Plan may need to be implemented.

Threat / Crisis	Comments
Loss of Electrical Power	Relates to power failures over an extended period of time
Loss of Key staff	Key staff in critical positions are lost due to absenteeism, long term sickness, resign or other factors
Loss of Council Offices / Buildings	Complete loss of buildings due to an emergency through fire or any other situation causing medium to long term loss
Major Financial Loss	Situations where medium / long term cash flow issues arise
Loss of Equipment and / or Essential Services	Failures in a number of Council critical areas such as bridges, roads or state runs out of petrol etc
IT service both Hardware and Software failures	Medium to long term loss of software / hardware
Telecommunications Failure	Consideration needs to be given to how Council will be able to communicate during medium and long term disruption to telecommunication services
Epidemic / Pandemic Situations	Although Council have plans and procedures for pandemics it is important to ensure an appropriate BCP covers day to day services as required
Natural Disasters such as Floods and Fire	Council need to consider the ramifications of extra workloads and services required in these situations
Disruption to Critical External Supply Chains	External provides may not be able to fulfill their contractual obligations
Disruption to Critical Internal Support Services	Council unable to fulfill its obligations



Planning Process

The Business Continuity Plan was developed through consultation with management, staff and Council who identified critical services, actions required and timeframes required so that Council can recover and restore partially or completely from disaster and or emergency situations. Council needs to consider how evacuation centres can comply with Workplace Standards' COVID-safe plans and Workplace Health and Safety Legislation.

The stages were:

Stage One:

1. Identify key services
2. Identify internal key personnel and backups
3. Identify critical equipment and requirements
4. Create list of potential crisis events

Stage Two:

5. Create the first draft Business Continuity Plan
6. Communicate plan with each department

Stage Three:

7. Complete Final Draft
8. Obtain Council approval
9. Merge with the Southern Midlands Municipal Emergency Management Plan

Stage Four:

10. Review at July Council meeting each year and when significant changes occur in the organisational structure



Backup Sites

Backup Site Oatlands Office

In the event of a disaster occurring that disable key offices/depots, Southern Midlands Council has arranged alternative facilities where key management and staff would resume the organisation's most critical business functions

Business Continuity Plan Backup Site for Oatlands Office

Name	Address	Key Contact
Kempton Council Chambers	85 Main Street, Kempton	Tim Kirkwood 0417 501 303 tkirkwood@southernmidlands.tas.gov.au

Business Continuity Plan Backup Site for Oatlands Office – Location Plan



Alternative Backup Sites

If the pre-arranged site proves to be unsuitable due to an unanticipated situation or event, the following site(s) have been identified as the alternative backup sites. There are presently no arrangements in place with these possible long term alternate locations.

Business Continuity Plan Alternative Backup Site

Name	Address	Key Contact
Gay Street Hall	1 Gay Street Oatlands	Mrs Jenny Wilson 03 6254 1277



Backup Site Oatlands Depot

In the event of a disaster occurring that disable key offices/depots, Southern Midlands Council has arranged alternative facilities where key management and staff would resume the organisation’s most critical business functions

Business Continuity Plan Backup Site for Oatlands Depot

Name	Address	Key Contact
Kempton Depot	Station Street, Kempton	Jack Lyall 0428 132 490 ilyall@southernmidlands.tas.gov.au



Business Continuity Plan Alternative Backup Site

Name	Address	Key Contact
Land (adjacent to Sewerage Lagoon Site)	Corner of Interlaken Road and Midland Highway, Oatlands	Jack Lyall 0428 132 490 ilyall@southernmidlands.tas.gov.au



Backup Site Kempton Office

In the event of a disaster occurring that disable key offices/depots, Southern Midlands Council has arranged alternative facilities where key management and staff would resume the organisation's most critical business functions

Business Continuity Plan Backup Site for Kempton Office

Name	Address	Key Contact
Oatlands Council Chambers	71 High Street Oatlands	Andrew Benson 0428 852 730 abenson@southernmidlands.tas.gov.au

Business Continuity Plan Backup Site for Kempton Office – Location Plan



Alternative Backup Sites

If the pre-arranged site proves to be unsuitable due to an unanticipated situation or event, the following site has been identified as the alternative backup site. There are presently no arrangements in place with these possible long term alternate locations.

Business Continuity Plan Alternative Backup Site

Name	Address	Key Contact
Kempton Memorial Hall	Main Street Kempton	Ken Clark 0400 079 255



Backup Site Kempton Depot

In the event of a disaster occurring that disable key offices/depots, Southern Midlands Council has arranged alternative facilities where key management and staff would resume the organisation’s most critical business functions

Business Continuity Plan Backup Site for Kempton Depot

Name	Address	Key Contact
Oatlands Depot	Glenelg Street Oatlands	Jack Lyall 0428 132 490 ilyall@southernmidlands.tas.gov.au

Business Continuity Plan Backup Site for Kempton Depot – Location Plan





Alternative Backup Sites

If the pre-arranged site proves to be unsuitable due to an unanticipated situation or event, the following site has been identified as the alternative backup site. There are presently no arrangements in place with these possible long term alternate locations.

Business Continuity Plan Alternative Backup Site

Name	Address	Key Contact
SES/TFS Depot	Old Hunting Ground Kempton	Tim Kirkwood 0417 501 303 tkirkwood@southernmidlands.tas.gov.au



Management Approach

Governance and Accountability

The Southern Midlands Council sets forth an order of succession to ensure that decision-making authority for the Business Continuity Plan is uninterrupted. If a major incident/disaster occurs, the Business Continuity Plan Recovery Team (BCPRT) will be convened and the situation assessed.

The General Manager has been delegated responsibility for approving the activation of the Business Continuity Plan and individual business unit Action Plans.

A BCP Recovery Team has been established to support the implementation of the business continuity plan.

During a pandemic Council should involve the Department of Health early to ensure relevant pandemic issues are adequately addressed.

Business Continuity Plan Recovery Team (BCPRT)

Role	Name	Contact Details
BCPRT Manager	General Manager	Tim Kirkwood 0417 501 303 tkirkwood@southernmidlands.tas.gov.au
BCPRT Member	Deputy General	Andrew Benson 0428 852 730 abenson@southernmidlands.tas.gov.au
BCPRT Member	Corporate Services Manager	Bronwyn Porter 03 62545005 bporter@southernmidlands.tas.gov.au
BCPRT Member	Infrastructure & Works Manager	Jack Lyall 0428 132 490 jlyall@southernmidlands.tas.gov.au
BCPRT Member	Manager Development & Environmental Services	David Cundall 0458 892 183 dcundall@southernmidlands.tas.gov.au
BCPRT Member	Manager - Community & Corporate Development Manager	Wendy Young 0458 711 028 wyoung@southernmidlands.tas.gov.au

Business Continuity Plan



Each Departmental Business Continuity Plan (DBCP) will be activated by the Business Unit Manager, as identified in the departmental plan, when he/she receives instructions from the BCPRT Manager on the Business Continuity Plan Recovery Team (BCPRT). Note that not all departmental DBCP's may need to be activated.



Departmental Business Continuity Plan Members

Department	Role	Name	Contact Details
General Manager's Unit	General Manager	Tim Kirkwood	0417 501 303 tkirkwood@southernmidlands.tas.gov.au
General Manager's Unit	Deputy General Manager	Andrew Benson	0428 852 730 abenson@southernmidlands.tas.gov.au
Development & Environmental Services	Manager	David Cundall	0458 892 183 dcundall@southernmidlands.tas.gov.au
Corporate Services	Manager	Bronwyn Porter	03 62545005 bporter@southernmidlands.tas.gov.au
Works & Technical Services	Manager	Jack Lyall	0428 132 490 jlyall@southernmidlands.tas.gov.au
Natural Resource Management	Manager	Maria Weeding	0408 541 399 mweeding@southernmidlands.ta.gov.au
Heritage Projects	Manager	Brad Williams	0418 303 184 bwilliams@southernmidlands.tas.gov.au
Community & Corporate Development		Wendy Young	0458 711 028 wyoung@southernmidlands.tas.gov.au

When the emergency has been declared by the BCPRT, the DBCP Managers will report directly to the BCPRT Manager for the duration of the emergency. All ad hoc requests for decisions, assistance with facilities, acquiring outside services, etc will be directed by the DBCP Manager to the BCPRT through the General Manager. It will be the DBCP Manger's responsibility to contact all team members or their alternates and ensure that they convene at the Emergency Operations Centre as defined in this plan. The DBCP Manager will be responsible for the successful implementations of their departmental plan.



Other Contacts

Name	Phone	Mobile Phone	Details
Tasmania Fire Service	1800 000 699		fire@fire.tas.gov.au
State Emergency Service (Municipal Coordinator)	03 62545003	0417 501 303	Tim Kirkwood tkirkwood@southernmidlands.tas.gov.au ses@ses.tas.gov.au
Ambulance Tasmania	1800 008 008		ambulance.adminsouth@ambulance.tas.gov.au
Midlands Multi-Purpose Health Centre	61 350540		DON Sandy Carmichael Carmichael, Sandy (DHHS) Sandy.Carmichael@dhhs.tas.gov.au
Tasmania Police	131 444		tasmania.police@police.tas.gov.au
Council's Environmental Health Officer	03 62545000	0407 870 090	Leon McGuinness lmcguinness@southernmidlands.tas.gov.au
Director of Public Health	1300 135 513		Director Dr Mark Veitch
Public Health Services	1800 671 738		
Worksafe Tasmania	1300 366 322		

Roles & Responsibility

Role	Department	Name/Position	Area of Responsibility
Communications with media	Council	Mayor Green 0429 604 153 (proxy Deputy Mayor)	First line of communications with the media
Business Continuity Recovery Team	Various	Tim Kirkwood	When a major incident / disaster is reported to Council the BCPRT will convene to assess the situation and issue appropriate instructions. It is the responsibility of the BCPRT to decide which if any emergency plans are to be implemented.
Departmental Business Continuity Plan Members	All Departments	Managers	Each Departmental Business Continuity Plan (DBCP) will be activated by

Business Continuity Plan



			the BCP Manager, as identified in the departmental plan, when he/she receives instructions from the Manager of the BCPRT.
--	--	--	---



Identified Risks and Calculations

Mapping the Risk Rating

Name:	LIKELIHOOD	CONSEQUENCE					LEGEND
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5	
Signature:	A (Almost Certain)	H	H	E	E	E	E; extreme risk, immediate action required H; high risk, senior management attention needed M; moderate risk; management responsibility must be specified L; low risk; manage by routine procedures
Date of Assessed	B (Likely)	M	M	H	E	E	
	C (Possible)	L	M	H	E	E	
	D (Unlikely)	L	L	M	H	E	
	E (Rare)	L	L	M	H	H	

LIKELIHOOD	CONSEQUENCE
A – Almost Certain Is expected to occur in most circumstances. B – Likely Will probably occur in most circumstances. C – Possible Might occur at some time. D – Unlikely Could occur at some time. E – Rare May occur only in exceptional circumstances.	1 - Insignificant No injuries, no financial loss. 2 – Minor First aid treatment, on-site release immediately contained, medium financial loss. 3 – Moderate Medical treatment required, on site release contained without assistance, high financial loss. 4 – Major Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss. 5 – Catastrophic Death, toxic release off site with detrimental effects, huge financial loss.



Identified Disasters / Emergency Situations

Council has identified a number of disaster and or emergency scenarios where Councils services will be reduced, limited and in some cases cease for a period of time. Each identified disaster / emergency has been assessed using the model on the previous page titled *Mapping the Risk* so that each potential scenario risks, likelihood, and consequences are adequately covered.

The following disaster / emergency situations have been identified as potential issues for Council.

Identified Disaster / Emergency	Probability Level Rating	Impact Level Rating	Risk Rating	Risk Treatment Plan
IT Service Failure	Unlikely	Major	High Risk	✓
Epidemic / Pandemic Situations	Likely	Major	Extreme	✓
Loss of Electrical Power	Rare	Moderate	Moderate Risk	
Loss of Council Offices / Buildings	Rare	Moderate	Moderate Risk	
Major Financial Loss	Rare	Moderate	Moderate Risk	
Major Equipment Failure	Unlikely	Moderate	Moderate Risk	
Telecommunications Failure	Unlikely	Moderate	Moderate Risk	
Natural Disasters such as Floods and Fire	Possible	Minor	Moderate Risk	
Loss of Key staff	Possible	Moderate	High Risk	✓



Contingency Strategy

Backup and Recovery Strategies

A variety of backup and recovery strategies have been considered and reviewed by each department. Should a disaster or emergency situation arise the Emergency Management Team will meet and decide on the appropriate actions. Once notified by the EMT Operations Manager each appropriate Departmental Business Continuity Plan will be put into action and driven by the DBCP Managers. Other detailed emergency plans such as; **ICT Business Continuity / Disaster Recovery Plan, Community Recovery Plan, State Emergency Management Plan for COVID-19, Emergency Management Plan** may be used dependent upon the situation at which time the Business Continuity Plan will form part of the overall emergency plan.

Maximum Acceptable Outage

Maximum acceptable outage has been agreed as is based on the assessment of risk to Council's operations and the community. The following criteria were used as a basis for this assessment.

- Ensuring safety and wellbeing of our staff and the community
- Complying with legislation and contractual obligations
- Protecting our assets
- Maintaining public confidence
- Controlling the financial impact
- Essential internal support services

The following table documents the maximum allowable outage.

Scenario	Affected Departments	Impact	Maximum Tolerable Outage
Loss of Electrical Power	All	After a period of time a large number of Council services will be affected	Two to Three Days
Loss of Key staff	All	It will affect the individual area until a suitable replacement is found and gained the experience to cover the absenteeism	Variable (maximum of 10 working days)
Loss of Council Offices / Buildings	All	Immediate effect on internal staff and departments	Immediate
Major Financial Loss	Corporate Services	Cash flow alternatives will need to be found	One to Two Weeks
Loss of Equipment and / or Essential Services	Infrastructure & Works Services	A variety of external situations could affect Council services	Variable (subject to case/risk assessment)
ICT Service Failure	Corporate Services	Alternative ICT services that may include software and hardware will be required. The ICT Business Continuity / Disaster Recovery Plan will be used.	Three to Five Days

Business Continuity Plan



Telecommunication Failure	All	Immediate effect on all departments with communications	Three to Five Days
Epidemic / Pandemic Situations	All	Potential to shut down Council Services and / or substantially reduce services	Notified by DHHS
Natural Disasters such as Floods and Fire	All	Potential to shut down Council Services and / or substantially reduce services	Notified by SES through State Emergency Plans



Backup Procedures

All backup procedures will be orchestrated through the BCPRT and individual Departmental Business Continuity Plans (DBCP).

Scenario	Backup Procedure when Maximum Tolerable Outage	Responsible Persons
Loss of Electrical Power	<ul style="list-style-type: none"> All department Managers to assess and plan for remote work where possible EMT to determine potential alternative power source Activate generator back at Oatlands 	<ul style="list-style-type: none"> DBCP Managers BCPRT Manager
Loss of Key staff	All department Managers to ensure critical tasks have been identified and appropriate training of back up person completed. Plan/implement remote work.	<ul style="list-style-type: none"> Departmental Managers
Loss of Council Offices / Buildings	<ul style="list-style-type: none"> BCPRT to determine alternative site ICT Business Continuity / Disaster Recovery Plan to be activated All department Managers to assess and allocate work from home capability where possible. 	<ul style="list-style-type: none"> DBCP Managers Departmental Managers BCPRT Manager
Major Financial Loss	Corporate and Managers to determine short term cash flow solutions	<ul style="list-style-type: none"> Corporate Services General Manager
Major Equipment Failures	<ul style="list-style-type: none"> Infrastructure & Worksto assess and report BCPRTto co-ordinate with community May need to activate parts of Community Recovery Plan 	<ul style="list-style-type: none"> Infrastructure & Works Manager BCPRT Manager Community Recovery Coordinator
ICT Service Failure	<ul style="list-style-type: none"> Activate ICT Business Continuity / Disaster Recovery Plan BCPRTto co-ordinate 	<ul style="list-style-type: none"> Corporate Services Manager BCPRT Manager

Business Continuity Plan



Telecommunication Failure	<ul style="list-style-type: none"> • Activate ICT Business Continuity / Disaster Recovery Plan • BCPRT to co-ordinate 	<ul style="list-style-type: none"> • Corporate Services Manager • BCPRT Manager
Epidemic / Pandemic Situations	<ul style="list-style-type: none"> • Activate ICT Business Continuity / Disaster Recovery Plan • BCPRT to co-ordinate 	<ul style="list-style-type: none"> • EHO • BCPRT Manager
Natural Disasters such as Floods and Fire	<ul style="list-style-type: none"> • Activate Emergency Management Plan • BCPRT to assist • Potential for SES, Regional & State Emergency Plans to be activated 	<ul style="list-style-type: none"> • Infrastructure & Works Manager • BCPRT Manager • Potential for SES, Regional & State Emergency Plans to be activated



Departmental Business Continuity Details

An incident that impacts on the delivery of an essential service beyond the maximum allowable outage, as identified, may trigger the activation of the Business Continuity Plan.

Summary of Response Procedures

Ref	Activity	Responsibility	Required Time Frame
1	Notify Senior Management Team of the incident	General Manager	Immediate upon identification of incident
2	Conduct initial assessment of incident and determine severity	General Manager	15-20 minutes of incident
3	Access the needs to activate the Council's BCP	General Manager	30 minutes of incident
4	If BCP is to be invoked refer to the following departmental sections of the BCP:	See relevant section	30 minutes of incident
5	Convene the Senior Management Team to monitor the incident and response	General Manager	30 minutes of incident, continuously
6	Coordinate the stand down process	General Manager	As appropriate



General Manager's Unit

MANAGER : Tim Kirkwood

TEAM MEMBERS: Refer to Organisation Chart attached as Appendix

OUTLINE: Executive Office and Finance functions Oatlands.

Response Procedures

Ref	Activity	Responsibility	Required Time Frame
1. Building security and relocation			
1.1	Determine need to relocate to alternate facility	Manager	Immediate
1.2	If relocation to alternate site is required for an extended period of time (i.e. permanent loss of building), determine an alternative site.	Manager	As Required
2 Communication			
All communications both internal and external must be authorised by the GM unless otherwise advised by the Senior Management Team			
2.1	Oversight and control all external Council communications both written and verbal	Manager (in conjunction with Mayor)	As Required
2.2	Liaise with department heads regarding department communication	Manager	As Required
3 Human Resources			
3.1	In the event of the loss of personnel, next in line to that person assumes automatic emergency delegation of that person's duties if required	Manager	As Required
3.2	Ensure sufficient staff are available to maintain critical services	Manager	As Required
3.3	Plan for remote work	Manager	As Required
3.4	Advise staff of incident and keep up to date	Deputy General Manager / HR	As Required
3.5	Inform service providers as necessary	Deputy General Manager / HR	As Required
3.6	Facilitate trauma / stress counseling via <i>Newport and Wildman</i>	Deputy General Manager / HR	As Required
4 Community			
4.1	Demonstrate Leadership & keep informed	Manager (in conjunction with Mayor)	As Required



Departmental Personnel Details

Name	Contact Details (Phone, email etc)	Experience / Licence Details
Tim Kirkwood	0417 501 303 tkirkwood@southernmidlands.tas.gov.au	Emergency Management
Elisa Lang	03 62545004 elang@southernmidlandstas.gov.au	EA
Andrew Benson	0429 8852 730 abenson@southernmidlands.tas.gov.au	DGM
Amanda Burbury	03 62545017 aburbury@southernmidlands.tas.gov.au	FO

Departmental Facilities, Services & Equipment

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
Motor Vehicles	Oatlands Office	2 AWD	Manager	As above
Mobile Phones	Manager	2	Manager	
Desk Computers	Oatlands Office	3	Manager	
Laptops	Oatlands Office	2	Manager	



Corporate Services

MANAGER: Bronwyn Porter

TEAM MEMBERS: Refer to the Organisation Chart attached in the Appendices

OUTLINE: ICT functions, Records Management, Rates, Accounts Receivable / Payable

Response Procedures

Ref	Activity	Responsibility	Required Time Frame
1. Building security and relocation			
1.2	If relocation to alternate site:		
	Communicate activation of BCP to alternate service sites	Manager	As Required
	Arrange access for staff into alternate site	Manager	As Required
	Ensure safe custody of all documentation	Manager	As Required
	Establish a minimum number of 2 work stations	Manager	As Required
	Source furniture from suppliers where necessary	Manager	As Required
	Re-route telephones to alternate site	Manager	As Required
	Organise temporary redirection of mail to alternate site	Manager	As Required
2 Implement ICT Business Continuity / Disaster Recovery Plan			
2.1	Implement procedures in accordance with ICT Business Continuity / Disaster Recovery Plan	ICT System Administrator	Immediate
2.2	Coordinate with Systems Administrator to determine status of ICT restoration	Manager	As Required



Critical Business Activities

Critical Business Activities	Maximum Allowable Outage	Resources Required			Key Tasks
		IT Systems	Documentation	No Team Members	
Determine liquidity requirements Prepare daily cash flow Transfer funds between accounts	1 week	Navision	Daily premium statement CBA bank statement Known creditor obligations	1 (+ 2 Approvers)	Prepare daily cash flow Arrange transfer of funds between Bank accounts
Pay Staff	6-14 Days	Navision & Commbiz	Procedures & tokens	1 (+ 2 Approvers)	Pay staff an interim payment in lieu of standard payroll (if required)
Sort mail	3 days	Email	Incoming Mail	1	
Process mail	3 days	Infoxpert	Incoming mail		Process mail Process payments
Internet	1 day				SES info



Other Business Activities

Other Business Activities	Maximum Allowable Outage	Resources Required			Key Tasks
		IT Systems	Documentation	No Team Members	
Receipting	> 2 days			1	Issue Receipt Process in CouncilFirst
Paying Creditors	> 2 weeks		Tax Invoice Blank cheque	1 (+ 2 Approvers)	Send cheques Load and transfer file to Com Bank
Accounts Receivable	> 2 weeks			1	Issue Invoices Record Receipts
Property	> 2 weeks			1	Process receipts and charges
Financial reporting	> 2 weeks			2	Prepare monthly financial statements Reporting to Departments and Council
Investments	> 2 weeks		reports	1	Renewals & Withdrawals
Building / Planning	2 weeks	Council First		4	Process applications & Permits



Departmental Personnel Details

Name	Contact Details (Phone, email etc)	Experience / Licence Details
Bronwyn Porter	03 6254 5005 bporter@southernmidlands.tas.gov.au	Car Licence
Nick Wilson	03 6254 5007 nwilson@southernmidlands.tas.gov.au	Car Licence
Elizabeth Green	03 62545002 egreen@southernmidlands.tas.gov.au	Car Licence
Lisa Dare	03 62545001 ldare@southernmidlands.tas.gov.au	Car Licence
Reception / Cashier (Vacant)	03 62545000	Car Licence

Departmental Facilities, Services & Equipment

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
IT- server Infrastructure	High Street Oatlands		Nick Wilson	
IT-Laptop	High Street Oatlands	1	Nick Wilson	
Motor Vehicles	Refer to Plant Register	1	Bronwyn Porter	
Mobile Phones	Nil	1		
Council Office Building	High Street Oatlands			
Council Depot Building	Church Street Oatlands			



Development & Environmental Services

MANAGER: David Cundall

TEAM MEMBERS: Refer to the Organisation Chart attached in the Appendices

OUTLINE: Department has animal management issues identified as a critical function that needs to be maintained in the event of an emergency. Department would play a support role for other issues to other departments that are required to continue to function.

Planning, Building, Plumbing, Environmental Health, Animal Management, Admin

Response Procedures

Ref	Activity	Responsibility	Required Time Frame
1. Building security and relocation			
1.2	If relocation to alternate site:		
	Communicate activation of BCP to alternate service sites	Manager	As Required
	Arrange access for staff into alternate site	Manager	As Required
	Ensure safe custody of all documentation	Manager	As Required
	Establish a minimum number of 5 work stations	Manager	As Required
	Source furniture from suppliers where necessary	Manager	As Required
	Re-route telephones to alternate site	Manager	As Required
	Organise temporary redirection of mail to alternate site	Manager	As Required
2 Implement Disaster Recovery Plan (DRP)			
2.1	Implement procedures in accordance with ICT Business Continuity / Disaster Recovery Plan	ICT System Administrator	Immediate
2.2	Coordinate with Systems Administrator to determine status of ICT restoration	Manager	As Required



Departmental Personnel Details

Name	Contact Details (Phone, email etc)	Experience / Licence Details
David Cundall	0458 892 183 dcundall@southernmidlands.tas.gov.au	Car Licence
Shane Mitchell	0428 847 842 smitchell@southernmidlands.tas.gov.au	Car Licence
Linda Cartledge	03 6259 3011 lcartledge@southernmidlands.tas.gov.au	Car Licence
Diane Menzie	03 6259 3011 dmenzie@southernmidlands.tas.gov.au	Car Licence
Leon McGuinness	0407 870 090 lmcguinness@southernmidlands.tas.gov.au	Car Licence
Phil Krause	03 6263 3516 pkrause@southernmidlands.tas.gov.au	Car Licence
Rachel Collis	0428 616 539rcollis@southernmidlands.tas.gov.au	Car Licence
David Dwyer	Ddwyer@southernmidlands.tas.gov.au	
Graham Green	0422 936 027 ggreen@southernmidlands.tas.gov.au	
Deb Hill		

Departmental Facilities, Services & Equipment

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
Council Vehicles	Kempton	3	Manager	As Above
Mobile Phones	Kempton	4	Manager	As Above
Laptop	Kempton	1	Manager	As Above
Computers	Kempton	10	Manager	As Above



Community & Corporate Development

MANAGER: Wendy Young

TEAM MEMBERS: Refer to the Organisation Chart attached in the Appendices

OUTLINE: In an emergency the main functions of the Community & Corporate Development Department is to provide assistance with community support, community recovery and administration.

Response Procedures

Ref	Activity	Responsibility	Required Time Frame
1. Building security and relocation			
1.2	If relocation to alternate site:		
	Communicate activation of BCP to alternate service sites	Manager	As Required
	Arrange access for staff into alternate site	Manager	As Required
	Ensure safe custody of all documentation	Manager	As Required
	Establish a minimum number of 2 work stations	Manager	As Required
	Source furniture from suppliers where necessary	Manager	As Required
	Re-route telephones to alternate site	Manager	As Required
	Organise temporary redirection of mail to alternate site	Manager	As Required
2 Implement Disaster Recovery Plan (DRP)			
2.1	Implement procedures in accordance with ICT Business Continuity / Disaster Recovery Plan	ICT System Administrator	Immediate
2.2	Coordinate with Systems Administrator to determine status of ICT restoration	Manager	As Required



Departmental Personnel Details

Name	Contact Details (Phone, email etc)	Experience / Licence Details
Andrew Benson	0429 852 730 abenson@southernmidlands.tas.gov.au	Car Licence MR Truck
Wendy Young	0458 711 028 wyoung@southernmidlands.tas.gov.au	Car Licence
Michelle Webster	0403 893 257 Mwebster@southernmidlands.tas.gov.au	Car Licence MR Truck
Kelly Woodward	0409 553 572 kwoodward@southernmidlands.tas.gov.au	Car Licence

Departmental Facilities, Services & Equipment

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
Council Vehicles	Kempton	2	Manager	As Above
Mobile Phones	Kempton	4	Manager	As Above
Laptop	Kempton	1	Manager	As Above
Computers	Kempton	1	Manager	As Above



Infrastructure & Works

MANAGER: Jack Lyall

TEAM MEMBERS: Refer to Organisation Chart attached as Appendix

OUTLINE: *During an emergency situation the department will be providing technical support to the organisation and can assist in a number of areas including:*

- *Management and coordination of the Works Department and Contractors*
- *Project Management and investigation of technical issues*
- *Auditing and surveillance*
- *Plans and reports*
- *Technical review and closure of assets*
- *Traffic Management*
- *Assist with supply of resources (employees and plant and equipment)*

Pending the type of severity of an emergency there is no significant priority on the existing day-to-day role of the Department.

Response Procedures

Ref	Activity	Responsibility	Required Time Frame
1. Building security and relocation			
1.2	If relocation to alternate site:		
	Communicate activation of BCP to alternate service sites	Manager	As Required
	Arrange access for staff into alternate site	Manager	As Required
	Ensure safe custody of all documentation	Manager	As Required
	Establish a minimum number of 2 work stations	Manager	As Required
	Source furniture from suppliers where necessary	Manager	As Required
	Re-route telephones to alternate site	Manager	As Required
	Organise temporary redirection of mail to alternate site	Manager	As Required
2 Implement Disaster Recovery Plan (DRP)			
2.1	Implement procedures in accordance with ICT Business Continuity / Disaster Recovery Plan	ICT System Administrator	Immediate
2.2	Coordinate with Systems Administrator to determine status of ICT restoration	Manager	As Required



Departmental Personnel Details

Name	Contact Details (Phone, email etc)	Experience / Licence Details
Jack Lyall - Manager	0428 132 490 jlyall@southernmidlands.tas.gov.au	Car Licence HR Truck
Craig Whatley – Supervisor Oatlands	0417 122 536 cwhatley@southernmidlands.tas.gov.au	Car Licence HR Truck
Paul Lang Kempton	0408 126 696 plang@southernmidlands.tas.gov.au	Car Licence HR Truck
After Hours	0419 325 405	

Departmental Facilities, Services & Equipment Oatlands Office

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
Council Vehicles	Oatlands Kempton	2 1	Manager	As Above
Mobile Phones	Oatlands Kempton	2 1	Manager	As Above
Laptop		nil		
Computers	Oatlands	3	Manager	As Above

Departmental Facilities, Services & Equipment Oatlands Depot

Refer to the Plant Register in the Appendices

Departmental Facilities, Services & Equipment Kempton Depot

Refer to the Plant Register in the Appendices



Natural Resource Management

MANAGER: Maria Weeding

TEAM MEMBERS Refer to Organisation Chart attached as Appendix

OUTLINE: NRM Officers

Response Procedures

Ref	Activity	Responsibility	Required Time Frame
1. Building security and relocation			
1.2	If relocation to alternate site:		
	Communicate activation of BCP to alternate service sites	Manager	As Required
	Arrange access for staff into alternate site	Manager	As Required
	Ensure safe custody of all documentation	Manager	As Required
	Establish a minimum number of 2 work stations	Manager	As Required
	Source furniture from suppliers where necessary	Manager	As Required
	Re-route telephones to alternate site	Manager	As Required
	Organise temporary redirection of mail to alternate site	Manager	As Required
2 Implement Disaster Recovery Plan (DRP)			
2.1	Implement procedures in accordance with ICT Business Continuity / Disaster Recovery Plan	IT System Administrator	Immediate
2.2	Coordinate with Systems Administrator to determine status of ICT restoration	Manager	As Required



Departmental Personnel Details

Name	Contact Details (Phone, email etc)	Experience / Licence Details
Maria Weeding	0408 541 399 mweeding@southernmidlands.tas.gov.au	Car Licence Medium Rigid
Helen Geard	0417 599 816 hgeard@southernmidlands.tas.gov.au	Car Licence
Ruth Hall	rhall@southernmidlands.tas.gov.au	Car Licence

Departmental Facilities, Services & Equipment

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
Council Vehicles		nil		
Mobile Phones		nil		
Laptop		nil		
Computers	Oatlands	2	Manager	As Above



Heritage Projects

MANAGER: Brad Williams

TEAM MEMBERS: Refer to Organisation Chart attached as Appendix

OUTLINE: Heritage Officers

Response Procedures

Ref	Activity	Responsibility	Required Time Frame
1. Building security and relocation			
1.2	If relocation to alternate site:		
	Communicate activation of BCP to alternate service sites	Manager	As Required
	Arrange access for staff into alternate site	Manager	As Required
	Ensure safe custody of all documentation	Manager	As Required
	Establish a minimum number of 1 work stations	Manager	As Required
	Source furniture from suppliers where necessary	Manager	As Required
	Re-route telephones to alternate site	Manager	As Required
	Organise temporary redirection of mail to alternate site	Manager	As Required
2 Implement Disaster Recovery Plan (DRP)			
2.1	Implement procedures in accordance with ICT Business Continuity / Disaster Recovery Plan	ICT System Administrator	Immediate
2.2	Coordinate with Systems Administrator to determine status of ICT restoration	Manager	As Required



Departmental Personnel Details

Name	Contact Details (Phone, email etc)	Experience / Licence Details
Brad Williams	0418 303 184 bwilliams@southernmidlands.tas.gov.au	Car Licence
Alan Townsend	0419 383 552 atownsend@southernmidlands.tas.gov.au	Car Licence
Deborah Baldwin	0413 543 719 dbaldwin@southernmidlands.tas.gov.au	
Michelle Webster	0403 893 257 mwebster@southernmidlands.tas.gov.au	Car Licence

Departmental Facilities, Services & Equipment

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
Council Vehicles	Oatlands	1	Manager	As Above
Mobile Phones	Oatlands	1	Manager	As Above
Laptop	Oatlands	1	Manager	As Above
Computers	Oatlands	4	Manager	As Above

Related Documents

1. ICT Business Continuity / Disaster Recovery Plan
2. Heritage Collections Disaster Preparedness Manual

Approval Process

<i>First Council Meeting</i>	<i>25th July 2012</i>	<i>Decision No.</i>	<i>C/12/07/075/19106</i>
<i>Final Council Meeting</i>	<i>22nd August 2012</i>	<i>Decision No.</i>	<i>C/12/08/050/19132</i>
<i>Repealed Council Meeting</i>		<i>Decision No.</i>	
<i>Considered by Council Meeting</i>			
<i>Approved by Council</i>			

Review - Annually in June

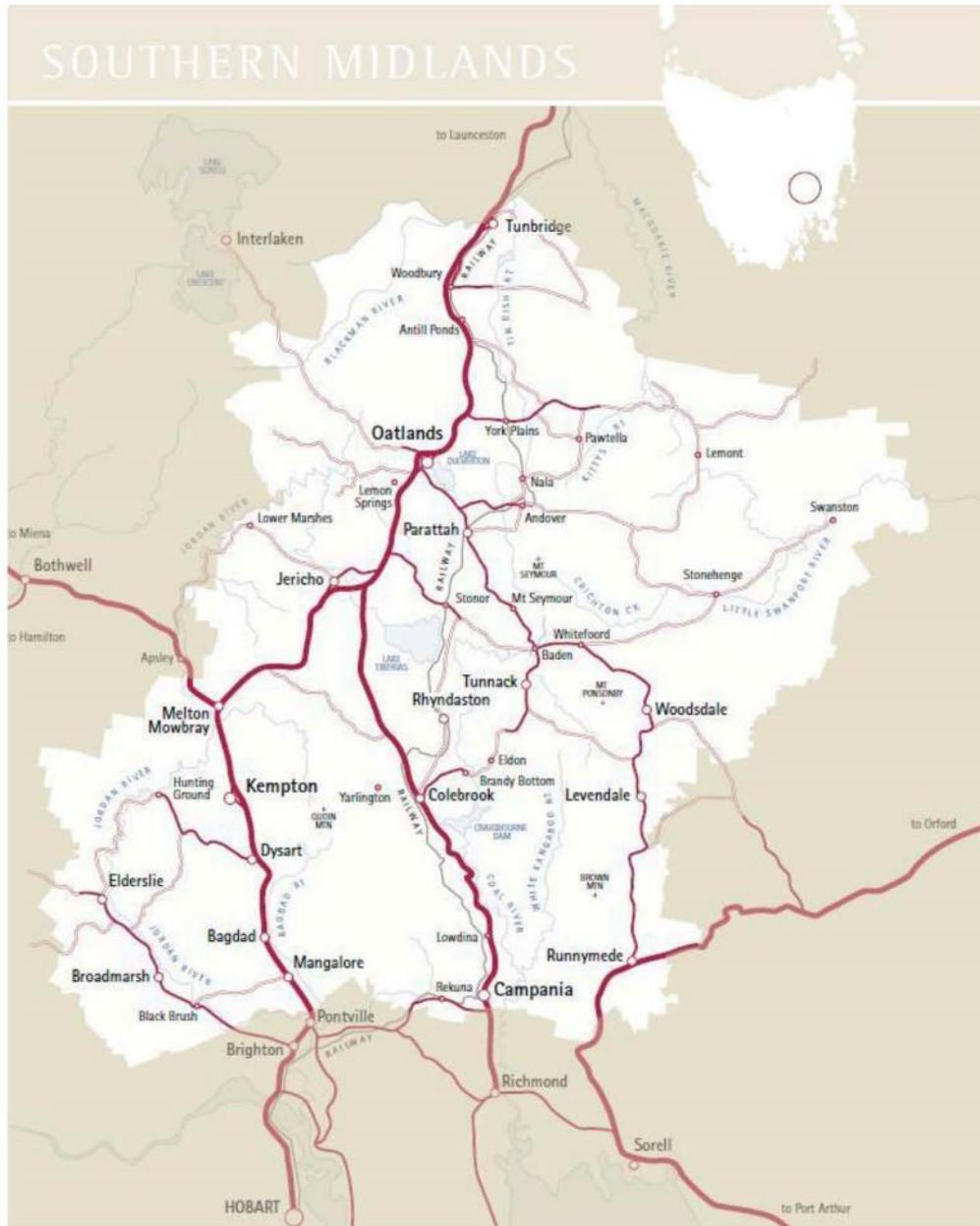
Business Continuity Plan





Appendices

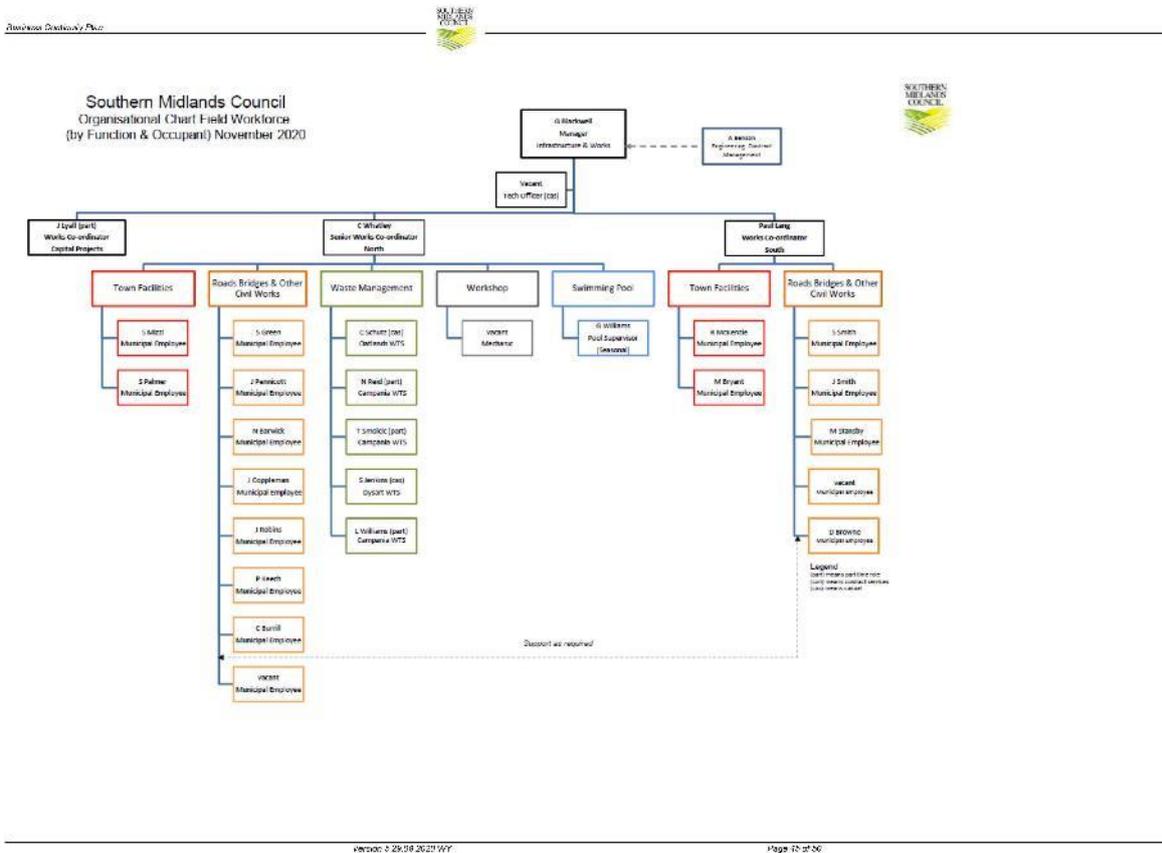
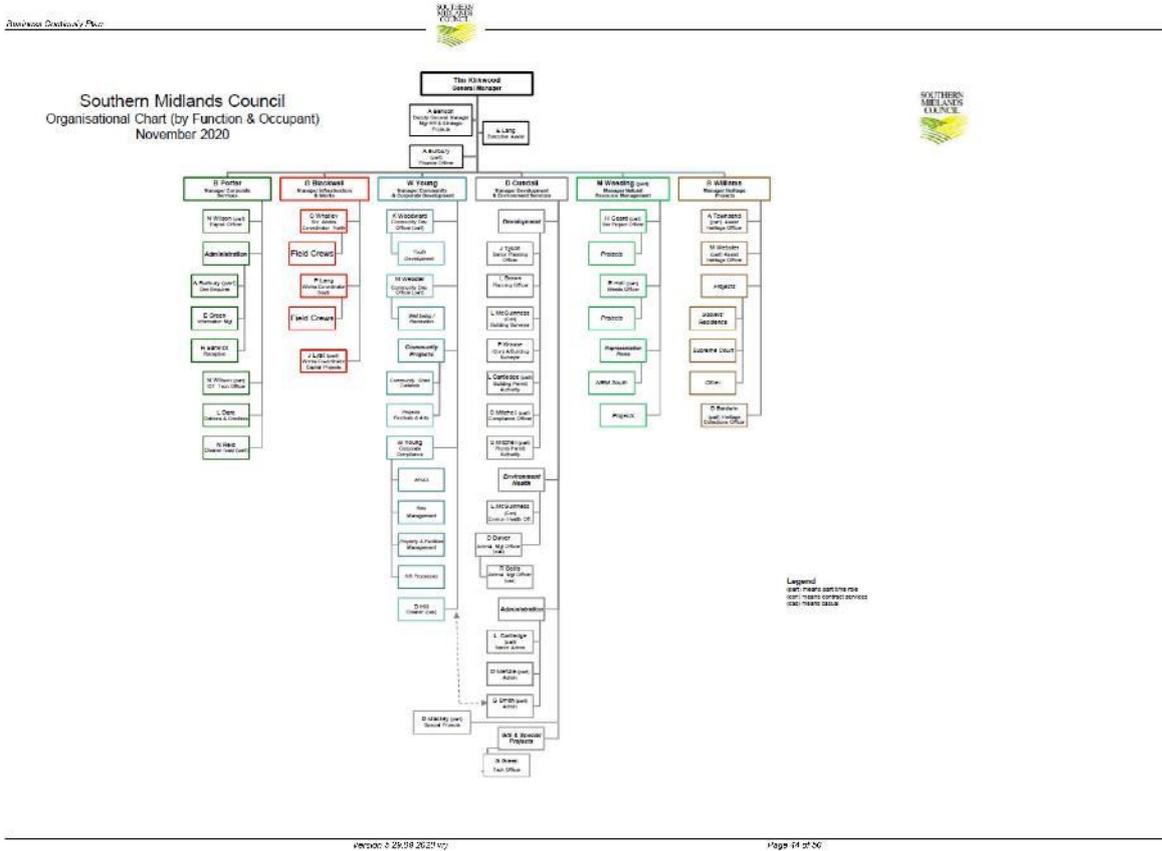
Southern Midlands LGA Map



Business Continuity Plan



Organisation Charts





Plant Register

SOUTHERN MIDLANDS COUNCIL

ASSET REGISTER - Plant and Equipment as at February 2020

Plant No.	Make
35C	LIGHTBURN CONCRETE MIXER
35R	KING CAR TRAILER
35F	KING TRAILER
35L	STEEL TRAILER
35Q	LASER MIX CONCRETE MIXER
1-2017	HINO FS2848 TIP TRUCK
02-2012	MITSUBISHI TIP TRUCK
03-2014	FUSO CANTER TRUCK
4-2016	HINO TIPPER FF1426
03-2017	ISUZU SPACE CAB UTILITY (WTS)
06-2020	CATERPILLAR 12M MOTOR GRADER
07-2002	KOMATSU WA270-3H WHEEL LOADER
08-2014	KOMATSU BACKHOE LOADER
09-2000	FORD NEW HOLLAND INDUSTRIAL TRACTOR
10-2012	Mazda Single Cab Utility
11-2015	FORD RANGER DUAL CAB
11-2017	MAZDA BT50 DUAL CAB
12-2012	MAZDA BT 50 4x4



13-2019	MAZDA BT50 DUAL CAB
14-2019	FUSO CANTER 615 TRUCK FEA61BR4SPAC
15-2012	FORD RANGER XL SINGLE CAB (HB8)
15-2016	MAZDA BT50 SINGLE CAB
16-2016	ISUZU D-MAX SPACE CAB UTILITY
17-2016	MITSUBISHI FUSO CANTER
18 98	CAT. V120 FORKLIFT TRUCK
19-2015	MAZDA BT50
20 1A	FREE ROLLER UNIT
20-2011	CATERPILLAR 12M GRADER
21-2013	DOOSAN DL250 4 x 4 Wheel Loader
22-2013	KOMATSU WB97 5EO Platinum BHoe Loader
23/2016	HINO TRUCK FD1124
24-2015	TOYOTA HILUX WORKMATH
25-2019	ISUZU F SERIES FFR 110-260 Tip Truck
26-2014	HINO 300 SERIES TIPPER TRUCK
27-2016	ISUZU D-MAX SPACE CAB UTILITY
28	FRANKLIN CARAVAN
29-2018	MAZDA BT50 Dual Cab 4x4 Utility
MP 29-2019	KUBOTA ZD1011-54 Zero Turn Mower
31-2007	CATERPILLAR SP ROLLER
MP32/2015	TRAILER (with canopy)
MP33/2018	SUNRISE TRAILER (PORTALOO)
33	GRUBB PIG TRAILER
34	GRUBB PIG TRAILER
35A (MP01/1986)	TURNER LR16 HYDRA MOWER
35B 1 (MP02/1995)	WELDER - EP22
35M (MP12/1989)	SILVAN SPFA Y UNIT (WWD)
35P	KING TRAILER



35R	KING BOX TRAILER (JOBSKILLS)
35XW	WATER TANKS (2)
35Z	FUEL TANKER (200 Litres)
36	MACHINERY FLOAT
37/2018	KUBOTA EXCAVATOR KX 080
38/2014	HINO PROSHIFT TRUCK
39-2017	MAZDA BT50 DUAL CAB
40-2019	HYUNDAI ILOAD TQ4 3STWIN SWING 2.5D
41-2011	KUBOTA TRACTOR / LOADER
42-2018	ISUZU D Max Crw Cab Utility Hi-Ride
43-2016	MAZDA CX5 MAX
44-2010	MAZDA BT 50 4X2
44-2016	ISUZU DMAX 4x4 SPACE CAB
46/2010	NISSAN FORKLIFT (SECOND HAND)
47-2019	BOMAG VIBRATORY ROLLER BW120AD
48-2012	MAZDA BT 50 4X2 (HBS)
48-2019	MAZDA BT 50 Dual Cab (HBS)
49-2018	FORD SBS UNIT (Kempton)
50 2007	HOLDEN CREW CAB UTILITY
51	TOMMY VAC LOADER
52-2017	KIA SORENTO
52-2019	KIA MY20 SORENTO GT Line
53 2019	KIA SPORTAGE AWS SI 2.0
54 2019	KIA CERATO HATCH 2.0L
55 2008	FORD VM TRANSIT CREW CAB
59	TANDEM TRAILER - CUSTOM ENGINEER
61-2016	CRAWLER EXCAVATOR SN 23507 & TRAILER
62/2006	TOYOTA HIACE BUS (Wheelchair)
63/2013	3.50 T EXCAVATOR KOMATSU



64-2019	KIA SPORTAGE PE AWD GT Line
65-2011	SAFERoads TRAILER (incl. Radar)
MP07/2012	KUBOTA RIDE ON MOWER F2880
MP07/2016	F525D H5Q COMMERCIAL FRONT MOWER
MP08/2016	KUBOTA RIDE ON MOWER F2890U
MP09/2009	HOWARD NUGGET ROTARY SLASHER
MP19/2015	WATER TANK & HONDA PUMP
MP20/2015	WATER TANK & HONDA PUMP
MP30-2017	HUSQVARNA DURANCE ZERO MOWER
MP31-2013	FLOCON EMULSION SPRAYER
MP41-2011	HOWARD SLASHER HD150SC2



**ESTABLISHMENT OF
EMERGENCY EVACUATION
CENTRE IN SOUTHERN
MIDLANDS
ACTION
DOCUMENT**

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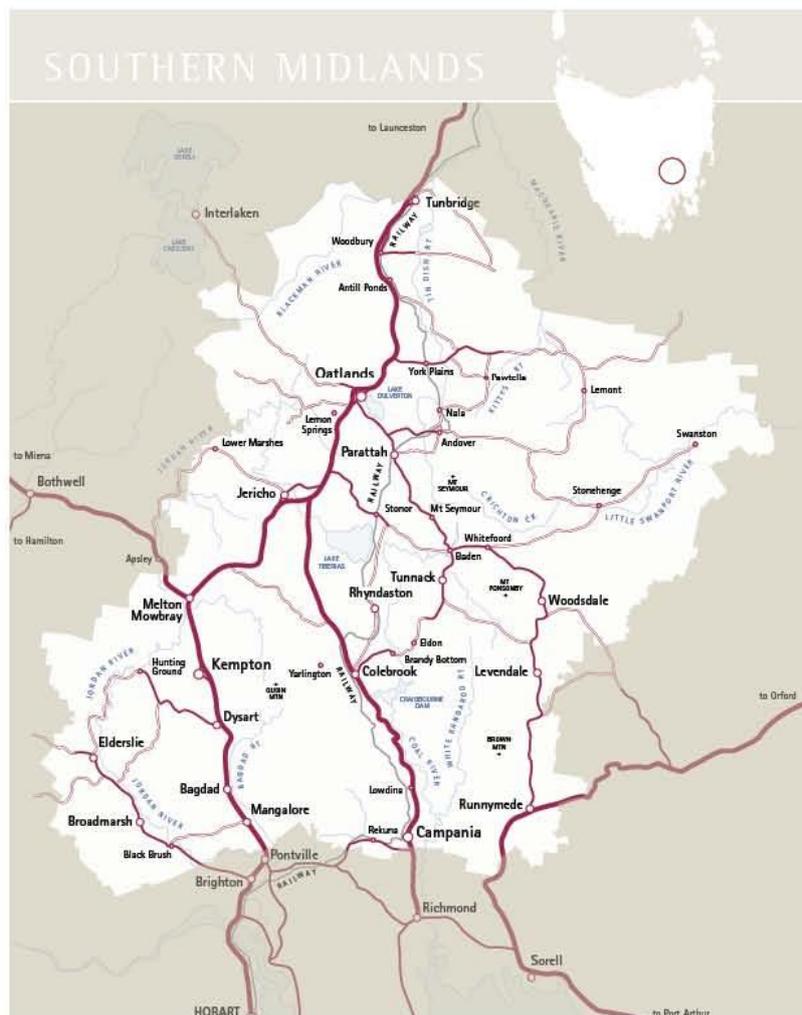
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PURPOSE & STRUCTURE OF THIS DOCUMENT

- This document is a practical guide to assist in setting up an Emergency Evacuation Centres.
- It is to be used in any emergency that requires some short term Recovery actions.
- Focus of this document is on setting up and running an initial Emergency Evacuation Centre for affected persons.
- This document sits below the Municipal Emergency Management Plan. The principles of the plan guide this document

MAP OF SOUTHERN MIDLANDS LOCAL GOVERNMENT AREA



RECOVERY CENTRES

Deputy Municipal Coordinator		
Municipal Recovery Coordinator	Bronwyn Porter	0419 285 257

EMERGENCY CO-ORDINATION CENTRE

- Oatlands Council Chambers, 71 High Street, Oatlands
- Kempton Council Chambers, 85 Main Road, Kempton

EMERGENCY EVACUATION CENTRES – These centres may be used as initial emergency shelter only.

- **Oatlands Recreation Ground, High Street, Oatlands**
- **Victoria Memorial Hall, 80 Main Street, Kempton** (Ken Clark 62 591216, 0400 079 255), (Wayne Smith 0447 274 446), (Joy Smith 0458 501 198)
- **Levendale Development Centre, Levendale** (Janice McConnon – 62 650631, 0458 650 631)

EMERGENCY HELICOPTER LANDING AREAS –

- Oatlands Recreation Ground
- Kempton Recreation Ground
- Campania Recreation Ground
- Mount Pleasant Recreation Ground
- Tunnack Recreation Ground
- Colebrook Recreation Ground
- Levendale Recreation Ground

EMERGENCY CO-ORDINATION CENTRES

(Depending on emergency)

Oatlands Council Chambers, 71 High Street, Oatlands

Kempton Council Chambers, 85 Main Road, Kempton

These are the primary Emergency Co-Ordination Centres for all emergencies due to their central location and availability of facilities.

The emergency response will be located at the Council Offices although alternative locations may be used in this capacity as well if required.



INITIAL RESPONSE ACTIONS

- Council to open Emergency Evacuation Centre when emergency occurs, or is threatening, to prepare for recovery.
- An Emergency Evacuation Centre Team will be set up. The role of the Emergency Evacuation Centre Team is to manage the Emergency Evacuation Centre.
- Municipal Recovery Coordinator to delegate roles of
 - Recovery Centre Manager
 - Administration Officer
 - Logistic Officer
 - ICT
- Hold initial meeting with Emergency Evacuation Centre Team and hand out Response Action Cards. These contain instructions to open and run centre. This document contains specific information on how to set up and run the Emergency Evacuation Centre. Ensure Emergency Evacuation Centre Team is aware of the contents of this document. Ensure team is aware of their own and each other roles.
- Each team member is to follow initial action on the action cards.
- Ensure there is an open line of communication between Emergency Evacuation Centre Team and Emergency Response Group. This group will be based in the Council Offices and will be involved in responding to the emergency situation.
- Ensure Councillors are informed of actions.
- Set up Council officers to take any enquire phone calls.

RESPONSE ACTION CARD

Municipal Recovery Coordinator

Initial Tasks

- Choose Deputy Coordinator if required to assist coordinator.
- Choose Emergency Evacuation Centre Manager
- Undertake initial walk through of the facility with senior staff or delegate to Evacuation Centre Manager
- Gather and brief required staff and delegate duties (on action cards).
 - Deputy Manager Centre
 - ICT
 - Logistic Manager
 - Administration Officer
 - Environmental Health Officer (EHO)
 - Finance Officer
- Liaise with the Municipal Coordinator re expected conditions, likely number of people expected and any special requirements
- Liaise with the Mayor re media reports for opening Emergency Evacuation Centre
- Ensure clear communication channels with Municipal Coordinator
- Contact Third Party providers Particularly THS (DHHS) & Red Cross re possible staffing support (if necessary).
- Ensure finance avenues sorted – General Ledger number for costs
- With Emergency Evacuation Centre Manager arrange 24 hrs of staffing ensuring appropriate down time. Ensure an appropriate Centre Manager is in place at all times.

Ongoing Tasks

- Daily management meetings
- Daily staff meeting – or twice daily
- Ensure Resident communication in place
- Oversee Emergency Evacuation Centre Operations and activities
- Contribute to visits from media, guest, VIP's etc.
- Take part in meetings with Local Emergency Coordination Centre
- Identify and communicate Centre closing plan
- Update closing plan

Closing Tasks

- Ensure Administration Officer collated all documentation
- Ensure Logistics Officer has arranged for return of all equipment
- Arrange for cleaning
- Inspect Centre to identify any issues – prepare brief report
- Prepare a list of organisations and individuals to be thanked.
- Compile a report for Council.

RESPONSE ACTIONCARD

Evacuation Centre Manager

Initial Tasks

- Liaise with Recovery Coordinator
- Choose Deputy Manager if required to assist with duties
- Liaise with third party providers that may assist with running the emergency evacuation centres.
- Arrange facility set up
 - Reception area
 - Dining area
 - Sleeping area
 - Offices
 - Signage
 - Clear exit paths
 - Restricted access areas
- Brief Centre Staff
- Arrange Welcome Packs if required (as per page 51)
- Delegate staff for meet and greet and registration roles
- Set up registration area with tables and chairs and electrical requirements with ICT and Red Cross (if required)
- Develop 24 hour shift roster
- Ensure personnel clearly identified – name tags desirable, wrist bands at minimum
- Organise First Aid Officer and set up for first aid
- Arrange for catering services
- Implement accident and incident reporting
- Check security arrangements with Logistics Officer
- Set up cost reporting and petty cash. Initial petty cash to be obtained from Council
- Facilitate daily resident information sessions

Ongoing Tasks

- Regular Staff Briefings
- Maintain the roster
- Monitor staff – well being, effectiveness etc
- Liaise with Logistics Officer re equipment
- Prepare daily schedule of centre activities
- Liaise between external agencies on site and logistics to ensure needs are met
- Ensure the smooth running of centre basics ie catering and cleaning
- Maintain shift log/expenses log
- Maintain Community Noticeboard

Closing Tasks

- Assist Coordinator in closing the centre

RESPONSE ACTION CARD

Administration Officer

Evacuation Centre

Initial Tasks

- Ongoing Liaison with Evacuation Centre Manager
- Assist Logistics Officer in setting up
 - Registration area
 - Office area
 - Other agency offices
- Purchase and set up tea, coffee and biscuits
- Set up and manage logs for
 - Staff
 - Visitors
 - Centre guest
- Set up residents notice board and establish communication with residents
- Ensure Fire Safety Plan (for the applicable premises) is clearly displayed
- Document contacts of key people and agencies as they arrive
- Assist registration team
- Print required printables
- Maintain details of centre running – number of people sleeping overnight, number of meals served, personnel and community groups involved

Ongoing Tasks

- Ensure smooth operation of registration area
- Continue maintaining records and logs of evacuation centre operation
- Compile daily report on centre
- Liaise with external organisations re administration requirements- printing etc
- Record notes on operational briefings and debriefs
- Update the centre information board
- Maintain petty cash register and keep track of expenses
- Ensure personnel sign in and out of shifts

Closing Tasks

- Collate and finalise all documentation and data
- Assist in packing up centre

RESPONSE ACTION CARD

Logistics Officer

Initial Tasks

- Undertake walk through with Recovery Centre Manager to identify what is required
- Clarify out of bounds or unsafe areas
- Arrange keys for required buildings
- Set up generator (if required)
- Set up parking signs
- Ensure sufficient basics for centre to open – toilet paper etc
- Arrange keys for appropriate staff from other agencies
- Bring in BBQ – (if required)
- Bring in lockers – purchase locks (if required)
- Bring in beds and partitions
- Set up smoking area
- Provide some to assist with set up, dining area etc
- Employ security service to man centre 24 hr service
- Arrange toilets and showers (if required) – TFH Hire
- Arrange for facility to be cleaned during operation
- Arrange for garbage disposal/bins
- If the emergency is likely to involve loss of power coordinate generator hire and hook up
- Arrange for decontamination area set up

Ongoing Tasks

- Manage all contractors
- Ensure smooth operation of garbage, cleaning, parking etc
- Maintain records of equipment used
- Any other tasks as requested by Evacuation Centre Manager

Closing Tasks

- Advise contractors of closure
- Arrange for final waste removal and facility clean
- Identify any works required to centre as a result of use
- Remove all signage
- Walk through building and site to ensure all is complete.

RESPONSE ACTION CARD

ICT Evacuation Centre

Initial Tasks

- Ensure ICT for Council office in Evacuation Centre is operational
- Set up computers for registration assistance
- Set up suitable space for administrative use for third parties. Computers, printers should be made available
- Consider setting up wireless internet for use of residents
- Set up PA system for centre
- Ensure audio visual set up is ready to go for briefings and entertainment
- Liaise with Evacuation Centre Manager re requirements.
- Ensure back ups in place in case of power outages

Ongoing Tasks

- Providing IT and PA support as required for the centre and supporting agencies
- This may including support through the Council Offices and on site.

Closing Tasks

- Shut down and return all IT and PA equipment
- Ensure the system is still in good working order
- Document procedures and equipment used and lost/damaged.

RESPONSE ACTION CARD

Environmental Health Evacuation Centre

Initial Tasks

- Assist Evacuation Centre Manager in relation to environmental health issues as part of setting up the Emergency Evacuation Centre
- Liaise with Caterers regarding environmental health issues – food handling etc
- Liaise with Health Centre regarding first aid and health issues occurring in Recovery Centre
- Assess if Animal Control Officer is likely to be required for destruction of stock or affected animals. Assist as required
- Respond to any spills as required.

Ongoing Tasks

- Provide Environmental Health support as required for the Emergency Evacuation Centre and supporting agencies
- Continually assess if disease outbreak is possible as a result of the emergency, address issues as required.

Closing Tasks

RESPONSE ACTION CARD

Finance Officer

Initial Tasks

- Ensure cost numbers are set up and provided to anyone involved in the recovery
- Check with LGAT regarding the Natural Disaster Relief to Local Government Policy and Councils first and second thresholds. Clarify categories A and B if required.
- Ensure petty cash is available for Emergency Evacuation Centre set up.
- Ensure expense logging is taking place

Ongoing Tasks

- Ensure spending is adequately recorded
- Provide assistance to Recovery Coordinator and Emergency Evacuation Centre Manager as required
- Liaise with State Government re funding and grants
- Contact insurance if required

Closing Tasks

- Finalise financials
- Ensure all grants that are available have been applied for.
- Acquittal of funds (if required)

BUILDING CONTACTS

Oatlands Council Chambers - 03 62 545000

Kempton Council Chambers - 03 6254 5050

Oatlands Recreation Ground, High Street, Oatlands

Victoria Memorial Hall, 89 Main Street, Kempton - Ken Clark
62 591216, 0400 079 255), (Wayne Smith 0447 274 446), (Joy
Smith 0458 501 198)

Levendale Development Centre – Janice McConnon 6265 0631,
0458 650 631

ICT – Nick Wilson – 0419 372 955

Maintenance & Cleaning – (to be confirmed depending on
location)

RECOVERY LAYOUT

REGISTRATION SET UP

SLEEPING ARRANGEMENTS

MEDIA FOR CENTRE OPENING

There will need to be media alerts that the recovery centre will be opening, they may be included in evacuation advice. These need to include the following:

- The (location), is the emergency evacuation centre
- Encourage residents affected by the emergency to register at the emergency evacuation centre event if staying elsewhere
- Opening times if not already open
- Resources are limited so residents are encourage to shelter with family and friends where possible, this will be more comfortable option.
- Please bring
 - Personal medication, prescriptions, glasses and health aids
 - Toiletries and towel
 - Mobile phone and charger, torch, batteries, portable radio
 - Some clothing and bedding if possible
 - Cash, water bottles and snacks
 - Baby necessities
- Pets will not be permitted at the centre overnight, you are welcome to still attend the centre and we will assist with overnight arrangements for pets
- Contact the Council Offices on 62 54 5000, 62 54 5050 if information is required

EQUIPMENT

Facility to provide

- Tables and chairs
- Kitchen Equipment
- Toilets
- Office Space

Council to provide – See ICT

- Phones & Chargers
- Computers
- ICT Equipment
- PA System
- Noticeboards
- Extension Cords
- Power Boards

Required from Third Parties:

- Bedding (if required)
- Showers (if required) TFH Hire
- First Aid Equipment and personnel – Contact St Johns Ambulance

Other equipment required – See Logistics Officer

- Storage for personal belongings (if required)

STAFFING

- Southern Midlands Council representatives to be in attendance during work hours
- Staff must register and wear identification tags or coloured wrist bands for identification and have Council ID
- Council staff to man Centre as required
- If Centre sufficiently manned by other organisations a Council representative need not stay at the Centre overnight
- Initially it may be necessary for the Centre to be fully staffed by Southern Midlands Council employees.
- Printable staff roster available on following page

STAFF ROSTER

Date	Time	Staff Members	Organisation
Day 1	7 am – 3 pm		
	3 pm – 10.30 pm		
	10.30 pm – 7 am		
Day 2	7 am – 3 pm		
	3 pm – 10.30 pm		
	10.30 pm – 7 am		
Day 3	7 am – 3 pm		
	3 pm – 10.30 pm		
	10.30 pm – 7 am		

STAFF BRIEFINGS

Staff briefings should be held at the beginning of each shift. They should be managed by the Emergency Evacuation Centre Manager or Deputy Manager and ensure staff are informed and supported. Information should include:

- Introductions – include new staff and agencies
- Current emergency situation
- Predictions of likely developments and how these area likely to affect the centre
- Agencies and their roles
- Personnel movements
- What is happening during the coming shift
- Delegate tasks
- Equipment updates – anything used, required etc
- Details re shift changeovers
- Communication procedures
- Safety and Hazards
- First aid officer and kits
- Evacuation information
- Fatigue and stress management
- Address any rumours or conflicts in the centre
- Any questions
- Everyone clear on tasks
- Reminders re recording information – shift logs, incident reports, equipment
- Thank everyone

STAFF BRIEFING SHEETS

Date	Time	Meeting CoOrdinator
Attendees		
Briefing Notes		
Emergency Situation		
Agencies & Personnel		
Tasks		
Reminders		
Equipment		
Other		

FINANCES

It is essential to keep track of expenses involved in running the Emergency Evacuation Centre. These should be tracked at all times using the following spreadsheet.

When setting up the Emergency Evacuation Centre a number of things will be required regarding finances, these include:

- Immediately contact the Finance Officer to find out which works number/s to assign costs to. **All costs should be assigned to the appropriate number.**
- Take a purchase order book to the centre to use as required.
- A Council credit card may be used when purchase orders are not accepted. The Emergency Evacuation Centre Manager should have access to this.
- **Petty Cash** – Petty cash will be required for the Emergency Evacuation Centre. Take \$200 from the cash float at Council. Record all use and can top up from Council when required, ensure receipts are stapled to petty cash vouchers and retained.

REGISTRATION OF AFFECTED PERSONS

- Everyone should be encouraged to register if affected. This applies equally to people not attending the Emergency Evacuation Centre. Registration will be available through the appropriate agency and should be advertised via the media. Registration opportunities for affected people will be available at the Emergency Evacuation Centre.
- Registration forms are available on the following pages to copy
- Set up registration ASAP
- Registration will be run through the Emergency Evacuation Centre
- Ensure that all registrations forms are filed securely and handed over the appropriate organisation as required
- Ascertain anyone requiring overnight accommodation and provide them with identification.

REGISTRATION FORM

ACCOMMODATION

Short Term:

- Encourage accommodation options with friends and family
- Providing emergency accommodation at
- Liaise with Hotels/volunteers if necessary

Long Term:

- Liaise with Housing Tasmania re providing accommodation

CATERING

Catering may be provided by (dependent upon location and availability of local service providers):

Tea, Coffee and snacks should be made available in the Emergency Evacuation Centre and may be purchased from the supermarket

WASTE MANAGEMENT

- Garbage disposal will be organised by the Logistics Officer
- Bins will be located in and around the centre
- A skip bin should be arranged from either Veolia or TFH Hire
- Council Staff should be arranged to pick up rubbish daily (or as required) from Emergency Evacuation Centre during its operation. The Emergency Evacuation Centre team should be made aware that keeping the centre and surrounds tidy is a priority and this should be passed to the residents
- A contaminated waste unit may be required for disposal of contaminated waste
- Sharps containers to be organised if required by Environmental Health Officer

CONTAMINATION

- People may have been exposed to contaminated materials in the case of fire or a chemical spill. In this case they should be decontaminated prior to entering the recovery centre
- Contact **Paradigm Tas** details in contact list. They will set up and supply everything required for a decontamination unit including short term overalls.
- Decontamination may particularly be required after bushfires due to possible asbestos dust contamination from older dwellings.
- Spare clothes may be required, contact the Red Cross.

ANIMALS

Animals are not to be permitted inside the Emergency Evacuation Centres and should be encouraged to go to friends and family. If this is not possible:

- Large animals and livestock to Stockyards Oatlands
- Small animals to:
 - Dogs Home
 - Private Kennels

People should be encourage to come to the Emergency Evacuation Centre to register with their animals however arrangements should be made to house animals elsewhere before 6 pm.



ANIMAL OWNER INFORMATION – EMERGENCY CARE FACILITIES

The safety of you and your animals are of the highest priority – please follow all written and verbal directions given by SMC authorised personnel and report any incidents or accidents immediately.

Animals are registered when sheltered at the emergency care facility. This requires the recording of information of both the owner and the animal, to ensure adequate care and safe return.

Owner responsibilities

You are responsible for your animal's care while they are in the facilities. This includes:

- Providing food and water for your animal (basic emergency supply for the first 24 hours is available if required)
- Exercising your animal
- Attending to animals that display anti-social behaviour such as barking/howling
- Cleaning your animal's housing
- Supplying/administering medication
- Arranging veterinary care, if necessary, with your own veterinarian (we can organise alternate veterinary care if required) at your expense
- Checking your animal's accommodation is suitable for their stay
- Alerting staff if your animal is ill, aggressive or presents a risk to other animals or people
- Keeping your animal restrained when outside their housing or designated exercise area

Please be aware that animals in emergency care facilities may be at risk of injury or infection due to being sheltered with other animals.

SMC will take all care but no responsibility for animals that are registered for shelter at emergency care facilities.

Contacting you

Please ensure that you, or a responsible alternate, are contactable during your animal's stay in emergency care. SMC personnel will attempt to contact you if your animal needs to be relocated should the emergency situation change or if your animal requires Veterinary or other special attention.

Removing your animals from the centre

You may remove your animals at any time from emergency care. Where possible we encourage alternative accommodation more familiar to your animal. You are required to inform SMC authorised personnel and sign the animal release form before removing your animal from the emergency care facility.

You will be advised when the Emergency Evacuation Centre is to shut down. You must collect and remove your animal at this time. Please contact SMC authorised person for assistance if you are unable to make your own arrangements to shelter and care for your animals after the Centre is closed. Animals not collected from the emergency care facility will be transferred to an appropriate agency and a collection fee may apply. An animal welfare agency under the *Prevention of Cruelty to Animals Act 1979* may rehome an animal after boarding it for more than 21 days and is unable to find or contact the owner.

FIRST AID

- First aid incidents will be reported to the first aid officer
- A first aid officer may either be a Council employee or contact St Johns Ambulance to provide first aid personnel. See contact list
- The first aid kit for the centre is located in the Recovery Kit.
- A first aid register will be located with the kit and should be completed for any incident that results in opening the kit or being referred to the Midlands Multi-Purpose Health Centre.

MEDIA AND VIP'S

All media queries and information bulletins will be provided through the Mayor. If any staff are asked for comment please refer the media to the Mayor.

The Mayor should be made aware of any visiting media or VIP's and any requests and offers of assistance made by such.

A media area may be set up at either the Emergency Co-Ordination or Emergency Evacuation Centre if required. In the case of the latter, this should be set up outside the Emergency Evacuation Centre to provide residents with privacy.

If residents are interested in sharing their stories with the media escort them to an area separate from other residents.

If VIP's (politicians etc) are visiting the Centre:

- Ensure a member of the Centre team is available to escort them around centre if required
- Make an announcement to Centre residents so they are aware of what is happening
- Staff to stay alert to any extra stress the visit may cause.

If VIP's ask what else can be provided to assist the centre direct them to the Centre Manager. Be honest but do not supersede emergency management arrangements already in place.

VOLUNTEERS

- It is likely that people will offer their assistance as volunteers.
- Contact Volunteering Tasmania to manage volunteers as there may be issues around security and management. Contact details on contact sheet.
- Direct volunteers to register with Volunteering Tasmania
- Media releases should include that volunteers are welcome and required but should register with Volunteering Tasmania at <https://www.volunteeringtas.org.au/> before being admitted to the centre.
- Ensure volunteers are holders of Working with Vulnerable People Card

PERSONAL SUPPORT SERVICES

Counselling: Contact the DHHS Regional Co-Ordinator

- Establish DHHS office at the Emergency Evacuation Centre
- Provide Counselling rooms (if required)
- Other organisations – (Rural Alive & Well) may be able to provide counselling and may be catered for (if required)
- Red Cross may support DHHS or other agencies

FINANCIAL ASSISTANCE

Financial assistance to be provided through DHHS and Centrelink

Set up information boards within Emergency Evacuation centre regarding who to contact and contact details.

Direct people to Centrelink.

Council should not co-ordinate public appeals, this will be done through the State Government and DPAC

DONATIONS

Council should not co-ordinate public appeals, this will be done through the State Government and DPAC.

Donations will not be accepted at the Emergency Evacuation Centre – direct people to the Council Chambers or appropriate agency.

Whilst all donations are appreciated the most appropriate assistance is financial, this allows people to make their own decisions about their requirements and assists the local economy.

Relay both these messages through medial channels.

Print the following page, laminate and set up outside



DONATIONS

**Please take any donations to
the Council Chambers, Oatlands
or Kempton**

**Whilst appreciated we do not
have the resources to accept
them here**

Thank you

CHILDREN

Children in the Emergency Evacuation Centre are the responsibility of their parent or guardian at all times.

Children not in the care of a parent or guardian:

- Immediately contact DHHS. A staff member to stay with the child until appropriate agency arrives.

Children requiring child care:

- Liaise with Bagdad Childcare & Early Learning Centre – 62 68 6664 or Lady Gowrie Oatlands – 62 306805

SECURITY

Residents and staff of the Emergency Evacuation Centre will be provided with wrist bands for identification.

Day visitors will be asked to sign in and out

The Emergency Evacuation Centre will be locked from 10 pm to 6 am. Residents are advised to stay within the Centre during these hours.

Security personnel will be employed and required at the Emergency Evacuation Centre at all times. This will be managed by the Logistics Officer.

Contact Mekina Technologies for security services

HANDOVER TO ALTERNATE ORGANISATION

The running of the Emergency Evacuation Centre may be handed over to appropriate personnel from DHHS or Red Cross. If this occurs the following needs to happen:

- Provide organisation with appropriate keys and security details
- Handover meeting with staff
- Acquaint the new organisation with running procedures to date, include meals, garbage information sessions etc
- Ensure that Southern Midlands Council have relevant contact details for someone in the Emergency Evacuation centre at all times
- A Southern Midlands Council representative will be required in the Emergency Evacuation Centre during business hours – this will assist the centre in running smoothly
- Leave the Southern Midlands Council 24 hr contact details with appropriate person
- Identify vulnerable residents
- Identify safety and security issues
- Identify expected further intake
- Liaise with new organisation re closing down procedures.

EMERGENCY EVACUATION CENTRE OPERATING RULES

(Print copies as required, large copy for noticeboard and copies to hand out to residents)

This is everyone's temporary home, please treat it and other residents with courtesy and respect. The following are rules to help the Emergency Evacuation centre run smoothly. If you have any questions please contact centre staff.

- Please sign in and out when you leave the building
- No drugs or alcohol allowed in the Emergency Evacuation Centre, so anyone under the influence of drugs or alcohol will not be allowed in the Centre
- Smoke only in designated smoking areas
- Parents are responsible for children in the Centre
- Children should not be left unattended in the Centre
- Pick up after yourself and keep belongings tidy and keep valuable items with you at all times
- Keep walkways and emergency exits clear
- Assist with general cleaning
- Dress appropriately at all times
- Footwear must be worn at all times for safety and hygiene reasons
- Maintain appropriate personal hygiene
- Ensure everyone has eaten before returning for a second helping
- Read the information board regularly
- Do not invite visitors into the sleeping area
- Keep noise to a minimum between 10.00 pm to 7.00 am
- Be kind and patient and understanding
- Don't hesitate to ask for assistance

The Centre will be locked from 10pm to 6 am

WELCOME PACK

Each resident upon registration should be offered a Welcome Pack (if available). This will include:

- A wrist band to identify residents
- Basic personal hygiene item if required
- ‘Coping with a major personal crisis booklet’ Red Cross – if possible <https://www.redcross.org.au/getmedia/6ba3063e-426a-44c8-8239-b8179bec9185/Coping-with-a-major-personal-crisis-booklet.pdf.aspx>
- Print out of Emergency Evacuation Centre rules
- Red Cross may also have Welcome Packs available.

PRIVACY COLLECTION INFORMATION

Personal information (including sensitive information such as health information) is collected by Council or Red Cross in partnership with commissioning agencies from you when providing information for registration purposes. Council will provide to Red Cross, once Register.Find.Reunite (RFR) is activated, information you have just provided to reunite you with family, friends and loved ones. Without the information, Red Cross will be unable to try to reunite you in this emergency or to co-operate with other agencies to assist you with emergency support. Where possible, in the circumstance of the emergency, Southern Midlands Council or Red Cross will only collect this information from you.

The **primary purpose** of collecting this information is to:

- Evacuation centre management including details that will inform supporting agencies and short term and long term recovery measures
- register you as a person affected and/or displaced by the emergency,
- account for evacuated people, and
- reunite you with family, friends and loved ones (with your consent)

Once RFR is activated, Southern Midlands Council will pass on you information to Red Cross. Red Cross has contracted out the storage of this information to a third party provider. That service provider may store this information in the cloud. Any information in the cloud will be stored in Australia.

A **secondary purpose** of Red Cross either being provided with or collecting this information (related to the primary purpose), is to share your personal information with the Federal, State, or Territory Police Forces, welfare support agencies and any emergency services such as Ambulance Tasmania or disaster relief units of other agencies engaged in the emergency. The shared information is used by those organisations to:

- manage the emergency;
- provide assistance and support to you for the period after the immediate emergency. This can sometimes last for some time after the immediate emergency is over.

Southern Midlands Council or Red Cross will not use your personal information for any other purpose without your consent. Once the purposes for which

Council or Red Cross has collected your personal information no longer exist, Council or Red Cross will de-identify that information, that is, you will no longer be able to be identified from it.

You may seek access to your personal information, and you may ask for that information to be corrected. If you are unhappy with any Council or Red Cross decision affecting your request about your personal information you may complain to the Privacy Commission at oaic.gov.au.

Further information about your privacy rights are contained in the Red Cross privacy policy. You can access the Red Cross privacy policy online at <http://www.redcross.org.au/privacy.aspx>. by email at privacy@redcross.org.au.

DISCLAIMER: Council has aligned this document to the Australian Red Cross Register.Find.Reunite (RFR) form. The RFR form was produced with funding provided by the Attorney-General's Department through the National Emergency Management Projects grant program. The Council, the Australian Red Cross Society, the Tasmanian Government, the Commonwealth Attorney-General's Department and the Australian Government make no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided 'as is' without warranty of any kind to the extent permitted by law. The Council, the Australian Red Cross Society, the Tasmanian Government, the Commonwealth Attorney-General's Department and the Australian Government make hereby disclaim all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular purpose, title and non-infringement. In no event shall the the Council, the Australian Red Cross Society, the Tasmanian Government, the Commonwealth Attorney-General's Department and the Australian Government make be liable for any special, indirect or consequential damages or any damages whatsoever resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortious action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

RESIDENT INFORMATION SHEET

Available Assistance

Our aim is to cater for your basic needs, including:-

- Shelter
- Food
- Clothing

It may be possible to:-

- Use a telephone
- Charge mobile phones
- Access the internet

Additional assistance will also be available through recovery agencies. Details of this support will be posted on the information board.

Orientation

After you have completed the registration process you will receive:

- Information about the layout, location of facilities, meal times & daily timings
- Information about the services available. All information is updated regularly.
- A bed space allocated to you (if required).

Sign in/Out

For safety purposes it is important that we know who is present at all times

- Please sign in/out whenever entering or leaving the building.
- The resident log is at the main registration desk
- Visitors are also required to sign in/out
- Please leave a forwarding address when relocating elsewhere so we can let enquiring friends and family know.

Special Needs

- Please advise the Administrative Officer of any food allergies or special dietary requirements.
- Notify the First Aid Officer of any medications you are taking or if you have a medical condition.
- Please advise the Administrative Officer of any language or literacy concerns.
- If you think you will require temporary housing, please let the registration team know.

Standards of Behaviour

As with all public venues there are minimum standards of behaviour. The following guidelines help everyone share the space safely without causing any additional stress.

- No drugs or alcohol allowed in the Emergency Evacuation Centre, so anyone under the influence of drugs or alcohol will not be allowed in the Centre
- Under state legislation, smoking only in designated smoking areas
- Footwear must be worn at all times for safety & hygiene reasons
- You are responsible for your own belongings, keep valuable items with you at all times.
- Keep noise to a minimum between 10.00 pm and 7.00 am
- Pets are to remain in designated areas only and owners are responsible for provisions.
- Parents are responsible for keeping track of and controlling the actions of their children
- Children are not to be left unattended in the centre
- Inappropriate language will not be tolerated.

Housekeeping

This is your temporary home. Please help to keep it clean.

- Pick up after yourself and keep belongings tidy.
- Keep walkways & emergency exits clear
- Clean up spills or notify staff
- Dress appropriately at all times
- Maintain appropriate personal hygiene
- Ensure everyone has eaten before you return for a second helping
- Dispose of rubbish in bins provided
- Report any unsafe areas
- Read the information boards regularly.

IF YOU NEED HELP, ASK!

Volunteering to Help

Residents are encouraged to help in the daily activities. There are many jobs that do not require special training. Please see the registration team if you would like to help. Assistance is primarily provided by VOLUNTEERS.

Misunderstandings, please remember that people from your community may be staying with you and this brings together everyone's cultural, social and linguistic diversities. Things to consider:-

- Everyone here is trying to manage their own stress
- Misunderstandings happen now and again but they can be resolved
- Take the time to consider what might be happening for the other person instead of assuming their intention
- Talk to the staff if you feel a misunderstanding has occurred and you are unable to resolve it yourself

Steps to Recovery

Emergencies can be disruptive and very stressful. It's normal to have a range of feelings in reaction to an abnormal situation like this. Please remember:-

- Everyone copes with stress in their own way
- Be patient and forgiving of other peoples' differences
- Take time out to care for yourself physically, emotionally and spiritually
- There are a range of agencies available to support you during this time so don't hesitate to ask

Media

Representatives from the media may approach you looking for photos or interviews. It is up to you whether or not you talk to them. If you do an interview or have photos taken, please be aware of others around you. Please report any problems with the media to Staff

NOTICES FOR RESIDENTS

Use this sheet for communication with Emergency Evacuation Centre residents. Attach to noticeboard.

MEAL TIMES AND MENU

Print this sheet daily and attach to centre noticeboard

Meal Times	Menu
Breakfast	
Lunch	
Dinner	

Morning and afternoon tea available between
times.

Tea and coffee available throughout the day.

RESIDENT MEETINGS

- Resident meeting will need to be carried out daily or possibly twice daily. Use this template as a guide for resident meetings.
- Carry out the meeting adjacent to meal times and advertise on the resident noticeboard.
- Obtain emergency information from Municipal Co-Ordinator – ensure when communicating this it is preceded by – *this is correct of date and time*

Item	Notes for meeting
Introduce centre personnel	
Any advice on centre rules and regulations	
Update on current situation	
Any information on condition of homes	
Returning to home	
Dining and sleeping arrangements	
Update on support available	
Update on support services available	
Recruit resident volunteers to assist with centre	
Discussion	
Update daily schedule, include next meeting	
OTHER	

POWER OUTAGE IN EMERGENCY EVACUATION CENTRE

- If an outage occurs the Emergency Evacuation Centre is not equipped to run on a back up power source
- If an outage occurs during the day time:
 - BBQ's to be utilised for meal preparation
- If an outage occurs at night:
 - Purchase torches for residents
 - Hire battery powered lighting

CLOSING THE EMERGENCY EVACUATION CENTRE

The Emergency Evacuation Centre will need to be closed as an emergency/short term Evacuation Centre at some point. Ideally this will be as soon as possible once people can return to their homes or a more permanent location. Arrangements for people who cannot return to their homes should be identified as soon as possible to allow people to settle and start the recovery process.

It is likely that once the residents have left the Emergency Evacuation Centre a recovery base will be required to distribute information and assist with long term recovery efforts, this may be coordinated out of the same Centre or managed from the Council Offices.

- Prior to closing the Emergency Evacuation Centre identify people who will not be able to return to their homes or make their own alternative arrangements. Work with these people and DHHS to find a solution.
- Develop a plan to close the Emergency Evacuation Centre in coordination with other organisations involved and the emergency management team
- Ensure all residents have alternative living arrangements. DHHS to manage.
- Ensure homes being returned to have been checked as safe. Advise residents of any possible hazards or precautions to take before release. May require police debrief.
- Regularly communicate closing date to residents via announcements and information board. Ensure they are encouraged to access appropriate support if required.
- Provide information on areas that are safe to return to.

- Hold a resident meeting and explain signing out and bedding returns etc.
- Debrief staff and on site agencies and ensure all personnel sign off at the end of their final shift.
- Ensure open communication with residents
- Return all equipment and ensure all documentation is complete.
- Do a final walk through of Emergency Evacuation Centre with staff to ensure that everything is left clean and in working order.
- Identify any works that are required.

EMERGENCY EQUIPMENT

- **Generator** – Southern Midlands Council – Coates Hire 62 137650
- **Security** – Mekina Technologies – 1300 300 438
- **Lighting** – TFH Hire – 1300 834 834 - Wayne Lamb 0418 666 632
- **Showers** - TFH Hire – 1300 834 834 - Wayne Lamb 0418 666 632
- **Toilets** - TFH Hire – 1300 834 834 - Wayne Lamb 0418 666 632
- **Temporary Fencing** - TFH Hire 1300 834 834
Wayne Lamb 0418 666 632

THIRD PARTY CONTACTS

- Southern Regional Social Recovery 0438 304 565
- Public Health Services 1800 671 738
- WorkSafe Tasmania 1300 366 322
- Australian Red Cross – Duty Officer 0478 872 097
- Centrelink/Commonwealth Dept of Health 0477 327 565
- Tasmanian Council of Churches' (TCC) Emergencies Ministry –
Regional Coordinator - Paul Hueston 0400 422 009
- DPAC – Office of Security & Emergency Management (OSEM)
0429 990 642
- Tasmania Health Service (THS) – Social Recovery Coordinator
Peter Rawlings 0417 410 247
Bronwyn Watson 0488 026 142
- DPIPWE – Alexandra Mitchell 0451 248 361
- Children & Youth Services Communities
Filippo Decesare 0408 120 627
- Housing Tasmania – Area Manager – Tenancy Services South
Liz Murray 0419 889 469
- Salvation Army – Emergency Services Coordinator
Gary Armstrong 0419 519 682
- Save the Children – Operations Coordinator STC
Robbie Gillespie 0404 885 437
- SES – Acting Regional Manager – South
Mark Dance 0418 121 848
- St Vincent de Paul Society – Community Services Manager, Sth
Natalie Klug 0448 211 474
- St John's Ambulance 6271 0333
- PCYC Bridgewater 6107 9040
- Veolia Environmental Services 6244 0000
- Risdon Vale Dogs Home 6243 5177
- Mangalore Kennels 6268 1398

- Paradigm TAS (Decontamination) 6229 6236
- Volunteer Tas 6231 5550
- TFH Hire – Wayne Lamb 1300 834 834
- Andrew Thorp (Garbage) 0419 894 964
- Midlands Multi-Purpose Health Centre 6135 0540
- Bagdad Childcare & Early Learning Centre 6268 6664
- Lady Gowrie Oatlands 6230 6805
- Taswater 136 992
- Rural Alive & Well - Darren Thurlow 0428 333 517
- Mekina Technologies – Security 1300 300 438

STAFF CONTACTS

• After Hours	0419 325 405
• Tim Kirkwood – Municipal Coordinator	0417 501 303
• Jack Lyall – Deputy Municipal Coordinator	0419 132 490
• Andrew Benson – Deputy General Manager	0429 852 730
• Bronwyn Porter – Municipal Recovery Coordinator	0419 285 057
• Craig Whatley – Infrastructure & Works	0417 122 536
• Paul Lang	0408 126 696
• Elisa Lang	0417 637 345
• Nick Wilson	0419 372 955
• Leon McGuinness	0407 870 090
• Wendy Young	0458 711 028
• Di Menzie	0400 495 404
• Linda Cartledge	0408 833 205
• Shane Mitchell	0428 847 842
• Michelle Webster	0403 893 257
• Brad Williams	0418 303 184

COUNCILLOR CONTACTS

- Mayor Alex Green
6260 4153
0429 604 153
- Deputy Mayor Edwin Batt
6259 1166
0400 009 471
- Clr Tony Bantick
0419 340 157
- Clr Tony Bisdee OAM
6259 1128
0418 355 158
- Clr Karen Dudgeon
6255 5227
0428 361 807
- Clr Don Fish
6255 5157
- Clr Rowena McDougall
0466 816 882

GUIDELINES ON EVACUATION DURING A PANDEMIC DUE TO CONCURRENT EMERGENCY EVENTS

A natural or other concurrent emergency event may occur during the current COVID-19 pandemic. Public health issues must be taken into consideration to reduce community spread through emergency evacuations.

Adhering to social distancing and other pandemic control measures implemented by the Tasmanian Government related to assisting to mitigate the contraction of COVID-19 is vital.

To support pandemic control measures, individuals in isolation or quarantine need to be kept separate from all other as much as possible during an evacuation.

- Aim to avoid mass movements and large groupings of people.
- Consider options for separation of cases, contacts, and those at increased risk due to age or underlying health issues.
- Ensure all plans reduce movement and interactions between communities and households, as much as is feasible.
- Encourage evacuation options that enable social distancing and reduce large numbers of people at one location.
- If there are larger groups of people in one location, plan to keep people in groups that stay together and do not mingle.

- Ensure that evacuation centres are consistent with Workplace Standards COVID safe plans.
- Encourage self-help evacuations options, including using their shack, commercial accommodation or sheltering with family or friends.
- Persons in self/compulsory isolation will need to be directed to a separate evacuation location before they have mingled with other members of the public.
- Have signs, documentation and clear verbal messaging for those coming to evacuation centres about the need for everyone to minimise everyone's exposure to the pandemic.
- Ensure adequate supplies of pandemic personal protective equipment, hand sanitiser and soap for staff, volunteers and evacuees.
- Isolate evacuees showing any virus symptoms. Ensure there are rooms available for such isolation
- If running multiple evacuation centres, staff and others should minimise movement between the centres to reduce the risk of virus spread. Keep records of when and where staff worked. This may be needed for future contact tracing.
- People at significant increased risk, such as those from aged care, retirement homes or general older people in the community, should be evacuated and accommodated separately where possible.
- Expediting evacuation registration for those with significant health issues.
- Staff should avoid handling client belongings. If they must handle others' belongings, they should ensure good hand hygiene before and afterwards.
- Aim to ensure regular and thorough cleaning regimes. Special consideration being given to regular cleaning of door handles, railings and toilets.

16.2 Sustainability

Strategic Plan Reference 5.2

Retain corporate and operational knowledge within Council / Provide a safe and healthy working environment / Ensure that staff and elected members have the training and skills they need to undertake their roles / Increase the cost effectiveness of Council operations through resource sharing with other organisations / Continue to manage and improve the level of statutory compliance of Council operations / Ensure that suitably qualified and sufficient staff are available to meet the Communities need / Work co-operatively with State and Regional organisations / Minimise Councils exposure to risk / Ensure that exceptional customer service continues to be a hallmark of Southern Midlands Council

Nil.

16.2.1 PROPOSED 2021 COUNCIL MEETING SCHEDULE

Author: ACTING GENERAL MANAGER (ANDREW BENSON)

Date: 19 NOVEMBER 2020

Enclosure:

Proposed 2021 Council Meeting Schedule

ISSUE

Council to confirm dates and locations for ordinary Council meetings to be held throughout the Municipal area in 2021.

DETAIL

In 2020, Council held meetings from January to March in various community venues throughout the municipality. These meetings included public question time where members of the public are invited to attend and discuss local issues with Council.

In 2020, meetings were held at the following community venues:

January 2020 – Colebrook Hall

February 2020 - Tunbridge Hall

March 2020 – Tunnack Hall

Noting that the meeting to be held at the Bagdad Community Club that was scheduled for April 2020 was cancelled due to Covid-19 meeting restrictions. This has now been re-scheduled to January 2021.

The proposed 2021 meeting schedule is enclosed for Council's consideration; including the meeting date, venue and commencement time.

RECOMMENDATION

THAT Council endorse the 2020 Council meeting schedule.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

ENCLOSURE(S)
Agenda Item 16.2.1



2021 Council Meeting Schedule

DATE	VENUE	TIME
Wednesday, 27th January 2021	Bagdad Community Club Midland Highway, Bagdad	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Tuesday, 23rd February 2021	Tunbridge Hall 99 Main Road, Tunbridge	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 24th March 2021	Woodsdale Hall 2310 Woodsdale Road, Woodsdale	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 28th April 2021	Campania Hall Reeve Street, Campania	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 26th May 2021	Oatlands <i>Venue to be confirmed subject to Covid-19 regulations</i>	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 23rd June 2021	Kempton <i>Venue to be confirmed subject to Covid-19 regulations</i>	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 28th July 2021	Oatlands <i>Venue to be confirmed subject to Covid-19 regulations</i>	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 25th August 2021	Kempton <i>Venue to be confirmed subject to Covid-19 regulations</i>	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 22nd September 2021	Oatlands <i>Venue to be confirmed subject to Covid-19 regulations</i>	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 27th October 2021	Kempton <i>Venue to be confirmed subject to Covid-19 regulations</i>	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 24th November 2021	Oatlands <i>Venue to be confirmed subject to Covid-19 regulations</i>	10.00 a.m. <i>Public Question Time 10.30 a.m.</i>
Wednesday, 8th December 2021	Kempton <i>Venue to be confirmed subject to Covid-19 regulations</i>	2.00 p.m. <i>Public Question Time 2.30 p.m.</i>
Annual General Meeting Wednesday, 8th December 2021	Kempton <i>Venue to be confirmed subject to Covid-19 regulations</i>	5.00 p.m.

16.2.2 AUSTRALIAN GOVERNMENT LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM

Author: ACTING GENERAL MANAGER (ANDREW BENSON)

Date: 20 NOVEMBER 2020

ISSUE

On 22 May 2020 the Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program (LRCI Program). Through the 2020–21 Budget, the Australian Government announced a \$1 billion extension of the LRCI Program, following strong community and local government support.

This program supports local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Councils will be able to access funding under the extension to the LRCI Program Extension from 1 January 2021.

BACKGROUND

Under the LRCI Program Extension, Southern Midlands Council will receive an additional funding allocation of \$609,032. This funding will be available from 1 January 2021, with the Program being extended until the end of 2021.

DETAIL

Council has a range of project areas that it may be able to dovetail into this LRCI Program with many of them being discussed as part of this Council meeting.

The following are an extract from the guidelines, that will assist in framing submissions.

- 5.1 *Eligible grant activity Eligible local road projects are projects that involve the construction or maintenance of roads managed by local governments. Local governments are encouraged to consider how works can support improved road safety outcomes.*

This could include projects involving any of the following associated with a road:

- *traffic signs;*
- *traffic control equipment;*
- *street lighting equipment;*
- *a bridge or tunnel;*
- *a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);*
- *facilities off the road that support the visitor economy; and*
- *road and sidewalk maintenance, where additional to normal capital works schedules.*

Eligible community infrastructure projects are projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

Projects that involve the construction, maintenance and/or improvements to state/territory and crown owned land/assets and Commonwealth owned land/assets, can also be eligible projects where the Council can confirm that they have the authority of the land or asset owner to undertake the project at the nominated site(s) and the sites are accessible to the public (including natural assets). These projects must deliver benefits to the community, such as improved accessibility, visual amenity, and/or safety.

Examples of eligible works include:

- *Closed Circuit TV (CCTV);*
- *bicycle and walking paths;*
- *painting or improvements to community facilities;*
- *repairing and replacing fencing;*
- *improved accessibility of community facilities and areas;*
- *landscaping improvements, such as tree planting and beautification of roundabouts;*
- *picnic shelters or barbeque facilities at community parks;*
- *playgrounds and skate parks (including all ability playgrounds);*
- *noise and vibration mitigation measures; and*
- *off-road car parks (such as those at sporting grounds or parks).*

5.2 *Projects must be additional to existing work plans To be considered an Eligible Project, projects need to be additional to an Eligible Funding Recipient’s existing work plan for 2020-21. Projects that have been brought forward from post 2020-21 work plans will be considered additional. Projects will not be considered additional if Eligible Funding Recipients substitute LRCI Program funds for their own funding or other sources of funding. The purpose of the LRCI Program funding is to enable Eligible Funding Recipients to undertake infrastructure projects additional to what they had planned to undertake using their own funds, to stimulate local economies and employment opportunities.*

CONCLUSION

Councillors to identify priority projects for submission under the LRCI Program.

Human Resources & Financial Implications - Nil at this point in time.

Community Consultation & Public Relations Implications - Nil at this point in time.

Policy Implications – Nil.

Priority - Implementation Time Frame - As detailed in the Report.

RECOMMENDATION

THAT Council receive and note the report.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

16.2.3 TABLING OF DOCUMENTS

Nil.

16.2.4 ELECTED MEMBER STATEMENTS

An opportunity is provided for elected members to brief fellow Councillors on issues not requiring a decision.

16.3 Finances

Strategic Plan Reference 5.3

Community's finances will be managed responsibly to enhance the wellbeing of residents / Council will maintain community wealth to ensure that the wealth enjoyed by today's generation may also be enjoyed by tomorrow's generation / Council's financial position will be robust enough to recover from unanticipated events, and absorb the volatility inherent in revenues and expenses.

16.3.1 MONTHLY FINANCIAL STATEMENT (PERIOD ENDING 31 OCTOBER 2020)

Author: FINANCE OFFICER (MANDY BURBURY)

Date: 10 NOVEMBER 2020

ISSUE

Provide the Financial Report for the period ending 31st October 2020.

BACKGROUND

The format of the Operating Expenditure Report has been amended to include a Year To Date (YTD) Budget Column, with variations (and percentage) based on YTD Budgets – as opposed to total annual Budget.

Note: Depreciation is calculated on an annual basis at the end of the financial year and therefore the budget for depreciation is included in the June period.

DETAIL

The enclosed Report incorporates the following: -

- Statement of Comprehensive Income – 1 July 2019 to 31 October 2020.
- Operating Expenditure Budget Report – 1 July 2019 to 31 October 2020.
- Capital Expenditure Estimates – as at 31 October 2020.
- Cash Flow Statement – 1 July 2019 to 31 October 2020
- Rates & Charges – as at 13th November 2020.

OPERATING EXPENDITURE ESTIMATES (OPERATING BUDGET)

Overall operating expenditure to end of October was \$2,658,233, which represents 98.6% of the Year to Date Budget.

Whilst there are some variations within the individual Program Budgets (refer following comments), expenditure is consistent with the Budget.

Strategic Theme - Infrastructure

Sub-Program – Bridges – expenditure to date (\$13,789 – 113.52%). Additional expenditure relates to repairs to flood damage to bridges on the Jordan River totalling \$7,597 year to date. General bridge maintenance is currently less than budgeted.

Sub-Program – Drainage – expenditure to date (\$14,302 – 157.34%). Additional expenditure relates to repairs to flood damage due to ongoing wet weather conditions.

Strategic Theme – Growth

Sub-Program – Business – expenditure to date (\$105,127 – 146.05%). Additional expenditure relates to Private Works, including wages and gravel. There will be an increase in income to offset the additional expense.

Strategic Theme – Landscapes

Sub-Program – Regulatory - Animals - expenditure to date (\$43,727 – 118%). Additional expenditure relates to reduced hours of resource sharing and a higher number of call-outs than budgeted.

Strategic Theme – Community

Sub-Program – Community Health & Wellbeing – expenditure to date (\$113,977 - \$122.84%). Additional expenditure relates to wages and on-costs to be allocated to capital projects, currently showing as an operating expense.

Strategic Theme – Organisation

Nil.

RECOMMENDATION

THAT the Financial Report be received and the information noted.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

STATEMENT OF COMPREHENSIVE INCOME
for the period 1st July 2020 to 31 October 2020

	Annual Budget \$	Year to Date as at 31 October \$	%	Comments
Income				
General rates	5,797,406.00	5,726,271.43	98.8%	Budget includes Interest & Penalties to be imposed to 30 June 2021
User Fees (refer Note 1)	681,158.00	304,837.54	44.8%	
Interest	175,000.00	18,502.57	10.6%	
Government Subsidies	19,200.00	0.00	0.0%	Heavy Vehicle Licence Fees & Road Rescue MAIB reimbursements
Contract Income	0.00	0.00	0.0%	
Other (refer Note 2)	86,000.00	448.00	0.5%	
Sub-Total	\$6,758,764.00	\$6,050,059.54	89.5%	
Grants - Operating	3,564,167.00	424,115.36	11.9%	
Total Income	\$10,322,931.00	\$6,474,174.90	62.7%	
Expenses				
Employee benefits	-4,113,303.00	-1,245,019.71	30.3%	Less Roads - Resheeting Capitalised
Materials and contracts	-3,195,181.00	-1,272,953.09	39.8%	Less Roads - Resheeting Capitalised, Includes Land Tax
Depreciation and amortisation	-3,003,866.00	-1,009,495.95	33.6%	Percentage Calculation (based on year-to-date)
Finance costs	-18,850.00	-3,858.96	20.5%	
Contributions	-233,907.00	-58,476.75	25.0%	Fire Service Levies
Other	-145,526.00	-96,734.26	66.5%	Includes Rate Discounts
Total expenses	-\$10,710,633.00	-\$3,686,538.72	34.4%	
Surplus (deficit) from operations	-\$387,702.00	\$2,787,636.18	-719.0%	
Grants - Capital (refer Note 3)	3,558,627.00	582,766.00	16.4%	
Sale Proceeds (Plant & Machinery)	0.00	53,941.82	0.0%	
Net gain / (loss on disposal of non-current assets)	5,818.00	0.00	0.0%	
Surplus / (Deficit)	\$3,176,743.00	\$3,424,344.00	107.8%	

STATEMENT OF COMPREHENSIVE INCOME
for the period 1st July 2020 to 31 October 2020

	Annual Budget \$	Year to Date as at 31 October \$	%	Comments
NOTES				
1. Income - User Fees (Budget \$730,602) includes:				
- All other Programs	458,701.00	204,882.63	44.7%	Actual Income Received (i.e. excluding Debtors)
- Private Works	222,457.00	99,768.55	44.8%	
- Tourism	0.00	186.36	0.0%	Merchandise / Dulverton Shower income
	<u>\$681,158.00</u>	<u>\$304,837.54</u>	44.8%	
2. Income - Other (Budget \$162,000) includes:				
- Tas Water Distributions	76,000.00	0.00	0.00%	
- HBS Dividend	10,000.00	0.00	0.00%	
- Other	0.00	448.00		Blue Gum Rovers
	<u>\$86,000.00</u>	<u>\$448.00</u>	0.5%	
3. Grant - Capital (Budget \$1,669,375) includes:				
- (CDGP) Oatlands Aquatic Centre	500,000.00	0.00	0.00%	
- (CDGP) Callington Park Playground	500,000.00	250,000.00	50.00%	
- (CDGP) Chauncy Vale Pedestrian Bridge	55,000.00	0.00	0.00%	
- (CDGP) Lake Dulverton Walkways	220,000.00	0.00	0.00%	
- (CDGP) Campania Bush Reserve	100,000.00	0.00	0.00%	
- (CDGP) Kempton Streetscape Project	75,000.00	0.00	0.00%	
- (CDGP) Broadmarsh Streetscape Project	230,000.00	0.00	0.00%	
- (CDGP) Oatlands Underground Lighting	250,000.00	0.00	0.00%	
- Midland Hwy/ Mood Food Pathway	147,565.00	0.00	0.00%	
- Elderslie/Bluff Road Junction	150,000.00	0.00	0.00%	
- Roads To Recovery	665,531.00	0.00	0.00%	
- Local Roads and Community Infrastructure Prog	665,531.00	332,766.00	50.00%	
- Other	0.00	0.00	0.00%	
	<u>\$3,558,627.00</u>	<u>\$582,766.00</u>	16.38%	
4. Grant - Operating (Budget \$1,669,375) includes:				
Operating Grants				
- FAGS	3,564,167.00	422,254.00	11.8%	\$1,840,420 received in advance in 2019-20 Advised actual distribution for 2020-21 to be \$3,529,436
- Australia Day Branding Grant	0.00	1,000.00	0.0%	
- Hobart City Mission School Holiday Program Funding	0.00	861.36	0.0%	
	<u>\$3,564,167.00</u>	<u>\$424,115.36</u>	11.9%	

**CAPITAL EXPENDITURE PROGRAM 2020-21
AS AT 31 OCTOBER 2020**

			BUDGET	EXPENDITURE	VARIANCE	COMMENTS
			\$	\$	\$	
INFRASTRUCTURE						
ROAD ASSETS						
Resheeting Program	Various	Roads Resheeting	500,000.00	288,522.28	211,477.72	
Reseal Program		Roads Resealing (as per agreed program)	300,000.00	0.00	300,000.00	
		Levendale - Woodsdale Road (300m reseal)	50,000.00	0.00	50,000.00	RTR
		Campania - Native Corners Road	50,000.00	0.00	50,000.00	RTR
Reconstruct & Seal		Woodsdale Road (1klm Reconstruction)	330,000.00	0.00	330,000.00	RTR
	C1010094	Woodsdale Road Reconstruct & Seal (800m + 430m)	122,141.00	111,068.38	11,072.62	RTR \$122,141 Budget c/fwd WIP 30/06/20 \$4478.95
Construct & Seal (Unsealed Roads)		Bagdad - Huntingdon Tier (350m new seal)	73,500.00	0.00	73,500.00	LRCI
		Campania - Native Corners Road (900m new seal)	173,250.00	0.00	173,250.00	RTR
		Mangalore - Ballyhooly Road (300m new seal)	57,750.00	0.00	57,750.00	
		Rhyndaston - Rhyndaston Road (800m through township)	154,000.00	0.00	154,000.00	LRCI
		Tunnack - Eldon Road (1500m new seal)	288,750.00	0.00	288,750.00	LRCI
Minor Seals (New)		Dust Suppressant Seal	50,000.00	0.00	50,000.00	
		Elderslie - Cornish's Road Dust Suppressant	25,000.00	0.00	25,000.00	LRCI
		York Plains - York Plains Road Dust Suppressant	25,000.00	0.00	25,000.00	LRCI
Junction / Road Realignment / Other		Campania - Estate Road (vicinity Mallow property)	10,000.00	0.00	10,000.00	
		Campania - Main Intersection/Carpark Design Concept	50,000.00	0.00	50,000.00	\$50K c/fwd
	C1010037	Campania - Reeve St / Clime Street (includes Footpath)	70,000.00	11,418.84	58,581.16	\$70K Budget c/fwd WIP 30/6/20 \$11,418.84
	C1020047	Colebrook - Lovely Banks/Mudwalls Road Junction	0.00	5,013.15	-5,013.15	
		Dysart - Cliftonvale & Sugarloaf Rd Junction Improvements	50,000.00	16,884.46	33,115.54	WIP 30/06/20 \$16,884.46
	C1020070	Elderslie - Bluff Road Intersection Upgrade	150,000.00	2,138.38	147,861.62	WIP 30/06/20 \$138.38
		Elderslie - Elderslie Road Widening Investigation & Trial (Sth Blackbrush Rd)	40,000.00	0.00	40,000.00	
	C1010096	Elderslie - Elderslie Road Safety Railing (250m)	21,250.00	29,252.60	-8,002.60	
		Oatlands - Interlaken Road Preliminary Work (vicinity of Wallace)	25,000.00	0.00	25,000.00	
		Oatlands - Hasting Street Junction	15,000.00	958.52	14,041.48	\$15K Budget c/fwd WIP 30/6/19 \$958.52
	C1020074	Oatlands - Henrietta Street 200m	0.00	736.44	-736.44	
		Mangalore - Roberts Road (additional culverts)	12,000.00	0.00	12,000.00	
		Tea Tree - Grices Road (Tree removal, set-back of embankment, drainage)	15,000.00	0.00	15,000.00	
		Woodsdale - Woodsdale Road (400m safety rail in two sections, The Cutting)	17,000.00	0.00	17,000.00	
			\$2,674,641.00	\$465,993.05	\$2,208,647.95	
BRIDGE ASSETS		Woodsdale Road (Nutting Garden Rivulet - Bridge No 4084)	148,200.00	0.00	148,200.00	RTR
	C1030060	Elderslie Road (Stonyhurst Creek B3280)	0	12,436.88	-12,436.88	Upgrade due to flood damage
			\$148,200.00	\$12,436.88	\$135,763.12	

**CAPITAL EXPENDITURE PROGRAM 2020-21
AS AT 31 OCTOBER 2020**

		BUDGET	EXPENDITURE	VARIANCE	COMMENTS
		\$	\$	\$	
WALKWAYS	Footpaths - General Streetscapes	170,906.00	0.00	170,906.00	
C1040014	Bagdad - East Bagdad Road	230,000.00	10,961.94	219,038.06	\$105K Budget c/fwd WIP 30/6/20 \$4400.94
G1040007	Broadmarsh - Streetscape Works	230,000.00	26,651.15	203,348.85	WIP 30/06/20 \$4119.85
	Campania - Review Manag. Plan (Site Plan) / Walking Tracks (Bush Reserve)	5,000.00	0.00	5,000.00	\$5K Budget c/fwd
C1040005	Campania - Reeve Street - Footpath through to Hall	30,000.00	0.00	30,000.00	
G1040008	Kempton - Louisa Street (from Huntingground Road)	38,000.00	6,201.37	31,798.63	LRCI
	Kempton - Midlands Highway/Mood Food	147,565.00	0.00	147,565.00	
C1040004	Kempton - Streetscape Plan (Review & Implementation)	35,000.00	0.00	35,000.00	
	Kempton - Streetscape Plan - Footpath Renewal (Dysart House)	23,000.00	0.00	23,000.00	
G1040006	Kempton - Streetscape Plan - Victoria Memorial Hall	110,000.00	4,254.51	105,745.49	WIP 30/06/20 \$3393.18
G2020002	Melton Mowbray - Streetscape Works (Trough / Shelter etc)	30,000.00	5,318.18	24,681.82	WIP 30/06/20 \$5318.18
C1040016	Oatlands - High Street (Footpath Renewal)	61,281.00	140.74	61,140.26	LRCI
C1040022	Tunbridge - Main Street (Ongoing Kerb & Gutter Renewal)	20,000.00	0.00	20,000.00	
C1040030	Tunnack - Streetscape concept Plan	45,000.00	27,413.85	17,586.15	
		\$1,175,752.00	\$80,941.74	\$1,094,810.26	
LIGHTING	C1050001 Oatlands - Esplanade Project (Total Project Cost \$128k year 2-2)	384,000.00	101,234.81	282,765.19	\$64k Budget c/fwd WIP 30/6/20 \$61053.34
		\$384,000.00	\$101,234.81	\$282,765.19	
PUBLIC TOILETS	C1110002 Campania - Flour Mill Park - Concrete Pathways/drainage/remove pavers	15,000.00	0.00	15,000.00	\$15 Budget c/fwd
	General Public Toilets - Upgrade Program	20,000.00	0.00	20,000.00	
		\$35,000.00	\$0.00	\$35,000.00	
DRAINAGE	Bagdad - Lyndon Road	15,000.00	0.00	15,000.00	\$15K Budget c/fwd
C1090013	Bagdad - Midland Highway/Swan Street Drainage	50,000.00	8,178.31	41,821.69	\$50K Budget c/fwd WIP 30/06/20 \$8178.31
C1090030	Broadmarsh - Elderslie Road	0.00	2,796.00	-2,796.00	
	Campania - Estate Road (School Farm)	10,000.00	0.00	10,000.00	\$10K Budget c/fwd
	Oatlands - High St/Wellington Street Junction	5,000.00	0.00	5,000.00	\$5K Budget c/fwd
		\$80,000.00	\$10,974.31	\$69,025.69	
WASTE	C110001 Wheelie Bins and Crates	5,000.00	0.00	5,000.00	
C110002	Dysart WTS - General Improvements	15,000.00	0.00	15,000.00	\$15K Budget c/fwd
	Oatlands WTS - Concrete Pad(s)	25,000.00	0.00	25,000.00	\$25K Budget c/fwd
		\$45,000.00	\$0.00	\$45,000.00	
LANDSCAPES					
HERITAGE	Heritage Collections Store	10,000.00	0.00	10,000.00	
	Kempton - Watch House (Internal Fit out)	4,000.00	0.00	4,000.00	\$4K Budget c/fwd
C3010003	Oatlands - Callington Mill (Asset Renewals)	20,000.00	0.00	20,000.00	
	Oatlands - Gaol Aluminum Temporary Steps (Entrance)	3,500.00	0.00	3,500.00	\$3.5K Budget c/fwd
	Oatlands - Commissariat (79 High Street) Boundary Fence	6,000.00	0.00	6,000.00	
	Oatlands - Roche Hall Forecourt (Interps - Planning Condition of Approval)	40,000.00	0.00	40,000.00	\$40K Budget c/fwd
		\$83,500.00	\$0.00	\$83,500.00	

**CAPITAL EXPENDITURE PROGRAM 2020-21
AS AT 31 OCTOBER 2020**

			BUDGET \$	EXPENDITURE \$	VARIANCE \$	COMMENTS
NATURAL	G3020015	Campania - Bush Reserve (Walking/Riding Path)	100,000.00	4,603.71	95,396.29	\$100K Budget c/fwd WIP 30/06/20 \$358
	G3020013	Chauncy Vale - Sanctuary Bridge	55,000.00	66,287.45	-11,287.45	\$55K Budget c/fwd WIP \$42698.10
		Chauncy Vale - Caves Loop	21,000.00	0.00	21,000.00	
	G3020014	Chauncy Vale - Erosion, Stabilisation & Revegetation	15,000.00	14,409.73	590.27	\$15K Budget c/fwd WIP \$6056.76
	C3020008	Oatlands - Mahers Point Lanscape Plan	22,404.00	9,465.23	12,938.77	\$22404 Budget c/fwd
	G3020006	Oatlands - Lake Dulverton Walkway (Grants \$135K + \$85K)	220,000.00	8,286.88	211,713.12	\$220K Budget c/fwd WIP \$6198.70
			\$433,404.00	\$103,053.00	\$330,351.00	
CULTURAL		Oatlands - Heritage HUB Internal fitout	10,000.00	0.00	10,000.00	\$10K Budget c/fwd
			\$10,000.00	\$0.00	\$10,000.00	
REGULATORY - DEVELOPMENT	C3040001	Kempton Council Chambers - Chambers Restoration Works	5,000.00	0.00	5,000.00	
	C3040002	Kempton Council Chambers - Clock Restoration Works	20,000.00	501.50	19,498.50	
	C9990001	Kempton Council Chambers - Office Furniture & Equipment	5,000.00	544.55	4,455.45	
			\$30,000.00	\$1,046.05	\$28,953.95	
REGULATORY - PUBLIC HEALTH		Water Bottle Refill Stations	7,980.00	0.00	7,980.00	\$20k Budget c/fwd
		Kempton - Community Health Facility	400,000.00	304,337.42	95,662.58	\$225k Budget c/fwd WIP 30/06/20 \$27548.57
			\$407,980.00	\$304,337.42	\$103,642.58	
REGULATORY - ANIMAL CONTROL	C4080001	Kempton - Dog Pound(s)	35,000.00	468.18	34,531.82	\$20k Budget c/fwd
			\$35,000.00	\$468.18	\$34,531.82	
COMMUNITY RECREATION	C4070005	Recreation Committee	20,000.00	4,592.90	15,407.10	
	C4070025	Campania - Public Open Space dev (Play Equip Alexander Circle)	16,000.00	0.00	16,000.00	\$16K Budget c/fwd
		Campania - Public Open Space dev (Scaife Subdivision)	23,000.00	0.00	23,000.00	\$23K Budget c/fwd
		Campania - Recreation Ground (Internal Toilet Improvements)	40,000.00	0.00	40,000.00	
	C4070038	Campania - Recreation Ground (Nets)	45,000.00	47,040.00	-2,040.00	\$45K Budget c/fwd
	C4070036	Colebrook - Hall - Heating Upgrade	24,000.00	24,000.00	0.00	
		Colebrook - Recreation Ground - New Pitch Cover	4,500.00	0.00	4,500.00	
		Kempton - Recreation Ground (Lighting)	16,000.00	0.00	16,000.00	\$16K Budget c/fwd
		Kempton - Recreation Ground (Roof Structure - Entry to Clubrooms)	15,000.00	0.00	15,000.00	\$15K Budget c/fwd
		Mangalore Hall (replace Gutters and Roofing)	18,000.00	0.00	18,000.00	\$18K Budget c/fwd
	G4070038	Mount Pleasant - Recreation Ground (Upgrade Toilets & Stabilisation)	115,336.00	71,299.74	44,036.26	\$38K Budget c/fwd WIP 30/06/20 \$7261.18 Total project budget \$115.336 including additional contributions of \$29,336 recvd 2019/20 from Mt Pleasant
	C4070034	Oatlands - Aquatic Centre (New Pool)	2,900,000.00	491,446.46	2,408,553.54	WIP 30/06/20 \$166,197.29
		Oatlands - Aquatic Centre (New Pool)	0.00	395,986.00	-395,986.00	WIP 30/6/19 \$395,986.00
		Oatlands - Aquatic Centre (New Pool)	0.00	379,803.40	-379,803.40	WIP 30/6/18 \$379,803.40
		Oatlands - Community Hall - Repointing & Crack Repairs	15,000.00	0.00	15,000.00	
	G4070040	Oatlands - Destination Playground Callington Park (inc. reveg & water system)	500,000.00	454,785.73	45,214.27	\$500 Budget c/fwd WIP 30/06/20 \$282200.25
	C4070001	Parratah - Rec Ground - External Toilet (linked to walkway)	12,000.00	6,192.00	5,808.00	\$12K Budget c/fwd
	G4070039	Runnymede - Recreation Ground (resurfacing & watering system)	45,000.00	42,557.41	2,442.59	\$20K Budget c/fwd WIP 30/06/20 \$40,527
		Tunbridge Park - Perimeter Fence (Safety)	30,000.00	0.00	30,000.00	\$30K Budget c/fwd
				\$3,838,836.00	\$1,917,703.64	\$1,921,132.36

**CAPITAL EXPENDITURE PROGRAM 2020-21
AS AT 31 OCTOBER 2020**

			BUDGET \$	EXPENDITURE \$	VARIANCE \$	COMMENTS
ACCESS	C4070035	All Buildings (Priority Approach - Year 5 of 5 @ \$10K/year)	50,000.00	0.00	50,000.00	
			\$50,000.00	\$0.00	\$50,000.00	
CAPACITY & SUSTAINABILITY	C5020001	Levendale Community Centre	38,390.00	0.00	38,390.00	\$8K Budget c/fwd
		Oatlands - Midlands Memorial Community Centre - Double glazed windows	40,000.00	0.00	40,000.00	
	C5020002	Oatlands Structure Plan	25,000.00	9,063.00	15,937.00	\$25K Budget c/fwd
			\$103,390.00	\$9,063.00	\$94,327.00	
SAFETY		Road Accident Rescue Unit	3,000.00	0.00	3,000.00	
			\$3,000.00	\$0.00	\$3,000.00	
ORGANISATION SUSTAINABILITY		Oatlands - Council Chambers - Internal Toilets Upgrade	100,000.00	0.00	100,000.00	\$60K Budget c/fwd
	C6020007	Oatlands - Council Chambers - Damp Issues & Stonemasonry	15,000.00	0.00	15,000.00	\$15K Budget c/fwd
		Oatlands - Council Chambers - Works Office (floor coverings)	5,000.00	0.00	5,000.00	\$5K Budget c/fwd
	C6020007	Oatlands - Council chambers - Memorials - Forecourt	4,000.00	4,000.00	0.00	
	C9990001	Oatlands - Town Hall (General - Incl. Office Equip/Furniture)	5,500.00	359.09	5,140.91	
	C6020003	Computer System (Hardware / Software)	37,500.00	11,909.89	25,590.11	
			\$167,000.00	\$16,268.98	\$150,731.02	
WORKS	C6020011	Kempton Depot - Property Purchase (Year 1 Budget of \$180K)	45,000.00	0.00	45,000.00	Total Project Cost - to be funded over 4 yrs (Yr 2 - \$45K)
	C6020011	Kempton Depot - Internal Building Improvements	15,000.00	0.00	15,000.00	\$10K Budget c/fwd
		Kempton Depot - Storage Lockers	2,000.00	0.00	2,000.00	
	C6020001	Oatlands Depot - Solar Panels	16,000.00	0.00	16,000.00	
	C6020001	Oatlands Depot - Roof over containers	0.00	10,059.29	-10,059.29	
	C9990002	Minor Plant Purchases	9,500.00	1,453.64	8,046.36	
	C6020008	Radio System	3,000.00	0.00	3,000.00	
		Excavator (add Rockbreaker) MP37/2020	12,800.00	12,200.00	600.00	
		Steam Weeder c/w Trailer	32,000.00	0.00	32,000.00	
		Plant Replacement Program				
		Heavy Vehicles	514,000.00	49,519.65	464,480.35	
		Light Vehicles	210,000.00	0.00	210,000.00	
		(Trade Allowance - \$280K)				
			\$859,300.00	\$73,232.58	\$786,067.42	
GRAND TOTALS			\$10,564,003.00	\$3,096,753.64	\$7,467,249.36	

CASH FLOW 2020/2021	INFLOWS (OUTFLOWS) (July 2020) \$	INFLOWS (OUTFLOWS) (August 2020) \$	INFLOWS (OUTFLOWS) (September 2020) \$	INFLOWS (OUTFLOWS) (October 2020) \$	INFLOWS (OUTFLOWS) (Year to Date) \$
Cash flows from operating activities					
Payments					
Employee costs	- 280,287.76	- 286,704.71	- 433,171.67	- 273,782.78	- 1,273,946.92
Materials and contracts	- 383,806.48	- 268,732.24	- 478,736.40	- 280,813.52	- 1,412,088.64
Interest	- 3,858.96	-	-	-	- 3,858.96
Other	- 32,591.93	- 49,587.79	- 59,672.89	- 119,317.20	- 261,169.81
	- 700,545.13	- 605,024.74	- 971,580.96	- 673,913.50	- 2,951,064.33
Receipts					
Rates	112,384.27	1,497,162.58	1,454,076.61	173,386.59	3,237,010.05
User charges	78,429.45	97,821.67	191,691.47	346,810.89	331,370.54
Interest received	6,114.29	2,283.96	3,750.98	6,353.34	18,502.57
Subsidies	-	-	-	-	-
Other revenue grants	-	422,254.00	-	1,861.36	424,115.36
GST Refunds from ATO	-	-	-	-	-
Other	- 34,640.70	75,652.19	127,629.49	141,242.07	27,398.91
	162,287.31	2,095,174.40	1,393,765.61	387,170.11	4,038,397.43
Net cash from operating activities	- 538,257.82	1,490,149.66	422,184.65	- 286,743.39	1,087,333.10
Cash flows from investing activities					
Payments for property, plant & equipment	- 216,309.91	- 288,121.91	- 294,048.33	- 536,104.24	- 1,334,584.39
Proceeds from sale of property, plant & equipment	16,390.91	54.54	31,632.73	5,863.64	53,941.82
Proceeds from Capital grants	-	-	250,000.00	332,766.00	582,766.00
Proceeds from Investments	-	-	-	-	-
Payment for Investments	-	-	-	-	-
Net cash used in investing activities	- 199,919.00	- 288,067.37	- 12,415.60	- 197,474.60	- 697,876.57
Cash flows from financing activities					
Repayment of borrowings	- 7,349.62	-	-	-	- 7,349.62
Proceeds from borrowings	-	-	-	-	-
Net cash from (used in) financing activities	- 7,349.62	-	-	-	- 7,349.62
Net increase/(decrease) in cash held	- 745,526.44	1,202,082.29	409,769.05	- 484,217.99	382,106.91
Cash at beginning of reporting period	13,687,843.06	12,942,316.62	14,144,398.91	14,554,167.96	13,687,843.06
Cash at end of year-to-date	12,942,316.62	14,144,398.91	14,554,167.96	14,069,949.97	14,069,949.97

**SOUTHERN MIDLANDS COUNCIL : OPERATING EXPENDITURE 2020/21
SUMMARY SHEET**

PROGRAM	YTD ACTUAL (as at 31 Oct 20)	YTD BUDGET (as at 31 Oct 20)	YTD VARIANCE	YTD VARIANCE %	FULL YEAR BUDGET - REVISED INC. GRANTS & OTHER
INFRASTRUCTURE					
Roads	479,819	458,986	- 20,834	104.54%	3,228,957
Bridges	13,789	12,146	- 1,642	113.52%	399,239
Walkways	70,828	71,051	- 222	99.69%	223,152
Lighting	27,902	30,400	- 2,498	91.78%	91,200
Public Toilets	25,280	25,979	- 699	97.31%	76,936
Sewer/Water	-	-	-	-	-
Drainage	14,302	9,090	- 5,212	157.34%	79,269
Waste	280,785	345,394	- 64,609	81.29%	1,055,682
Information, Communication	-	-	-	-	-
INFRASTRUCTURE TOTAL:	912,705	953,045	- 40,340	95.77%	5,154,435
GROWTH					
Residential	-	-	-	-	-
Tourism	6,773	19,167	- 12,394	35.34%	55,502
Business	105,127	71,978	- 33,149	146.05%	980,933
Industry	-	-	-	-	-
GROWTH TOTAL:	111,900	91,145	- 20,755	122.77%	1,036,435
LANDSCAPES					
Heritage	110,222	127,913	- 17,691	86.17%	373,938
Natural	69,715	64,904	- 4,811	107.41%	186,633
Cultural	-	5,500	- 5,500	0.00%	16,500
Regulatory - Development	285,193	292,394	- 7,202	97.54%	877,183
Regulatory - Public Health	2,959	5,422	- 2,462	54.58%	16,265
Regulatory - Animals	43,727	37,056	- 6,671	118.00%	100,867
Environmental Sustainability	-	-	-	-	-
LANDSCAPES TOTAL:	511,816	533,188	- 21,372	95.99%	1,571,386
COMMUNITY					
Community Health & Wellbeing	113,977	92,789	- 21,189	122.84%	283,366
Recreation	113,185	156,328	- 43,143	72.40%	511,239
Access	-	-	-	-	-
Volunteers	14,542	23,333	- 8,791	62.32%	50,000
Families	4,142	5,667	- 1,524	73.10%	9,000
Education	-	-	-	-	-
Capacity & Sustainability	4,567	12,635	- 8,068	36.14%	37,405
Safety	7,067	14,030	- 6,963	50.37%	45,091
Consultation & Communication	3,768	7,100	- 3,332	53.07%	19,800
LIFESTYLE TOTAL:	261,249	311,882	- 50,633	83.77%	955,901
ORGANISATION					
Improvement	39,530	38,818	- 712	101.83%	116,455
Sustainability	712,946	666,971	- 45,975	106.89%	2,331,117
Finances	108,087	100,477	- 7,610	107.57%	309,907
ORGANISATION TOTAL:	860,563	806,266	- 54,297	106.73%	2,757,479
TOTALS	2,658,233	2,695,526	- 37,294	98.6%	11,475,636

SOUTHERN MIDLANDS COUNCIL SUMMARY OF RATES AND CHARGES LEVIED, REMITTED AND COLLECTED				
	This Financial Year 13th November 2020		Last Financial Year 13th November 2019	
Arrears brought forward as at July 1		\$ 527,651.89		\$ 429,240.71
ADD current rates and charges levied		\$ 5,726,271.43		\$ 5,620,415.53
ADD current interest and penalty		\$ -		\$ 27,022.53
TOTAL rates and charges demanded	100.00%	\$ 6,253,923.32	100.00%	\$ 6,076,678.77
LESS rates and charges collected	49.37%	\$ 3,087,659.34	46.91%	\$ 2,850,399.50
LESS pensioner remissions	3.96%	\$ 247,735.01	3.90%	\$ 236,804.72
LESS other remissions and refunds	-0.09%	-\$ 5,316.00	-0.18%	-\$ 11,168.32
LESS discounts	0.53%	\$ 33,081.51	0.49%	\$ 29,518.35
TOTAL rates and charges collected and remitted	53.78%	\$ 3,363,159.86	51.11%	\$ 3,105,554.25
UNPAID RATES AND CHARGES	46.22%	\$ 2,890,763.46	48.89%	\$ 2,971,124.52

17. MUNICIPAL SEAL

Nil.

18. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

Council to address urgent business items previously accepted onto the agenda.

RECOMMENDATION

THAT in accordance with Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*, the following items are to be dealt with in Closed Session.

Matter	Local Government (Meeting Procedures) Regulations 2015 Reference
<i>Closed Council Minutes - Confirmation</i>	15(2)
<i>Applications for Leave of Absence</i>	15(2)(h)
<i>Audit Panel Minutes - Confirmation</i>	15(2)
<i>Oatlands Aquatic Centre Development – Tender and Financial Considerations</i>	15(2)(d)

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

RECOMMENDATION

THAT in accordance with Regulation 15(2) of the *Local Government (Meeting Procedures) Regulations 2015*, Council move into Closed Session and the meeting be closed to members of the public.

DECISION (MUST BE BY ABSOLUTE MAJORITY)		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr D F Fish		
Clr K Dudgeon		
Clr R McDougall		

CLOSED COUNCIL AGENDA

19. BUSINESS IN “CLOSED SESSION”

Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015 provides that Council may consider certain sensitive matters in Closed Meeting.

The following matters have been listed in the Closed Meeting section of the Council Agenda in accordance with Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015.

19.1 CLOSED COUNCIL MINUTES - CONFIRMATION

19.2 APPLICATIONS FOR LEAVE OF ABSENCE

19.3 AUDIT PANEL MINUTES - CONFIRMATION

19.4 OATLANDS AQUATIC CENTRE DEVELOPMENT – TENDER AND FINANCIAL CONSIDERATIONS

RECOMMENDATION

THAT Council move out of “Closed Session”.

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

OPEN COUNCIL AGENDA

20. CLOSURE