



MINUTES

ORDINARY COUNCIL MEETING

Wednesday, 13th December 2017
Municipal Offices, 85 Main Street, Kempton

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OPEN COUNCIL AGENDA

MINUTES OF AN ORDINARY MEETING OF THE SOUTHERN MIDLANDS COUNCIL
HELD ON WEDNESDAY, 13th DECEMBER 2017 AT THE MUNICIPAL OFFICES, 85
MAIN STREET, KEMPTON COMMENCING AT 2:00 P.M

1. PRAYERS

Rev Dennis Cousens conducted prayers.

2. ATTENDANCE

Mayor AE Bisdee OAM, Deputy Mayor AO Green, Clr A Bantick, Clr E Batt, Clr R Campbell, Clr D F Fish and Clr D Marshall.

Mr Tim Kirkwood (General Manager), Mr Andrew Benson (Deputy General Manager), Mr David Cundall (Manager, Development & Environment Services), Miss Jacqui Tyson (Planning Officer) and Miss Elisa Lang (Executive Assistant).

3. APOLOGIES

Nil.

CONDOLENCE MOTION

Moved by Clr D Fish, seconded by Clr R Campbell

THAT Council formally recognise the sad passing of former Councillor Ernest 'Bluey' McShane. He served with the Southern Midlands Council from 1994 to 1996.

CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell	√	
Clr DF Fish	√	
Clr D Marshall	√	

4. MINUTES

4.1 Ordinary Council Minutes

The Minutes (Open Council Minutes) of the previous meeting of Council held on the 22nd November 2017, as circulated, are submitted for confirmation.

DECISION

Moved by Cllr E Batt, seconded by Cllr D Marshall

THAT The Minutes (Open Council Minutes) of the previous meeting of Council held on the 22nd November 2017, as circulated, be confirmed.

CARRIED

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

4.3 Special Committee of Council Minutes

4.3.1 SPECIAL COMMITTEES OF COUNCIL - RECEIPT OF MINUTES

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

- Lake Dulverton & Callington Park Management Committee Minutes – 27th November 2017

DECISION

Moved by Clr D Fish, seconded by Clr R Campbell

THAT the minutes of the above Special Committee of Council be received.

CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell	√	
Clr DF Fish	√	
Clr D Marshall	√	

4.3.2 SPECIAL COMMITTEES OF COUNCIL - ENDORSEMENT OF RECOMMENDATIONS

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

- Lake Dulverton & Callington Park Management Committee Minutes – 27th November 2017

DECISION

Moved by Clr D Fish, seconded by Clr R Campbell

THAT the recommendations contained within the minutes of the above Special Committee of Council be endorsed, excluding the recommendation under Item 4.2 relating to the 'Macrocarpa Tree Area Beside Mahers Point' as this conflicts with the outcome of the Council Workshop held 22nd November 2017.

CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell	√	
Clr DF Fish	√	
Clr D Marshall	√	

4.4 Joint Authorities (Established Under Division 4 Of The Local Government Act 1993)

4.4.1 JOINT AUTHORITIES - RECEIPT OF MINUTES

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

- Southern Tasmanian Councils Authority – Nil.
- Southern Tasmanian Councils Authority Waste Strategy South – Minutes of meeting held 20th November 2017.

DECISION

Moved by Cllr R Campbell, seconded by Cllr D Marshall

THAT the minutes of the above Joint Authority Committee be received.

CARRIED

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

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

DECISION NOT REQUIRED

5. NOTIFICATION OF COUNCIL WORKSHOPS

DECISION

Moved by Clr D Fish, seconded by Clr E Batt

THAT

1. the information be received; and
2. Council endorse the summary of outcomes (as noted above) in relation to the macrocarpa pine tree area beside Mahers Point.

CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell		√
Clr DF Fish	√	
Clr D Marshall	√	

6. COUNCILLORS – QUESTION TIME

6.1 QUESTIONS (RECEIVED IN ADVANCE)

The following questions were submitted by Clr B Campbell on the 6th December 2017.

Q1. Has the block of land been sold at Interlaken (on behalf of SMC)?

General Manager's response:

It is confirmed that the property at Interlaken Road, Interlaken (CT 153045/1) was sold by public auction on 17th November 2017 by Landmark Harcourts Tasmania. It is due for settlement on 18th December 2017. The sale price was \$141,000.

Q2. Has the SMC crusher been sold?

General Manager's response:

It is confirmed that the Mobile Gravel Crusher has been sold by tender for an amount of \$51,400. The written down value (i.e. book value) of the Crusher was \$50,000.

Q3. Re Building Better Regions (SMC/Hobart City Mission) can the councillors have a written progress report every three months?

General Manager's response:

It is confirmed that the Deputy General Manager will provide a progress report on a quarterly basis, commencing March 2018.

Q4. Lake Dulverton re weed and recreational use. (This item has been discussed many times before). As people are complaining about the weed and some people would like the only for the birds while others would like to use the lake for recreation i.e. fishing and boating (canoes etc..) hence they want the weed cut. There has to be a compromise re the situation. Is it possible to install a line of marker buoys between the sanctuary (birds) area the "recreational" area and only cut the weed on a regular basis in the "recreational" area?

General Manager's response:

This question is to be referred to the Lake Dulverton and Callington Park Management Committee, as the committee responsible for the management of the Lake. The Committee will be requested to consider the issues raised and provide recommendations (as appropriate).

6.2 QUESTIONS WITHOUT NOTICE

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

1. Cllr Batt – Memorial Avenue – have the works been scheduled?

The Deputy General Manager advised that works are due to commence in February 2018.

2. Deputy Mayor Green – Tenders for Road Reconstruction and Reseal Works – when will the tenders be advertised.

The General Manager advised that the tender(s) will be advertised on Saturday 6th January 2018, closing on 23rd January 2018. This will enable tenders to be submitted to the 25th January 2018 Council meeting.

7. DECLARATIONS OF PECUNIARY INTEREST

Nil.

8. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

The General Manager reported that the following items need to be included on the Agenda. The matters are urgent, and the necessary advice is provided where applicable:-

19.1 MUNICIPAL SEAL – FORMAL SIGNING/SEALING OF SITE LEASE (OPTUS MOBILE PTY LTD) (CT 162947 FOLIO 5)

DECISION

Moved by Clr R Campbell, seconded by Clr A Bantick

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

CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell	√	
Clr DF Fish	√	
Clr D Marshall	√	

9. PUBLIC QUESTION TIME

Public Question Time was held later in the meeting.

10.1 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

10.1 CROWN RESERVED ROADS (UNMADE ROADS) – PROPOSED POLICY AMENDMENT

Clr D F Fish has submitted the following Notice of Motion:

THAT Council undertake a review of its Policy entitled ‘Crown Reserved Roads (Unmade Roads): Public Initiated Request to Construct’ with the intention of amending the Policy to provide for Council taking on automatic responsibility for ‘Unmade Roads’ in circumstances where the length of road does not exceed one (1) kilometre and there are no less than three houses fronting the road within the one kilometre distance.

Note: The one kilometre would extend from the end point that Council currently maintains to, or alternatively, the first kilometre of any particular road.

BACKGROUND

In recent times I have been extensively lobbied in relation to Council taking on maintenance responsibility for three roads within the Oatlands area, they being Louisa Street, Whynyates and Glenelg Streets.

I acknowledge that under Council’s present Policy it is a requirement that the property owners fronting an Unmade Road must make a contribution to bring the road up to the designated standard, after which Council will take on future responsibility.

Under this proposed arrangement, if the Policy is amended consistent with the above Motion, then the property owners will not be required to contribute under this circumstance.

General Manager’s Comments:

A copy of the existing Policy is included for information.

Given the extensive length of unmade roads within the municipal area, and without doing a specific audit of unmade roads to assess the likely impact of such a policy change, it is not possible to provide an overall estimated cost of compliance with the proposed change.

Whilst it is envisaged that there would be minimal circumstances where there are no less than three houses, further research would need to be undertaken.

Depending on Council’s initial response to the intent of the Motion, any final decision regarding a change in policy could be deferred pending further research.

DECISION

Moved by Clr D Fish, seconded by Clr R Campbell

THAT Council undertake a review of its Policy entitled ‘Crown Reserved Roads (Unmade Roads): Public Initiated Request to Construct’ with the intention of amending the Policy to provide for Council taking on automatic responsibility for ‘Unmade Roads’ in circumstances where the length of road does not exceed one (1) kilometre and there are no less than three houses fronting the road within the one kilometre distance.

Note: The one kilometre would extend from the end point that Council currently maintains to, or alternatively, the first kilometre of any particular road.

CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell	√	
Clr DF Fish	√	
Clr D Marshall	√	

ATTACHMENT
Agenda Item 10.1

1.1 ROADS & BRIDGES

1.1.5.2 CROWN RESERVED ROADS (UNMADE ROADS): PUBLIC INITIATED REQUEST TO CONSTRUCT – POLICY AND PROCEDURES

<i>First Council Meeting Date:</i>	<i>11th Oct. 2006</i>	<i>Decision No.</i>	<i>C/06/10/078/8500</i>
<i>Final Council Meeting Date:</i>	<i>1st Nov. 2006</i>	<i>Decision No.</i>	<i>C/06/11/069/8541</i>
<i>Repealed Council Meeting Date:</i>		<i>Decision No.</i>	
<i>Updated Council Meeting Date:</i>		<i>Decision No.</i>	

POLICY AND PROCEDURE

POLICY STATEMENT

Council will construct a Crown Reserved Road, and accept ongoing maintenance responsibility, where the following procedure is adhered to and all conditions / pre-requisites have been complied with.

In all cases, Council will be responsible for constructing the road to the required standard determined by Council.

PROCEDURE

Upon receipt of a request for Council to construct a Crown Reserved Road, Council will:

- (a) undertake research to confirm the status of the Road as Crown Reserved Road, and identify any existing Leases / Licences (which may prevent construction);
- (b) Assess and consider the merits of the proposal based on economic and social benefit for the broader municipal area and community (This is an additional consideration to justify Council investment in the development of additional road infrastructure, and the associated budget implications);
- (c) determine whether there is any private infrastructure within the road reservation which may require relocation to enable construction of the road. This will be undertaken at the owners expense, although it may be undertaken during the construction process;
- (d) seek approval 'in-principle' from the Crown to construct the Road;
- (e) prepare a cost estimate for constructing the road, which will include costs associated with acquiring necessary drainage easements (if applicable) and any other related infrastructure;
- (f) identify the affected property owners and determine the apportionment of costs based on the principles detailed below; and
- (g) inform the applicant(s) accordingly.

The applicant(s) must then:

- (a) seek formal consent from each of the landowners fronting the section of the Crown Reserved Road to be constructed, which will include confirmation of financial contribution. A separate apportionment of the construction costs may be agreed between the affected landowners;
- (b) identify if there is a need to negotiate any separate repayment arrangements, with all or any of the parties, and notify Council accordingly. In this regard, it is considered appropriate that any repayment arrangement would not exceed five (5) years. Each to be considered on a 'case by case' basis;
- (c) Seek formal approval from any persons that may have private infrastructure within the road reservation that they are prepared to relocate the infrastructure at their own expense.

There must be full agreement from all affected landowners for the project to proceed.

Funding Contributions – Apportionment principles:

Unless determined otherwise, Council will contribute an amount equivalent to twenty percent (20%) of the total estimated cost of construction.

The remaining (80%) of the total cost will, in the first instance, be apportioned based on the length of the road frontage to the section of the road to be constructed.

Any Council owned property will be excluded for the purpose of calculating road frontage and the end apportionment.

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 2017/112) FOR ADDITIONS TO JOINERY WORKSHOP (MANUFACTURING & PROCESSING) AT 284 CHAUNCY VALE ROAD, BAGDAD (CT114659/1), OWNED BY B & P WHITE

Elisa Lang (Executive Assistant) entered the meeting at 2.27 p.m.

DECISION

Moved by Cllr R Campbell, seconded by Cllr A Bantick

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 (DA 2017/112) for Additions to joinery workshop (Manufacturing & processing) at 284 Chauncy Vale Road, Bagdad (CT114659/1), owned by B & P White 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*.
- 3) The structure is to be used for the purposes detailed within the approved plan only, that is, a workshop. It must not be used for habitable or other purposes without the prior written consent of Council.

Landscaping

- 4) Any materials or equipment stored in the open, visible from public roads or neighbouring property, must be screened by an appropriate tree or shrub screen as necessary. Planting must bear a suitable relationship to the proposed height of the buildings and must not use species listed as noxious weeds within Tasmania, displaying invasive characteristics or unsuitable for fire prone areas.

Parking & Access

- 5) At least four (4) parking spaces must be provided on the land at all times for the workshop use in accordance with Standards Australia (2004): *Australian Standard AS 2890.1 - 2004 – Parking Facilities Part 1: Off Street Car Parking*; Standards Australia, Sydney.
- 6) The new vehicle access from the carriageway of the road onto the subject land must be located and constructed using a sealed/gravel pavement in accordance with the construction and sight distance standards shown on standard drawings SD 1012 and SD 1009 prepared by the IPWE Aust. (Tasmania Division) (attached) and to the satisfaction of Council's Manager of Works and Technical Services. The works including are to be modified to suit the conditions.
- 7) The areas set-aside for parking and associated access and turning must have:
 - a. A driveway access with a minimum 3 metres internal width.
 - b. Space on site to allow that vehicles enter and leave the parking space in a single manoeuvre and enter and leave the site in a forward direction.
 - c. An all weather pavement constructed and surfaced to the satisfaction of the Council's Manager of Works and Technical Services.
 - d. Drainage discharging to the stormwater system in accordance with the requirements of a plumbing permit issued by the plumbing Permit Authority.
- 8) Adequate manoeuvring space must be provided in accordance with Standards Australia (2002): *Australian Standard AS 2890.2 – 2002, Parking facilities - Part 2: Off-Street, Commercial vehicle facilities*, Standards Australia, Sydney and the requirements of the Council's Manager of Works and Technical Services (Jack Lyall 62545008) to ensure that heavy trucks or articulated vehicles may leave the site in a forward direction.
- 9) The loading and unloading of goods from commercial vehicles must only be carried out on the land in accordance with Standards Australia (2002): *Australia Standard AS 2890.2 – 2002, Parking facilities - Part 2: Off-Street, Commercial vehicle facilities*, Sydney.
- 10) All areas set-aside for parking and associated turning, loading and unloading areas must be completed before the use commences or the building is occupied and must continue to be maintained to the satisfaction of the Council's Development Assessment Committee.

Services

- 11) 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

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

Protection of Water Quality

- 13) All waste oil and other contaminants generated by the approved development must be stored appropriately and disposed of by a licensed contractor.

Construction Amenity

14) The development (construction) 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.

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

- a. Emission of noise, artificial light, vibration, odour, fumes, smoke, vapour, steam, ash, dust, waste water, waste products, grit or otherwise.
- b. The transportation of materials, goods and commodities to and from the land.
- c. Obstruction of any public footway or highway.
- d. Appearance of any building, works or materials.
- e. Any accumulation of vegetation, building debris or other unwanted material must be disposed of by removal from the site in an approved manner. No burning of such materials on site will be permitted unless approved in writing by the Council's Manager of Development and Environmental Services.

16) Public roadways 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.

17) 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 Works and Technical Services.

Hours of Operation

18) The use or development must only operate between the following hours unless otherwise approved by Council's Manager of Development and Environmental Services:

Monday to Friday	7:00 a.m. to 7:00 p.m.
Saturday	8:00 a.m. to 5:00 p.m.
Sunday and State-wide public holidays	10:00 a.m. to 4:00 p.m.

The following advice applies to this permit:

- A. This permit does not imply that any other approval required under any other legislation has been granted.
- B. This Planning Permit is in addition to the requirements of the Building Act 2016. Approval in accordance with the Building Act 2016 is required to be obtained prior to construction.
- C. A separate permit is required for any signs unless otherwise exempt under Council's planning scheme.

CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell	√	
Clr DF Fish	√	
Clr D Marshall	√	

11.1.2 DEVELOPMENT APPLICATION (DA 2017/104) FOR AQUATIC CENTRE AT 18 CHURCH STREET, OATLANDS (CT46931/1), 68 HIGH STREET OATLANDS (CT148205/1) & 70 HIGH STREET, OATLANDS (CT41274/3), OWNED BY SOUTHERN MIDLANDS COUNCIL

DECISION

Moved by Deputy Mayor A Green, seconded by Cllr D Marshall

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 (DA 2017/104) for an Aquatic Centre at 18 Church Street, Oatlands (CT46931/1), 68 High Street Oatlands (CT148205/1) & 70 High Street, Oatlands (CT41274/3), owned by Southern Midlands Council 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 letter or the date of the last letter to any representor, which ever is later, in accordance with section 53 of the land Use Planning And Approvals Act 1993.**
- 3) The development must proceed in the order of stages shown on the endorsed plans unless otherwise agreed in writing by Southern Midlands Council.**
- 4) Prior to completion, all land titles that are the subject of this application shall be modified and/or adhered to wholly contain the development.**

Hours of Operation

- 5) The use or development, including commercial vehicle movements such as deliveries, must only operate between the following hours:**

Monday to Saturday	6:00 a.m. to 10:00 p.m.
Sunday and State-wide public holidays	7:00 a.m. to 9:00 p.m.

Amenity

- 6) 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.**
- 7) The developer/operator shall seek written approval from Council prior to the installation of any external CCTV or other security cameras and security lighting on the land. All external security devices shall be sympathetic to the amenity of neighbouring residents.**

Environment

- 8) Prior to works commencing, the recommendations of the report *SMC Oatlands Works Depot Site History Report and Sampling Analysis and Quality Plan 2017* must be fully implemented to the satisfaction of the Environmental Health Officer.
- 9) Prior to first use of the development a noise assessment of the plant and equipment to be installed on the site must be submitted and any recommendations implemented to the satisfaction of the Council's Manager of Development and Environmental Services.
- 10) Noise emissions from the use or development must be managed to the degree necessary to ensure that an environmental nuisance is not caused.

Landscaping

- 11) The landscaping works must be completed in accordance with the endorsed landscape plan and to the satisfaction of Council's Development Assessment Committee within three (3) months of the first use of the development. All landscaping must continue to be maintained to the satisfaction of Council.

Parking and Access

- 12) At least thirty six (36) 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.
- 13) At least two (2) of the required parking space(s) must be provided for the use of people with disabilities as close as practicable to (a) suitable entrance(s) to the building. The parking space(s) must be signed and marked out to indicate that the space(s) is only for use by persons with disabilities and must be designed in accordance with Standards Australia (2004): Australian Standard AS 2890.1 - 2004 – Parking Facilities Part 1: Off Street Car Parking; Standards Australia, Sydney.
- 14) The areas set-aside for parking and associated access and turning must have:
 - a. A driveway access with a minimum 3 metres internal width and an average maximum longitudinal grade of 1 in 5 (20%) or, if the topography makes this impractical, an absolute maximum longitudinal grade of 1 in 4 (25%).
 - b. on site to allow that vehicles enter and leave the parking space in a single manoeuvre and enter and leave the site in a forward direction.
 - c. An all weather pavement constructed and surfaced to the satisfaction of the Council's Manager of Development & Environmental Services.
 - d. Line-marking or some other means to show the parking spaces to the satisfaction of Council.
 - e. Drainage discharging to the stormwater system in accordance with the requirements of a plumbing permit issued by the plumbing Permit Authority.
- 15) The vehicle access from the carriageway of the road onto the subject land must be located and constructed using an uncoloured reinforced concrete pavement in accordance with the construction and sight distance standards shown on standard drawings SD 1003 and SD 1012 prepared by the IPWE Aust. (Tasmania Division) and to the satisfaction of Council's Manager of Development and Environmental Services.

16) A parking plan prepared and certified by a qualified civil engineer or other person approved by Council's Manager of Development and Environmental Services must be submitted to Council prior to or in conjunction with lodgement of a Building Application. The parking plan is to include:

- pavement details,
- design surface levels and drainage,
- turning paths,
- dimensions

and shall form part of the permit when approved.

17) All parking and associated turning, loading and unloading areas and access must be constructed in accordance with the approved parking plan.

18) The completed parking and associated turning, loading and unloading areas and access must be certified by a practicing civil engineer to the effect that they have been constructed in accordance with the endorsed drawings and specifications approved by Council before the use commences.

19) All areas set-aside for parking and associated turning, loading and unloading areas and access must be completed before the use commences or the building is occupied and must continue to be maintained to the satisfaction of the Council's Manager of Development and Environmental Services.

20) Car park lighting must be designed to ensure light pollution is minimised to the satisfaction of Council's Manager of Development and Environmental Services.

Services

21) 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.

22) The developer is to provide a stormwater management plan, including detailed stormwater calculations, prior to, or in conjunction with, with the building plans for approval by Council's Manager of Development and Environmental Services. Any upgrading of downstream infrastructure identified in the report is to be undertaken at the developers cost.

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

24) The developer is to provide treatment to all stormwater from the site, including the reduction of gross pollutants and hydrocarbons using best practice environmental management, to the satisfaction of Council's General Manager.

Heritage

25) In the event of the uncovering potentially significant archaeology, during the works, the developer must cease the activity immediately contact Council's Manager of Heritage Projects (Mr Brad Williams, 6254 5000) for further advice and procedure before works, related to the particular site, can continue. Any subsequent documentation and management of archaeology must be to the satisfaction of the Manager of Heritage Projects.

Taswater

- 26) Pursuant to the Water and Sewerage Industry Act 2008 (TAS) Section 56P (2) (b) TasWater impose conditions on the permit as per Form PL05P (attached).

Protection of Water Quality

- 27) Before any work commences a soil and water management plan (SWMP) prepared in accordance with the guidelines *Soil and Water Management on Building and Construction Sites*, by the Derwent Estuary Programme and NRM South, must be approved by Council's Development and Environmental Services before development of the land commences (refer to advice below). The SWMP shall form part of this permit when approved.
- 28) Before any work commences install temporary run-off, erosion and sediment controls in accordance with the recommendations of the approved SWMP and maintain these controls at full operational capacity until the land is effectively rehabilitated and stabilised after completion of the development in accordance with the guidelines *Soil and Water Management on Building and Construction Sites*, by the Derwent Estuary Programme and NRM South and to the satisfaction of Council's Development and Environmental Services.

Construction Amenity

- 29) 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.

- 30) 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, vapour, 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.
- 31) 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.
- 32) 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 Manger of Works and Technical Services.

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 is required to be obtained prior to construction.
- C. Any containers located on site for construction purposes are to be removed at the completion of the project unless the necessary planning and building permit have been obtained by the developer/owner. Materials or goods stored in the open on the site shall be screened from view from people on adjoining properties, roads and reserves.
- D. A separate permit is required for any signs unless otherwise exempt under Council's planning scheme.

CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell		√
Clr DF Fish	√	
Clr D Marshall	√	

11.2 SUBDIVISIONS

Nil.

11.3 MUNICIPAL SEAL (Planning Authority)

11.3.1 COUNCILLOR INFORMATION:- MUNICIPAL SEAL APPLIED UNDER DELEGATED AUTHORITY TO SUBDIVISION FINAL PLANS & RELATED DOCUMENTS

Nil.

11.4 PLANNING (OTHER)

11.4.1 CONSIDERATION OF COMPLAINT: NOTICE OF SUSPECTED CONTRAVENTION OF THE PLANNING SCHEME PURSUANT TO SECTION 63B OF THE LAND USE PLANNING & APPROVALS ACT 1993: STORNOWAY QUARRY, MANGALORE

DECISION

Moved by Cllr E Batt, seconded by Deputy Mayor A Green

THAT, in response to the Notice of suspected contravention of the Planning Scheme pursuant to Section 63B of the *Land Use Planning & Approvals Act 1993* pertaining to alleged expansion of the Quarry at 294 Black Brush Road in contravention of the permit DA 2013/32:

- (a) It be determined that there is no contravention of the Permit DA 2013/32;**
- (b) No charges be brought against the operator of the quarry;**
- (c) No planning infringement notice or planning enforcement notice be issued to the operator of the quarry;**
- (d) The complainant be advised of the above and of their right to commence civil enforcement proceedings at the Resource Management & Planning Appeals Tribunal under Section 64 of the Act if they wish to take the matter further.**

CARRIED

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

12. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – INFRASTRUCTURE)

12.1 Roads

12.1.1 DUST SUPPRESSANT (APPLICATION OF A ROAD SEAL) – POLICY DEVELOPMENT

DECISION

Moved by Cllr R Campbell, seconded by Cllr D Marshall

THAT the draft Policy entitled ‘Dust Suppressant (Application of a Road Seal)’ be considered with the intention of final adoption at the January 2018 Council Meeting.

CARRIED

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

12.2 Bridges

Nil.

12.3 Walkways, Cycle ways and Trails

Nil.

12.4 Lighting

Nil.

12.5 Buildings

Nil.

12.6 Sewers

Nil.

12.7 Water

Nil.

12.8 Irrigation

Nil.

12.9 Drainage

Nil.

12.10 Waste

Nil.

12.11 Information, Communication Technology

Nil.

Jack Lyall (Manager, Works & Technical Services) entered the meeting at 2.57 p.m.

12.12 Officer Reports – Works & Technical Services (Engineering)

12.12.1 MANAGER - WORKS & TECHNICAL SERVICES REPORT

Author: MANAGER WORKS & TECHNICAL SERVICES (JACK LYALL)

Date: 7 DECEMBER 2017

ROADS PROGRAM

Maintenance grading is continuing. One grader is working in the Stonehenge and Buckland Road areas. The other grader has been repairing storm damage in the Colebrook area.

Road drainage is being undertaken on East Bagdad Road in readiness for a re-seal.

Woodsdale Road patching has ceased at present due to the recent heavy rains of 130-160mm.

Roadside mowing has commenced in the Broadmarsh/Elderslie area, also in Mangalore, Bagdad and Campania areas.

Roadside mowing has been completed in the Tunbridge area, Glen Morey Road, Bowhill Road, Interlaken Road and Stonor Road.

General maintenance is continuing in other areas.

Road Traffic Counter

The Road Traffic Counter has recently been located on Rhyndaston Road. The traffic counter is now installed on Woodsdale Road (Whitefoord end).

WASTE MANAGEMENT PROGRAM

All sites operating well. Extra waste is still being received at Campania.

The Manager – Works & Technical Services raised the issue of Tasrail accessing the property adjacent to the Colebrook Recreation Ground for storage of materials.

QUESTIONS WITHOUT NOTICE TO MANAGER, WORKS & TECHNICAL SERVICES

Clr Campbell – expressed appreciation to Council staff for repairing section of Lower Marshes Road (as raised at previous meeting).

Clr Campbell – raised concern regarding the condition of the property (i.e. long grass and untidy) where the Mud walls are situated. It was advised that the Parks and Wildlife Service are responsible for this site.

Clr Campbell – when will the ‘Wool Press’ be relocated to the Historical Society? It was advised that it is due for completion in late January 2018.

Clr Campbell – near the boundary with Central Highlands Council on Lower Marshes Road the side of roadway is infested with a variety of weeds.

Clr Marshall – expressed appreciation to Council staff for repairing culverts in Brown Mountain Road/Hungry Flats Road area so quickly after heavy rainfall.

Clr Batt – timeline for works to commence on Blackbrush Road? Advised that works are to commence approximately February/March 2018.

Clr Marshall – notification that the turn off at Brown Mountain Road is overgrown near the crest, requires attention.

Mayor Bisdee OAM – advised that the road repair material on Woodsdale Road (below football ground) has lifted since recent heavy rainfalls.

Mayor Bisdee OAM – any progress on Swan Street footpath? The meeting was informed that there is general agreement to proceed with the project as TasWater has not identified prior replacement of its pipeline in that vicinity as being a priority project.

Mayor Bisdee OAM – questioned the colour of the cladding on the wool press shelter. It was advised that the roof will be heritage red similar to the Historical Society building roof colour, and the base would be a cream colour.

DECISION

Moved by Clr R Campbell, seconded by Clr D Fish

THAT the Works & Technical Services Report be received and the information noted.

CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell	√	
Clr DF Fish	√	
Clr D Marshall	√	

Jack Lyall (Manager, Works & Technical Services) left the meeting at 3.13 p.m.

13. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – GROWTH)

13.1 Residential

Nil.

13.2 Tourism

Nil.

13.3 Safety

Nil.

13.4 Business

Nil.

13.5 Industry

Nil.

13.6 Integration

Nil.

**14. OPERATIONAL MATTERS ARISING (STRATEGIC THEME –
LANDSCAPES)**

14.1 Heritage

14.1.1 HERITAGE PROJECT PROGRAM REPORT

Nil due to officer being on leave.

14.2 Natural

14.2.1 LANDCARE UNIT – GENERAL REPORT

DECISION

Moved by Cllr R Campbell, seconded by Cllr D Fish

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

CARRIED

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

14.3 Cultural

Nil.

14.4 Regulatory (Other than Planning Authority Agenda Items)

Nil.

14.5 Climate Change

Nil.

15. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – LIFESTYLE)

15.1 Community Health and Wellbeing

Nil.

15.2 Youth

Nil.

15.3 Seniors

Nil.

15.4 Children and Families

Nil.

15.5 Volunteers

Nil.

15.6 Access

Nil.

15.7 Public Health

Nil.

15.8 Recreation

Nil.

15.9 Education

15.9.1 BAGDAD PRIMARY SCHOOL – VEHICLE PARKING AND TRAFFIC CONGESTION IN SCHOOL PRECINCT

DECISION

Moved by Cllr R Campbell, seconded by Cllr E Batt

THAT

- a) Council acknowledge the extremely charitable and generous offer;
- b) In the first instance, Council seek to facilitate a communication process that brings together representatives from the Department of Education, Bagdad Primary School (and the School Association) and the property owners; and
- c) A further report, including recommendations, be provided to Council following these initial discussions.

CARRIED

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

15.10 Animals

15.10.1 ANIMAL MANAGEMENT REPORT

DECISION

Moved by Cllr D Fish, seconded by Deputy Mayor A Green

THAT the information be received.

CARRIED

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

16. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – COMMUNITY)

16.1 Retention

Nil.

17. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – ORGANISATION)

17.1 Improvement

Nil.

17.2 Sustainability

17.2.1 COMMON SERVICES JOINT VENTURE UPDATE (STANDING ITEM – INFORMATION ONLY)

RESOLVED that the information be received.

17.2.2 SOUTH CENTRAL SUB-REGION COLLABORATION STRATEGY – STANDING ITEM

RESOLVED that the information be received.

17.2.3 COUNCIL COMMITTEES – COUNCILLOR MEMBERSHIP

DECISION

Moved by Deputy Mayor A Green, seconded by Cllr D Marshall

THAT Council:

- a) appoint Cllr E Batt as the replacement proxy representative to the Tunnack Recreation Ground Management Committee; and
- b) confirm that a replacement proxy representative to the Oatlands Aquatic Centre Committee / Working Group is not required.

CARRIED

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

17.2.4 COMMUNITY SHED OATLANDS – COMMITTEE MEMBERSHIP

DECISION

Moved by Cllr R Campbell, seconded by Cllr D Fish

THAT Council:

1. Note the Report;
2. Reduce the existing quorum from four to three Members and document it in the Memorandum of Understanding;
3. The vacancy for RPHS be changed to, Membership by a Health Service, therefore recommend Tracey Turale Health Promotion Coordinator Central Highlands & Southern Midlands be appointed to that position;
4. An additional Community Rep position be established with the person taking up that person being Penny Duggan.

CARRIED

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

Public Question Time (3.30 p.m.)

Ten (10) members of the public were in attendance during Public Question Time.

Councillors were advised that, at the time of issuing the Agenda, no Questions on Notice had been received from members of the Public.

Mayor A E Bisdee OAM then invited questions from members of the public in attendance.

John Hay – Green Ponds Progress Association

Question regarding correspondence sent to Council in relation to a request for a community bus.

The General Manager advised that this item will be considered and a report put to the January 2018 Council meeting.

Question regarding the grandstand at Kempton Recreation Ground and maintenance required.

The General Manager advised that these works will be assessed as part of the maintenance program.

Question regarding dogs on the Kempton Recreation Ground.

The General Manager advised that additional signage is to be erected advising that dogs are not permitted on the playing surface within the Recreation Ground property.

Robert Chapman - Oatlands

Question regarding the Mill site and is it fully closed? Is there public access to the granary/interpretation building etc.?

The Mayor advised that the Visitor Centre/Mill Cafe is now permanently closed but milling operations are continuing as normal. The General Manager further advised that the granary building and toilets are open to the public on the days Mill/packing staff are on-site.

Question regarding the Aquatic Centre development and following research on other Councils that run local pools, the general conclusion is that Council's run pools at a loss. What will be the rate burden?

The General Manager advised that Council are yet to determine the final running expenses for the new aquatic centre development and this will be considered in full detail in the new-year. It was further indicated that basically all Council pools, including community halls, recreation grounds and similar community infrastructure incur a loss. This is based on the recognition that these are community services generally provided and funded by local government services.

Rowena McDougall - Baden

Question as to why Council have a planning scheme with special provisions, specifically in regard to the Oatlands Aquatic Centre development which will have eco ply that does not comply with the heritage code.

Ms McDougall advised that she is struggling to understand the logic, common sense and the equity. Where do Council draw the line, I thought a planning scheme applied to every proponent equally? It appears to be applied to everyone else but not applied to a Council development.

The Mayor advised that the development has been fully assessed and it is considered appropriate. The General Manager commented that the development application has now been approved by Council and any subsequent debate or discussion should take place through the appeal process that is available to respondents.

Jayne Paterson - Oatlands

Circulated a handout to Councillors showing how the Aquatic Centre plant room will look from South Parade.

Question regarding the Building Assets Schedule and the property shown as 'Works-Oatlands – South Parade, Oatlands – use as Administration'. Believes this is used by the community car for the RSL. Is this a sweetheart deal with the RSL and are they paying any rent to Council?

The General Manager advised that this building is used to house the Oatlands RSL Sub-Branch transport vehicle. It was confirmed that no rental is charged recognising the community benefit.

Asking the question on behalf of someone else - is the Council in the process of acquiring 9 Barrack Street?

The General Manager advised that 9 Barrack Street is the Police residence property that adjoins the Oatlands Gaolers residence. Whilst Council is not purchasing the entire property, consideration is to be given to purchasing a small section along the rear boundary (approx. 130 m2) which is presently fenced within the Gaol property. Setback of the fence was done a number of years ago with consent from Tas Police however given that the property is likely to be sold, it is appropriate that the boundary be formally adjusted between the two properties.

Margaret Headlam - Tunbridge

Following closure of the Mill café, what decisions did you make as to where people will go and where are they directed to and how it is explained that it is closed?

It was advised that signage and information notices have been placed on the doors at the Visitor Centre. Council has also had communications with all business operators that wish to stock Council tourism related brochures. In addition, the Oatlands Newsagency has introduced a 'visitor information' service and will be operating consistent with being a 'white i' service.

Craig Williams- Rekuna

The intersection at the end of Tea Tree Road (Department of State Growth Road) is a hazard when turning right into Tea Tree Road (travelling from Campania to Richmond). The left hand side needs to be made 'no parking' and a sealed section to turn into Tea Tree Road.

Issue to be referred to the Department of State Growth for consideration.

Blackbrush Road / Banticks Road junction – when turning into Bantick's Road there is a steep drop off section. This causes vehicles to cut the corner. Would Council consider sealing a short section and linemarking the junction?

Location to be assessed.

When are the trees on 1384 Tea Tree Road getting planted? It is a month past the due date and nothing has happened.

David Cundall (Manager Development & Environment Services) advised that the Landowner has been put on notice, majority of the trees are dead. Council will action.

Question regarding containers located on the same site and the \$318.00 fine for 17 containers. Is this fine per day, per container etc?

It was advised that Council will provide a written response.

Terry Loftus – Southern Midlands Regional News

A Media Enquiry was submitted on the 16th November requesting a number of Council documents, when will these be made available?

The General Manager advised that some of the documents requested have been previously provided to Southern Midlands Regional News.

Glenda Pengelly - Tunbridge

Expressed her appreciation to Mayor Bisdee regarding his assistance with Telstra to try and rectify the problems being experienced in the Tunbridge area.

Advice that a deceleration lane is required when departing Tunbridge (southern entrance). It is very dangerous trying to pull out onto the highway.

Issue to be referred to the Department of State Growth for consideration.

Mrs Pengelly informed the meeting that she has volunteered as a visitor guide for Oatlands by registering her details on a particular website (specific details not available).

Advice of a fire hazard at the end of Victoria Street, Tunbridge (Crown land) - high grass and this fire hazard needs attention.

Council will investigate and action.

Advice that Northern Midlands Council will pay Southern Midlands Council to maintain an area near the Tunbridge bridge.

Craig Williams – Rekuna

Questioned why residents in the Rekuna / Tea Tree area don't have a roadside collection service?

The General Manager advised that a cost can be obtained from Council's Contractor to provide the service in this location. A survey of residents will then be undertaken to confirm that ratepayers in this location are prepared to pay the additional annual charge. The outcomes of the survey will be used as the basis for determining whether the service will be introduced.

*The meeting was adjourned for a short break at 4.06 p.m.
The meeting reconvened at 4.22 p.m.*

17.2.5 SOUTHERN MIDLANDS COMMUNITY SMALL GRANTS 2017/18

DECISION

Moved by Cllr A Bantick, seconded by Cllr R Campbell

THAT Council

1. Note the Report; and
2. Agree to fund the grant application under the SM Community Small Grants Program 2017 from the Levendale Hall Committee Inc. for \$1,500.00, given:
 - a. the Application arrived at Council within the application receipting period;
 - b. the Application complies with all of the categories and requirements of the Grant Program; and
 - c. this would have been a high ranking Application under the Council's scoring assessment process which would have seen the project being funded under normal circumstances; and
3. Agree that the extra over non budgeted funding of \$697.00 be drawn from the Facilitates & Recreation Committee 2017/18 maintenance budget

CARRIED

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

17.2.6 LEASE RENEWAL – MIDLANDS MEMORIAL COMMUNITY CENTRE – 68 HIGH STREET, OATLANDS

Human Resources & Financial Implications – The rental charged for the MILE/OCA building under the original lease agreement was \$4,160.00pa. It is noted that MILE/OCA paid all outgoings as well under that original lease agreement. The 2017/18 Council Rates and Charges amount to \$2,038. TasWater Charges for 2017/18 amount to \$961 for the full year.

Council did provide an Annual Grant to MILE of \$7,000.

As such the new Lease Agreement relationship is that no grant will be provided by Council, a rental of \$1pa will be received from OCA and in respect of “outgoings”, only extra over the normal service usages would be recovered by Council. Therefore the financial relationship now between SMC & OCA is effectively cost neutral.

DECISION

Moved by Cllr D Marshall, seconded by Cllr R Campbell

THAT Council:

- 1. Note the Report; and**
- 2. Agree to enter into a one year lease agreement with the Oatlands Community Association Inc, with an option of a further three years as detailed with the enclosed proposed lease agreement.**

CARRIED

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

17.2.7 POLICY REVIEW – HUMAN RESOURCE MANAGEMENT – RECRUITMENT POLICY & PROCEDURES AND SELECTION POLICY & PROCEDURES

DECISION

Moved by Cllr E Batt, seconded by Cllr D Marshall

THAT Council:

- 1. Receive and note the report; and**
- 2. Consider draft version 2 of the Recruitment Policy & Procedures for adoption at the January 2018 Council meeting; and**
- 3. Consider draft version 2 of the Selection Policy & Procedures for adoption at the January 2018 Council meeting.**

CARRIED

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

Cllr R Campbell left the meeting at 4.35 p.m.

17.2.8 TABLING OF DOCUMENTS

Nil.

17.3 FINANCES

17.3.1 MONTHLY FINANCIAL STATEMENT (NOVEMBER 2017)

DECISION

Moved by Clr E Batt, seconded by Clr D Fish

THAT the Financial Report be received and the information noted.

CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr DF Fish	√	
Clr D Marshall	√	

18. MUNICIPAL SEAL

Nil.

19. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

Council to address urgent business items previously accepted onto the agenda.

19.1 MUNICIPAL SEAL - FORMAL SIGNING/SEALING OF SITE LEASE (OPTUS MOBILE PTY LTD) (CT 162947 FOLIO 5)

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 12 DECEMBER 2017

Enclosure:

Lease – Plan of Survey

ISSUE

Council to authorise execution of a Lease relating to the erection of Optus mobile telecommunications infrastructure on existing Vodafone Tower situated on land at Campania (CT 162947 Folio 5).

BACKGROUND

Councillors will recall entering into a Lease with Vodafone Network Pty Ltd to enable the construction of a Mobile Communications Tower at Campania. This included access to the site which is via Water Lane (past the Campania Cemetery). That lease commenced on 7th May 2017 and is for a period of 10 years. It is capable of being extended for a further term of 10 years. This lease was for an amount of \$10,000 increased by 3 percent per annum.

The Vodafone lease permits subletting of the Premises with written consent from the Lessor.

DETAIL

Optus Mobile Pty Ltd has secured the necessary approvals from Vodafone to erect additional mobile communications on the existing Tower.

A new Lease between Optus Mobile Pty Ltd and the Southern Midlands Council has been prepared. Basically it provides access to the exiting Tower and includes a separate parcel of land totalling 4.5 m² adjoining the Vodafone leased area (refer attached Plan).

It is confirmed that Abetz Curtis have reviewed the draft, and following minor amendments, it is confirmed that the Lease is suitable for execution.

The initial term has been adjusted to 9 years and 5 months (i.e. to match the existing Vodafone lease) and the subsequent term is 10 years.

The formal rental valuation (Opteon property Group) was assessed at \$8,000 per annum (pro-rata for first year) indexed at 3.0% per annum. This has been agreed by Optus Mobile Pty Ltd.

Human Resources & Financial Implications – refer above detail.

Community Consultation & Public Relations Implications – NA

Website Implications – N/A

Policy Implications - NA

RECOMMENDATION

THAT Council Sign and Seal the Lease Agreement between Optus Mobile Pty Ltd and the Southern Midlands Council.

DECISION

Moved by Cllr D Marshall, seconded by Deputy Mayor A Green

THAT Council Sign and Seal the Lease Agreement between Optus Mobile Pty Ltd and the Southern Midlands Council.

CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Cllr A Bantick	√	
Cllr E Batt	√	
Cllr DF Fish	√	
Cllr D Marshall	√	

DECISION

Moved by Clr D Fish, seconded by Clr A Bantick

THAT the Meeting be closed to the public to consider Regulation 15 matters, and that members of the public be required to leave the meeting.

CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr DF Fish	√	
Clr D Marshall	√	

CLOSED COUNCIL MINUTES

20. BUSINESS IN “CLOSED SESSION”

20.1 CLOSED COUNCIL MINUTES - CONFIRMATION

In accordance with the Local Government (Meeting Procedures) 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15 (2) of the Local Government (Meeting Procedures) Regulations 2015.

20.2 APPLICATIONS FOR LEAVE OF ABSENCE

In accordance with the Local Government (Meeting Procedures) 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15 (2) (h) of the Local Government (Meeting Procedures) Regulations 2015.

20.3 AUDIT PANEL MINUTES - CONFIRMATION

In accordance with the Local Government (Meeting Procedures) 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15 (2) of the Local Government (Meeting Procedures) Regulations 2015.

In accordance with Regulation 15(8) of the Local Government (Meeting Procedures) Regulations 2015, Council authorise the release of this report and decision and it be included in the Open Minutes of the Meeting.

20.4 PROPERTY MATTER - OATLANDS

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 5 DECEMBER 2017

Attachment:

Photograph showing boundary

ISSUE

DEPARTMENT OF POLICE, FIRE AND EMERGENCY MANAGEMENT – PURCHASE PART OF 9 BARRACK STREET, OATLANDS (CT 168882 FOLIO 1)

Council to approve purchase of that part of 9 Barrack Street, Oatlands which is fenced within the Oatlands Gaol property, being 3 Mason Street, Oatlands.

BACKGROUND

The Oatlands Gaol property (front entrance) adjoins 9 Barrack Street, Oatlands.

Prior to the commencement of substantial restoration works, an informal agreement was negotiated with Tasmanian Police which resulted in the relocation (i.e. set back) of the existing paling fence and the demolition of an old outbuilding on the south-east corner of the police property. The intent of this was to enhance the front entry to the Gaoler's Residence and improve the overall view of the property. At that time, a Police Officer lived in the police residence and from the Department's perspective, there was no need to formally amend the Title boundaries via a boundary adjustment.

Under section 175 of the *Local Government Act 1993*, a council may purchase land for any purpose which it considers to be of benefit to the council or the community.

DETAIL

The Department of Police, Fire and Emergency Management has advised that 9 Barrack Street is now surplus to requirements and at some stage the Department intends to place the property on the market.

Prior to any future sale, it is necessary to formalise the new boundaries (i.e. via a boundary adjustment) and in doing so, this will require Council to purchase the area of land that is to be transferred from the Crown to Council.

The Valuer-General has assessed the property, and based on an approximate area of 129 m² of land to be transferred, a value of \$5,000 has been determined. In addition, Council would be responsible for the costs associated with survey, legal and title adjustments.

The Department has approached Council seeking to progress the boundary adjustment and transfer process.

The attached photograph shows the new boundary.

Human Resources & Financial Implications – Refer above detail.

Budget - In terms of budget, a Capital budget allocation of \$5,351 (identified for minor capital works) was carried forward from the previous financial year. This will be the source of funds to progress with the property acquisition.

Community Consultation & Public Relations Implications – N/A

Policy Implications – N/A

Priority - Implementation Time Frame – N/A

RECOMMENDATION

THAT Council:

1. Approve the purchase of 129 m2 (approximate) which forms part of 9 Barrack Street, Oatlands from the Department of Police, Fire and Emergency Management for an amount of \$5,000; and
2. Progress the boundary adjustment and transfer of ownership process.

DECISION

Moved by Clr E Batt, seconded by Deputy Mayor A Green

THAT Council

1. **Approve the purchase of 129 m2 (approximate) which forms part of 9 Barrack Street, Oatlands from the Department of Police, Fire and Emergency Management for an amount of \$5,000; and**
2. **Progress the boundary adjustment and transfer of ownership process.**

CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr DF Fish	√	
Clr D Marshall	√	

DECISION

Moved by Deputy Mayor A Green, seconded by Clr D Fish

THAT, in accordance with Regulation 15(8) of the *Local Government (Meeting Procedures) Regulations 2015*, Council authorise the release of this report and decision and it be included in the Open Minutes of the Meeting.

CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr DF Fish	√	
Clr D Marshall	√	

ATTACHMENT
Agenda Item 20.4



20.5 COUNCILLOR QUESTION TIME

In accordance with the Local Government (Meeting Procedures) 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15 (2) of the Local Government (Meeting Procedures) Regulations 2015.

DECISION

Moved by Cllr A Bantick, seconded by Deputy Mayor A Green

THAT Council move out of “Closed Session”.

CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Cllr A Bantick	√	
Cllr E Batt	√	
Cllr DF Fish	√	
Cllr D Marshall	√	

OPEN COUNCIL MINUTES

21. CLOSURE

The meeting closed at 4.58 p.m.

SOUTHERN
MIDLANDS
COUNCIL



AGENDA ITEM 4.2

Annual General Meeting

MINUTES

Wednesday, 13th December 2017
5.03 p.m.

Municipal Offices
85 Main Street, Kempton

DRAFT

MINUTES
ANNUAL GENERAL MEETING
OF THE SOUTHERN MIDLANDS COUNCIL
Wednesday 13th December 2017 at the Municipal Office,
85 Main Street, Kempton at 5.03 p.m.

1. OPENING/WELCOME

Mayor Anthony Bisdee OAM opened the Southern Midlands Council Annual General Meeting and welcomed those present.

2. APOLOGIES

Clr R Campbell, Mr John Jones (Kempton)

3. ATTENDANCE

Councillors: Mayor AE Bisdee OAM, Deputy Mayor A Green, Clr A Bantick, Clr E Batt, Clr D Fish, Clr D Marshall

Officers: Tim Kirkwood (General Manager), Andrew Benson (Deputy General Manager), David Cundall (Manager, Development & Environment Services), Jack Lyall (Manager, Works & Technical Services), Elisa Lang (Executive Assistant)

Residents: Rowena McDougall (Baden), Margaret Headlam (Tunbridge), Craig Williams (Rekuna), Nan Bray (Oatlands), Terry Loftus (Southern Midlands Regional News)

4. MEETING PROCEDURES

Refer Attachment 1.

5. 2016/2017 ANNUAL REPORT & 2016/2017 GENERAL PURPOSE FINANCIAL REPORT

5.1 Mayor's Report

Mayor A E Bisdee OAM presented the 2016/2017 Annual Report, incorporating the 2016/2017 General Purpose Financial Report.

DECISION

Moved by Clr E Batt, seconded by Deputy Mayor A Green

THAT the Annual Report for the year ending 30th June 2017 incorporating the 2016/2017 General Purpose Financial Report be received.

CARRIED

Note:

The following minor amendments are to be made to the 2016/17 Annual Report:

- *Page 80 - Attendance at Council and Council Committee Meetings Statement - Facilities and Recreation Committee – non-members of the Committee (i.e. Mayor / Deputy Mayor / Cllr B Campbell and Cllr D Marshall) to be shown as N/A.*
- *Inclusion of a statement relating to advertising the availability of the Annual Report (section 72 (2) of the Local Government Act 1993).*

6. STRATEGIC PLAN 2014-2023

6.1 Invitation to provide comment on Council's Strategic Plan

Members of the public are encouraged to provide comment on the 2014-2023 Strategic Plan at any time.

6.2 Questions/Discussion on Strategic Plan

The General Manager advised that a major review of the Strategic Plan will occur in the first half of 2018. This review will include extensive community consultation and the opportunity to provide comment on the Strategic Plan is welcome at any time.

7. DISCUSSION ITEMS ON NOTICE

Nil.

8. DISCUSSION ITEMS WITHOUT NOTICE

NAN BRAY (OATLANDS)

Acknowledged and thanked Council for assistance provided to the Oatlands Community Association. It was noted that the comments were from an individual perspective and not as Chair of the Advisory Committee of the Southern Midlands Regional News.

Question 1 – Question regarding advertisement of the Annual General Meeting and was it only advertised in the Mercury newspaper? Believes that the AGM should be more widely advertised for members of the community.

It was advised that the AGM was advertised in The Mercury and on Council's website.

Question 2 - Question regarding the Financial Statement(s) included in the Annual Report (page 79) and the commentary that 50% of the 2017/18 Commonwealth Financial Assistance Grant was received in advance.

It was advised that the Australian Government advanced approximately half of the 2017/18 grant entitlement at the end of June 2017. Council is required to include the income in the period that it is received (as opposed to the period to which it relates). This obviously impacts on the financial outcome for the relevant periods.

Question 3 - Question regarding the Strategic Plan and the future of the Callington Mill precinct. It was confirmed that Council has had discussions with Mr Ibrahim who has expressed an interest in sub-leasing the site. It was questioned whether Council considered a tender or expression of interest process for management / operation of the precinct?

The General Manager advised that an Expression of Interest process was widely advertised when the Mill first opened which did not receive an overwhelming response. After considerable consideration, Council has elected to maintain a lease arrangement and enter into a sub-lease arrangement with Mr Ibrahim. Discussions are also occurring with the State Government (owners of the site).

ROWENA McDOUGALL (BADEN)

Question 1 – Question regarding Callington Mill precinct and whether Council have conducted due diligence in regard to the proposed sub-lessee? Believes than an expression of interest should have been advertised given that the tourism landscape in Tasmania has changed significantly since the last EOI process was advertised.

It was confirmed that Council has undertaken a due diligence process.

Question 2 – Request that the section on Donations within the Annual Report be amended to reflect that MILE Inc. was the recipient of the operational grant / subsidy in 2016/17 as opposed to the f the Oatlands Community Association Inc.

It was advised that this would be amended within the 2016/17 Annual Report.

Question 3 – In April 2016 Mr McDougall advised that she attended a Council meeting at Bagdad and spoke during public question time regarding public access to the Oatlands Court House and Gaolers Residence to have it open to the public as per the interpretation plan. When is the key card system going to be operational?

The General Manager advised that the key card system is very close to being finalised. There is some minor works remaining to be completed by the contractor and Council officers are currently working through the operational arrangements which are to be implemented. This includes confirming the places where access cards will be available.

CRAIG WILLIAMS (REKUNA)

Question 1 – Statement that it is good to see the work done recently by Council staff in cleaning out drains etc. in the area.

Question 2 – Question regarding maintenance grading of gravel roads. When roads are re-graded can Council employees remove the larger materials that may surface from the road pavement? Grices Road was cited as a recent example.

Question 3 - Statement that when a development application is considered by Council, Councillors need to ensure that they have fully read the detail and considered the implications as there are people and families that are impacted by such applications.

Question 4 – Question regarding when the Mayors apology regarding traffic offences will appear in the Council Newsletter?

The Mayor advised that this is a private matter and he is not prepared to answer.

TERRY LOFTUS (SOUTHERN MIDLANDS REGIONAL NEWS)

Questions regarding the appointment and re-appointment of the General Manager and a statement that it is best practice for the performance of the General Manager to be reviewed annually against agreed performance criteria.

Question 1 – Does the Southern Midlands Council have an established review process and what are the Key Performance Indicators that the Council assesses the General Managers performance?

Question 2 – Does Southern Midlands Council involve all elected members and employees in their General Manager review process?

Question 3 – Does the Southern Midlands Council believe that they are fully open, transparent and accountable while fully complying with Local Government legislation regarding the General Managers review?

Question 4 – Can the Southern Midlands Council provide details of the last time they report their General Managers review in agendas or minutes as required under the Local Government regulations, particularly regulation 15?

It was advised that the above questions are taken on notice.

9. CLOSURE OF MEETING

The meeting closed at 5.44 p.m.

MEETING PROCEDURES

1. The **Annual General Meeting** is in essence a Council meeting and will be **conducted in accordance with normal Council procedures** for the conduct of meetings; with the exception of course it is intended to make it as easy as possible for members of the public to have input so that maximum benefits is gained.
2. The **Mayor** is **Chairman** of the meeting.
3. The first part of the meeting comprises a presentation of an overview of:
 - (i) **the Annual Report**
 - (ii) **Financial Statement, and**
 - (iii) **the Strategic Plan**
4. At the **conclusion** of each of these presentations electors may ask questions.
5. **Questions and comments should be concise** to allow as many people as possible to have their input.
6. **No one is to be interrupted** whilst they are speaking.
7. You will be asked, as a matter of courtesy and for the minutes, to **identify yourself** before speaking.
8. **All discussion** will be addressed **through the chair**.
9. **No person may:**
 - (i) **make any personal reflection** on any Councillors, Council employee or member of the public;
 - (ii) **disrupt the meeting**; or
 - (iii) in the opinion of the Chairman, **use any offensive expression**.
10. If you intend to move a motion the following procedures apply: -
 - (i) All motions must be **moved and seconded** before debate is permitted.
 - (ii) In speaking to a motion, individuals may **speak only once** and for **no longer than 5 minutes**.
 - (iii) Voting is **by a show of hands**.
 - (iv) **Only electors of the Southern Midlands municipal area are entitled to vote**.
 - (v) A motion is passed by **half plus one of the electors present** voting in favour of it.
11. Any **resolution passed** at the Annual General Meeting **will be considered at the next ordinary meeting of Council**.

Subject: FW: no good for farming

From: [REDACTED]
Sent: Friday, 8 December 2017 6:08 AM
To: SMC Mail <mail@southernmidlands.tas.gov.au>
Subject: no good for farming

Dear General Manager

In the November Agenda Mr Cundal stated that the land at Pontville that is proposed for a Dog Training Facility was useless or words to that affect.

With the land on the other side of the Bypass which is the same now being used for growing medical hemp, new farming on useless ground.

- 1, What qualifications has Mr Cundall have to class farming ground
- 2, Is this Mr Cundals personal view or was professional view
- 3, Were Councilors given private information on this

Subject: FW: RE: FW: no good for farming

From: [REDACTED]
Sent: Tuesday, 19 December 2017 10:50 AM
To: Elisa Lang <elang@southernmidlands.tas.gov.au>
Subject: Re: RE: FW: no good for farming

Correction not Mr Cundall, Ms Tyson did the report, page 26 principal 7. Response was low agricultural value so this can be rezoned from significant agriculture to rural resource with the stroke of a pen. You can take this as a representation if Council wishes. However my question was and is what guarantee have land owners got when cancel zone a vast area then pick and choose which parts they develop.

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

Dear Mr Kirkwood

Notice of Draft Planning Scheme and Combined Permit Rezoning – Significant Agriculture to Rural Resource (RZ2017/02) & Development of a Greyhound Kennel Facility (DA2017/103) Lot 1 Rifle Range Road, Pontville & 466 Brighton Road, Mangalore.

The letter I received on the 8th December outlines the proposal for rezoning and development of land next door and behind my property at [REDACTED]

I understand that the 3 week period expires on the 16/1/2018 for residents to make representation regarding this development. I would like to submit my letter of concerns regarding the application, and the items I would like addressed at the next meeting.

- The consultation phase should also include meeting with all residents who will be affected by the development. I note in the council minutes that your objectives are to encourage public involvement and this can only be done by having community meetings that allow for true consultation where all parties can have a direct impact on the outcomes.
- The timing of the consultations is problematic, with residents winding up for the year, and some may even be away and unable to participate.
- The planning shows two kennels each housing 30 dogs; also it has the facility for further development. What is the number of dogs in this expansion, and what is the time frame for this part of the development?
- Is the facility going to be monitored 24 hours? If yes, by what capacity will it be monitored and by whom? If no, what are the hours the facility would be monitored?
- The Tas Racing Development Application 2.2.4 Heritage states a desk top reviews was completed by Aboriginal Heritage Tasmania. Why was there only a desk top review completed when the Council is aware of Aboriginal heritage areas discovered during the Brighton By-Pass construction?
- During the Brighton By-Pass construction Heritage Grasses were discovered what controls have been put in place to protect these Heritage Grasses?

- Traffic generation will increase significantly as per the table in 4.2.3, this road is currently unsealed. Why is the application not calling for a sealed road given it will now have 10-15 vehicles every hour during the opening hours?
- Some residents have livestock in this area, are the 1.8 metre fences as described in the application going to be installed around the whole perimeter?
- Why is the dog kennel structure not core-filled block to reduce the noise? Colour bond cladding will only amplify the noise.
- Noise emissions are not to exceed a time average 5dB (A) above the background noise, who will be monitoring these levels and what publications will be made available to the community? Has there been, or can there be, testing on a similar facility to check the noise emissions for consideration?
- Landscaping has to be completed within 6 month of operations commencing, why is this allowed in the application? I believe any noise reduction through landscaping should be completed before the opening of the facility. Can the landscaping also have a clause that ensures developed trees to ensure the soundproofing is immediately effective?
- What was the process for selecting this site, and what alternative sites were considered that may have been more suitable away from residents? (current dogs home is not in any residential area)
- Given the size of the property has careful consideration been given to building the compound at the maximum distance away from residential buildings?

My family purchased the property 18 years ago with a lifestyle in mind, one of space and peacefulness. This will now be affected dramatically with the new proposed changes to land use and the development.

Five years ago my husband made inquiries to your office in regard to the Zoning of our land and the land behind our property; he was told that it was not going to change.

My neighbour [REDACTED] has contacted the office of Lucy Thorne, who is the Senior Property & Planning Advisor at the Department of State Growth by email and telephone on numerous occasions.

[REDACTED] contacted Lucy Thorne on my behalf and that of the other neighbours, inquiring about purchasing a portion of the land behind the 3 of us.

Not once in any of the correspondence was [REDACTED] made aware of the government gifting the land for the greyhound kennel facility.

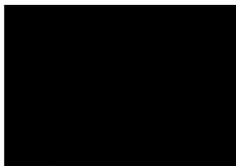
It's truly amazing what an upcoming election can do and how quickly things can change or be rushed through a local council.

I am seeking assurances from the Southern Midlands Council that this development and the process is,

- Fencing is secure to all properties surrounding the complex;
- Noise levels be kept to a minimum, and noise abatement processes be commenced before introducing the dogs to the environment;
- Regular checks in during the initial settling in period to ensure the noise abatement strategies are working;
- Information provided about the extension application, and what plans are in that to manage the noise;
- Roads are improved to allow for extra traffic;
- Open consultation with the community, where all parties can have an impact on the outcome;
- Full aboriginal review of the area and appropriate management of the site if any areas of interest are identified during the extended search process.

I look forward to your response.

Yours Sincerely



From: [REDACTED]
Sent: Monday, 8 January 2018 10:08 AM
To: Jacqueline Tyson
Subject: Permit Application DA 2017/103 Greyhound Rehoming Complex
Attachments: greyhound kennel complex.docx

Hi Jacqui,

Please see the attached letter of concern/objection with regard to the Permit Application DA 2017/103 Greyhound Rehoming Complex, Rifle Range Rd, Pontville & 466 Brighton Rd, Mangalore.

It would be appreciated if you could acknowledge receipt of my submission/letter and also if I could be notified of any further information in relation to this application as I believe my property will be directly affected by the granting of this application even though my property at [REDACTED] Pontville does not share a boundary fence with the proposed Kennel Facility. It is in the same Road on the other side of the street from the proposed kennel facility.

Regards,

[REDACTED]



Virus-free. www.avast.com

8th January 2018

Planning Permit No: DA 2017/103

Domestic Animal Breeding, Boarding & Training – Greyhound Kennel Complex
(rehoming centre)

Rifle Range Rd, Pontville & 466 Brighton Rd, Mangalore

To whom it may concern,

As a resident and the owner of residential property at [REDACTED] I would like to submit my concern in relation to the abovementioned permit application for a Greyhound Kennel Complex.

My concern is with regard to the noise that will be generated by the dogs located at this facility and the impact that the noise will have on us at our location.

Currently living in a quite semi-rural location my concern that the peace and quiet of the area will potentially be disturbed by the constant barking of the dogs located at this proposed facility. We also run a bed and breakfast business from our residence which may be adversely affected if we are able to hear the dogs from our residence. Our guests choose to stay in a semi-rural location for the peace and tranquillity that the location has to offer amongst other reasons such as the heritage nature of our home, being that it is a heritage listed building of significance in the town of Pontville.

I acknowledge that the council permit under the condition Noise (18) makes note of the emissions and need for the permit holder to comply with specific noise levels however I have read this and as a lay person this does not explain to me if the noise level will be one that I will be able to hear from my property or not.

I seek clarification from the council and/or persons applying for this permit as to how I will be affected with regard to the noise that is predicted to come from this property as a result of the dogs which will be homed there.

Yours Sincerely,

[REDACTED]

From: [REDACTED]
Sent: Monday, 15 January 2018 9:04 PM
To: SMC Mail
Cc: [REDACTED]
Subject: Representation regarding DA2017/103



15th January 2018

General Manager

Po Box 21

Oatlands Tas 7120

mail@southernmidlands.tas.gov.au

Representation regarding DA2017/103

We are not in support of the location of the proposed Greyhound Kennel Complex.

Living in a rural area noise carries very easily, especially on a still night. The location of the proposed complex is in a valley and noise from peacocks adjacent to the site can be heard some distance away. The noise from dozens of barking dogs will substantially affect our quality of life.

The potential for an increase in dust, flies and other insects resulting from a large number of dogs will also impact us adversely. **AGENDA ITEM 11.1.1**

These impacts also have the potential to negatively impact the value of our property.

The Southern Midlands council refused a proposal for a 50 kennel facility and training track approximately 2km north of the current Greyhound Kennel Complex proposal. This was approximately 20 years ago.

Consideration of the quality of life of residents and rate payers in the area should be taken into account when deciding to approve this proposal.

Kind regards,



From: [REDACTED]
Sent: Monday, 15 January 2018 5:18 PM
To: SMC Mail
Cc: [REDACTED]
Subject: Notice of Draft Planning Scheme Amendment and Combined Permit Rezoning – Significant Agriculture to Rural Resource (RZ2017/02) and Development of a Greyhound Kennel Facility (DA2017/103)
Attachments: Southern Midlands Rezoning - TP&RC Response.pdf

Dear Sir,

Please find attached letter in response to Rezoning of land at lot 1 Riffle Range Road, Pontville and 466 Brighton Road, Mangalore from the Tasmanian Pistol and Rifle Club

Regards,

Melissa Davie
Secretary
TP&RC

Ph. 0407870345

Tasmanian Pistol & Rifle Club Inc (TP & RC) AGENDA ITEM 11.1.1

President 0404 086 353
Secretary 0407 870 345
Treasurer 0419 521 374



Affiliates:
Tasmanian Pistol Association Inc
Pistol Australia Inc
International Shooting Sports Federation

Postal; PO Box 5
Brighton Tasmania 7030

3 January 2018

General Manager
Southern Midlands Council
PO Box 21
Oatlands

Dear Sir,

**Notice of Draft Planning Scheme Amendment and Combined Permit Rezoning –
Significant Agriculture to Rural Resource (RZ2017/02) and Development of a
Greyhound Kennel Facility (DA2017/103)
Lot 1 Riffle Range Road, Pontville & 466 Brighton Road, Mangalore**

I am writing to you in reference to your letter dated 5 December 2017, File ref 5895296, RZ2017/02 and DA 2017/103).

The Tasmanian Pistol and Rifle Club (TP&RC) requires you to acknowledge a formal objection to the Development of a Greyhound Kennel Facility and the rezoning of the land from Significant Agriculture to Rural Resource located at Lot 1 Riffle Range Road, Pontville & 466 Brighton Road, Mangalore. As you are aware the land contained in Title 172508/2 and 172508/1 fall within the safety zone template of the TP&RC.

The TP&RC has been established in the current location on Sheene Road since 1966. This club currently has in excess of 100 members. In the past, the TP&RC has received significant government funding (from all levels) and support to enable the club to host competitions to the National Level.

It is obvious that the proposed rezoning of this land, including to allow a Managers Dwelling, Office and Reception Buildings on Title 172508/1 to be constructed within the safety zone of the club and the future rezoning of Title 172508/2 may have a negative impact on the future of the club and have additional far reaching consequences for other clubs and their safety zone templates across Australia. Due to this I have informed both the state peak body and the National Executive of your proposed actions.

I am certain that you have consulted with both Firearms Tasmania and the relevant government ministers about this proposed development within our safety zone and the consequences that your actions will cause. I have attached a copy of the safety template of the TP&RC range for your information.

Please provide me with written confirmation that this application has now been discontinued and ensure that the Councils records are updated to reflect that the impact on the TP&RC of any future development application will be considered from the outset and as in the case of this application will not be accepted. **AGENDA ITEM 11.1.1**

I am awaiting your responding correspondence so that I can inform all members of this matter.

Regards,



Melissa Davie
Secretary
TP&RC
On behalf of R Heyward
President TP&RC

Submission to Planning Authority Notice

Council Planning Permit No.	DA2017-103 RZ2017-02	Council notice date	7/12/2017
TasWater details			
TasWater Reference No.	TWDA 2017/01942-STM	Date of response	13/12/2017
TasWater Contact	Phil Papps	Phone No.	(03) 6237 8246
Response issued to			
Council name	SOUTHERN MIDLANDS COUNCIL		
Contact details	mail@southernmidlands.tas.gov.au		
Development details			
Address	LOT 1 RIFLE RANGE RD, PONTVILLE	Property ID (PID)	3523106
Description of development	Planning Scheme Amendment (Rezone) and Greyhound Rehoming Facility		
Schedule of drawings/documents			
Prepared by	Drawing/document No.	Revision No.	Date of Issue
GHD	Report	--	Sept 2017
GHD Woodhead	Site Layout / SK-01.0	C	02/08/2017
Conditions			
Pursuant to the <i>Water and Sewerage Industry Act 2008 (TAS) Section 56P(1)</i> TasWater makes the following submission(s):			
1. TasWater does not object to the draft amendment to planning scheme and has no formal comments for the Tasmanian Planning Commission in relation to this matter and does not require to be notified of nor attend any subsequent hearings.			
Advice: <i>The subject land is located in an area unserviced for water and sewerage.</i>			
Pursuant to the <i>Water and Sewerage Industry Act 2008 (TAS) Section 56P(1)</i> TasWater imposes the following conditions on the permit for this application:			
CONNECTIONS, METERING & BACKFLOW			
1. In the event that Council and/or the developer requires the proposed development to be serviced for water TasWater's existing water infrastructure must be extended/upgraded and a suitably sized metered property connection provided to service the domestic and fire (if applicable) demands generated by the proposed development in accordance with TasWater standards.			
Advice: <i>Refer TasWater Service Advice TWSI 2017/00512-BTN) dated July 2017 provided to GHD regarding water and sewerage servicing.</i>			
2. Any live connections to existing TasWater infrastructure must be carried out by TasWater at the developer's cost.			
3. Prior to use of the development, any water connection utilised for the development must have a backflow prevention device and water meter installed, to the satisfaction of TasWater.			
ASSET CREATION & INFRASTRUCTURE WORKS (ONLY APPLICABLE IF THE DEVELOPMENT IS TO BE SERVICED FOR WATER)			
4. Plans submitted with the application for Certificate(s) for Certifiable Work (Building and/or Plumbing) must, to the satisfaction of TasWater show, all existing, redundant and/or proposed			

property services and mains.

5. Prior to applying for a Permit to Construct new infrastructure the developer must obtain from TasWater Engineering Design Approval . The application for Engineering Design Approval must include engineering design plans prepared by a suitably qualified person showing the hydraulic servicing requirements for water to TasWater’s satisfaction.
6. Prior to works commencing, a Permit to Construct must be applied for and issued by TasWater. All infrastructure works must be inspected by TasWater and be to TasWater’s satisfaction.
7. In addition to any other conditions in this permit, all works must be constructed under the supervision of a suitably qualified person in accordance with TasWater’s requirements.
8. Prior to the issue of a Certificate of Water and sewerage Compliance (Building and/or Plumbing) all additions, extensions, alterations or upgrades to TasWater’s water and sewerage infrastructure required to service the development are to be constructed at the expense of the developer to the satisfaction of TasWater, with live connections performed by TasWater.
9. After testing/disinfection, to TasWater’s requirements, of newly created works, the developer must apply to TasWater for connection of these works to existing TasWater infrastructure, at the developer’s cost.
10. At practical completion of the water and sewerage works and prior to applying to TasWater for a Certificate of Water and Sewerage Compliance (Building and/or Plumbing), the developer must obtain a Certificate of Practical Completion from TasWater for the works that will be transferred to TasWater. To obtain a Certificate of Practical Completion:
 - a. Written confirmation from the supervising suitably qualified person certifying that the works have been constructed in accordance with the TasWater approved plans and specifications and that the appropriate level of workmanship has been achieved;
 - b. A request for a joint on-site inspection with TasWater’s authorised representative must be made;
 - c. Security for the twelve (12) month defects liability period to the value of 10% of the works must be lodged with TasWater. This security must be in the form of a bank guarantee;
 - d. As constructed drawings must be prepared by a suitably qualified person to TasWater’s satisfaction and forwarded to TasWater.
11. After the Certificate of Practical Completion has been issued, a 12 month defects liability period applies to this infrastructure. During this period all defects must be rectified at the developer’s cost and to the satisfaction of TasWater. A further 12 month defects liability period may be applied to defects after rectification. TasWater may, at its discretion, undertake rectification of any defects at the developer’s cost. Upon completion, of the defects liability period the developer must request TasWater to issue a “Certificate of Final Acceptance”. The newly constructed infrastructure will be transferred to TasWater upon issue of this certificate and TasWater will release any security held for the defects liability period.
12. The developer must take all precautions to protect existing TasWater infrastructure. Any damage caused to existing TasWater infrastructure during the construction period must be promptly reported to TasWater and repaired by TasWater at the developer’s cost.
13. Ground levels over the TasWater assets and/or easements must not be altered without the written approval of TasWater.

DEVELOPMENT ASSESSMENT FEES

14. The applicant or landowner as the case may be, must pay a development assessment fee of \$239.54

to TasWater, as approved by the Economic Regulator and the fee will be indexed, until the date it is paid to TasWater. The payment is required within 30 days of the issue of an invoice by TasWater.

Advice

General

For information on TasWater development standards, please visit <http://www.taswater.com.au/Development/Development-Standards>

For application forms please visit <http://www.taswater.com.au/Development/Forms>

Service Locations

Please note that the developer is responsible for arranging to locate the existing TasWater infrastructure and clearly showing it on the drawings. Existing TasWater infrastructure may be located by a surveyor and/or a private contractor engaged at the developers cost to locate the infrastructure. The location of infrastructure as shown on The List is indicative only.

- A permit is required to work within TasWater’s easements or in the vicinity of its infrastructure. Further information can be obtained from TasWater
- TasWater has listed a number of service providers who can provide asset detection and location services should you require it. Visit www.taswater.com.au/Development/Service-location for a list of companies.

Declaration

The drawings/documents and conditions stated above constitute TasWater’s Submission to Planning Authority Notice.

Authorised by



Jason Taylor
Development Assessment Manager

TasWater Contact Details

Phone	13 6992	Email	development@taswater.com.au
Mail	GPO Box 1393 Hobart TAS 7001	Web	www.taswater.com.au

Jacqueline Tyson

From: Fry, Kathryn (StateGrowth) <Kathryn.Fry@stategrowth.tas.gov.au>
Sent: Wednesday, 20 December 2017 3:17 PM
To: SMC Mail
Cc: Jacqueline Tyson
Subject: Draft Amendment and Permit - RZ2017/02 & DA2017/103

Dear Jacqui,

Thank you for referral of the Draft Planning Scheme Amendment and Combined Permit – Rezoning from Significant Agriculture to Rural Resource (RZ2017/02) & Development of a Greyhound Kennel Facility (DA2017/103) at Lot 1 Rifle Range Road, Pontville & 466 Brighton Road, Mangalore.

State Growth provides the following advice in relation to State Road matters:

- No objection to the Draft Amendment and Combined Permit.
- It is noted that only half of the subject site is owned by State Growth and the permit does not apply to this land. Both properties are located adjacent to the Midland Highway.
- The Midland Highway is a Category 1 Road – Trunk Road and forms part of the National Highway Network.
- Access will be via the existing Rifle Range Road back to the Old Midland Highway/Brighton Road, which is now maintained by the Brighton Council. The Department’s requirements include: a minimum separation of 50m from the highway boundary to any sensitive use; no pedestrian or vehicular access from the development site to the highway reservation (perimeter fencing is supported); and no drainage to be directed into the highway reservation without the State road authority’s approval. These requirements appear to have been met by the application.
- Support retention of the existing Highway Scenic Corridor Overlay to ensure planning for the long-term Bagdad Bypass is not prejudiced by inappropriate land use and development along the corridor.
- Council should be alerted to the future implications of the Bagdad Bypass: the current concept for the Bagdad Bypass, a long-term infrastructure project developed by State Growth, includes a partial interchange arrangement at the Pontville end. One of the features of the current concept is the use of Rifle Range Road as an on-ramp for southbound traffic wishing to enter onto the Brighton Bypass. State Growth also confirms that the future Bagdad Bypass is not currently listed in the forward program and remains many years away from construction.

Please contact me if you require any additional information regarding this matter.

Regards,
 Kathryn

Kathryn Fry | Planning Officer
 State Roads Division | Department of State Growth
 Level 2, 4 Salamanca Place, Hobart TAS 7000 | GPO Box 536, Hobart TAS 7001
 Phone: (03) 6166 3382 | Email: Kathryn.Fry@stategrowth.tas.gov.au
www.stategrowth.tas.gov.au



CONFIDENTIALITY NOTICE AND DISCLAIMER

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range or such other mechanisms for containing a projectile fired upon the range (for example, height, number, location, direction and width of mounds);

- details of public liability insurance;
- other information such as fall of shot rights; and
- a letter from the local government authority indicating that the range and any buildings fall within their local planning scheme.

Whilst range approval is granted in accordance with the *Firearms Act 1996*, all operators are to ensure they operate the facility within environmental guidelines, including noise, contamination and storage of substances.

1.1 SITING

Inconvenience to the public must be minimised and statutory requirements with regard to planning, zoning, and noise abatement are to be observed.

1.2 CONSTRUCTION

Construction of firearm ranges must be such, that the risk of escape outside of the "Range Danger Area" by any projectile is negligible (risk score ≤ 10).

1.3 SUITABLE CONTROL

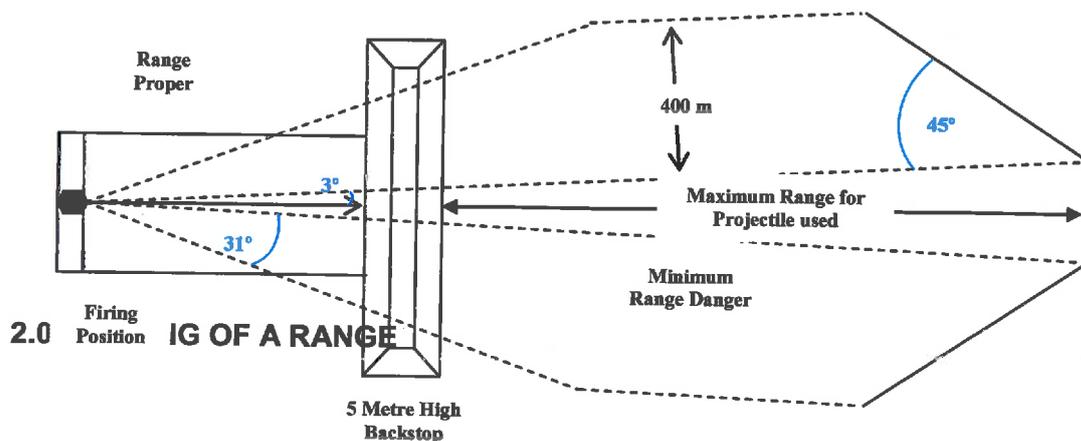
Firearm ranges must be controlled whilst shooting is in progress by personnel who are identifiable to the shooters and who have been adequately instructed on all safety requirements and range conduct for the specific discipline.

1.4 RANGE SAFETY TEMPLATE

When in use the "Range Proper" and "Range Danger Area" must be clearly identifiable as such in the "Range Safety Template" and the approved rules or requirements for the type of discipline being undertaken. Range Danger areas are to be calculated using maximum range of projectiles used, the elevation, dispensation and ricochet angles and air danger height (as per attachment I).

Example of a Range Safety Template

Generated using 5.56 mm ammunition (drawing is not to scale)



RECRUITMENT POLICY AND PROCEDURES **AGENDA ITEM 17.2.3**

1. POLICY AIM

The aim of this policy is to ensure the process for recruitment and selection is based upon the principles of merit, equal employment opportunity and confidentiality.

Council is committed to ensuring recruitment and selection of prospective employees is in accordance with Section 63 of the *Local Government Act 1993* and any other relevant employment legislation, in that:

The General Manager of a Council may

- *Appoint persons as employees of the Council;*
- *Allocated duties to employees;*
- *Control and direct employees; and*
- *Suspend or dismiss employees*

Effective employee selection and the subsequent management of employees is critical to the success of the Council and the provision of services to the Community. This success depends on Council's ability to identify, attract, retain and develop employees.

Council is committed to an effective and professional method of recruiting and selecting employees that is consistent with its organisational values.

Council aims to attract and appoint skilled and motivated employees who aim to meet agreed objectives and performance improvement goals.

This policy and the associated procedures refer to both permanent as well as permanent part-time positions in all levels of the organisation (excluding the General Manager), both managerial positions as well as casual positions are dealt with under this policy and procedures.

2. POLICY STATEMENT

1. Council will attract, retain and motivate the highest calibre of employees to promote and develop the Council to a leadership position within Local Government;
2. Council will attract employees with competence, technical, customer focused and teamwork skills which support the core values and direction of the Council and who have the aptitude for future development;
3. Recruitment of employees will be merit based;
4. Council will adhere to anti-discrimination guidelines & legislation;
5. Vacant positions will be filled through internal and discretionary external recruiting subject to the suitability of the applicant when measured against the selection criteria;
6. An accurate and up-to-date position description and selection criteria, will be available at the time of advertising a position;
7. To attract and retain skilled employees the Council will endeavour to pay salaries competitive with those paid by other employers in the industry and in applicable markets, in accordance with the relevant Award and National Employment Standards;

RECRUITMENT POLICY AND PROCEDURES AGENDA ITEM 17.2.3

8. Permanent or permanent part-time vacancies will be advertised internally for a minimum of 5 working days. Internal advertising will ensure that all Council employees are advised of the vacancy.
9. For temporary positions, consideration will be given to enhancing the experience and career advancement of existing Council staff.
10. For casual positions consideration of applicants from the "Casual Employment Register" within the Information Management System shall be undertaken.
 - When drawing on the Casual Employment Register, Managers shall ensure that the availability of the Register is regularly (eg annually) advertised to transparently provide opportunities to access employment opportunities. The advertisement could advise that applicants will only be considered if they are on the Casual Employment Register.
 - The allocation of casual employment to individuals on the Casual Register may also need consideration – if there are five persons on the register but only one is getting most of the work that may raise issues unless there are valid and defensible reasons.
 - Another alternative would be to use a labour hire firm for casual positions. This is an arm's length arrangement that would avoid real or potential conflicts of interest.
11. Council will consider relocation expenses for new employees.
12. Confidentiality is maintained throughout the recruitment process.
13. Communication with applicants will be prompt and informative.

3. RECRUITMENT PROCEDURES

Staff must follow these detailed procedures to save Council the uncertainty about the terms and conditions of employment of employees. This may then avoid unnecessary inflexibilities in the workforce and expensive litigation.

3.1 Vacancy/Position Occurs

When a vacant position exists within the organisation the Department Manager is responsible for the fulfilment of the position in a timely fashion and in accordance with this policy and procedures and in consultation with the General Manager and the Human Resources Manager.

For a Department Manager position, the General Manager is responsible for the fulfilment of the position. The General Manager shall be responsible in regard to the membership of the interview/selection panel for Managerial positions.

In respect of other positions, the Department Manager is required to assess the position that has become available and in doing so needs to resolve the following issues:-

1. How will the position contribute to Council's efforts to meet its business goals?
2. What particular skills, abilities and attitudes will be required to deliver that contribution?
3. How do we find the person who will most effectively fit the role?
4. Is the position within approved labour strength numbers for the establishment/program?

5. How can the position be improved to be more effective for customers and the organisation?
6. Could other positions assume some or all of the tasks performed?
7. Has the position been budgeted for during this financial year?
8. How will the position be funded?
9. Has there been a high turnover in this position or program. If so why?
10. What can be learnt from the previous employee's performance regarding the effectiveness of the position?
11. What would be the consequences of not filling this position?
12. Could/has technology affected this position/role?
13. Is there a current position description and selection criteria for the vacancy?
14. Who has the authority for recruitment of this position?

3.2 Job Needs Analysis

To assist in finding the best candidate for the position a Job Needs Analysis may be undertaken to identify the essential preferred job requirements. In completing these requirements, Managers must be mindful of the relevant anti-discrimination legislation. This will assist in the review of the relevant position description.

3.3 Position Description Analysis & Evaluation

1. An appropriate position/job description shall be written or re-appraised for all positions and approved by the General Manager before vacancies of any positions are advertised.
2. The position description must accurately reflect the tasks being undertaken as well as the potential future occupational changes to the role and must include the following:-
 - a. Position Description ID.
 - b. Position Title
 - c. Award Stream
 - d. Award Level
 - e. Award Grade
 - f. Department Name
 - g. Location
 - h. Position Objectives
 - i. Key responsibility Areas
 - j. Organisational Relationships
 - k. Accountability & Extend of Authority
 - l. Judgement & Decision Making
 - m. Specialist Skills & Knowledge
 - n. Management Skills
 - o. Interpersonal Skills
 - p. Qualifications & Experience
 - q. Performance Standards
 - r. Multiskilling

RECRUITMENT POLICY AND PROCEDURES AGENDA ITEM 17.2.3

3. Points to consider when evaluating or developing a position description:-

Does the position description describe:-

- a. the overall purpose of function of the position - the what, how and why it is done?
- b. the organisational structure?
- c. employee responsibility and authority?
- d. source and destination of the work?

Is this position description as factual and concise as possible?

- a. can it be easily understood?
- b. is job terminology standardised for uniformity and clarity?
- c. does it avoid making two statements where one more carefully worded statement would cover the subject?
- d. are job responsibilities consolidated wherever possible?
- e. have unnecessary words been eliminated?
- f. is the language clear enough to eliminate any confusion about the job function?
- g. is there any trivial information that can be eliminated?

Does this position description provide an accurate picture of the position?

- a. would the responsibilities and associated values of the position be better understood if the responsibilities and duties were listed in order of performance or in order of importance?
- b. are there unusual features of the job eg. remoteness, physical requirements?

Is this position description well organised?

- a. is every responsibility included in the priority order?
- b. do the responsibilities listed provide a step by step breakdown of the position?
- c. does each statement relate to an end result or clear objective that must be accomplished?

Does the position description describe the Council's hierarchy?

- a. what is the general supervisory order in the program/Department?
- b. who is the employee's immediate supervisor?
- c. does the immediate supervisor have responsibility for appraising performance?

Can this position description serve as a guide in recruitment, training and promoting?

- a. will the unfamiliar reader understand the scope of the position?
- b. if there are minimum requisites in areas are they stated?
 - formal education
 - on the job experience
 - training
 - skills

Can this position description serve as a position evaluation tool?

- a. are there standards for matching people and the position for;
 - recruitment purposes
 - performance review purposes
 - salary analysis purposes
 - b. is there a basis for wage and salary comparison?
4. Position descriptions shall be periodically reviewed in consultation with the affected existing officer and this process may form part of the “Development Review Process”
 5. The following statement shall be included in every position description
“Note: As part of any recruitment for this position, Council will require the applicant to undertake a Vocation Assessment (for operational positions) prior to interview. Council will require the applicant to undertake a Criminal Records Check, , Physical fitness/medical test (fit for position medical), and may require a Working with Children Check, drug or alcohol test, relevant skill test, machine competency test prior to appointment. It is a condition of employment with SMC that all applicants agree to this requirement before appointment.”

3.4 Advertising

The purpose of these procedural guidelines is to ensure that, in any external advertising, there is a consistency of format and information content. The aim of advertising is to send the recruitment message, that a vacancy exists, to the attention of as many of the most suitable and appropriate target audience as possible and motivate and persuade them to apply for the position. It is also an opportunity for Council to create a specific corporate image.

The advertisement is also subject to anti-discrimination legislation therefore the wording and descriptions should be gender neutral and non-discriminatory.

The advertisement is a public statement and constitutes an invitation to interested parties to apply for the position. The advertisement will have an outline of the requirement of the position. This will become one of the fundamental terms of the employment contract and it cannot be changed after the employment contract has been formed.

1. Prior to placing the recruitment advertisement the General Manager must have received the reviewed position description and selection criteria for the position.
2. The General Manger must check the advertisement in relation to the accuracy of all aspects of the terms and conditions of the position.
3. Positions may be advertised internally, externally or simultaneously whichever is considered appropriate by the General Manager in consultation with the Department Manager.
4. The extent and coverage of the advertising must be authorised by the General Manager.
5. A minimum of 10 days shall be provided for the submission of applications from the date of the first advertisement.
6. The position description and related information must be available on the Council website on the day that the advertisement appears in the newspaper.

7. All terminology used should be gender neutral.
8. Advertisement should state that all applications be addressed to the General Manager

3.5 Receipt of Applications

Applications received are to be kept totally confidential and as soon as received they are to be directed to the Information Management Officer for recording in the Information Management System.

1. The position advertisement will clearly state how applications are to be lodged with the organisation. The preferred option is by electronic mail addressed to mail@southernmidlands.tas.gov.au for the General Manager.
2. Applications will be entered on the Information Management System (as per guidelines).
3. Applications will be placed on the relevant file.
4. Applications will be directed to the Human Resources Manager for acknowledgment of receipt.
5. At the closing date for receipt of applications, the applicants are sorted alphabetically by the Human Resources Manager for the pre-interview discussions with the Selection Panel, where the shortlisting of candidates is undertaken.
6. The applications are copied for the interview panel and marked "Confidential".

1. POLICY AIM

The Southern Midlands Councils aim is to select an applicant from within or outside the organisation that can fill the position. Individuals will be thoroughly screened against carefully developed position specifications.

Equal Employment Opportunity and Anti-Discrimination guidelines and legislation will be adhered to at all times. The selection process should provide reliable and valid information about the applicant in order that their qualifications, skills and knowledge may be carefully matched to the role.

This policy and the associated procedures refer to both permanent as well as permanent part-time positions in all levels of the organisation (excluding the General Manager), both managerial positions as well as casual positions are dealt with under this policy and procedures.

2. POLICY STATEMENT

1. Selection of employees will be merit based.
2. Council will adhere to anti-discrimination guidelines and legislation.
3. The selection panel will consist of people who are competent to select the best person for the position.
4. All applicants for positions will be assessed on the basis of a common set of selection criteria and questions. The selection criteria will be derived from the position description.
5. Applicants who are interviewed will be assessed in writing against the selection criteria and written notes will be kept on a confidential application file.
6. All applicants interviewed will be graded in relation to selection criteria using an agreed technique.
7. Reference checks will be conducted by the interview panel against the selection criteria and in accordance with best practice.
8. The final selection of the person to fill the position rests with the General Manager and Department Manager in that particular program, subject to the applicant/applicants being assessed as medically capable of performing the duties of the position without danger to themselves or other persons.
9. The interview panel will be available to counsel any internal applicants who are unsuccessful in being selected and who request to discuss their non-selection.
10. Confidentiality will be maintained through the selection process.
11. The selection process is managed in a timely manner.

3. SELECTION GUIDELINES

3.1 Selection Criteria

The selection criterion for each position allows each application to see how they will be assessed, and provides the interview panel with a clear outline of the requirements for good performance in the position. The selection criteria

will facilitate a systematic approach to selecting the best applicant for the position.

1. The selection criteria should be derived from the position description.
They should identify:-
 - Essential and desirable experience/qualifications
 - Personal abilities
 - Specific capacities in relation to the position
 - Technical skills
 - Competency level of skill
2. The use of selection methods such as the following may be used where deemed relevant to the position and which will produce a valid and reliable result. It should enable applicants to demonstrate technical, planning and monitoring abilities.
 - Vocational Assessments
 - Technical expertise
 - Competence Standards Level - test against these
3. A list of skills and qualifications which are mandatory, or essential to the job being done properly, and which are desirable but not essential should be specified and selected against.
4. Prioritise and weight all selection criteria.

3.2 Short listing written applicants

1. Each applicant is to be compared to the written selection criteria.
2. A copy of the applications and selection criteria will be distributed to all panel members, with instructions that only those criteria are to be used to screen applicants.
3. A short list of no more than 5-10 applicants is used depending on the position.
4. If an applicant's application is below standard it can be rejected.
5. Applicants who were not short listed are advised in writing that they are unsuccessful.
6. Two references from each applicant should be checked by telephone call and responses documented.

4. SELECTION/INTERVIEW PANEL

4.1 The Panel

1. The selection panel will be well balanced.
2. The selection panel will consist of 3 members.
3. The selection panel members will have skills and training in interviewing and selection procedures and EEO principles and practices.
4. The selection panel must not have a pecuniary interest in any of the applicants being interviewed.
5. If a selection panel members has a pecuniary interest it must be declared prior to being appointed to the Panel.

4.2 Panels Tasks

1. The Panel must appoint a responsible member/chairperson for the interview process.
2. Responsible Officer/Chairperson to arrange for interview technique training to any Panel member who may need to update their skills.
3. Design measures to assess applicants against the selection criteria.
4. Short listing of applicants (see above).
5. Panel to check references against selection criteria (as above).
6. Design of questions that are relevant and which will provide reliable and measurable information against the selection criteria.
7. Questions should cover each of the selection criteria's
8. Determine who will ask which questions.
9. Responsible Officer/Chairperson to provide interview details to the Human Resources Manager to forward to Applicants.
10. Responsible Officer/Chairperson to arrange room in an informal design.
11. Responsible Officer/Chairperson to welcome and introduce applicant being interviewed to Panel.
12. Responsible Officer/Chairperson to advise applicant of the format of how the interview will be conducted.
13. Undertake the interview.
14. Responsible Officer/Chairperson to conclude and close interview with applicant and advice of notification procedures.
15. Selection Panel determines preferred applicant for the position.
16. Selection report/interview details are completed.

5. ORGANISING THE INTERVIEW

5.1 Applicants

1. Applicants are notified that they are required for an interview either by telephone or in writing at least 5 days prior to the interview date (depending upon time constraints).
2. The applicant should be given the following information:-
 - What they need to bring to the interview,
 - The date, time and venue of the interview,
 - The names of members on the Interview Panel and their Positions,
 - The name of the contact person and telephone number if they need to contact someone in relation to the interview,
 - Expected length of interview,
 - Any testing techniques that will be undertaken.
3. Applicant's interview details will be confirmed in writing (depending upon time constraints).

6. INTERVIEW QUESTIONING

1. The Human Resources Manager will provide “Explanatory Notes” to the Panel to guide their candidate enquires during the interview process. The same questions shall be asked of each candidate, although further exploration to seek clarification will be required in many cases.
2. Encourage the applicant to talk, the objective of a Panel Member is to learn as much about them as possible.
3. Use open questions to encourage conversation.
4. Use of behavioural questions or scenarios may be helpful.
5. Questions must be relevant to the position and provide information that can be assessed as relevant, reliable and measurable against the selection criteria.
6. EEO policies and principles must be considered.
7. Questions must not breach any Legislation eg EEO, Discrimination Act etc.
8. Applicants can be given an opportunity to make a short presentation on their application.
9. Allow sufficient time for answers.

7. SELECTION OF APPLICANT

1. Once the interviews are concluded the Panel is to then evaluate and decide on the most suitable applicant for the position, based on the Panel member’s assessment of the applicants against the selection criteria.
2. The Panel must document their recommendation.
3. The Panel’s decision is referred to the General Manager for final approval or otherwise.
4. The position Supervisor is to contact the successful applicant verbally and offer them the position and is to advise the applicant of the organisations Pre-Employment Medical Policy and any other requirement prior to appointment.
5. Applicant is advised in writing of the offer (see Item 8).
If successful applicant declines/refuses the offer the second choice applicant is advised as above or if there is not second choice the position is re-advertised.
7. Once the position has been filled unsuccessful interviewed applicants are advised in writing.
8. Responsible Officer/Chairperson returns File with interview results included to the Information Management Officer for filing and a new Personnel File is created with the successful applicants details transferred to the file.
9. Department Manager is to be notified of the appointment.

8. LETTER OF OFFER

1. All new employees will be sent two (2) copies of their letter of offer. Attached to this letter will be the position description.
2. No new employee is to commence work unless they have signed and dated the copy of their letter of offer, the position description for the position and returned it to the General Manager within the specified time indicated.
3. It must state the frequency and nature of performance reviews including when and how these will occur and the length of the probation period.
4. It must state that the employee will be expected to vary their duties during the course of the employment as directed by their supervising officer.
5. It must state that the employee is bound by the organisations policies and procedures as part of their employment and that these can be varied from time to time.
6. It must include a section for the new employee to sign and date the letter.
7. It must include the Enterprise Agreement Stream and Level under which the employee will be paid and the salary amount. Superannuation requirements, hours of duty (include any on-call or roster details) will also be included.
8. Name of Supervisor and/or Officer the new employee must meet on arrival.
9. The letter of offer must be signed by the General Manager.
10. Copy of letter to the Supervisor/Department Manager, Paymaster and Personnel File.

9. INDUCTION

Applicants must undertake an induction on commencement (See Induction Policy).

10 INTERNAL APPLICANTS

The above policy and procedures also includes the selection of applicants from within the organisation.