

SOUTHERN  
MIDLANDS  
COUNCIL



# **AGENDA**

## **ORDINARY COUNCIL MEETING**

---

Wednesday, 25<sup>th</sup> March 2020  
10.00 a.m.

Tunnack Hall  
2147 Main Road, Tunnack

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Dear Sir/Madam

## NOTICE OF MEETING

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

**Date: Wednesday, 25<sup>th</sup> March 2020**  
**Time: 10.00 a.m.**  
**Venue: Tunnack Hall, 2147 Tunnack Main Road, Tunnack**

*The Local Government Act 1993 section 65 provides the following:*

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

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

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



***Councillors please note:***

- Public Question Time has been scheduled for 10.30 a.m.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Tim Kirkwood', written in a cursive style.

Tim Kirkwood  
**GENERAL MANAGER**

# OPEN COUNCIL AGENDA

## 1. PRAYERS

Rev Dennis Cousens to recite prayers.

## 2. ATTENDANCE

## 3. APOLOGIES

## 4. MINUTES

### 4.1 ORDINARY COUNCIL MINUTES

The Minutes (Open Council Minutes) of the previous meeting of Council held on the 19<sup>th</sup> February 2020, as circulated, are submitted for confirmation.

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

## 4.2 SPECIAL COMMITTEES OF COUNCIL MINUTES

### 4.2.1 SPECIAL COMMITTEES OF COUNCIL - RECEIPT OF MINUTES

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

- Minutes – Lake Dulverton and Callington Park Committee – 16<sup>th</sup> March 2020.
- Minutes – Southern Midlands Emergency Management Committee – 4<sup>th</sup> March 2020.
- Minutes – Chauncy Vale Management Committee – 17<sup>th</sup> February 2020.

### RECOMMENDATION

**THAT the minutes of the above Special Committees of Council be received.**

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

### 4.2.2 SPECIAL COMMITTEES OF COUNCIL - ENDORSEMENT OF RECOMMENDATIONS

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

- Minutes – Lake Dulverton and Callington Park Committee – 16<sup>th</sup> March 2020.
- Minutes – Southern Midlands Emergency Management Committee – 4<sup>th</sup> March 2020.
- Minutes – Chauncy Vale Management Committee – 17<sup>th</sup> February 2020.

### RECOMMENDATION

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

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

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

##### **4.3.1 JOINT AUTHORITIES - RECEIPT OF MINUTES**

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

- Southern Tasmanian Councils Authority – Minutes – 17<sup>th</sup> February 2020.
- Southern Tasmanian Councils Authority (Waste Strategy South) – Nil.

#### **RECOMMENDATION**

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

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

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

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

- Southern Tasmanian Councils Authority – Nil.

#### **DECISION NOT REQUIRED**

## 5. NOTIFICATION OF COUNCIL WORKSHOPS

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

One workshop has been held since the last Ordinary Meeting.

A workshop was held on the 10<sup>th</sup> March 2020 at the Council Chambers, Kempton commencing at 9.30 a.m.

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

Apologies: Mayor A O Green and Clr R McDougall.

Also in Attendance: T Kirkwood and A Benson.

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

### 1. Brainstorming Session – Next Round of Priority Projects

The purpose of this session was to identify the next round of priority projects where Council may seek funding from either the Australian Government, Tasmanian Government, or both.

Early identification of priority projects ensures that all the necessary preliminary work (i.e. design/costing/etc.) can be undertaken so that there is sufficient detail to submit projects, either as grant applications, or through the election cycle.

This is particularly relevant as it is apparent that the Australian Government may be looking at the option of injecting ‘stimulus money’ into communities to maintain economic development.

Potential projects identified included:

- General upgrade of existing Footpaths (i.e. Midland Highway, Bagdad – Walking Path; township footpaths etc.);
- Construction of new footpaths within Towns (in particular, Louisa Street, Kempton)
- Development of indoor arena in the southern part of the municipality to cater for basketball; netball; etc.) – consult with the Bagdad Community Club Inc.
- Campania – potential use(s) of the existing tennis courts e.g. synthetic lawn bowls green – discussion to be progressed as part of the review of the Southern Midlands Recreation Plan;
- Development of Playgrounds / Parks & Reserves;
- Oatlands Gaol – next stage of redevelopment.

Through the discussion, the following non-Council related projects were identified as projects where lobbying could be undertaken and /or ‘flagged’ in submission(s) to the State and Federal Governments:

- Midlands Multi-Purpose Health Centre – expansion of facility; and

- Upgrade of Colebrook Main Road – in particular between Richmond and Campania and north of Colebrook.

Other Related Issue Discussed:

- Drought Declaration Guidelines – the outcome of this discussion suggested that the Southern Midlands Council should initiate a discussion with the Tasmanian Farmers & Graziers Association seeking a review of the Drought Declaration Guidelines (noting that the municipal area did not satisfy the existing guidelines despite the current circumstances).

## 2. Citizenship Ceremonies

Two citizenship ceremonies were conducted at 10.30 a.m. – followed by morning tea.

## 3. Food Van Survey Discussion

Jacqui Tyson (Senior Planning Officer) presented some preliminary findings from the Food Van Survey that was conducted. In excess of 100 responses were received.

Based on Council's desire to progress with the preparation of a Policy, a full report will be submitted to the March 2020 Council Meeting. Issues to be addressed include:

- structured fee system;
- waste management issues;
- hours /days of operation;
- parking and access;
- noise (e.g. use of generators);

It was also noted that direct contact will be made with the Oatlands Community Club / RSL which did not respond to the Survey.

## 4. Confidential Discussion re: General Manager's Contract

Report to be submitted to the March 2020 Council Meeting.

The Workshop concluded at approximately 11.45 a.m.

## RECOMMENDATION

**THAT the information be received.**

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

## 6. COUNCILLORS – QUESTION TIME

### 6.1 QUESTIONS (ON NOTICE)

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

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

**Clr R McDougall submitted the following questions on notice on the 18<sup>th</sup> March 2020:**

1. Are the amber street lights in Kempton, necessary because of Kempton’s propensity for fog, to be reinstated and if so when?
2. What is the situation regarding the Post Boxes at Tunnack? Who owns and manages these?
3. Can we have an update on the installation of the street light outside Victoria Hall, Tunnack and also the Gay Street Hall, Oatlands?

### **General Managers’ Comments**

*Question 1:*

*The ambers lights originally installed in Kempton were from a ‘heritage ambience’ perspective, as opposed to Kempton’s propensity for fog (or road safety). Over a period of time, Tas Networks have progressively replaced the lighting with white lights based on their standard street lighting - not at the request of Council.*

*The following table was provided by Tas Networks (in June 2019) detailing the different types of lights in Main Street, Kempton (not confirmed by site audit):*

Lights description	Amber/ Warm White	Neutral White	Grand Total	Option for fault replacement
Compact Fluorescent 42Watts		4	4	14W LED light (neutral white)
High Pressure Sodium (elliptical) 70 Watts	15		15	14W LED light (neutral white)
High Pressure Sodium (tubular) 150 Watts	2		2	Same type as of now but soon 75 W LED light in the near future (neutral white colour)
Mercury Vapour (elliptical) 80 Watts		6	6	14W LED light (neutral white)
<b>Grand Total</b>	<b>17</b>	<b>10</b>	<b>27</b>	

*This has been the subject of discussion with Tas Networks for a considerable period. Via an Email communication dated June 2019, Tas Networks advised that the approximate cost of changing out 30 of these lights on Main Road Kempton from conventional HP sodium vapour / Compact Fluorescent lights to LED amber light or 3000K 14W LED is about \$ 20,000 (Labour and materials/ traffic control etc.). It was also indicated that this deviation from the lighting standard would need approval from the Tas Networks Asset Strategy Team and also possible involve additional operating costs going forward to manage the process and inventory requirements.*

*Council's most recent communication, dated 12<sup>th</sup> February 2020, requested that the amber lights be reinstated at no expense to Council as it did not request the change. A response is yet to be received.*

*The main issue to consider is the cost to reinstate the amber lights, particularly if Council wants to install the 14W LED amber lights and hence, reduce its level of energy consumption.*

*Question 2:*

*The Post Boxes at Tunnack, referred to as the 'Tunnack Mail Centre' was apparently built by the previous Oatlands Council some 25 years ago (unsure of the reason).*

*There is a basic Lease arrangement with Australia Post involving an annual lease of \$369.14 (GST excl.) and Australia Post has responsibility for basic maintenance etc.*

*Question 3:*

*The most recent Service request (lodged via the Tas Networks Council Portal) was submitted in January 2020. This followed confirmation by Tas Networks that the original service request could not be located (for whatever reason). The request relates to removal of the Light from Pole 396229 and reinstated at the Tunnack Hall (Pole 396237).*

*At the time of writing this response, a timeframe could not be obtained.*

*In relation to the Gay Street Hall, this has not been the subject of a council decision and an assessment will be undertaken.*



## 6.2 QUESTIONS WITHOUT NOTICE

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

It states:

**“29. Questions without notice**

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

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

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

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

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

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

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

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

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

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

## **7. DECLARATIONS OF PECUNIARY INTEREST**

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

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

## 8. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

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

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

### RECOMMENDATION

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

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

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

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

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

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

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

Mayor A O Green to then invite questions from any members of the public in attendance.

### 9.1 Permission to Address Council

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

- Nil.

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

**10.1 ST MARY'S CHURCH, KEMPTON – PROPOSED SALE BY THE ANGLICAN DIOCESE OF TASMANIA (GREEN PONDS PROGRESS ASSOCIATION AND 'SAVE OUR CHURCH KEMPTON')**

***Deputy Mayor E Batt has submitted the following Notice of Motion:***

***THAT:***

- a) *the Southern Midlands Council rescind (or overturn) the following Motion passed at the Council Meeting held 22<sup>nd</sup> January 2020:*

*“THAT Council be prepared to make a contribution of \$1,000 to the Green Ponds Progress Association (GPPA) to obtain an independent market valuation for St Marys Anglican Church at Kempton subject to:*

- a) *The GPPA being prepared to engage Opteon Solutions (Property Valuers) and fund the balance of the cost (i.e. \$798.50); and*  
b) *Council being provided with a copy of the Valuation Report.*

***AND:***

- b) *THAT the Southern Midlands Council be prepared to pay for the total cost of \$1,000 (excluding GST) to obtain an independent market valuation of the St Mary's Church, Kempton as quoted by Pitt & Saunders (Valuers).*

**BACKGROUND (Comments provided by Deputy Mayor E Batt)**

Council's initial decision was based on receiving a quotation (\$1,798.50) from Opteon Solutions (Property Valuers) to provide an independent valuation of the property.

The Green Ponds Progress Association, including the group 'Save our Church Kempton' was informed of Council's decision. Following this, an alternative quotation of \$1,000 (excl. GST) has been obtained from Saunders and Pitt. Pitt & Saunders has indicated that they have discounted the normal valuation fee in this instance to help the local community.

**General Manager's Comments:**

*The intent of the Motion is self-explanatory.*

*In terms of financial implications, this does not change Council's financial commitment noting that Council has previously been advised that no budget allocation has been allocated for this purpose.*

*It is proposed that Council engage Saunders & Pitt and pay direct.*

*In relation to the legislative provisions to overturn a Council decision, the following is an extract from the Local Government (Meeting Procedures) Regulations 2015:*

**“18. Motion to overturn decision**

(1) For the purposes of this regulation, a decision may be overturned, wholly or partly, by –  
(a) a motion directly rescinding or otherwise overturning the decision or part of the decision;  
or

(b) a motion that conflicts with, or is contrary to, the decision or part of the decision.

(2) A council or council committee may only overturn a decision passed at a previous meeting held since the last ordinary election –

(a) by an absolute majority, in the case of a council; or

(b) by a simple majority, in the case of a council committee.

(3) Any report given by the general manager to a council in respect of a proposed motion to overturn a decision of the council, or that will result in the overturning of a decision of the council, wholly or partly, is to include –

(a) a statement that the proposed motion, if resolved in the affirmative, would overturn that previous decision or part of that previous decision; and

(b) the details of that previous decision, or the part of that previous decision, that would be overturned; and

(c) advice as to whether or not that previous decision, or that part of that previous decision, directed that certain action be taken; and

(d) if that previous decision, or that part of that previous decision, directed that certain action be taken, advice as to whether or not that action has been wholly or substantially carried out.

In providing this detail, the following statement is provided:

If the Motion as submitted it resolved in the affirmative, this decision will overturn the previous decision made at the Council Meeting held 22<sup>nd</sup> January 2020. That decision did include the requirement to take a certain action, which primarily involved providing advice to the GPPA and the group ‘Save our Church Kempton’. Whilst that action was undertaken, the GPPA did not proceed to engage Opteon Solutions. It follows that the decision has effectively not been actioned.

<b>DECISION (BY ABSOLUTE MAJORITY)</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

## **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 2019/105) FOR SPORTS AND RECREATION – PISTOL FIRING RANGE AT 1080 TUNNACK ROAD, MT SEYMOUR, OWNED BY G & M WILSON**

*File Ref: T 2049983*

**Author:** SENIOR PLANNING OFFICER (JACQUI TYSON)

**Date:** 18 MARCH 2020

**Attachment(s):**

- 1. Development Application documents*
- 2. Representations*
- 3. Applicant response to Representations*

### **PROPOSAL**

The applicant, Woolcott Surveys on behalf of the property owners Gregory and Marlene Wilson, have applied to the Southern Midlands Council for a Permit under the *Land Use Planning and Approvals Act 1993* ("the Act") to establish a new pistol firing range at 1080 Tunnack Road, Mt Seymour.

The land subject to the application consists of two titles with a total area of 38.32ha. They are part of several titles under the same ownership that together form a farm of over 100ha, developed with two houses and farming improvements.

The proposal seeks to establish a pistol firing range that will be used regularly by a small club. Under the proposal the range would operate at weekends only, from 10am to 4pm for a maximum of 4 days per month. The range would be used by a maximum of 10 club members at a time, including range staff/officers. The range will be open to club members only, with no public access.

The site is accessed via Beards Road and internal farm roads provide access to the range location. A gravel car park for up to 10 car will be provided.

The range will use a single firing shed that is 3m x 2.2m in size and will be lined with insulation batts to absorb sound. A portable camping style toilet will be provided and emptied offsite at a black water dump point as necessary. No permanent structures are proposed. All club property including targets, firing shed, fencing and firing line frame will be portable. When the range is not in use the land will continue to be used as part of the farm.

The proposed range is a closed range, which means that the entire 'range danger area' is contained on the subject property. There is no risk of projectiles leaving the property. The topography of the site is suitable for the proposed use, with Ticknells Hill forming a natural barrier at the end of the range area. Safety signage is required at the property entrance

The proposed facility will require approval and ongoing licensing by Tasmanian Police to operate. This includes placement of warning signs at the property boundary in accordance with the relevant standard.

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

The land is in the Rural Resource Zone. Part of the land is covered by a Waterway Protection Area around a drainage line to the dam and there is a Biodiversity Protection Area over the vegetation on Ticknells Hill. There are also some areas of low risk Landslide Hazard Area overlay.

Under the Planning Scheme the proposal is defined as use and development for "Sports and recreation". A permit for this type of development is considered at the discretion of Council.

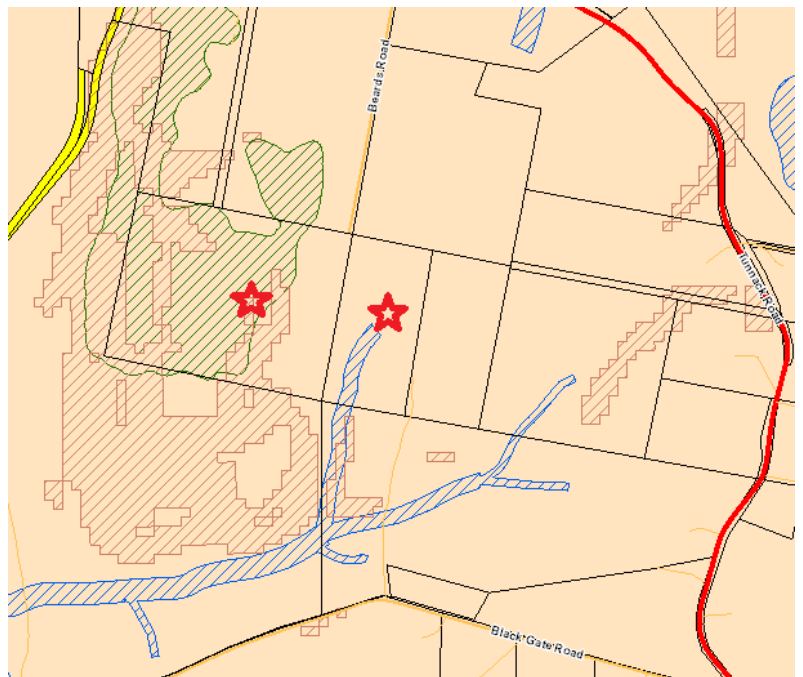
The Council gave notice of the application for public comment for 14 days. During the notification period three (3) representations were received. The applicant has provided some comments responding to the issues raised in the representations.

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

## THE SITE

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

*Map 1\_ The subject land and surrounding properties are mostly in the Rural Resource Zone (cream). The South Line rail line is nearby to the west and is zoned Utilities (yellow). The subject titles are marked with red stars. The property is partly subject to the following overlays: Waterway Protection Area (blue stripe), Biodiversity Protection Area (green stripe) and Landslide Hazard Area (brown stripe).*







Map 2 \_ Aerial image of the subject land with the approximate location of the range identified in red.

The two titles involved in the application have a total area 38.32ha of and are described in CT244986/1 and CT244986/2. The property is located at the end of Beards Road, which is a gravel road maintained by Council. The site is located between Tunnack Road to the east and the South Line railway to the west.

There is a drainage line and dam on the site near the range area. The club facilities will be located on the flatter area at the eastern end of the site, where the elevation is around 530m elevation. The site then rises to the west, with Ticknells Hill forming the high point at 595m elevation. There is native vegetation with conservation significance on the slopes of Ticknells Hill.

The land is currently used as part of a broader farming property. This use will continue when the range is not in use.

The properties surrounding the site are generally characterised as a mix of relatively small farming titles around the Parattah township, which is around 2km to the north. There are some areas of remnant native bush, particularly on slopes.

## THE APPLICATION

The Applicant has submitted a Planning report and supplementary information to accompany the Development Application.

The Planning report and accompanying plans contain a comprehensive description of the proposal and information required for assessment against the Scheme.

Although the Planning Scheme does not currently require consideration of noise for this proposal, the applicant has provided information to demonstrate the noise levels that will result from use of the range.

The testing was undertaken using two different pistol types and sound measured at various locations, as shown in the table below. A comparison example for each approximate noise level has also been included.

Location	Noise – 22LR pistol	Noise – 9mm Luger pistol	Comparison example
Inside box at firing line	94 dB	114 dB	Chainsaw at 1m – 110 dB
Standing in common area (behind firing shed)	65d B	88 dB	Vacuum cleaner, radio or TV at 1m – 70 dB  Side of a busy road – 80 dB
Property boundary/entrance to club from Beards Road	55 dB	65 dB	Conversation in an office or restaurant or background music – 60 dB
Nearest house on Beards Road (1.14km away)	45 dB	52 dB	Average home or quiet suburb – 50 dB
Nearest house on Black Gate Road (708m away)	Inaudible	Unmeasurable due to background noise. Very faint and only heard when concentrating.	
Edge of Parattah (2.07km away)	Inaudible	Inaudible when tested due to wind. Estimated to be 55dB on a still day.	

## USE/DEVELOPMENT DEFINITION

The proposed use and development is defined, under the Planning Scheme, as ‘Sports and recreation’:

### ***Sports and recreation***

*use of land for organised or competitive recreation or sporting purposes including associated clubrooms. Examples include a bowling alley, fitness centre, firing range, golf course or driving range, gymnasium, outdoor recreation facility, public swimming pool, race course and sports ground.*

## Use/Development Status under the Planning Scheme

Under the Scheme, a Development Application for use and development relating to ‘Sports and recreation’ in the Rural Resource Zone must be considered at the discretion of Council.

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

## PUBLIC NOTIFICATION AND REPRESENTATIONS

The application was advertised on the 25<sup>th</sup> January 2020 for fourteen (14) days. During this period Council received three (3) representations. The applicant has provided a response to some of the matters raised in the representations.

The representations and response are detailed in the table below.

<i>Representation 1</i>	<i>Relevant Response</i>	<i>Applicant</i>	<i>Council Officer Comment</i>
<b>I am writing in regard to the proposed firing range at 1080 Tunnack Road Mount Seymour owned by GB &amp; MJ Wilson. There are a few points to why I think the proposal should be rejected.</b>			
<b>1. I was once a member of a shooting club in Western Australia (1999). One of the safety protocols there was individual locked booths. This proposal is just a shed.</b>			<i>This is not a planning related concern.</i>  <i>The range will require approval and continued licensing by Tasmania Police, which covers this type of safety concern.</i>
<b>2. Weaponry and ammunition, when not in use, should be locked in separate safes. This proposal neglects any safety.</b>	<i>In the representations received there seems to be a lot of assumption and misinformation about how a pistol club works.</i>  <i>We work under very strict guidelines put down by the Tasmanian Firearms Service and TAFE Tasmania, no firearms or ammunition are stored on site. They are only stored in the approved storage facility at the pistol owners residence or other approved place. Example, a firearms dealer.</i>		<i>See comment to concern 1. above.</i>
<b>3. Are members of the proposed range to supply their own pistols and ammunition and what are the safety protocols? This site is an insecure location.</b>	<b>See above.</b>		<i>See comment to concern 1. above.</i>
<b>4. The Sound Measurements on the proposal indicates, on a still day, sound would be the same level as normal</b>	<i>Firstly with the sound, the club has imposed restrictions on the type of ammunition to be used to</i>		<i>The comment is noted.</i>  <i>Certainly the level of sound is not the only factor that influences how it impacts people – the quality and</i>

<p><b>conversation at the nearest house on Blackgate Road. A loud and very annoying conversation when you consider it will be in 2 minute bursts, followed by 5 minutes of no fire, repeated for approx.. 2 hours between 10am and 4pm weekends. Potentially 6 hours of annoying conversation per day, on weekends.</b></p>	<p><i>reduce sound and soil contamination.</i></p> <p><i>Also building a sound reducing firing line, these were put in place well before the DA was put to council to show we were serious about causing little to no disturbance to the community. No other pistol club we have dealt with has voluntarily included these restrictions in there DA.</i></p> <p><i>The club also intends on being open and approachable about any issues in the future.</i></p> <p><i>The club shoots will go for a MAXIMUM of 2 hours, the 6 hour window is to allow for flexibility for members with weather, work and family commitments.</i></p>	<p><i>duration of the sound is also relevant.</i></p> <p><i>It must be recognised that the Interim Planning Scheme does not contain any standards regarding noise relevant to this proposal.</i></p> <p><i>The future Tasmanian Planning Scheme will include firing ranges in the Attenuation Code, however that does not apply at this time. Officers have requested that noise information be included in this DA as a good faith measure and that has been done and demonstrated that noise levels at the boundary and surrounding properties will be relatively low and considered acceptable for the low frequency that this club will operate, which is also addressed in the recommended conditions.</i></p>
<p><b>5. The Application for Planning permit indicates the address for the development is 1110 Tunnack Road however the Council letter indicates it is 1080 Tunnack Road.</b></p>		<p><i>The overall property has two dwellings, one is addressed as 1080 and 1110 Tunnack Road in the Council system, although all titles fall in one PID.</i></p>
<p><b>6. In the letter from the Tasmania Police they seemingly have already, unofficially, approved the proposal ie “We look forward working with you in the process to establish your new range” and “...happy to liaise with you directly regarding the ongoing matters relating to your application” I do hope with these comments that the process hasn’t been corrupted.</b></p>	<p><i>The indication that the club, the southern midlands council and Tas police are corrupt are immature, offensive and upsetting. The members of the club have been proactive in engaging with Tas Police and TAFE Tasmania, the club has very limited funds so by having the range preapproved (simply saying that it is a suitable place to have a pistol range) was a way for the club to save money and preempt and concerns the council may have about the proposed area. Beards road, much like many roads in the southern midlands municipality is gravel and receive regular</i></p>	<p><i>While this is not a planning matter, it is noted that the letter from Tasmania Police explicitly states that:</i></p> <p><i>“This is not a Range Approval or a guarantee that the range can be approved,”</i></p>

	<i>maintenance. The land owners and the president of the club reject any forms of corruption, we hope the councillors do the same and ignore this rude and misinformed representation.</i>	
<b>7. Target pistol shooting, with live rounds, is not a sport. Air pistol is.</b>	<i>Pistol shooting is a fun, safe and inclusive sport for all genders and abilities. Sport shooting in general has been at the leading edge of being inclusive and fair for all, and we plan to push forward with that mentality.</i>	<i>A firing range falls with the use class of Sports and recreation, in accordance with the definitions provided in part 8.2 of the Planning Scheme.</i>
<b>8. Extensive road works by Southern Midlands Council to markedly improve Beards Road late 2019 indicate proposal will pass. Or were roadworks a coincidence?</b>	<b>See 6. above</b>	<i>The roadworks were not related to this proposal.</i>  <i>They were part of the normal scheduled maintenance works.</i>
<b>9. The photographs supplied in the proposal, show that the applicant has already built the facility, indicating the applicants are expecting approval. Hopefully not another indication of corrupt procedure.</b>		<i>As stated in the application, the firing shed (and other equipment) are all non-permanent and transportable.</i>  <i>The existence of the building does not indicate anything regarding assessment or approval of the proposal.</i>
<b>10. Doesn't the district have more than enough people with guns, without having more concealable weapons?</b>		<i>This is not a planning concern.</i>  <i>The Planning Authority must consider any application before it.</i>
<b>For the safety and tranquility for the numerous residents surrounding the site and the integrity of the Southern Midlands Council and Tasmania Police, the application should be thoroughly rejected. I look forward to hearing of a right and just outcome.</b>	<i>The club wants to be open, approachable and accountable for any GENUINE concerns from the public and the council. A social licence is very important to us and we do not want to interrupt the daily lives of locals, we invite council as well as members of the public to contact the president of the club have they any concerns. A tour of the area and the sound reducing firing line I'm sure would put to rest any concerns.</i>	<i>Noted.</i>

<i>Representation 2</i>	<i>Relevant Response</i>	<i>Applicant</i>	<i>Council Officer Comment</i>
In relation to letter received on the 3rd February 2020, I hereby object to the proposal of a firing range at 1080 Tunnack road Mt Seymour, owned by GB & MJ Wilson.			<i>Noted</i>
We don't want the noise of gunshots going of all day and it will ruin the peace and quiet we have had here for 30 years.	<b>See comments above.</b>		<i>The range will operate one day per week between the hours of 10am – 4pm. The applicant indicates that each shoot will only continue for around 2 hours within that time frame.</i>
I believe there is a rifle range at Campbell town and I have been told there is also one at Whiteford, so I cannot see a need for another in the midlands area.			<i>This is not a planning concern.  The Planning Authority must consider any application before it.</i>
Also I must ask has there been an environmental study done in this area on how this will affect the bird life and wildlife.			<i>The Planning Scheme does not require an environmental study as part of the proposal.  The use of the range will be for up to 4 days per month only and will not involve disturbance of the land or vegetation.</i>
I strongly oppose this proposal.  I have also been advised that everyone in the direct area have not received this letter that was sent to us and would like to know why that is the case.			<i>The author was included in the mail out regarding the Development Application – it is not known why that letter was not received.  It is noted that the Act only requires immediately adjoining property owners to be directly notified by mail, however officers followed the normal procedure of SMC to include properties across the road as well.</i>
<i>Representation 3</i>	<i>Relevant Response</i>	<i>Applicant</i>	<i>Council Officer Comment</i>
In regards to recent notification for a proposed firing range at 1080 Tunnack Road Mt. Seymour , that after reading the current proposal I am in objection of it's development.			<i>See comment above in relation to the address.</i>

<p>There are some discrepancies which in my opinion need to be addressed prior to any approval being given.</p> <p>Firstly the letter of notification states that the range is to be located at the address of 1080Tunnack road and the application states that the proposed address is 1110 Tunnack Road.</p>		
<p>The statement that the speed limit on Beards road to be less than 60 km/h, I was under the impression that it was an 80 km/h road as it's not sign posted at a lower speed and that gravel roads in Tasmania have a maximum limit of 80 km/h unless signed otherwise or in a built up area to which it is not.</p>		<p><i>While this may be the case, the property is located at the end of the made road, so assessment against the 60km/h standard is considered reasonable.</i></p>
<p>The statement that the club will only use subsonic ammunition and the sounds are nearly non-audible is a very dubious claim, especially in a valley like area, and no guarantee to the contrary that it won't be heard.</p> <p>The so called small 2 minute burst of fire is going to be very interruptive to the somewhat tranquillity of the area.</p> <p>The noise from farming is an acceptable and non-permanent disruption but this would not be so with regular shooting.</p>	<p><b>See comments above</b></p>	<p><i>See comments above</i></p>
<p>Who will police the running of such a facility or will it be self governed, and will the SMC act on any future complaints if approval is granted by you or do you</p>		<p><i>Council will be responsible for investigating any issues with operation of the club in future and to ensure that conditions of any permit are complied with.</i></p>

wash your hands of any obligations?		<i>The range will also require ongoing licensing and inspections by Tasmania Police.</i>
I believe that there is a shooting facility in the nearby area of Woodsdale and can't see why that can't be used to accommodate the proposed club.		<i>This is not a planning concern.  The Planning Authority must consider any application before it.</i>
I sincerely hope that vote against this proposal and send a clear message that you are there first and foremost for the constituents of the SMC and have their welfare at hand.		<i>Noted</i>

## ASSESSMENT - THE SOUTHERN MIDLANDS INTERIM PLANNING SCHEME

### Rural Resource Zone

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

<p><b>Use Standard</b> <b>26.3.3 Discretionary Use</b> To ensure that discretionary non-agricultural uses do not unreasonably confine or restrain the agricultural use of agricultural land.</p>		
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>	<b>OFFICER COMMENT</b>
A1 No acceptable solution.	<p>P1 A discretionary non-agricultural use must not conflict with or fetter agricultural use on the site or adjoining land having regard to all of the following:</p> <p>(a) the characteristics of the proposed non-agricultural use;</p> <p>(b) the characteristics of the existing or likely agricultural use;</p> <p>(c) setback to site boundaries and separation distance between the proposed non-agricultural use and existing or likely agricultural use;</p> <p>(d)</p>	<p><i>The site is currently used for grazing agriculture as part of the broader property.</i></p> <p><i>The range will occupy approximately 1ha of land and the majority of this will remain available for grazing outside of the operating hours. There will be no permanent fixtures or buildings, allowing the land to be completely returned to agricultural use if the use of the range ceases.</i></p> <p><i>The proposed range will be wholly contained on the subject property and will not impact the use of adjoining land for agricultural purposes.</i></p> <p><i>The proposal complies with the Performance Criteria.</i></p>



	any characteristics of the site and adjoining land that would buffer the proposed non-agricultural use from the adverse impacts on amenity from existing or likely agricultural use.	
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<p><b>Development Standard</b> <b>26.4.1 Building Height</b> To ensure that building height contributes positively to the rural landscape and does not result in unreasonable impact on residential amenity of land.</p>		
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>	<b>OFFICER COMMENT</b>
<p>A1 Building height must be no more than:  9 m if for a residential use.  10 m otherwise.</p>	<p>P1 Building height must satisfy all of the following:  (a) be consistent with any Desired Future Character Statements provided for the area;  (b) be sufficient to prevent unreasonable adverse impacts on residential amenity on adjoining lots by overlooking and loss of privacy;  (c) if for a non-residential use, the height is necessary for that use.</p>	<p><i>The proposed firing shed is a small building that will not exceed 10m in height, complying with the requirements of A1.</i></p>

<p><b>Development Standard</b> <b>26.4.2 Setback</b> To minimise land use conflict and fettering of use of rural land from residential use, maintain desirable characteristics of the rural landscape and protect environmental values in adjoining land zoned Environmental Management.</p>		
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>	<b>OFFICER COMMENT</b>
<p>A1 Building setback from frontage must be no less than:  20 m.</p>	<p>P1 Building setback from frontages must maintain the desirable characteristics of the surrounding landscape and protect the amenity of adjoining lots, having regard to all of the following:  (a) the topography of the site;  (b) the size and shape of the site;</p>	<p><i>The proposed building is sited over 20m from the frontage to Beards Road, complying with A1.</i></p>

	<p>(c) the prevailing setbacks of existing buildings on nearby lots;</p> <p>(d) the location of existing buildings on the site;</p> <p>(e) the proposed colours and external materials of the building;</p> <p>(f) the visual impact of the building when viewed from an adjoining road;</p> <p>(g) retention of vegetation.</p>	
<p>A2 Building setback from side and rear boundaries must be no less than:  40 m.</p>	<p>P2 Building setback from side and rear boundaries must maintain the character of the surrounding rural landscape, having regard to all of the following:</p> <p>(a) the topography of the site;</p> <p>(b) the size and shape of the site;</p> <p>(c) the location of existing buildings on the site;</p> <p>(d) the proposed colours and external materials of the building;</p> <p>(e) visual impact on skylines and prominent ridgelines;</p> <p>(f) impact on native vegetation.</p>	<p><i>The proposed building is setback more than 40 m from the side and rear boundaries, consistent with A2.</i></p>

**Development Standard**

**26.4.3 Design**

To ensure that the location and appearance of buildings and works minimises adverse impact on the rural landscape.

<b>Acceptable Solutions</b>	<b>Performance Criteria</b>	<b>OFFICER COMMENT</b>
<p>A1 The location of buildings and works must comply with any of the following:</p>	<p>P1 The location of buildings and works must satisfy all of the following:</p>	<p><i>The proposed structure is not located on a skyline or ridgeline and the proposal does not require the clearing of any native</i></p>

<p>(a) be located within a building area, if provided on the title;</p> <p>(b) be an addition or alteration to an existing building;</p> <p>(c) be located in an area not requiring the clearing of native vegetation and not on a skyline or ridgeline.</p>	<p>(a) be located on a skyline or ridgeline only if:</p> <p>(i) there are no sites clear of native vegetation and clear of other significant site constraints such as access difficulties or excessive slope, or the location is necessary for the functional requirements of infrastructure;</p> <p>(ii) significant impacts on the rural landscape are minimised through the height of the structure, landscaping and use of colours with a light reflectance value not greater than 40 percent for all exterior building surfaces;</p> <p>(b) be consistent with any Desired Future Character Statements provided for the area;</p> <p>(c) be located in and area requiring the clearing of native vegetation only if:</p> <p>(i) there are no sites clear of native vegetation and clear of other significant site constraints such as access difficulties or excessive slope, or the location is necessary for the functional requirements of infrastructure;</p> <p>(ii) the extent of clearing is the minimum necessary to provide for buildings, associated works and associated bushfire protection measures;</p>	<p><i>vegetation, in compliance with A1 (c).</i></p>
<p>A2                  Exterior building surfaces must be coloured using colours with a light reflectance value not greater than 40 percent.</p>	<p>P2                  The appearance of external finishes of buildings must not be incompatible with the rural landscape.</p>	<p><i>The firing shed building is finished in Colorbond. The applicant states that the light reflectance value is less than 40%, however this is not demonstrated.</i></p>

		<i>A condition is included to require the shed to be painted in a colour with light reflectance value no greater than 40% if it is not already, consistent with A2.</i>
A3 The depth of any fill or excavation must be no more than 2 m from natural ground level, except where required for building foundations.	P3 The depth of any fill or excavation must be kept to a minimum so that the development satisfies all of the following:  (a) does not have significant impact on the rural landscape of the area;  (b) does not unreasonably impact upon the privacy of adjoining properties;  (c) does not affect land stability on the lot or adjoining areas.	<i>The proposal does not include any fill or excavation work.</i>

### Road and Railway Assets Code

The proposal must satisfy the requirements of the following relevant development standards of this Code:

<b>Use Standard</b>		
<b>E5.5.1 Existing road accesses and junctions</b>		
To ensure that the safety and efficiency of roads is not reduced by increased use of existing accesses and junctions.		
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>	<b>OFFICER COMMENT</b>
A3  The annual average daily traffic (AADT) of vehicle movements, to and from a site, using an existing access or junction, in an area subject to a speed limit of 60km/h or less, must not increase by more than 20% or 40 vehicle movements per day, whichever is the greater.	P3  Any increase in vehicle traffic at an existing access or junction in an area subject to a speed limit of 60km/h or less, must be safe and not unreasonably impact on the efficiency of the road, having regard to:  (a) the increase in traffic caused by the use; (b) the nature of the traffic generated by the use; (c) the nature and efficiency of the access or the junction; (d) the nature and category of the road; (e) the speed limit and traffic flow of the road;	<i>The proposal is expected to generate up to 40 vehicle movements per day when it is operating.</i>  <i>That is 10 cars arriving and leaving the site twice - at the start and end of the day and also at lunch time.</i>  <i>The actual movements may be less if car sharing is undertaken, less than 10 people attend or if members don't need to leave for the lunch break.</i>  <i>This complies with the requirements of A3.</i>

	(f) any alternative access to a road; (g) the need for the use; (h) any traffic impact assessment; and (i) any written advice received from the road authority.	
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### **Parking and Access Code**

This Code applies to all use and development.

The Scheme does not specify a particular requirement for car parking spaces for the Sports and recreation (firing range) use class. The proposal includes 10 car spaces in a gravel car park for use of the members.

While detailed plans have not been provided of the parking area, there is plenty of space available to allow for parking and turning areas to be provided in accordance with the Code requirements.

### **Stormwater Management Code**

Stormwater from the proposed building and car park can be managed onsite in accordance with the requirements of this Code.

### **Biodiversity Code**

Parts of the land are located within a Biodiversity Protection Area as identified on the Scheme maps. As there are no buildings or works occurring within these areas further assessment against the standards of this Code is not required.

### **Landslide Hazard Code**

Parts of the land are located within Landslide Hazard Areas identified on the Scheme maps. As there are no buildings or works occurring within these areas further assessment against the standards of this Code is not required.

## **CONCLUSION**

The report has assessed a Development Application for a proposed pistol firing range at 1080 Tunnack Road, Mt Seymour.

Three (3) representations were made to Council raising various with concerns regarding safety, amenity and environmental matters. The applicant has provided a detailed response to the representations as considered above.

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

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

## RECOMMENDATION

THAT, in accordance with the provisions of the *Southern Midlands Interim Planning Scheme 2015* and section 57 of the *Land Use Planning & Approvals Act 1993*, Council APPROVE the Development Application (DA 2019/105) for Sports and Recreation – Pistol Firing Range at 1080 Tunnack Road, Mt Seymour, owned by G & M Wilson 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.

### *Approved Use*

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

### *Hours of Operation*

- 4) The firing range must only operate between the following hours unless otherwise approved by Council's Manager of Development and Environmental Services:

Saturday or Sunday

10:00 a.m. to 4:00 p.m.

### *Noise*

- 5) Noise emitted from the facility must not cause an environmental nuisance to surrounding properties in accordance with the requirements of the *Environmental Management and Pollution Control Act 1994*.

### *External finishes*

- 6) Before any work commences a schedule specifying the finish and colours of all external surfaces and samples must be submitted to and approved by the Council's Manager of Development and Environmental Services. The schedule must provide for finished colours that blend in with the natural rural landscape and have a light reflectance value not exceeding 40%. The schedule shall form part of this permit when approved.

### *Site remediation plan*

- 7) Before the use commences a site remediation plan must be submitted to and approved by the Council's Manager of Development and Environmental Services. The plan must detail how the site will be remediated if the use ceases to limit any environmental impact from ammunition or other contaminants.

***Access and parking***

- 8) At least ten (10) 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.
- 9) All areas set-aside for parking 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 Development Assessment Committee.

***Services***

- 10) 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***

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

***Construction Amenity***

- 12) 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.

- 13) 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.
- 14) 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.
- 15) 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 permit does not imply that any other approval required under any other legislation has been granted.**
- B. The use must not commence until the range had been licensed by Tasmania Police. A copy of the licence documentation is to be provided to Council prior to first use.**
- C. This Planning Permit is in addition to the requirements of the Building Act 2016. Approval in accordance with the Building Act 2016 may be required prior to works commencing.**
- D. A separate permit is required for any signs unless otherwise exempt under Council’s planning scheme.**

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



**11.2 SUBDIVISIONS**

Nil.

**11.3 MUNICIPAL SEAL (Planning Authority)**

Nil.

**11.4 PLANNING (OTHER)**

Nil.

**[THIS CONCLUDES THE SESSION OF COUNCIL  
ACTING AS A PLANNING AUTHORITY]**

## **12. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – INFRASTRUCTURE)**

### **12.1 Roads**

**Strategic Plan Reference 1.1.1**

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

Nil.

### **12.2 Bridges**

**Strategic Plan Reference 1.2.1**

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

Nil.

### **12.3 Walkways, Cycle ways and Trails**

**Strategic Plan Reference 1.3.1**

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

Nil.

### **12.4 Lighting**

**Strategic Plan Reference 1.4.1a & 1.4.1b**

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

Nil.

### **12.5 Buildings**

**Strategic Plan Reference 1.5.1**

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

Nil.

### **12.6 Sewers / Water**

**Strategic Plan Reference(s) 1.6.1 & 1.6.2**

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

Nil.

### **12.7 Drainage**

**Strategic Plan Reference 1.7.1**

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

Nil.

## 12.8 Waste

### Strategic Plan Reference 1.8.1

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

### 12.8.1 COUNCIL HARD WASTE COLLECTION - COLEBROOK

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

**Date:** 19 MARCH 2020

#### ISSUE

Council to consider and implement a “once off” hard waste collection service for the township of Colebrook.

This would involve notification to residents/ratepayers and the placement of a single large skip bin (shallow 15m<sup>2</sup> hook bin) in a strategic location and an offer of Council to remove car bodies from properties or road reserves. This would be for a set specified time.

#### BACKGROUND

Council Officers and Elected Members have recently received correspondence from members of the Colebrook community with concerns for the untidy state of some properties and parts of the township. This matter was raised at the January 2020 meeting held in Colebrook.

The recent correspondence is further to the work of the “Creative Colebrook” initiative and forum in 2016 where locals identified that improvements to the town amenity through street-scaping, tree planting and tidying would increase the vibrancy and general health of the community.

Over the past 5 years Officers have contacted the owners of particular properties in the town to encourage them to tidy their properties i.e. hoarding of unsightly articles, car wrecks or general untidiness. Council has taken these actions per:

- Section 199 of the *Local Government Act 1993* (the Act), a nuisance is anything that:
  - causes, or is likely to cause, danger or harm to the health, safety or welfare of the public; or
  - causes, or is likely to cause, a risk to public health; or
  - gives rise to unreasonable or excessive levels of noise or pollution; or
  - is, or is likely to be, a fire risk; or
  - constitutes an unsightly article or rubbish.

The Council can issue an abatement notice, and take necessary action to abate the nuisance if the nuisance constitutes an immediate danger to person or property, the person causing the nuisance can't be found, or the abatement notice has not been complied with (Sections 200–203 of the Act). This may then result in a Court Order. This is called a nuisance order under the Local Government Act 1993 (Section 201). The court

may issue either a nuisance order requiring compliance with an abatement notice issued by Council, or a fine. A nuisance order can require Council or the individual to take action.

Further to the nuisance provisions of the *Local Government Act 1993* Council also enforces the *Car Wrecks Policy 2008*. The policy provides Council and the community with direction and interpretation of what constitutes a “nuisance” under the Act.

In addressing the nuisance provisions of the Act Council Officers in line with Council’s *Enforcement Policy* first take a cooperative approach with landowners through discussion or notices rather than resorting to the issue of the formal Abatement Notice.

An Abatement Notice is only issued by Council as a “last resort” or in times where the nuisance is so serious that it may be a hazard to human health of the environment.

If a person that receives an Abatement Notice does not comply with the Notice then Council will need to undertake the works necessary to abate the nuisance. This process comes at a cost to Council and the ratepayer.

As Council and the Community would understand – the process of tidying somebody’s yard to abate a nuisance is not simple and can be perceived as invading a very personal space and handling personal items.

Costs associated with issuing and enforcing an Abatement Notice can be significantly elevated if the Abatement Notice is appealed through the legal system.

To that end, Council Officers look at alternative solutions to achieve the desired outcome. The one recommended to Council at this meeting is the introduction of one (1) large shallow skip bin (15m<sup>2</sup> hook bin) which will be strategically placed in the town for a specified period and the offer of collecting any car wrecks or car bodies from Council’s road reserve or from private property. This is a form of “hard waste” collection. Residents of Colebrook will be given notification in advance.

## DISCUSSION

A successful “once off” hard waste collection in Colebrook would address the concerns of residents and assist Council and landowners in tidying properties in a cooperative and proactive manner. It would avoid the complications of issuing an Abatement Notice and Council having to act on an Abatement Notice.

The plan is:

- Notify all residents of a “hard waste collection” with a date and location; that will
- Provide a large 15m<sup>2</sup> hook bin on accessible public land for a specified period of time at no cost to participants.
- Provide a service of Council to remove any car wrecks/car bodies from public land or private land to be taken to the Oatlands Waste Transfer Station at no cost to the owner.
- To advise residents in advance that should any properties or places remain untidy with nuisance articles (rubbish, car bodies etc) after the hard waste collection service then Council Officers will commence enforcement action under the nuisance provisions of the *Local Government Act 1993* (i.e. Abatement Notice)
- Council to conduct daily checks of bins or if otherwise notified by members of the public.

Council hard waste collections are common in Australia. These are typically dedicated days per year where residents/ratepayers can place unwanted items and rubbish on the side of the road for collection by Council (or contractor).

The Colebrook hard waste collection can be used as a “pilot program” to gauge whether a similar program should be provided to other areas in the Southern Midlands.

**Human Resources and Financial Implications** - The direct cost of providing a skip bin is as follows:

- 1x 15m<sup>2</sup> shallow skip bin (hook bin) - \$35 per week hire cost (estimate 1 or 2 weeks for service)
- Delivery of hook bin - \$260
- Collection and disposal of waste (likely Copping landfill) and return - \$340
- Cost per tonne of waste - \$102

The operational/indirect costs are:

- Council to collect any car bodies and transport to the Oatlands Waste Transfer Station. These will then be collected by Council’s contractor to be recycled.
- Council to conduct daily checks of the skip bins for any hazardous material, loose material or bulky materials
- Council to organise the bins through a contractor (a phone call, purchase order and follow up phone communications)
- Council to notify residents and the associated communications

No budget has been allocated for this activity in the 2019/20 Operating Budget. It follows that the necessary planning could be undertaken prior to the commencement of the new financial year, with the actual collection being scheduled for July 2020. This would enable an adequate budget to be allocated.

**Community Consultation and Public Relations Implications** - Communications with Colebrook residents will be through mail-out, Facebook, Council website and possibly Council Newsletter. This will be supported by the Development and Environmental Services Department and the Manager Works and Technical Services.

The project is intended to be a positive public relations exercise to deliver a positive outcome for the township (and encourage goodwill).

It is envisioned that residents will help one another and those that may need assistance.

**Risk assessment** - Council Officers will undertake a full risk assessment of the project details regarding:

- Safe location of the bin
- Ability for people to access and use the bin safely
- Reduce risk of fire and related damage to property
- Key messages and communications to residents

## RECOMMENDATION

THAT

- A. Council consider and discuss this report; and
- B. Council Officers implement a “once off” hard waste collection for Colebrook per the details of this report.

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

## 12.9 Information, Communication Technology

**Strategic Plan Reference 1.9.1**

*Improve access to modern communications infrastructure.*

Nil.

**12.10 Officer Reports – Infrastructure & Works**

**12.10.1 MANAGER – INFRASTRUCTURE & WORKS REPORT**

**Author:** MANAGER INFRASTRUCTURE & WORKS (JACK LYALL)

**Date:** 19 MARCH 2020

Report to be provided at the meeting

**QUESTIONS WITHOUT NOTICE TO MANAGER, INFRASTRUCTURE & WORKS**

**RECOMMENDATION**

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

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



## **13. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – GROWTH)**

### **13.1 Residential**

**Strategic Plan Reference 2.1.1**

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

Nil.

### **13.2 Tourism**

**Strategic Plan Reference 2.2.1**

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

Nil.

### **13.3 Business**

**Strategic Plan Reference 2.3.1a, 2.3.1b & 2.3.1c**

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

Nil.

### **13.4 Industry**

**Strategic Plan Reference 2.4.1 & 2.4.2**

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

Nil.

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

### 14.1 Heritage

**Strategic Plan Reference 3.1.1, 3.1.2 & 3.1.3**

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

#### 14.1.1 HERITAGE PROJECT PROGRAM REPORT

**Author:** MANAGER HERITAGE PROJECTS (BRAD WILLIAMS)

**Date:** 20 MARCH 2020

#### ISSUE

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

#### DETAIL

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

- Considerable work has been undertaken in exhibition planning for the *Hunter Island Press* exhibition, *Artist in Residence Retrospective*, *Oatlands Commissariat Archaeology* and *If These Walls Could Talk* exhibitions planned for various festival programs (e.g. National Trust Heritage Festival and National Archaeology Week). These have now been postponed, with tentative dates rescheduled for in 3 months' time, with a review in 6 weeks (pending advice). All background work will still be valid for the re-launch of these events. Several Artist in Residence programs are being rescheduled in consultation with the artists.
- Over coming weeks, social media presence will be ramped-up as a 'distant' means of communicating the work of the Heritage Projects Program.
- Juliet Tillson has completed a successful Artist in Residency and has donated several works to Council which will form part of the (eventual) *Artist in Residence Retrospective* exhibition.
- Work on 'Towns of the Midlands' for website update.
- A refresh of Gaoler's Residence and Court House displays.
- Preliminary scoping and collaboration for the 2021 Macquarie Bicentenary (neighbouring Councils and other heritage organisations).
- Finalisation of reporting and project acquittals for the Convict Sites in the Southern Midlands (Picton) Project.
- Assisting with finalising the planning/design work for the Victoria Hall (Kempton) forecourt and façade upgrade.
- Team planning workshop to review next 6-month work plans.

## RECOMMENDATION

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

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

## 14.2 Natural

### Strategic Plan Reference 3.2.1 & 3.2.2

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

### 14.2.1 NRM UNIT – GENERAL REPORT

**Author:** NRM PROGRAMS MANAGER (MARIA WEEDING)

**Date:** 17 MARCH 2020

#### ISSUE:

Southern Midlands Landcare Unit Monthly Report.

#### DETAIL

- Maria Weeding has been busy with meetings in relation to the pathway upgrade for the Lake Dulverton foreshore. A Vegetation Survey has been undertaken on the pathway route, now waiting on the written report. Parks and Wildlife are also waiting on the report in order to progress a Reserve Activity Assessment (RAA). We will need a permit from the Threatened Species Unit to be granted as well. We have now set a timeline of end of 2020 to have approvals in place, but still hoping that things will move faster than that.
- Maria Weeding and Helen Geard have continued to be busy with the Callington Park Playground upgrade. The play equipment has been ordered and is scheduled for installation in mid 2020. The irrigation system for the balance of the park area will follow the playground installation, however an initial knockdown of the weeds in the park may occur soon to allow for two weed control sessions in the areas where new grasses will be sown as part of the irrigation and turf surface upgrade works.
- In regard to the pine tree area at Mahers Point a permit application for the works involved to tidy the area is scheduled for Aboriginal Heritage Trust consideration at their March meeting. Should the proposed works process be accepted by AHT, then a permit will need to be signed by the relevant Minister to proceed. There is no indication as to how long it will take to get the signed permit. Parks and Wildlife have provided Council with a signed Reserve Activity Statement for the works on the site (subject to AHT approval and conditions). The RAA may also need a final authority for works to be issued by Parks to authorise SMC to be able to undertake the works required.
- Plans for the upgrade of the Victoria Hall at Kempton have been received and have now been submitted for Planning Approval considerations.
- Building plans for the extension to the Mt Pleasant club rooms (unisex toilets) have been finalised. Now seeking a cost estimate re building works to be undertaken.

## WEEDS REPORT:

The Weeds Officer, Jen Milne, has provided the following report for the month ending 17<sup>th</sup> March 2020.

### Site visits and roadside weed control

- Inspection of Memorial Avenue, Kempton roadside for St John's wort - approximately 500m section, now included on Council's road spot spraying program.
- Inspection of serrated tussock on Spring Hill (being well managed).
- Cumbungi in Lake Dulverton – new site, seed heads removed.
- Meeting and site visits on Tunnack Road to discuss weed management issues with Hon Jane Howlett MLC. Phone discussions with maintenance and weed management departments of State Growth regarding prioritisation of Tunnack Road. weeds.

### Projects

- Broom gall mites from Oatlands collected and sent to Burnie City Council to assist in release at new site.
- Steam weeder – investigations into whether a suitable asset for council.
- Weed property maps sent to properties part of the Woodbury Farmers Group (Weed action fund project).

### Communications

- Information on reporting of St Johns wort in Council's newsletter.

### Weed notifications

- Reminder letter sent for unresponsive Spanish heath property on Woodbury Road.
- Pampas - new site off Memorial Avenue, Kempton.
- Letter sent to new landowners regarding gorse and broom control adjacent to priority roads (Mud Walls)
- Weed notifications now filed on council systems - attached to property files.

## RECOMMENDATION

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

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

## 14.2.2 STEAM WEEDER – NATURAL RESOURCE MANAGEMENT UNIT

**Author:** WEEDS OFFICER (JENNIFER MILNE)

**Date:** 17 MARCH 2020

### ISSUE

Usage of chemicals in council processes comes with a series of risks, to employee and community exposure, WHS costs and compliance risks, spray drift damage, and environmental and stormwater contamination. It is not feasible to deliver all services without the use of chemicals. Steam weeding is an option for avoiding chemical usage in council operations in some situations, especially when dealing with footpaths, town parks and public infrastructure in built up areas.

### BACKGROUND

Steam weeders can be used for weed management by applying pressurised hot steam, which explodes the weed cells, causing them to wilt and die. There are a variety of steam weeding set ups that will do this, the most suitable for council use being a system contained on a trailer.

A steam weeding machine is also effective at cleaning and sanitising and can be used for:

Bin sanitation	Public toilets
Water fountains	Stainless steel surfaces
Park benches	BBQs
Sandstone/soft materials	Boats ramps
Grease in workshops	

### DETAIL

Benefits:

- Reduces risk associated with chemical usage.
- Removes chemical exposure to both staff and public.
- Can be used near vineyards, organic farms or adjacent to no spray zones or sites deemed sensitive to sprays.
- Removes any risk associated with overspray or chemicals.
- Reduced chance of chemical spills or leaking from footpaths into stormwater and drains.
- More efficient treatment of weeds at appropriate stage as can be used in any weather.
- Efficient use of staff hours due to no weather restrictions compared to using chemicals.
- Safe for playgrounds, public areas, cemeteries footpaths.
- De-natures weed seed (in some hard-coated seed it may encourage germination – this will require quicker follow up control but is also quicker in reducing the seed bank).
- Appreciated by public as a safe weed control method.
- Can be used to clean and sanitise other council property.

**Human resource & Financial Implications** – Initial expense – unit with trailer approximate quoted as: \$28 000 ex gst (Quick Steam) \$35,730 ex gst (Weedtechnics) (excluding delivery). These prices may be reduced depending on what options are chosen with the units.

Usage will require more staff time from the works team. It is expected if council purchased a steam weeder this would replace some of the chemical spraying that is contracted out (mostly for the spraying of footpaths and public areas).

**Community Consultation & Public Relations Implications** – Investing in non-chemical weed control technology demonstrates a commitment to the health and wellbeing of the community and environment of the Southern Midlands and has been a welcomed practice in many councils/shires across Australia.

**Policy Implications** – ASSET MANAGEMENT POLICY – in relation to purchasing decisions of a steam weeder; RISK MANAGEMENT POLICY – reduced risks in work practices due to elimination of chemicals.

**Priority - Implementation Timeframe** - Most effective when treating new germination of weed seeds. Starting works program by early spring would be most efficient use of steam weeder.

## RECOMMENDATION

### THAT:

- a. Council give further consideration to potentially purchasing a Steam Weeder unit in the 2020/2021 budget deliberations; and
- b. in conjunction with the Infrastructure & Works Department, investigations continue regarding the final recommended unit for Council to consider for purchase.

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

### 14.3 Cultural

**Strategic Plan Reference 3.3.1**

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

Nil.

### 14.4 Regulatory (Other than Planning Authority Agenda Items)

**Strategic Plan Reference 3.4.1**

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

Nil.



## 14.5 Climate Change

### Strategic Plan Reference 3.5.1

*Implement strategies to address issues of climate change in relation to its impact on Councils corporate functions and on the Community.*

#### 14.5.1 UPDATED CLIMATE CHANGE ADAPTATION PLAN - ENDORSEMENT

**Author:** SPECIAL PROJECTS OFFICER (GRAHAM GREEN)

**Date:** 20 MARCH 2020

**Attachment:**

*SMC Climate Change Adaptation Plan 2020*

### ISSUE

There is a growing body of anecdotal and scientific evidence that the global climate is changing. Extreme weather and its consequences, bushfire, flooding, erosion, drought are taking a toll and impacts are projected to increase.

Councils are obligated to work with communities to address climate change under the *Local Government Act (Tas) 1993*, which describes the role of councils to provide for the health, safety and welfare of the community. Councils are well prepared to do this due to their local knowledge and experience, its understanding of community needs and vulnerabilities, and its important role in emergency management.

Southern Midlands Council's Climate Change Adaptation Plan has been updated due to the release of new Climate Futures for Tasmania data, input from councillors, and growing awareness of the trajectory and implications of climate change.

It is critical that council has an up to date document that clearly defines the risks of climate change to its corporate and community functions and identifies actions that assist in mitigating the risk.

In light of these issues, endorsement of the revised Adaptation Plan is now sought.

### BACKGROUND

Southern Midlands Council's Climate Change Adaptation Plan was originally produced through the Regional Councils Climate Adaptation Project, a project aimed at improving the capability and resilience of Tasmanian councils to manage the risks of climate change. The original adaptation plan was endorsed by Council in 2012.

The Climate Change Adaptation Plan has been reviewed and updated. Input from councillors was sought through two workshops held in January and February 2020.

A foundation of the Climate Change Adaptation Plan is detailed scientific modelling conducted by scientists from the Climate Futures for Tasmania Project. Municipal-scale climate change profiles covering, temperature, rainfall, sea level rise and extreme events, have been updated and refined with the latest data and provide the basis for identifying risks in the updated Climate Change Adaptation Plan.

## DETAIL

The updated Southern Midlands Council Climate Change Adaptation Plan incorporates:

- modelled climate change conditions for the municipal area to 2100;
- identified risks to Council business posed by the modelled conditions;
- rating of identified risks in a manner consistent with the International Organisation for Standardisation (ISO) 31000:2009 Standard for Risk Management;
- proposed adaptation actions for each of Council's business areas to treat identified risks;
- advice on the legal implications of managing risks associated with climate change; and
- identification of potential collaborative opportunities with stakeholders in managing climate change impacts.

**Climate change risks** for Southern Midlands municipality (by 2100) include the following:

- The temperature of very hot days to increase by up to 3°C.
- The number of days over 25°C expected to increase by 150% - a lengthening summer season.
- Extended heat waves and extreme temperatures will enhance the occurrence and severity of bushfire.
- Decline in frost days by up to 30 days/year.
- Rainfall to trend towards heavier events interspersed by longer dry periods.
- Rainfall volume in all 'average recurrence interval' (ARI) events to increase by up to 25%.
- Rainfall runoff to have faster response times, greater erosion potential.
- Annual flows in the region's rivers e.g. Jordan and Coal River to increase with flood peaks to be higher than previously experienced.

**Vulnerabilities** specific to Southern Midlands Council in relation to the climate change risks include the following:

- Increased damage to roads, culverts, stormwater infrastructure and timber bridges from flooding.
- Lack of flood modelling (and potentially wildfire modelling) in relation to guidance of planning decisions.
- Potential impact on the regional economy (and hence indirect effect on Council) due to stresses on the agricultural sector including: soil erosion; heat stress affecting crop yields; humidity leading to crop spoiling; and advantageous conditions for weeds & pathogens causing crop losses.
- Bushfire impacts on rural property, infrastructure and people.
- Impact on local vegetation communities and species due to heat stress, changes in seasonal rainfall and impact from weeds & pathogens.

### *Legal liability*

A key overarching consideration managing climate change risks is the potential liability exposure in relation to an adopted action, or inaction in particular circumstances. Advice to the Regional Climate Change Adaptation Project is that councils will not be liable for existing use or development, nor will liability be incurred for 'no action' in response to climate impacts. Should Council take action there could be liability if that action causes harm or damage. Council may also be found liable for operational advice such as in the

assessment of planning applications and new developments. A full report providing details and recommendations regarding the legal issues was commissioned.

Adaptation actions have been identified by staff and councillors for each of Council's business areas.

In regard to **Infrastructure & Works**, assets are vulnerable in relation to flood and bushfire, and there is need to review design standards to determine the adequacy of infrastructure to cope with extreme events.

For **Development & Environmental Services**, the need for flood modelling was recognised in order to define high-risk areas for flood impact. Understanding risk is a key consideration in making well informed planning decisions.

In terms of **Community & Corporate Development**, action in relation to building community resilience in the face of drought was seen as important, together with encouraging innovation and diversification in the agricultural sector.

**Natural Resource Management** - there is likely to be increasing impact on the agricultural sector and natural environment from more frequent extreme temperatures, more intense flood events, more frequent drought, and introduced species (those favoured by changing environmental conditions). It was recognised that there is still opportunity to build resilience in the environment through fencing of important vegetation remnants, trialling of pasture species that are resilient to drought and protection of riparian areas vulnerable to flood erosion.

Natural assets such as Lake Dulverton may require more resources to maintain water levels due to the drying trend in the Midlands.

It is recognised that some issues are larger than council's capacity to address, hence, regional collaboration is required, together with accessing grant funds.

The area of **Emergency Management** procedures was also viewed as an important area for Council to review in light of: potential increasing demand for emergency response; and Council's lack of recent experience in having to deal with a natural disaster. Access to sufficient volumes of water for firefighting was also highlighted as an emerging issue.

Aside from proposing actions to minimise the impact of climate change on Council business, the Adaptation Plan also recognises work being undertaken by Council's 'stakeholders'. The Plan identifies possible stakeholder linkages to assist in identifying collaborative opportunities, resource sharing and to avoid duplication of efforts wherever possible.

**Human Resources & Financial Implications** - Implementation of the Climate Change Adaptation Plan will be coordinated by the Special Projects Officer as part of current duties. Involvement of other staff is envisaged in planning to determine priority actions, timeframes and implementation approaches.

It is perceived that implementation of the Climate Change Adaptation Plan will have minimal financial implications as many of the actions can be implemented by modification or review of current procedures e.g. update of emergency management plan or update of Council's risk register. Higher cost actions such as catchment modelling in relation to projected flood volumes will be funded through state government projects.

In summary it is perceived that the Adaptation Plan has no implications in the immediate budget cycle.

**Community Consultation & Public Relations Implications** - Community consultation in regard to the Adaptation Plan is not envisaged as necessary as it is a Council corporate document. Specific actions may warrant an element of community consultation, particularly in relation to asset upgrade or replacement in areas highly vulnerable to flooding or in relation to modelling of bushfire likelihood. Such consultation, if necessary, may be viewed as an opportunity to inform the community of initiatives Council are pursuing to build resilience and improve public safety in the face of threats posed by climate change.

There are potential positive public relations outcomes as actions in the Adaptation Plan may ultimately lead to: enhanced public safety, more robust infrastructure, bushfire and flood modelling data to inform risk, improved emergency response capability, and improved environmental resilience through NRM projects to manage threats as they emerge.

**Website implications** - There is potential for the Adaptation Plan and actions arising from it to be publicised on Council's web site. This will require a minimal amount of work.

**Policy Implications** - Climate change adaptation is essentially a risk management process. Council's Adaptation Plan has been developed in accordance with the (ISO) 31000:2009 Standard for Risk Management. Hence it is pertinent to review Council's Risk Management Policy to ensure the defined risks are acknowledged.

**Priority – Implementation Timeframe** - The schedule of prioritised actions, including those which may be implemented in the short term will need to be discussed by a working group – yet to be defined.

## RECOMMENDATION

**THAT Council receive and endorse the updated Southern Midlands Council Climate Change Adaptation Plan.**

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

## **15. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – LIFESTYLE)**

### **15.1 Community Health and Wellbeing**

**Strategic Plan Reference 4.1.1**

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

Nil.

### **15.2 Youth**

**Strategic Plan Reference 4.2.1**

*Increase the retention of young people in the municipality.*

Nil.

### **15.3 Seniors**

**Strategic Plan Reference 4.3.1**

*Improve the ability of the seniors to stay in their communities.*

Nil.

### **15.4 Children and Families**

**Strategic Plan Reference 4.4.1**

*Ensure that appropriate childcare services as well as other family related services are facilitated within the Community.*

Nil.

### **15.5 Volunteers**

**Strategic Plan Reference 4.5.1**

*Encourage community members to volunteer.*

Nil.

### **15.6 Access**

**Strategic Plan Reference 4.6.1a & 4.6.1b**

*Continue to explore transport options for the Southern Midlands Community / Continue to meet the requirements of the Disability Discrimination Act (DDA).*

Nil.

### **15.7 Public Health**

**Strategic Plan Reference 4.7.1**

*Monitor and maintain a safe and healthy public environment.*

Nil.

## 15.8 Recreation

**Strategic Plan Reference 4.8.1**

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

Nil.

## 15.9 Animals

**Strategic Plan Reference 4.9.1**

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

Nil.

## 15.10 Education

**Strategic Plan Reference 4.10.1**

*Increase the educational and employment opportunities available within the Southern Midlands.*

Nil.

## **16. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – COMMUNITY)**

### **16.1 Capacity**

**Strategic Plan Reference 5.1.1 & 5.1.2**

*Build the capacity of the community to help itself and embrace the framework and strategies articulated through social inclusion to achieve sustainability / Maintain and strengthen communities in the Southern Midlands.*

Nil.

### **16.2 Safety**

**Strategic Plan Reference 5.2.1**

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

Nil.

### **16.3 Consultation & Communication**

**Strategic Plan Reference 5.3.1**

*Improve the effectiveness of consultation and communication with the community.*

Nil.

## 17. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – ORGANISATION)

### 17.1 Improvement

**Strategic Plan Reference(s)** 6.1.1, 6.1.2, 6.1.3, 6.1.4 & 6.1.5

*Improve the level of responsiveness to Community needs / Improve communication within Council / Improve the accuracy, comprehensiveness and user friendliness of the Council asset management system / Increase the effectiveness, efficiency and use-ability of Council IT systems / Develop an overall Continuous Improvement Strategy and framework.*

### 17.1 BUSINESS CONTINUITY PLAN

**Author:** CORPORATE COMPLIANCE OFFICER (WENDY YOUNG)

**Date:** 19 MARCH 2020

**Attachment(s):**

*Business Continuity Plan  
COVID-19 Emergency Sub Plan  
Continuity Action Document*

### ISSUE

Review of Business Continuity Plan, implementation of a COVID-19 Emergency Sub Plan and Continuity Action Document.

### BACKGROUND

The objective of the Business Continuity Plan (BCP) is to provide guidance to Southern Midlands Council, in the event of a major incident. Due to recent outbreak of the Coronavirus it was appropriate for Council to review the BCP and to implement strategies to achieve normal service levels during this period of uncertainty.

Note: Coronaviruses are a large family of viruses known to cause respiratory infections. These can range from the common cold to more serious diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The new coronavirus originated in Hubei Province, China and the disease caused by the virus is named COVID-19.

### DETAIL

In addition to the Business Continuity Plan, the COVID-19 Emergency Sub Plan is a high level document that overarches the continuity action document. It provides an overview of the national and state framework for emergency pandemic and legislative frameworks and related plans.

The Continuity Action document is part of our business planning, identifying immediate actions and preparations, planning for a possible outbreak and response plan. The safety of the Southern Midlands community, our customers and staff is our top priority and we are continuing to monitor developments relating to the COVID-19 Pandemic daily. This document will be updated as the situation changes.



The Southern Midlands Council is therefore implementing social distancing practices; and where possible, we are requesting that members of the public contact us by phone or email rather than coming into the council chambers.

Council initiated events and programs such as the ANZAC Day Service, School Holiday Programs, Community Walks and the Heritage & Bullock Festival have been cancelled and other events will be reviewed in accordance with government directions on the size of the gathering.

## RECOMMENDATION

**THAT Council receive and note:**

- a) the Business Continuity Plan (as amended);
- b) the COVID-19 Emergency Sub Plan; and
- c) Continuity Action Document.

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

**ENCLOSURE**  
*Agenda Item 17.1*



# Business Continuity Plan

March 2020



## Introduction

The objective of this Business Continuity Plan (BCP) is to provide guidance to Southern Midlands Council management. In the event of a major incident, the BCP ensures that those services which are most important to our stakeholders (i.e. residents, businesses, visitors, employees and contractors) can be provided at an acceptable level during a major incident, and restored after an incident. Where appropriate, the Business Continuity Plan should be activated in conjunction with the organisation's Municipal Emergency Management Plan.

The major goals of this plan are the following:

- To minimize interruptions to the normal operations
- Determine services that Council must deliver
- Understanding barrier in trying to deliver these services
- To limit the extent of disruption and damage.
- To minimize the economic impact of the interruption
- To establish alternative means to deliver these services
- Ensure staff understand their roles and responsibilities when a major disruption occurs.
- To provide for rapid restoration of services



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## Objective

This Business Continuity Plan establishes procedures to:-

- Prevent or minimize the impact of events capable of disrupting business operations
- Ensure that business units can respond to unavoidable disruptions
- Ensure a smooth and rapid restoration of normal business operations after an incident.

## Applicability

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

## Terminology

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





## Scope

This plan details Council's response in the event of a disruption to essential services and support services.

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

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



## Planning Process

The Business Continuity Plan was developed through consultation with management, staff and Council who identified critical services, actions required and timeframes required so that Council can recover and restore partially or completely from disaster and or emergency situations.

The stages were:

### Stage One:

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

### Stage Two:

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

### Stage Three:

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

### Stage Four:

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





## Backup Sites

### Backup Site Oatlands Office

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

#### Business Continuity Plan Backup Site for Oatlands Office

Name	Address	Key Contact
Kempton Council Chambers	85 Main Street, Kempton	Tim Kirkwood 0417 501 303 <a href="mailto:tkirkwood@southernmidlands.tas.gov.au">tkirkwood@southernmidlands.tas.gov.au</a>

#### Business Continuity Plan Backup Site for Oatlands Office – Location Plan



#### Alternative Backup Sites

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

#### Business Continuity Plan Alternative Backup Site

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



**Backup Site Oatlands Depot**

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

**Business Continuity Plan Backup Site for Oatlands Depot**

Name	Address	Key Contact
Kempton Depot	Station Street, Kempton	Jack Lyall 0428 132 490 <a href="mailto:jlyall@southernmidlands.tas.gov.au">jlyall@southernmidlands.tas.gov.au</a>



**Business Continuity Plan Alternative Backup Site**

Name	Address	Key Contact
Land (adjacent to Sewerage Lagoon Site)	Corner of Interlaken Road and Midland Highway, Oatlands	Jack Lyall 0428 132 490 <a href="mailto:jlyall@southernmidlands.tas.gov.au">jlyall@southernmidlands.tas.gov.au</a>





**Backup Site Kempton Office**

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

**Business Continuity Plan Backup Site for Kempton Office**

Name	Address	Key Contact
Oatlands Council Chambers	71 High Street Oatlands	Andrew Benson 0428 852 730 <a href="mailto:abenson@southernmidlands.tas.gov.au">abenson@southernmidlands.tas.gov.au</a>

**Business Continuity Plan Backup Site for Kempton Office – Location Plan**



**Alternative Backup Sites**

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

**Business Continuity Plan Alternative Backup Site**

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



**Backup Site Kempton Depot**

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

**Business Continuity Plan Backup Site for Kempton Depot**

Name	Address	Key Contact
Oatlands Depot	Glenelg Street Oatlands	Jack Lyall 0428 132 490 <a href="mailto:jlyall@southernmidlands.tas.gov.au">jlyall@southernmidlands.tas.gov.au</a>

**Business Continuity Plan Backup Site for Kempton Depot – Location Plan**





### Alternative Backup Sites

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

### Business Continuity Plan Alternative Backup Site

Name	Address	Key Contact
SES/TFS Depot	Old Hunting Ground Kempton	Tim Kirkwood 0417 501 303 <a href="mailto:tkirkwood@southernmidlands.tas.gov.au">tkirkwood@southernmidlands.tas.gov.au</a>





## Management Approach

### Governance and Accountability

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

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

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

### Business Continuity Plan Recovery Team (BCPRT)

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

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



**Departmental Business Continuity Plan Members**

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

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



### Other Contacts

Name	Phone	Mobile Phone	Details
Tasmania Fire Service	1800 000 699		fire@fire.tas.gov.au
State Emergency Service (Municipal Coordinator)	03 62545003	0417 501 303	Tim Kirkwood <a href="mailto:kirkwood@southernmidlands.tas.gov.au">kirkwood@southernmidlands.tas.gov.au</a> <a href="mailto:ses@ses.tas.gov.au">ses@ses.tas.gov.au</a>
Ambulance Tasmania	1800 008 008		ambulance.adminsouth@ambulance.tas.gov.au
Midlands Multi-Purpose Health Centre	61 350540		DON Sandy Carmichael Carmichael, Sandy (DHHS) <a href="mailto:Sandy.Carmichael@dhhs.tas.gov.au">Sandy.Carmichael@dhhs.tas.gov.au</a>
Tasmania Police	131 444		tasmania.police@police.tas.gov.au
Council's Environmental Health Officer	03 62545000	0407 870 090	Leon McGuinness <a href="mailto:lmcguinness@southernmidlands.tas.gov.au">lmcguinness@southernmidlands.tas.gov.au</a>
Director of Public Health	1300 135 513		Director Dr Mark Veitch

### Roles & Responsibility

Role	Department	Name/Position	Area of Responsibility
Communications with media	Council	Mayor Green 0429 604 153 (proxy Deputy Mayor)	First line of communications with the media
Business Continuity Recovery Team	Various	Tim Kirkwood	When a major incident / disaster is reported to Council the BCPRT will convene to assess the situation and issue appropriate instructions. It is the responsibility of the BCPRT to decide which if any emergency plans are to be implemented.
Departmental Business Continuity Plan Members	All Departments	Managers	Each Departmental Business Continuity Plan (DBCP) will be activated by the BCP Manager, as identified in the departmental plan, when he/she receives instructions from the Manager of the



*Business Continuity Plan*



			BCPRT.
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**Identified Risks and Calculations**

**Mapping the Risk Rating**

Name:	LIKELIHOOD	CONSEQUENCE					LEGEND
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5	
Signature:	A (Almost Certain)	H	H	E	E	E	<b>E;</b> extreme risk, immediate action required  <b>H;</b> high risk, senior management attention needed  <b>M;</b> moderate risk; management responsibility must be specified  <b>L;</b> low risk; manage by routine procedures
Date of Assessed	B (Likely)	M	M	H	E	E	
	C (Possible)	L	M	H	E	E	
	D (Unlikely)	L	L	M	H	E	
	E (Rare)	L	L	M	H	H	

LIKELIHOOD	CONSEQUENCE
<b>A – Almost Certain</b> Is expected to occur in most circumstances. <b>B – Likely</b> Will probably occur in most circumstances. <b>C – Possible</b> Might occur at some time. <b>D – Unlikely</b> Could occur at some time. <b>E – Rare</b> May occur only in exceptional circumstances.	<b>1 - Insignificant</b> No injuries, no financial loss. <b>2 – Minor</b> First aid treatment, on-site release immediately contained, medium financial loss. <b>3 – Moderate</b> Medical treatment required, on site release contained without assistance, high financial loss. <b>4 – Major</b> Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss. <b>5 – Catastrophic</b> Death, toxic release off site with detrimental effects, huge financial loss.



**Identified Disasters / Emergency Situations**

Council has identified a number of disaster and or emergency scenarios where Councils services will be reduced, limited and in some cases cease for a period of time. Each identified disaster / emergency has been assessed using the model on the previous page titled *Mapping the Risk* so that each potential scenario risks, likelihood, and consequences are adequately covered.

The following disaster / emergency situations have been identified as potential issues for Council.

Identified Disaster / Emergency	Probability Level Rating	Impact Level Rating	Risk Rating	Risk Treatment Plan
IT Service Failure	Unlikely	Major	High Risk	✓
Epidemic / Pandemic Situations	Likely	Major	Extreme	✓
Loss of Electrical Power	Rare	Moderate	Moderate Risk	
Loss of Council Offices / Buildings	Rare	Moderate	Moderate Risk	
Major Financial Loss	Rare	Moderate	Moderate Risk	
Major Equipment Failure	Unlikely	Moderate	Moderate Risk	
Telecommunications Failure	Unlikely	Moderate	Moderate Risk	
Natural Disasters such as Floods and Fire	Possible	Minor	Moderate Risk	
Loss of Key staff	Possible	Moderate	High Risk	✓



## Contingency Strategy

### Backup and Recovery Strategies

A variety of backup and recovery strategies have been considered and reviewed by each department. Should a disaster or emergency situation arise the Emergency Management Team will meet and decide on the appropriate actions. Once notified by the EMT Operations Manager each appropriate Departmental Business Continuity Plan will be put into action and driven by the DBCP Managers. Other detailed emergency plans such as; **ICT Business Continuity / Disaster Recovery Plan, Community Recovery Plan, Regional Pandemic Plan, Emergency Management Plan** may be used dependent upon the situation at which time the Business Continuity Plan will form part of the overall emergency plan.

### Maximum Acceptable Outage

Maximum acceptable outage has been agreed as is based on the assessment of risk to Council's operations and the community. The following criteria were used as a basis for this assessment.

- Ensuring safety and wellbeing of our staff and the community
- Complying with legislation and contractual obligations
- Protecting our assets
- Maintaining public confidence
- Controlling the financial impact
- Essential internal support services

The following table documents the maximum allowable outage.

Scenario	Affected Departments	Impact	Maximum Tolerable Outage
Loss of Electrical Power	All	After a period of time a large number of Council services will be affected	Two to Three Days
Loss of Key staff	All	It will affect the individual area until a suitable replacement is found and gained the experience to cover the absenteeism	Variable (maximum of 10 working days)
Loss of Council Offices / Buildings	All	Immediate effect on internal staff and departments	Immediate
Major Financial Loss	Corporate Services	Cash flow alternatives will need to be found	One to Two Weeks
Loss of Equipment and / or Essential Services	Infrastructure & Works Services	A variety of external situations could affect Council services	Variable (subject to case/risk assessment)
ICT Service Failure	Corporate Services	Alternative ICT services that may include software and hardware will be required. The ICT Business Continuity / Disaster Recovery Plan will be used.	Three to Five Days

*Business Continuity Plan*



Telecommunication Failure	All	Immediate effect on all departments with communications	Three to Five Days
Epidemic / Pandemic Situations	All	Potential to shut down Council Services and / or substantially reduce services	Notified by DHHS
Natural Disasters such as Floods and Fire	All	Potential to shut down Council Services and / or substantially reduce services	Notified by SES through State Emergency Plans



### Backup Procedures

All backup procedures will be orchestrated through the BCPRT and individual Departmental Business Continuity Plans (DBCP).

Scenario	Backup Procedure when Maximum Tolerable Outage	Responsible Persons
Loss of Electrical Power	<ul style="list-style-type: none"> <li>All department Managers to assess and plan for remote work where possible</li> <li>EMT to determine potential alternative power source</li> <li>Activate generator back at Oatlands</li> </ul>	<ul style="list-style-type: none"> <li>DBCP Managers</li> <li>BCPRT Manager</li> </ul>
Loss of Key staff	All department Managers to ensure critical tasks have been identified and appropriate training of back up person completed. Plan/implement remote work.	<ul style="list-style-type: none"> <li>Departmental Managers</li> </ul>
Loss of Council Offices / Buildings	<ul style="list-style-type: none"> <li>BCPRT to determine alternative site</li> <li>ICT Business Continuity / Disaster Recovery Plan to be activated</li> <li>All department Managers to assess and allocate work from home capability where possible.</li> </ul>	<ul style="list-style-type: none"> <li>DBCP Managers</li> <li>Departmental Managers</li> <li>BCPRT Manager</li> </ul>
Major Financial Loss	Corporate and Managers to determine short term cash flow solutions	<ul style="list-style-type: none"> <li>Corporate Services</li> <li>General Manager</li> </ul>
Major Equipment Failures	<ul style="list-style-type: none"> <li>Infrastructure &amp; Works to assess and report</li> <li>BCPRT to co-ordinate with community</li> <li>May need to activate parts of Community Recovery Plan</li> </ul>	<ul style="list-style-type: none"> <li>Infrastructure &amp; Works Manager</li> <li>BCPRT Manager</li> <li>Community Recovery Coordinator</li> </ul>
ICT Service Failure	<ul style="list-style-type: none"> <li>Activate ICT Business Continuity / Disaster Recovery Plan</li> <li>BCPRT to co-ordinate</li> </ul>	<ul style="list-style-type: none"> <li>Corporate Services Manager</li> <li>BCPRT Manager</li> </ul>



*Business Continuity Plan*



Telecommunication Failure	<ul style="list-style-type: none"> <li>• Activate ICT Business Continuity / Disaster Recovery Plan</li> <li>• BCPRT to co-ordinate</li> </ul>	<ul style="list-style-type: none"> <li>•Corporate Services Manager</li> <li>•BCPRT Manager</li> </ul>
Epidemic / Pandemic Situations	<ul style="list-style-type: none"> <li>• Activate ICT Business Continuity / Disaster Recovery Plan</li> <li>• BCPRT to co-ordinate</li> </ul>	<ul style="list-style-type: none"> <li>•EHO</li> <li>•BCPRT Manager</li> </ul>
Natural Disasters such as Floods and Fire	<ul style="list-style-type: none"> <li>• Activate Emergency Management Plan</li> <li>• BCPRT to assist</li> <li>• Potential for SES, Regional &amp; State Emergency Plans to be activated</li> </ul>	<ul style="list-style-type: none"> <li>•Infrastructure &amp; WorksManager</li> <li>•BCPRT Manager</li> <li>•Potential for SES, Regional &amp; State Emergency Plans to be activated</li> </ul>



## Departmental Business Continuity Details

An incident that impacts on the delivery of an essential service beyond the maximum allowable outage, as identified, may trigger the activation of the Business Continuity Plan.

### Summary of Response Procedures

Ref	Activity	Responsibility	Required Time Frame
1	Notify Senior Management Team of the incident	General Manager	Immediate upon identification of incident
2	Conduct initial assessment of incident and determine severity	General Manager	15-20 minutes of incident
3	Access the needs to activate the Council's BCP	General Manager	30 minutes of incident
4	If BCP is to be invoked refer to the following departmental sections of the BCP:	See relevant section	30 minutes of incident
5	Convene the Senior Management Team to monitor the incident and response	General Manager	30 minutes of incident, continuously
6	Coordinate the stand down process	General Manager	As appropriate





### General Manager's Unit

MANAGER : Tim Kirkwood

TEAM MEMBERS: Refer to Organisation Chart attached as Appendix

OUTLINE: Executive Office and Finance functions Outlands.

### Response Procedures

Ref	Activity	Responsibility	Required Time Frame
<b>1. Building security and relocation</b>			
1.1	Determine need to relocate to alternate facility	Manager	Immediate
1.2	If relocation to alternate site is required for an extended period of time (i.e. permanent loss of building), determine an alternative site.	Manager	As Required
<b>2 Communication</b>			
All communications both internal and external must be authorised by the GM unless otherwise advised by the Senior Management Team			
2.1	Oversight and control all external Council communications both written and verbal	Manager (in conjunction with Mayor)	As Required
2.2	Liaise with department heads regarding department communication	Manager	As Required
<b>3 Human Resources</b>			
3.1	In the event of the loss of personnel, next in line to that person assumes automatic emergency delegation of that person's duties if required	Manager	As Required
3.2	Ensure sufficient staff are available to maintain critical services	Manager	As Required
3.3	Plan for remote work	Manager	As Required
3.4	Advise staff of incident and keep up to date	Deputy General Manager / HR	As Required
3.5	Inform service providers as necessary	Deputy General Manager / HR	As Required
3.6	Facilitate trauma / stress counseling via <i>Newport and Wildman</i>	Deputy General Manager / HR	As Required
<b>4 Community</b>			
4.1	Demonstrate Leadership & keep informed	Manager (in conjunction with Mayor)	As Required



### Departmental Personnel Details

Name	Contact Details (Phone, email etc)	Experience / Licence Details
Tim Kirkwood	0417 501 303 <a href="mailto:tkirkwood@southernmidlands.tas.gov.au">tkirkwood@southernmidlands.tas.gov.au</a>	Emergency Management
Elisa Lang	03 62545004 <a href="mailto:elang@southernmidlandstas.gov.au">elang@southernmidlandstas.gov.au</a>	EA
Andrew Benson	0429 8852 730 <a href="mailto:abenson@southernmidlands.tas.gov.au">abenson@southernmidlands.tas.gov.au</a>	DGM
Amanda Burbury	03 62545017 <a href="mailto:aburbury@southernmidlands.tas.gov.au">aburbury@southernmidlands.tas.gov.au</a>	FO

### Departmental Facilities, Services & Equipment

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
Motor Vehicles	Oatlands Office	2 AWD	Manager	As above
Mobile Phones	Manager	2	Manager	
Desk Computers	Oatlands Office	3	Manager	
Laptops	Oatlands Office	2	Manager	



**Corporate Services**

MANAGER: Bronwyn Porter

TEAM MEMBERS: Refer to the Organisation Chart attached in the Appendices

OUTLINE: ICT functions, Records Management, Rates, Accounts Receivable / Payable

**Response Procedures**

Ref	Activity	Responsibility	Required Time Frame
<b>1. Building security and relocation</b>			
1.2	If relocation to alternate site:		
	Communicate activation of BCP to alternate service sites	Manager	As Required
	Arrange access for staff into alternate site	Manager	As Required
	Ensure safe custody of all documentation	Manager	As Required
	Establish a minimum number of 2 work stations	Manager	As Required
	Source furniture from suppliers where necessary	Manager	As Required
	Re-route telephones to alternate site	Manager	As Required
	Organise temporary redirection of mail to alternate site	Manager	As Required
<b>2 Implement ICT Business Continuity / Disaster Recovery Plan</b>			
2.1	Implement procedures in accordance with ICT Business Continuity / Disaster Recovery Plan	ICT System Administrator	Immediate
2.2	Coordinate with Systems Administrator to determine status of ICT restoration	Manager	As Required



**Critical Business Activities**

Critical Business Activities	Maximum Allowable Outage	Resources Required			Key Tasks
		IT Systems	Documentation	No Team Members	
Determine liquidity requirements Prepare daily cash flow Transfer funds between accounts	1 week	Navision	Daily premium statement CBA bank statement Known creditor obligations	1 (+ 2 Approvers)	Prepare daily cash flow Arrange transfer of funds between Bank accounts
Pay Staff	6-14 Days	Navision & Commbiz	Procedures & tokens	1 (+ 2 Approvers)	Pay staff an interim payment in lieu of standard payroll (if required)
Sort mail	3 days	Email	Incoming Mail	1	
Process mail	3 days	Infoxpert	Incoming mail		Process mail Process payments
Internet	1 day				SES info



**Other Business Activities**

Other Business Activities	Maximum Allowable Outage	Resources Required			Key Tasks
		IT Systems	Documentation	No Team Members	
Receipting	> 2 days			1	Issue Receipt Process in CouncilFirst
Paying Creditors	> 2 weeks		Tax Invoice Blank cheque	1 (+ 2 Approvers)	Send cheques Load and transfer file to Com Bank
Accounts Receivable	> 2 weeks			1	Issue Invoices Record Receipts
Property	> 2 weeks			1	Process receipts and charges
Financial reporting	> 2 weeks			2	Prepare monthly financial statements Reporting to Departments and Council
Investments	> 2 weeks		reports	1	Renewals & Withdrawals
Building / Planning	2 weeks	Council First		4	Process applications & Permits



### Departmental Personnel Details

Name	Contact Details (Phone, email etc)	Experience / Licence Details
Bronwyn Porter	03 6254 5005 <a href="mailto:bporter@southernmidlands.tas.gov.au">bporter@southernmidlands.tas.gov.au</a>	Car Licence
Nick Wilson	03 6254 5007 <a href="mailto:nwilson@southernmidlands.tas.gov.au">nwilson@southernmidlands.tas.gov.au</a>	Car Licence
Elizabeth Green	03 62545002 <a href="mailto:egreen@southernmidlands.tas.gov.au">egreen@southernmidlands.tas.gov.au</a>	Car Licence
Lisa Dare	03 62545001 <a href="mailto:ldare@southernmidlands.tas.gov.au">ldare@southernmidlands.tas.gov.au</a>	Car Licence
Reception / Cashier (Vacant)	03 62545000	Car Licence

### Departmental Facilities, Services & Equipment

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
IT- server Infrastructure	High Street Oatlands		Nick Wilson	
IT-Laptop	High Street Oatlands	1	Nick Wilson	
Motor Vehicles	Refer to Plant Register	1	Bronwyn Porter	
Mobile Phones	Nil	1		
Council Office Building	High Street Oatlands			
Council Depot Building	Church Street Oatlands			





**Development & Environmental Services**

MANAGER: David Cundall

TEAM MEMBERS: Refer to the Organisation Chart attached in the Appendices

OUTLINE: Department has animal management issues identified as a critical function that needs to be maintained in the event of an emergency. Department would play a support role for other issues to other departments that are required to continue to function.

Planning, Building, Plumbing, Environmental Health, Animal Management, Admin

**Response Procedures**

Ref	Activity	Responsibility	Required Time Frame
<b>1. Building security and relocation</b>			
1.2	If relocation to alternate site:		
	Communicate activation of BCP to alternate service sites	Manager	As Required
	Arrange access for staff into alternate site	Manager	As Required
	Ensure safe custody of all documentation	Manager	As Required
	Establish a minimum number of 5 work stations	Manager	As Required
	Source furniture from suppliers where necessary	Manager	As Required
	Re-route telephones to alternate site	Manager	As Required
	Organise temporary redirection of mail to alternate site	Manager	As Required
<b>2 Implement Disaster Recovery Plan (DRP)</b>			
2.1	Implement procedures in accordance with ICT Business Continuity / Disaster Recovery Plan	ICT System Administrator	Immediate
2.2	Coordinate with Systems Administrator to determine status of ICT restoration	Manager	As Required



**Departmental Personnel Details**

Name	Contact Details (Phone, email etc)	Experience / Licence Details
David Cundall	0458 892 183 <a href="mailto:dcundall@southernmidlands.tas.gov.au">dcundall@southernmidlands.tas.gov.au</a>	Car Licence
Shane Mitchell	0428 847 842 <a href="mailto:smitchell@southernmidlands.tas.gov.au">smitchell@southernmidlands.tas.gov.au</a>	Car Licence
Linda Cartledge	03 6259 3011 <a href="mailto:lcartledge@southernmidlands.tas.gov.au">lcartledge@southernmidlands.tas.gov.au</a>	Car Licence
Diane Menzie	03 6259 3011 <a href="mailto:dmenzie@southernmidlands.tas.gov.au">dmenzie@southernmidlands.tas.gov.au</a>	Car Licence
Leon McGuinness	0407 870 090 <a href="mailto:lmcguinness@southernmidlands.tas.gov.au">lmcguinness@southernmidlands.tas.gov.au</a>	Car Licence
Phil Krause	03 6263 3516 <a href="mailto:pkrause@southernmidlands.tas.gov.au">pkrause@southernmidlands.tas.gov.au</a>	Car Licence
Rachel Collis	0428 616 539 <a href="mailto:539rcollis@southernmidlands.tas.gov.au">539rcollis@southernmidlands.tas.gov.au</a>	Car Licence
David Dwyer	<a href="mailto:Ddwyer@southernmidlands.tas.gov.au">Ddwyer@southernmidlands.tas.gov.au</a>	
Graham Green	0422 936 027 <a href="mailto:ggreen@southernmidlands.tas.gov.au">ggreen@southernmidlands.tas.gov.au</a>	
Deb Hill		

**Departmental Facilities, Services & Equipment**

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
Council Vehicles	Kempton	3	Manager	As Above
Mobile Phones	Kempton	4	Manager	As Above
Laptop	Kempton	1	Manager	As Above
Computers	Kempton	10	Manager	As Above





**Community & Corporate Development**

MANAGER: Andrew Benson

TEAM MEMBERS: Refer to the Organisation Chart attached in the Appendices

OUTLINE: In an emergency the main functions of the Community & Corporate Development Department is to provide assistance with community support, community recovery and administration.

**Response Procedures**

Ref	Activity	Responsibility	Required Time Frame
<b>1. Building security and relocation</b>			
1.2	If relocation to alternate site:		
	Communicate activation of BCP to alternate service sites	Manager	As Required
	Arrange access for staff into alternate site	Manager	As Required
	Ensure safe custody of all documentation	Manager	As Required
	Establish a minimum number of 2 work stations	Manager	As Required
	Source furniture from suppliers where necessary	Manager	As Required
	Re-route telephones to alternate site	Manager	As Required
	Organise temporary redirection of mail to alternate site	Manager	As Required
<b>2 Implement Disaster Recovery Plan (DRP)</b>			
2.1	Implement procedures in accordance with ICT Business Continuity / Disaster Recovery Plan	ICT System Administrator	Immediate
2.2	Coordinate with Systems Administrator to determine status of ICT restoration	Manager	As Required



**Departmental Personnel Details**

Name	Contact Details (Phone, email etc)	Experience / Licence Details
Andrew Benson	0429 852 730 <a href="mailto:abenson@southernmidlands.tas.gov.au">abenson@southernmidlands.tas.gov.au</a>	Car Licence MR Truck
Wendy Young	0458 711 028 <a href="mailto:wyoung@southernmidlands.tas.gov.au">wyoung@southernmidlands.tas.gov.au</a>	Car Licence
Michelle Webster	0403 893 257 <a href="mailto:mwebster@southernmidlands.tas.gov.au">mwebster@southernmidlands.tas.gov.au</a>	Car Licence MR Truck
Kelly Woodward	0409 553 572 <a href="mailto:kwoodward@southernmidlands.tas.gov.au">kwoodward@southernmidlands.tas.gov.au</a>	Car Licence

**Departmental Facilities, Services & Equipment**

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
Council Vehicles	Kempton	2	Manager	As Above
Mobile Phones	Kempton	4	Manager	As Above
Laptop	Kempton	1	Manager	As Above
Computers	Kempton	1	Manager	As Above



**Infrastructure & Works**

MANAGER: Jack Lyall

TEAM MEMBERS: Refer to Organisation Chart attached as Appendix

OUTLINE: *During an emergency situation the department will be providing technical support to the organisation and can assist in a number of areas including:*

- *Management and coordination of the Works Department and Contractors*
- *Project Management and investigation of technical issues*
- *Auditing and surveillance*
- *Plans and reports*
- *Technical review and closure of assets*
- *Traffic Management*
- *Assist with supply of resources (employees and plant and equipment)*

*Pending the type of severity of an emergency there is no significant priority on the existing day-to-day role of the Department.*

**Response Procedures**

Ref	Activity	Responsibility	Required Time Frame
<b>1. Building security and relocation</b>			
1.2	If relocation to alternate site:		
	Communicate activation of BCP to alternate service sites	Manager	As Required
	Arrange access for staff into alternate site	Manager	As Required
	Ensure safe custody of all documentation	Manager	As Required
	Establish a minimum number of 2 work stations	Manager	As Required
	Source furniture from suppliers where necessary	Manager	As Required
	Re-route telephones to alternate site	Manager	As Required
	Organise temporary redirection of mail to alternate site	Manager	As Required
<b>2 Implement Disaster Recovery Plan (DRP)</b>			
2.1	Implement procedures in accordance with ICT Business Continuity / Disaster Recovery Plan	ICT System Administrator	Immediate
2.2	Coordinate with Systems Administrator to determine status of ICT restoration	Manager	As Required



**Departmental Personnel Details**

Name	Contact Details (Phone, email etc)	Experience / Licence Details
Jack Lyall - Manager	0428 132 490 <a href="mailto:jlyall@southernmidlands.tas.gov.au">jlyall@southernmidlands.tas.gov.au</a>	Car Licence HR Truck
Craig Whatley – Supervisor Oatlands	0417 122 536 <a href="mailto:cwhatley@southernmidlands.tas.gov.au">cwhatley@southernmidlands.tas.gov.au</a>	Car Licence HR Truck
Paul Lang Kempton	0408 126 696 <a href="mailto:plang@southernmidlands.tas.gov.au">plang@southernmidlands.tas.gov.au</a>	Car Licence HR Truck
After Hours	0419 325 405	

**Departmental Facilities, Services & Equipment Oatlands Office**

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
Council Vehicles	Oatlands Kempton	2 1	Manager	As Above
Mobile Phones	Oatlands Kempton	2 1	Manager	As Above
Laptop		nil		
Computers	Oatlands	3	Manager	As Above

**Departmental Facilities, Services & Equipment Oatlands Depot**

Refer to the Plant Register in the Appendices

**Departmental Facilities, Services & Equipment Kempton Depot**

Refer to the Plant Register in the Appendices



**Natural Resource Management**

MANAGER: Maria Weeding

TEAM MEMBERS Refer to Organisation Chart attached as Appendix

OUTLINE: NRM Officers

**Response Procedures**

Ref	Activity	Responsibility	Required Time Frame
<b>1. Building security and relocation</b>			
1.2	If relocation to alternate site:		
	Communicate activation of BCP to alternate service sites	Manager	As Required
	Arrange access for staff into alternate site	Manager	As Required
	Ensure safe custody of all documentation	Manager	As Required
	Establish a minimum number of 2 work stations	Manager	As Required
	Source furniture from suppliers where necessary	Manager	As Required
	Re-route telephones to alternate site	Manager	As Required
	Organise temporary redirection of mail to alternate site	Manager	As Required
<b>2 Implement Disaster Recovery Plan (DRP)</b>			
2.1	Implement procedures in accordance with ICT Business Continuity / Disaster Recovery Plan	IT System Administrator	Immediate
2.2	Coordinate with Systems Administrator to determine status of ICT restoration	Manager	As Required



**Departmental Personnel Details**

Name	Contact Details (Phone, email etc)	Experience / Licence Details
Maria Weeding	0408 541 399 <a href="mailto:mweeding@southernmidlands.tas.gov.au">mweeding@southernmidlands.tas.gov.au</a>	Car Licence
Helen Geard	0417 599 816 <a href="mailto:hgeard@southernmidlands.tas.gov.au">hgeard@southernmidlands.tas.gov.au</a>	Car Licence

**Departmental Facilities, Services & Equipment**

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
Council Vehicles		nil		
Mobile Phones		nil		
Laptop		nil		
Computers	Oatlands	2	Manager	As Above





**Heritage Projects**

MANAGER: Brad Williams

TEAM MEMBERS: Refer to Organisation Chart attached as Appendix

OUTLINE: Heritage Officers

**Response Procedures**

Ref	Activity	Responsibility	Required Time Frame
<b>1. Building security and relocation</b>			
1.2	If relocation to alternate site:		
	Communicate activation of BCP to alternate service sites	Manager	As Required
	Arrange access for staff into alternate site	Manager	As Required
	Ensure safe custody of all documentation	Manager	As Required
	Establish a minimum number of 1 work stations	Manager	As Required
	Source furniture from suppliers where necessary	Manager	As Required
	Re-route telephones to alternate site	Manager	As Required
	Organise temporary redirection of mail to alternate site	Manager	As Required
<b>2 Implement Disaster Recovery Plan (DRP)</b>			
2.1	Implement procedures in accordance with ICT Business Continuity / Disaster Recovery Plan	ICT System Administrator	Immediate
2.2	Coordinate with Systems Administrator to determine status of ICT restoration	Manager	As Required



### Departmental Personnel Details

Name	Contact Details (Phone, email etc)	Experience / Licence Details
Brad Williams	0418 303 184 <a href="mailto:bwilliams@southernmidlands.tas.gov.au">bwilliams@southernmidlands.tas.gov.au</a>	Car Licence
Alan Townsend	0419 383 552 <a href="mailto:atownsend@southernmidlands.tas.gov.au">atownsend@southernmidlands.tas.gov.au</a>	Car Licence
Deborah Baldwin	0413 543 719 <a href="mailto:dbaldwin@southernmidlands.tas.gov.au">dbaldwin@southernmidlands.tas.gov.au</a>	
Michelle Webster	0403 893 257 <a href="mailto:mwebster@southernmidlands.tas.gov.au">mwebster@southernmidlands.tas.gov.au</a>	Car Licence

### Departmental Facilities, Services & Equipment

Facilities, Services or Equipment Available	Location	Number Available	Contact Person	Contact Details
Council Vehicles	Oatlands	1	Manager	As Above
Mobile Phones	Oatlands	1	Manager	As Above
Laptop	Oatlands	1	Manager	As Above
Computers	Oatlands	4	Manager	As Above

### Related Documents

1. ICT Business Continuity / Disaster Recovery Plan
2. Heritage Collections Disaster Preparedness Manual

### Approval Process

<b>First Council Meeting</b>	<b>25<sup>th</sup> July 2012</b>	<b>Decision No.</b>	<b>C/12/07/075/19106</b>
<b>Final Council Meeting</b>	<b>22<sup>nd</sup> August 2012</b>	<b>Decision No.</b>	<b>C/12/08/050/19132</b>
<b>Repealed Council Meeting</b>		<b>Decision No.</b>	
<b>Considered by Council Meeting</b>			
<b>Approved by Council</b>			

Review - Annually in June



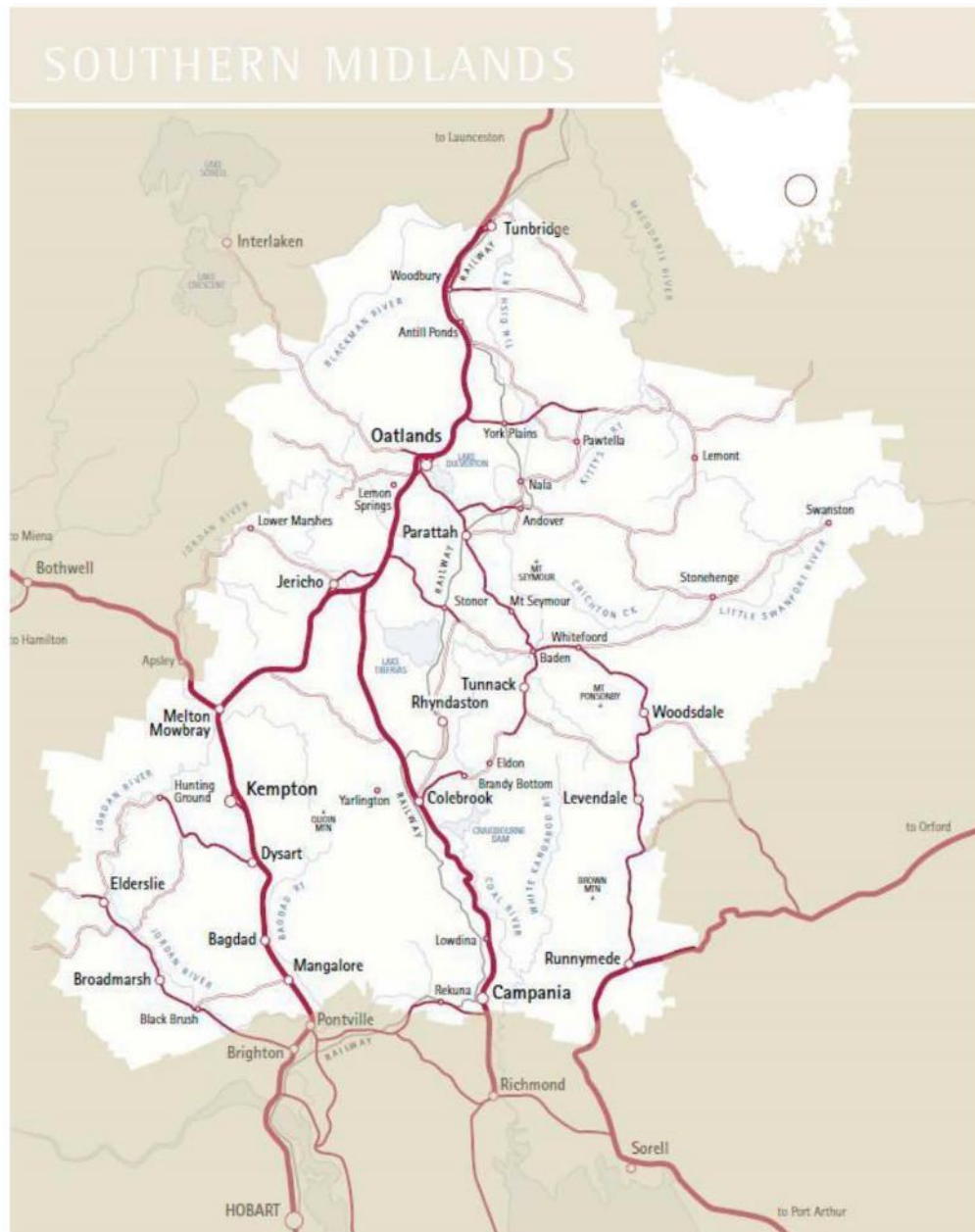
*Business Continuity Plan*





## Appendices

### Southern Midlands LGA Map



*Business Continuity Plan*



## ***Organisation Charts***





**Plant Register**

**SOUTHERN MIDLANDS COUNCIL**

**ASSET REGISTER - Plant and Equipment as at February 2020**

Plant No.	Make
35C	LIGHTBURN CONCRETE MIXER
35E	KING CAR TRAILER
35F	KING TRAILER
35L	STEEL TRAILER
35Q	LASER MIX CONCRETE MIXER
1-2017	HINO #52848 TIP TRUCK
02-2012	MITSUBISHI TIP TRUCK
03-2014	FUSO CANTER TRUCK
4-2016	HINO TIPPER FB1426
05-2017	ISUZU SPACE CAB UTILITY (WTS)
06-2020	CATERPILLAR 12M MOTOR GRADER
07-2002	KOMATSU WA270-3H WHEEL LOADER
08-2014	KOMATSU BACKHOE LOADER
09-2000	FORD NEW HOLLAND INDUSTRIAL TRACTOR
10-2012	Mazda Single Cab Utility
11-2015	FORD RANGER DUAL CAB
11-2017	MAZDA BT50 DUAL CAB
12-2012	MAZDA BT 50 4x4



13-2019	MAZDA BT50 DUAL CAB
14-2019	FUSO CANTER 615 TRUCK FEA61BR4SFAC
15-2012	FORD RANGER XL SINGLE CAB (HPS)
15-2016	MAZDA BT50 SINGLE CAB
16-2016	ISUZU D-MAX SPACE CAB UTILITY
17-2016	MITSUBISHI FUSO CANTER
18 98	CAT. V120 FORKLIFT TRUCK
19-2015	MAZDA BT50
20 1A	FREE ROLLER UNIT
20-2011	CATERPILLAR 12M GRADER
21-2013	DOOSAN DL250 4 x 4 Wheel Loader
22-2013	KOMATSU WB97 3EO Platinum BHoe Loader
23/2016	HINO TRUCK FD1124
24-2015	TOYOTA HILUX WORKMATE
25-2019	ISUZU F SERIES FR 110-260 Tip Truck
26-2014	HINO 300 SERIES TIPPER TRUCK
27-2016	ISUZU D-MAX SPACE CAB UTILITY
28	FRANKLIN CARAVAN
29-2018	MAZDA BT50 Dual Cab 4x4 Utility
MP 29-2019	KUBOTA ZD1011-34 Zero Turn Mower
31-2007	CATERPILLAR SP ROLLER
MP32/2015	TRAILER (with canopy)
MP33/2018	SUNRISE TRAILER (PORTALCO)
33	GRUBB PIG TRAILER
34	GRUBB PIG TRAILER
35A (MP01/1986)	TURNER LR16 HYDRA MOWER
35B 1 (MP02/1985)	WILDER - HP22
35M (MP12/1989)	SILVAN SPRAY UNIT (WWD)
35P	KING TRAILER

Business Continuity Plan



35R	KING BOX TRAILER (JOB SKILLS)
35XW	WATER TANKS (2)
35Z	FUEL TANKER (200 Litres)
36	MACHINERY FLOAT
37/2018	KUBOTA EXCAVATOR KX080
38/2014	HINO PROSHIFT TRUCK
39-2017	MAZDA BT50 DUAL CAB
40-2019	HYUNDAI LOAD TQ4 3STWIN SWING 2.5D
41-2011	KUBOTA TRACTOR / LOADER
42-2018	ISUZU D Max Crw Cab Utility Hi-Ride
43-2016	MAZDA CX5 MAX
44-2010	MAZDA BT 50 4X2
44-2016	ISUZU DMAX 4x4 SPACR CAB
46/2010	NISSAN FORKLIFT (SECOND HAND)
47-2019	KOMAG VIBRATORY ROLLER BW120AD
48-2012	MAZDA BT 50 4X2 (HBS)
48-2019	MAZDA BT 50 Dual Cab (HBS)
49-2018	FORD SHS UNIT (Kempton)
50 2007	HOLDEN CREW CAB UTILITY
51	TOMMY VAC LOADER
52-2017	KIA SORENTO
52-2019	KIA MY20 SORENTO GT Line
53 2019	KIA SPORTAGE AWS SI 2.0
54 2019	KIA CRATO HATCH 2.0L
55 2008	FORD VM TRANSIT CREW CAB
59	TANDEM TRAILER - CUSTOM ENGINEER
61-2016	CRAWLER EXCAVATOR SN 23507 & TRAILER
62/2006	TOYOTA HIACE BUS (Wheelchair)
63/2013	3.50 T EXCAVATOR KOMATSU

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Business Continuity Plan



64-2019	KIA SPORTAGE PE AWD GT Line
65-2011	SAFEROADS TRAILER (Incl. Radar)
MP07/2012	KUBOTA RIDE ON MOWER F2880
MP07/2016	P325D HSQ COMMERCIAL FRONT MOWER
MP08/2016	KUBOTA RIDE ON MOWER F2890U
MP09/2009	HOWARD NUGGET ROTARY SLASHER
MP19/2015	WATER TANK & HONDA PUMP
MP20/2015	WATER TANK & HONDA PUMP
MP30-2017	HUSQVARNA DURANCE ZERO MOWER
MP31-2013	FLOCON EMULSION SPRAYER
MP41-2011	HOWARD SLASHER HD150SC2

Version 4 16.03 2020 wy

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# COVID-19

## Emergency Sub Plan



## Background

Coronaviruses are a large family of viruses known to cause respiratory infections. These can range from the common cold to more serious diseases such as Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS). The new coronavirus originated in Hubei Province, China and the disease caused by the virus is named COVID-19.

## Introduction

A pandemic is an outbreak of infectious disease that occurs over a wide geographical area and that is of high prevalence. A pandemic generally affects a significant proportion of the world's population, usually over the course of several months.

Southern Midlands Council's aims to identify strategies to protect Council's workforce and general community and to minimise the impacts of the pandemic.

During a pandemic, the Council's priorities are to:

- Maintain the essential services that Council provides to the community
- Communicate with the community about Council core business
- Support other government agencies to manage the impact of a pandemic.

The Southern Midlands Council's response to a pandemic will be guided by advice from the Tasmanian Government – Department of Health and other emergency service providers. As it is not possible to accurately predict the behaviour of a pandemic in advance, this plan identifies strategies and resources that may be utilised to cover all likely scenarios.

This plan identifies the responsibilities of those in Council with a key role in managing the response to a pandemic, as well as those with responsibilities for providing essential services and support services.

## National and State Framework for Emergency Pandemic

Internationally, the peak body for the management of pandemic outbreaks is the World Health Organisation (WHO). The WHO maintains an extensive global monitoring program for all communicable diseases.

In Australia, the Australian Government has developed *Australian Health Sector Emergency Response Plan for Novel Coronavirus (Covid-19)* is designed to guide the Australian health



sector response and has detailed information and is being updated as the situation develops on their website <https://www.health.gov.au/>

The Tasmanian Government is working closely with national health authorities and local health services, including hospitals and GPs, to prepare for cases and identify and appropriately manage potential cases quickly. The situation with coronavirus is changing regularly and information is updated regularly on their website

[http://www.health.tas.gov.au/publichealth/communicable\\_diseases\\_prevention\\_unit/infectious\\_diseases/coronavirus](http://www.health.tas.gov.au/publichealth/communicable_diseases_prevention_unit/infectious_diseases/coronavirus)

## Predicted Impact of an Pandemic

A pandemic may last between 12-18 months. Modelling the potential impacts of pandemic involves a high degree of uncertainty. Factors such as the virulence and infectivity of the pandemic strain limit our ability to characterise the pandemic with any accuracy. It is estimated that businesses should plan for 30% to 50% staff absences for periods of approximately 8 weeks at the peak of a pandemic. Staff absences can be expected for many reasons:

- Illness/incapacity
- Some employees may need to stay at home to care for ill family members
- Others may need to stay home to look after children
- Vulnerability of staff (lower immune systems, aged)

These impacts would significantly affect day to day operations and the ability of Council to recover to full operations once the risk has passed. These impacts highlights the importance of business continuity planning.

## Legislative Framework and Related Plans

The following acts and their respective regulations are relevant to this plan:

- *Emergency Management Act 2006*
- *Local Government Act 1993*
- *Public Health Act 1997*

The following Council plans relevant to this plan:

- Southern Midlands Council Municipal Emergency Management Plan
- Business Continuity Plan
- Establishment of Emergency Evacuation Centre in Southern Midlands – Action Document

- Identify measures and mitigation strategies to protect Council's workforce and community, and minimise the impact of Covid-19.
- Prepare and have arrangements in place to reduce the impact of pandemic.
- Contain and prevent transmission, implement infection control measures, and provide support to council employees.
- Maintain essential municipal services through the provision of business continuity in the face of staff absenteeism and rising demand on local government services.
- Assist in providing mass vaccination services to the community, if a vaccine becomes available.
- Develop media and communication message, in line with whole of government messages, to inform the community and staff of any changes to normal services.
- Co-ordinate Council's actions with those of other agencies and organisations to manage community consequence of a pandemic.

## **Council's Role and Responsibilities**

In addition the Southern Midlands Council's responsibilities under the *Emergency Management Act 2006* and Southern Midlands Council Municipal Emergency Management Plan, the Council's responsibilities under the Tasmania Department of Health are:

- Distribute warnings and other relevant advice to the community, ensuring consistency with messaging.
- Develop and implement strategies to minimise the effects on vulnerable people.
- Assist as requested by the State/regional/Local Emergency Operations Controllers.
- Provide regular information/situation reports
- Provide liaison officers to the Emergency Operations Centre when requested to do.
- Maintain essential services to the Community, as detailed in Council's business continuity plan.

## **Activation of the Emergency Covid-19 Sub Plan**

The General Manager has been delegated responsibility for approving the activation of the Business Continuity Plan and individual business unit Action Plans and Covid-19 Sub Plan.

Document current at 20/03/2020		
Loss of staff due to pandemic (COVID-19) infectious disease outbreak etc severely restricting Council's capabilities – Stage one - Immediate Actions and Preparations		
CONTINUITY ACTIONS	TIMING	ACTION OWNERS
<p><b>Actively encourage sick employees to stay home:</b></p> <p>Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (37.8° C or greater), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever reducing or other symptom-altering medicines (cough suppressants). Employees should notify their supervisor and stay home if they are sick</p>		All Managers
<p><b>Separate sick employees:</b></p> <p>Employees who appear to have acute respiratory illness symptoms (cough, shortness of breath) upon arrival to work or become sick during the day should be sent home immediately.</p> <p>This is necessary to provide a safe workplace, Council can direct employees to 'self-isolate' to meet WHS duties even if they have a common cold.</p>		All Managers and Supervisors
<p><b>Employees to notify of Travel arrangements</b></p> <p>Employees who are planning travel must assess risk and work out how to manage their situation. Employees have an obligation under the WHS to consult.</p> <p>Need to notify management where they have travelled, when they returned from travel, whether they have symptoms and if so what, whether they have sought medical advice, what that advice has been, whether they are following the advice, whether they have been tested, what was the result was.</p> <p>Employees to follow the directions and advice of State and Federal Government.</p>		
<p><b>Emphasis staying home when sick, cough and sneeze etiquette and hand washing procedures by all employees:</b></p> <p>Provide fact sheet on Coronavirus Disease (COVID-19)  <a href="https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-what-you-need-to-know_2.pdf">https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-what-you-need-to-know_2.pdf</a></p>		All Managers

<p>Place hand washing procedures posters in the workplace.  <a href="https://www.dhhs.tas.gov.au/data/assets/pdf_file/0006/396267/Hand_Washing_Procedure_-_COVID-19_Fact_Sheet.pdf">https://www.dhhs.tas.gov.au/data/assets/pdf_file/0006/396267/Hand_Washing_Procedure - COVID-19 Fact Sheet.pdf</a></p> <p>Place Stop the spread of germs posters in the workplace.  <a href="https://www.dhhs.tas.gov.au/data/assets/pdf_file/0009/394155/Stop_the_spread_posters_7_Feb_2020_ART_Digital.pdf">https://www.dhhs.tas.gov.au/data/assets/pdf_file/0009/394155/Stop_the_spread_posters_7_Feb_2020_ART_Digital.pdf</a></p> <p>Place Self assessment for risk of coronavirus posters in the workplace.  <a href="https://www.dhhs.tas.gov.au/data/assets/pdf_file/0007/396268/Self_Assessment_Tool_-_COVID-19_Fact_Sheet.pdf">https://www.dhhs.tas.gov.au/data/assets/pdf_file/0007/396268/Self_Assessment_Tool - COVID-19 Fact Sheet.pdf</a></p> <p>Provide tissues and hand sanitizer for use by employees.</p>		
<p><b>Who should employees notify if they are concerned that they have become infected with COVID-19</b>                  Employees should contact the Tasmanian Public Health Hotline 1800 671 738 and obtain advice. Employee should not present themselves to any medical establishment unless directed by an authorised medical practitioner.</p> <p>Once specific medical advice has been taken employees should notify their Manager by phone of the advice given to them by the medical practitioner. Employees should not present themselves to work unless cleared by an authorised medical practitioner and with the further approval of their Manager.</p>		
<p><b>Can Council direct employees to work from home</b>                  This can reasonably occur for legitimate WHS reasons such as self-isolation or even preventative measures (vulnerability of staff) and there is productive work available. Approval by General Manager required.</p> <p>Working at home will then become a “place of work” and will need to comply with WHS checklist for working from home (i.e. a safe environment).</p>		
<p><b>Personal Leave if unwell</b>                  Employees can take paid personal leave when they can’t work because of personal illness. Whilst policies require a medical certificate, in the current circumstance Managers should exercise some direction and accept self-reporting or seek that an Employee obtain a certificate with their GP via phone or email.</p>		
<p><b>Access to personal leave if they are required to self-isolate to meet government requirements</b>                  Employees to discuss with Manager. Because of the unique circumstances allowing employees to access personal leave/annual leave/long service leave in circumstances.</p>		
<p><b>Perform routine environmental cleaning:</b></p>		Managers



<p>Arrange for the cleaners to routinely clean all frequently touched surfaces in the workplace, such as countertops and doorknobs. Ensure cleaners wear gloves.</p> <p><a href="https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf">https://www.health.gov.au/sites/default/files/documents/2020/03/environmental-cleaning-and-disinfection-principles-for-covid-19.pdf</a></p> <p><b>Additional Measures:</b></p> <p>Employees who are well but who have a sick family member at home should notify their Manager. Employees will then need to access their personal leave entitlements or make “work from home” arrangements with their Manager. This must be approved by the General Manager.</p> <p>Vulnerable employees (identify staff at risk) who can work remotely be encourage to do so with approval from Manager/General Manager.</p> <p>If an employee is confirmed to have COVID-19, notify relevant Manager. Manager should inform fellow staff of their possible exposure and seek further advice - Tasmanian Public Health Hotline (1800 671 738).</p> <p>Employees that have worked closely with an infected person (i.e. same building) will need to seek advice per above and self-isolate.</p> <p>In the event that an employee contracts the virus Council will undertake a professional cleaning of the building (with commercial contractor) to ensure the workplace will again be fit for employees to return as soon as possible. Council to take advice from the Health Department as to when the building is deemed safe for return to work.</p>		<p>All Managers</p>
<p><b>Advise Employees who are taking leave and travelling to take certain steps:</b></p> <p>Check the Australian Government – Department of Health website for the latest guidance and recommendations.</p> <p><a href="https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-for-international-travellers_0.pdf">https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-information-for-international-travellers_0.pdf</a></p> <p>Advise employees of important information for international/interstate arrivals into Tasmania requiring to self-isolate for 14 days</p> <p><a href="https://www.dhhs.tas.gov.au/_data/assets/pdf_file/0006/396330/COVID19_DL_Flyer_International_Travellers.pdf">https://www.dhhs.tas.gov.au/_data/assets/pdf_file/0006/396330/COVID19_DL_Flyer_International_Travellers.pdf</a></p> <p><a href="https://www.dhhs.tas.gov.au/publichealth/communicable_diseases_prevention_unit/infectious_diseases/coronavirus/novel_coronavirus_2019-ncov/Coronavirus_Border_Restrictions_Fact_Sheet.pdf">https://www.dhhs.tas.gov.au/publichealth/communicable_diseases_prevention_unit/infectious_diseases/coronavirus/novel_coronavirus_2019-ncov/Coronavirus_Border_Restrictions_Fact_Sheet.pdf</a></p>		<p>All Managers</p>
<p><b>Day-to-Day Conduct</b></p> <p>Council to provide additional signage with any specific instruction or direction regarding hygiene or movement of people.</p>		

<p>Non-Council personnel are not to enter the staff kitchen, Council Depot, Council Work Stations (Offices) or other places where it is not necessary for them to enter.</p> <p>Council website and Facebook to communicate with the wider public regarding Council Services and any particular protocols or procedures. Messages must be approved by the General Manager. This may include advice regarding contact with staff or entering Council Buildings.</p> <p>Meetings are to be held only as necessary and to be held via phone, skype or other means where possible. If meeting “face to face” is the only way to conduct an essential meeting then the meeting organiser is to strictly remind participants of good hygiene practices – an implement the following:</p> <ul style="list-style-type: none"> <li>• Avoid physical contact with one another (handshakes)</li> <li>• Attempt to keep a separation distance of 1.5m</li> <li>• Avoid sharing food or leaving food out. Use individual crockery and utensils etc</li> <li>• Where food and drink is served then remove items immediately after use and place in dishwasher or clean immediately.</li> <li>• Use hand sanitiser and encourage people to use it.</li> <li>• Prepare to cancel a meeting if somebody is not abiding by good hygiene practices</li> <li>• Avoid crowding of space</li> </ul>			
<p><b>Loss of staff due to pandemic (COVID-19) infectious disease outbreak etc severely restricting Council’s capabilities</b>  <b>Stage Two – Planning for a Possible Outbreak</b></p>			
<p><b>CONTINUITY ACTIONS</b></p>		<p><b>TIMING</b></p>	<p><b>ACTION OWNERS</b></p>
<p><b>Staff Absences</b></p> <p>Prepare for possible increased number of employee absences due to illness in employees and their family member as well as closure of childcare centres and school.</p> <p>Managers to consider individual staff situations and who may be impacted by childcare and school closures.</p>		<p>All Managers</p>	
<p><b>Essential Business Operations</b></p> <p>Managers to monitor and respond to absenteeism at the workplace. Implement plans to continue essential business functions in case Business Units experience higher than usual absenteeism.</p>		<p>All Managers</p>	

<p>Cross train personnel to perform essential functions so that the workplace can operate even if key staff members are absent:</p> <ul style="list-style-type: none"> <li>• Payment of staff wages</li> <li>• Creditors</li> <li>• Communication</li> <li>• Customer Service</li> </ul> <p>Managers to review the provision of critical external/community functions including:</p> <ul style="list-style-type: none"> <li>• Waste collection</li> <li>• Information technology access</li> <li>• After Hours response</li> <li>• Public Health and Emergency management functions.</li> </ul> <p>Management to assess essential functions and the community and internal reliance on Business Unit or services. Consider any changes to business practices if needed to maintain critical operations (identify alternative suppliers, prioritise customers, or temporarily suspend some of your operations if needed).</p>		
<p><b>Loss of staff due to pandemic (COVID-19) infectious disease outbreak etc severely restricting Council’s capabilities Stage Three – Disease Outbreak Response Plan</b></p>		
<p style="text-align: center;"><b>CONTINUITY ACTIONS</b></p>	<p style="text-align: center;"><b>TIMING</b></p>	<p style="text-align: center;"><b>ACTION OWNERS</b></p>
<p>Council should be ready to implement strategies to protect the workforce from COVID-19 outbreak while ensuring continuity of operations.</p> <p>During an outbreak, all sick employees should stay home and away from the workplace. Hand hygiene should be encouraged, and routine cleaning of commonly touched surfaces should be performed regularly.</p>		
<p>Review HR policies to make sure that policies and practices are consistent with public health recommendations and are consistent with regulations.</p>		
<p>Managers to consider policies and practices, such as flexible worksites and flexible work hours, to increase the physical distance among employees and between employees and others. Use of Social distancing strategies (1.5 metres)</p>		
<p>Ensure that Council has the information technology and infrastructure needed to support multiple employees who may be able to work from home, if required.</p>		
<p>Management to consider which employees could work from home in an emergency.</p>		

<p>Set up triggers, and procedures for activating and terminating Council’s infectious disease outbreak response plan, altering business operations (eg possibly changing or closing operations), and transferring business knowledge to key employees. Work closely with State and Australian public health official to identify these triggers</p>		
<p>Plan to minimise exposure between employees and between employees and the public, if public health officials call for social distancing.</p> <ul style="list-style-type: none"> <li>• Social distancing practices implemented</li> <li>• Council has requested contact via phone/email instead of face-to-face</li> </ul>		
<p>Establish a process to communicate information to employees and community on Council’s infectious disease outbreak response plans and latest COVID-19 infectious disease information. Anticipate employee fear, anxiety, rumours, misinformation and plan communications accordingly.</p>		
<p>Determine how Council will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home for their children if schools and childcare operations close and vulnerable staff members.</p> <p>Institute flexible workplace and leave policies for these employees</p>		
<p>Consider cancelling large work-related meetings, need to assess the following:</p> <ul style="list-style-type: none"> <li>• Is the meeting essential?</li> <li>• Can the meeting be held via phone hook-up</li> <li>• If not, social distancing and good hygiene practices will need to be implemented</li> </ul> <p>Community events will be cancelled in accordance with government requirements</p> <ul style="list-style-type: none"> <li>• A limit of no more than 100 people for non-essential gatherings</li> <li>• A limit of no more than 500 people for outdoor gatherings</li> </ul>		



## 17.2 Sustainability

**Strategic Plan Reference(s) 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5, 6.2.6, 6.2.7 & 6.2.8**

*Retain corporate and operational knowledge within Council / Provide a safe and healthy working environment / Ensure that staff and elected members have the training and skills they need to undertake their roles / Increase the cost effectiveness of Council operations through resource sharing with other organisations / Continue to manage and improve the level of statutory compliance of Council operations / Ensure that suitably qualified and sufficient staff are available to meet the Communities need / Work co-operatively with State and Regional organisations / Minimise Councils exposure to risk.*

### 17.2.1 LOCAL GOVERNMENT SHARED SERVICES UPDATE (STANDING ITEM – INFORMATION ONLY)

**Author:** GENERAL MANAGER (TIM KIRKWOOD)

**Date:** 20 MARCH 2020

**Enclosure(s):**

*Local Government Shared Services Update – January 2020*

*Local Government Shared Services – Council Update – January 2020*

### ISSUE

To inform Council of the Common Services Joint Venture activities for the month of January 2020.

### BACKGROUND

There are seven existing members of the Common Services Joint Venture Agreement, with two other Council's participating as non-members.

Members: Brighton, Central Highlands, Glenorchy, Huon Valley, Sorell, Southern Midlands and Tasman.

### DETAIL

Refer to the enclosed 'Local Government Shared Services – Council Update'.

**Human Resources & Financial Implications** – Refer comment provided in the update.

Councillors will note that the Southern Midlands Council provided 101 hours of service to other Councils and received 6 hours of services from other Councils during the month.

Details of services provided are included in the enclosures.

**Community Consultation & Public Relations Implications** – Nil

**Policy Implications** – N/A

**Priority - Implementation Time Frame** – Ongoing.

## RECOMMENDATION

**THAT the information be received.**

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

**ENCLOSURE**  
Agenda Item 17.2.1

# LG Shared Services Update

January 2020

## Summary of Recent Shared Services Activity

301 hours of Shared Services were exchanged between Councils in January 2020, which is an increase of 3% when compared to hours exchanged in December 2019 (294 hours) and is below the three-month average of 348 hours per month.

Fig 1 - Shared Service Exchange Hours in Recent Months

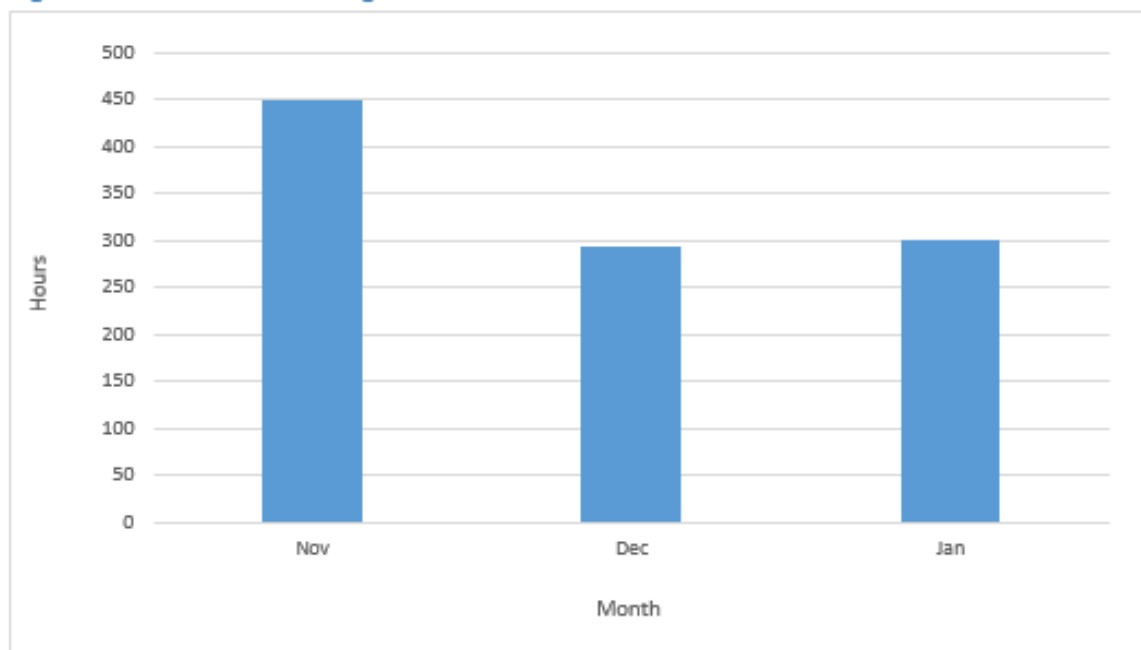
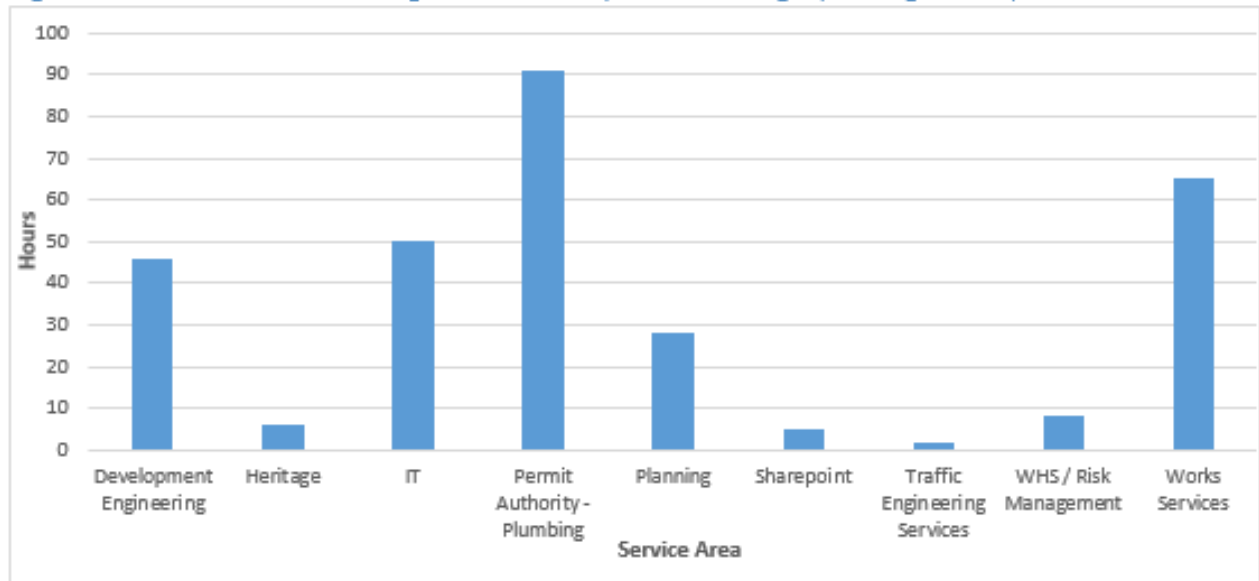


Fig 2 - Details of Current Exchange of Services by Council during January 2020

Provider Council	Client / Organisation							
	Brighton	Central Highlands	Derwent Valley	Glenorchy	GSB	Sorell	Southern Midlands	Tasman
Brighton			1.25	1	46.75		4	89.5
Central Highlands	2					2	2	2
GSB								
Glenorchy								
Huon Valley								
Litchfield								
West Arnhem Regional								
Sorell					39			11
Southern Midlands		19	81.5					
Tasman								

\* Council/Organisation not currently a member of the Shared Services Joint Venture Agreement

Fig 3 - Details of Current Exchange of Services by Service Category during January 2020



### Savings to Local Government

A total of 301 hours of shared services were exchanged between Councils last month. Analysis of Shared Services provision has indicated that both the Provider Council and the Client Council save money through the exchange of Shared Services at an approximate ratio of 50%.

Due to this, it is estimated that the provision of shared services between Councils saved participating Councils and Local Government as a whole \$18,900 for the month of January. This was a result of increasing the utilisation of current Council Staff at Councils providing services and from Client Councils utilising Shared services from within Local Government as opposed to external consultants (on average LG Shared Services rates can be procured at significant discount to external consultant fees).

# Local Government Shared Services - Council Update

## Council

Southern Midlands

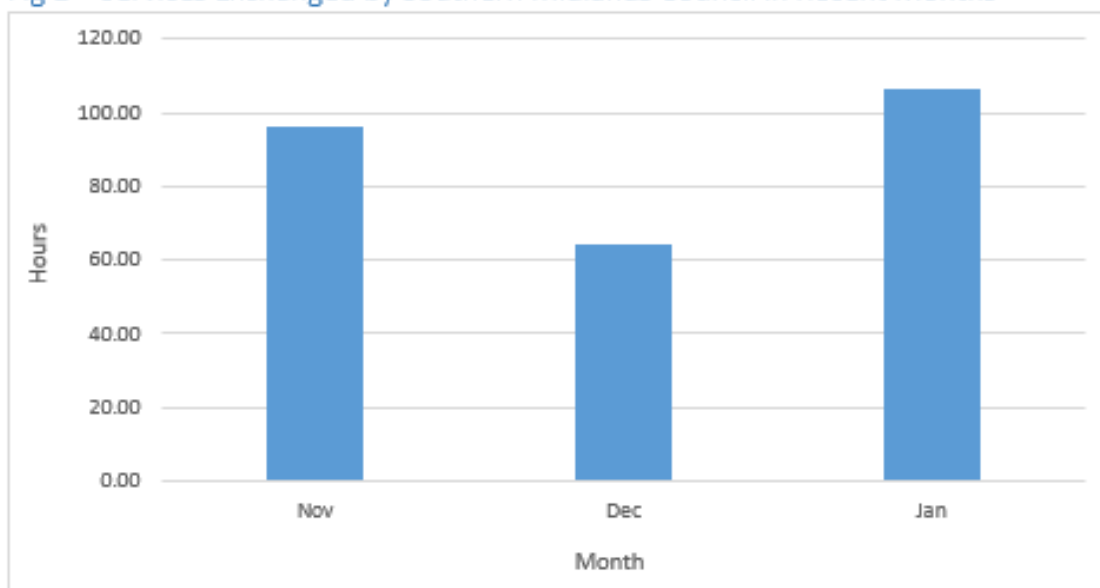
## Shared Service Participation in January 2020

107 hours

## Summary

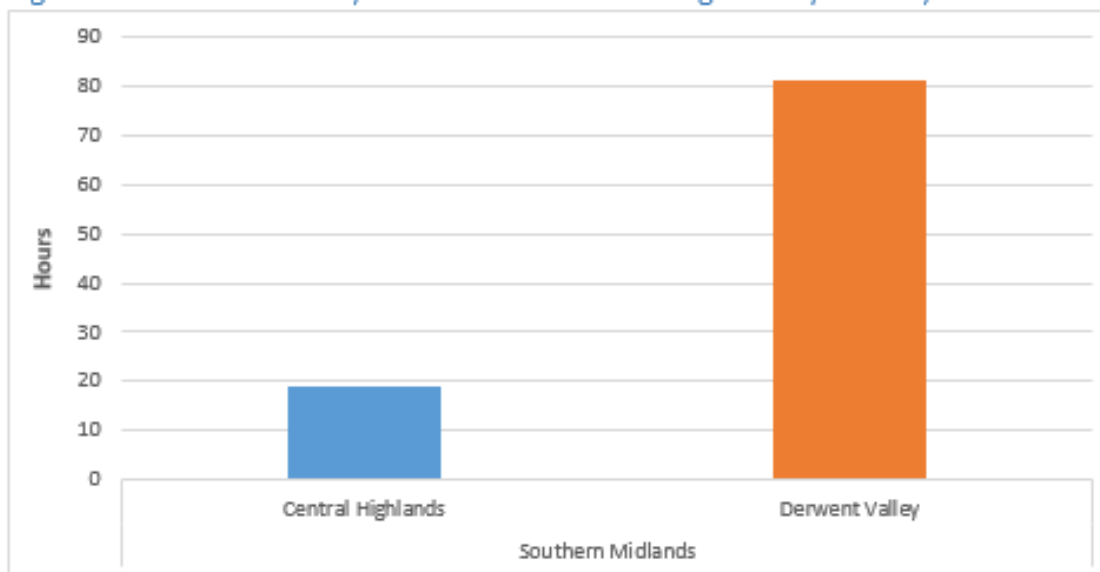
In January 2020, 107 hours of shared services were exchanged by the Southern Midlands Council. From this total, Southern Midlands provided 101 hours to other Councils and received 6 hours of services from other Councils. Total hours of exchange increased by 66% when compared to December 2019 (65) and were above the three-month average of 89 hours per month.

Fig 1 – Services Exchanged by Southern Midlands Council in Recent Months



## Services Provided by Southern Midlands Council

Fig 2 - Services Provided by Southern Midlands during January 2020 by Council



\* Council is not currently a member of LG Shared Services

Fig 3 - Services Provided by Southern Midlands during January 2020 by Service Category

Southern Midlands	101	Summary of Services Provided
<b>Central Highlands</b>	<b>19</b>	
Planning	19	Regulatory and Strategic Planning
<b>Derwent Valley</b>	<b>82</b>	
Planning	9	Regulatory and Strategic Planning
Permit Authority - Plumbing	67	Plumbing Inspections and Admin
Heritage	6	Heritage Planning

\* Council is not currently a member of LG Shared Services

### Services Received by Southern Midlands Council

Fig 4 - Services Received by Southern Midlands during January 2020 by Council

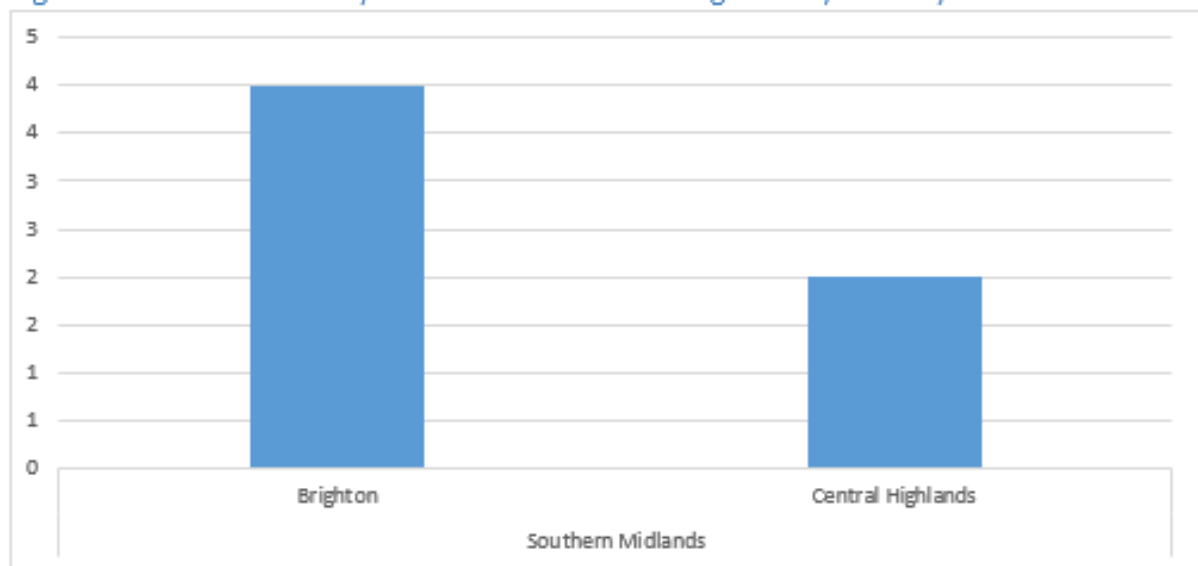


Fig 5 - Services Received by Southern Midlands during January 2020 by Service Category

Southern Midlands	6	Summary of Services Received
<b>Brighton</b>	<b>4</b>	
Development Engineering	3	Development Engineering
Traffic Engineering Services	1	Traffic Engineering Services
<b>Central Highlands</b>	<b>2</b>	
WHS / Risk Management	2	Online Contractor Inductions

## **17.2.2 MOBILE FOOD VENDORS (FOOD VANS) – SURVEY RESULTS & FURTHER POLICY POSITION DISCUSSION**

**Author:** SENIOR PLANNING OFFICER (JACQUI TYSON)

**Date:** 18 MARCH 2020

### **INTRODUCTION**

This report presents the results of the community survey undertaken recently in regard to the potential operation of Mobile Food Vendors (Food vans) in the municipality.

The survey results show a high level of support for Council to establish a Policy that allows Mobile Food Vendors to operate in the Southern Midlands.

### **BACKGROUND**

At the Council meeting held on the 11<sup>th</sup> December 2019 Council first considered the possibility of developing a Policy relating to Mobile Food Vendors.

It was decided that Council should undertake public consultation to seek input from the community and businesses before Council make any decision on a policy position in this area.

### **DETAIL**

An information article was prepared for the January 2020 Council newsletter.

A survey was then prepared and was open throughout February 2020. The survey was made available online and in hard copy at Council offices and disseminated by Council staff where possible. The survey was advertised on Council's Facebook page and website as well as displayed in Council offices.

A follow up article was published in the March 2020 newsletter, thanking people for their participation and encouraging anyone who has not had the opportunity to complete a survey to do so.

Overall Council received 100 responses to the survey.

### **SURVEY RESULTS**

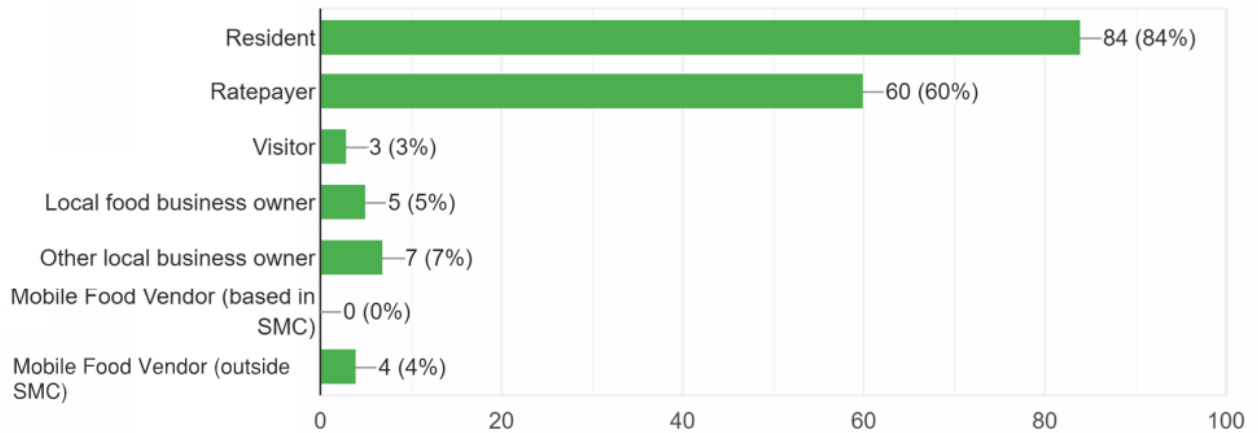
#### ***Who answered the survey?***

The majority of respondents are residents and/or ratepayers. Some responses were received from local business owners.

A few responses were received from mobile food vendors (all from outside the municipality) and visitors, as shown in Figure 1 below.

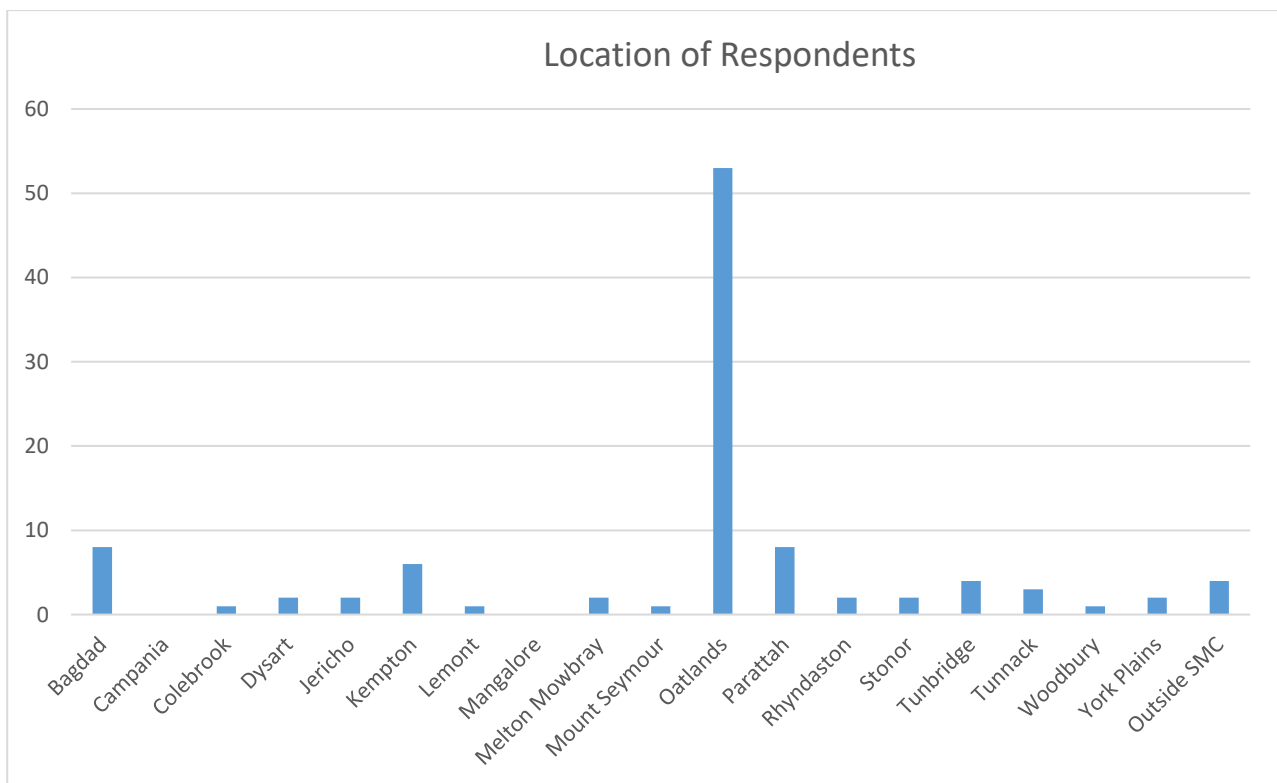
Are you (tick all applicable):

100 responses



**Figure 1: Respondents position in the community**

Responses were received from people in many locations around the municipality, however over half of the respondents are based in Oatlands. No responses were received from residents of Campania or Mangalore.



**Figure 2: Respondents location**

Responses were received from families, couples and individuals. 69% of responses were from families or couples, indicating that the survey represents the views of more than 100 people in the community.



Respondent:  
100 responses

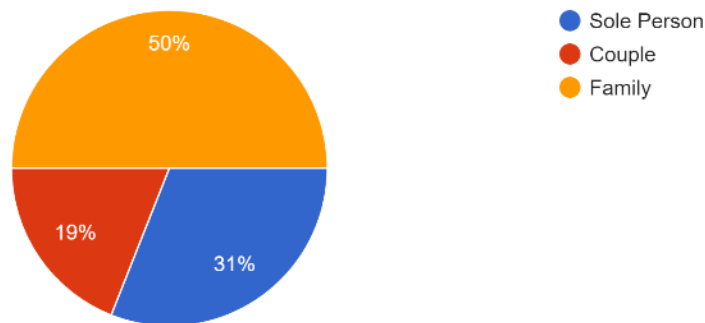


Figure 3: Respondent type

### ***What did respondents tell us?***

Over 90% of people who completed the survey support the operation of mobile food vendors in the Southern Midlands municipality.

1. Do you think mobile food vendors should be able to operate in the Southern Midlands?  
100 responses

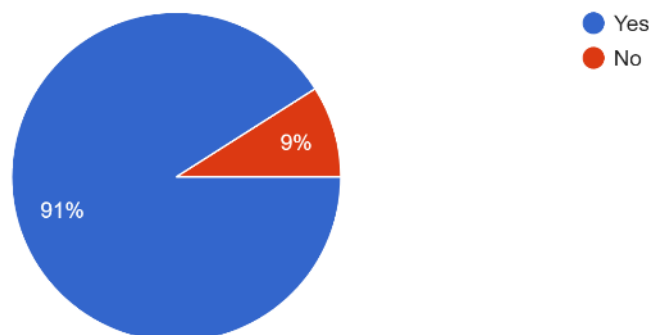


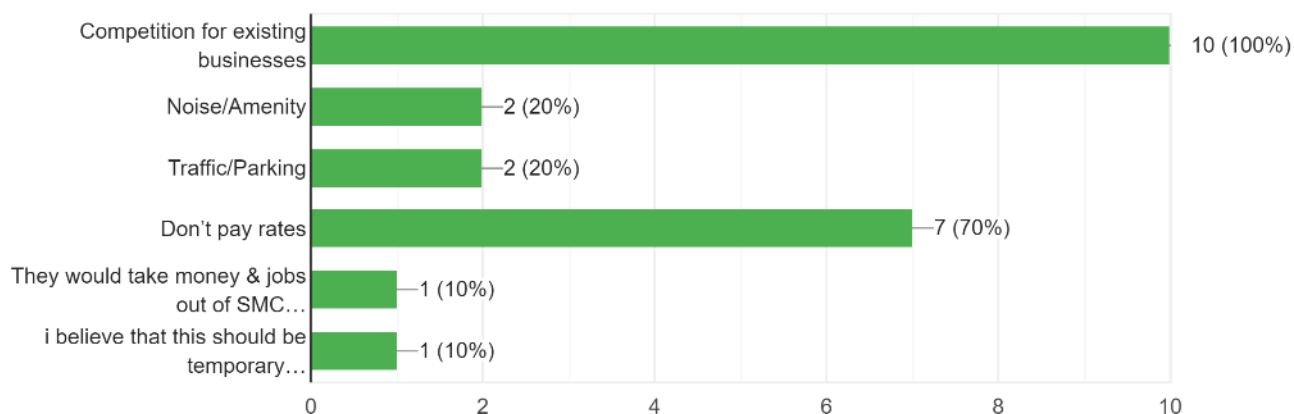
Figure 4: Interest in mobile food vendors

The main reasons given for not supporting mobile food vendors were competition for existing businesses (10) and that vendors don't pay rates (7).

One respondent suggested that food vans could be a temporary measure until there are a wider range of businesses offering food in the evenings.

2. If you answered No to 1 above, please provide reasons why?

10 responses



**Figure 5: Reasons mobile food vendors are not supported**

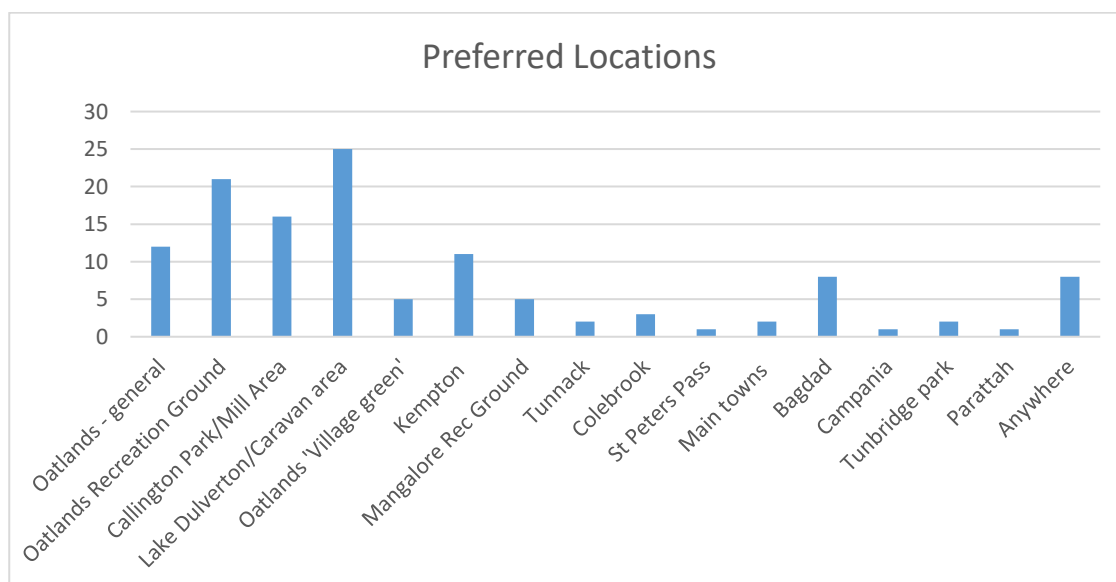
As over half of respondents are from Oatlands, locations in Oatlands are the most popular sites identified – these include the Oatlands Recreation Ground, Callington Park and Mill area, Lake Dulverton and the caravan parking area and the ‘Village green’ outside Roche Hall, where the farmers market is held.

In Kempton, several people identified the recreation ground and Main Street specifically, these have been grouped with the general Kempton responses in Figure 6.

In Bagdad, several people suggested the Bagdad Community Club, also grouped with the general Bagdad responses in Figure 6. This is not a Council owned property, but could be a suitable location if the Club was interested.

Several people suggested that food vans should move around to different towns so more people have access to them and they remain a novelty.

Only one person suggested St Peters Pass stopover area.



**Figure 6: Preferred locations for mobile food vendors**

The main reasons people identified for liking mobile food vendors are that they offer variety in food choices and that they are open when other food businesses may not be.

More than 10 people identified that food vans could be positive competition for existing businesses. A convenient option, quality food and good service were also popular reasons for liking mobile food vendors.

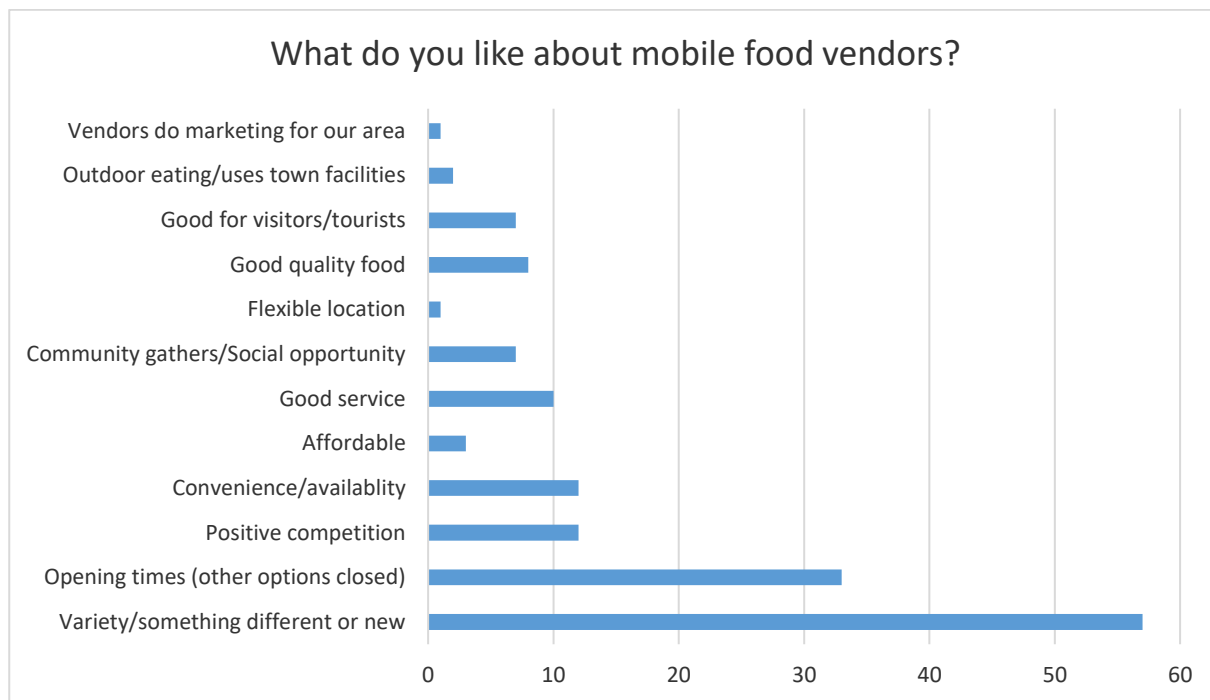


Figure 7: Reasons people like mobile food vendors

It is clear that mobile food vendors need to be located in places that are convenient for customers and have safe access and good parking.

Locations near a park or other attractive space to meet friends and for kids to play were mentioned several times. Proximity to amenities and infrastructure like seating and rubbish bins were also mentioned by several people.

Many people mentioned stopping at food vans when on a day out or on the way home from Hobart, for example in Granton, Moonah or Glenorchy. Some mentioned making a trip specifically to visit particular vans.

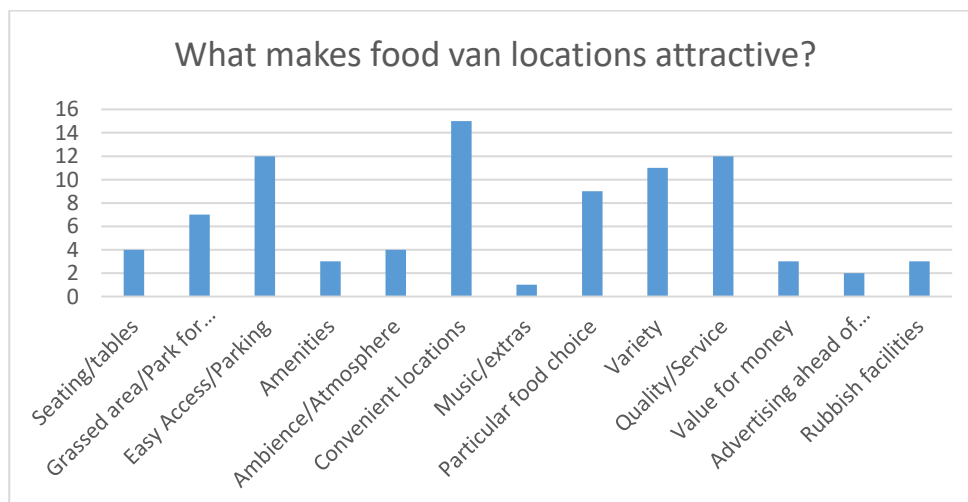


Figure 8: Attractive features for mobile food vendor locations

In regard to restrictions that may be applied to food vans, half of respondents believe that food vans should be located away from existing businesses.

Payment of a registration fee and avoiding houses were also popular, with time and frequency limits also mentioned by some people.

Several respondents did not identify any restrictions specifically mentioned that no or limited restrictions should apply to food vans.

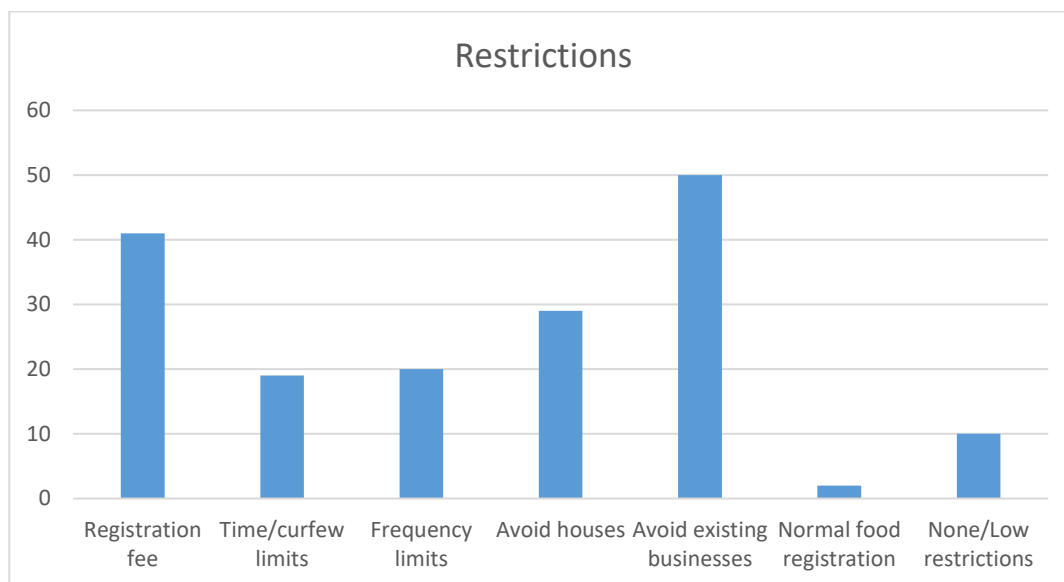


Figure 9: Restrictions that could apply to mobile food vendors

## POLICY EXAMPLES

### *Application of Policy*

A food van policy may allow for use of land owned or managed by Council and/or public roads. Some Councils allow for food vans to operate on public roads if they abide by normal road and parking rules. Others do not allow this.

Food van policies typically do not apply to private land or public land that is not managed by Council.

A normal planning permit can be sought if someone wants to operate a food business on private land.

Food van policies typically exempt vans only operating at events, markets, festivals and the like.

### *Location limitations*

Councils take a variety of approaches to identifying where food vans can/should operate.

Several Councils have specific locations where food vans can operate, for example a reserve or public car park.

Others only identify 'no go zones' (typically business centres, highways and busy roads) and allow food vans to operate anywhere else, provided they follow road rules and the time/frequency restrictions set by the policy.

Food van operators may be asked to nominate the sites they want to operate from in their application.

Common restrictions include:

- Not within 200m of a food business or market/fair etc;
- No more than 2 trucks in one location;
- Must stop in lawful parking bay/area;
- Not obstruct roads/footpaths; and
- Ensure safe access for pedestrians and customers.

#### *Time/frequency limitations*

It is common to limit the amount of time a food van operates from one location to 4 hours or half a day.

Time of day may also be limited – for example to day time or evening only, often dependent on the target market. For example, an area with mostly lunch time customers may have daytime hours, whereas the Salamanca lawns has night time hours after other food businesses have closed (10:30pm-2:30am).

Some Councils also restrict frequency – for example a food van can only trade on one location 3 times a week.

#### *Other requirements*

Food van policies often include requirements including:

- Have a current ABN or CAN;
- Vehicle registration;
- Current mobile food business registration certificate, issued by a local authority under the Food Act 2003;
- Public liability insurance;
- Indemnity for Council;
- Health and safety;
- Manage own waste/rubbish disposal;
- Vans to be clean and well presented;
- Display of permit; and
- Council reserve right to end permit/alter conditions.

#### *Registration Fees*

Fees for mobile food vendors vary widely between Councils.

Annual fees may be as low as \$200 or as high as \$2500. Typically vendors need to renew or reapply each year.

Many Councils offer part year or occasional registrations as well.

## **NEXT STEPS**

If Council agree to progress this matter, officers will prepare a draft policy for review.

## RECOMMENDATION

**Submitted for discussion and direction in regard to drafting of a Council Policy.**

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

### **17.2.3 SOUTHERN CENTRAL SUB-REGION GRANT APPLICATION FOR FUNDS FOR A WORKFORCE DEVELOPMENT COORDINATOR**

**Author:** SPECIAL PROJECTS OFFICER (DAMIAN MACKEY)

**Date:** 10 MARCH 2020

#### **ISSUE**

The lodgement of a joint application to the Tasmanian Community Fund by the four Southern Central Sub-Region Councils for funds to support the employment of a workforce development coordinator.

#### **BACKGROUND**

The four Councils that form the Southern Central Sub-Region, (SCS), Brighton, Central Highlands, Derwent Valley and Southern Midlands have, for many years, acted collectively on matters of common interest.

This included undertaking regional workforce planning, which resulted in the *SCS Regional Workforce Planning Final Report, August 2017*. This report demonstrated that there will be a significant increase in jobs in the region across several industry sectors including tourism, agriculture and human services. These jobs will require a suitably trained and skilled workforce. The Report also highlighted that currently there is only limited work being undertaken at the local level to maximise these future opportunities and to enable these positions to be filled by suitably skilled local people.

Our neighbouring sub-region, the South Eastern Regional Development Authority (SERDA), consisting of Clarence, Sorell, Glamorgan Spring Bay and Tasman, also undertook regional workforce planning in 2017 and found similar issues. In 2018 SERDA was successful in obtaining funds from the Tasmanian Community Fund (TCF) for the employment of a full-time workforce development coordinator, which has proven to be highly successful. By establishing a position with, essentially, the sole focus of linking potential employers with job-seekers whilst ensuring they receive the necessary training, SERDA has established a cutting-edge model for others to follow. A welcome secondary outcome has been that the many initiatives, programs and positions that already exist in this space are much better utilised and coordinated.

The application that has been submitted by the SCS to the TCF has been modelled on the SERDA experience, tailored for our region.

\$395,000 has been requested from the TCF, which would fund the Coordinator position for three years. If the application is successful, the four councils would need to agree to contribute both cash and in-kind support. Each council is requested to contribute \$5,000 cash per year for three years, with the two larger Councils (Brighton and Derwent Valley) asked to also contribute significant in-kind support.

The TCF applications were due in early March and it was not possible to seek Council endorsement of the lodging of the application nor for the cash and in-kind support that the four Councils would need to provide prior to the dead-line. Hence this report.

## DETAIL

### **Need:**

The intention is to engage a workforce development coordinator (Coordinator) and provide support facilities to enable the identification of workforce development activities that will address the region's workforce capability and capacity gap.

While there are multiple players in this sector, there is an identified shortage of activities that directly address the attraction and retention of skilled labour, aim to increase the participation of disadvantaged local people and improve the level of skills and qualifications across the workforce. This deficiency was highlighted in the SCS Regional Workforce Planning Report of 2017.

This report also highlighted the large number of future employment opportunities that will require specific industry sector skills. The project's aim is to match employer requirements with training to enable the regional workforce to be job-ready as these employment opportunities materialise.

### **Location:**

The Coordinator is proposed to be housed at the Southern Central Trade Training Centre in Bridgewater, thereby facilitating crucial linkages, and will service the entire Southern Central Sub-region.

### **Activities:**

The Coordinator will not only engage with potential employers and employees but also other organisations active in this space such as TasCOSS, the Councils, TasTAFE, schools, the Trade Training Centre, etc.

The position will also liaise with the existing matching position in the neighbouring SERDA region to obtain key learning outcomes, coordinate activities and ensure there is no duplication or competition. SERDA has indicated a strong desire to cooperate across the regional boundary.

The Coordinator will be provided with a position description and a strategic framework within which to operate, but will also be a 'self-starter' requiring minimal supervision. Specific activities would be detailed in a finalised project plan developed by a Project Management Committee in consultation with the Coordinator, and updated regularly over the term of the project.

Activities would be designed to address the following objectives:

- Strengthen education and industry links, align training to industry needs;
- Ensure responsive and contemporary training provision;
- Improve the training delivery at a regional level in the communities;
- Develop better linkages between education and employment through school based apprenticeships;
- Maximise the effectiveness of the region's trade training centre;
- Improve pre-employment and employability skills;
- Promote the region's industries as a career;
- Investigate the impediment of the JA models and recommend options for improved outcomes;



- Assess the broader regional constraints such as accommodation, transport, childcare, etc.;
- Develop industry specific workforce planning approaches, including tourism, primary production and human services; and
- Promote innovative business models and entrepreneurial employment approaches to meeting regional requirements.

### **Management & Support:**

The project is proposed to be managed by CSC through a high-level Project Management Committee which will set the broad strategic framework, including KPIs. An operational-level Management Group consisting of a high-level officer from each Council would provide regular direction, as needed. Direct practical assistance comprising HR support, financial management assistance, and the arrangement of a vehicle, laptop and phone is proposed to be provided by Brighton Council, as in-kind support. All financial management including pay disbursements will be delivered through Brighton Council's current finance/payroll systems.

### **TIME FRAME**

The TCF application process is in two-stages. In mid-April applicants will be advised if they have successfully passed the first stage. Second stage application information will then be due in mid-May, with the final successful applications announced in mid-June. A grant deed will then need to be signed, meaning the project (if our application is successful) would likely commence in early July.

The following draft schedule is proposed (to be firmed-up by the Project Steering Committee):

#### **Months 1- 3**

- Project Steering Committee formed
- Position description finalised
- Position advertised
- Selection of Coordinator completed
- Coordinator engaged and bedded-in

#### **Months 3-6**

- Project plan completed with clearly identified KPIs
- Key employer's requirements identified
- Training providers identified

#### **Month 6-12**

- Project plan reviewed and updated (every six months)
- Agreements in place with employers
- Agreements in place with training providers
- Job opportunities filled

#### **Month 12-24**

- Project plan reviewed and updated (every six months)
- Job opportunities filled

#### **Month 24 to 36**

- Project plan reviewed and updated (every six months)
- Job opportunities filled

- The project plan will provide the basis for regular reporting on project activities.

## CONCLUSION

The workforce development coordinator model has proven highly successful in our neighbouring SERDA region, which has many similarities with our SCS region. There is every reason to expect a Coordinator position would be similarly successful here.

The four SCS councils have requested \$395,000 from the Tasmanian Community Fund to create and support such a position, for a three-year period.

Each Council is requested to provide a cash contribution of \$5,000 per year for three years, plus in-kind support with the two larger councils (Brighton and Derwent Valley) providing the bulk of in-kind support.

From an individual Council point of view, the requested support is not considered overly onerous, given the benefits that a regional workforce development coordinator is expected to bring to both our employers and local job-seekers.

**Human Resources & Financial Implications** - Refer comments above.

**Community Consultation & Public Relations Implications** - The community was consulted in the development of the Regional Workforce Planning report, and it was clear from the report that there is a strong desire amongst the community to be able to access employment locally. The SCS Chair has consulted with local community groups and SSCS member councils and has received overwhelmingly positive support for the initiative. Once the Coordinator is engaged, community organisations will be contacted to reconfirm their role and potential for engagement with the project.

**Risks** - Given the nature of the project the direct risks are very minimal. However, with the engagement of the Coordinator there are some risks associated with the selection of the most suitable person. This risk will be mitigated by undertaking an open and transparent selection process with a clearly defined position description, along with absorbing key learnings from the matching position in the neighbouring SERDA region.

Other risks that normally come with the engagement of a person to undertake work of this nature will be mitigated through normal human resource management practices and by effecting appropriate insurance coverage.

No doubt issues will arise over the life of the project and these will be addressed through the SCS management structure that will be in place for this activity. The Coordinator will attend regular meetings of SCS to provide reporting against KPIs and to ensure SCS is kept informed of project progress.

From a broader strategic perspective, there are far greater risks associated with the development and sustainability of the region if this position is not appointed soon. The inability of the region to supply an adequately skilled, trained and available workforce will be detrimental to the future of the Southern Central Sub-region.

**Policy Implications** - Council has endorsed the *SCS Regional Workforce Planning Final Report, August 2017*, and this initiative represents a real and practical way to progress the findings and recommendations of that report.

Council is also committed to working with its other Southern Central Sub-Region councils on matters of common interest. Workforce development planning and actions are best taken at the regional level.

## RECOMMENDATION

**THAT Council:**

- 1. Endorse the lodgement of the joint application by South Central Sub-Region councils (Brighton, Central Highlands, Derwent Valley and Southern Midlands) with the Tasmanian Community Fund for the funds to establish of a Workforce Development Coordinator position, serving the region; and**
- 2. Agree to the provision of a \$5,000 cash contribution to the project, per year for three years, should the application be successful.**

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

## 17.2.4 GOODS AND SERVICES PURCHASING POLICY

**Author:** GENERAL MANAGER (TIM KIRKWOOD)

**Date:** 20 MARCH 2020

**Attachment:**

*Goods & Services Purchasing Policy (as amended)*

### ISSUE

The Goods and Services Purchasing Policy (as amended) has been updated to reflect current staffing and operating arrangements.

In particular, section 5 (Conditions) has been updated to be consistent with Council's Code for Tenders and Contracts (i.e. pricing limits).

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

### RECOMMENDATION

**THAT Council adopt the Goods and Services Purchasing Policy.**

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

**ENCLOSURE**  
Agenda Item 17.2.4



Council Policy  
**GOODS AND SERVICES PURCHASING POLICY**

Approved by: Council  
Approved date: Review March 2020  
Review date:

**1. PURPOSE**

This aims of this Policy are to:

- (a) provide incumbents of positions authorisation to sign official Council purchase orders to requisition goods and services, pursuant to the relevant approved budget;
- (b) to properly and effectively discharge the responsibilities of positions (subject to all conditions listed in Item 5).

**2. COVERAGE**

- (a) This Policy covers and applies to employees listed in the below positions:

- General Manager
- Deputy General Manager / Manager - Community & Corporate Development
- Manager - Development and Environment Services
- Manager - Corporate Services
- Manager – Infrastructure & Works
- Manager - Heritage Projects
- Manager - Natural Resource Management Unit
- Senior Works Coordinator – North (Oatlands)
- Works Coordinator – South (Kempton)
- Corporate Compliance Officer
- Senior Admin Officer – Oatlands
- Senior Admin Officer – Kempton
- Project Officer - Chauncy Vale (*purchases limited to items directly associated with the Chauncy Vale maintenance and projects*)

- (b) For employees acting in any of the above positions (e.g. during periods of annual leave etc.) they are deemed to be approved by the General Manager to sign purchase orders.

**3. REQUIREMENTS**

- (a) Workers must comply with this Policy.
- (b) Managers/Supervisors must reasonably communicate and implement this Policy within their area of responsibility.



Council Policy  
**GOODS AND SERVICES PURCHASING POLICY**

Approved by:  
Approved date:  
Review date:

Council  
Review March 2020

#### 4. ROLE RESPONSIBILITIES

##### 4.1 What are the Manager/Supervisor's Responsibilities?

Managers/Supervisors are responsible for:

- (a) ensuring appropriate management of purchasing of goods and services;
- (b) ensuring orders are costed appropriately and provided to the Finance Officer in a timely manner for payment.

#### 5. CONDITIONS

##### 5.1 Quotes

For goods and services ranging between:-

- a) **\$5,000 to \$30,000**  
three (3) verbal quotations to be obtained and the lowest one accepted. Any variation from this rule requires approval from the General Manager.
- b) **\$30,000 to \$250,000**  
three (3) written quotations to be obtained and the lowest one accepted. Any variation from this rule requires approval from the General Manager.
- c) **\$250,000**  
Tenders are required for goods and services greater than \$250,000, in accordance with the Code of Tenders and Contracts.

All goods and services should be purchased from suppliers which are competitive in price, reliable in service and delivery, comply with relevant taxation and government legislation.

*Note: Where Council seeks tenders for the supply of goods and services, where possible and practical, at least 50% of the tenderers should be from within the municipal area.*

##### 5.2 Orders requiring counter-signing

Orders greater than \$5,000 issued by the following Officers are required to be countersigned by the General Manager, Deputy General Manager/Manager - Community & Corporate Development, Manager - Development and Environmental Services, Manager – Infrastructure & Works, Manager - Corporate Services, Manager - Heritage Projects or Manager - Natural Resource Management.

- Corporate Compliance Officer
- Senior Admin Officer – Oatlands



Council Policy  
**GOODS AND SERVICES PURCHASING POLICY**

Approved by:  
Approved date:  
Review date:

Council  
Review March 2020

- Senior Admin Officer – Kempton
- Project Officer - Chauncy Vale (*purchases limited to items directly associated with the Chauncy Vale maintenance and projects*)

### 5.3 Orders exceeding \$10,000

Orders greater than \$10,000 issued by the following Officers are required to be countersigned by the General Manager, Deputy General Manager/Manager - Community & Corporate Development, Manager - Development and Environmental Services, Manager – Infrastructure & Works, Manager - Corporate Services:

- Senior Works Coordinator – North (Oatlands)
- Works Coordinator – South (Kempton)

### 5.4 Order Books

Order books will only be issued to persons appointed to the following positions, recognising that one Order book will be kept at both Oatlands and Kempton offices.

- Deputy General Manager (Kempton Office)
- Manager Corporate Services (Oatlands Office)
- Manager – Infrastructure & Works
- Manager – Heritage Projects
- Manager – Natural Resource Management
- Senior Works Coordinator – North (Oatlands)
- Works Coordinator – South (Kempton)

Note: It is pointed out that order books are accountable forms and as such the person signing for the book will be responsible to ensure that at completion these books are returned to the Finance Officer.

## 6. RELATED DOCUMENTS

Code for Tenders and Contracts  
Code of Conduct  
Fraud Control Policy

## 7. DOCUMENT ADMINISTRATION

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

This document is Version 3.0 effective XXXX. The document is maintained by Community & Corporate Development, for the Southern Midlands Council.

## **17.2.5 RUNNYMEDE RECREATION GROUND – REFURBISHMENT – GRANT DEED OF AGREEMENT**

**Author:** DEPUTY GENERAL MANAGER (ANDREW BENSON)

**Date:** 19 MARCH 2020

**Attachment:**

*Grant Deed of Agreement*

### **ISSUE**

Signing and Sealing the Grant Deed for the Refurbishment of the Runnymede Recreation Ground, under the Sport & Recreation Major Grants Program 2019/2020.

### **BACKGROUND**

The Runnymede Recreation Ground (Cricket Ground) has suffered for many years because of successive drought conditions. The site surrounding the Recreation Ground in 2010 was planted out in a eucalyptus niten hardwood plantation which drew wildlife into the Recreation Ground. At that point in time the whole area including the Recreation Ground was owned by Gunns Ltd. The Runnymede Cricket Club was very keen to upgrade the ground but the barrier was that it was in private ownership. Southern Midlands Council were very keen to assist and entered into an arrangement with Gunns Ltd to transfer the site to Public Open Space in Council ownership. Part the way through the process Gunns Ltd went into liquidation, so the process had to be abandoned. The new owners surfaced after many months and Council started talks with the new owners. After a couple of years negotiations the title of the Recreation Ground is now in Council ownership, formally designated Public Open Space.

Council has now, in partnership with the Runnymede Cricket Club started the process of redevelopment of this ground for this historic cricket club. The plan that created comprises the following, which in total, is the scope of the grant, in short we are seeking to bring this ground up to a high quality condition and drought proofing it for future generations.

1. The Bore: To install a bore pump and the electricals to go with the bore pump. The electrical system will need to include the power for the irrigation pumping system as well for the irrigation controller;
2. The Water storage: To install a 100,000 litre storage tank to hold the water for the irrigation for the sports ground. To install a Grundfos single phase, multi stage pump fitted with a Kelso control switch. The tank will also be fitted with a Tasmanian Fire Service take-off valve for ease of access for the fire service;
3. The Irrigation System: Sports ground irrigation will be installed using Hunter I25 150mm in-ground pop-up sprinklers and controlled with a Hunter Pro HC controller and a T Linc wi-fi modem. All pipe work will be installed with poly pipe, this will be controlled with a master valve to prevent water loss from damage to the system. (ie: vandal damage on the ground). A full specification on the design and components will be available when required;
4. The Surface: The renovation of the surface to maintain a safe usable surface will need. To spray the surface with a selective herbicide spray to remove and control the weeds. Then dethatch the area followed with a hollow then corer, this will need to be done in at least two direction then follow up with the over-seeder to add some sports field grass



seed mix. To finish the surface then fertilise with a sports field mix of a slow release fertiliser;

5. Top-dress the surface: Top dress the ground with about 10mm of a top quality sports field loam this would leave a very good surface; and
6. Site Fencing: Supply and install a new 'game/stock proof' perimeter fence around the ground.

The Tasmanian State Government, through the Communities Sport & Recreation division of DPaC have provided a grant of \$35,142.00 to contribute to the costs associated with the upgrade and refurbishment of the existing Runnymede Recreation Ground.

## DETAIL

This document is the Deed of Agreement which is the original Grant Deed. The reporting and acquittal is due by 30<sup>th</sup> June 2021.

This document was required to be returned to Communities, Sport & Recreation prior to the next scheduled meeting of Council, so in order to expedite the return of the document, it was required to be signed and sealed prior to the March 2020 meeting. Given it was merely a procedural matter, after reference to the General Manager, the document was executed and returned to Communities, Sport & Recreation as a matter of course.

## RECOMMENDATION

**THAT Council approve the Signing and Sealing the Grant Deed of Agreement for the funding agreement between the Tasmanian Government and the Southern Midlands Council for the contribution to the Refurbishment of the Runnymede Recreation Ground.**

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

## **17.2.6    TABLING OF DOCUMENTS**

Nil.

### **17.2.7` ELECTED MEMBER STATEMENTS**

An opportunity is provided for elected members to brief fellow Councillors on issues not requiring a decision.

## 17.3 Finances

### Strategic Plan Reference(s) 6.3.1, 6.3.2 & 6.3.3

*Community's finances will be managed responsibly to enhance the wellbeing of residents / Council will maintain community wealth to ensure that the wealth enjoyed by today's generation may also be enjoyed by tomorrow's generation / Council's financial position will be robust enough to recover from unanticipated events, and absorb the volatility inherent in revenues and expenses.*

### 17.3.1 MONTHLY FINANCIAL STATEMENT (PERIOD ENDING 29 FEBRUARY 2020)

**Author:** FINANCE OFFICER (MANDY BURBURY)

**Date:** 18 MARCH 2020

#### ISSUE

Provide the Financial Report for the period ending 29<sup>th</sup> February 2020.

#### BACKGROUND

The format of the Operating Expenditure Report has been amended to include a Year To Date (YTD) Budget Column, with variations (and percentage) based on YTD Budgets – as opposed to total annual Budget.

Note: Depreciation is calculated on an annual basis at the end of the financial year and therefore the budget for depreciation is included in the June period.

#### DETAIL

The enclosed Report incorporates the following: -

- Statement of Comprehensive Income – 1 July 2019 to 29 February 2020.
- Operating Expenditure Budget Report – as at 29 February 2020.
- Capital Expenditure Estimates – as at 29 February 2020.
- Cash Flow Statement – 1 July 2019 to 29 February 2020.
- Rates & Charges – as at 13 March 2020.

#### OPERATING EXPENDITURE ESTIMATES (OPERATING BUDGET)

Overall, operating expenditure to end of February was \$4,619,352, which represents 83.21% of YTD Budget.

Whilst there are some variations within the individual Program Budgets (refer following comments), YTD expenditure is consistent with Budget.

#### ***Strategic Theme - Infrastructure***

**Sub-Program – Signage** – expenditure to date (\$5,929 – 121.49%). Expenditure relates to purchasing and replacing stolen road signs. This is a relatively minor budget and will be monitored.

**Strategic Theme – Growth**

Nil.

**Strategic Theme – Landscapes**

Nil.

**Strategic Theme – Lifestyle**

Nil.

**Strategic Theme – Community**

**Sub-Program – Capacity** – expenditure to date (\$43,801 – 132.26%). Expenditure relates to costs associated with the Heritage Bullock Festival, Arts Committee Events and donations provided for sporting representations.

**Sub-Program – Safety** – expenditure to date (\$43,104 – 134.14%). Expenditure includes \$14,880 relating to Salaries, On Costs and Plant associated with firefighting and recovery following the Pelham Fire.

**Strategic Theme – Organisation**

Nil.

**RECOMMENDATION**

**THAT the Financial Report be received and the information noted.**

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

**STATEMENT OF COMPREHENSIVE INCOME**

FOR THE PERIOD

1st JULY 2019 to 29th FEBRUARY 2020

	Annual Budget	Year to Date as at 29th February	%	Comments
<b>Income</b>				
General rates	\$ 5,724,701	\$ 5,688,016	99.4%	Budget includes Interest & Penalties to be imposed to end of June 2020
User Fees (refer Note 1)	\$ 694,036	\$ 429,757	61.9%	
Interest	\$ 180,000	\$ 107,896	59.9%	
Government Subsidies	\$ 19,250	\$ 11,655	60.5%	Heavy Vehicle Licence Fees & Road Rescue MAIB reimbursements
Contract Income	\$ 0	\$ 0	0.0%	
Other (refer Note 2)	\$ 162,000	\$ 167,743	103.5%	
<b>Sub-Total</b>	<b>\$ 6,779,987</b>	<b>\$ 6,405,067</b>	<b>94.5%</b>	
Grants - Operating	\$ 3,470,832	\$ 1,311,077	37.8%	
<b>Total Income</b>	<b>\$ 10,250,819</b>	<b>\$ 7,716,144</b>	<b>75.3%</b>	
<b>Expenses</b>				
Employee benefits	\$ (3,905,753)	\$ (2,171,761)	55.6%	Less Roads - Resheeting Capitalised
Materials and contracts	\$ (3,063,277)	\$ (2,195,376)	71.7%	Less Roads - Resheeting Capitalised, Includes Land Tax
Depreciation and amortisation	\$ (3,061,160)	\$ (2,050,977)	67.0%	Percentage Calculation (based on year-to-date)
Finance costs	\$ (27,088)	\$ (18,015)	66.5%	
Contributions	\$ (233,907)	\$ (116,954)	50.0%	Fire Service Levies
Other	\$ (133,944)	\$ (119,276)	89.0%	Incls Rate Discounts
<b>Total expenses</b>	<b>\$ (10,425,129)</b>	<b>\$ (6,672,358)</b>	<b>64.0%</b>	
<b>Surplus (deficit) from operations</b>	<b>\$ (174,310)</b>	<b>\$ 1,043,786</b>	<b>-598.8%</b>	
Grants - Capital (refer Note 3)	\$ 4,526,481	\$ 866,092	19.1%	
Sale Proceeds (Plant & Machinery)	\$ 0	\$ 315,919	0.0%	
Net gain / (loss on disposal of non-current assets)	\$ (108,182)	\$ 0	0.0%	
<b>Surplus / (Deficit)</b>	<b>\$ 4,243,989</b>	<b>\$ 2,225,797</b>	<b>52.4%</b>	

NOTES				
1. Income - User Fees (Budget \$730,602) includes:				
- All other Programs	\$ 471,579	\$ 261,359	55.4%	Actual Income Received (i.e. excluding Debtors)
- Private Works	\$ 222,457	\$ 165,121	74.2%	
- Callington Mill	\$ -	\$ 3,276	0.0%	
	\$ 694,036	\$ 429,757		
2. Income - Other (Budget \$162,000) includes:				
- Tas Water Distributions	\$ 152,000	\$ 76,000	50.00%	
- HBS Dividend	\$ 10,000	\$ -	0.0%	
- Other	\$ -	\$ 91,743	0.0%	\$58,450 received from the Tunbridge Hall Management Comm - Toilet Project.
	\$ 162,000	\$ 167,743	103.5%	
3. Grant - Capital (Budget \$1,669,375) includes:				
- Aus Gov Election Commit <sup>1</sup>	\$ 1,930,000	\$ -	0.0%	
- Swimming Pool	\$ 1,900,000	\$ 800,000	0.0%	
- Roads To Recovery Grant	\$ 665,531	\$ -	0.0%	To be received March 2020
- Twin Equestrian Arenas	\$ -	\$ -	0.0%	
- Runnymede Cricket Ground		\$ 35,142		
- Commissariat NSRF Grant	\$ 30,950	\$ 30,950	100.0%	
	\$ 4,526,481	\$ 866,092	19.1%	
4. Grant - Operating (Budget \$1,669,375) includes:				
Operating Grants				
- FAGS		\$ 1,306,382		
- Court House		\$ 150		
- Weed Control Grant		\$ 4,545		
	\$ -	\$ 1,311,077		

CAPITAL EXPENDITURE PROGRAM 2019-20

AS AT 29 FEBRUARY 2020

			BUDGET	EXPENDITURE	VARIANCE	COMMENTS
<b>INFRASTRUCTURE</b>						
<b>ROAD ASSETS</b>						
Resheeting Program	Various	Roads Resheeting	\$ 500,000	\$ 121,472	\$ 378,528	
Reseal Program		Roads Resealing (as per agreed program)	\$ 280,000	\$ -	\$ 280,000	
	C1020033	Yarlington Road (Smarts Hill - 150 metres)	\$ 15,000	\$ -	\$ 15,000	\$15K Budget c/fwd
Reconstruct & Seal		Green Valley Road, Bagdad (300metres off Swan Street)	\$ 54,000	\$ -	\$ 54,000	
	C1020025	Shene Road, Mangalore (650metres)	\$ 97,500	\$ 44,698	\$ 52,802	
	C1010089	Woodsdale Road (1km Reconstruction)	\$ 165,000	\$ 164,225	\$ 775	
Construct & Seal (Unsealed Roads)		Huntington Tier (300 metres new seal)	\$ 63,000	\$ -	\$ 63,000	
	C1020069	Roberts Road (350m new seal incl. stormwater)	\$ 59,000	\$ 371	\$ 58,629	
		Main Intersection/Carpark Campania - Design Concept	\$ 50,000	\$ -	\$ 50,000	
	C1020067	Eldon Road (800 metres new seal)	\$ 154,000	\$ 703	\$ 153,297	RTR
		Banticks Road (1km new seal from Junction with Blackbrush)	\$ 27,500	\$ -	\$ 27,500	
	C1020068	Blackbrush Road (1km new seal from existing to Banticks)	\$ 210,000	\$ -	\$ 210,000	RTR
	C1020055	Yarlington Road (construct & Seal)		\$ 2,984	\$ (2,984)	RTR
Minor Seals (New)		Dust Suppressant Seal	\$ 20,000	\$ -	\$ 20,000	
		Junctions - Various Locations (incl. Greggs Road)	\$ 20,000	\$ -	\$ 20,000	
	C1020032	Hasting Street Junction	\$ 15,000	\$ 959	\$ 14,041	\$15K Budget c/fwd WIP 30/6/19 \$959
Unsealed Rds - Road Widening	C1020065	Clifton Vale Road - (Cliff Section)	\$ 20,128	\$ 17,410	\$ 2,717	
	C1020061	Native Corners Road (Far end, Widening/Guard Rail)	\$ 9,000	\$ 3,277	\$ 5,723	\$9K Budget c/fwd
Junction / Road Realignment / Other	C1010037	Campania - Reeve St / Clime Street (includes Footpath)	\$ 70,000	\$ 9,504	\$ 60,496	\$70K Budget c/fwd WIP 30/6/19 \$2,617
	C1020070	Elderslie - Bluff Road Intersection Upgrade	\$ -	\$ 138	\$ (138)	
		Water Lane (Minor Widening/drainage - V drain)	\$ 23,500	\$ -	\$ 23,500	
Drainage Component - \$42,900	C1010079	Reeve St - Hall Street to Rec Ground (K&G)	\$ 94,915	\$ 16,506	\$ 78,409	\$20k Budget c/fwd WIP 30/06/19 \$6,887
	C1020047	Lovely Banks Road (vicinity of Carnes)	\$ 25,000	\$ 1,621	\$ 23,379	Extend Culverts/ tree removal / realign
		Rhyndaston Road - Guard Rail	\$ 20,000	\$ -	\$ 20,000	
	C1020066	Stonor Road - Guard Rail	\$ 30,000	\$ 8,657	\$ 21,343	
		Woodsdale Road (Vicinity of Dean Property)	\$ 15,000	\$ -	\$ 15,000	
	C1010088	Bagdad Primary School - Car Park (contribution)	\$ 25,000	\$ 33,198	\$ (8,198)	\$25k Budget c/fwd WIP 30/06/19 \$6,036
			<b>\$ 2,062,543</b>	<b>\$ 425,724</b>	<b>\$ 1,636,819</b>	
<b>BRIDGE ASSETS</b>	C1030058	Hardings Road (White Kangaroo Rivulet- B1096)	\$ 180,400	\$ 62,379	\$ 118,021	RTR
	C1030059	Woodsdale Road (Nutting Garden Rivulet- B3968))	\$ 210,390	\$ 30,589	\$ 179,801	RTR
			<b>\$ 390,790</b>	<b>\$ 92,969</b>	<b>\$ 297,821</b>	



			BUDGET	EXPENDITURE	VARIANCE	COMMENTS
<b>WALKWAYS</b>	C1040003	Footpaths - General Streetscapes Bagdad Township	\$ 20,000	\$ -	\$ 20,000	
	C1040014	- East Bagdad Road Broadmarsh Township	\$ 105,000	\$ 3,486	\$ 101,514	WIP 30/6/19
		- Streetscape Works Campania Township	\$ 230,000	\$ -	\$ 230,000	Funds \$230k subject to finalising Grant Deeds (Federal Gov.)
		- Review Management Plan (Site Plan) / Walking Tracks (Bush Rese	\$ 5,000	\$ -	\$ 5,000	\$5K Budget c/fwd
		- Reeve Street - Footpath through to Hall	\$ 30,000	\$ -	\$ 30,000	
		- Climie Street/Water Lane (incl. footpath)				
		- Climie Street to Kandara Court Footpath Kempton Township				
		- Midlands Highway/Mood Food	\$ 70,150	\$ -	\$ 70,150	
	C1040027	- Memorial Avenue (complete drainage/other site works)	\$ 25,000	\$ 16,245	\$ 8,755	
	C1040004	- Streetscape Plan (Review & Implementation)	\$ 110,000	\$ 31,357	\$ 78,643	Footpath renewal Component - Funds \$75k subject to finalising Grant Deeds (Federal Gov.)
		Melton Mowbray Township				
	G2020002	- Streetscape Works (Trough / Shelter etc)	\$ 30,000	\$ 5,318	\$ 24,682	
		Oatlands Township				
	C1040016	- High Street (Footpath Renewal)	\$ 33,000	\$ 1,252	\$ 31,748	
	C1040026	- Church Street (Footpath Renewal)	\$ 17,000	\$ 16,714	\$ 286	
		Tunbridge Township				
		- Maint Street Kerb & Gutter (Vicinity of Hall)	\$ 30,000	\$ -	\$ 30,000	
		Tunnack Township				
		- Streetscape concept Plan	\$ 5,000	\$ -	\$ 5,000	
			<b>\$ 710,150</b>	<b>\$ 74,372</b>	<b>\$ 635,778</b>	
<b>LIGHTING</b>	C1050001	Esplanade Project (Total Project Cost \$128k year 1-2)	\$ 134,000	\$ 21,327	\$ 112,673	\$64k Budget c/fwd WIP 30/6/19 \$21,251 - Funds \$250k subject to finalising Grant Deeds (Federal Gov.)
			<b>\$ 134,000</b>	<b>\$ 21,327</b>	<b>\$ 112,673</b>	
<b>BUILDINGS</b>	C1110002	Campania Flour Mill Park - Concrete Pathways/drainage/remove pavers Tunbridge Hall Toilets	\$ 15,000 \$ 77,500	\$ - \$ 84,864	\$ 15,000 \$ (7,364)	WIP 30/6/19 \$18,288 - Budget incl. Grants
			<b>\$ 92,500</b>	<b>\$ 84,864</b>	<b>\$ 7,636</b>	
<b>DRAINAGE</b>		Bagdad				
		- Lyndon Road	\$ 15,000	\$ -	\$ 15,000	\$15K Budget c/fwd
	C1090013	- Midland Highway/Swan Street Drainage	\$ 50,000	\$ 8,178	\$ 41,822	
		Campania				
		- Estate Road (School Farm)	\$ 10,000	\$ -	\$ 10,000	
		Oatlands				
		- Barrack Street (towards Mason Street)	\$ 10,000	\$ -	\$ 10,000	\$10K Budget c/fwd
		- High St/Wellington Street Junction	\$ 5,000	\$ -	\$ 5,000	\$5K Budget c/fwd
		- Queen Anne Street	\$ 7,500	\$ -	\$ 7,500	\$7.5K Budget c/fwd
		Kempton				
		- Erskine Street		\$ 4,668	\$ (4,668)	WIP 30/6/19
			<b>\$ 97,500</b>	<b>\$ 12,846</b>	<b>\$ 84,654</b>	

			BUDGET	EXPENDITURE	VARIANCE	COMMENTS
<b>WASTE</b>	C110001	Wheelie Bins and Crates	\$ 8,000	\$ -	\$ 8,000	
		Oatlands WTS - Concrete Pad(s)	\$ 25,000	\$ -	\$ 25,000	\$25K Budget c/fwd
	C110002	Dysart WTS - General Improvements	\$ 20,000	\$ 4,060	\$ 15,940	\$20K Budget c/fwd
			<b>\$ 53,000</b>	<b>\$ 4,060</b>	<b>\$ 48,940</b>	
<b>GROWTH</b>						
<b>HERITAGE</b>	C3010003	Callington Mill (Asset Renewals)	\$ 10,000	\$ 35,869	\$ (25,869)	
		Callington Mill (Mill Tower - Fire Detection System & Exit Lighting)	\$ 6,500	\$ 6,500	\$ -	Budget c/fwd
		Oatlands Court House (Stabilisation & Gaol Cell)	\$ 8,000	\$ -	\$ 8,000	\$8K Budget c/fwd
	C3010002	Oatlands Gaol - Wingwall Completion	\$ 15,000	\$ 3,938	\$ 11,062	\$15K Budget c/fwd
		Oatlands Gaol - Aluminum Temporary Steps (Entrance)	\$ 3,500	\$ -	\$ 3,500	\$3.5K Budget c/fwd
		Kempton Watch House (Fitout)	\$ 4,000	\$ -	\$ 4,000	\$7.5K Budget c/fwd
	C3010011	Roche Hall Forecourt (Interps - Planning Condition of Approval)	\$ 40,000	\$ 6,945	\$ 33,056	WIP 30/6/19 \$3,845 - Budget c/fwd
	C3010011	Roche Hall - Internal & External Painting (excl. Gutters; Fascias & Soffit)	\$ 80,000	\$ -	\$ 80,000	\$15K Budget c/fwd
			<b>\$ 167,000</b>	<b>\$ 53,252</b>	<b>\$ 113,748</b>	
<b>NATURAL</b>		Campania Bush Reserve (Walking/Riding Path)	\$ 100,000	\$ -	\$ 100,000	Funds \$100k subject to finalising Grant Deeds (Federal Gov.)
	C3020007	Chauncy Vale - Sanctuary Bridge	\$ 55,000	\$ -	\$ 55,000	Funds \$55k subject to finalising Grant Deeds (Federal Gov.)
	C3020008	Mahers Point - Lanscape Plan	\$ 22,404	\$ -	\$ 22,404	Budget c/fwd
	C1040019	Lake Dulverton Walkway (Section 1)	\$ 135,000	\$ -	\$ 135,000	Funds \$135k subject to finalising Grant Deeds (Federal Gov.)
	C1040028	Lake Dulverton Walkway (Section 2)	\$ 85,000	\$ -	\$ 85,000	Funds \$85k subject to finalising Grant Deeds (Federal Gov.)
			<b>\$ 397,404</b>	<b>\$ -</b>	<b>\$ 397,404</b>	
<b>CULTURAL</b>		Heritage HUB - Internal fitout	\$ 10,000	\$ -	\$ 10,000	
			<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	
<b>REGULATORY</b>	C3040001	Kempton Council Chambers - Restoration Works	\$ 5,000	\$ 5,393	\$ (393)	
	C9990001	Kempton Council Chambers - Office Furniture & Equipment	\$ 5,000	\$ 1,489	\$ 3,511	
			<b>\$ 10,000</b>	<b>\$ 6,882</b>	<b>\$ 3,118</b>	
<b>LIFESTYLE</b>						
<b>COMMUNITY HEALTH &amp; WELLBEING</b>						
	C4070035	Oatlands Bus Shelter	\$ 14,000	\$ -	\$ 14,000	
			<b>\$ 14,000</b>	<b>\$ -</b>	<b>\$ 14,000</b>	
<b>ACCESS</b>						
	C4070035	All Buildings (Priority Approach - Year 4 of 5)	\$ 40,000	\$ -	\$ 40,000	
			<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 40,000</b>	
<b>PUBLIC HEALTH</b>						
	C4070035	Kempton Community Health Facility	\$ 225,000	\$ 2,415	\$ 222,585	\$200K Budget c/fwd WIP 30/6/19 \$445
			<b>\$ 225,000</b>	<b>\$ 2,415</b>	<b>\$ 222,585</b>	

			BUDGET	EXPENDITURE	VARIANCE	COMMENTS
<b>RECREATION</b>						
	C4070005	Recreation Committee	\$ 20,000	\$ 8,134	\$ 11,866	Campania Rec Ground Window
		Oatlands Aquatic Centre (New Pool)	\$ 2,400,000	\$ -	\$ 2,400,000	Funds \$500k subject to finalising Grant Deeds (Federal Gov.)
	C4070034	Oatlands Aquatic Centre (New Pool)		\$ 532,686	\$ (532,686)	WIP 30/6/19 \$395,896
	C4070034	Oatlands Aquatic Centre (New Pool)		\$ 379,803	\$ (379,803)	WIP 30/6/18 \$379,803
		Campania - Public Open Space dev (Subdivision)	\$ 23,000		\$ 23,000	
		Campania - Public Open Space dev (Shelter Alexander Circle)	\$ 10,000	\$ 8,400	\$ 1,600	
		Campania - Public Open Space dev (Play Equip Alexander Circle)	\$ 16,000		\$ 16,000	
	G4070024	Mangalore Equestrian Arena	\$ 51,784	\$ 37,437.30	\$ 14,347	Grant of \$36,784 plus additional budget \$15k
		Mangalore Hall (replace Gutters and Roofing)	\$ 18,000		\$ 18,000	
		Oatlands - Callington Park (Playground Election Commitment)	\$ 500,000		\$ 500,000	Incls. Revegetation and Watering System - Funds \$500k subject to finalising Grant Deeds (Federal Gov.)
		Campania - Recreation Ground (Nets)	\$ 45,000		\$ 45,000	\$45K Budget c/fwd
	C4070019	Kempton - Recreation Ground (Grandstand Rails & Seating)	\$ 6,000		\$ 6,000	\$6K Budget c/fwd
		Kempton - Recreation Ground (Lighting)	\$ 10,000		\$ 10,000	\$10K Budget c/fwd
		Kempton - Recreation Ground (Roof Structure - Entry to Clubrooms)	\$ 15,000		\$ 15,000	
		Mount Pleasant - Recreation Ground (Upgrade Toilets)	\$ 38,000		\$ 38,000	\$13K Budget c/fwd
		Runnymede - Recreation Ground (resurfacing & watering system)	\$ 20,000		\$ 20,000	
		Tunbridge Park - Perimeter Fence (Safety)	\$ 30,000		\$ 30,000	\$7.5K Budget c/fwd
			<b>\$ 3,202,784</b>	<b>\$ 966,460</b>	<b>\$ 2,236,324</b>	
<b>COMMUNITY</b>						
<b>ANIMALS</b>						
		Oatlands - Dog Pound	\$ 20,000	\$ -	\$ 20,000	
			<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 20,000</b>	
<b>CAPACITY</b>						
	C5020001	Levendale Community Centre	\$ 8,000	\$ -	\$ 8,000	\$8K Budget c/fwd
		Oatlands Structure Plan	\$ 25,000	\$ -	\$ 25,000	
			<b>\$ 33,000</b>	<b>\$ -</b>	<b>\$ 33,000</b>	
<b>SAFETY</b>						
		Road Accident Rescue Unit	\$ 3,000	\$ -	\$ 3,000	
			<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ 3,000</b>	
<b>ORGANISATION</b>						
<b>SUSTAINABILITY</b>						
		Council Chambers - Internal Toilets Upgrade	\$ 60,000	\$ -	\$ 60,000	
		Council Chambers - Damp Issues & Stonemasonry	\$ 15,000	\$ -	\$ 15,000	\$15K Budget c/fwd
		Council Chambers - Works Office (floor coverings)	\$ 5,000	\$ -	\$ 5,000	\$5K Budget c/fwd
	C9990001	Town Hall (General - Incl. Office Equip/Furniture)	\$ 5,540	\$ 2,058	\$ 3,482	
	C6020003	Computer System (Hardware / Software)	\$ 55,400	\$ 42,401	\$ 12,999	\$15K Budget c/fwd
			<b>\$ 140,940</b>	<b>\$ 44,459</b>	<b>\$ 96,481</b>	

<b>WORKS</b>	C6020011	Kempton Depot - Property Purchase (Year 1 Budget of \$180K)	\$ 50,000	\$ 178,497	\$ (128,497)	Total Project Cost - to be funded over 4 yrs (Yr 1 - \$50K)
	C6020011	Kempton Depot - External Painting	\$ 10,000	\$ -	\$ 10,000	\$10K Budget c/fwd
	C6020001	Depot Relocation (Site / Concept Plans/ Amneities/ Redords Stora	\$ 200,000	\$ 99,301	\$ 100,699	
		Minor Plant Purchases	\$ 9,500	\$ 9,535	\$ (35)	
	C6020008	Radio System	\$ 3,000	\$ -	\$ 3,000	
		<b>Plant Replacement Program</b>				
		Refer separate Schedule (Gross)	\$ 935,000	\$ 499,215	\$ 435,785	
		Light Vehicles (Gross)	\$ 210,000	\$ 192,763	\$ 17,237	
		(Trade Allowance - \$180K)				
			<b>\$ 1,417,500</b>	<b>\$ 979,312</b>	<b>\$ 438,188</b>	
		<b>GRAND TOTALS</b>	<b>\$ 9,221,111</b>	<b>\$ 2,768,942</b>	<b>\$ 6,452,168</b>	

	INFLOWS (OUTFLOWS) (July 2019)	INFLOWS (OUTFLOWS) (August 2019)	INFLOWS (OUTFLOWS) (September 2019)	INFLOWS (OUTFLOWS) (October 2019)	INFLOWS (OUTFLOWS) (November 2019)	INFLOWS (OUTFLOWS) (December 2019)	INFLOWS (OUTFLOWS) (January 2019)	INFLOWS (OUTFLOWS) (February 2019)	INFLOWS (OUTFLOWS) (Year to Date)
<b>Cash flows from operating activities</b>									
Payments									
Employee costs	- 259,732.34	- 280,026.23	- 290,033.86	- 374,698.08	- 281,014.52	- 283,264.70	- 183,941.18	- 249,493.24	- 2,202,204.15
Materials and contracts	- 489,960.05	- 252,409.90	- 176,421.49	- 359,780.69	- 285,349.16	- 169,232.07	- 295,391.97	- 279,437.87	- 2,307,983.20
Interest	- 4,148.51	-	-	-	- 2,995.62	- 10,870.47	-	-	- 18,014.60
Other	- 29,966.89	- 69,054.75	- 52,617.77	- 80,824.91	- 23,849.60	- 32,135.15	- 78,377.51	- 22,844.93	- 389,671.51
	<b>- 783,807.79</b>	<b>- 601,490.88</b>	<b>- 519,073.12</b>	<b>- 815,303.68</b>	<b>- 593,208.90</b>	<b>- 495,502.39</b>	<b>- 557,710.66</b>	<b>- 551,776.04</b>	<b>- 4,917,873.46</b>
Receipts									
Rates	98,749.91	1,287,791.14	1,399,266.96	201,106.06	519,769.80	329,069.98	470,490.84	323,978.28	4,630,222.97
User charges	65,479.66	44,553.00	127,713.29	47,010.97	31,174.71	69,604.49	41,028.67	50,194.50	476,759.29
Interest received	18,471.63	6,408.06	16,386.98	20,750.03	8,083.13	15,117.45	15,370.55	7,308.60	107,896.43
Subsidies			11,655.00						11,655.00
Other revenue grants	150.00	435,460.50			466,410.50	4,545.45		435,460.50	1,342,026.95
GST Refunds from ATO									
Other	34,923.65	94,315.16	66.01	- 17,193.20	- 31,632.04	70,015.89	- 60,943.56	21,247.64	110,799.55
	<b>217,774.85</b>	<b>1,868,527.86</b>	<b>1,555,088.24</b>	<b>251,673.86</b>	<b>993,806.10</b>	<b>488,353.26</b>	<b>465,946.50</b>	<b>838,189.52</b>	<b>6,679,360.19</b>
<b>Net cash from operating activities</b>	<b>- 566,032.94</b>	<b>1,267,036.98</b>	<b>1,036,015.12</b>	<b>- 563,629.82</b>	<b>400,597.20</b>	<b>- 7,149.13</b>	<b>- 91,764.16</b>	<b>286,413.48</b>	<b>1,761,486.73</b>
<b>Cash flows from investing activities</b>									
Payments for property, plant & equipment	- 66,086.49	- 82,224.34	- 450,270.92	- 360,407.41	- 92,140.02	- 184,331.75	- 12,334.95	- 509,157.14	- 1,756,953.02
Proceeds from sale of property, plant & equipment	30,840.90	15,054.55	147,996.46	32,540.91	54.55	381.82	122.73	88,927.27	315,919.19
Proceeds from Capital grants						800,000.00		35,142.00	835,142.00
Proceeds from Investments									
Payment for Investments									
<b>Net cash used in investing activities</b>	<b>- 35,245.59</b>	<b>- 67,169.79</b>	<b>- 302,274.46</b>	<b>- 327,866.50</b>	<b>- 92,085.47</b>	<b>616,050.07</b>	<b>- 12,212.22</b>	<b>- 385,087.87</b>	<b>- 605,891.83</b>
<b>Cash flows from financing activities</b>									
Repayment of borrowings	- 7,060.07					- 14,548.10	- 25,330.69		- 46,938.86
Proceeds from borrowings									
<b>Net cash from (used in) financing activities</b>	<b>- 7,060.07</b>	<b></b>	<b></b>	<b></b>	<b></b>	<b>- 14,548.10</b>	<b>- 25,330.69</b>	<b></b>	<b>- 46,938.86</b>
<b>Net increase/(decrease) in cash held</b>	<b>- 608,338.60</b>	<b>1,199,867.19</b>	<b>733,740.66</b>	<b>- 891,496.32</b>	<b>293,963.63</b>	<b>583,570.25</b>	<b>- 103,976.38</b>	<b>- 98,674.39</b>	<b>1,108,656.04</b>
Cash at beginning of reporting year	12,368,944.95	11,760,606.35	12,960,473.54	13,694,214.20	12,802,717.88	13,096,681.51	13,680,251.76	13,576,275.38	12,368,944.95
<b>Cash at end of reporting</b>	<b>11,760,606.35</b>	<b>12,960,473.54</b>	<b>13,694,214.20</b>	<b>12,802,717.88</b>	<b>13,096,681.51</b>	<b>13,680,251.76</b>	<b>13,576,275.38</b>	<b>13,477,600.99</b>	<b>13,477,600.99</b>

SOUTHERN MIDLANDS COUNCIL : OPERATING EXPENDITURE 2019/20

SUMMARY SHEET

PROGRAM	YTD ACTUAL (as at 29 February 20)	YTD BUDGET (as at 29 February 20)	YTD VARIANCE	YTD VARIANCE %	FULL YEAR BUDGET - REVISED INC. GRANTS & OTHER
<b>INFRASTRUCTURE</b>					
Roads	883,984	902,492	18,508	97.95%	3,205,738
Bridges	16,776	33,499	16,722	50.08%	383,498
Walkways	140,801	161,620	20,820	87.12%	214,930
Lighting	52,716	57,176	4,460	92.20%	85,764
Drainage	9,264	18,715	9,451	49.50%	78,072
Waste	592,199	587,699	4,500	100.77%	901,549
Public Toilets	48,658	46,321	2,337	105.05%	66,962
Communications	-	-	-	-	-
Signage	5,929	4,880	1,049	121.49%	7,020
<b>INFRASTRUCTURE TOTAL:</b>	<b>1,750,327</b>	<b>1,812,402</b>	<b>62,075</b>	<b>96.57%</b>	<b>4,943,553</b>
<b>GROWTH</b>					
Residential	-	-	-	-	-
Tourism	40,680	47,920	7,240	84.89%	62,380
Business	128,438	145,332	16,894	88.38%	971,996
Agriculture	-	-	-	-	-
<b>GROWTH TOTAL:</b>	<b>169,118</b>	<b>193,252</b>	<b>24,134</b>	<b>87.51%</b>	<b>1,034,378</b>
<b>LANDSCAPES</b>					
Heritage	183,804	226,471	42,668	81.16%	335,907
Natural	120,192	135,128	14,936	88.95%	188,629
Cultural	6,407	26,952	20,545	23.77%	40,427
Regulatory	417,947	564,391	146,444	74.05%	846,586
Climate Change	-	-	-	-	-
<b>LANDSCAPES TOTAL:</b>	<b>728,349</b>	<b>952,942</b>	<b>224,593</b>	<b>76.43%</b>	<b>1,411,549</b>
<b>LIFESTYLE</b>					
Youth	197,382	177,047	20,335	111.49%	264,320
Aged	1,011	1,500	489	67.42%	1,500
Childcare	4,000	6,000	2,000	66.67%	6,500
Volunteers	14,799	36,667	21,868	40.36%	40,000
Access	-	-	-	-	-
Public Health	2,217	6,792	4,575	32.64%	10,169
Recreation	257,508	318,911	61,403	80.75%	462,022
Animals	63,904	73,424	9,520	87.03%	110,137
Education	-	-	-	-	-
<b>LIFESTYLE TOTAL:</b>	<b>540,822</b>	<b>620,341</b>	<b>79,520</b>	<b>87.18%</b>	<b>894,668</b>
<b>COMMUNITY</b>					
Retention	-	-	-	-	-
Capacity	43,801	33,117	10,684	132.26%	41,925
Safety	43,104	32,133	10,971	134.14%	51,200
Consultation	10,716	14,450	3,734	74.16%	21,300
<b>COMMUNITY TOTAL:</b>	<b>97,621</b>	<b>79,700</b>	<b>17,921</b>	<b>122.49%</b>	<b>114,425</b>
<b>ORGANISATION</b>					
Improvement	53,978	76,077	22,099	70.95%	114,116
Sustainability	1,108,922	1,637,822	528,900	67.71%	2,370,532
Finances	170,215	179,150	8,935	95.01%	306,907
<b>ORGANISATION TOTAL:</b>	<b>1,333,115</b>	<b>1,893,049</b>	<b>559,934</b>	<b>70.42%</b>	<b>2,791,555</b>
<b>TOTALS</b>	<b>4,619,352</b>	<b>5,551,687</b>	<b>932,334</b>	<b>83.21%</b>	<b>11,190,128</b>



<b>SOUTHERN MIDLANDS COUNCIL</b>				
<b>SUMMARY OF RATES AND CHARGES LEVIED, REMITTED AND COLLECTED</b>				
	This Financial Year 13th March 2020		Last Financial Year 13th March 2019	
Arrears brought forward as at July 1		\$ 429,240.71		\$ 419,894.17
ADD current rates and charges levied		\$ 5,626,247.45		\$ 5,297,178.42
ADD current interest and penalty		\$ 66,044.30		\$ 62,345.53
<b>TOTAL rates and charges demanded</b>	100.00%	\$ 6,121,532.46	100.00%	\$ 5,779,418.12
LESS rates and charges collected	72.24%	\$ 4,421,991.78	72.37%	\$ 4,182,395.14
LESS pensioner remissions	3.91%	\$ 239,358.07	3.94%	\$ 227,524.96
LESS other remissions and refunds	-0.20%	-\$ 12,398.61	0.34%	\$ 19,770.59
LESS discounts	0.48%	\$ 29,535.30	0.49%	\$ 28,524.85
<b>TOTAL rates and charges collected and remitted</b>	76.43%	\$ 4,678,486.54	77.14%	\$ 4,458,215.54
<b>UNPAID RATES AND CHARGES</b>	23.57%	\$ 1,443,045.92	22.86%	\$ 1,321,202.58

### 17.3.2 REQUEST FOR RATE REMISSION – OATLANDS DISTRICT HISTORICAL SOCIETY – 107 HIGH STREET, OATLANDS (PID 5842354)

**Author:** GENERAL MANAGER (TIM KIRKWOOD)

**Date:** 20 MARCH 2020

**Enclosure:**

*Letter from Oatlands District Historical Society dated 3 March 2020.*

#### ISSUE

Council to consider a request from the Oatlands District Historical Society for a remission of rates and charges for the 2018/19 and 2019/20 financial years.

#### BACKGROUND

Reference is made to section 129 of the *Local Government Act 1993*. It states:

**129. Remission of rates**

“(1) A ratepayer may apply to the council for remission of all or part of any rates paid or payable by the ratepayer or any penalty imposed or interest charged under [section 128](#) .

(2) An application is to be –

(a) made in writing; and

(b) lodged with the general manager.

(3) A council, by absolute majority, may grant a remission of all or part of any rates, penalty or interest paid or payable by the ratepayer.

(4) A council, by absolute majority, may grant a remission of any rates, penalty or interest paid or payable by a class of ratepayers.

(5) The general manager is to keep a record of the details of any remission granted under this section.”

#### DETAIL

The Oatlands District Historical Society was last granted a remission of rates and charges for the 2017/18 financial year.

As part of that decision, it was determined that the Society would need to make application on an annual basis.

In reference to the attached letter dated 3<sup>rd</sup> March 2020, the Historical Society has now submitted a formal request for a rate remission, noting that consideration will need to be given to a remission for both the 2018/19 and 2019/20 financial years. No payments have been received for these periods.



**Human Resources & Financial Implications –**

Rates and Charges:

Description	2018/19	2019/20	Total
General	\$613.36	\$593.19	
Garbage	\$170.00	\$165.00	
Waste Levy	\$165.00	\$158.00	
Fire	\$41.00	\$40.00	
<b>Total</b>	<b>\$956.19</b>	<b>\$989.36</b>	<b>\$1,945.55</b>
<i>Interest &amp; Penalties imposed</i>			\$198.27
<b>Total Outstanding</b>			<b>\$2,143.82</b>

**Community Consultation & Public Relations Implications – Nil**

**Policy Implications – Policy position**

**Priority - Implementation Time Frame – Ongoing.**

**RECOMMENDATION**

**THAT, in accordance with section 129 of the *Local Government Act 1993*:**

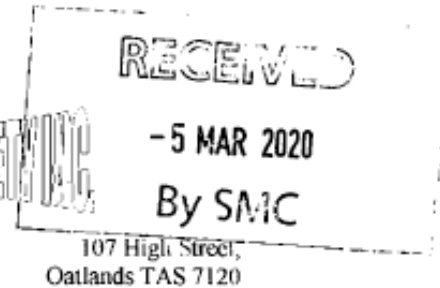
- a) **Council, by absolute majority, grant a remission of rates and charges to the Oatlands District Historical Society for its property at 107 High Street, Oatlands (PID 5842354); and**
- b) **The remission relates to both the 2018/19 and 2019/20 financial years, inclusive of penalty and interest (total amount as at 20 March 2020 being \$2,143.82).**

<b>DECISION (by absolute majority)</b>		
Councillor	Vote FOR	Vote AGAINST
Mayor A O Green		
Clr A Bantick		
Clr E Batt		
Clr A E Bisdee OAM		
Clr K Dudgeon		
Clr D F Fish		
Clr R McDougall		

**ENCLOSURE**  
Agenda Item 17.3.2



OATLANDS DISTRICT HISTORICAL SOCIETY INC.  
"preserving Our Heritage"



3 March 2020

The General Manager  
Mr. T. Kirkwood  
Southern Midlands Council  
Oatlands

**RE: RATE REBATE**

Dear Tim,

Following our meeting with you on Tuesday 18th February 2020, we are formally writing to you seeking a rate rebate for the Oatlands District Historical Society Inc.

We are a not-for-profit organisation providing a service to many historians, authors and researchers, both local and Australia wide. We also are in the process of further developing the tourism information arm of our business, thus hopefully offering tourists a better experience of our town and surrounds.

Our museum is one of the few attractions in Oatlands that is open seven days a week, and we have received many favourable comments from local, inter-state as well as international visitors.

In light of the above, we would greatly appreciate the Southern Midlands Council's assistance in the above matter, keeping in mind their assistance in the past.

Kind regards

Charles Burbruy  
Treasurer

3/3/20

**18. MUNICIPAL SEAL**

Nil.

**19. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA**

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

**RECOMMENDATION**

**THAT in accordance with Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*, the following items are to be dealt with in Closed Session.**

<b>Matter</b>	<b>Local Government (Meeting Procedures) Regulations 2015 Reference</b>
<i>Closed Council Minutes - Confirmation</i>	15(2)
<i>Applications for Leave of Absence</i>	15(2)(h)
<i>Audit Panel Minutes – Confirmation</i>	15(2)
<i>Appointment of General Manager (Contract Expiry)</i>	15(2)(a)
<i>Tender(s) – 2020 Statutory Valuation Services</i>	15(2)(d)

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

**RECOMMENDATION**

**THAT in accordance with Regulation 15(2) of the *Local Government (Meeting Procedures) Regulations 2015*, Council move into Closed Session and the meeting be closed to members of the public.**

<b>DECISION (MUST BE BY ABSOLUTE MAJORITY)</b>		
<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A O Green		
Deputy Mayor E Batt		
Clr A Bantick		
Clr A E Bisdee OAM		
Clr D F Fish		
Clr K Dudgeon		
Clr R McDougall		

## **CLOSED COUNCIL AGENDA**

### **20. BUSINESS IN “CLOSED SESSION”**

*Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015 provides that Council may consider certain sensitive matters in Closed Meeting.*

*The following matters have been listed in the Closed Meeting section of the Council Agenda in accordance with Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015.*

**20.1 CLOSED COUNCIL MINUTES - CONFIRMATION**

**20.2 APPLICATIONS FOR LEAVE OF ABSENCE**

**20.3 AUDIT PANEL MINUTES - CONFIRMATION**

**20.4 APPOINTMENT OF GENERAL MANAGER (CONTRACT EXPIRY)**

**20.5 TENDER(S) – 2020 STATUTORY VALUATION SERVICES**

**RECOMMENDATION**

**THAT Council move out of “Closed Session”.**

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

## OPEN COUNCIL AGENDA

### 21. CLOSURE