



AGENDA

ORDINARY COUNCIL MEETING

Wednesday, 27th September 2017
10.00 a.m.
Municipal Offices, 71 High Street, Oatlands

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PUBLIC COPY ATTACHMENTS

- Item 4.3.1 – Campania Recreation Ground Management Committee – 22nd September 2017
- Item 4.3.1 - Facilities and Recreation Committee Minutes – 14th September 2017
- Item 4.3.1 - Memorial Trees Committee Minutes – 11th September 2017
- Item 4.3.1 - Campania Halls Management Committee AGM Minutes – 4th September 2017



Dear Sir/Madam

NOTICE OF MEETING

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

Date: Wednesday, 27th September 2017
Time: 10.00 a.m.
Venue: Municipal Offices, 71 High Street, Oatlands

I certify under s.65(2) of the *Local Government Act 1993* that the matters to be discussed under this agenda have been, where necessary, the subject of advice from a suitably qualified person and that such advice has been taken into account in providing any general advice to the Council.

Councillors please note:

- Public Question Time has been scheduled for 12.30 p.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 23rd August 2017, as circulated, are submitted for confirmation.

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

4.3 Special Committee of Council Minutes

4.3.1 SPECIAL COMMITTEES OF COUNCIL - RECEIPT OF MINUTES

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

- Campania Recreation Ground Management Committee Minutes – 22nd September 2017
- Facilities and Recreation Committee Minutes – 14th September 2017.
- Memorial Trees Committee Minutes – 11th September 2017.
- Campania Halls Management Committee AGM Minutes – 4th September 2017.

RECOMMENDATION

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

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

4.3.2 SPECIAL COMMITTEES OF COUNCIL - ENDORSEMENT OF RECOMMENDATIONS

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

- Campania Recreation Ground Management Committee Minutes – 22nd September 2017
- Facilities and Recreation Committee Minutes – 14th September 2017.
- Memorial Trees Committee Minutes – 11th September 2017.
- Campania Halls Management Committee AGM Minutes – 4th September 2017.

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 E Bisdee OAM		
Dep. Mayor A O Green		
Clr A Bantick		
Clr E Batt		
Clr R Campbell		
Clr D F Fish		
Clr D Marshall		

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

4.4.1 JOINT AUTHORITIES - RECEIPT OF MINUTES

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

- Southern Tasmanian Councils Authority – Nil.
- Southern Tasmanian Councils Authority Waste Strategy South – Nil.

DECISION NOT REQUIRED

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

Section 36A of the Local Government Act 1993 provides the following;

36A. Annual reports of authorities

(1) A single authority or joint authority must submit an annual report to the single authority council or participating councils.

(2) The annual report of a single authority or joint authority is to include –

- (a) a statement of its activities during the preceding financial year; and*
- (b) a statement of its performance in relation to the goals and objectives set for the preceding financial year; and*
- (c) the financial statements for the preceding financial year; and*
- (d) a copy of the audit opinion for the preceding financial year; and*
- (e) any other information it considers appropriate or necessary to inform the single authority council or participating councils of its performance and progress during the financial year.*

Section 36B of the Local Government Act 1993 provides the following;

36B. Quarterly reports of authorities

(1) A single authority or joint authority must submit to the single authority council or participating councils a report as soon as practicable after the end of March, June, September and December in each year.

(2) The quarterly report of the single authority or joint authority is to include –

- (a) a statement of its general performance; and*
- (b) a statement of its financial performance.*

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 was held on the 22nd August 2017 at the Council Chambers, Kempton commencing at 2.00 p.m.

Attendance: Mayor A E Bisdee OAM, Deputy Mayor A O Green, Clr A Bantick, Clr E Batt, Clr B Campbell, Clr D Fish and Clr D Marshall

Apologies: Nil

Also in Attendance: T Kirkwood and A Benson

The purpose of the workshop was to consider and discuss:

- a) Business Activity – ‘in-committee’ related discussions (refer separate Agenda Item); and
- b) *Local Government (Meeting Procedures) Regulations 2015* – reminder and overview of the Regulations.

The Workshop concluded at approximately 3.40 p.m.

RECOMMENDATION

THAT the information be received.

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

6. QUESTIONS WITHOUT NOTICE

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

The following questions on notice were received from Councillor Bob Campbell on the 21st September 2017. Responses from the General Manager are provided below.

Q1 - Re Horse Carriage Shed

Could we have a full report re "Andrew Walters" handing back the shed and what condition it was left in and was is locked when it was handed over and has a check been carried out re contents and is there anything missing?

General Manager's response:

Andrew Walters Construction (AWC) ceased renting the 'Carriage Shed' from end of June 2017. At the time they withdrew, it was indicated that the company may need to return to undertake further works in the vicinity of Mood Food. For this reason, no action was taken to return the carriages, however it is now apparent that these works will not be progressed. It follows that Council now has full control of the building.

The building was left in a substantially improved state, and was certainly clean and tidy. AWC were asked to leave all internal walls and lining that had been erected including all electrical wiring; heat pump; etc which was all installed by AWC at their own cost. In relation to the building being locked, I can confirm that there was a period of time when no lock was installed, but immediately upon notification, a lock was placed on the building. There is no evidence, nor have I been advised of any items that are missing.

Q2 - Re August Agenda

It was listed in the agenda a number of questions from Craig Williams re neighbour ("Buda Park") where Craig requested answers to his question from the elected members (councillors) but the questions were not debated or answered by the councillors but were answered by the General Manger could you explain why this action was taken?

General Manager's response:

In reference to your question, you have asked for an explanation why I provided the responses to Mr Williams' questions when they were directed to elected members. As Council's General Manager, I feel it is my responsibility and considered standard practice that I provide written responses to members of the public when questions are received in advance. This does not preclude Councillors from challenging the validity (or otherwise) of those comments.

In terms of debating the questions on notice, I make reference to the provisions contained within the Local Government (Meeting Procedures) Regulations 2015 relating to 'Public Question Time'. Amongst other things, the regulation states that a question by any member of the public under this regulation and an answer to that question are not to be debated at the ordinary council meeting.

[Extract from the *Local Government (Meeting Procedures) Regulations 2015*:]

“31. Public question time

- (1) A member of the public may give written notice to the general manager at least 7 days before an ordinary council meeting of a question to be asked at that meeting.
- (2) The chairperson of an ordinary council meeting may –
 - (a) address questions on notice submitted by members of the public; and
 - (b) invite any member of the public present at the meeting to ask questions relating to the activities of the council.
- (3) The chairperson of an ordinary council meeting 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 at the ordinary council meeting.
- (5) The chairperson of an ordinary council meeting may –
 - (a) refuse to accept a question from a member of the public; or
 - (b) require a question from a member of the public asked without notice to be put on notice and in writing to be answered at a later ordinary council meeting.
- (6) If the chairperson of an ordinary council meeting refuses to accept a question from a member of the public, the chairperson is to give reasons for doing so.
- (7) A council is to determine any other procedures to be followed in respect of public question time at an ordinary council meeting.
- (8) The period referred to in subregulation (1) includes Saturdays, Sundays and statutory holidays, but does not include –
 - (a) the day on which notice is given under that subregulation; and
 - (b) the day of the ordinary council meeting.

Q3 - Re Travelling Allowance

(Travelling to and from meetings re council business)

If an elected member drives their own vehicle they can claim travel allowance.

If an elected member uses their vehicle but someone else drives that vehicle can they still claim travel allowance?

If an elected member (a) travels to a meeting in a vehicle belonging to and driven by another elected member (b) can you still claim travel allowance?

If an elected member travels with a council staff member in a council vehicle and the elected member claim travel allowance?

General Manager's response:

I refer to Council's Policy entitled – 'Payment of Councillors Expenses and Provision of Facilities'. In relation to Expenses, it states (amongst other things) that a Council is to reimburse a Councillor for reasonable travel expenses incurred in carrying out the duties of office. In terms of Council's policy, this is paid on a per kilometre basis. It should be noted that this is a reimbursement and not an allowance (i.e. the expenses must have been incurred).

Therefore in answer to the questions raised:

1. *If an elected member drives their own vehicle they can claim travel allowance. - Yes*
2. *If an elected member uses their vehicle but someone else drives that vehicle can they still claim travel allowance? – Yes (on the basis that the elected member incurs the costs as it is their vehicle).*
3. *If an elected member (a) travels to a meeting in a vehicle belonging to and driven by another elected member (b) can you still claim travel allowance? – The answer is dependent on who incurs the cost.*

Q4 – Street lights

Amber Lights as used for main through roads for towns i.e. Kempton is it correct that they are being faded out if not why is there a mix , amber and white lights in the main street of Kempton and when will the be replaced with light bulbs (all) one colour?

General Manager's response:

Historically, amber lights have been installed in the Kempton township which are consistent with the historic nature of the town. This has been a standing arrangement with Aurora, noting that no formal agreement exists. In past years, Council has experienced ongoing issues with replacement of the streetlights, whereby the 'white lights' have been installed at various times. Whilst this has been continually raised with Aurora personnel, I am led to believe that in recent times all streetlights have been replaced with the 'white' lights as opposed to amber (although I have not personally inspected all streetlights to confirm that this is the case).

The relevant Aurora officer has been contacted to confirm the circumstances.

Q5 – Computer program

Re Computer program bought (at considerable time back) for the Works and Technical Services Department in relation to better road management. A request was made for a report on how the program is operating, the reply was the question was taken on notice and nothing happened - no report. The question was asked again 2016 and the question was taken on notice and a report given in the following council meeting but it did not happen it got deferred. Here we are in September 2013 and the question is when will we get a report on the computer program re better road management? Has the program delivered better efficiencies to the management of roads etc.?

General Manager's response:

The computer program being referred to is the 'Assetic MyData' Asset Management System'. In summary, this is a database that records all Council's Road Assets, and the individual components of each road i.e. surface, pavement base, pavement sub-base, footpaths, kerbs, land under roads.

In terms of delivering better efficiencies in the management of roads, the answer is definitely 'yes'. It should also be noted that one of the primary purposes of the database is to comply with asset accounting practices and provide base information for audit purposes.

It is acknowledged that a presentation was to be provided and was deferred due to other Council business. A presentation date has not been rescheduled.

Councillors may wish to indicate whether there is sufficient interest in attending a dedicated session for this purpose and a date can be set.

Q6 – Oatlands History Room

Re Oatlands History Room - Wool Press

As it has been some time when it was agreed to put the old wool press on display at the history room could we have a progress report in writing as to when the wool press will be located at the history room?

General Manager's response:

The historic Wool Press is to be relocated in the coming weeks. It is not possible to nominate an exact date as it is dependent on the contractor that has been engaged to fabricate the 'shelter' to be placed over the wool press. The contractor has two prior projects for Council, being the tree guards for Colebrook street trees and the shelter shed to be erected in the Alexander Circle public open space. The wool press shelter will follow these two projects and the press will be relocated at that time.

It is confirmed that formal development approval is not required as the land is zoned 'Environmental Management'. Items such as park furniture, memorials etc. on public land are exempt.

Q7 – LED Lighting

How is council progressing with LED lighting for council owned buildings and when will the conversion of all council owned buildings be completed?

General Manager's response:

LED lighting for the Oatlands Council Chambers has been progressed in accordance with the submission made to the Budget Workshop(s) held in June 2017 and the allocated budget.

No additional budgets have been allocated to install LED lighting in other council owned buildings and hence no completion date can be nominated.

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 E Bisdee OAM		
Dep. Mayor A O Green		
Clr A Bantick		
Clr R Campbell		
Clr E Batt		
Clr D F Fish		
Clr D Marshall		

9. PUBLIC QUESTION TIME (SCHEDULED FOR 12.30 PM)

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.*

Mayor A E Bisdee OAM to invite questions from any members of the public in attendance.

10.1 Permission to Address Council

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

- Nil.

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

Nil.

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

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

11.1 DEVELOPMENT APPLICATIONS

Nil.

11.2 SUBDIVISIONS

Nil.

11.3 MUNICIPAL SEAL (Planning Authority)

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

Nil.

11.4 PLANNING (OTHER)

**11.4.1 TASWATER SMALL TOWNS WATER SUPPLY PROGRAM;
DEVELOPMENT APPLICATIONS APPROVED FOR COLEBROOK WATER
SUPPLY WORKS**

File Ref: T3370648 & T1683309

Author: PLANNING OFFICER (JACQUI TYSON)

Date: 21 SEPTEMBER 2017

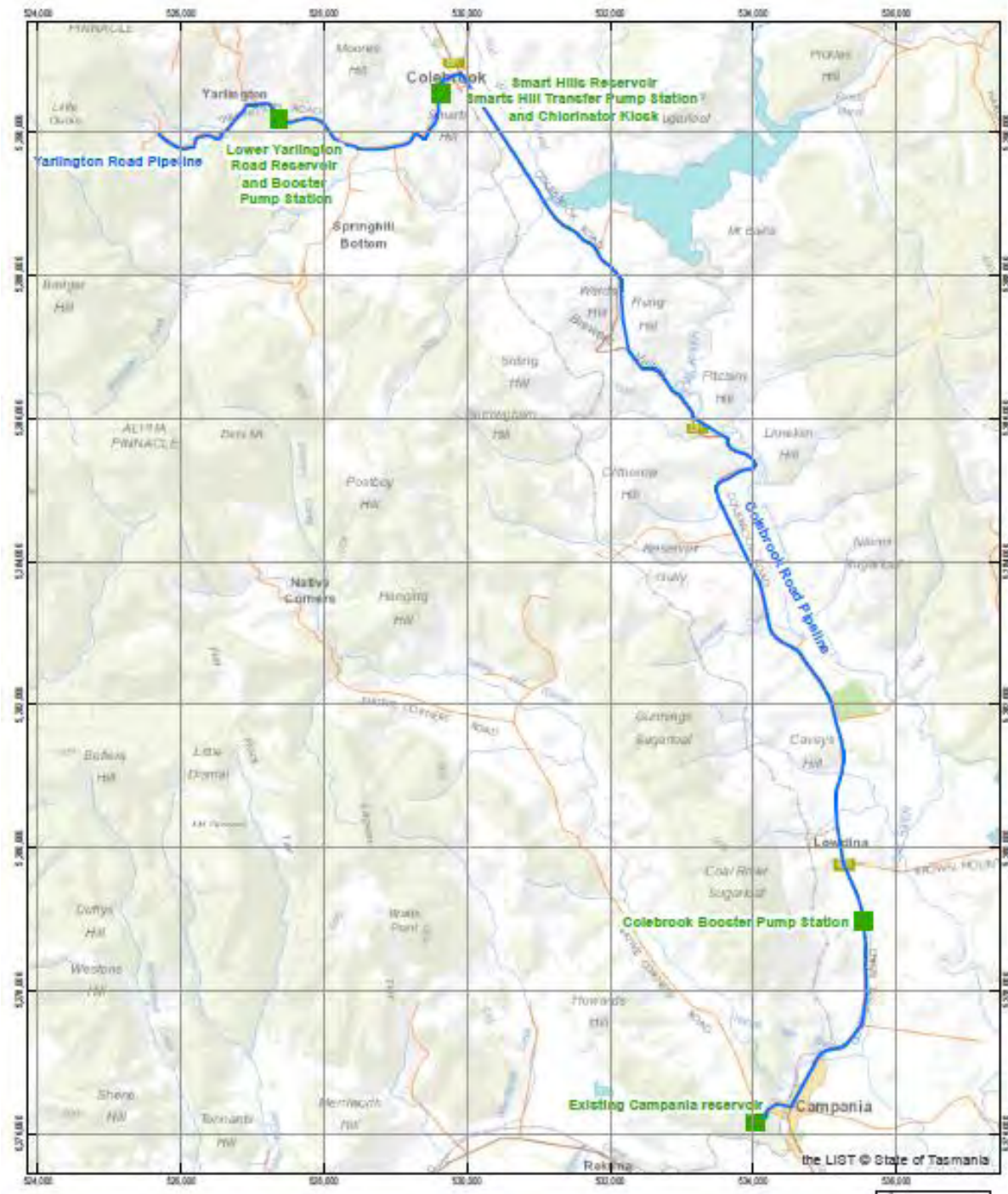
INTRODUCTION

The Taswater Small Towns Water Supply Program aims to provide fully treated water to 12 Tasmanian townships that currently experience boiled water and public health alerts associated with the existing water supplies.

As part of this program of work Colebrook will be provided with a new water supply from the Greater Hobart Bulk Water Supply System via a new pipeline from the existing water reservoir in Campania. A new gravity pipeline will transfer treated water to a transfer pump station off Colebrook Road, from which water will be pumped along a new pipeline to a new reservoir on the existing Colebrook (Smarts Hill) reservoir site. Water will then be re-chlorinated at the reservoir site before entering the existing reticulation.

The Colebrook project includes a supply pipeline for the Yarlington area. Water will be transferred along this pipeline by a new a pump station at the Smarts Hill site to the proposed Yarlington Road Reservoir. A booster pump station on the Yarlington Road Reservoir site will then pressurise the section of pipeline above the reservoir.

A plan showing the overall water scheme is provided below.



Map 1: Colebrook water supply scheme.

DETAIL

In August 2017 GHD submitted two Development Applications on behalf of Taswater for the Smarts Hill Reservoir and Yarlington Road Reservoir and Pump Station, as described below.

Yarlington Road Reservoir and Pump Station (DA2017/82)

The following development is included in this application:

- Water Storage Reservoir – measures approximately 4.0 m diameter, 3.0 m height, and capacity of 0.045 ML;
- Associated telemetry equipment located on the roof structure;
- Booster pump station to provide adequate pressure to properties above the reservoir site;
- 6.0 m wide access off Yarlington Road, with internal access road arrangements to allow for ingress and egress in a forward direction for maintenance vehicles; and
- 2.1 m high security fence with two sets of lockable gates.

Smarts Hill Reservoir (DA2017/83)

The following development is included in this application:

- Water Storage Reservoir – measures approximately 13 m diameter, 3.5 m height to top of wall, and to the peak of a colorbond sheet reservoir roof structure, a height of approximately 3.7 m. An external ladder and platform provides access to the roof inspection hatches, required for maintenance purposes;
- Associated telemetry equipment located on the roof structure;
- The existing access track within the subject site will be upgraded to provide a T-head gravel hardstand for maintenance vehicles; and
- Demolition of the existing temporary poly tank before construction of the new infrastructure and demolition of the existing concrete reservoir after commissioning of the new infrastructure.

The other infrastructure including pipelines, chlorination stations, pump stations and associated works are exempt from planning approvals under the provisions of the *Water and Sewerage Industry (General) Regulations 2009*.

The Development Applications were advertised for fourteen (14) days and no representations were received. In accordance with Council policy, the applications were approved with conditions by the Development Assessment Committee and issued on the 20th September 2017.

It is expected that works will commence before the end of 2017.

RECOMMENDATION

THAT the information be received.

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

12. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – INFRASTRUCTURE)

12.1 Roads

Strategic Plan Reference – Page 14

1.1.1 Maintenance and improvement of the standard and safety of roads in the municipality.

Nil.

12.2 Bridges

Strategic Plan Reference – Page 14

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 – Page 14

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 – Page 14

1.4.1a Ensure Adequate lighting based on demonstrated need.
1.4.1b Contestability of energy supply.

Nil.

12.5 Buildings

Strategic Plan Reference – Page 15

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

Nil.

12.6 Sewers

Strategic Plan Reference – Page 15

1.6.1 Increase the capacity of access to reticulated sewerage services.

Nil.

12.7 Water

Strategic Plan Reference – Page 15

1.7.1 Increase the capacity and ability to access water to satisfy development and Community to have access to reticulated water.

Nil.

12.8 Irrigation

Strategic Plan Reference – Page 15

1.8.1 Increase access to irrigation water within the municipality.

Nil.

12.9 Drainage

Strategic Plan Reference – Page 16

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

Nil.

12.10 Waste

Strategic Plan Reference – Page 17

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

Nil.

12.11 Information, Communication Technology

Strategic Plan Reference – Page 17

1.11.1 Improve access to modern communications infrastructure.

Nil.

12.12 Officer Reports – Works & Technical Services (Engineering)

12.12.1 MANAGER - WORKS & TECHNICAL SERVICES REPORT

Author: MANAGER WORKS & TECHNICAL SERVICES (JACK LYALL)

Date: 20 SEPTEMBER 2017

ROADS PROGRAM

Maintenance grading is continuing. Both graders are working in the Colebrook and Kempton areas.

Road drainage is being undertaken at Woodsdale Road. General maintenance is continuing in other areas.

Note that one grader operator is on leave and will be covered by other personnel.

Traffic Counters – a schedule of key roads has been prepared and the traffic counter will be placed on these roads over the next 4 month period, following which, the next priority list of roads will be determined.

Bridges – The Bellevalle Road bridge is now complete and open. Guard rail will be installed in the near future.

Grahams Creek Road bridge has been installed. Guard rail will be installed in the near future.

Noyes Road bridge will be installed this coming week, subject to weather conditions.

WASTE MANAGEMENT PROGRAM

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

TOWN FACILITIES PROGRAM

Ongoing maintenance.

GENERAL

Depot relocation – miscellaneous goods have been removed from the current depot site and relocated to the new depot site.

Preliminary plans are being prepared in relation to the potential layout of the Glenelg Street depot site. This includes determination of the size and configuration of shed(s) and associated amenities.

Sale of surplus plant & equipment – Council is aware that the gravel crusher has been identified as surplus to requirements and it is intended to advertise this calling for tenders on an ‘as is, where is’ basis. In terms of other surplus plant and equipment, including the existing sheds and facilities, this is to be determined in conjunction with the above planning exercise.

QUESTIONS WITHOUT NOTICE TO MANAGER, WORKS & TECHNICAL SERVICES

RECOMMENDATION

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

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

13. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – GROWTH)

13.1 Residential

Strategic Plan Reference – Page 18

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

Nil.

13.2 Tourism

Strategic Plan Reference – Page 19

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

Nil.

13.3 Safety

Strategic Plan Reference – Page 31

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

Nil.

13.4 Business

Strategic Plan Reference – Page 20

2.3.1a Increase the number and diversity of businesses in the Southern Midlands.

2.3.1b Increase employment within the municipality.

2.3.1c Increase Council revenue to facilitate business and development activities (social enterprise)

Nil.

13.5 Industry

Strategic Plan Reference – Page 21

2.4.1 Retain and enhance the development of the rural sector as a key economic driver in the Southern Midlands.

Nil.

13.6 Integration

Strategic Plan Reference – Page 21

2.5.1 The integrated development of towns and villages in the Southern Midlands.

2.5.2 The Bagdad Bypass and the integration of development.

Nil.

14. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – LANDSCAPES)

14.1 Heritage

Strategic Plan Reference – Page 22

- | | |
|-------|--|
| 3.1.1 | Maintenance and restoration of significant public heritage assets. |
| 3.1.2 | Act as an advocate for heritage and provide support to heritage property owners. |
| 3.1.3 | 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: 21 SEPTEMBER 2017

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:

- Continuation of works at 79 High Street Oatlands, including Commissariat building. Roof shingling on the commissariat is nearing completion and the bakers oven reconstruction has been completed (awaiting roof).
- Printing proofs of the Oatlands Gaol interpretation in preparation for installation.
- Social media for SMC Heritage Collections and Oatlands Commissariat Restoration Project.
- Ongoing support for volunteer program including Linda Clarke for surface finishes & Cindy Thomas and Caroline Heine with Victoria Hall archaeology; working with Simon Blight to implement visual display in Victoria Hall re above.
- Further development of interpretation for installation of Travelling Cinema/Talkies display in Victoria Hall Kempton including conducting research into social history of the hall.
- Welcoming and supporting the new Oatlands Gaol Residence Artist in Residence Dr Janet Lee including access to collection items and buildings.
- Publication of article about the Oatlands Commissariat on the Australian Society for Historical Archaeology (ASHA) website.
- In-depth research for Hunting Ground Chapel for ABC series 'Restoration Australia'.
- Day spent at Clifton Vale filming for above.
- Admin of Artist in Residence program; currently 5 applications, two definitely booked in, one applying through Arts Tas with letter of support from us. Artists include photographer, author and printmaker.
- Historical research for interim program supporting Memorial Avenue committee (Kempton) & attending meetings thereof.

- Archival research to support upcoming lecture to THRAA which will revolve around Oatlands Gaol.
- Various pre-statutory consultation sessions with prospective developers as well the Department of State Growth ahead of a major bridge upgrade program.

Heritage Projects program staff have been involved in the following Heritage Building Solutions activities:

- Various quoting and pre-project liaison with prospective clients.
- Presentation of the final Conservation Management Plan to clients in NSW for a substantial southern Tasmanian estate. Ongoing involvement and works have been confirmed.

Heritage Projects program staff have been involved in the following Heritage Education and Skills Centre activities:

- Continued work at the Brighton Army Camp which has been receiving significant media attention. Open Day held on 23/9/17.
- Continuation of the Heritage reGeneration project at the Oatlands Commissariat and 79 High Street, with up to 7 participants working on the site.
- Planning of the Derwent Valley project for Heritage reGeneration, expected to commence early November 2017.
- Completion of a training series for National Trust volunteers at the Penitentiary Chapel and Runnymede.
- Drafting of a 3-year HESC Operational Plan.

RECOMMENDATION

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

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

14.2 Natural

Strategic Plan Reference – Page 23/24

- | | |
|-------|---|
| 3.2.1 | Identify and protect areas that are of high conservation value. |
| 3.2.2 | Encourage the adoption of best practice land care techniques. |

14.2.1 LANDCARE UNIT, GIS & CLIMATE CHANGE – GENERAL REPORT

Author: NRM PROGRAMS MANAGER (MARIA WEEDING)

Date: 19 SEPTEMBER 2017

ISSUE

Southern Midlands Landcare Unit Monthly Report.

DETAIL

- The Dulverton Foreshore toilet block upgrade has been granted a Building Permit. A number of contractors and trades people to undertake the works have been engaged. The majority of the items required for the upgrade have been ordered. Underground services have been located. Notices have been placed to forewarn the public that they will need to use the alternative Stutzer Street toilet facilities during October 2017.
- The Kempton Streetscape Project is progressing. A meeting of the group was held on the 28th August 2017 to determine priorities for works as the budget permits. It was decided that a row of Silver Birch be planted along the road leading to the shed in the gymkhana paddock – as a high priority - given the lateness in the season. There were no other firm decisions made, as the group would like to further explore fence style options ready for discussion at the next meeting. This has been set for Monday 16th October 2017.
- The Interlaken Stock Reserve block new land title has now been reissued to Council. A formal valuation of the site is underway which is a requirement for Local Government prior to any sale process. A price from one of the real estate agents (that often deal in rural and forestry land sales) is being sought, and should be available early next week. The agent is going to look at the land, give an auction price guide to Council, and detail their fees for an advertising campaign etc.
- The new Weeds Officer will be commencing work on Monday 25th September 2017. The main task will be education and engagement with Landholders on weed matters relating to the Southern Midlands high priority weed species. This will be particularly those landholders with these weeds known to be on their properties.

RECOMMENDATION

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

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

14.3 Cultural

Strategic Plan Reference – Page 24

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 – Page 25

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

Nil.

14.5 Climate Change

Strategic Plan Reference – Page 25

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

Nil.

15. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – LIFESTYLE)

15.1 Community Health and Wellbeing

Strategic Plan Reference – Page 26

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

Nil.

15.2 Youth

Strategic Plan Reference – Page 26

4.2.1 Increase the retention of young people in the municipality.

Nil.

15.3 Seniors

Strategic Plan Reference – Page 27

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

Nil.

15.4 Children and Families

Strategic Plan Reference – Page 27

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 – Page 27

4.5.1 Encourage community members to volunteer.

Nil.

15.6 Access

Strategic Plan Reference – Page 28

4.6.1a	Continue to explore transport options for the Southern Midlands Community.
4.6.1b	Continue to meet the requirements of the Disability Discrimination Act (DDA).

15.6.1 REVIEW OF BUS TRANSPORT SERVICES (GENERAL ACCESS) BOTHWELL TO HOBART SERVICE

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 21 SEPTEMBER 2017

Attachment:

Bothwell to Hobart Bus Survey

ISSUE

To inform Council of advice received from the Department of State Growth in relation to the Bothwell to Kempton Bus Service which has been reviewed as part of 'Project 2018'.

BACKGROUND

Council, at its meeting held in January 2017, were informed that the Department of State Growth will be initiating a process of community consultation as part of reviewing general access bus transport services throughout Tasmania.

The current service contracts are due to expire at the end of the 2018 calendar year, and in preparation for renegotiating new contracts, the Department of State Growth will be reviewing all bus services that are currently provided. As part of the review process, the Department has utilised a model which takes into account population trends throughout the State; current use statistics; location of service centres; and a range of other factors.

The outcome from this modelling will then be used as a base for consulting the various communities, and these two processes combined will determine future bus contract services.

Whilst contracts are generally for a ten-year period (2 x 5 year contracts), which recognises the required investment in vehicles etc, it is acknowledged that substantial change can occur over this timeframe, therefore any changes that may be implemented can be reviewed during the contract period.

The review process is scheduled for the full 2017 calendar year.

DETAIL

In relation to the Bothwell to Hobart Bus Service, the following is an extract of advice received from the Principal Planning Analyst - Department of State Growth:

“As part of reviewing general access bus services through Project 2018, we are also reviewing the Bothwell to Hobart service which picks up passengers at Mangalore and Kempton. We are considering converting the service to student only as it has very low numbers of adult passengers using the service. We undertook a passenger survey in June/July in order to

understand what adults are using the service, where they are going and what other transport options may be available to them. This was to better understand the impacts of converting the Bothwell service to student only.

I have attached a summary of the survey results for your Council's information. I will also let adjoining Councils know the results as this affects some of their residents e.g. Central Highlands and Brighton.

For the Southern Midlands municipality there were a couple of residents who used to service to travel to Glenorchy and Hobart and also to Bothwell. For Southern Midlands residents travelling to Hobart we do not foresee any major issues with converting the service to student only as Southern Midlands passengers will continue to have access to inter-city (Launceston to Hobart) service. We are looking at changing the timetable to create an early morning and later afternoon service, which will suit workers. Respondents raised some issues with ticketing in respect of this service, which State Growth will look at as part of Project 2018."

As a first response to that communication, and in order to get a better understanding of the impacts, additional information was sought in relation to the following:

- a) Is it assumed that a bus will continue to run for students (but exclude general members of the public)?
- b) If this is the case, is there a particular reason that adult passengers and students can't use the same transport, or will the student bus service only go to Kempton and return to Bothwell?
- c) In relation to the inter-city service (i.e. Redline), do you know whether the timing of this service is similar to the Bothwell to Hobart Bus Service and would be suitable for work purposes and be an alternative form of transport?

The following comments were received from the Department of State Growth:

"The reason why we are proposing to convert the service to student only is because the number of adults using the service between Bothwell and Melton Mowbray (the section that won't be serviced) is very low, generally one adult or less per trip.

It is more cost effective for the Government to run a service as a student only service if the adult demand is very low for the following reasons:

- Under the Australian Government's Disability Discrimination Act (DDA) compliance legislation, student only buses are not required to be DDA compliant. Based on this, student only buses generally have a lower capital cost and therefore cost less for the Government to fund.

- Days of operation: Although general access services can operate on school days only, in order to create a consistent service year round, most general access services run during school holidays. This adds an extra cost as general access services operate 52 weeks of the year compared to around 39 weeks for student only services.

To give this some perspective, we would expect a student only service to Bothwell to cost around \$100,000 a year, whereas the current service costs over \$200,000 a year. With less than one adult a day using the service, the

premium is significant and the savings made in respect of this can be put into other parts of the network which have greater demand.

The preliminary timetable for the inter-city service (Launceston to Hobart), would be suitable for workers. We are proposing a service leaving Launceston at 6AM, which will be at Kempton around 7:50AM and there will be a 2.45PM service leaving Hobart and a 5.40PM service leaving Hobart, which will arrive about 6.40 at Kempton. This will provide a better service for workers as currently the Bothwell service departs Hobart at 4.05PM, which is slightly early for most commuters.”

Human Resources & Financial Implications – Nil from a Council perspective.

Community Consultation & Public Relations Implications – To be considered, noting:

- a) There is an alternative Redline Service available for workers and other general passengers; and
- b) the Department provides very compelling reasons from a financial point of view.

Policy Implications – N/A

Priority - Implementation Time Frame – The Department has indicated that the change will begin at the beginning of 2019. They do not have a precise date, but most likely the first two months of the 2019 year.

RECOMMENDATION

THAT:

- a) **The information be received; and**
- b) **Council determine any future course of action it may feel appropriate.**

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

ATTACHMENT
Agenda Item 15.6.1

BOTHWELL TO HOBART – BUS SURVEY

Surveys received:

- 7 hard copy bus passenger surveys.
- 2 web feedback forms.
- 1 phone call.

Survey results:

- 5 out of 10 respondents used the service to and from Bothwell.
- Respondents from Bothwell caught the bus to go to Brighton and surrounding Midland Highway towns eg Mangalore, Kempton.
- Very few people went all the way from Bothwell to Hobart.
- 4 respondents also caught the bus at Pontville and Brighton to go to Glenorchy and Hobart.
- For those respondents living in areas along the Midland Highway who could catch an alternative service eg the inter-city service (Hobart to Launceston), using this service was seen as a barrier as it was understood that the service was ‘booking only’ and tickets could not be paid for on the bus. State Growth will investigate this issue as part of Project 2018 and moving towards a state-wide common ticketing approach.
- Most adult respondents caught the bus as they could not drive.

15.7 Public Health

Strategic Plan Reference – Page 28

4.7.1 Monitor and maintain a safe and healthy public environment.

Nil.

15.8 Recreation

Strategic Plan Reference – Page 29

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

Nil.

15.9 Education

Strategic Plan Reference – Page 29

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

Nil.

15.10 Animals

Strategic Plan Reference – Page 29

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

Nil.

16. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – COMMUNITY)

16.1 Retention

Strategic Plan Reference – Page 30

5.1.1 Maintain and strengthen communities in the Southern Midlands.

16.1 SOUTHERN MIDLANDS COMMUNITY SMALL GRANTS PROGRAM 2017/2018

Author: DEPUTY GENERAL MANAGER / MANAGER, COMMUNITY & CORPORATE DEVELOPMENT (ANDREW BENSON)

Date: 20 September 2016

Attachments:

1. *Summary of 11 Applications received*
2. *Folder containing hard copy of all applications (because of the bulk of these grant applications, a copy of all of the grants will be provided at the meeting for Councillors to peruse if required – if any Councillor wishes to receive copies prior to the meeting, please contact Andrew Benson, who will make that information available)*

BACKGROUND

Council has conducted a Community Small Grants program since 2008. The main aim of the program is to streamline and condense the many requests for financial support received from various community groups, charitable organisations and service providers throughout the year. The program has proven to be very popular with all the target groups and excellent goodwill is gleaned from the successful grant recipients. Additional kudos has been obtained in recent years by having large “grant cheques” presented at the Australia Day function in January. It is noted that decisions in respect of the granting of funds to these applicants is made by the Facilities & Recreation Committee, with a recommendation to Council to adopt the Committee’s recommendation.

[START EXTRACT FROM THE GUIDELINES]

The Southern Midlands Council’s Community Small Grants program has been established to support projects, programs and activities developed for the benefit of the residents of the Southern Midlands local government area.

The Community Small Grants provide assistance to community groups to provide programs, improve safety, undertake minor capital works, facilitate small seminars, conferences and forums or purchase equipment.

The Southern Midlands Council recognises the immense community benefit provided to our residents and visitors by local community organisations through the provision of opportunity for involvement in activities in Southern Midlands.

The Community Small Grants Program is one method of supporting and assisting local organisations in providing additional opportunities for the Southern Midlands community.

Purpose

To provide financial assistance in a regulated and equitable way to community groups catering for, and responding to, the needs of the residents and visitors to Southern Midlands.

The program provides assistance to organisations to conduct a wide range of activities. The following broad categories are designed to give applicants an idea as to the types of projects which Council seeks to support through this program:

Community Building

Projects which aim to increase community participation & access to information, services & facilities while strengthening community and social well-being.

Minor Capital Works

Projects which enhance our community facilities by aiding in the development of new facilities or improvements to any existing Community/Council owned facility. It will provide assistance for projects such as fencing, roofing, ground lighting, shade sails, building refurbishments, paving, etc.

Safety/Accessibility Upgrades/Equipment

Projects that increase the capacity of local groups and clubs to cater for the needs of the community. These developments can be in the form of a construction project or the purchase of equipment.

Frequency

Council's grant program is currently held on an annual basis.

Important Dates:

The current round for assistance opens on Monday 31st July 2017 and closes on Monday 28th August 2017 at 4:00pm. Applications can be lodged at either the Oatlands or Kempton Office.

It is for projects starting from 12th October 2017 - full acquittal is required by Friday July 2018.

Level of Funding Available

An organisation can apply for assistance up to a maximum of \$3000 per round- no minimum grant amount applies.

Eligibility

Financial Assistance WILL be considered for:

- Any not for profit community group or voluntary association that is legally constituted as an incorporated body or under the auspice of one.
- The group or organisation is located in the Southern Midlands municipal area or is proposing an activity or project which will take place in the Southern Midlands municipal area, for the benefit of those who live, visit or conduct business in the municipal area.
- The applicant is able to demonstrate financial viability and competence.
- The applicant meets Council's insurance requirements.

- *Education providers are able to apply on the condition that the project/activity is open to all residents and has a broad community benefit.*
- *For equipment grants, applicants are required to contribute at least 50% towards the cost of equipment for items considered 'consumables' eg cricket bats / balls , Footballs etc .Items of a longer term nature eg line marking machines , training equipment and the like would be eligible for up to 100% funding.*

The following are important areas to address

- *Any application which relates to works or projects on property not under the applicants direct ownership (land tenure) or control, must provide a letter of authorisation and approval for said works / projects from the land owner with the grant application.*
- *In the case of applications from the Department of Education, where the facilities will be used by Community and school students alike, the application requires written commitment from the Department of Education / Principal that the facilities (or improvements) will be accessible by the public.*
- *The Applicant need not necessarily be based within the Southern Midlands area, but the service or activity must be must be provided within the Southern Midlands area., for the benefit of Southern Midlands residents.*

Financial Assistance WILL NOT be given for:

- *Applicant organisations who have previously failed to acquit Council assisted projects in line with the agreed terms.*
- *Projects that have previously received funding from this grant program.*
- *Working Capital or straight donation purposes.*
- *Programs/projects by local schools/education providers that are exclusive to students core school curriculum with no availability to the general public.*
- *Retrospective request for a project already fully or partially completed*
- *Community Organisations who already receive Council funds to undertake a specific activity for which funding is being sought or community organisations wanting to do a specific activity that is already funded by Council.*
- *Facilities where little or no public access is available.*
- *Travel to sporting competitions or conferences for individual or community groups.*
- *Projects/ programs that are not based in or focused on southern midlands residents*

It should be noted that meeting the eligibility criteria is not a guarantee of funding.

The following conditions apply to all financial assistance allocated through the program

Project Management

Funds will only be spent on the project for which funds were applied and as approved by the Southern Midlands Council.

Successful applicants must finalise and acquit the project within the approved time frame and approved budget as per application form.

Any variation of this agreement, such as an extension of the project completion date, shall only be made in writing between the parties. Any request for extension of time must be received in writing prior to the relevant original acquittal completion date.

Successful applicants are required to maintain a copy of all receipts of project expenditure for the term of the grant program, including copies of any advertising, media, newsletters, etc. Council will require copies of expenditure invoices / receipts as part of its acquittal procedure.

If relevant, applicants must obtain and comply with all applicable Council Permit Regulations for example planning, &/or building permit – including road closures, outdoor advertising and any health and safety programs (please ensure that costs for these permits, if required, are included in your application). Please ensure that you have allowed sufficient timeline for these approvals to be obtained and the project to be completed in a timely manner.

The Council strongly encourages that all equipment acquired through the program be insured against theft and fire or covered under your organisations insurance policy.

Although possession of current public liability insurance is not a condition of eligibility, Council strongly encourages all applicants to investigate all their insurance requirements to ensure activities are adequately covered and protected.

Financial

Should a group not be able to fulfil the grant conditions as indicated on the application form or substantial savings have been made, any unspent funds shall be returned to the Southern Midlands Council. In special circumstances, surplus funds from savings made may be authorized for redirection to fund similar projects/ activities. Pre-approval in writing should be sought from Council prior to any additional funds being expended. Should the project exceed the amount estimated, groups will be required to meet the additional costs.

Promotion

The Council requests that successful applicants actively promote the support of the Southern Midlands Council. This may include (but not limited to) any of the following:

- Inclusion of the Southern Midlands Council logo in press advertising or any promotional material.*

- *Acknowledgement of the Southern Midlands Council in radio or television advertising, award presentation, etc.*
- *Opportunities for the Mayor or delegate to participate in any public relations activities, launches, or proceedings associated with the project. Sufficient notice should be given in the form of an official letter of invite addressed to the General Manager.*

Attendance at any Council arranged event celebrating the provision of the grant funding, in particular providing a representative at Council's Australia Day ceremony. Prominently displaying any certificates or plaques associated with the Council's provision of any grant funding

A version of Council's Logo is available and will be provided on request. The logo can only be used for a specific purpose to which it was requested and must be replicated in its existing form and not altered in any way.

If use of the Council logo is not practicable, the following wording should be incorporated in any material related to the funded project: "Proudly supported by the Southern Midlands Council".

Evaluation / Acquittal Process

Once the project or equipment purchase has been completed, grant recipients must submit an evaluation and provide copies of any advertising, newsletters and media releases relating to the funded project. An evaluation form will be provided with the grant approval letter.

Evidence of expenditure of funds is required to accompany the evaluation. It is preferred that the evaluation / acquittal information be forwarded as soon as the project or purchase is complete ie not left until the final acquittal date

Unsatisfactory acquittal of the grant may lead to withdrawal of the grant approval and subsequent request for return of the allocated funding.. Inability to apply for future grant funding may also apply in this circumstance. If you are having difficulties completing the acquittal obligations, please contact Council's grant staff to discuss possible solutions.

Priority Criteria

Due to the limited amount of funds available, priority will be given to projects that:

- 1. Demonstrate considerable benefit to the Southern Midlands community;*
- 2. Raise the awareness of or access to a service, program, group or issue or maximize the participation or use of a facility;*
- 3. Demonstrate coordination with other groups in the community;*
- 4. Address local issues by attempting to meet a community need or gap;*
- 5. Show evidence of community support for the project;*
- 6. Enhance the lifestyle options for residents and visitors in the community;*

7. *Demonstrate an ability to manage the project through resource allocation, effective planning, clear goals and evaluation processes;*
8. *Demonstrate the ability to be ongoing [if applicable]*
9. *Includes the ability for broad Community access – Land Tenure [in the ownership of the applicant or in other ownership]*
10. *Grant funds applied for as a % of the total amount to complete the project [including in kind contribution] i.e. A financial contribution by the applicant/s would be favourably looked upon*
11. *The Project shall be one that has not received any previous funding for the same purpose by Council or any other funding body (i.e. no ‘double dipping’)*
12. *Demonstrate that a Risk Assessment of the project is deemed within acceptable limits*

Final funding decisions are made on the merit of each application against the stated eligibility criteria, guidelines and an assessment against the aforementioned criteria.

Assessment

The application process is as follows:

The application forms can be accessed from the Council Chambers, Oatlands and Kempton or via the Council Website: www.southernmidlands.tas.gov.au

Applicants are encouraged to contact Council’s Manager Community & Corporate Development, Andrew Benson on 6259 3011 if you have any questions relating to completion of the forms or require information in regard to how your project meets the guidelines of the program.

The completed applications, once received within timeline parameters, will be assessed and prioritized by the assessment panel consisting of Council Officers and Councillors. The panel’s decision is final and no further correspondence shall be entered into.

The assessment panel will then make their recommendations to the next scheduled Council Meeting for adoption.

*Once adopted by Council the applicants will be informed of their success or otherwise in gaining funding. Successful applicants will need to supply Council with a tax invoice [on their own letterhead preferably] for the approved grant amount to allow funding of grant monies to be processed .**This should be done as soon as the approved grant funding letter has been received.***

Tips for completing the Application Form

Please use the following as a guide to help you to complete the application form.

Section 1: General Information

1 – 5 As directed by the form, please provide as many details as possible about your group / organisation / club.

Section 2: Details of the Project

Tell us about your project, what you are planning and what you want to achieve.

6. Select the category that your project best fits under.

7. Give your project a name which represents what your project/activity is about.

8 Indicate where the project/activity is to be held or carried out (e.g. Hall, park, or facility).

9 When answering this question think about the following:

- What does your group want to achieve? (e.g. raise awareness of a service program, group or local issue, improve access to and use of a community facility, maximize participation in your group or a particular activity, improve safety).*
- What steps are you planning to take to make sure your project/activity runs smoothly?*
- Who might you involve; (e.g.) young persons, older persons, people with different abilities, people from different cultural backgrounds).*
- Why is this project/activity important for your group/organisation and the wider community?*

10 When answering this question think about the following?

- How things will be different for your group and/or the wider community?*
- What might it allow them to do that they can't at present?*
- How might it improve access to or participation in activities?*
- Who will benefit most from your project/activity?*

Keep in mind concepts such as community pride, attracting people to the region and spending money in the community, forming new community links, etc.

11 Tell us how your group identified a need in the community (e.g. community consultation, public meeting, suggestion box).

- Why do you think the need exists?*
- Why is it a problem/issue for your group and/or the wider community?*
- Who have you spoken to about this need?*
- Why has your group chosen this way to tackle the problem and/or improve the situation?*

12 To answer these questions think about:

- Can you draw on volunteers from within your group or organisation? If yes, what sort of work will they be asked to do or in what way can they help?*
- What equipment, machinery, etc. you have?*
- What sort of skills or abilities do the individuals involved in the project/activity have? (e.g. financial management, organisational, trade skills – e.g. plumber, builder etc).*

- *What type of outside assistance will you seek to complete the project or run the event?*

For example:

- *Increased participation/membership*
- *A well-attended event or activity*
- *Peoples comments and thoughts (how will you get these?)*
- *Media coverage (e.g. newspaper, community newsletter)*

You may wish to identify the main aims of your project which you can go back and review to see whether you were successful.

14. *Please provide approximate start date, completion date, and a contact person for the project.*

Section 3: Budget

Please complete this section as accurately as possible and attach more pages if necessary.

15. *Clearly list the expenses for your project/activity and indicate which expenses you intend to use Council's contribution for.*

16. *Please provide details of the confirmed and anticipated sources of funding for your project. If available please provide with your application any documents confirming the availability of these funds (e.g. bank statements, loan details, letters, etc).*

Good luck with your Application

[END OF EXTRACT FROM THE GUIDELINES]

CURRENT POSITION

This is the eleventh round of the Grants Program that Council have offered, with the application form and guidelines being continually refined to provide clear and concise information and criteria for community groups and organisations who apply for the grants. The Program time table is shown below

Advertisement in "Mercury"	Saturday 29 th July 2017
Grant applications open	Monday 31 st August 2017
Grant applications close	Monday 28 th August 2017 (4.00pm)
Fac & Rec C'tee Agenda closes	Friday 7 th September 2017
Fac & Rec C'tee Meeting <i>[For assessment of applications]</i>	Thursday 14 th September 2017 10.00 a.m.
Full Council meeting Agenda closes	Thursday 21 st September 2017
Full Council meeting - Oatlands <i>[To consider recommendations]</i>	Wednesday 27 th September 2017
Letters to grant applicants	Week commencing 2 nd October 2017

Eleven applications were received identifying \$ 42,018.00 worth of projects, which in turn were requesting a total of \$ 32,016.00 of support from Council through the SMC Community Small Grants Program 2017/18. Within the application it requests,

GRANT AMOUNT REQUESTED: \$ _____ [GST inc]

Council may not be able to fund the full amount requested .Please advise the minimum amount that would still allow the project to continue \$ _____.

A total “Will Accept” figure of \$ 26,964.00 has been determined from the applications for this grant round. The funds available for distribution by Council for the projects being \$30,000.00 as per the 2017/18 budget,

ASSESSMENT PROCESS

As per the previous rounds, to assess the applications in an open, transparent and equitable manner, whilst maintaining a rigorous analysis against the established criteria, the Deputy General Manager (Andrew Benson) had previously put together a rational decision making process to assist the Facilities & Recreation Committee in their deliberations.

The process consisted of; three stages of assessment, the First Stage, Second Stage and finally the Third Stage, all as detailed below

- **Firstly Stage Assessment**, a set of criteria in a matrix format to establish the initial eligibility of the applicants. This set of criteria was extracted from the grant guidelines as issued to the Applicants. This set of criteria required a YES, NO or N/A response. These are classified as *must comply*, if an Applicant does not meet this then the application is not further assessed.

MUST - Eligibility YES
A not for profit community group or voluntary association that is legally constituted as an incorporate body
A not for profit community group or voluntary association that is not legally constituted as an incorporate body but will operate this grant under the auspice of one - Name of auspicing body
The group or organisation is located in the Southern Midlands municipal area
The group or organisation is proposing an activity or project which will take place in the Southern municipal area, for the benefit of those who live, visit or conduct business in the municipal area.
The applicant is able to demonstrate financial viability and competence.
The applicant meets Council’s insurance requirements (if applicable).
Is the applicant an educational organisation
If an education provider will the project/activity be open to all residents and does it have a broad community benefit.
If the application is for an equipment grants applicants are required to contribute at least 50% towards the cost of the equipment, has this been identified in the budget.

- **Second Stage Assessment**, a set of criteria in a matrix format to establish the areas in which the grant does not cover. This set of criteria was extracted from the grant guidelines as issued to the Applicants. This set of criteria required a YES, NO or N/A response. These are also classified as *must comply*, if an Applicant scores a YES in response then the application is not further assessed.

MUST - NOs	Funds not available for the following
	Has the Applicant organisation previously failed to acquit Council assisted projects in line with the agreed terms.
	Actions/services previously disbursed.
	Fundraising purposes (donations).
	Program/projects by local schools/education providers that are exclusive to students Core school curriculum and activities cannot be considered.
	Projects with ongoing costs e.g. staff, salaries, administration, maintenance, insurance, rental or lease arrangements.
	Community Organisations who already receive Council funds to undertake a specific activity for which funding is being sought or community organisations wanting to do a specific activity that is already funded by Council.
	The purchase of land.
	Routine and regular maintenance work to existing facilities (e.g. gardening, cleaning).
	Facilities where little or no public access is available.
	Travel to sporting competitions or conferences for individual or community groups.

The Committee has found in the past that if the applications successfully pass the first two stages of Assessment and the numbers of applications do not exceed or are close to the funds available for distribution, then they do not progress to the absolute detail of the Third Stage Assessment through the ranking of each Criterion as detailed below. But rather the Committee ensures that all of the Third Stage Assessment criteria are complied with and then undertake this assessment stage in a less structured manner to provide the ranking.

As discussed above, the Third Stage Assessment of ranking Criteria in the paragraphs below are included below for “information only” as the Committee took a less structured approach to these applications.

- **Third Stage Assessment**, a set of criteria that have been called the WANTS in a matrix format that are ‘weighted’ to gauge the extent to which the assessment team believe that the application meets the criteria detailed below. This set of criteria has been extracted from the grant guidelines as they are pivotal to the decision making process, eg risk assessment, funding sought from Council as a percentage of the total project costs, etc.

This set of criteria required a “raw scoring” of between 1 and 5 (5 being the highest/best category), which is then multiplied by the weighting to achieve a “refined score”. For example in Criterion 1 below, the weighting (WT) is 10 because it was felt that this criterion represents a very high priority, when the

application is scored by an assessment panel member against this criterion if the member of the assessment panel scores it as a 1, in the 1 to 5 range, this is then automatically multiplied by the weighting (WT), which arrives at a “refined score” of 10. Likewise if the member assessed it as a 5, in the 1 to 5 range which is then automatically multiplied by the weighting (WT) it comes up with a “refined score” of 50. Working this process through against each of the eleven criteria by each of the assessment panel members it arrives at a total as shown on the attached A3 Summary Sheet. Affectively in this model the highest collective score is determined to be the most deserving application.

WANT	WT
Criteria 1	
Demonstrate considerable benefit to the community;	10
Criteria 2	
Raise the awareness of or access to a service, program, group or issue or maximize the participation or use of facility;	10
Criteria 3	
Demonstrate coordination with other groups in the Community;	5
Criteria 4	
Address local issues by attempting to meet a Community need or gap;	15
Criteria 5	
Show evidence of community support for the project;	10
Criteria 6	
Enhance the lifestyle options for residents and visitors in the Community;	5
Criteria 7	
Demonstrate an ability to manage the project through resource allocation, effective planning, clear goals and evaluation processes;	15
Criteria 8	
Demonstrate the ability to be ongoing.	10
Criteria 9	
Is the project reliant on other funds, if so have other funds been approved	5
Criteria 10	
Grant funds applied for as a % of the total amount to complete the project (including in-kind contribution)	10
Criteria 11	
Risk Assessment of this Project	10

- Potential Conflict of Interest in the Assessment Process** It is important to have at least five people that assess and score the applications because of the high level of potential ‘conflict of interest’ that is present in such a small Community. When a Councillor or officer identifies a conflict of interest (ie if an Elected Member or an Officer on the Assessment Panel is an office bearer for the organisation that is an Applicant for a grant they are required to declare that interest and exit the meeting, they do not enter into discussions or score that application) and the automatic scoring in the spread sheet is adjusted by the averaging (ie if there is no conflict of interest with an Application the totals of all five scorers is summed and then divided by five to achieve the average. If there is one conflict of interest then the totals of

all four scorers is summed and then divided by four to achieve the average). Therefore with potentially five assessors individually scoring eleven criteria, coupled with the weightings and then the averaging, no one assessor has the ability to adversely influence the potential outcome of the scoring. In a further element of transparency the A3 Summary Sheet is available to all applicants so that they can gauge their level of success compared with the other applicants based purely on the identified criteria.

Members of the Assessment Panel who declare an interest and therefore stand aside in relation the nominated application are identified in the report to Council, to ensure the integrity of the process.

11TH GRANT ROUND ASSESSMENT FOR THE 2017/18 GRANTS PROGRAM

The grants assessment was undertaken and the Schedule on the penultimate page of this report represents the applicants, their projects, their respective request for funding and consideration by the Facilities & Recreation Committee including a priority ranking and funding allocation.

The General Manager declared an interest in regard to the Oatlands Ex-Services and Community Club and was not involved in any discussions/decisions concerning that application, given his role of Auditor for the Club.

There were a number of matters that the Committee took into account during the process, besides the structured assessment process, namely;

1. All applications complied with the current program guidelines.
2. The Stepping Stone Equine Hoof Care (ranking is 11th) application sought \$3000 for the running of public workshops on a range of practical skills in the day to day keeping and handling of horses. The applicant has a 'will accept' figure of \$2800.

The Applicant's documentation showed a profit of approximately \$1,700.00 being generated from the event and a considerable fee for running the event. The Committee noted an issue with the guidelines for applicants that use an auspicing organisation in the fact that the organisation is not required to submit any manner of financial records; rather the auspicing organisation does this. Whilst the auspicing body is a legal entity Committee Members felt that they needed to understand the ability of the Grantee to deliver the grant outcomes in weighing up the appropriate use of public funds. The choice of the Committee was to not fund this Project, or to alternatively provide a \$1000 grant, which is less than the "will accept" figure. The horse owners within the Committee felt that there was a need for this course to be provided within the community. These arrangements will be confirmed with the applicant prior to a 'success letter' being sent to the organisation.

3. In the provision of funding the applications, bearing in mind that if the \$1,000 was to be taken up by the 11th scored applicant, all applications across this grant round will have been provided with funding support.
4. Updating the criteria surrounding non incorporated groups, through their request to auspicing bodies, for the next round of grants – as discussed in Item 1 above,

where there is currently no requirement for that particular non incorporated organisation to show their financials etc, they will be required to provide appropriate evidence to confirm they have sufficient funds available to cover their contribution to the Project.

Human Resources & Financial Implications - Funds for this expenditure are included in the 2017/2018 budget.

Community Consultation & Public Relations Implications - Include an award session for grant recipients for the next Australia Day event.

Policy Implications - Review the Program Guidelines and Application documentation for the next round of this Program in 2018/19.

Priority - Implementation Time Frame - Implement the decision by advising the Applicants during the first week of October 2017.

RECOMMENDATION

That the

- 1. Report be received and noted;**
- 2. Structured and transparent assessment process undertaken by the Facilities & Recreation Committee be endorsed;**
- 3. Considerations and decisions of the Facilities & Recreation Committee as detailed in the Report for the SMC Community Small Grants Program 2017/2018 be endorsed for the allocation of the funding under this Program.**

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

ATTACHMENT
Agenda Item 16.1

SUMMARY

SMC Community Small Grants 2017 (GST inclusive)

Item	Group/Club	Auspiced by	Project	Registered for GST	GST on the "Sought" Amount	GST on the "Will Accept" amount	Project Cost	Grant Sought	Will Accept	Recommend to be Approved by Council	Priority (1 = highest)
1	Colebrook Progress Assn		Youth Group Activites	No			\$ 2,929.00	\$ 2,800.00	\$ 2,000.00	\$ 2,800.00	1
2	Broadmarsh Elderslie Progress Assn		Heating for the Broadmarsh Hall	No			\$ 3,350.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	2
3	Elderslie Golf Club		Pump and associated equipment	Yes	\$ 273.00	\$ 272.73	\$ 4,745.00	\$ 3,000.00	\$ 3,000.00	\$ 2,727.00	3
4	Oatlands Golf Club		Club house repairs	No			\$ 4,430.00	\$ 3,000.00	\$ 2,000.00	\$ 3,000.00	4
5	Brighton & Green Ponds RSL		Installing service hatch at the RSL / Hall	No			\$ 3,513.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	5
6	Oatlands District Historical Society		Replacment of the front windows	Yes	\$ 273.00	\$ 255.82	\$ 3,250.00	\$ 3,000.00	\$ 2,814.00	\$ 2,727.00	6
7	Oatlands Ex Service & Community Club		New floor coverings	Yes	\$ 273.00	\$ 181.82	\$ 3,575.00	\$ 3,000.00	\$ 2,000.00	\$ 2,727.00	7
8	Oatlands Community Assn		Website portal development	No			\$ 5,683.00	\$ 2,693.00	\$ 1,795.00	\$ 2,693.00	8
9	Elderslie Golf Club		Automated External Defibrillator (AED)	Yes	\$ -	\$ -	\$ 2,850.00	\$ 2,850.00	\$ 1,995.00	\$ 2,850.00	9
10	Colebrook Progress Assn		Coffee machine for the Colebrook Hall	No			\$ 2,673.00	\$ 2,673.00	\$ 2,560.00	\$ 2,673.00	10
11	Stepping Stone Equine Hoof Care	OCA	Horse care workshop	No			\$ 5,020.00	\$ 3,000.00	\$ 2,800.00	\$ 1,000.00	11
				Totals	\$ 819.00	\$ 710.36	\$ 42,018.00	\$ 32,016.00	\$ 26,964.00	\$ 29,197.00	

It is noted that where an organisation is registered for GST, they are able to claim back their GST component of the grant and therefore their eligible GST has been deducted from the grant payment request as shown in the "Recommended to be Approved" column.

17. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – ORGANISATION)

17.1 Improvement

Strategic Plan Reference – Page 32

- | | |
|-------|---|
| 6.1.1 | Improve the level of responsiveness to Community needs. |
| 6.1.2 | Improve communication within Council. |
| 6.1.3 | Improve the accuracy, comprehensiveness and user friendliness of the Council asset management system. |
| 6.1.4 | Increase the effectiveness, efficiency and use-ability of Council IT systems. |
| 6.1.5 | Develop an overall Continuous Improvement Strategy and framework |

Nil.

17.2 Sustainability

Strategic Plan Reference – Page 33 & 34

- | | |
|-------|--|
| 6.2.1 | Retain corporate and operational knowledge within Council. |
| 6.2.2 | Provide a safe and healthy working environment. |
| 6.2.3 | Ensure that staff and elected members have the training and skills they need to undertake their roles. |
| 6.2.4 | Increase the cost effectiveness of Council operations through resource sharing with other organisations. |
| 6.2.5 | Continue to manage and improve the level of statutory compliance of Council operations. |
| 6.2.6 | Ensure that suitably qualified and sufficient staff are available to meet the Communities needs. |
| 6.2.7 | Work co-operatively with State and Regional organisations. |
| 6.2.8 | Minimise Councils exposure to risk. |

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

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 21 SEPTEMBER 2017

Attachments:

Local Government Shared Services – Council Update – August 2017

Local Government Shared Services – Joint Venture Update – August 2017

ISSUE

To inform Council of the Common Services Joint Venture activities for the month of August 2017.

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 'Common Services Joint Venture Update – August 2017 attached.

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

Councillors will note that the Southern Midlands Council provided 119 hours of service to six Councils: - Brighton, Central Highlands, Derwent Valley, Glamorgan/Spring Bay, Sorell and Tasman; and did not receive any hours of services from other Councils.

Details of services provided are included in the attachment.

Community Consultation & Public Relations Implications – Nil

Policy Implications – N/A

Priority - Implementation Time Frame – Ongoing.

RECOMMENDATION

THAT the information be received.

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

ATTACHMENT
Agenda Item 17.2.1

Local Government Shared Services - Council Update

Council

Southern Midlands

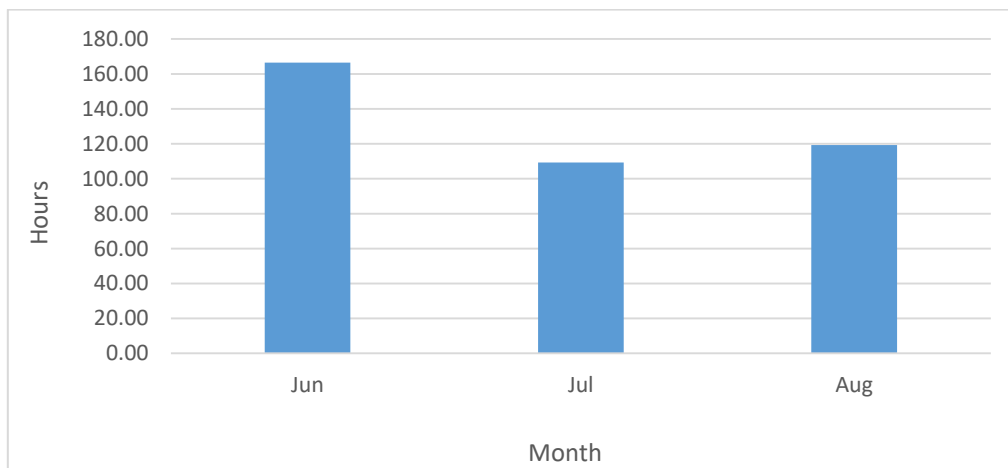
Shared Service Participation in August 2017

119 hours

Summary

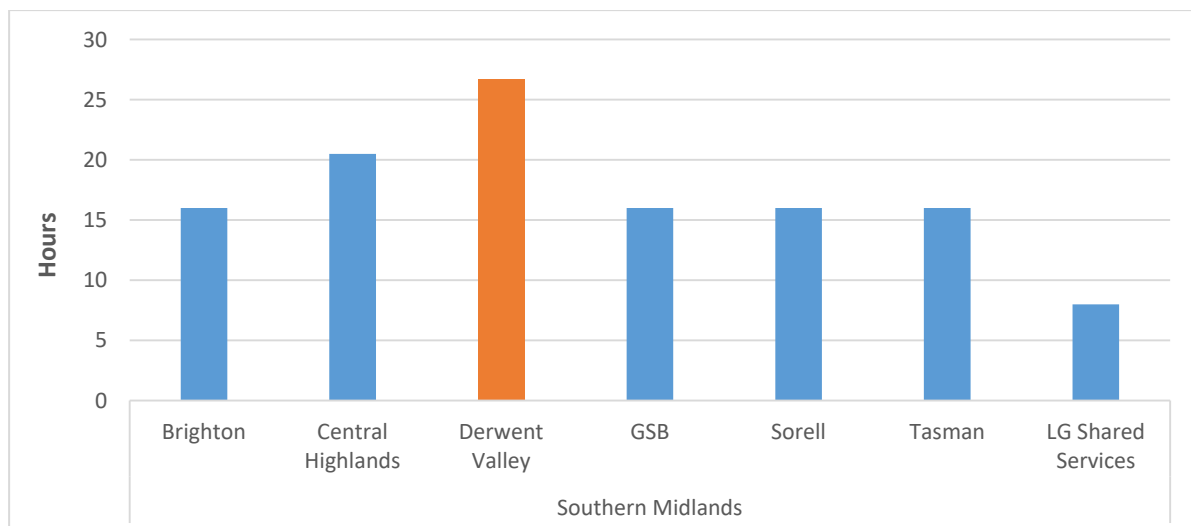
In August 2017, **119 hours** of shared services were exchanged by the Southern Midlands Council which was a slight increase from hours exchanged in July (110). From this total, Southern Midlands only provided 119 hours of services to other Councils, and did not receive any hours of services from other Councils.

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



Services Provided by Southern Midlands Council

Fig 2 - Services Provided by Southern Midlands Council during August 2017 by Council



* Council not currently a member of LG Shared Services Agreement

Fig 3 - Services Provided by Southern Midlands Council during August 2017 by Service Category

Southern Midlands	Hours	Summary of Services Provided
Brighton	16	
WHS / Risk Management	16	WHS Advice & Services
Central Highlands	21	
Animal Control	4	Animal Control Officer Services
Planning Services	16	Statutory Planning
Derwent Valley	27	
Permit Authority - Plumbing	27	Plumbing Inspections
GSB	16	
WHS / Risk Management	16	WHS Advice & Services
Sorell	16	
WHS / Risk Management	16	WHS Advice & Services
Tasman	16	
WHS / Risk Management	16	WHS Advice & Services
LG Shared Services	8	
LGSS Administration	8	LGSS Chief Administrator
Grand Total	119	

* Council not currently a member of LG Shared Services Agreement

Services Received by Southern Midlands Council

Fig 4 - Services Received by Southern Midlands Council during August 2017 by Council & Service Category

Southern Midlands Council did not receive any services during the month of August.

Cost Benefits Achieved by Southern Midlands and Other Councils

119 hours of Shared Services were exchanged by Southern Midlands Council 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%.

In the month of August, it is estimated, Council have achieved a net benefit of approximately **\$4,253**. This was a result of increasing the utilisation of its current staff to earn additional revenue from providing services to other Councils, and from 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).

It is estimated that Southern Midlands Council's direct involvement in Shared services saved participating Councils (including Southern Midlands Council) approximately **\$8,509** for the month of August..

LG Shared Services Update

August 2017

Summary of Recent Shared Services Activity

1185 hours of Shared Services were exchanged between Councils during August 2017, which is an increase of approximately **25%** when compared to hours exchanged in July 2017 (950 hours) and is higher than the three-month average of **1079 hours** per month.

Fig 1 - Shared Service Exchange Hours in Recent Months

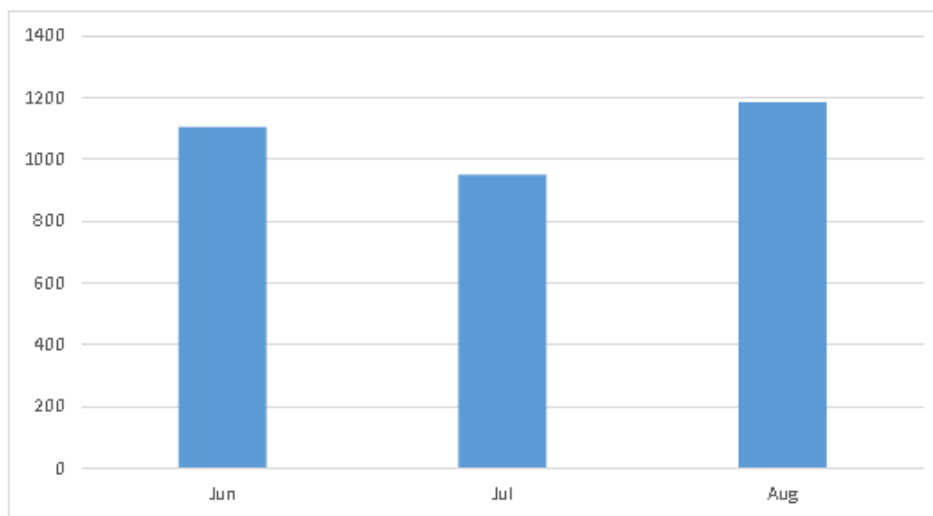


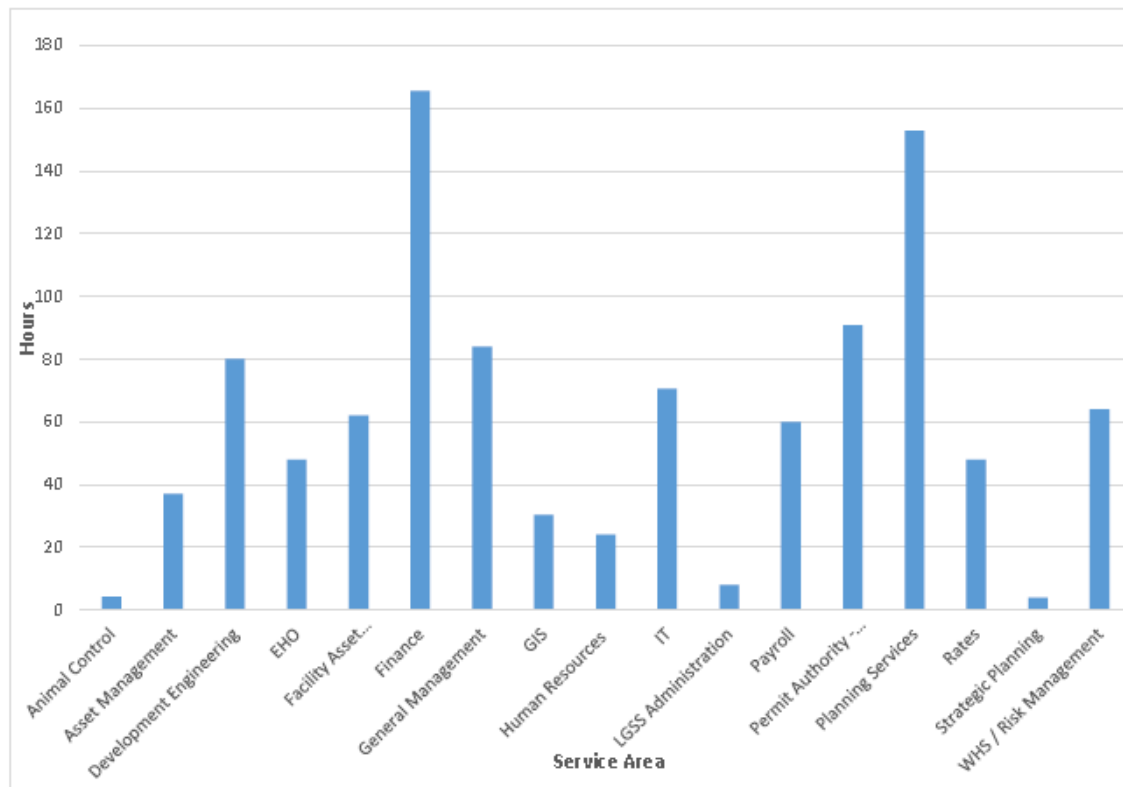
Fig 2 - Details of Current Exchange of Services by Council during August 2017

Provider Council	Client Organisation										
	Brighton	Central Highlands	Derwent Valley	Palmerston City	GSB	Litchfield	LGSS		Sorell	Southern Midlands	Tasman
Brighton		6	131		186				42		171
Central Highlands											
GSB											
Glenorchy											
Huon Valley											
Litchfield											
Palmerston City											
Sorell					180						217
Southern Midlands	16	21	27		16		8		16		16
Tasman									100		

* Council/Organisation not currently a member of the Local Government Shared Services Agreement

2

Fig 3 - Details of Current Exchange of Services by Service Category during August 2017



Savings to Local Government

A total of **1185 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, **\$77,770** for the month of **August**. 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).

Progress of the Shared Services

- Cloud computing opportunities and the strategic aligning of common IT programs.
- Membership has increased to 14 Councils, with Katherine Town Council signing on during August.
- Development of Workforce Plans for each Council to highlight potential gaps in service provisions.
- Increase involvement with Northern Territory members and encourage more participation in meetings.
- Continuing to pursue financial gains through a combined tendering approach.

**17.2.2 SOUTH CENTRAL SUB-REGION COLLABORATION STRATEGY –
STANDING ITEM**

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 21 SEPTEMBER 2017

ISSUE

Standing Item to enable:

- a) Council to identify or consider new initiatives that can be referred to the Sub-Region Group for research and / or progression; and
- b) The provision of updates and reports on the Group's activities.

BACKGROUND

The Brighton, Central Highlands, Derwent Valley and Southern Midlands Councils have agreed to work together to identify and pursue opportunities of common interest and to more effectively and efficiently serve ratepayers, residents and the communities in these municipal areas.

DETAIL

The Sub-Region Group has now met on six occasions.

Human Resources & Financial Implications – No budget has been allocated for these sub-regional activities. Any specific projects which require additional funding will be referred to Council for consideration prior to commencement.

Community Consultation & Public Relations Implications – Nil

Policy Implications – N/A

Priority - Implementation Time Frame – Ongoing.

RECOMMENDATION

THAT the information be received.

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

17.2.3 AMENDMENT OF EXISTING POLICY – CODE FOR TENDERS & CONTRACTS

Author: DEPUTY GENERAL MANAGER (ANDREW BENSON)

Date: 19 SEPTEMBER 2017

Attachment:

Draft Version 6 Code for Tenders and Contracts

ISSUE

The *Local Government Act 1993* refer to Tenders;

[EXTRACT]

333A. Tenders

- (1) *A council must invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above the prescribed amount.*
- (2) *Tenders must be invited and made in a prescribed manner.*
- (3) *[Subsection \(1\)](#) does not apply to prescribed situations or prescribed contracts.*

[END OF EXTRACT]

This section of the *Local Government Act 1993* refers to the Local Government (General) Regulations 2015

[EXTRACT]

23. Public tenders

- (1) *For the purpose of section 333A(1) of the Act, the prescribed amount is \$250 000 (excluding GST).*
- (2) *A tender is to be publicly invited by one of the following:*
 - (a) *an open tender under [regulation 24](#) ;*
 - (b) *a multiple-use register under [regulation 25](#) ;*
 - (c) *a multiple-stage tender under [regulation 26](#) .*
- (3) *A council, through a public tender process, may establish a standing contract in which a single tenderer or multiple tenderers may be contracted for a specified period to provide specified goods or services during that period without the need for a further tender process.*
- (4) *A council must not split a contract into 2 or more contracts for the primary purpose of avoiding compliance with the requirement to publicly invite tenders.*
- (5) *A council may extend a contract entered into by tender –*
 - (a) *as specified in the contract; or*
 - (b) *if the contract does not specify extensions, by an absolute majority.*

[END OF EXTRACT]

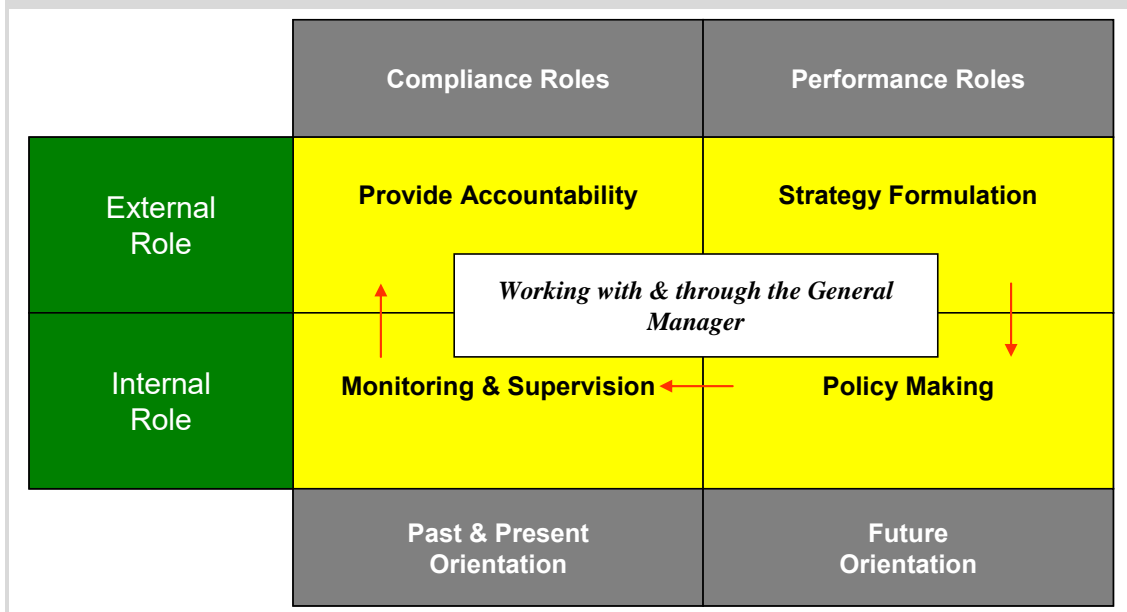
In respect to the aforementioned Sections of the Act and the Regulations, the Southern Midlands Council Code for Tenders and Contracts requires to be updated as the Code has a limit of \$100,000.00 rather the \$250,000.00 referred to in the latest amendment of the Local Government Regulations.

Council is aware of the recent adoption of the Procedures of the Public Interest Disclosures Act 2002. It was noted in that report and in those Procedures that Contractors should be made aware of the detail included within the Procedures. The addition of information within the Code of those Procedures is also to be considered as part of this report.

BACKGROUND

FRAMEWORK FOR ANALYSING COUNCIL’S GOVERNANCE FUNCTION

The diagram below along with its explanation has been the subject of previous presentations to Council; however, it is meaningful to reflect on this governance framework when policy documents are presented to Council. As part of this framework it is important for Council to be aware of and monitor audits and related governance review mechanisms that are undertaken within the organisation, based on Council’s strategies and policies.



DETAIL

Draft version 6 of the Code of Tenders and Contracts is attached and shows the minor changes required to the document to allow for the revised Tender prescribed amount as well as the information covering the PID Act Procedures.

As Councillors are aware, the process for any policy document is, that it is tabled at one meeting and then “lays on the table” until the next meeting, to enable Councillors sufficient time to work through and consider all of the ramifications of the strategy/policy, before the document is finally considered for adoption at the following meeting. As this is a very minor adjustment to the well-considered Code of Tenders and Contracts

document it is recommended that is amendment to the Code be adopted at this meeting, without the additional timeline of one month's wait for final adoption by Council.

RECOMMENDATION

THAT Council

- 1. Receive and note the report;**
- 2. Consider the adoption of the revised prescribed amount of \$250,000.00 as detailed in the *Local Government (General) Regulations 2015* to be included in Council's Code for Tenders and Contracts;**
- 3. Consider the inclusion of the reference to the Procedures of the *Public Interest Disclosures Act 2002* in Council's Code for Tenders and Contracts; and**
- 4. Consider the adoption of draft version 6 Code of Tenders and Contracts at the October 2017 Council meeting.**

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

ATTACHMENT
Agenda Item 17.2.3



Code
for
Tenders and Contracts

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1 Introduction

The purpose of this Code for Tenders and Contracts (Code), is to provide a policy framework on best practice tendering and procurement methods in line with the legislative requirements of the *Local Government Act 1993* (the Act) and the *Local Government Regulations 2015* (Regulations).

With this Code council aims to achieve the purchasing principles of:

- open and effective competition;
- value for money
- enhancement of the capabilities of local business and industry; and
- ethical behaviour and fair dealing.

The *Local Government Act 1993* requires every council to adopt a code relating to tenders and contracts by 1 January 2006.

This Code:

- is consistent with the Act and the Regulations; and
- includes procedures and guidelines for any prescribed matter.

As a measure of accountability and transparency, our General Manager will:

- make a copy of this Code (and any amendments) available for public inspection at the public office during ordinary office hours; and
- make copies of this Code available for purchase at a reasonable charge; and
- publish a copy of this Code on council's website.

The Act and Regulations require council to invite tenders for any contract it intends to enter into for the supply or provision of goods or services valued at or above \$250,000 (excluding GST). In accordance with the Regulations, council will invite tenders by one of the following means:

- (i) an open tender process; (refer Sections 5.1 through to 5.11)
- (ii) a multiple-use register; or (refer Section 5.12)
- (iii) a multiple-stage tender. (refer Section 5.13)

There are circumstances in which council is exempt from undertaking the above processes. These circumstances are described in Section 6.

For purchases under the \$250,000.00 threshold, council, in accordance with the Regulations, has decided that a quotation process will be undertaken. Council may choose to grant an exemption from undertaking a quotation process where the same circumstances exist for that of a tender described in Section 6.



Council will not split a contract into two or more contracts for the primary purpose of avoiding compliance with the requirement to publicly invite tenders.

2 Definitions

Building Construction - the construction and refurbishment of buildings and residential properties, and associated maintenance (services and residential) and professional services (eg. architects).

Code – refers to this Code for Tenders and Contracts which has been developed in accordance with the requirements of the *Local Government Act 1993* and the *Local Government Regulations 2015*.

Consultant - a person or organisation, external to a council, engaged under a contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by council. The consultant will be expected to exercise his or her own skills and judgement independently of the council. It is the advisory nature of the work that distinguishes a consultant from a contractor.

Contractor - a person or organisation, external to the council, engaged under a contract for service (other than as an employee) to provide specified services to a council.

Contract - a contract is an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do, or abstain from doing, some act.

Expression of Interest (EOI) - an Expression of Interest may be used as a means of exploring the market or to pre-qualify businesses to reduce the cost of tendering by restricting the issue of formal tenders.

E Procurement Portal – electronic procurement sometimes also known as supplier exchange is the *business to government* purchase and sale of supplies, work and services through the Internet as well as other information and networking systems, such as electronic data exchange. Elements of e-procurement include Request for Tender, Request for Quotation. This is in effect and electronic Tender Box that tracks the tender process with full audit accountability and is at "arms length" from Council Officers in a secure environment.

Industry Capability Network Tasmania (ICNTAS) - promotes Tasmanian industry through import replacement and opportunities for participation in major projects, government procurement and commercial developments. For more information go to www.icntas.org.au

Local Business - all businesses operating in the State, which have a permanent office or presence in Tasmania and employ Tasmanian workers.

Multiple-stage purchasing - a process which allows for a preliminary assessment of the market to be made in terms of the capabilities of potential suppliers and the goods and services that are available to satisfy the requirement, before a final purchasing stage is undertaken.

Procurement - the entire process by which all resources are obtained by an entity, including planning, design, standards determination, specification writing, selection of suppliers, financing, contract administration, disposals and other related functions.

Probity - probity is a risk management approach to ensuring procedural integrity.

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Probity Advisor - a Probity Adviser provides advice on probity issues before and during the process of tendering and contracting to ensure the process is fair and in accordance with the Council's guidelines.

Public Tender - a tender where any business that can meet the requirements of the Request for Tender has the opportunity to bid.

Purchasing - the acquisition of goods or services.

Quotation - the bid submitted in response to a Request for Quotation from the Council.

Request for Quotation - either a verbal or written request for offers from businesses capable of providing a specified work, good or service.

Request for Tender - a document soliciting offers from businesses capable of providing a specified work, good or service. Requests for Tender are usually advertised.

Standing Tender – a tender from which a single tenderer or multiple tenderers may be contracted for a specified period to provide specified goods or services during that period without the need for a further tender process.

Tender - a proposal, bid or offer that is submitted in response to a Request for Tender from the Council.

Tender Box – the point of lodgement for tenders to ensure that the documentation is kept secure until the tender period closes. Generally a tender box: is a box or cabinet with an opening which allows large envelopes to be lodged, but which does not permit access to the contents; should be secured in a fixed position; and should be locked with two locks with different keys, maintained by two different officers.

Tender Review Committee – a committee established to review the process used for all building and construction and goods and services tenders over **\$250,000**.

Value for Money - achieving the desired outcomes at the best possible price.

Verbal Quotation - a verbal Request for Quotation. A verbal response may be adequate for low value purchases.

Written Quotation - a written Request for Quotation to undertake specific works or supply goods and services.



3 Purchasing Principles

This Code has been developed in order to have a transparent set of strategies that Southern Midlands Council will follow in order to comply with the four purchasing principles as required in the *Local Government Act 1993*. Below is a brief definition of each principle and what it means in practice to council.

3.1 Open and effective competition

Open and effective competition – ensuring that the purchasing process is impartial, open and encourages competitive offers.

In practice this means that Southern Midlands Council will:

- use transparent and open purchasing processes so that potential contractors, suppliers and the public can have confidence in the outcomes;
- adequately test the market by applicable processes. For example, by open tender or by seeking quotations;
- avoid biased specifications; and
- treat all suppliers consistently and equitably.

3.2 Value for money

Value for money – achieving the desired outcome at the best possible price.

In practice this means that Southern Midlands Council will weigh up the benefits of each purchase against the costs of that purchase. In doing this we may take the following factors into consideration:

- fitness for purpose;
- maintenance and running costs over the lifetime of the product;
- the advantages of buying locally, eg shorter delivery times, local backup and servicing, and the availability of spare parts;
- the contribution to the achievement of other Council objectives such as industry development and employment creation;
- quality assurance and perceived level of risk;
- the capacity of the supplier (eg managerial and technical abilities); and
- disposal value.



3.3 Enhancement of the capabilities of local business and industry

Enhancement of the capabilities of local business and industry – ensuring that local businesses that wish to do business with council is given the opportunity to do so.

In practice this means that Southern Midlands Council will:

- for purchases less than \$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;
- for purchases between \$30,000 and \$249,999 three (3) written quotations to be obtained and the lowest one accepted. Any variation from this rule requires approval from the General Manager;
- for purchases greater than \$250,000 tenders are required, (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; and
- 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.

3.4 Ethical behaviour and fair dealing

This principle means that all purchasing is undertaken in a fair and unbiased way and in the best interests of council.

In practice this means that Southern Midlands Council will:

- be fully accountable for the purchasing practices that we use and the decisions we make;
- ensure that decisions are not influenced by self-interest or personal gain (ie declining gifts or other personal benefits from suppliers);
- identify and deal with conflicts of interest;
- maintain confidentiality; and
- ensure that all procurement is undertaken in accordance with council's policies.

4 Ethics and Probity

4.1 Ethics

Southern Midlands Council will observe the following ethical standards when making purchasing transactions:

- all business will be conducted in the best interests of the ratepayers, avoiding any situation which may impinge, or might be deemed to impinge, on impartiality;
- all expenditure will be in accordance with the requirements of the *Local Government Act 1993*;

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- all procurement activity will be undertaken without favour or prejudice and will aim to maximise value in all transactions;
- confidentiality will be maintained in all dealings; and
- acceptance of gifts, gratuities or any other benefits which may influence, or might be deemed to influence, equity or impartiality will not be permitted.

4.2 Probity

In order to achieve probity, council will consider the following five probity principles throughout all stages of procurement and contracting processes to ensure success in achieving the best value for public money:

- open competitive processes;
- transparency of process;
- identification and resolution of conflicts of interest;
- accountability; and
- monitoring and evaluating performance.

4.3 Purchasing Code of Conduct

The following points make up council's Purchasing Code of Conduct. The Council aims to:

- ensure that all potential suppliers are provided with identical information upon which to base tenders and quotations and are given equal opportunity to meet the requirements;
- establish and maintain procedures to ensure that fair and equal consideration is given to all tenders and quotations received;
- promote honesty and equity in the treatment of all suppliers of goods and services;
- provide a prompt and courteous response to all reasonable requests for advice and information from potential or existing suppliers;
- promote fair and open competition and seek value for money for the Council and its local community;
- seek to minimise the cost to suppliers for participation in the procurement process;
- protect commercial-in-confidence information;
- satisfy accountability standards;
- establish processes that avoid situations where private interests of council's employees may conflict with public/council duty and provide for the declaration of any conflicts of interest that do arise; and
- provide a clear statement that soliciting or accepting remuneration or other benefit from a supplier for the discharge of official duties is not permitted and may be illegal.



5 Making the Purchase

5.1 Procurement overview - processes

The following procurement overview is provided to give a brief outline on the way in which council procures routine goods and services:

- (i) plan the purchase (which includes the selection of the most appropriate purchasing method);
- (ii) prepare the relevant documents (eg quotation, tender or expression of interest);
- (iii) invite and receive offers;
- (iv) evaluate those offers;
- (v) advise the successful bidder and any unsuccessful bidders; and
- (vi) manage any contract that has been implemented as a result of the procurement.

5.2 Planning the Purchase

During the planning phase of a purchase the following steps may be taken by council's staff:

- any relevant approval to undertake a purchase is obtained;
- an estimate of the cost of the good or service is undertaken and available Council funding of such a purchase is confirmed and an appropriate method of purchasing is chosen;
- market research and consultation is undertaken (eg what products are available on the market and how many suppliers);
- the specification is defined and mandatory requirements are identified. The specification will usually be developed in consultation with relevant Council stakeholders (useful resources during this phase may include previous or similar specifications);
- the establishment of evaluation criteria and evaluation methodology ;
- the development of a risk assessment and management plan;
- the commencement of a contract management plan; and
- if necessary, the engagement of a probity advisor.

There are three tendering and procurement thresholds that require different levels of involvement in planning and executing the purchase. The following table refers to the thresholds and summarises what purchasing method council utilises based on the total dollar value of the purchase.

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Procurement Value	Minimum Requirement
\$30,000 and below	<p>Direct Purchase - Verbal Quotations</p> <p>No formal quotations are required however the General Manager may at his discretion obtain verbal quotations, of which at least one will be sought from a local business (if available).</p>
Between \$30,000 and \$249,999	<p>Written quotations</p> <p>The General Manager will, if possible obtain at least three written quotations, of which at least one will be sought from a local business (if available).</p>
\$250,000 and greater	<p>Public Tender</p> <ul style="list-style-type: none"> • Council will advertise each tender at a minimum in the Mercury newspaper. Other advertising may be utilised as required. • Each tender will be advertised on Council website. • Council will seek at least one tender from a local business (if available).

Council will apply the above requirements to the purchase of all goods and services with the exception of certain circumstances. The circumstances in which the above requirements may not be used are described under section 6 - *Exemptions*.

5.3 Purchasing Documentation

5.3.1 Direct Purchase Verbal Quotations (for purchases below \$30,000 excluding GST)

Southern Midlands Council will undertake most purchases below \$30,000 on a verbal basis and as such there will not be any formal quotation documentation. However, Southern Midlands Council may choose for all but very low-value / low-risk purchases, to provide suppliers with a written specification and request a written quotation.

5.3.2 Written Quotations (for purchases over \$30,000 excluding GST)

A Request for Quotation (RFQ) will be made inviting offers from businesses to provide a specified good or service. The request may include all terms and conditions of quotation, together with a clear description of the goods or services required, and the details of any applicable Council policies.

5.3.3 Public Tenders (for purchases greater than \$250,000 excluding GST)

Council's Request for Tender (RFT) is a document inviting offers from businesses to provide specified goods or services. Council's Request for Tender documentation usually consists of four main parts. These four parts are:

- **Conditions of Tender** - The Conditions of Tender set out the terms under which council will receive and evaluate tenders. The conditions will usually include:
 - evaluation criteria and a brief outline of the evaluation methodology to be used;
 - closing date, time and place of lodgement;

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- Council contact details;
 - pricing requirements (eg the price should exclude GST);
 - relevant Council policies and principles;
 - entitlement of unsuccessful bidders to be debriefed; and
 - information on the Council's complaints process.
- **Specification** - The specification clearly, accurately and completely describes the essential requirements of the goods or service being purchased. It is the basis of all offers and is the foundation for the contract. The specification will usually include:
 - functional requirements;
 - performance requirements; and
 - technical requirements.
 - **Conditions of Contract** - The Conditions of Contract contain the contractual terms defining the obligations and rights of the parties concerned. Contracts are used for all purchases over \$100,000 or where there are material risks involved.
 - **Tender Form** - The Tender Form must be completed, signed and returned by the tenderer. It includes a declaration by the tenderer that: the tenderer agrees to the Conditions of Tender; the information provided in the tender is accurate and correct; and the person signing the form is duly authorised to do so.

Southern Midlands Council, when preparing our tender documentation we will undertake the following procedures and processes:

- prepare clear and concise tender documentation that include all the terms and conditions of the planned purchase with a clear description of the goods or services required and details of any applicable Council policies;
- prepare tenders that include details of the intended duration of the contract, including any extensions that are applicable to the contract;
- prepare tenders that include details of the evaluation criteria (which are based on the specifications), any weightings to be used in the assessment of bids and the evaluation methodology;
- under no circumstances will we modify the evaluation criteria or methodology after the request for tender has been released without advising all potential tenderers;
- prepare specifications that do not restrict competition, reflect bias to any brand, or act as a barrier to the consideration of any alternatives;
- provide advice and details of any briefing sessions to be held in relation to the purchase;
- provide details on the availability of de-briefing sessions for unsuccessful bidders;
- provide details on council's complaints process and include the contact details of the complaints officer;
- prepare documentation that clearly specifies the Council's contact details (including Contact Officer), closing time, date and place of lodgement;



- prepare documentation that clearly states how and in what circumstances the purchasing documentation can be altered including the length of time given to bidders to prepare their submissions (which is to be at least 14 days from the date on which the tender notice is published);
- provide advice on the treatment of late submissions;
- provide an indication if alternative bids will be considered; and
- where applicable, documentation such as tenders will be cleared by council's legal advisors and the General Manager before being issued.

5.4 Inviting Offers

5.4.1 Verbal Quotations

Southern Midlands Council will follow the following procedures when inviting verbal quotations:

- provide each supplier with the same information and will give each supplier the same amount of time to prepare a quote; and
- Where possible and practical, at least 50% of the quotations should be from within the municipal area;

5.4.2 Written Quotations

Southern Midlands Council will follow the following procedures when inviting written quotations:

- we will seek at least three written quotations, where possible and practical, at least 50% of the quotations should be from within the municipal area ;
- in some cases, we may choose to advertise a quotation if advantageous to do so;
- we will directly send the invitation to quote to identified businesses (such as businesses that already provide the service and businesses identified during the market research phase);
- exemption from seeking quotations will only be granted by the General Manager in circumstances outlined below under Exemptions;
- we will issue the request for quotation documentation either by mail, facsimile or by e-mail;
- when issuing a request for quotation to a business, the details of that business being will be recorded. The details recorded include: name of business; address; contact person; e-mail; telephone; and facsimile; and
- the time the Council provides to bidders to respond to the request for quotation will depend largely upon the nature and the complexity of the purchase, but equal time will be given to all businesses requested to quote.



5.4.3 Tenders

Southern Midlands Council will do the following in respect of inviting tenders:

- for tenders, we will advertise each tender at a minimum in the Saturday edition of Mercury newspaper. The following information will be specified:
 - the nature of the goods or services the council requires;
 - any identification details allocated to the contract;
 - where the tender is to be lodged;
 - particulars identifying a person from whom more detailed information relating to the tender may be obtained; and
 - the period within which the tender is to be lodged.
- our tender documentation will either be made available via mail, email, facsimile or via an E Procurement Portal;
- we may send tender documentation directly to identified businesses, however, we will not provide any documentation to any potential tenderer until the tender has been advertised (so as not to give one tenderer an advantage over another);
- we will endeavour to get a minimum of three bids of which, where possible and practical, at least 40% of the tenderers should be from within the municipal area.;
- in accordance with our Code we will ensure that all potential suppliers are provided with identical information upon which to base tenders and are given equal opportunity to meet the requirements;
- when inviting tenders we will ensure that sufficient time has been provided to allow bidders to prepare an adequate response. At a minimum our tenders will be open for 14 days. However, this may increase dependant on whether the requirements are complex, or if it is likely that interested businesses may need to form partnerships/consortiums with other businesses in order to fulfil the requirements of the tender;
- when issuing a request for tender to a business, the details of that business will be recorded. The details recorded include: name of business; address; contact person; e-mail; telephone; and facsimile.
- if for any reason, there is a need to alter the tender documentation once it has been issued, an addendum will be sent to all businesses that have been issued with that documentation; and
- if it is necessary to extend the closing date of the tender the following will be done:
 - all businesses that have been issued with tender documentation will be advised in writing of the change in closing date; and
 - the new closing date will be advertised in all newspapers where the original advertisement was placed.



5.5 Communication with all potential suppliers and bidders – Contact Officer

In accordance with council's Purchasing Code of Conduct and the Purchasing Principles Southern Midlands Council will do the following in respect of communication with all potential suppliers and bidders:

- nominate one contact person for each purchasing activity and clearly specify their name, contact details (including phone number and mailing address) so that tenderers know who to contact for more information (one only for probity reasons);
- the Contact Officer will be the sole point of communication with potential suppliers and bidders and will document any questions asked of them by a potential supplier or bidder and any response given;
- where possible, the Contact Officer will request that questions from potential suppliers and bidders be put in writing (email or facsimile will suffice). Any response from the Contact Officer will also be provided in writing;
- where possible the Contact Officer will limit the provision of information to the clarification of procedural issues; and
- any additional information provided to one prospective tenderer is also provided to everyone else who has requested or received tender documentation.

5.6 Receiving Offers

5.6.1 Verbal and Written Quotations

In receiving quotations, Southern Midlands Council will hold any written or verbal quotation received prior to the closing time in a secure location to maintain confidentiality, to ensure probity and to protect the individuals involved from claims of unfair practices.

Depending upon the nature and value of the purchase, Southern Midlands Council may from time to time, choose to use a tender box, or a E Procurement Portal as a point of lodgement for written quotations, to ensure that the documentation is kept secure until the tender period closes.

All quotations that the Council receives will be clearly marked with the time and date of receipt, and recorded in an appropriate schedule or register.

The Council treats information provided by suppliers as confidential and will not provide this information to unauthorised persons.

For written quotations, Southern Midlands Council will follow the procedures set out in the conditions of quotations for any late quotations and by accepting a late quotation, we will ensure that we are not providing an advantage to that bidder over other bidders.



5.6.2 Tenders

Southern Midlands Council will provide a locked tender box at the designated tender lodgement location or an E Procurement Portal. Our tender box will not be opened until the time set for the closing of tenders has elapsed. Our E Procurement Portal will not be opened for Tender access until the time set for the closing of tenders has lapsed. The E Procurement Portal will automatically close-out when the Tender closing time has been reached.

Council treats information provided by suppliers as confidential and will not provide this information to unauthorised persons.

In receiving tenders, Southern Midlands Council may reject non-compliant offers (in accordance with the terms of our tender documents) which:

- are lodged after the closing time without a valid reason;
- are not signed where required;
- are incomplete - for example, questions have not been answered, pages are missing, or required documentation has not been attached (for example, insurance certificates);
- do not comply with mandatory conditions of tender; or
- fail to meet mandatory specifications.

When opening Tenders Southern Midlands Council will ensure that tenders are:

- opened in the presence of a minimum of two officers; and
- clearly identified and recorded.

In respect of the E Procurement Portal, the Audit Report of all transactions through the Portal along with the tender documentation will be verified by two officers, signed and then forwarded to the General Manager and the Records Management Officer for their action.

Southern Midlands Council will follow the procedures set out in the conditions of tender for any late tender submissions and by accepting a late tender, we will ensure that we are not providing an advantage to that bidder over other bidders.

5.7 Evaluating Offers

5.7.1 Verbal and Written Quotations

Southern Midlands Council when evaluating verbal and written quotations do so with the objective of identifying the offer that best meets our requirements and provides the best value for money. When evaluating quotations we take into consideration the following aspects of a bid:



- value for money, taking into account estimated life, disposal value and maintenance requirements and costs;
- price;
- compliance with quotation specifications;
- quality, delivery and service;
- the full benefits of sourcing locally;
- the consequences, including possible risks, of entering into a contract where there is one supplier, or a limited number of suppliers, that can provide and maintain the particular product over its lifetime; and
- any relevant Council policies.

5.7.2 Tenders

Southern Midlands Council will evaluate tenders in accordance with the evaluation criteria and methodology specified in the evaluation plan, which was developed prior to offers being invited. Under no circumstances will we modify the evaluation criteria or methodology after the Request for Tender has been released unless all potential tenderers are advised of the change in writing.

In evaluating tenders we will undertake the following steps:

- **Evaluate compliance** - Screen all offers to ensure that they are complete and comply with all mandatory evaluation criteria. Offers which do not meet all mandatory criteria may be excluded from further evaluation. Non-compliant offers include those that:
 - were lodged after the closing time;
 - are not signed where required;
 - are incomplete - for example, questions have not been answered, pages are missing, or required documentation has not been attached (for example, insurance certificates);
 - do not comply with mandatory conditions of tender; or
 - fail to meet mandatory specifications.
- **Clarify offers** - It may be necessary to seek clarification from a tenderer if an offer is unclear. Clarification does not mean that tenderers can revise their original offer. Any clarification sought should be documented.
- **Evaluate qualitative / non-cost criteria** - this stage involves a detailed analysis of each offer against the non-cost or qualitative evaluation criteria and weightings specified in the evaluation plan (the supplier must demonstrate that they meet the evaluation criteria, not just assert it).
- **Shortlist offers** - This step is only used for complex purchases in order to eliminate offers that are clearly not competitive. However, during this process, eliminated offers are not yet totally rejected, and may be re-visited later in the evaluation process.



- **Requests for Tenderers to make a formal presentation** - If appropriate, and tenderers have been forewarned in the Conditions of Tender, tenderers may be requested to make a formal presentation to the evaluation committee, clarifying their tender and providing the opportunity for the committee to ask questions. Under these circumstances, the tenderer will be directed to not introduce new or revised information. All information, questions and answers will be formally recorded by the Council.
- **Calculate value for money and compare offers** - The aim of council's comparative evaluation process is to determine which offer best meets all the requirements of the specification and offers the best value for money. The major factors which Southern Midlands Council take into consideration when evaluating value for money are:
 - the quality of the proposed good or service, that is, how well it meets the specified requirements; vs
 - whole of life costs; vs
 - risk, that is, the capacity of the tenderer to deliver the goods or services, as specified, on-time and on-budget.
- **Select preferred tenderer** – when selecting the offer that represents the best value for money for council and where two or more firms are ranked equally following the value for money assessment, we will give preference to a Tasmanian business over an inter-State or overseas businesses. In selecting a preferred tenderer for a high risk/high value or complex process, Southern Midlands Council will often undertake a due diligence investigation to ensure that the tenderer has the capacity and stability to fulfil all of the requirements of the contract.
- **Write the evaluation report** - on completion of the evaluation process Southern Midlands Council will document the selection of a successful tenderer in an Evaluation Report to be submitted to the relevant approval authority (eg. Tender Review Committee and/or General Manager). Council's evaluation reports include:
 - a comprehensive record of the evaluation method, the rationale used to select the preferred supplier, and whether it is recommended that negotiations should be undertaken, and on what basis; and
 - reasons for overlooking lower priced tenders.

5.8 Notification of successful and unsuccessful bidders

Once the preferred bidder is selected and all relevant Council approvals to proceed with the purchase have been granted, Southern Midlands Council shall write and (in most cases) telephone the preferred provider to notify them that they have been successful. After the preferred bidder has been notified, Southern Midlands Council will notify all unsuccessful bidders in writing of their non-selection.

Southern Midlands Council will advise the unsuccessful bidders in writing of:

- the tender outcome, including the contract number and title;
- the successful contractor;
- the term of the contract; and
- the total contract price for the term of the contract.



Details of tenders awarded will be displayed on council's public notice board and on our web site for a period of not less than fourteen days.

All unsuccessful bidders will be offered a debriefing session.

5.9 Contract Management

A contract defines the rights and obligations of both parties once the tender is awarded. A contract is established when an offer is made and accepted. A contract comprises all relevant information provided to and by the business which has made the successful offer. This includes:

- the conditions of tender;
- the specifications, including any plans and other attachments;
- the successful offer; and
- the conditions of contract.

A draft copy of the conditions of contract will usually be included in council's original request for tender package.

For complex or high value purchases it may be necessary for council to enter into negotiations prior to finalising the contract in consultation with council's legal advisors. The purpose of these negotiations is to:

- test the understandings and assumptions made by tenderers in determining their costs;
- clarify and rectify any false assumptions; and
- achieve operational refinements and enhancements that may result in cost reductions.

The outcomes of these negotiations will be reflected in the final contract and once completed and agreed, the formal contract is then be signed by both parties.

A formal contract management plan is not required for all contracts, but Southern Midlands Council may develop contract management plans for contracts that involve large dollar amounts, complex technical requirements, or when the contract manager is responsible for managing a large number of contracts simultaneously.

5.10 Standing tenders

From time to time Southern Midlands Council may utilise a standing tender in which one or more tenderers are contracted through an open tender process to provide specified goods or services over a period of time without the need for a further tender process.

The way in which a standing tender is established is the same as for an open tender process where the specification and description of the tender describe the intent of the standing contract and the conditions of its use.



5.11 Multiple-use register

From time to time Southern Midlands Council may utilise a multiple-use register process to establish a register of suppliers that council has determined satisfy the conditions for participation in that register, and that council intends to use more than once.

If it is determined that council will establish such a register, our General Manager will invite expressions of interest from prospective applicants for inclusion on a register by publishing at least once in a daily newspaper circulating in the municipal area a notice specifying –

- a description of the goods and services, or categories thereof, for which the register may be used;
- the name and address of the council and other information necessary to contract the entity and obtain all relevant documents relating to the register; and
- any deadlines for submission of application for inclusion on the register.

Our General Manager will ensure that applicants provided with the following in order to make an application:

- details of the categories of goods or services required;
- the criteria for evaluating applications;
- the method of evaluating applications against the criteria; and
- the conditions for participation to be satisfied by suppliers and the methods that the council will use to verify a supplier's satisfaction of the conditions;
- a reference to the council's Code for Tenders and Contracts.

Our General Manager will advise all prospective tenderers of the results of their application including all categories for which they are registered and the reasons for rejection of inclusion on the register as soon as practicable.

When council wishes to use the register, our General Manager will invite all successful applicants that are registered for the relevant category to tender for the provision of the required good or service.

We will review any established register at least once every 12 months.

We will allow a prospective applicant to apply for inclusion on a register of tenderers at any time, unless the prospective tenderer –

- (a) has applied within the previous 12 months; and
- (b) has not been accepted.

Code for Tenders and Contracts



The following table outlines the differences between a standing tender and a multiple-use register:

Standing Tender	Multiple-use register
<ul style="list-style-type: none"> • Outcome of a procurement process • Can purchase directly from a panel list • Panel lists selected following evaluation • Size is set at conclusion of process • Indicative or set price • Operates for a finite period • Re-opens at conclusion of period 	<ul style="list-style-type: none"> • Part of a procurement process • Basis for select tendering • conditions for participation stated • Cannot limit size • No pricing • Can operate indefinitely • Open continuously or annually

5.12 Multiple-stage tenders

From time to time Southern Midlands Council may utilise a multiple-stage tendering process to:

- gain market knowledge and clarify the capability of suppliers (however, it will not be used as a substitute for conducting market research);
- shortlist qualified tenderers; and
- obtain industry input.

A multiple-stage purchasing process may be more costly and time-consuming for both suppliers and for council, and as such we will usually only use them where:

- the best way to meet the requirement is unclear;
- it is considered appropriate to pre-qualify businesses and restrict the issue of formal tenders (to reduce the cost of tendering);
- there are benefits which cannot be obtained by researching the market through conventional means; and
- maximum flexibility is required throughout the procurement process.

The multiple-stage processes that council may use are as follows:

- **Expression of interest** - an expression of interest (sometimes called a registration of interest) is generally used to shortlist potential suppliers before seeking detailed offers. Suppliers are shortlisted on their technical, managerial and financial capacity, reducing the cost of tendering by restricting the issue of formal tenders to those suppliers with demonstrated capacity.
- **Request for proposal** – may be used by council when a project or requirement has been defined, but where an innovative or flexible solution is sought.



- **Request for Tender**- may be used by council when a project requirement has been defined to solicit offers from businesses capable of providing a specified work, good or service.
- **Request for information** – may be used at the planning stage of a project to assist with defining the project. Council will not issue a request for information to identify or select suppliers.
- **Closed tender process** – may be used if the initial specification is well defined and an expression of interest or request for proposal has already been used to shortlist suppliers. Suppliers will be informed in advance that only those short-listed will be requested to tender.

Southern Midlands Council is mindful of the following aspects when conducting a multiple-stage tender process:

- the same mandatory requirements regarding advertising and seeking at least one bid from a local business, that apply to a public tender process;
- that a short-listed party cannot be engaged without going through a more detailed second (tender) stage process unless approved by an absolute majority of council; and
- when using a Request for Information, issues relating to intellectual property and copyright must be clarified prior to using the information provided to prepare the Request for Tender.

5.14.1 Process

Our General Manager will invite expressions of interest, and use the list of suppliers who lodge an application as the basis for inviting potential suppliers to submit tenders.

Our General Manager is to publish at least once in a daily newspaper circulating in the municipal area a notice requesting any interested supplier to submit an expression of its interest to supply the good or service required. The notice is to specify:

- the nature of the goods or services the council requires;
- any identification details allocated to the contract;
- where the expression of interest is to be lodged;
- particulars identifying a person from whom more detailed information relating to the tender may be obtained;
- the period within which the expression of interest is to be lodged.

Our General Manager will ensure that prospective tenderers are provided with the following in order to lodge an expression of interest:

- details of the goods or services required;
- the criteria for evaluating expressions of interest;
- the method of evaluating expressions of interest against the criteria;

Code for Tenders and Contracts



- details of any further stages in the tender process; and
- a reference to the council's Code for Tenders and Contracts.

Our General Manager will then send an invitation to tender to all of the suppliers that expressed an interest in providing the good or service required unless it has stated specifically in the notice that the council may limit the suppliers that it will invite to participate.

Provided that the notice requesting expressions of interest states specifically that we may limit the suppliers we will invite to participate and the relevant requirements and evaluation criteria have been specified in the notice or associated documentation, our General Manager in determining the suppliers that will be invited to tender may:

- in assessing the technical ability, assess the extent to which an application meets the technical performance specifications of the procurement; and
- limit the number of businesses that it invites to tender, based on its rating of applications, provided that the largest number of potential suppliers selected, is consistent with an efficient tender process.

Our General Manager will:

- ensure that the evaluation criteria that is used to make a decision at the first stage of the process (expression of interest), is consistent with the criteria to be used for the second (tender) stage; and
- not directly engage a short-listed party without going through a more detailed second (tender) stage process unless approved by an absolute majority of council.

6 Exemptions

The *Local Government Regulations 2015* provide that councils must publicly invite tenders for the purchase of goods and services with a value in excess of \$100,000. Southern Midlands Council are committed to:

- encouraging open and effective competition between suppliers with the objective of obtaining value for money; and
- enhancing opportunities for local business.

As per the Regulations, council may not issue a tender or use a quotation process where the goods and services sought relate to:

- (a) an emergency if, in the opinion of the general manager, there is insufficient time to invite tenders for the goods or services required in that emergency;
- (b) a contract for goods or services supplied or provided by, or obtained through, an agency of a State or of the Commonwealth;
- (c) a contract for goods or services supplied or provided by another council, a single authority, a joint authority or the Local Government Association of Tasmania;
- (d) a contract for goods or services in respect of which a council is exempted under another Act from the requirement to invite a tender;

Code for Tenders and Contracts



- (e) a contract for goods or services that is entered into at public auction;
- (f) a contract for insurance entered into through a broker;
- (g) a contract arising when a council is directed to acquire goods or services due to a claim made under a contract of insurance;
- (h) a contract for goods or services if the council resolves by absolute majority and states the reasons for the decision, that a satisfactory result would not be achieved by inviting tenders because of –
 - (i) extenuating circumstances; or
 - (ii) remoteness of the locality; or
 - (iii) the unavailability of competitive or reliable tenderers;
- (i) a contract of employment with a person as an employee of the council.

Point (h) above may be applied for one or more of the following reasons:

- where it can be established that there is only one supplier of a particular product or service and there is no appropriate substitute available, or where alternative options are not viable or do not provide value for money;
- where the original product or service has been selected through an open tender process and the request for exemption relates to the proposed purchase of an upgrade or addition to the existing system, and there are limited supply options;
- the product is being trailed to assist in the evaluation of its performance prior to a large scale purchase for which open tenders will be called;
- to assist in the development of a new product in conjunction with a private sector business;
- where the cost to council and to suppliers would outweigh the value for money benefits of calling public tenders;
- projects of genuine urgency (eg, in the case of a natural disaster or similar emergency circumstances); or
- other exceptional circumstances, where conclusive justification of the request is provided.

Where an exemption has been granted on the basis of point (a) and (h) above, we will report in council's Annual Report the following details:

- (i) a brief description of the reason for not inviting public tenders;
- (ii) a description of the goods or services acquired;
- (iii) the value of the goods or services acquired; and
- (iv) the name of the supplier.



7 Complaints Process

Tasmanian Councils are provided with broad competency powers under the *Local Government Act 1993* to carry out the role of providing services to their communities.

The *Local Government Act 1993* also includes accountability measures under which Councils can be held responsible to their communities for their actions and decisions.

The resolution of complaints against council is a responsibility of council. Information regarding our formal complaint resolution process is available in council's Customer Service Charter.

In the first instance, complainants are encouraged to seek resolution through the Manager in charge of council's purchasing/tender process. If relevant, complainants are encouraged to seek a debriefing, if they have not already done so.

If a complainant is not satisfied with the response of council's manager in charge of the purchasing/tender process, the complainant is able to write to our General Manager providing copies of all correspondence and other relevant material. Council's General Manager will take whatever action is considered necessary to resolve the complaint. In certain circumstances, council may employ a Probity Auditor to investigate the complaint.

Southern Midlands Council will maintain the following for any complaint made against council in relation to a procurement activity:

- the date the complaint was made;
- the complainant's details (eg, business name, contact details);
- a brief description of the complaint;
- action in progress (including dates actions are taken);
- the outcome (including whether the complaint was resolved or whether it was referred to another body for further review); and
- the response time.

8 Contract Renewals and Extensions

8.1 Contract Renewals

In most cases, where the goods or services being delivered under the contract are required on an ongoing basis, council will undertake a new procurement process (tender/quotation) prior to the completion of the existing contract.

8.2 Contract extension

In some circumstances, it may be desirable for council to extend an existing contract, rather than seek new tenders or quotations for the delivery of the goods or services.

Contracts will only be extended:

Code for Tenders and Contracts



- following a full evaluation of the performance of the current contractor; and
- where the principles of open and effective competition are protected.

As a general rule, council will not extend contracts if:

- the original contract does not allow an extension;
- since the previous tender, the market has changed substantially; or
- the nature of the goods/services required has substantially changed.

9 Disposals

Disposals are to be conducted so that the best return to council is achieved. Disposal of land will be made in accordance with Division 1 of Part 12 of the *Local Government Act 1993*.

10 Reporting

10.1 Annual Report

Council will publish in its Annual Report in relation to all contracts for the supply or provision of goods and services valued at or above \$100 000 (excluding GST), awarded or entered in the financial year, including extensions granted:

- a description of the contract;
- the period of the contract;
- the periods of any options for extending the contract;
- the value of any tender awarded or, if a tender was not required, the value of the contract excluding GST;
- the business name of the successful contractor; and
- the business address of the successful contractor.

Where an exemption has been granted from a tender process [refer Section 6 point (a) and (h)], we will report in council's Annual Report the following details:

- a brief description of the reason for not inviting public tenders;
- a description of the goods or services acquired;
- the value of the goods or services acquired; and
- the name of the supplier.

Code for Tenders and Contracts



10.2 Reporting to Council

The General Manager will report at each Council meeting any instance, since the previous meeting, where a purchase of a good or service is made where a public tender or quotation process is not used.

11 Common Use Contracts

Where the Department of Treasury and Finance has established whole-of-Government contracts for the supply of goods or services to agencies and other authorised organisations, council may choose to utilise the following whole-of-Government contracts:

Information on these contracts is available from the Tasmanian Government's Department of Treasury and Finance's website at www.purchasing.tas.gov.au.

12 Public Interest Disclosure Act 2002

12.1 Statement of Purpose

The Southern Midlands Council is committed to the aims and objectives of the *Public Interest Disclosures Act 2002* (the Act). It does not tolerate improper conduct by its employees, officers or members, or the taking of detrimental action against those who come forward to disclose such conduct.

The Southern Midlands Council recognises the value of transparency and accountability in its administrative and management practices, and supports the making of disclosures that reveal the type of conduct to which the Act is directed.

The Southern Midlands Council will take all reasonable steps to protect people who make such a disclosure from any detrimental action in reprisal for making the disclosure, and to protect their welfare. It will also afford natural justice to all parties involved in the investigation of a disclosure.

12.2 Purpose of the Procedures of the Public Interest Disclosure Act 2002

These procedures establish a system for reporting disclosures of improper conduct or detrimental action by members, officers or employees of the Southern Midlands Council. The procedures are also intended to assist its members, officers and employees to understand the way in which the Act operates and needs to be administered.

The system created by these procedures provides for such disclosures to be made to the General Manager (the Principal Officer) or to a delegated Public Interest Disclosure Officer. Disclosures may be made by people who are "public officers" with the Southern Midlands Council.

People who are or have been "contractors" with Southern Midlands Council for the supply of goods or services can make disclosures to the Ombudsman or Integrity Commission. The meaning of public officers and contractors is explained later in this document.

Code for Tenders and Contracts



These procedures are designed to complement normal communication channels between supervisors and employees. Employees are encouraged to continue to raise appropriate matters at any time with their supervisors, and to use existing grievance procedures within the organisation where appropriate.

The procedures have been prepared in accordance with Guidelines and Standards published by the Ombudsman under s 38(1)(c) of the Act. These Guidelines and Standards can be seen on the Southern Midlands Council website at www.southernmidlands.tas.gov.au.

13 Policy Approval Process

The Code for Tenders and Contracts is to be reviewed every four years.

First Council Meeting Date:	30th August 2000	Decision No.	C/00/08/041/4490
Final Council Meeting Date:		Decision No.	
Repealed Council Meeting Date:		Decision No.	
Updated Council Meeting Date:	27th November 2002	Decision No.	C/02/07/034/5670
Considered Council Meeting Date:	8th June 2005	Decision No.	
Updated Council Meeting Date:	29th June 2005	Decision No.	C/05/06/034/7583
Considered Council Meeting Date:	25th September 2013	Decision No	C/13/09/164/19478
Updated Council Meeting Date:	9th October 2013	Decision No	C/13/10/085/19497
Updated Council Meeting Date <i>In respect of an E Procurement Portal</i>	28th January 2015	Decision No	C/15/01/105/19946
Considered Council Meeting Date:	27th September 2017	Decision No	
Updated Council Meeting Date <i>In respect of increase of prescribe amount plus the addition of PID Act information</i>			

17.2.4 RENEWAL OF LEASE 1562 – SUSTAINABLE TIMBER TASMANIA AND SOUTHERN MIDLANDS COUNCIL – MOUNT HOBBS RADIO COMMUNICATION

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 19 SEPTEMBER 2017

Attachment:

Map showing Mount Hobbs Road Lease site

ISSUE

The lease between Council and Forestry Tasmania (trading as Sustainable Timber Tasmania) is due for renewal.

Council as the Lessors wish to continue leasing the Premises (known as Mt Hobbs) for the purpose of Radio Communications.

The lease agreement commences from the 1st October 2017 for a term of six (6) years.

Sustainable Timber Tasmania have agreed to lease the premises to Council in consideration of the payment of the Rental and otherwise included in the terms and conditions of the lease.

The rental amount is \$1000.00 per annum, paid annually in advance. Council must also pay the road maintenance fee of five percent, equating to \$1500.00.

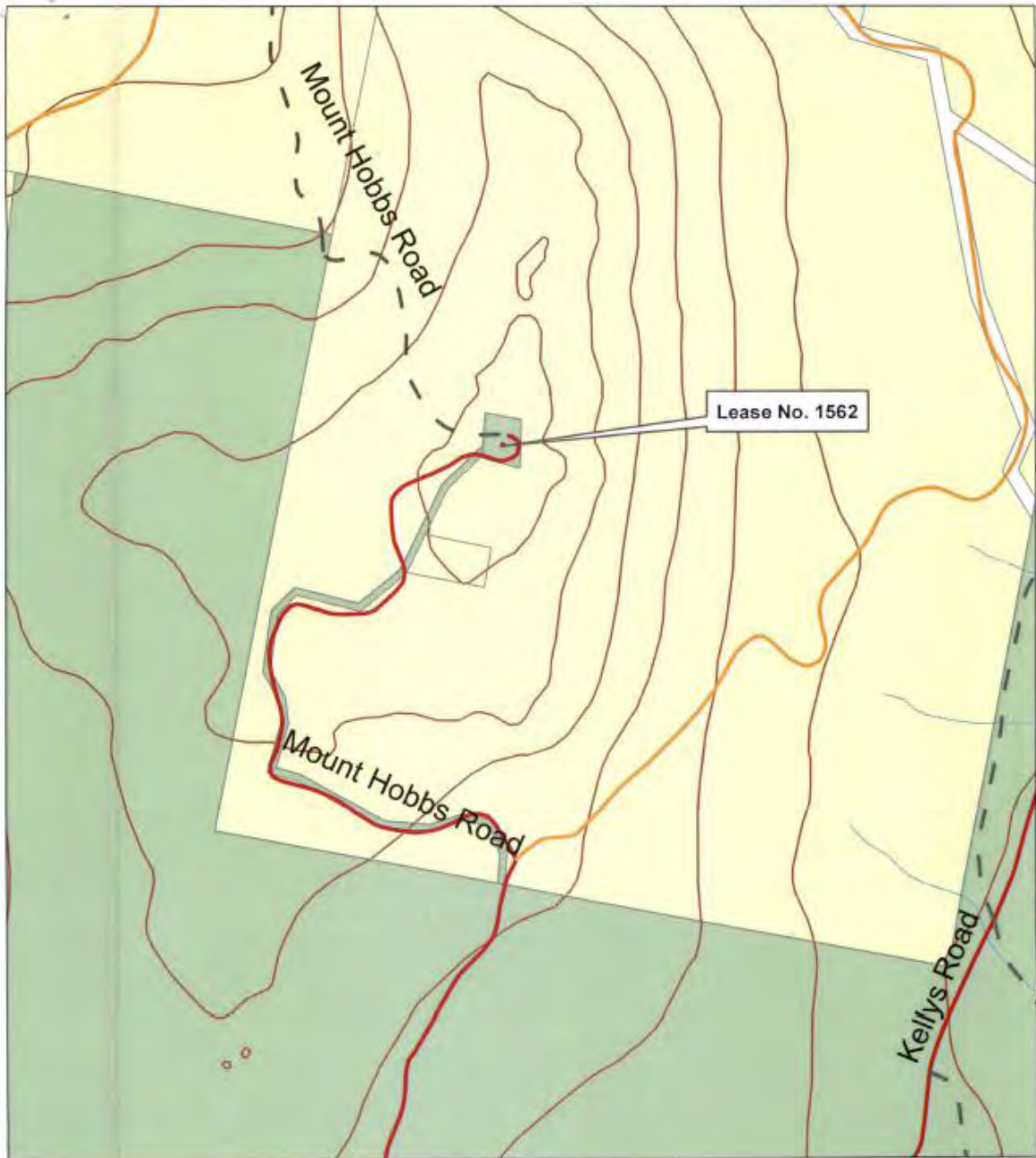
Note: The Glamorgan Spring Bay Council's radio communications equipment is also affixed to the Southern Midlands infrastructure and 50% of the annual cost is recovered from that Council.




RECOMMENDATION

THAT Council execute the lease agreement with Sustainable Timber Tasmania and affix the Common Seal on Lease No 1562 for a six year period commencing on the 1st October 2017.

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

ATTACHMENT
Agenda Item 17.2.4



<p>Roads</p> <ul style="list-style-type: none"> Primary or weather 2 + lane arterial road Significant weather 2 lane feeder road Single lane all weather road Single lane motor road Vehicle access track Lease or Licences Area Contours 50m Interval 	<p>Land Administered Under the Forest Management Act 2013</p> <ul style="list-style-type: none"> Perennial Timber Production Zone Land <p>Land Administered Under the Nature Conservation Act 2002</p> <ul style="list-style-type: none"> Historic Site, National Park, Nature Reserve, State Reserve Conservation Area, State Reserve, Nature Reserve Area, Regional Reserve Conservation Corridor, World Nature Reserve, Private Sanctuary 	<p>Land Administered Under the Crown Lands Act 1976</p> <ul style="list-style-type: none"> State Land Public Reserve Crown Lease or Licence <p>Mount Wellington Management Trust</p> <ul style="list-style-type: none"> Wellington Park 	<p>Other Land</p> <ul style="list-style-type: none"> Authority Crown, Cemetery Authority Freehold Commonwealth Multi-Owner Corporation Local Government Local Government Air Reserve Private Freehold Tax Ingoten Tax Waive
 	<p>Lease No. 1562 Lessee: Southern Midlands Council</p> <p>Date: Wednesday, 30 August 2017 Scale - 1:7683</p>		

Note: The base data for this map has been supplied by the LIST, © State of Tasmania. Projection - UTM / Datum - GDA94 / Units - Metres. Boundaries may not co-incide due to different capture accuracies.

17.2.5 TASMANIAN BUILDING AND CONSTRUCTION INDUSTRY TRAINING BOARD – COLLECTION AGENCY AGREEMENT

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 19 SEPTEMBER 2017

ISSUE

The Tasmanian Building and Construction Industry Training Board under the *Building and Construction Industry Training Fund Act 1990* has appointed Council as a collection agent for the Building and Construction Industry Training Levy.

A Collection Agency Agreement has now been established for Council to execute. The *Building and Construction Industry Training Fund Act 1990* imposes the Levy in respect of certain building or construction work.

The levy is an amount equal to 0.2 percent of the estimated value of building or construction work with an estimated value of more than \$20,000.00. The Board is entitled under the Act to appoint such persons or bodies as the Board thinks fit to be collection agencies for the purpose of collecting the Levy.

The Board has appointed Council (the Collection Agent) as a collection agency under the *Building and Construction Industry Training Fund Act 1990*. Council and the Tasmanian Building and Construction Industry Training Board enter into this agreement to record their various agreements, including the payment of the fee to the Collection Agent.

The term of this agreement continues until it is terminated by the Board giving the Collection Agent 14 days notice in writing of its decision to terminate this Agreement.

RECOMMENDATION

THAT Council execute and affix the Common Seal on the Collection Agency Agreement with the Tasmanian Building and Construction Industry Training Board.

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

17.2.6 REPORT ON ATTENDANCE AT THE NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT 2017, HELD AT THE NATIONAL CONVENTION CENTRE, CANBERRA FROM THE 19-21 JUNE 2017

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 19 SEPTEMBER 2017

DETAIL

Report on attendance at the National General Assembly of Local Government 2017, held at the National Convention Centre, Canberra from the 19th-21st June 2017.

Attendance: Mayor A E Bisdee and General Manager, T Kirkwood

Conference Theme: Approximately 800 delegates (there are presently 537 Councils in Australia)

Assembly officially opened by the Governor General:

- Made comment that local government is an essential and vital level of government (despite debate around too many levels of government)
- local government is representative of the entire continent
- local government is a provider of basic and essential community infrastructure
- first response to an emergency situation – the community ‘turns to’ Council
- high profile speakers.

ALGA President (noted comments from the President):

- local government must keep pace with change – must adapt to changing community demands
- ever increasing expectation to consult where there is an impact on the community
- local government is about listening and responding (to the majority)
- innovations and solutions are to be found by working together – collaboration with neighbouring councils; private enterprise; other levels of government
- key focus of ALGA is to build relationship with federal government

Motions / Resolutions:

Approximately 100 resolutions were presented for debate and reference is made in the attachment which lists each of the resolutions and the outcome of the debate.

Presenters:

There were a high number of high profile presenters, including:

Mayor Mike Jamieson – Sunshine Coast Council

- spoke about developing ‘Smart Cities’
- Sunshine Coast is developing a new city centre in a greenfield site (53 hectares)
- New city centre at Maroochydore
- Underground automated waste to transfer station (refer attached diagram)
- Fire optic cable
- Testing technologies prior to installation – can inspect at the ‘Smart Centre’ at Coloundra

Brook Dixon – Managing Director of Delos Delta

- also Vice President of the Australian Smart Communities Association
- Continued the theme of use of technology in developing smart cities
- Made reference to ‘Smart City Building Blocks’ which were mainly associated with use of digital technology – including the need for a ‘digital city strategy’ and ‘digital city standards’

Georgia Sedgmen – Town Planner, Tract Consultants

- Spoke about building liveable communities – “how can liveability be defined and measured?”
- Very much focused on a city / urban environment
- Liveability – defined as the general quality of a place that makes it agreeable to reside in
- Key message – access to services

Dean Landy – Architect, Clarke Hopkins Clarke Architects

- Topic - “How can we deliver healthy, sustainable and liveable communities?”
- Spoke from a design / planning perspective
- Some key messages: - Communities cater for a diverse mix of people; offer an affordable lifestyle; well-connected and highly walkable; self-sufficient village; safe environment
- Mix of uses, densities and architecture

Ian Winter – Executive Director AHURI (Australian Housing and Urban Research Institute)

- Topic – Housing affordability
- Made reference to a number of housing models / opportunities – again, mainly focused in a ‘built-up’ environment

Full copies of the presentations can be sourced from the ALGA Website (or provided upon request).

Other Speakers:

Opposition Leader Bill Shorten

Notes:

- Shadow Minister is aiming to meet with every Council (or at least sub-region) prior to the next election
- Labor has sought to include local government in the Constitution
- Made reference to regional inequality

Angus Taylor, Minister for Cities & Digital Transformation

Michael Keenan, Minister for Justice and Minister assisting the Prime Minister for Counter Terrorism

Senator the Hon Fiona Nash – Deputy Leader of the Nationals; Minister for Regional Development; Minister for Regional Communities; Minister for Local Government and Territories

Notes:

- diversity of local government - common theme / thread is leadership
- secured indexation of FAGS

- made reference to a focus on jointly funded projects i.e. Federal and State Governments
- Government – record level of investment in local infrastructure e.g. roads; rail and airports etc.
- Building Better Regions Fund

Laura Tingle – Journalist & Author (Australian Financial Review)

Notes:

- Current leadership (Federal Government) – lacks direction unlike past Prime Ministers
- aimed to re-establish expectations of government but failed to deliver
- Challenge is to rebuild a sense of faith in the political sphere
- Appears that the ‘core ministers’ are developing a common sense of purpose
- Clear set of policy ideas

Sean Callanan

Notes:

- Social media is the new ‘Town Hall’
- Days of the old ‘Town Hall’ meetings are done
- Town Hall Community meetings attendance is declining. Communities/families don’t have time. They want a say about their community and they want to say it online. Digital surveying is increasing in popularity.
- Different forms of engagement (and content) depending on who you are communicating with

Jacob Boyle – Senior Advisor – Cyber Policy Department of the Prime Minister and Cabinet

Notes:

- Digital disruption is running through all Councils – be prepared for cyber annoyance and attack.

RECOMMENDATION

THAT the information be received.

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

ATTACHMENT
Agenda Item 17.2.6

Resolutions from the 2017 National General Assembly

Resolution Number: 1

Uralla Shire Council, NSW

That the National General Assembly call upon the Federal government to hold a referendum to amend the Commonwealth Constitution to formally recognise 'local government' and further that the National General Assembly seek bi-partisan support for the proposal.

Carried

Resolution Number: 2

Moreton Bay Regional Council, QLD

That the Australian Local Government Association call on the Australian Government to reallocate Commonwealth taxes to achieve at least a 1% share for local government throughout Australia.

Carried

Resolution Number: 3

Flinders Shire Council, QLD

That the Australian Government undertake a review of the intrastate distribution of Financial Assistance Grants (FAGs) under the Local Government (Financial Assistance) Act 1995, with focus on: - the inconsistency of the National Principles between distributing the funds on a full horizontal equalisation basis and the Minimum Grant Principle (namely 30 per cent of funds being distributed on a per capital basis); and - the effectiveness of the current intrastate distribution of the Financial Assistance Grants in ensuring that each local governing body in a State/Territory is able to function, by reasonable effort, at a standard not lower than the average standard of other local government bodies in the State/Territory.

Carried

Resolution Number: 4

Leeton Shire Council, NSW

That the National General Assembly calls upon the Federal Government to investigate the payment of a "claw back" provision to regain lost indexation funding from the 2014-15, 2015-16 and 2016-17 periods.

Carried

Resolution Number: 5

Lake Macquarie City Council, NSW

That the National General Assembly call upon call on the Australian Government to review the amount and method of indexing Financial Assistance Grants to ensure that funding is commensurate with increases in the costs of efficient local government service delivery in 2017-18 and beyond.

Carried

Resolution Number: 6

Maribyrnong City Council, VIC

That the NGA condemn state and territory government rate capping policies and call on the Federal Government to immediately review state government control over Local Government's capacity to set its own rates and control its own revenue.

Carried

Resolution Number: 7

City of Mitcham, SA

That this National General Assembly call on the Commonwealth Government to make Federal owned land rateable by Local Government.

Carried

Resolution Number: 8

North Burnett Regional Council, QLD

That this National General Assembly requests a review of the Australian Accounting Standards in regards to the terminology of "depreciation" and the need for depreciation and its relationship to financial statements for local government entities.

Carried

Resolution Number: 9

Tweed Shire Council, NSW

That the Australian Local Government Association lobby the Federal and State/Territory Governments to consider instituting into the appropriate taxation systems a 'Booking Tax or tariff' for online accommodation brokers such as 'Airbnb' utilising residential zoned and rated land, in a similar method to the levying of the Hospitality Tax currently being applied in the United States of America and that funds raised be distributed by way of formula to Local Government Authorities and National Parks to fund public infrastructure that supports and underpins tourism.

Carried

Resolution Number: 10

Tamworth Regional Council, NSW

That this National General Assembly call on the Federal Government to make the Roads to Recovery Program permanent.

Carried

Motion Number: 11

Diamantina Shire Council, QLD

That the Roads to Recovery programme be continued beyond 2018-19 financial year in its current form and its current level indexed by CPI.

Withdrawn

Resolution Number: 12

Brisbane City Council, QLD

That the National General Assembly calls on the Australian Government to accelerate the development of a national approach to the regulatory framework and Intelligent Transport Systems (ITS) architecture to facilitate the introduction of connected and autonomous vehicles (CAVs).

Carried

Resolution Number: 13

Adelaide City Council, SA

That the National General Assembly calls on the Federal Government to develop a national policy to encourage the importation and sale of electric vehicles in Australia including the establishment of Federal Interstate Registration Scheme for Electric Vehicles. Advocate for consistency in national charging infrastructure in all states.

Carried

Resolution Number: 14

Blacktown City Council, NSW

That National General Assembly calls on the Federal Government to establish a national policy framework for determining road pricing and tolling schemes which address the current inequities faced by business and motorists especially in outer suburban growth areas.

Carried

Resolution Number: 15

Logan City Council, QLD

That the 2017 National General Assembly calls for clear and definitive funding guidelines for roads that are of national importance and part of the National Land Transport Network.

Carried

Resolution Number: 16

Brisbane City Council, QLD

That the National General Assembly calls on the Australian Government to establish a fund to incentivise local and state and territory governments to conduct comprehensive transport surveys and contribute to a national database on an ongoing basis.

Carried

Motion Number: 17

Leeton Shire Council, NSW

That the National General Assembly calls upon the Federal Government to build the nation by actively supporting the development of a new rail service linking the ports of Melbourne and Brisbane via the food bowl (including Shepparton – Tocumwal – Narrandera - Parkes) in order to optimise the freight task, keep our roads safe and reduce our impact on the environment.

Withdrawn

Resolution Number: 18

Wentworth Shire Council, NSW

That this National General Assembly call on the Federal Government to support and prioritise the Transcontinental rail network, so that the potential of inland regional centres can be brought to bear, maximising efficiency in getting people, freight and produce right around the country and beyond as well as directly into the great interior, increasing access to tourist destinations and improving liveability in remote regions.

Carried

Resolution Number: 19

Liverpool City Council, NSW

That the National General Assembly seeks an assurance from the Federal Government that forward funding for infrastructure delivery, including transport, is provided to those areas (and surrounding areas) being rezoned by state governments before those land areas are rezoned and include funding for Council infrastructure that Councils aren't allowed to levy for.

Carried

Resolution Number: 20

Maribyrnong City Council, VIC

That the NGA advocate to the Federal Government for a national sustainable cities fund directed at cities with high population growth.

Carried

Resolution Number: 21

Doomadgee Aboriginal Shire Council, QLD

That the National General Assembly call on the Federal Government to allocate funds to Local Government for a progressive upgrade of the Savannah Way - Cairns through to Darwin.

Carried

Resolution Number: 22

Brisbane City Council, QLD

That the National General Assembly calls on the Australian Government to modernise the Airports Act 1996 to enable the safe and efficient growth of airport operations while also facilitating appropriate economic development and urban density policies of local governments.

Carried

Resolution Number: 23

Maribyrnong City Council, VIC

That the NGA advocate to the Federal Government for national funds for Local Government to implement Smart Communities initiatives such as Tesla batteries and other technological solutions.

Carried

Resolution Number: 24

Sunshine Coast Regional Council, QLD

That this National General Assembly call on the Federal Government to provide greater incentives under its National Innovation and Science Agenda to encourage young entrepreneurs to establish start-up businesses in regional areas of Australia outside of the capital cities.

Carried

Resolution Number: 25

Hobsons Bay City Council, VIC

That the National General Assembly call upon the Federal Government to support local government with funding, and resources to develop and implement open data initiatives and expedite the release of council data assets.

Carried

Resolution Number: 26

Wagga Wagga City Council, NSW

That the National General Assembly call, on the Australian Bureau of Statistics (ABS) to ensure that the census data be more easily accessible for analysis at a local government area level.

Carried

Resolution Number: 27

Lockyer Valley Regional Council, QLD

That the National General Assembly approach the Australian Bureau of Statistics to make public available data and statistics on agricultural commodity production by local government area. This data needs to be provided in both dollar values and in actual tonnage (volume) terms.

Carried

Resolution Number: 28

City of Prospect, SA

That the National General Assembly call on the Federal Government to declare high-speed, high-capacity broadband to be a utility, defined as an essential infrastructure service provided principally for public benefit and which enables economic growth and greater quality of life to achieve the goal of universal coverage.

Carried

Resolution Number: 29

Sunshine Coast Regional Council, QLD

That this National General Assembly call on the Federal Government to implement an urgent review of the roll out of the NBN Fibre to the Node (FTTN) services and propose a revised back up power supply solution to overcome the loss of communications that will now be experienced during extended power outages.

Carried

Resolution Number: 30

Toowoomba Regional Council, QLD

That the National General assembly call on the Federal Government to insert into the Telecommunications Act 1997, stronger provisions and guidelines aimed at achieving greater co-location by telecommunications providers of telecommunication installations and facilities throughout urban and sub-urban environments across Australia.

Carried

Resolution Number: 31

Sunshine Coast Regional Council, QLD

That this National General Assembly call on the Federal Government to amend Schedule 3A of the Telecommunications Act 1997 to facilitate the consideration of a request from the Sunshine Coast Council to seek the declaration of a submarine cable protection zone, given the national interest associated with establishing an

alternative landing site on the eastern seaboard for Australia and providing greater redundancy for our international data connectivity.

Carried

Motion Number: 32

Maribyrnong City Council, VIC

That the NGA advocate to the Federal Government to develop a new National Affordable Housing Agreement (NAHA).

Withdrawn

Resolution Number: 33

Tweed Shire Council, NSW

That the National General Assembly call on both the Federal and State/Territory Governments to consider providing an amendment to the Income Tax Assessment Act whereby a private land owner with capacity in their home to let a bedroom or perhaps a granny flat would be exempt from both capital gains tax and land tax provisions should the bedroom or granny flat be let to a person deemed in housing crisis by Centrelink. Obligations on the property owner would be to register their property with Centrelink and the appropriate Office of State Revenue as available for affordable accommodation and rents payable should be capped and set by a Government body based upon locality. Localities could be broadly set in four subcategories as follows:

- i. CBD and inner suburbs
- ii. Outer metropolitan suburbs
- ii. Regional city centres
- iv. Rural Rents payable to the property owner could be made directly by Centrelink in lieu of rental assistance paid directly to the client. This would ensure that the funds were directed to address the accommodation needs as opposed to other expenditure.

Carried

Resolution Number: 34

Moreland City Council, VIC

That the National General Assembly call for:

1. The Commonwealth to commits to action and resources to address the growing problem of homelessness in Australia. Specifically, the NGA calls for the continuation of the National Affordable Housing Agreement or the creation of a new agreement which will provide significant assistance the states and territories to provide housing to the most vulnerable and to support frontline homelessness services.

2. That NGA calls on the Federal government to take decisive action to address Australia's housing affordability crisis, including:

- A detailed analysis and response to the impacts that negative gearing and capital gains tax are having upon affordability;
- Research into new models for facilitating affordable housing development, including deliberative development and cooperative approaches to financing and investment;

- Working collaboratively with the States to develop a comprehensive, long term set of integrated policy measures to address housing affordability.

Carried

Resolution Number: 35

Whitehorse City Council, VIC

That the National General Assembly advocate to the Federal Government to support their policies regarding women and sport by allocating significant funds to assist local government build and maintain 'female friendly' sporting facilities and amenities to give girls and women a fair go in equal access to community sporting opportunities and hence to enable improved health and wellbeing in their lives.

Carried

Resolution Number: 36

Moreland City Council, VIC

That the National General Assembly call on the Commonwealth, State, Territory and local governments to support the inclusion of Family Violence clauses in all work place policies nationally.

Carried

Resolution Number: 37

Wentworth Shire Council,

That this National General Assembly call for a Federal Tribunal to be created to institute applications for protection orders which are recognised and enforceable across state borders. Such a tribunal as above, will preside in a less formal closed court capacity with specially trained Magistrates to hear domestic violence, sexual and child related matters, to minimise the effect of retraumatising victims, while supporting accused to better manage future decisions.

Carried

Resolution Number: 38

North Burnett Regional Council, QLD

That this national congress requests the Commonwealth Government review delivery, service and funding models for the roll out of the National Disability Insurance Scheme (NDIS) for Rural and Regional Australia.

Carried

Resolution Number: 39

Whittlesea City Council, VIC

That the National General Assembly supports the Welcoming Cities initiative launched by the Scanlon Foundation and Welcome to Australia in March 2016; and the development of The Australian Standard for Welcoming Cities, to support local councils in their work to create more inclusive communities.

Carried

Resolution Number: 40

Toowoomba Regional Council, QLD

That the National General Assembly call on the Federal Government to provide sufficient funding mechanisms to support local governments and approved community organisations that assist community integration for refugees accepted under Australia's Humanitarian Programme and resettled to those Local Government areas.

Carried

Resolution Number: 41

City of Mitcham, SA

That this National General Assembly call on the Australian Local Government Association to fund a study into the benefits and economic development outcomes of Sister City and Friendly City Relationships across Australia and make recommendations on best practice Sister City and Friendly City Programs.

Carried

Resolution Number: 42

Bega Valley Shire Council, NSW

That the National General Assembly call on the Federal Government to commit to a fully funded Mental Health Agreement that reflects a whole of government approach.

Carried

Resolution Number: 43

Meander Valley Council, TAS

That this National General Assembly:

1. Acknowledges that preventative approaches to health are empowering, enduring and economic
2. Calls on the Federal Government to restore funding for preventative health services, particularly in rural and remote regions where very limited options for treatment exist for local communities; and
3. Requests that the Commonwealth through the organisations of funded primary health networks, recognise and support locally led preventative health services; and
4. Recognises that investment in chronic health issues must not come at the expense of effective early intervention and preventative health services.

Carried

Resolution Number: 44

Forbes Shire Council, NSW

That the National General Assembly call on the Federal Government to take responsibility to address the Ice drug problem.

Carried

Resolution Number: 45

Lake Macquarie City Council, NSW

That the National General Assembly call on the Australian Government to work with Local Government and the relevant water safety policy agency in each state government and territory to ensure coastal public safety best practice standards and lifesaving service minimum qualification guidelines are reported annually.

Carried

Resolution Number: 46

Tamworth Regional Council, NSW

That this National General Assembly call on the Federal Government to assist effected airport owners, both regional and metropolitan, with funding and expertise to address the contamination issue resulting from per and poly – fluoroalkyl substances (PFAS) including:

- identification of the extent of the contamination at individual airports, including adjacent land and any off airport sites where fire fighting training was undertaken; • remediation of the sites; and,
- compensation to landowners adversely effected by contamination originating at the airport and travelling off site.

Carried

Resolution Number: 47

Moreland City Council, VIC

1) The National General Assembly welcomes improved control of online gambling anticipated with the passage of the Interactive Gambling Amendment Bill 2016 but calls on the Commonwealth Parliament to introduce further reform to reduce gambling harm and protect the integrity of sport, specifically to:

- Phase out gambling advertising on television and radio starting with urgent action to eliminate exposure to sports betting advertisements during family viewing periods.

2) The National General Assembly calls on the national and state/territory parliaments to enhance consumer protection for users of electronic gaming machines, specifically to:

- Regulate for the redesign of machines to eliminate design features that increase the likelihood of addiction such as losses disguised as wins.

3) The National General Assembly calls on state/territory parliaments to introduce \$1 maximum bet limits on all licensed electronic gaming machines to limit losses per person to \$120 per hour in line with the Productivity Commission's 2010 recommendation.

4) The National General Assembly calls on state/territory parliaments to review electronic gaming machines license approval processes to:

- Enhance local governments' capacity to represent community interests;
- Ensure that technical standards for approval of electronic gaming machines provide for effective consumer protection;
- Ensure a consistent national approach to transparency of gaming venue data using Victoria as a model of best practice.

Carried

Motion Number: 48

Eurobodalla Shire Council, NSW

That the National General Assembly call on local government to give preference to financial institutions that do not invest in, or finance, the fossil fuel industry where council's investment is compliant with its Investment Policy and the investment rate of interest is equivalent to other similar investments that may be on offer to council at the time of investment.

Lost

Resolution Number: 49

Northern Midlands Council, TAS

That the National General Assembly lobby the government for a more strategic approach towards community organisations, commitment to build community organisations and grow community social capital.

Carried

Resolution Number: 50

Fraser Coast Regional Council, QLD

That this National General Assembly calls on the Federal Government to audit its unutilised assets for opportunities to enable the communities to build and strengthen social capital and work with local councils to ensure they are utilised whilst removing hurdles to communities in terms of risk and liability; for example future liability for pre-existing environmental risk at rifle ranges.

Carried

Resolution Number: 51

Blue Mountains City Council, NSW

That this National General Assembly calls on the Commonwealth Government to ensure that in view of changing geopolitical security challenges to Australia's national security, that Australian and state and territory governments provide specialist advice on the appropriate level of mitigation required for events and that they provide financial support for security outcomes on Australian and state and territory events and the primary responsibility for funding the design and installation of engineering solutions to manage risk of vehicle incursions at community events is borne by Federal and state and territory governments, not local government and small not for profit community groups.

Carried

Resolution Number: 52

Hobart City Council, TAS

That the National General Assembly encourage Australian councils to consider efforts they could take to lobby the Federal Government to change the date of recognition of Australia Day.

Carried

Resolution Number: 53

Loddon Shire Council, VIC

That the National General Assembly call on the Australian Government to enter into agreements with relevant state governments whereby funding towards critical flood mitigation infrastructure for communities be funded on a 50% cost share basis between the states and commonwealth, with:

1. Such funding arrangements being subject to the availability of the Natural Disaster Resilience Grants program funding and the presentation of a favourable business case; and
2. Local councils being exempt from having to contribute to the initial capital cost of such works, noting their responsibility for the ongoing maintenance and renewal of this infrastructure once constructed.

Carried

Resolution Number: 54

Byron Shire Council, NSW

That this National General Assembly call on the Federal Government to enact the recommendations within the Productivity Commission report: Natural Disaster Funding, as presented to the government on 17 December 2014 and publicly released on 1 May 2015, namely:

- The Australian Government post-disaster support to state and territory governments (states) should be reduced, and support for mitigation increased.
- Greater budget transparency
- The Australian Government should provide a base level of support to states commensurate with relative fiscal capacity and the original 'safety-net' objective of disaster recovery funding, with the option for states to purchase 'top-up' fiscal support.
- Australian Government mitigation funding to states should increase to \$200 million a year and be matched by the states.
- Greater state and local government autonomy in how they pursue disaster recovery and mitigation. This greater autonomy should be supported by performance and process based accountability mechanisms that embed good risk management.

Carried

Resolution Number: 55

Diamantina Shire Council, QLD

That the National General Assembly advocate that the new funding methodology for the restoration of assets under the NDRRA be based on a lump sum allocation derived from mutually agreed unit rates for each local government which take into account the individual circumstances of that council.

Withdrawn

Resolution Number: 56

Shoalhaven City Council, NSW

The the National General Assembly advocate that the Federal Government's Natural Disaster Funding Programs include natural and built assets as eligible works when impacted by natural disaster events and effects of climate change and sea level rise.

Carried

Resolution Number: 57

North Burnett Regional Council, QLD

That this National Congress calls on the Commonwealth Government to review and amend National Policy to recognise the impact of Drought within disaster response when NDRAA activation occurs.

Carried

Resolution Number: 58

Horsham Rural City Council, VIC

That the National General Assembly advocate for the review of standards associated with flood recovery funding, whereby road assets that are vulnerable to the impacts of flooding in successive events are re-instated to a standard that provides durability and resilience to withstand future flooding.

Carried

Resolution Number: 59

Forbes Shire Council, NSW

That the National General Assembly call on the Commonwealth Government to ensure that all major highways providing interstate connectivity are brought to a flood proofed status.

Carried

Resolution Number: 60

Tweed Shire Council, NSW

That the National General Assembly request that respective State, Territory and Federal Governments develop measures or increase recurrent annual funding to either:

a) provide a relocation assistance package or

b) acquire through a voluntary purchase scheme; for residential, commercial or industrial land identified in local council flood studies as high impact flood prone land or provide an impediment to the flood plain to increase flood resilience and lessen the social, environmental and economic impacts of recurring natural disasters.

Carried

Resolution Number: 61

Leeton Shire Council, NSW

That the National General Assembly calls upon the Federal Government to review the accessibility of Australian Renewable Energy Agency (ARENA) funding so as to provide improved and equitable access to renewable energy technologies for regional communities.

Carried

Resolution Number: 62

Albury City Council, NSW

That the NGA calls for urgent action by the Australian Government to maintain equity between pricing and market supply for domestic energy on the basis of clear market failure in terms of energy supply and competition under the current open market conditions.

Carried

Resolution Number: 63

Blacktown City Council, NSW

That the National General Assembly:

1. Calls on the Commonwealth and states to establish national standards for energy from waste plants which reflect current world's best practice and have the capacity and requirements to be amended as the technology changes.
2. Calls for a Commonwealth Parliamentary Inquiry into energy from waste plants that looks at having a world's best practice standard across Australia. The terms of reference to include examining the ability for obsolescence in relation to increased recycling targets, environmental standards and ongoing standards for proprietorship and managerial control.

Carried

Resolution Number: 64

Wentworth Shire Council, NSW

That this National General Assembly call on the Federal Government to review the energy market, with a view to regulating the continual increase in poles and wires maintenance costs; to provide some certainty and direction in investment; and further to review national security implications of states sale of electricity infrastructure to foreign owned companies.

Carried

Resolution Number: 65

Willoughby City Council, NSW

That this National Assembly call upon the Australian Government to commit to:

- I. Developing a National Coastal Policy.
- II. Instituting a National Coastal Council or Commission.
- III. Developing a National Marine Management Strategy.
- IV. Implement a renewal of funding for community-based coastal conservation activities.
- V. Re-establish the successful national Coastcare program of state and regional coordinators supporting local communities.

Carried

Resolution Number: 66

District Council of Streaky Bay, SA

That the National General Assembly call on the Federal Government to fund local avenues of protecting and sustaining the keys to the liveability and success of coastal destinations (pristine beaches, aquaculture, fisheries), e.g fund more 'local' fisheries inspectors and educational programs.

Carried

Resolution Number: 67

Cook Shire Council, QLD

That the National General Assembly call on the Federal Government to change the National Electricity Rules to ensure that all owners of Australian distribution and transmission (poles and wires) networks carry adequate insurance cover for natural disasters in the form of either an insurance policy, or if self-insured, a locked reserve for natural disasters.

Carried

Resolution Number: 68

Inner West Council, NSW

That this National General Assembly call on the Federal Government to:-

1. Endorse and implement the recommendations of the Senate Inquiry into Stormwater Management in Australia 2015.
2. Initiate a National Inquiry on the sustainable management of Australia's water supply and planning for water security for urban cities.
3. Develop a nation-wide Water Security Assessment process to be implemented by the State and Territory Governments for all major cities.

4. Prepare a guideline document(s) for climate change adaptation and preparation, addressing water security solutions and design principles for cities.
5. Develop a national best practice policy framework / and / or a national standard for the implementation of Water Sensitive Urban Design into all new developments and retrofitting into existing developments.
6. Develop an incentives program to ensure Water Sensitive Urban Design is incorporated into all new development projects, and retrofitting projects across all states and territories.
7. Commit to a long-term investment program for the management and maintenance of water infrastructure in cities.
8. Work with the Water Services Association of Australia (WSAA) to set national targets for water reuse by water authorities.
9. Introduce a national standard requiring, as a minimum, secondary treatment of sewage released from ocean outfalls.

Carried

Resolution Number: 69

Willoughby City Council, supported by Inner West Council, NSW

That this National Assembly call upon the Australian Government to:

- I. Endorse and implement the recommendations of the Senate Inquiry into the Threat of Marine Plastic Pollution in Australia.
- II. Implement a legislative national ban on plastic microbeads, by, for example, listing products containing microbeads as a prohibited import, and banning the domestic production of personal care products containing microbeads under the Cosmetics Standard 2007.
- III. Support research into reducing synthetic microfibres from entering the environment via washing machine wastewater in sewage, such as new, low-fibre-loss fabrics or washing machine filters. IV. Prepare template legislation for container deposit schemes and single use plastic bag bans for all remaining states and territories who have not yet implemented them.
- V. Establish a forum for joint Commonwealth, state and territory decisions on reducing and mitigating plastic pollution and other environmental issues. VI. Set more ambitious targets for packaging reduction and industry recycling under the Australian Packaging Covenant; and provide clear, comprehensive annual auditing and public reporting of the outcomes of the Australian Packaging Covenant and the level of enforcement of the National Environmental Protection Measure by the states and territories.
- VII. Work with neighbouring countries in the region to develop cooperative programs to clean up marine debris pollution in international waters.

Carried

Motion Number: 70

Wentworth Shire Council, NSW

That this National General Assembly calls for a national body with full jurisdictional powers to oversee all national water resources including the use, extraction and flow into catchment areas, rivers, streams and oceans after processing; and other industry uses needs to be monitored and regulated for quality and accurate accounting of the National water registry.

Lost

Resolution Number: 71

Shoalhaven City Council, NSW

That the National General Assembly call on the Federal Government to implement an Innovation Fund for the specific purpose of reducing plastic waste.

Carried

Resolution Number: 72

City of Armadale, WA

That the National General Assembly call on the Commonwealth to work with local and state/territory governments towards implementing a national ban on single use non-reusable plastic bags.

Carried

Resolution Number: 73

North Burnett Regional Council, QLD

That this National General Assembly call on the Commonwealth Government to develop, in conjunction with the Bureau of Meteorology, a nationally consistent framework to address and manage activities such as cloud seeding and hail cannons that interfere with natural weather patterns.

Carried

Resolution Number: 74

Wentworth Shire Council, NSW

That this National General Assembly call for the creation of a national disaster fund to provide emergency relief during and as a consequence of sudden climactic events, such as the tornadoes and hailstone freak conditions which show the disparity in state responses to the same event, where lives, stock or livelihood is at immediate risk.

Carried

Resolution Number: 75

Eurobodalla Shire Council, NSW

That the National General Assembly call on the Federal Government to fund a national education program be developed on the issues associated with balloon release in relation to littering and helium usage, and to encourage the banning of the release of balloons.

Carried

Motion Number: 76

Shoalhaven City Council, NSW

That the Minister for the Environment and Energy, the Hon Josh Frydenberg MP, be requested to bring into force national bans on the use of helium to inflate balloons and the release of balloons.

Lost

Resolution Number: 77

Griffith City Council, NSW

That the National General Assembly call on the Federal Government to carry out a further feasibility study on David Coffey's "Scheme to Divert Tributaries of the Clarence River to the Murray Darling Basin" to gather up-to-date information for investigation into this scheme.

Carried

Resolution Number: 78

Lockyer Valley Regional Council, QLD

That the National General Assembly lobby the Commonwealth Government to develop and implement a National Flying-Fox Management Framework to coordinate and harmonise flying-fox management across jurisdictions.

Carried

Resolution Number: 79

Northern Midlands Council, TAS

That this National General Assembly lobby Federal Government for a centralised data system on weed management and additional funding for authorised weeds officers across the nation.

Carried

Resolution Number: 80

Wentworth Shire Council, NSW

That the National General Assembly call on the Federal Government to provide legal and financial assistance and training direct to local government areas affected by Native Title determinations.

Carried

Resolution Number: 81

Tamworth Regional Council, NSW

That this National General Assembly call on the Federal Government to host an Annual Forum with the Prime Minister and Cabinet in a regional, rural or remote community. .

Carried

Resolution Number: 82

Albury City Council, NSW

That the NGA calls for more specific and effective state cross border planning legislation including integrated strategic planning for transport and infrastructure to unlock productivity in cross border communities.

Carried

Resolution Number: 83

Wagga Wagga City Council, NSW

That the National General Assembly call on the Federal and state and territory governments to promote and advocate for the role of local councils in regards to the nine recommendations from the Federal Senate enquiry into Regional Capitals.

Carried

Resolution Number: 84

Kyogle Council, NSW

That the National General Assembly calls on the Federal Government to create a rural portfolio.

Carried

Resolution Number: 85

Kyogle Council, NSW

That the National General Assembly call on the State/Territory and Federal Governments to differentiate between rural and regional grants (as opposed to quarantining grant money for 'regional' areas) and that this differentiation be reflected in the criteria of grants, affording rural, remote and isolated communities a better chance of success when applying for grant funding.

Carried

Resolution Number: 86

Wagga Wagga City Council, NSW

That the National General Assembly call on the Federal Government to give priority to decentralising government jobs to regional areas to drive growth and innovation.

Carried

Resolution Number: 87

Central Highlands Regional Council, QLD

That the National General Assembly call on the Federal Government to realign the locality and postcodes in regional and remote and cross border areas to improve consistency and enhance communication by post and parcel delivery through reducing inefficiencies associated with misdirected mail services.

Carried

Motion Number: 88

Mount Isa City Council, QLD

That the National General Assembly call on the Federal Government to de-centralise the Office of Developing Northern Australia, with Representative Offices being established across several geographic locations within each State or territory.

Lost

Resolution Number: 89

Glen Innes Severn Council, NSW

That the National General Assembly call on the Federal Government to establish a greater number of medical schools in regional universities and provide higher incentives to medical schools and incentives to the students themselves at all universities to include a component for medical students to spend adequate time in rural medical practices to allow them to form relationships with the particular communities and develop the desire to return to these rural areas to live and work once their studies are completed.

Carried

Resolution Number: 90

Mount Isa City Council, QLD

The the National General Assembly lobby the Federal Government to ensure the cost of airfares and transport in remote and rural areas provides economic and affordable access to all residents.

Carried

Motion Number: 91

Coffs Harbour City Council, NSW

That the National General Assembly, in recognising the impacts intensive agriculture and the rapid blueberry industry growth has had on the Mid North Coast of NSW, advocate that the regulation of agriculture should not solely be a local government responsibility but to work in partnership with all three levels of government, this includes land use, water allocation, land rehabilitation, spraying / pesticide use and visual impacts of netting.

Lost

Resolution Number: 92

Blacktown City Council, NSW

That the National General Assembly calls for a local procurement policy for a proportion of Australian made products to be used wherever possible in the construction of new Commonwealth infrastructure assets.

Carried

Section A – Resolutions consistent with ALGA policy

All Carried

Resolution Number: A

Adelaide Plains Council, SA

That this National General Assembly call on the Federal Government to mandate that the state and territory governments cease the philosophy of shifting unfunded responsibilities to local government whose respective communities ultimately bear the cost.

Resolution Number: B

District Council of Streaky Bay, SA

That the National General Assembly call on the Federal Government to ensure State/Territory Governments do not impose multiple levies on councils, for example Rubble Royalties, NRM Levy, Waste Management Levy.

Resolution Number: C

Wentworth Shire Council, NSW

That this National General Assembly call on the Federal Government to remove the impost on local government of collecting any Federal or state taxes in their annual rates notices.

Resolution Number: D

Toowoomba Regional Council, QLD

That the National General Assembly call on the Federal Government to amend Sections 25-65 of the Income Tax Assessment Act 1997 – Local Government Election Expenses to extend the tax deductibility status for candidates in Local Government elections to be equitable with candidates in Federal and State Parliaments.

Resolution Number: E

Banyule City Council, VIC

That the National General Assembly advocate to the Federal Government for the creation of an active transport infrastructure funding program directly to local councils.

Resolution Number: F

Brisbane City Council, QLD

That the National General Assembly calls on the Australian Government to establish a fund to incentivise local governments to produce walking strategies to address issues including traffic congestion, healthy and active lifestyles to combat obesity, and assist the development of the tourism industry.

Resolution Number: G

District Council of Streaky Bay, SA

That the National General Assembly call on the Federal Government to secure Black Spot funding to increase the safety and liveability of rural regions, e.g Eyre Peninsula.

Resolution Number: H

Blacktown City Council, NSW

That the National General Assembly calls for the Commonwealth and states to allocate sufficient funding to support all the different elements of the infrastructure and community facilities required as a result of the new growth corridors nationally.

Resolution Number: I

Logan City Council, QLD

That the 2017 National General Assembly calls for the creation of a 'growing suburbs fund' to support infrastructure provision in growing metropolitan fringe areas.

Resolution Number: J

Cessnock City Council, NSW

That the National General Assembly call on the Federal Government to provide funding to Local Government for infrastructure projects.

Resolution Number: K

Nillumbik Shire Council, VIC

That this Assembly calls on the Australian Government to establish a grant fund for regional recreational trail development to which local governments can make application for projects of an agreed regional nature.

Resolution Number: L

Blacktown City Council, NSW

That the National General Assembly calls on the Federal Government to fully compensate local government for the direct cost of citizenship ceremonies **Carried** out by councils.

Resolution Number: M

Shoalhaven City Council, NSW

That the National General Assembly call on the Federal Government to re-establish funding for Family Day Care Services that meet or exceed the National Quality Standards in a manner that provides continuity of financial support for quality services.

Resolution Number: N

Knox City Council, supported by Maroondah City Council., VIC

That the National General Assembly call of the Commonwealth Government to urgently commits to ongoing funding to support the provision of 15 hours of preschool to young children across the nation in recognition of the critical importance of the provision of accessible, affordable and high quality early childhood education and care services in building strong foundations for a prosperous, humane and modern Australia.

Resolution Number: O

Surf Coast Shire Council, VIC

That the National General Assembly advocate to the Federal Government to continue to provide its share of enduring funding of 15 hours of kindergarten per week for all children in the year before primary school.

Resolution Number: P

Horsham Rural City Council, VIC

That National General Assembly advocate for continued funding of the 15-hour kindergarten program by the Commonwealth Government beyond 2017 with permanent or long term funding being desirable.

Resolution Number: Q

Moreland City Council, VIC

That the National General Assembly calls on the Federal Government to commit to recurrent funding of Universal Access to 15 hours of kindergarten.

Resolution Number: R

North Burnett Regional Council, QLD

That this National General Assembly supports the review and reform of the NDRRA guidelines for disaster recovery funding arrangements by the Commonwealth Government and request that the approval process continue to be refined to ensure reinstatement and restoration works are delivered in the most time efficient and effective manner.

Resolution Number: S

North Burnett Regional Council, QLD

That this National General Assembly supports the review and reform of the NDRRA guidelines for disaster recovery funding arrangements by the Commonwealth Government and request that Local Government be considered as an equal partner in the review process for this all-important Government reform.

Resolution Number: T

Bega Valley Shire Council, NSW

That the National General Assembly strongly advocate for a review of the NDRRA assessment and financial reimbursement processes and the introduction of a national funding mitigation infrastructure funding program aimed at assisting Councils nationwide to protect crucial infrastructure from increasing flood, storm, ocean and fire events.

Resolution Number: U

Alexandrina Council, SA

That the National General Assembly call on the Australian Government to provide the funds needed to increase the adaptive capacity of councils to address climate change impacts, thereby improving the sustainability of Australian regions.

Resolution Number: V

Inner West Council, NSW

- That this National General Assembly call on the Federal Government to:-
1. Introduce a national standard for hazard and risk assessments and standard definitions for all natural hazards across all jurisdictions
 2. Hold an inquiry into policies offered by insurance agencies to ensure fair and equitable coverage of natural hazards and to identify future risks and limitations.
 3. Provide incentives for all state and territory governments to legislate legal liability restrictions for natural hazards, similar to Section 733 of the NSW Local Government Act 1993.
 4. Develop a National Coastline Observatory Facility to address the paucity of sustained observation currently underway around Australia's coastline to underpin the necessary foundation information for coastal risk assessment, climate change shoreline forecasting of coastal erosion and inundation warning systems.
 5. Establish an intergovernmental agreement to continue to resource and update the National Climate Change Adaptation Research Facility (NCCARF) CoastAdapt tool post 2017.
 6. Reduce Australia's future risk of extreme weather events and other impacts of climate change by:
 - Phasing out fossil fuel credits and subsidies for the mining sector
 - Committing to a clear plan for phasing out fossil fuel-generated electricity and replacing with renewable energy.

Resolution Number: W

Adelaide City Council, SA

That the National General Assembly calls on the Australian Government for the development of a national population strategy with a focus on the equitable distribution across States and Territories of new economic and business migrants coming to Australia.

Resolution Number: X

Murrumbidgee Council, NSW

That the National General Assembly call on all tiers of Government in Australia to create policies and strategies that support economic and employment opportunities in Regional Australia to support Australia's emerging role as a key producer of primary products for the South East Asiaregion in a global context.



Pneumatic Waste Collection System



17.2.7 GRANT DEED – (DEPARTMENT OF PREMIER AND CABINET – CONSTRUCTION OF THE OATLANDS AQUATIC CENTRE)

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 21 SEPTEMBER 2017

ISSUE

Council to sign and seal the Grant Deed for funding the construction of the Oatlands Aquatic Centre.

DETAIL

The Department of Premier of Cabinet has supplied a Grant Deed for execution by Council.

In summary, it contains the following terms and conditions:

- A total amount of \$2,000,000 which is payable in three instalments - \$800K on 1st April 2018; \$800K on 1st August 2018 (following the lodgement of a progress report); and \$400K on 1st July 2019 (following the lodgement of a second progress report).
- The agreed plan for the project (prepared in consultation with Project Architect and allowing for unforeseen events) is based around the following key dates –
 - By 30th October 2017 - project development approval
 - By 30th April 2018 – project building approval
 - By 30th May 2018 – release of construction tender documents and contract implementation
 - By 30th July 2018 – commence construction
 - By 31st December 2019 – expected completion

Support of the Tasmanian Government must be acknowledged in any media or public notifications and it is to be informed of any intended events.

All other terms and conditions are consistent with the standard Grant Deed.

Human Resources & Financial Implications – From a cash flow perspective, Council is in a financial position to fund any expenditure in advance of the grant payments.

In relation to the Australian Government's contribution of \$1.50 million, the required documents have been submitted with the exception of the design plans which will be available on 25th September 2017 (when lodged for development approval). The Australian Government also requires the updated Quantity Surveyor's Estimate, which will follow shortly thereafter. This documentation is required before the Australian Government can finalise its grant Deed.

Community Consultation & Public Relations Implications – Not applicable.

Policy Implications – N/A

Priority - Implementation Time Frame – Immediate

RECOMMENDATION

THAT Council execute the Grant Deed with the Department of Premier and Cabinet for the amount of \$2.0 million dollars.

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

17.2.8 TABLING OF DOCUMENTS

This is to be a standing item on the Agenda.

Tabling of documents that don't necessarily require any specific action(s).

17.3 FINANCES

Strategic Plan Reference – Page 34 & 35

6.3.1	Communities finances will be managed responsibly to enhance the wellbeing of residence.
6.3.2	Council will maintain community wealth to ensure that the wealth enjoyed by today's generation may also be enjoyed by tomorrow's generation.
6.3.3	Council's finance position will be robust enough to recover from unanticipated events, and absorb the volatility inherent in revenues and expenses.
6.3.4	Resources will be allocated to those activities that generate community benefit.

17.3.1 MONTHLY FINANCIAL STATEMENT (AUGUST 2017)

Author: GENERAL MANAGER (TIM KIRKWOOD)

Date: 21 SEPTEMBER 2017

ISSUE

Refer enclosed Report incorporating the following: -

- Statement of Comprehensive Income – 1st July 2017 to 31st August 2017 (including Notes)
- Current Expenditure Estimates – as at 31st August 2017
- Capital Expenditure Estimates (*refer to enclosed report detailing the individual capital projects*) – as at 31st August 2017
- Cash Flow Statement – August 2017
- Rates & Charges – 11th September 2017

Note: Expenditure figures provided are for the period 1st July 2017 to 31 August 2017 – 16.67% of the period.

CURRENT EXPENDITURE ESTIMATES (OPERATING BUDGET)

Strategic Theme - Infrastructure

Nil.

Strategic Theme – Growth

Nil.

Strategic Theme – Landscapes

Nil.

Strategic Theme – Lifestyle

Sub-Program – Childcare – expenditure to date (\$5,000 – 66.67%). Annual donation to the Brighton Family Day Care Service.

Sub-Program – Public Health – expenditure to date (\$2,948 – 29.20%). An amount of \$2,159 relates to expenditure for the 'Mens Shed' program which is grant funded.

Strategic Theme –Community

Nil.

Strategic Theme –Organisation

Sub-Program – Sustainability - expenditure to date (\$471,002 – 21.37%). Expenditure includes annual costs associated with computer software maintenance (GIS/NAV) and licensing \$63,038, and annual insurance payments of \$49,060.

RECOMMENDATION

THAT the Financial Report be received and the information noted.

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

STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD
1st JULY 2017 to 31st AUGUST 2017

	Annual Budget	Year to Date as at 31st AUGUST	%	Comments
Income				
General rates	\$ 5,174,991	\$ 5,109,675	98.7%	Budget includes Interest & Penalties to be imposed to end of June 2017
User Fees (refer Note 1)	\$ 968,447	\$ 180,395	18.6%	
Interest	\$ 157,000	\$ 35,595	22.7%	
Government Subsidies	\$ 24,000	\$ 1,000	4.2%	Heavy Vehicle Licence Fees & Road Rescue MAIB reimbursements
Contract Income	\$ 0	\$ 0	0.0%	
Other (refer Note 2)	\$ 162,000	\$ 15,386	9.5%	
Sub-Total	\$ 6,486,437	\$ 5,342,052	82.4%	
Grants - Operating	\$ 3,266,489	\$ 421,084	12.9%	
Total Income	\$ 9,752,926	\$ 5,763,136	59.1%	
Expenses				
Employee benefits	\$ (3,950,529)	\$ (524,752)	13.3%	Less Roads - Resheeting Capitalised
Materials and contracts	\$ (3,227,729)	\$ (518,136)	16.1%	Less Roads - Resheeting Capitalised, Includes Land Tax
Depreciation and amortisation	\$ (2,719,500)	\$ (453,341)	16.7%	Percentage Calculation (based on year-to-date)
Finance costs	\$ (48,925)	\$ (4,694)	9.6%	
Contributions	\$ (209,622)	\$ 0	0.0%	Fire Service Levies
Other	\$ (161,100)	\$ (77,516)	48.1%	Incls Rate Discounts \$9,322 (annual cost)
Total expenses	\$ (10,317,405)	\$ (1,578,438)	15.3%	
Surplus (deficit) from operations	\$ (564,479)	\$ 4,184,697	-741.3%	
Grants - Capital (refer Note 3)	\$ 3,177,843	\$ 61,635	1.9%	
Sale Proceeds (Plant & Machinery)	\$ 484,000	\$ 89,390	0.0%	
Net gain / (loss on disposal of non-current assets)	\$ 0	\$ 0	0.0%	
Surplus / (Deficit)	\$ 3,097,364	\$ 4,335,722	140.0%	

NOTES				
1. Income - User Fees (Budget \$968,447) includes:				
- All other Programs	\$ 371,311	\$ 98,231	26.5%	Actual Income Received (i.e. excluding Debtors)
- Private Works	\$ 267,136	\$ 44,317	16.6%	
- Callington Mill	\$ 330,000	\$ 38,847	11.8%	
	\$ 968,447	\$ 181,395		
2. Income - Other (Budget \$162,000) includes:				
- Tas Water Distributions	\$ 152,000	\$ 15,216	10.01%	
- HBS Dividend	\$ 10,000	\$ -	0.0%	
- Other	\$ -	\$ 170	0.0%	
	\$ 162,000	\$ 15,386	9.5%	
3. Grant - Capital (Budget \$877,860) includes:				
- Black Spot Funding	\$ -	\$ -	0.0%	
- Swimming Pool	\$ 2,300,000	\$ -	0.0%	
- Heritage Grant (TCF - Access System)	\$ -	\$ 43,135	0.0%	
- Community Infrastructure Fund	\$ -	\$ 18,500	0.0%	
- Roads To Recovery Grant	\$ 877,843	\$ -	0.0%	To be claimed in March 2018
	\$ 3,177,843	\$ 61,635	1.9%	

CAPITAL EXPENDITURE PROGRAM 2017-18							
AS AT 31 AUGUST 2017							
				BUDGET	EXPENDITURE	VARIANCE	COMMENTS
INFRASTRUCTURE							
	ROAD ASSETS						
	Resheeting Program	Various	Roads Resheeting	\$ 700,000	\$ 83,719	\$ 616,281	
	Reseal Program		Roads Resealing (as per agreed program)	\$ 600,000	\$ -	\$ 600,000	
			Woodsdale Road	\$ 135,000	\$ -	\$ 135,000	
			2 x 50 mtr sections - Runnymede end				
			1 x 100 mtr section - vicinity of Runnymede Fire Station				
			1 x 200 mtr section - vicinity of 'Questlands'				
			1 x 200 mtr section - vicinity of Woodsdale Cemetery				
			1 x 200 mtr section - vicinity of Back Woodsdale Road				
			Stonor Road (200 metres - approx. 5 kms in from Highway)	\$ 36,000	\$ -	\$ 36,000	
	Reconstruct & Seal	C1020033	Yarlington Road (Smarts Hill - 150 metres)	\$ 22,500	\$ -	\$ 22,500	Budget cfwd
	Construct & Seal (Unsealed Roads)		Blackbrush Road - new seal (400 metres each end)	\$ 144,000	\$ -	\$ 144,000	
	Incls. widening component		Eldon Road (extend seal from Tunnack end for 1.0 km)	\$ 180,000	\$ -	\$ 180,000	
			Native Corners Road - new seal (500 metres)	\$ 90,000	\$ -	\$ 90,000	
	Minor Seals (New)		Various Projects	\$ 20,000	\$ -	\$ 20,000	
			Church Road (Brighton Council end)	\$ 10,000	\$ -	\$ 10,000	Budget cfwd
		C1020032	Hasting Street Junction	\$ 15,000	\$ 959	\$ 14,041	Budget cfwd - WIP 30/6/17
	Unsealed - Road Widening		Clifton Vale - (Cliff Section)	\$ 40,000	\$ -	\$ 40,000	
			Chauncy Vale Road, Bagdad	\$ 20,000	\$ -	\$ 20,000	Budget cfwd
			Grices Road (Section Widening)	\$ 36,000	\$ -	\$ 36,000	
	Junction / Road Realignment / Other		East Bagdad Road - Subsidence Areas	\$ 20,000	\$ -	\$ 20,000	
		C1020055	Yarlington Road - Realignment	\$ 240,000	\$ 186,542	\$ 53,458	RTR WIP 30/6/17 \$185,828
		C1020047	Lovely Banks Road (junction with Colebrook)	\$ 210,000	\$ 201,343	\$ 8,657	WIP 30/6/17 \$196,787 - Budget includes \$40K cfwd
			Reeve St - Hall Street to Rec Ground (K&G) - 70 metres	\$ 17,882	\$ -	\$ 17,882	Budget includes \$8,800 cfwd
			Campania - Reeve St / Hall Street (K&G)	\$ 5,000	\$ -	\$ 5,000	Budget cfwd
		C1010028	Woodsdale Road - Landslip Area (vicinity Scott's Quarry)	\$ 15,000	\$ -	\$ 15,000	Budget cfwd
		C1010039	Woodsdale Road - Landslip Area(s) - Engineering Assessment	\$ 9,700	\$ -	\$ 9,700	
				\$ 2,566,082	\$ 472,563	\$ 2,093,519	

BRIDGE ASSETS	C1030006	Fields Road Bridge (B1851)	\$ -	\$ 1,469	\$ (1,469)	WIP 30/6/17
	C1030021	Wattle Hill Road Bridge (B1402)	\$ -	\$ 2,692	\$ (2,692)	
	C1030044	Grahams Creek Road (Grahams Creek B2510)	\$ -	\$ 36,180	\$ (36,180)	RTR - WIP 30/6/17
	C1030049	Inglewood Road (B 4289)	\$ -	\$ 32	\$ (32)	Capitalised 16/17
	C1030054	Bellevale Road (B2723)	\$ -	\$ 19,347	\$ (19,347)	RTR - WIP 30/6/17
	C1030055	Link Road (Craigbourne Creek B3820)	\$ -	\$ 142,926	\$ (142,926)	RTR - WIP 30/6/17
	C1030056	Noyes Road (Limekiln Creek T268.00051)	\$ -	\$ 26,731	\$ (26,731)	WIP 30/6/17
	C1030057	Reynolds Road (Burns Creek B5301)	\$ -	\$ 67,115	\$ (67,115)	WIP 30/6/17
				\$ -	\$ 296,492	\$ (296,492)
WALKWAYS	C1040011	Footpaths - General (Program to be confirmed)	\$ 30,000	\$ 1,043	\$ 28,957	Street Furniture
		Bagdad Township				
		- Swan Street (Blackport Rd to Green Valley Rd)	\$ 109,557	\$ 2,687	\$ 106,870	WIP 30/6/17 \$2,687 - Budget c/fwd
		- Midland Highway (Bus Shelter)	\$ 5,000	\$ -	\$ 5,000	Budget c/fwd
		Campania Township				
		- Review Management Plan (Site Plan) / Walking Tracks (Bush F	\$ 5,000	\$ -	\$ 5,000	Budget c/fwd
		Colebrook Township				
		- K&G Renewal (Richmond St-southern end)	\$ 30,000	\$ -	\$ 30,000	Budget c/fwd
		- Streetscape Plan Development & Implementation (Part)	\$ 60,000	\$ 5,541	\$ 54,459	WIP 30/6/17
		Kempton Township				
		- Streetscape Plan (Review & Implementation (Part)	\$ 40,000	\$ -	\$ 40,000	
					\$ -	
		Parratah Township				
		- Tunnack Main Road Kerb & Gutter	\$ 14,478	\$ -	\$ 14,478	
					\$ -	
	Tunbridge Township					
	- Main Road Kerb & Gutter	\$ 22,000	\$ -	\$ 22,000	Budget C/fwd \$7k	
	- Streetscape Project (Part Implementation) - 2 yr program	\$ 67,954	\$ -	\$ 67,954	Subject to \$50K Grant Application (Infrastructure Fund)	
			\$ 383,989	\$ 9,271	\$ 374,718	
DRAINAGE		Bagdad				
		- Midland Hwy/Swan St Drainage (McShane property)	\$ 22,500	\$ -	\$ 22,500	Budget c/fwd
		Campania			\$ -	
		- Estate Road (School Farm - Easement)	\$ 10,000	\$ -	\$ 10,000	Budget c/fwd
		- Reeve Street Open Drain (north of Telephone Box)	\$ 35,000	\$ 4,124	\$ 30,876	WIP 30/6/17 \$3,750 - Budget c/fwd
		Oatlands				
		- Barrack Street (towards Mason Street)	\$ 10,000	\$ -	\$ 10,000	Budget c/fwd
		- High St/Wellington Street Junction	\$ 5,000	\$ -	\$ 5,000	Budget c/fwd
		- Queen Anne Street	7500		\$ 7,500	
			\$ 90,000	\$ 4,124	\$ 85,876	

	WASTE		Oatlands WTS - General Improvements	\$ 25,000	\$ -	\$ 25,000	Budget includes \$5K c/wd
			Dysart WTS - General Improvements	\$ 20,000	\$ -	\$ 20,000	
			Wheellie Bins and Crates	\$ 7,500	\$ -	\$ 7,500	
				\$ 52,500	\$ -	\$ 52,500	
	PUBLIC TOILETS		Lake Dulverton (New facilities - design & approvals)	\$ 83,915	\$ 14,618	\$ 69,297	Budget includes \$12K c/wd
			Colebrook Hiistory Room Toilets (Conversion Family Change Room)	\$ 12,000	\$ -	\$ 12,000	
				\$ 95,915	\$ 14,618	\$ 81,297	
	SIGNAGE		Oatlands Signage (Info Bays) - Town Maps etc. - 2 Small & 2 Large	\$ 9,282	\$ -	\$ 9,282	Budget c/wd
				\$ 9,282	\$ -	\$ 9,282	
GROWTH	TOURISM		Building (Wool Press Cover)	\$ 9,170	\$ -	\$ 9,170	Budget c/wd
			Lake Dulverton (Aquatic Club Fit-Out) - Shower / Toilet Facility	\$ 18,000	\$ -	\$ 18,000	Budget c/wd
			Lake Dulverton (Aquatic Club Fit-Out) - Roof Replacement	\$ 30,000	\$ 9,375	\$ 20,625	Budget c/wd
			Beacon Tourism Sub-Regional Project	\$ 18,000	\$ -	\$ 18,000	
			Lake Dulverton - Cows	\$ 12,000	\$ -	\$ 12,000	
				\$ 87,170	\$ 9,375	\$ 77,795	
	HERITAGE		Callington Mill (Asset Renewals)	\$ 15,000	\$ -	\$ 15,000	
	2016-17		Callington Mill (Mill Tower - Fire Detection System & Exit Lighting)	\$ 6,500	\$ -	\$ 6,500	Budget c/wd
		G3010010	Commissariat (79 High Street)	\$ 464,250	\$ 229,056	\$ 235,194	WIP 30/6/17 \$196,481 - Budget c/wd \$384,250
	Wood Stove (Women's Kitchen)		Oatlands Court House (Stabilisation & Gaol Cell)	\$ 5,000	\$ -	\$ 5,000	Budget c/wd
		C3010002	Oatlands Gaol - Minor Capital Works	\$ 5,351	\$ -	\$ 5,351	Budget c/wd
			Heritage Building (Key Card System)	\$ 47,000	\$ -	\$ 47,000	
			Kempton Watch House (Fitout)	\$ 7,500	\$ -	\$ 7,500	Budget c/wd
			Parattah Railway Station - Guttering & Fascia	\$ 9,600	\$ -	\$ 9,600	Budget includes \$2.6K c/wd
				\$ 560,201	\$ 229,056	\$ 331,145	
	NATURAL		Chauncy Vale - Day Dawn Cottage (Toilet Upgrade)	\$ 5,000	\$ 3,091	\$ 1,909	Budget c/wd
			Dulverton Walkway Safety Upgrade	\$ -	\$ 216	\$ (216)	Grant c/wd
			Chauncy Vale - Interps Hut Repairs	\$ -	\$ 423	\$ (423)	
				\$ 5,000	\$ 3,730	\$ 1,270	
	REGULATORY		Kempton Council Chambers - Building & Office Improvements	\$ 23,704	\$ 3,436	\$ 20,268	WIP 30/06/17 \$577 - Budget includes \$23,704 c/wd
			Kempton Council Chambers - External repainting (Windows etc.)	\$ 7,500	\$ -	\$ 7,500	Budget c/wd
			Kempton Council Chambers - Office Furniture & Equipment	\$ 3,000	\$ -	\$ 3,000	
				\$ 34,204	\$ 3,436	\$ 30,768	

LIFESTYLE	ACCESS		All Buildings (Priority Approach - Year 2 of 5)	\$ 50,000	\$ -	\$ 50,000	
				\$ 50,000	\$ -	\$ 50,000	
	RECREATION						
		C4070005	Recreation Committee	\$ 30,000	\$ -	\$ 30,000	
			Blue Place - external repainting	\$ 20,000	\$ -	\$ 20,000	
			Colebrook Hall - Heating	\$ 3,000	\$ 11,416	\$ (8,416)	WIP 30/06/17 \$560 - Budget includes \$3k c/wd
			Kempton Hall - external repainting	\$ 40,000	\$ -	\$ 40,000	Budget includes \$20k c/wd
			- Alexander Circle & Lyndon Road (Stage 2)	\$ 8,000	\$ -	\$ 8,000	
			Playground Equipment	\$ -	\$ -	\$ -	
			Rec Ground - Campania (Stormwater - eastern side)	\$ 3,000	\$ -	\$ 3,000	
			Oatlands Aquatic Centre (New Pool)	\$ 3,130,000	\$ 90,151	\$ 3,039,849	WIP 30/017
		C4070033	Oatlands Aquatic Club Building	\$ 18,000	\$ 19,693	\$ (1,693)	WIP 30/06/17 \$19,693 - Budget includes \$18K c/wd
			Rec Ground - Mt Pleasant (Upgrade Toilets)	\$ 13,000	\$ -	\$ 13,000	Budget c/wd
			Rec Ground - Mangalore		\$ 150	\$ (150)	WIP 30/017
		C4070001	Rec Ground - Parattah (Facility Development)	\$ 14,000	\$ 407	\$ 13,593	Budget c/wd
		G4070015	Stables & Carriage Shed	\$ -	\$ 724	\$ (724)	
			Tunbridge Park - Perimeter Fence (Safety)	\$ 7,500	\$ -	\$ 7,500	
				\$ 3,286,500	\$ 122,541	\$ 3,163,959	
COMMUNITY	CAPACITY						
		C5020001	Levendale Community Centre	\$ 8,000	\$ -	\$ 8,000	Budget c/wd
			Memorial Avenue Development (Island)	\$ 47,000	\$ -	\$ 47,000	
			Memorial Avenue Development (Survey; Fencing & Aquisition)	\$ 15,100	\$ -	\$ 15,100	
				\$ 70,100	\$ -	\$ 70,100	
	SAFETY						
			Road Accident Rescue Unit	\$ 3,000	\$ -	\$ 3,000	
				\$ 3,000	\$ -	\$ 3,000	
ORGANISATION	SUSTAINABILITY						
			Council Chambers - Building Improvements	\$ 15,500	\$ 4,123	\$ 11,377	Budget includes \$7,500 c/wd
			Photo Reframing	\$ 3,000	\$ -	\$ 3,000	Budget c/wd
			Council Chambers - Damp Issues & Stonemasonry	\$ 15,000	\$ -	\$ 15,000	Budget c/wd
			Council Chambers - Server Room (Fireproofing)	\$ 10,000	\$ -	\$ 10,000	Budget c/wd
		C6020009	Computer System (Hardware / Software)	\$ 67,338	\$ 11,988	\$ 55,350	
			Telephone / Comms System	\$ 35,000	\$ -	\$ 35,000	
	C4070011	C9990002	Town Hall (General - Incl. Office Equip/Furniture)	\$ 8,000	\$ 2,742	\$ 5,258	
				\$ 153,838	\$ 18,853	\$ 134,985	

WORKS					
	Kempton Depot - External Painting	\$ 10,000	\$ -	\$ 10,000	Budget c/fwd
	Depot Relocation (Site / Concept Plans etc.)	\$ 300,000	\$ -	\$ 300,000	
				\$ -	
	Minor Plant Purchases	\$ 9,500	\$ 258	\$ 9,242	
	Radio System	\$ 2,000	\$ -	\$ 2,000	
	Plant Replacement Program				
	Refer separate Schedule (Gross)	\$ 552,500	\$ -	\$ 552,500	
	Light Vehicles (Gross)	\$ 192,000	\$ -	\$ 192,000	
	(Trade Allowance - \$180K)				
	Slasher Extra H/Duty (7ft Cut)	\$ 10,500		\$ 10,500	
		\$ 1,076,500	\$ 258	\$ 1,076,242	
	GRAND TOTALS	\$ 8,524,281	\$ 1,184,315	\$ 7,339,966	

**SOUTHERN MIDLANDS COUNCIL : CURRENT EXPENDITURE 2017/18
SUMMARY SHEET**

PROGRAM	TOTAL	REVISED BUDGET (GRANTS & OTHER REIMBURSEMENTS)	ACTUAL AS AT 31st AUGUST 2017 16.67%	VARIANCE (+/-)	% BASED ON REVISED BUDGET 100%
INFRASTRUCTURE					
Roads	3,077,714	3,077,714	460,332	2,617,382	14.96%
Bridges	350,040	350,040	51,818	298,222	14.80%
Walkways	212,309	212,309	16,245	196,064	7.65%
Lighting	85,680	85,680	13,692	71,989	15.98%
Irrigation	0	0	0	0	0.00%
Drainage	85,132	85,132	9,182	75,950	10.79%
Waste	748,167	748,167	63,063	685,104	8.43%
Public Toilets	58,994	58,994	5,900	53,094	10.00%
Communications	0	0	0	0	0.00%
Signage	6,675	6,675	1,445	5,230	21.64%
INFRASTRUCTURE TOTAL:	4,624,711	4,624,711	621,676	4,003,035	13.44%
GROWTH					
Residential	0	0	0	0	0.00%
Mill Operations	493,706	493,706	78,021	415,685	15.80%
Tourism	241,582	241,582	6,180	235,402	2.56%
Business	997,261	247,261	44,637	202,623	18.05%
Agriculture	0	0	0	0	0.00%
Integration	7,500	7,500	0	7,500	0.00%
GROWTH TOTAL:	1,740,049	990,049	128,838	861,210	13.01%
LANDSCAPES					
Heritage	289,968	289,968	41,723	248,245	14.39%
Natural	164,875	164,875	28,017	136,858	16.99%
Cultural	9,600	9,600	0	9,600	0.00%
Regulatory	768,365	768,365	116,324	652,041	15.14%
Climate Change	11,181	11,181	301	10,880	2.69%
	0	0			
LANDSCAPES TOTAL:	1,243,989	1,243,989	186,366	1,057,624	14.98%
LIFESTYLE					
Youth	226,638	226,638	28,593	198,045	12.62%
Aged	2,500	2,500	136	2,364	5.45%
Childcare	7,500	7,500	5,000	2,500	66.67%
Volunteers	40,000	40,000	1,588	38,412	3.97%
Access	0	0	0	0	0.00%
Public Health	10,093	10,093	2,948	7,146	29.20%
Recreation	490,033	490,033	45,681	444,352	9.32%
Animals	103,767	103,767	18,359	85,408	17.69%
Education	0	0	0	0	0.00%
LIFESTYLE TOTAL:	880,531	880,531	102,305	778,225	11.62%
COMMUNITY					
Retention	0	0	0	0	0.00%
Capacity	27,925	27,925	2,575	25,350	9.22%
Safety	56,650	56,650	6,358	50,292	11.22%
Consultation	7,300	7,300	1,296	6,004	17.76%
Communication	12,125	12,125	1,623	10,502	13.39%
COMMUNITY TOTAL:	103,998	103,998	11,852	92,147	11.40%
ORGANISATION					
Improvement	7,590	7,590	0	7,590	0.00%
Sustainability	2,203,826	2,203,826	464,357	1,739,469	21.07%
Finances	277,707	277,707	12,391	265,316	4.46%
ORGANISATION TOTAL:	2,489,123	2,489,123	476,748	2,012,375	19.15%
TOTALS	11,082,400	10,332,400	1,527,785	8,804,615	14.79%

	INFLOWS (OUTFLOWS) (July 2017)	INFLOWS (OUTFLOWS) (August 2017)	INFLOWS (OUTFLOWS) (Year to Date)
Cash flows from operating activities			
Payments			
Employee costs	- 261,471.56	- 263,280.28	- 524,751.84
Materials and contracts	- 619,314.92	- 215,561.82	- 834,876.74
Interest	- 4,693.83	-	- 4,693.83
Other	- 19,434.44	- 58,081.58	- 77,516.02
	- 904,914.75	- 536,923.68	- 1,441,838.43
Receipts			
Rates	92,911.15	813,684.96	906,596.11
User charges	235,490.50	96,854.23	332,344.73
Interest received	18,986.07	16,609.32	35,595.39
Subsidies		-	-
Other revenue grants	-	410,084.25	410,084.25
GST Refunds from ATO		-	-
Other	11,533.48	19,250.73	30,784.21
	358,921.20	1,356,483.49	1,715,404.69
Net cash from operating activities	- 545,993.55	819,559.81	273,566.26
Cash flows from investing activities			
Payments for property, plant & equipment	- 42,952.75	- 265,587.42	- 308,540.17
Proceeds from sale of property, plant & equipment		89,389.93	89,389.93
Proceeds from Capital grants	61,635.00	11,000.00	72,635.00
Proceeds from Investments	-	-	-
Payment for Investments	-	-	-
Net cash used in investing activities	18,682.25	- 165,197.49	- 146,515.24
Cash flows from financing activities			
Repayment of borrowings	- 6,514.75	-	- 6,514.75
Proceeds from borrowings			-
Net cash from (used in) financing activities	- 6,514.75	-	- 6,514.75
Net increase/(decrease) in cash held	- 533,826.05	654,362.32	120,536.27
Cash at beginning of reporting year	11,637,204.77	11,103,378.72	11,637,204.77
Cash at end of reporting	11,103,378.72	11,757,741.04	11,757,741.04

SOUTHERN MIDLANDS COUNCIL				
SUMMARY OF RATES AND CHARGES LEVIED, REMITTED AND COLLECTED				
	This Financial Year 11th September 2017		Last Financial Year 14th September 2016	
Arrears brought forward as at July 1		\$ 379,430.89		\$ 415,003.63
ADD current rates and charges levied		\$ 5,104,980.78		\$ 4,808,945.01
ADD current interest and penalty		\$ 6,148.20		\$ 6,402.95
TOTAL rates and charges demanded	100.00%	\$ 5,490,559.87	100.00%	\$ 5,230,351.59
LESS rates and charges collected	28.14%	\$ 1,544,970.81	18.54%	\$ 969,561.23
LESS pensioner remissions	4.05%	\$ 222,176.80	4.07%	\$ 212,729.06
LESS other remissions and refunds	0.07%	\$ 3,890.32	0.10%	\$ 5,321.98
LESS discounts	0.39%	\$ 21,380.12	0.26%	\$ 13,465.96
TOTAL rates and charges collected and remitted	32.65%	\$ 1,792,418.05	22.96%	\$ 1,201,078.23
UNPAID RATES AND CHARGES	67.35%	\$ 3,698,141.82	77.04%	\$ 4,029,273.36

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

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

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 PROPERTY MATTER - OATLANDS

20.5 PROPERTY MATTER - COLEBROOK

20.6 PROPERTY MATTER - INTERLAKEN

20.7 PROPERTY MATTER – LOWER MARSHES

20.8 LEGAL MATTER

20.9 PROPERTY MATTER - OATLANDS

RECOMMENDATION

THAT Council move out of “Closed Session”.

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

OPEN COUNCIL AGENDA

21. CLOSURE