

AGENDA ORDINARY COUNCIL MEETING

Tuesday, 21 January 2025

Time 3.00pm

Location Council Chambers

26 Lyall Street

Westbury, Tasmania

Telephone (03) 6393 5300

The Way We Work Together Our Agreed Behaviours

- We work as a team, value each other's contribution and are accountable for our work.
- 2. We support each other's roles to deliver the best outcomes for our customers and community.
- 3. We are supported, trusted and empowered to do our work.
- 4. We value open and transparent communication to keep each other well informed.
- 5. We operate in an environment where people feel connected.

Council Chambers Seating Plan

General Manager Mayor Jonathan Harmey Wayne Johnston Minute Taker **Deputy Mayor** Anthea Rooney Stephanie Cameron Councillor Kevin House Councillor Deborah White Councillor Anne-Marie Loader Councillor Ben Dudman Councillor Councillor John Temple Daniel Smedley Councillor Rodney Synfield **Council Officers Public Gallery**

Going to a Council Meeting

Members of the community are encouraged to engage with Council's monthly meetings. You can submit questions online or attend in person.

The Council's website offers handy fact sheets with information about what to expect at a Council Meeting, including how to participate in Public Question Time.

In accordance with Policy No. 98: Council Meeting Administration, this Meeting will be recorded and live streamed to the general public. By attending the Meeting in person, you are consenting to personal information being recorded and published.

Hard copies of Agendas and Minutes are also available to view at the Council's office.

Learn More

Click here to find fact sheets about attending a Council Meeting, or to submit a question online for a future Meeting.

A copy of the latest Agenda and Minutes are available to view at the Council's office in Westbury. *Click here* to view Agendas and Minutes online or listen to audio of Meetings.

After the Meeting, you will find Minutes, Audio and Live Stream Recordings online. The recordings will remain available to the public for six months.

You can also contact the Office of the General Manager by telephone on (03) 6393 5317, or email ogm@mvc.tas.gov.au to ask any questions, to submit a question or learn more about opportunities to speak at a Council Meeting.

Public Access to Chambers

Where there is a need to manage demand, seating will be prioritised as follows:

For Planning Decisions: Applicants and representors have first priority. A representor is a community member who writes to the Council to object to or support a planning application (statutory timeframes apply for becoming a representor during the planning process).

For All Decisions: Members of the media are welcome to take up any seats not in use by the public or email ogm@mvc.tas.gov.au to request specific information about a Council decision.

Attendees are requested to consider the health and wellbeing of others in attendance.

If you are symptomatic or in an infectious state, then you are requested to stay away from the Meeting or follow good practices to minimise risk to others. This includes measures such as social distancing, wearing of face-masks and the use of hand sanitisers.

Conduct at Council Meetings

Visitors are reminded that Council Meetings are a place of work for staff and Councillors.

The Council is committed to meeting its responsibilities as an employer and as host of this important public forum, by ensuring that all present meet expectations of mutually respectful and orderly conduct.

It is a condition of entry to the Council Chambers that you cooperate with any directions or requests from the Chairperson or the Council's Officers.

The Chairperson is responsible for maintaining order at Council Meetings. The General Manager is responsible for health, wellbeing and safety of all present. The Chairperson or General Manager may require a person to leave the Council's premises following any behaviour that falls short of these expectations. It is an offence to hinder or disrupt a Council Meeting.

Access and Inclusion

The Council supports and accommodates inclusion for all who seek participation in Council Meetings, as far as is practicable.

Any person with a disability or other specific needs is encouraged to contact the Council prior to the Meeting on (03) 6393 5317 or via email to ogm@mvc.tas.gov.au to discuss how the Council can best assist you with access.

Council Meeting Processes

During Council Meetings, the following, processes occur:

All motions are passed by simple majority unless otherwise stated in the Agenda Item.

Councillors abstaining from voting at a Council Meeting are recorded as a negative vote (Local Government (Meeting Procedures) Regulations 2015).

Councillors are able to move amended, alternate or procedural motions during debate.

Councillors' Questions Without Notice will not be recorded in the Minutes unless they are Taken on Notice

Members of the Public are able to ask two questions during Questions Without Notice.

Certificate of Qualified Advice

The General Manager must ensure any advice, information or recommendation is given to Council by a person with the necessary qualifications or experience: section 65, *Local Government Act 1993*.

Council must not decide on any matter without receiving qualified advice or a certification from the General Manager.

Accordingly, I certify that, where required:

- (i) the advice of a qualified person was obtained in preparation of this Agenda; and
- (ii) this advice was taken into account in providing general advice to the Meander Valley Council; and
- (iii) A copy of any such advice (or a written transcript or summary of oral advice) is included with the Agenda item.

Jonathan Harmey General Manager

Meander Valley Council - Ordinary Meeting Agenda: 21 January 2025

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1. Opening of Meeting and Apologies

2. Acknowledgment of Country

I begin today by acknowledging the Pallitore and Panninher past peoples, the Traditional Owners and Custodians of the land on which we gather today and I pay my respects to Elders past and present. I extend that respect to all Aboriginal and Torres Strait Islander peoples here today.

3. Confirmation of Minutes

Local Government (Meeting Procedures) Regulations 2015 – Regulation 35(1)(b)

Recommendation

That Council receives and confirms the Minutes of the last Ordinary Council Meeting held on 10 December 2024.

4. Declarations of Interest

Local Government Act 1993 – section 48

(A councillor must declare any interest that the councillor has in a matter before any discussion on that matter commences).

5. Council Workshop Report

Local Government (Meeting Procedure) Regulations 2015 – Regulation 8(2)

Topics Discussed – 17 December 2024

Highway Dedication of Dynans Lane, Weegena

Councillors discussed public highway status of Dynans Lane.

Place Brand Roll Out Update

Councillors received an update on the proposed timetable for the Place Brand roll out.

Review of Customer Service Charter

Councillors provided feedback on the proposed updates to the Council's Customer Service Charter.

State Government Response to Local Government Review

Councillors were provided with an opportunity to discuss the State Government's response to the Future of Local Government Report.

Proposed New Policy: Managing Unreasonable Conduct by Customers

Councillors provided feedback on the proposed new Policy for Managing Unreasonable Conduct by Customers.

Proposed New Policy: Governance Charter

Councillors provided feedback on the proposed new Policy for a Governance Charter.

Review of Economic Development Policies

Councillors discussed continuation of Economic Development Policies.

Proposed Discontinuation – Policy No. 93: Managing Public Appeals

Councillors considered discontinuation of the Council's managing public appeals Policy.

Items for Noting

Review and Proposed Amendments to Policy No. 15: Driveway Crossovers

Councillors were advised of proposed amendments to the Driveway Crossovers Policy.

6. Mayor and Councillors' Reports

Councillors' Official Activities and Engagements Since Last Meeting

Mayor Wayne Johnston

Attended the following events:

- 10 December 2024 presented at the Our Lady of Mercy End of Year presentations
- 10 December 2024 presented at the Deloraine Primary School End of Year presentations
- 11 December 2024 attended the Local Government Association's General Management Committee Meeting
- 12 December 2024 attended the Local Government Association's PLGC
- 14 December 2024 attended the Meander Valley Council's end of year dinner
- 9 January 2025 attended a Meeting with The Honourable Kerry Vincent, Minister for Infrastructure and Local Government
- 9 January 2025 attended a Meeting with TasWater, Malcolm Eastley and Peter Briggs

Councillor Ben Dudman

Attended the following events:

- 14 December 2024 attended the Meander Valley Council's end of year dinner
- 17 December 2024 attended the Meander Valley Council's Audit Panel Meeting

Councillor Kevin House

Attended the following events:

• 17 December 2024 – attended the Meander Valley Council's Community Grants and Sponsorship Fund Committee Meeting

Councillor Anne-Marie Loader

Attended the following events:

- 10 December 2024 attended the *BlazeAid* barbeque
- 12 December 2024 presented at the Mole Creek Primary School Presentation evening
- 14 December 2024 attended the Meander Valley Council's end of year dinner
- 17 December 2024 attended the Meander Valley Council's Community Grants and Sponsorship Fund Committee Meeting
- 22 December 2024 attended the Blackstone Heights Community Christmas Sausage Sizzle
- 3 January 2025 attended the Carrick Festival of Small Halls event
- 9 January 2025 attended a Meeting with The Honourable Kerry Vincent, Minister for Infrastructure and Local Government
- 9 January 2025 attended a Meeting with TasWater, Malcolm Eastley and Peter Briggs
- 10 January 2025 attended the Parkham Festival of Small Halls event

Councillor Rodney Synfield

Attended the following events:

- 14 December 2024 attended the Meander Valley Council's end of year dinner
- 9 January 2025 attended a Meeting with The Honourable Kerry Vincent, Minister for Infrastructure and Local Government
- 9 January 2025 attended a Meeting with TasWater, Malcolm Eastley and Peter Briggs

Councillor John Temple

Attended the following events:

- 17 December 2024 attended the Meander Valley Council's Audit Panel Meeting
- 9 January 2025 attended a Meeting with The Honourable Kerry Vincent, Minister for Infrastructure and Local Government

Councillors' Announcements and Acknowledgements

7. Petitions

For further information about Petitions, refer to the Local Government Act 1993: sections 57-60A

No new Petitions or Actions on Previous Petitions have been received as part of this Agenda

8. Community Representations

Community representations are an opportunity for community members or groups to request up to three minutes to address Council on a topic of particular interest.

Requests received at least 14 days prior to a Council Meeting will be considered by the Chairperson. For further information, contact the Office of the General Manager on (03) 6393 5317 or email ogm@mvc.tas.gov.au.

No Community Representations have been received as part of this Agenda

9. Public Question Time

Members of the public may ask questions in person or using the form available on the Council's website.

During the Meeting, a minimum of 15 minutes is available and is set aside for members of the public to ask Questions With or Without Notice. Council will accept up to two Questions With Notice and two Questions Without Notice per person, per Meeting.

Click here to submit an online question for a future Meeting.

Refer to pages 3 and 4 of this Agenda for more information about attending a Council Meeting.

9.1. Public Questions With Notice

Local Government (Meeting Procedures) Regulations 2015 – Regulation 31(1)

(Questions With Notice must be in writing and should be received by the General Manager at least seven days before the relevant Council Meeting).

Question

Ralph Wayment, Reedy Marsh – Meander River Issues – asked at the Council Meeting on 10 December 2024

1. [In relation to approximately 650m of Meander River frontage downstream at Reedy Marsh], the 2022 floods deposited a huge amount of wood into the river, which remains in the riparian strip and is a concern in consideration of fire load. Does the Meander Valley Council have any policies, capability or financial assistance to help maintain the quality of riparian zones?

David Murray (Director Infrastructure Services) advised that management of the Meander River is the responsibility of the Department of Natural Resource and Environment Tasmania (NRE). Enquiries relating to the clean-up and maintenance of the river should be directed to the NRE as the relevant authority.

NRM North is a natural resource management organisation based in the north of Tasmania. NRM North offers programs and potential funding opportunities specifically focused on the improvement of riparian vegetation adjacent to river banks. It is recommended that concerned of affected residents make contact with NRM North to discuss the availability of assistance packages.

Question

Liam Harrex, Blackstone Heights – Capital Works Program 2024/25 – submitted via email on 13 December 2024

1. Can the Council please provide a project status update on the following items from the 2024-25 Capital Works Program? Do they remain on track for completion in 2024/25: 24.039 – Longvista Road – new footpath, Blackstone Park to Bayview Drive and 24.139 – Panorama Road – new footpath design?

David Murray (Director Infrastructure Services) advised that the new footpath construction on Longvista Road (Blackstone Park to Bayview Drive) is programmed to commence construction in late March 2025, with completion estimated to be by May 2025. The preliminary design work for the proposed footpath works on Panorama Road has commenced. Following completion of the design, the project will be considered for future construction as part of the Council's Forward Works Program.

Question

Julia Gosling, Deloraine – FOGO Service in Deloraine – submitted via email on 9 January 2025

1. I have seen with interest the success of FOGO bins in other councils and understand that they have been extended to members of the Meander Valley Council. I live in Deloraine and am keen to know if/when we can expect this service?

David Murray (Director Infrastructure Services) advised that the Meander Valley Council's Waste and Resource Recovery Strategy 2024-2033 details that investigation of expanded FOGO services will be completed for other areas that have kerbside collection, which includes Deloraine, by 2029. Areas that currently have FOGO services include Blackstone Heights, Prospect Vale, Hadspen and Travellers Rest. The Council will continue to consult with residents in the remaining areas serviced by kerbside collection (including Deloraine) in a staged approach to meet the intended timeframes for roll-out of FOGO services by 2029.

Ouestion

Tanya King, Westbury – Westbury Specific Area Plan – submitted via email on 14 January 2025

The Specific Area Plan (SAP) for Westbury was implemented in 2021, allowing blocks that were previously unable to be subdivided, to be divided into blocks down to 5,000m².

- 1. Can the Council please advise how many additional properties have been created since the SAP was implemented?
- 2. Can the Council please advise what the increase in rate base has been because of the creation of more titles and how much of this newfound revenue has been reinvested back into infrastructure to support the development?

Krista Palfreyman (Director Development and Regulatory Services) advised that the Westbury Specific Area Plan came into operation when the Council transitioned to the Tasmanian Planning Scheme State Planning Provisions and Meander Valley Local Provision Schedule on 19 April 2021. Since that time, approximately 56 additional lots have been approved through Planning Permits issued for subdivision within the area of the Specific Area Plan. It is noted that not all Planning Permits for subdivision have had Final Survey Plans submitted for sealing and registering for the new titles to be created. Of the 56 approved additional lots, 30 additional titles have been created.

Craig Davies (Director Corporate Services) advised that the Council undertakes an annual budget process that guides the setting of the Council's rates revenue. Whilst the creation of new titles following subdivision has the potential to increase the number of rateable properties in the municipality, it does not necessarily increase the total rates revenue received by Council.

9.2. Public Questions Without Notice

Local Government (Meeting Procedures) Regulations 2015 – Regulation 31(2)(b)

(Members of the public who ask Questions Without Notice at a Meeting will have both the question and any answer provided recorded in the Minutes. If the Council's Officers are unable to answer the question asked at the Meeting, the question and a response will be provided in the next Council Meeting Agenda).

10. Councillor Question Time

10.1. Councillors' Questions With Notice

Local Government (Meeting Procedures) Regulations 2015 – Regulation 30

(Questions With Notice must be in writing and should be received by the General Manager at least seven days before the relevant Council Meeting).

No Questions With Notice have been received as part of this Agenda

10.2. Councillors' Questions Without Notice

Local Government (Meeting Procedures) Regulations 2015 – Regulation 29

(Councillors who ask Questions Without Notice at a Meeting will have the question answered at the Meeting. Questions and responses will not be recorded in the Minutes of the Meeting. If the Council's Officers are unable to answer the question asked at the Meeting, the question and a response will be provided in the next Council Meeting Agenda).

11. Councillor Notices of Motion

Local Government (Meeting Procedures) Regulations 2015 – Regulation 16

No Notices of Motion have been received as part of this Agenda

Council as a Planning Authority

In planning matters, Council acts as a Planning Authority under the *Land Use Planning* and *Approvals Act 1993*. The following applies to all Planning Authority reports:

Strategy The Council has an Annual Plan target to process Planning

Applications in accordance with delegated authority and statutory

timeframes.

Policy Not Applicable.

Legislation The Council must process and determine applications under the

Land Use Planning and Approvals Act 1993 (LUPA) and its Planning Scheme. Each application is made in accordance with LUPA,

section 57.

Consultation The Agency Consultation section of each Planning Authority report

outlines the external authorities consulted during the application

process.

Community consultation in planning matters is a legislated process. *The Public Response – Summary of Representations* section of each Planning Authority report outlines all complying submissions received from the community in response to the

application.

Budget and Finance Where a Planning Authority decision is subject to later appeal to

the Tasmanian Civil and Administrative Tribunal (Resource and Planning Stream), the Council may be liable for costs associated

with defending its decision.

Risk Management Risk is managed by all decision-makers carefully considering

qualified advice and inclusion of appropriate conditions on

planning permits as required.

Alternative Motions Council may approve an application with amended conditions or

Council may refuse an application.

Regardless of whether Council seeks to approve or refuse an application, a motion must be carried stating its decision and outlining reasons. A lost motion is not adequate for determination

of a planning matter.

12. Planning Authority Reports

12.1. PA\25\0046 - 258 Jones Street South, Westbury

Proposal Subdivision (6 lots) including the demolition of outbuildings

Report Author Natasha Whiteley

Team Leader Town Planning

Authorised By Krista Palfreyman

Director Development and Regulatory Services

Decision Due 22 January 2025

Decision Sought It is recommended that Council approves this application.

See section titled Planner's Recommendation for further details.

Applicant's Proposal

Applicant D.J. McCulloch & Associates

Property 258 Jones Street South, Westbury (CT 202711/4)

Description The applicant seeks planning permission to:

1. demolish four existing outbuildings on the site; and

2. subdivide the existing title to create six lots.

Documents submitted by the Applicant are attached, titled Application Documents.



Figure 1: Aerial View of the Subject Title and Adjoining Land (Source: Exponare)

Planner's Report

Planning Scheme Tasmanian Planning Scheme – Meander Valley (the Planning

Scheme)

Zoning Low Density Residential

Applicable Overlay C13.0 – Bushfire-Prone Areas Code

MEA-S11.0 – Westbury Specific Area Plan

Existing Land Use Residential

Summary of Planner's Assessment

Generally, demolition and subdivision are classed as permitted in this zone (Low Density Residential).

Discretions

For this application, four discretions are triggered. This means Council has discretion to approve or refuse the application based on its assessment of:

Clause	Performance Criteria	Standard
MEA-S11.8.1	P1	Lot design
10.6.1	P2	Lot design
10.6.3	P2 and P3	Services

Before exercising a discretion, Council must consider the relevant Performance Criteria, as set out in the Planning Scheme.

See Attachment titled Planner's Advice - Performance Criteria for further discussion.

Performance Criteria and Applicable Standards

This proposal is assessed as satisfying the relevant Performance Criteria and compliant with all Applicable Standards of the Scheme.

See Attachments titled Planner's Advice – Performance Criteria and Planner's Advice – Applicable Standards for further discussion.

Public Response

Three responses (representations) were received from the public. Of these, all were objections.

See Attachment titled Public Response – Summary of Representations for further information, including the Planner's Advice given in response.

Agency Consultation

TasNetworks

The application was referred to TasNetworks. TasNetworks provided the following comments on 29 October 2024:

Pole 138272 appears to be to be approximately 84m in from the right hand side boundary with 139, making it just to the left of the driveway entrance to proposed lot close to the driveway entrances planned for lots 5 and 6. A clearance of 1.5m either side should be maintained from a driveway. The subdivision may also result in TasNetworks service wire supplying the existing house crossing the boundary of lot 5. A minimum clearance of 1.5m is preferred between poles and driveways. If this is correct then the pole could still be utilised as the point of connection for the existing lot 2.

As with any subdivision of this magnitude, consideration should be given to the electrical infrastructure works that will be required to ensure a supply of electricity can be provided to each lot, as currently there is no low voltage supply available at the frontage for lots 1, 6, 4 or 3 so provision will need to be made available by the developer.

To understand what these requirements may entail, it is recommended you advise the proponent to contact TasNetworks Negotiated Connection team on 1300 137 008 or submit a subdivision application via our website connections portal

https://connections.tasnetworks.com.au/Identity/Account/Login at their earliest convenience.

See Attachment titled Agency Consultation – TasNetworks.

Internal Referrals

Infrastructure Services

Infrastructure Services provided the following comments:

The Traffic Impact Assessment (TIA) prepared by Midson Traffic Pty Ltd has addressed the Planning Scheme requirements by considering matters such as: sight distance from the new vehicle crossings, the volume of traffic likely to be generated from the future use of the site; the road conditions (including width of the carriageway) and surrounding road network. The road network in the vicinity, including the width of roads is largely considered to be sufficient to handle the volume of traffic that will occur as a result of the proposed development.

The Road Authority has reviewed the TIA and principally agrees with its findings. It is noted that the percentage of traffic volumes will likely increase significantly, however, overall volumes will remain very low. Jones Street South is considered to be constructed to an appropriate standard to cater for 30 - 100 vehicle movements per day. The proposed subdivision is likely to increase the traffic volume on Jones Street South to approximately 70 vehicles per day. Other than construction of vehicle crossings to serve each lot, no other road upgrades such as sealing are warranted.

Concerns relating to an increase in dust as a result of additional traffic movements are not issues that are considered by the Planning Scheme. The Council understands that as development densities change over time it may be necessary to review existing infrastructure to ensure amenity is maintained for residents and the community. Requests for sealing existing gravel roads can be made to the Council for consideration in future capital works programs. It is noted that the decision to seal a gravel road should be based on sound asset and financial management principles, ensuring that resources are appropriately allocated to enable sustainability. Ultimately, there is a need to balance strategic priorities and affordability with community expectation and acceptable levels of service across the entire municipality.

The resulting increase in vehicle movements to the road network may require the consideration of a reduced speed limit. Preliminary discussions with the Department of State Growth indicate that the increased density from the proposed development may help to justify a speed reduction to 50km/h for Jones Street South and South Street should the Road Authority (the Council) make an application to the Transport Commissioner.

Each proposed lot is of sufficient size to accommodate an on-site stormwater management system adequate for the future use and development of the land.

The method of stormwater disposal will be considered and detailed by the building designer at the time of any new application. Proposals will be reviewed with conditions or notes recommended to ensure flows do not create nuisance to neighbouring properties.

It is acknowledged that some recent drainage work has been carried out in the area by the Council's workforce and additional work has been programmed to address the ponding issues.

Should the application be approved, a condition will be placed on the permit to improve the roadside drainage for the frontage of the subject site.

The risk to the Council's infrastructure associated with the proposed subdivision is considered to be low. Should the application be approved the developer will be required to:

- 1. install new vehicle crossings to each new lot;
- 2. upgrade the existing vehicle crossing to lot 2;
- 3. re-form the existing open drain for the full frontage of the site; and
- 4. apply to the Council for permission to undertake work in the road reservation prior to commencing construction of the vehicular accesses.

The recommended conditions and notes are included in the Planner's Recommendation to Council below.

Environmental Health

Environmental Health provided the following comments:

It is considered that the lots are of an appropriate size that are capable of accommodating an on-site wastewater treatment system adequate for the future use and development of the land within the title boundaries.

The existing on-site wastewater treatment system for lot 2 is appropriately setback from the proposed new title boundaries.

Regarding the matters raised about dust, residents on rainwater tanks should be undertaking routine maintenance of their tanks to maintain the safety of their water supply. Measures, such as, fitting first-flush diverters to down pipes and periodically vacuuming any accumulated sediment from the bottom of the tank will generally take care of any sediment issues from dust, if experienced.

No conditions or notes are recommended.

Planner's Recommendation to Council

Council must note the qualified advice received before making any decision, then ensure that reasons for its decision are based on the Planning Scheme. Reasons for the decision are also published in the Minutes.

For further information, see Local Government Act 1993, section 65, Local Government (Meeting Procedures) Regulations 2015, section 25(2) and Land Use and Approvals Act 1993, section 57.

Recommendation

This application by D.J. McCulloch & Associates, for a Subdivision (six lots) including the demolition of outbuildings, on land located at 258 Jones Street South, Westbury (CT 202711/4) is recommended for approval generally in accordance with the Endorsed Plans and recommended Permit Conditions and Permit Notes.

Endorsed Plan

- a. D.J. McCulloch & Associates; Dated: 15 November 2024; Plan Number: 2624-01.5DA; Subdivision and Services Plan;
- b. Rebecca Green & Associates; Dated 5 August 2024; Job No: RGA-B2605; Version: 1; Bushfire Hazard Assessment Report and Bushfire Hazard Management Plan; and
- c. Midson Traffic Pty Ltd; Dated: 26 November 2024; 258 Jones Street, Westbury Traffic Impact Assessment; Revision 2.

Permit Conditions

- 1. Covenants or similar restrictive controls must not be included on or otherwise imposed on the titles to the lots created by the subdivision, permitted by this permit unless:
 - a. such covenants or controls are expressly authorized by the terms of this permit or by the consent in writing of the Council; and
 - b. such covenants or similar controls are submitted for and receive written approval by the Council prior to submission of a Plan of Survey and associated title documentation is submitted to the Council for sealing.
- 2. The vehicle crossings for lots 1, 3, 4, 5 and 6 must be constructed generally in accordance with the with Tasmanian Standard Drawings TSD-R03 and R04 to the satisfaction of the Council's Director Infrastructure Services (Refer Notes 1 and 2), including the following:
 - a. installation of driveable endwalls;
 - installation of Class 4 concrete pipe culvert;
 - c. reinstatement of all disturbed verge areas following completion of the driveway work; and
 - d. vehicle crossing width must not exceed 6m at the edge of road pavement.
- 3. The existing vehicle crossing to lot 2 is to be upgraded generally in accordance with the Tasmanian Standard Drawings TSD-R03 and R04 to the satisfaction of the Council's Director Infrastructure Services (Refer Notes 1 and 2), including the following:
 - a. installation of driveable endwalls;
 - b. installation of Class 4 concrete pipe culvert;
 - c. reinstatement of all disturbed verge areas following completion of the driveway work; and
 - d. vehicle crossing width must not exceed 6m at the edge of road pavement.
- 4. The existing open drain must be reformed for the full extent of the frontage to Jones Street South on an alignment closer to the property boundary to match the new and upgraded vehicle crossings to ensure free flowing stormwater drainage with no ponding to the satisfaction of the Council's Director Infrastructure Services.

- 5. The works required by the endorsed Bushfire Hazard Management Plan are to be completed to the satisfaction of the Tasmanian Fire Service or an accredited bushfire practitioner. Documentation of compliance is to be submitted to the satisfaction of the Council's Town Planner.
- 6. A cash in lieu contribution for public open space must be made on 5% of the value of the improved land at each stage to the satisfaction of the Council's Town Planner. The value of the land is to be determined by a land valuation prepared by a Registered Land Valuer and must be dated not greater than two months prior to the sealing of the final plan of survey. The valuation will remain valid for 12 months. Any stages submitted after 12 months from the date of the valuation will require a new valuation to be submitted, which must be dated not greater than two months prior to the sealing of the final plan of survey for the applicable stage. All costs associated with obtaining the land valuation are to be borne by the developer.
- 7. Prior to the sealing of the final plan of survey for each stage, the following, if applicable to that stage, must be completed to the satisfaction of the Council:
 - a. The vehicle crossings installed to the satisfaction of the Council's Director Infrastructure Services in accordance with Condition 2.
 - b. The vehicle crossing to lot 2 upgraded to the satisfaction of the Council's Director Infrastructure Services in accordance with Condition 3.
 - c. The open drain reformed in accordance with Condition 4.
 - d. Documentation of compliance by the Tasmania Fire Service or an accredited bushfire practitioner submitted to the Council demonstrating that the works as required by the endorsed Bushfire Hazard Management Plan have been completed, in accordance with Condition 5 to the satisfaction of the Council's Town Planner.
 - e. Payment of the Public Open Space contribution in accordance with the requirements of Condition 6.
 - f. Residential outbuildings identified for demolition are demolished and no structures are located over boundaries to the satisfaction of the Council's Town Planner.
- 8. The lots approved by this permit must be maintained at all times in accordance with the endorsed Bushfire Hazard Management Plan.

Permit Notes

1. Works in the road reserve to construct the new vehicle crossings must be completed by a suitably qualified contractor using appropriate work health and safety and traffic management processes. Prior to any construction being undertaken in the road reserve, separate consent is required by the Road Authority. An Application for Works in Road Reservation form is enclosed. It is strongly recommended that the property owner contact the Council to discuss the proposed property access before engaging a contractor for these works. All enquiries should be directed to the Council's Infrastructure Department on (03) 6393 5312.

- 2. Standard headwalls may be used provided the open drain can be offset sufficiently from the Jones Street South travel path.
- 3. Please note that building approval may be required to be obtained prior to the demolition of any buildings. Please contact a private Building Surveyor to discuss the requirements.
- 4. TasNetwork's Pole 138272 appears to be to be approximately 84m in from the right hand side boundary with 139, making it just to the left of the driveway entrance to proposed lot close to the driveway entrances planned for lots 5 and 6. A clearance of 1.5m either side should be maintained from a driveway. The subdivision may also result in TasNetworks service wire supplying the existing house crossing the boundary of lot 5. A minimum clearance of 1.5m is preferred between poles and driveways. If this is correct then the pole could still be utilised as the point of connection for the existing lot 2.

As with any subdivision of this magnitude, consideration should be given to the electrical infrastructure works that will be required to ensure a supply of electricity can be provided to each lot, as currently there is no low voltage supply available at the frontage for lots 1, 6, 4 or 3 so provision will need to be made available by the developer.

To understand what these requirements may entail, please contact TasNetworks Negotiated Connection Team on 1300 137 008 or submit a subdivision application via the website connections portal

https://connections.tasnetworks.com.au/Identity/Account/Login at their earliest convenience.

- 5. Any other proposed development or use (including amendments to this proposal) may require separate planning approval. For further information, contact the Council.
- 6. This permit takes effect after:
 - a. The 14-day appeal period expires; or
 - b. Any appeal to the Tasmanian Civil and Administrative Tribunal (TASCAT) is determined or abandoned; or
 - c. Any other required approvals under this or any other Act are granted.
- 7. Planning appeals can be lodged with TASCAT Registrar within 14 days of the Council serving notice of its decision on the applicant. For further information, visit the TASCAT website.
- 8. This permit is valid for two years only from the date of approval. It will lapse if the development is not substantially commenced. The Council has discretion to grant an extension by request.
- 9. All permits issued by the permit authority are public documents. Members of the public may view this permit (including the endorsed documents) at the Council Offices on request.

- 10. If any Aboriginal relics are uncovered during works:
 - a. all works to cease within delineated area, sufficient to protect unearthed or possible relics from destruction;
 - b. presence of a relic must be reported to Aboriginal Heritage Tasmania; and
 - c. relevant approval processes for State and Federal Government agencies will apply.

Attachments

- 1. Public Response Summary of Representations [12.1.1 5 pages]
- 2. Representation 1 D and T King [12.1.2 2 pages]
- 3. Representation 2 C Viney [12.1.3 2 pages]
- 4. Representation 3 J Cresswell [12.1.4 1 page]
- 5. Planner's Advice Applicable Standards [12.1.5 21 pages]
- 6. Planner's Advice Performance Criteria [12.1.6 11 pages]
- 7. Application Documents [12.1.7 62 pages]
- 8. Agency Consultation TasNetworks [12.1.8 2 pages]

Public Response

Summary of Representations

A summary of concerns raised by the public about this planning application is provided below. Three responses ("representations") were received during the advertised period.

This summary is an overview only, and should be read in conjunction with the full responses (see attached). In some instances, personal information may be redacted from individual responses.

Council offers any person who has submitted a formal representation the opportunity to speak about it before a decision is made at the Council Meeting.

D & T King Representation 1

Concern		Planner's Response
a)	Loss of amenity 'The area is no longer a quiet outskirt of town, with increased living density, comes increased vehicle and people movement'.	The application is assessed under the requirements of the Tasmanian Planning Scheme – Meander Valley, specifically the subdivision standards in the Low Density Residential Zone and the Westbury Specific Area Plan. The proposed subdivision is considered to meet the requirements of the Planning Scheme including density requirements. Jones Street South and the broader road network is considered to be of an appropriate standard to absorb the increase in traffic generated by the subdivision.
b)	Stormwater Management 'Recent works in this very street have had less than satisfactory outcomes, which lead to valid concerns and a request that this issue needs much better management moving forward.'	It is acknowledged that some recent drainage work has been carried out in the area by Council's workforce and additional work has been programmed to address the ponding issues.
c)	Increase in traffic volume 'This application will quadruple the number of driveway crossovers in Jones Street South. We note that the traffic impact assessment deems that there will be an additional 40 vehicle	The Road Authority has reviewed the Traffic Impact Assessment (TIA) and principally agrees with its findings in that there is sufficient capacity in the adjacent and nearby road networks to cater for the relatively small increase in vehicular traffic volumes. It is noted that the percentage

movements per day in the street and will bring total vehicle movements to 70 per day. The traffic impact assessment claims that this is an acceptable volume for a gravel road, but does not consider the living density, nor the fact that these will be unserviced blocks'.

'This many additional vehicle movements will create substantial amount of dust that will settle on the rooves of all the water catchments in the vicinity. These are unserviced blocks, meaning that all water and wastewater must be managed on site. It is unsatisfactory that development of this size can go ahead without commensurate infrastructure improvements. At a minimum, Jones Street South should be sealed prior to any building activity commencing, with consideration given to South Street and Clarke Street for sealing as well'.

of traffic volumes will likely increase significantly, however, overall volumes remain very low.

Jones Street South is constructed to a standard for 30-100 vehicles per day. The proposed subdivision will not increase the number of vehicles beyond this amount. As such, the subdivision will not result in an increase that would warrant the road to be upgraded. Any requests for roads to be upgraded/sealed need to be considered outside of the planning application process. Requests can be lodged with Council for consideration in the Council's Capital Works Program.

Concerns relating to an increase in dust because of additional traffic movements is not a matter that is considered by the Planning Scheme, and therefore, cannot be considered as part of the assessment of this application. Options for property owners with concerns relating to potential contamination of roof catchment water supplies include the installation of first flush diverters; external and/or internal screens or filters on pipework; and periodically vacuuming any accumulated sediment from the bottom of the tank.

d) Wastewater and Stormwater

'The addition of an extra 5 dwellings on the existing title raises concern with septic and drainage capacity. This does not seem to be addressed in the proposal'.

The subdivision proposes lots sizes above 6000m². It is considered that the lots are of an appropriate size to accommodate an on-site wastewater treatment system and stormwater management system adequate for the future use and development of the land, within the title boundaries.

The proposed development is considered to satisfy the Performance Criteria regarding wastewater and stormwater (Clause 10.6.3 P2 & P3).

If approved, and the lots are developed in the future, the proposed systems will be assessed

		through the building and plumbing approval process.
C Vine	Ру	Representation 2
	Concern	Planner's Response
a)	Increase in traffic volume 'Jones Street is an unsealed road with a speed limit of 80kph. Our property on the corner of Jones & Moore St will be impacted by more dust than currently experienced.' 'With an estimated forty (40) extra vehicle trips daily taking the total now to seventy (70) these vehicles travelling north at 80kph, will increase dust (& noise) levels further, contaminating my water storage tanks located close to Jones Street. My concern is the roadbase material contains silica, a known carcinogenic'.	In addition to the comments made in response to Representation 1 point c), Council's supplier of material used for the re-sheeting of unsealed roads within the municipality has confirmed that the material is decomposed basalt and does not contain any silica. Preliminary discussions with the Department of State Growth indicate that the increased density from the proposed development may help to justify a speed reduction to 50km/hr for Jones Street South and South Street should the Road Authority (Council) make an application to the Transport Commissioner. However, a reduction of the speed limit is a matter to be considered outside the assessment of this planning application.
b)	Stormwater 'Stormwater drainage has not been mentioned in any report.	Refer to comments made in response to Representation 1 points b), d) and Representation 2 point a).

All this water will head north and meet with water flowing down Moore St, where it pools in dug

With

six

mm of rainfall.

out gutters and floods low lying sections of the road.

driveways

planned, I estimate these driveways will add an extra 1,700 – 2000 litres of water for every

being

One solution would be to seal the road and reduce the speed limit

12.1.1 Public Response Summary Of Representations

	as its unnecessary for cars to be reaching 80km in this vicinity'.	
c)	Demolition 'Concerned if asbestos assessments been done for any of the buildings earmarked for demolition'.	It is the responsibility of the property owner or person demolishing the outbuildings to ensure that the buildings are demolished appropriately. Information regarding asbestos removal can be found at the Worksafe Tasmania website: https://worksafe.tas.gov.au/asbestos . The safe removal of asbestos is not something that is regulated by Council, however, building approval may be required for the demolition of the outbuildings. It is recommended that the owner contacts a private building surveyor to determine if approval is required.

J Cresswell Representation 3

	Concern	Planner's Response
a)	Traffic 'Concerned that all the extra properties in our street will cause dangerous road conditions, and we already have drivers using the street inappropriately'.	In addition to the comments made in response to Representation 1 point c), the Road Authority recommends reporting inappropriate driving behaviour to Tasmania Police for enforcement of the road rules. Driver behaviour is not a matter considered by the Planning Scheme. The increase in traffic generated by the proposed subdivision is not considered to impact the safety and efficiency of the road network.
b)	Dust 'The dust from the gravel road also settles on my roof and sheds and makes its way into my drinking water, and is a health concern'.	Refer to comments made in Representation 1 point c).
c)	Sealing of road 'I feel that this could be remedied if the roads were sealed before any more driveways are installed and houses built. Please seal	Refer to comments made in Representation 1 point c). Requests for sealing existing gravel roads can be made to Council for consideration in future Capital Works Programs. It should be noted that the decision to seal a gravel road should

12.1.1 Public Response Summary Of Representations

Jones Street South, and South	be based on sound asset and financial
Street, Westbury'.	management principles, ensuring that
	resources are appropriately allocated to enable
	sustainability. Ultimately, there is a need to
	balance strategic priorities and affordability
	with community expectation and acceptable
	levels of service across the entire municipality.

Note: The planning application was advertised in the Examiner Newspaper and on Council's website for a statutory period of 14 days from 30 November 2024 to 16 December 2024. A planning notice was also placed on the property.

12.1.2 Representation 1 - D And T King

Natasha Whiteley

From: Tanya King

Sent: Friday, 13 December 2024 9:05 AM

To: Planning - Meander Valley Council; Jonathan Harmey

Cc:

Subject:Representation regarding PA\25\0046Attachments:Submission to Council PA_25_0046.docx

Please find the attached representation.

Regards,

--

Tanya King

12.1.2 Representation 1 - D And T King

Mr Jonathan Harmey, General Manager Meander Valley Council PO Box 102 Westbury 7303 planning@mvc.tas.gov.au

Dear Jon,

We would like to make a representation regarding a subdivision at 258 Jones Street WESTBURY (CT: 202711/4) PA\25\0046.

Our family are neighbours to the subdivision and have some concerns about the proposed significant increase in dwellings in Jones Street.

Firstly, we are losing amenity – the area is no longer a quiet outskirt of town, with increased living density, comes increased vehicle and people movements.

Stormwater management – recent works in this very street have had less than satisfactory outcomes, which lead to valid concerns and a request that this issue needs much better management moving forward.

Increase traffic volume – This application will quadruple the number of driveway crossovers in Jones Street South. We note that the Traffic Impact Assessment deems that there will be an additional 40 vehicle movements per day in the street and will bring total vehicle movements to 70 per day. The traffic impact assessment claims that this is an acceptable volume for a gravel road, but does not consider the living density, nor the fact that these will be unserviced blocks.

This many additional vehicle movements will create a substantial amount of dust that will settle on the rooves of all the water catchments in the vicinity. These are unserviced blocks, meaning that all water and wastewater must be managed on site. It is unsatisfactory that development of this size can go ahead without commensurate infrastructure improvements. At a minimum, Jones Street South should be sealed prior to any building activity commencing, with consideration given to South Street and Clarke Street for sealing as well.

The addition of an extra 5 dwellings on the existing title raises concern with septic and drainage capacity. This does not seem to be addressed in the proposal.

Your consideration of the issues we have raised would be appreciated.

Regards,

Danny and Tanya King

Natasha Whiteley

From: Sent:

To:

Sunday, 15 December 2024 8:13 PM Planning - Meander Valley Council

Subject: 258 Jones St WESTBURY Reference PA\25\0046

Dear Sir/ Madam,

I wish to formally express an objection to the proposed development at 258 Jones St Westbury.

Jones Street is an unsealed road with a speed limit of 80kph. Our property on the corner of Jones & Moore St will be impacted by more dust than currently experienced.

With an estimated forty (40) extra vehicle trips daily taking the total now to seventy (70) these vehicles travelling north at 80kph, will increase dust (&noise) levels further, contaminating my water storage tanks located close to Jones Street. My concern is the roadbase material contains silica, a known carsonagenic.

Additionally, Storm Water drainage has not been mentioned in any report. With six driveways being planned, I estimate these driveways will add an an extra 1,700 - 2000 litres of water for every mm of rainfall.

All this water will head north and meet with water flowing down Moore St, where it pools in dug out gutters and floods low lying sections of the road.

One solution would be to seal the road and reduce the speed limit as its unnecessary for cars to be reaching 80km in this vicinity.

Lastly, with the proposed demolition works, I am concerned if asbestos assessments have been done for any of the buildings earmarked for demolition.

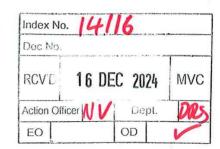
I am hopeful Council will consider these objections as the increase in dust is of serious concern. Please keep me informed of any further changes to the above application.

My contact number is or mail is

Yours sincerely,

12.1.3 Representation 2 - C Viney

Chris Viney



Mr Jonathan Harmey General Manager Meander Valley Council PO Box 102 Westbury 7303

Dear Jon,

I would like to make a representation regarding the subdivision at 258 Jones Street WESTBURY PA\25\0046.

I have lived here for 10 years and have enjoyed the area and the peaceful lifestyle, and raised three children here.

I am concerned that all the extra properties in our street will cause dangerous road conditions, and we already have drivers using the street inappropriately.

The dust from the gravel road also settles on my roof and sheds and makes its way into my drinking water, and is a health concern.

I feel that this could be remedied if the roads were sealed before any more driveways are installed and houses built. Please seal Jones Street South, and South Street, Westbury.

Your attention to the issues I have raised would be appreciated.

Yours Faithfully,

Jayne Cresswell

Missuell

Planner's Advice: Applicable Standards

Background

An application has been received for the development of land located at 258 Jones Street South, Westbury (CT 202711/4) ('the site' - refer to Figure 1).

The application involves the:

- 1. Demolition of four outbuildings; and
- 2. Subdivision of the land to create 6 lots.

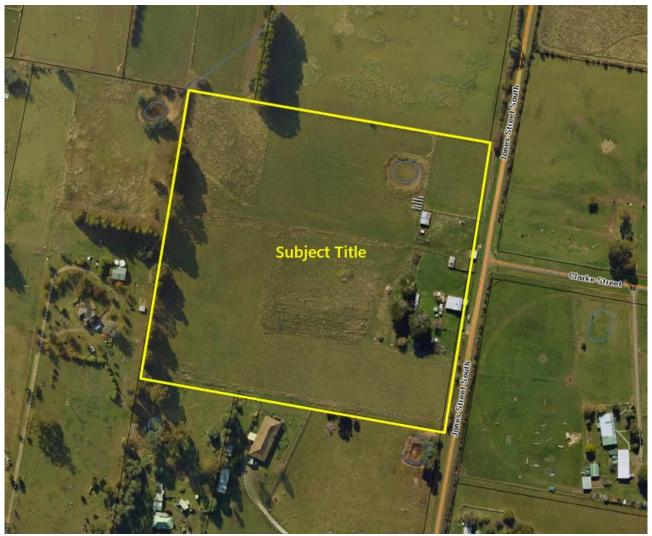


Figure 1: Aerial image showing the location and spatial extent of the site and adjoining land (Source: Exponare).

258 Jones Street South has an area of 51,117m². The site is square in shape having a frontage of 217.26m to Jones Street South and a depth of 235.37m. The land falls from the south-western corner of the site to the north-eastern corner, having a fall of approximately 11m across the site. The site is not connected to reticulated water or sewerage. Stormwater is contained within the site. There is a stormwater drain along the western side of Jones Street South.

The site is accessed off Jones Street South. The nature strip in front of the dwelling is grassed and it appears as though vehicles associated with the dwelling park on the nature strip. There

12.1.5 Planner's Advice - Applicable Standards

is an informal crossover formed with gravel providing access to two gateways to the site on the southern side of the dwelling. There is also another gateway in the boundary fence to the north of the dwelling which could also provide vehicular access to the site.

The site contains a single dwelling and multiple outbuildings.

The site and adjoining land are assigned to the Low Density Residential zone (refer to Figure 2). The land is subject to the Bushfire-Prone Areas Code and the Westbury Specific Area Plan.

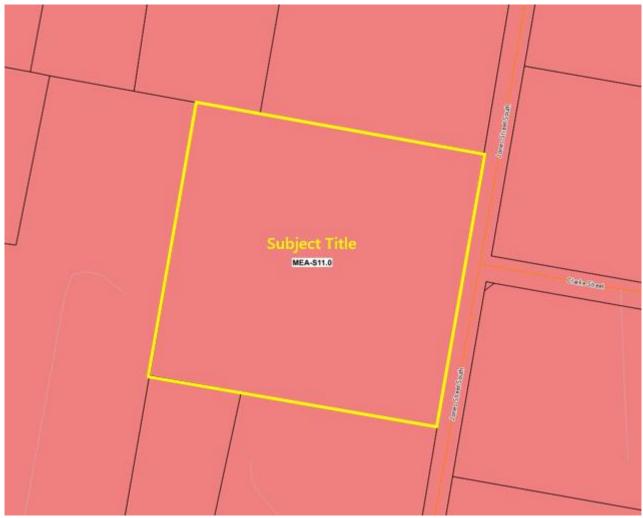


Figure 2: Zoning map illustrating the zoning of the site and adjoining lots (source: Exponare).

The development on the adjoining land includes single dwellings and outbuildings, except for the recently created lot to the north-west, which remains vacant. The aerial photograph in Figure 3 below demonstrates the location of the existing development on adjoining land.



Figure 3: Aerial photo of the subject site and adjoining land showing the extent of development (source: Exponare).

Proposed Use and Development

The application proposes to create six lots and includes the demolition of four outbuildings. All lots will have access and frontage to Jones Street South and will rely on onsite wastewater, stormwater and water. The proposed lot details are shown in Table 1 below and the Plan of Subdivision is represented in Figure 4.

Table 1: Proposed Lot Configuration

Lot	Area	Frontage	Features
1	7,000m ²	60m	Dam, vacant from buildings
2	6,000m ²	60m	Single Dwelling and 3x outbuildings to be demolished
3	6,000m ²	60m	Vacant

Lot	Area	Frontage	Features
4	11,050m ²	12m	Vacant
5	11,050m ²	12m	Vacant
6	10,000m ²	12m	Outbuilding to be demolished, otherwise vacant

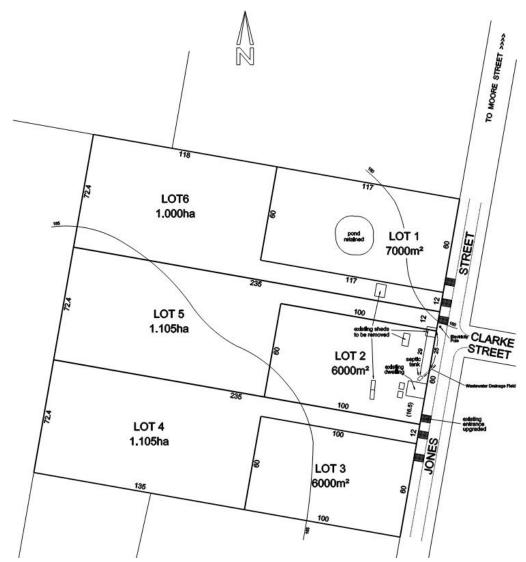


Figure 4: Extracted Plan of Subdivision (source: Application documents).

Council's Infrastructure Services Department is the relevant Road Authority for Jones Street South. The proposal requires five new crossovers (one for each new lot) and the upgrade to the crossover to the existing dwelling. As part of Council's consent to the making of the application (section 52 of *Land Use Planning and Approvals Act 1993*) and subsequent consent to the new vehicle crossings, the Road Authority requires the vehicle crossings to be constructed to the current LGAT Standard and the open drain to the west of Jones Street South to be reformed.

Photos of the site are presented in Figures 5-10 below.



Figure 5: Photo of the subject site looking south-west from the north-eastern corner on Jones Street South.



Figure 6: Photo of proposed Lot 1 in the foreground and Lot 6 to the rear in front of the tree line.



Figure 7: Photo of the outbuilding to be removed from the access handle to proposed Lot 6.



Figure 8: Photo of the outbuildings on Lot 2 proposed to be demolished.



Figure 9: Photo showing existing dwelling to be retained on Lot 2.



Figure 10: Photo showing proposed Lots 3 in the foreground and the access handle to Lots 4 and 5 in the background in front of the tree line.

Summary of Planner's Advice

This application was assessed against General Provisions Standards, as well as the Applicable Standards for this Zone and any relevant Codes.

All Standards applied in this assessment are taken from the Planning Scheme.

This application is assessed as compliant with the relevant Acceptable Solutions, except where "Relies on Performance Criteria" is indicated (see tables below).

Council has discretion to approve or refuse the application based on its assessment of the Performance Criteria, where they apply. Before exercising discretion, Council must consider the relevant Performance Criteria, as set out in the Planning Scheme.

For a more detailed discussion of any aspects of this application reliant on Performance Criteria, see the attachment titled "Planner's Advice - Performance Criteria".

7.0 General Provisions

Scheme Standard

Planner's Assessment

7.9 Demolition

7.9.1 Unless approved as part of another development or Prohibited by another provision in this planning scheme, or the Local Historic Heritage Code applies, an application for demolition is Permitted and a permit must be granted subject to any conditions and restrictions specified in clause 6.11.2 of this planning scheme.

The proposal includes the demolition of four outbuildings. One outbuilding proposed to be demolished is located over the proposed new boundary between Lots 2 and 5. Another outbuilding proposed to be demolished is located over the access handle for Lot 6. The two other outbuildings to be demolished are located on Lot 2.

The outbuildings proposed to be demolished are permitted as per Clause 7.9.1, as part of this application.

7.10 Development Not Required to be Categorised into a Use Class

7.10.1 An application for development that is not required to be categorised into one of the Use Classes under sub-clause 6.2.6 of this planning scheme and to which 6.8.2 applies, excluding adjustment of a boundary under sub-clause 7.3.1, may be approved at the discretion of the planning authority.

The application is not required to be categorised into a Use Class under subclause 6.2.6 (sub-clause 6.2.6 states that development which is for subdivision does not need to be categorised into one of the use Classes). Sub-

Scheme Standard

Planner's Assessment

clause 6.8.2 applies to the proposal as the application relies on the Performance Criteria of two or more applicable standards. In accordance with sub-clause 6.8.2, the planning authority has discretion under clause 7.10 to refuse or permit a development that is not required to be categorised under sub-clause 6.2.6. The proposal has been assessed as a discretionary planning application in accordance with Section 57 of the *Land Use Planning and Approvals Act 1993*. The discretion of the planning authority has been exercised.

7.10.2 An application must only be approved under sub-clause 7.10.1 if there is no unreasonable detrimental impact on adjoining uses or the amenity of the surrounding area.

The subject site and adjoining land are assigned to the Low Density Residential zone and is subject to the Westbury Specific Area Plan. The subject site and adjoining land, except the lot to the north-west, all contain a single dwellings and associated residential outbuildings (garage, shed).

The proposed lot sizes will range from 6,000m² to 1.105ha, satisfying the Performance Criteria for lot size in the Westbury Specific Area Plan. It is likely that the future use and development of the land will be for a residential dwelling. The lots have suitable areas to site future development to achieve separation from other dwellings and satisfy the setback requirements of the Westbury Specific Area Plan.

The lots are adequately sized to be capable of accommodating wastewater and stormwater treatments for future developments on-site. Each lot will be afforded frontage and a vehicle access to Jones Street South.

The proposed development is considered to comply with the relevant Acceptable Solutions and satisfies the relevant Performance Criteria. The pattern of the proposed development is consistent with that in the surrounding area. It is noted that if approved, future subdivision of the site will not be possible under the current Westbury Specific Area Plan.

Concerns about an increase in the perceived dust as a result of the increase in traffic on Jones Street South have been raised in the representations. Jones Street South is considered to be constructed to an adequate standard to cater for the volume of traffic, maintaining the safety and efficiency of the road network. Dust concerns as a result of the use of the road is not a matter that can be considered as part of this application. Whilst the application will increase the volume of traffic on the road, approval is not being sought to use the road as such. Rather approval is sought to provide new accesses onto an existing

Scheme Standard

Planner's Assessment

road and as part of this assessment it needs to be determined that the proposal will not impact the safety and efficiency of the road network. It is noted that anyone can use any Council maintained road without requiring approval. As such, this application is not the correct avenue to raise concerns regarding dust from the existing road. Dust concerns generated from the existing road cannot be considered to determine if an unreasonable detrimental impact will be caused as a result of the subdivision. There are no other factors that are considered to cause an unreasonable detrimental impact to adjoining uses or the amenity of the surrounding area as a result of the subdivision.

The proposed subdivision will not have an unreasonable detrimental impact on adjoining uses (residential) or the amenity of the surrounding area.

- 7.10.3 In exercising its discretion under sub-clauses 7.10.1 and 7.10.2 of this planning scheme, the planning authority must have regard to:
 - a) the purpose of the applicable zone;
 - b) the purpose of any applicable code;
 - c) any relevant local area objectives; and
 - d) the purpose of any applicable specific area plan.
 - a) the purpose of the applicable zone

The purpose of the Low Density Residential Zone is listed in italics below with a comment provided to each statement. The proposed subdivision is considered to be in keeping with the purpose of the Low Density Residential zone.

10.1.1 To provide for residential use and development in residential areas where there are infrastructure or environmental constraints that limit the density, location or form of development.

Comment: Whilst a subdivision, the future use of the land is likely to facilitate residential use and development. The site is within a residential area which requires on-site wastewater management and stormwater treatments, limiting the density and form of future development. The proposed subdivision satisfies the density requirement of the Westbury Specific Area Plan and the configuration of the lots will facilitate future development.

10.1.2 To provide for non-residential use that does not cause an unreasonable loss of amenity, through scale, intensity, noise, traffic generation and movement, or other off site impacts.

Scheme Standard

Planner's Assessment

Comment: The application is for a subdivision which is likely to facilitate residential use and development. If a non-residential use is proposed in the future, it is likely to be subject to a discretionary planning application, which would consider the amenity impacts at that point in time.

10.1.3 To provide for Visitor Accommodation that is compatible with residential character.

Comment: The application is for a subdivision which is likely to facilitate residential use and development. It is noted that visitor accommodation can be considered by the Planning Scheme.

b) the purpose of any applicable code;

C2.0 Parking and Sustainable Transport Code

The purpose of the Parking and Sustaintable Transport Code is:

- C2.1.1 To ensure that an appropriate level of parking facilities is provided to service use and development.
- C2.1.2 To ensure that cycling, walking and public transport are encouraged as a means of transport in urban areas.
- C2.1.3 To ensure that access for pedestrians, vehicles and cyclists is safe and adequate.
- C2.1.4 To ensure that parking does not cause an unreasonable loss of amenity to the surrounding area.
- C2.1.5 To ensure that parking spaces and accesses meet appropriate standards.
- C2.1.6 To provide for parking precincts and pedestrian priority streets.

The proposed lots (including the existing dwelling lot) are appropriately sized to provide for vehicle parking and driveways for future uses (including the existing dwelling) on the lots, without an unreasonable loss of amenity to the surrounding area. The required 2 car parking spaces can be provided on Lot 2 to serve the existing dwelling. The new accesses on to Jones Street South will not impact the safety of road users, including pedestrians and cyclists. Dedicated pedestrian and cycling paths are not provided within this area.

C3.0 Road and Railway Assets Code

The purpose of the Road and Railway Assets Code is:

Scheme Standard

Planner's Assessment

- C3.1.1 To protect the safety and efficiency of the road and railway networks; and
- C3.1.2 To reduce conflicts between sensitive uses and major roads and the rail network.

Comment: The proposed plan of subdivision will create 5 additional vehicle crossings on to the unsealed Jones Street South. Future development of the subdivision with one dwelling per lot is likely to result in an additional 40 vehicle movements per day. Whilst full development of the site would likely result in over double the current vehicle movements on Jones Street South, the overall volumes are still low in the context of the available capacity of Jones Street South and would likely have negligible impact on the surrounding road network. Jones Street South has been assessed and is capable to absorb the additional vehicle traffic generated by the development and will not impact the safety and efficiency of the road network. The application is supported by a Traffic Impact Assessment.

Jones Street South is not a major road as per the definition of major road.

C13.0 Bushfire-Prone Areas Code

The purpose of the Bushfire-Prone Areas Code is:

C13.1.1 To ensure that use and development is appropriately designed, located, serviced, and constructed, to reduce the risk to human life and property, and the cost to the community, caused by bushfires.

Comment: The Bushfire Hazard Management Report confirms that the subdivision and future use of the land can be developed to the appropriate standards to reduce the risk to human life, property and the cost to community.

c) any relevant local area objectives; and

There are no local area objectives.

d) the purpose of any applicable specific area plan.

The purpose of the Westbury Specific Area Plan is:

- MEA-S11.1.1 To provide for a subdivision density and the arrangement of future development in Westbury.
- MEA-S11.1.2 To provide for additional lot yield without diminishing the historic, low density grid arrangement of lots and roads.

Scheme Standard

Planner's Assessment

- MEA-S11.1.3 To provide for subdivision that facilitates separation distances between dwellings, consistent with the existing dwelling separation character.
- MEA-S11.1.4 To locate and design development to reinforce the low density character of the streetscape through building separation and minimizing, or mitigating, viewing opportunities from the road.
- MEA-S11.1.5 To locate and design development to reinforce the low density residential character of the area through separation of buildings, and minimizing, or mitigating, viewing opportunities between habitable rooms and views of development from adjoining properties or recreational pathways.

The proposed subdivision provides a density and lot yield that does not diminish the historic low density grid arrangement of lots and roads. Although 3 lots are internal lots, all lots will be rectangular in shape (excluding the access handle). All lots will have access on to Jones Street South. The configuration of the lots will facilitate development that can achieve separation of dwellings consistent with the existing character. The low density residential character of the streetscape will be maintained. The proposed development is considered to be in keeping with the purpose of the Westbury Specific Area Plan.

		10.0	Low	Dens	ity Resident	tial Zone	
Scheme Standard	Planner's Assessment Assessed Outcome						
10.3.1	Discr	etionary use	S				
A1 – A4		ivision does r Class pursua				sed into	Not Applicable
	Resid	Proposed I ential Use clang dwelling.				•	
10.6.1	Lot de	esign					
A1	Subst	ituted by ME	A-S11	.8.1.			Not Applicable
A2		lot is provio			•	s Street	Relies on Performance Criteria
	Lot	Frontage		Lot	Frontage		
	1	60m		4	12m		
	2	60m		5	12m		
	3	60m		6	12m		
		4, 5 & 6 do as required	•			_	
A3	from South	lot will be pr the bounda in accordand Authority.	ry of	the	lot to Jone	s Street	Complies with Acceptable Solution
	Condition: Council's Road Authority will require each lot to have a vehicle crossing to be constructed generally in accordance with Tasmanian Standard Drawing TSD-R03 & R04.						
10.6.2	Road	Roads					
A1	No new roads are proposed as part of this Not Applicable subdivision.						

	10.0 Low Density Residential Zone	
Scheme Standard	Planner's Assessment	Assessed Outcome
10.6.3	Services	
A1	The site is not within a water supply service area.	Not Applicable
A2	The site is not within a reticulated sewerage area. Each lot will require an on-site wastewater treatment system.	Relies on Performance Criteria
A3	The application proposes an on-site stormwater management system for each lot.	Relies on Performance Criteria

	mana	gement sys	tem for each	n lot.	Criteria
		MEA -	- S11.0 West	bury Specific Ar	ea Plan
Scheme Standard	Plann	er's Assess	ment		Assessed Outcome
MEA-S11.8.1	Lot D	esign (
A1	a) Th	e subdivisio	n proposes	the following:	Relies on Performance
	Lot	Area	Diameter circle	Setbacks	Criteria
	1	7,000m ²	60m	N/A	
	2	6,000m ²	60m	16.5m to south 29m to north	
	3	6,000m ²	60m	N/A	
	4	11,050m ²	72.4m	N/A	
	5	11,050m ²	72.4m	N/A	
	6	10,000m ²	72.4m	N/A	
				1ha area and 7 of the Accepta	

MEA – S11.0 Westbury Specific Area Plan

Scheme Standard

Planner's Assessment

Assessed Outcome

Solution, the application relies on the assessments against the Performance Criteria.

- b) The subdivision is not required for public use by the Crown, a council or a State authority.
- c) The subdivision is not required for the provisions of Utilities.
- d) The subdivision is not for the consolidation of a lot with another lot provided each lot is within the same zone.

12.1.5 Planner's Advice - Applicable Standards

	C2.0 Parking and Sustainable Transport	Code
Scheme Standard	Planner's Assessment	Assessed Outcome
C2.5.1	Car parking numbers	
A1	2 car parking spaces can be provided on-site for the existing dwelling retained on Lot 2.	Not Applicable
	The subdivision is not assigned a use category and therefore this use standard is not applicable.	
C2.6.1	Construction of parking areas	
A1	No parking spaces, access ways or circulation spaces are proposed as part of this application.	Not Applicable
C2.6.2	Design and layout of parking areas	
A1.1 -A1.2	No parking spaces, access ways or circulation spaces are proposed as part of this application.	Not Applicable
C2.6.3	Number of accesses for vehicles	
A1	One access is proposed per lot.	Complies with Acceptable Solution
A2	Not within the Central Business zone or pedestrian priority street.	Not Applicable

12.1.5 Planner's Advice - Applicable Standards

	C3.0 Road and Railway Assets Code	•
Scheme Standard	Planner's Assessment	Assessed Outcome
C3.5.1	Traffic generation at a vehicle crossing, level cro	ssing or new junction
A1.1	Jones Street South is not a category 1 road or a limited access road.	Complies with Acceptable Solution
A1.2	Written consent for the new vehicle crossings for each lot has been issued by the Council's Road Authority.	
A1.3	Not within the rail network.	
A1.4	New vehicle crossings are proposed. The existing vehicle crossing serving Lot 2 for the existing dwelling is required to be upgraded to the current standard.	
A1.5	Not a major road.	
C3.7.1	Subdivision for sensitive uses within a road or ra	ilway attenuation area
A1	Not within a road or railway attenuation area.	Not Applicable

	C13.0 Bushfire-Prone Areas Code	
Scheme Standard	Planner's Assessment	Assessed Outcome
C13.6.1	Provision of hazard management areas	
A1	Rebecca Green and Associates, an accredited bushfire practitioner, completed a Bushfire Hazard Assessment Report & Bushfire Hazard Management Plan that was submitted with the application.	Complies with Acceptable Solution
	 a) Not Applicable. b) The proposed plan of subdivision contained within the Bushfire Hazard Management Plan and Bushfire Hazard Assessment Report: i) Shows lots that are within a bushfire-prone area. ii) Shows the building area for each lot. iii) Shows hazard management areas between bushfire-prone vegetation and each building area that have dimensions equal to, or greater than, the separation distances required for BAL 19. iv) Is accompanied by a bushfire hazard management plan that addresses all the individual lots and is certified by an accredited person, showing hazard management areas equal to, or greater than the separation distance required for BAL 19. c) Hazard management areas are not located on land external to the proposed subdivision. 	
	Note: The Bushfire Hazard Assessment Report & Bushfire Hazard Management Plan states that for	

Lot 2 the hazard management area must be

	C13.0 Bushfire-Prone Areas Code	
Scheme Standard	Planner's Assessment	Assessed Outcome
	maintained prior to Council sealing the final plan of survey.	
C13.6.2	Public and fire fighting access	
A1	Rebecca Green and Associates, an accredited bushfire practitioner, completed a Bushfire Hazard Assessment Report & Bushfire Hazard Management Plan that was submitted with the application.	Complies with Acceptable Solution
	 a) Not Applicable. b) A proposed plan of subdivision showing the location of property access to buildings areas, is included in a bushfire hazard management plan that: i) Demonstrates proposed property accesses will comply with Table C 13.2; and ii) Is certified by an accredited person. 	
	Note: The Bushfire Hazard Assessment Report & Bushfire Hazard Management Plan states that the access to Lot 2 shall be upgraded prior to Council sealing the final plan of survey.	
C13.6.3	Provision of water supply for fire fighting purpo	ses
A1	Not within an area serviced by reticulated water.	Not Applicable
A2	The site is in an area no serviced by reticulated water.	Complies with Acceptable Solution
	Rebecca Green and Associates, an accredited bushfire practitioner, completed a Bushfire Hazard Assessment Report & Bushfire Hazard Management Plan that was submitted with the application.	
	a) Not applicable.b) An accredited person certifies that a proposed plan of subdivision	

C13.0 Bushfire-Prone Areas Code

Scheme Standard

Planner's Assessment

Assessed Outcome

demonstrates that a static water supply, dedicated to fire fighting, will be provided and located compliant with Table C13.5.

c) Not applicable.

Note: The Bushfire Hazard Assessment Report & Bushfire Hazard Management Plan requires that the existing dwelling on Lot 2, prior to the final plan of survey being sealed by Council, is required to be provided with an appropriate dedicated static water supply for fire fighting.

10.0 Low Density Residential Zone

10.6.1 Lot design

Objective

That each lot:

- (a) has an area and dimensions appropriate for use and development in the zone;
- (b) is provided with appropriate access to a road; and
- (c) contains areas which are suitable for residential development.

Performance Criteria P2

Each lot, or a lot proposed in a plan of subdivision, excluding for public open space, a riparian or littoral reserve or Utilities, must be provided with a frontage or legal connection to a road by a right of carriageway, that is sufficient for the intended use, having regard to:

- (a) the width of frontage proposed, if any;
- (b) the number of other lots which have the land subject to the right of carriageway as their sole or principal means of access;
- (c) the topography of the site;
- (d) the functionality and useability of the frontage;
- (e) the ability to manoeuvre vehicles on the site; and
- (f) the pattern of development existing on established properties in the area,

and is not less than 3.6m wide.

Summary of Planner's Advice

The development is assessed as satisfying Performance Criteria P2, and is consistent with the objective.

Details of the planner's assessment against the provision are set out below.

Scheme Provision	Planner's Assessment
10.6.1 Performance Criteria P2	Lots 1, 2 and 3 are afforded a frontage of 60m, whereas Lots 4, 5 & 6 are proposed to be internal lots having a frontage width and access handle of 12m. As these lots do not achieve a frontage width of 20m, the application relies upon the assessment against the Performance Criteria. The intended use of the land is likely residential, i.e. single dwelling.
	, , , , ,
10.6.1 Performance	The proposed frontage width for Lots 4, 5 and 6 is 12m for each lot.

12.1.6 Planner's Advice - Performance Criteria

Scheme Provision	Planner's Assessment
Criteria P2(a)	
10.6.1 Performance Criteria P2(b)	A right of carriageway is not proposed. All lots are afforded frontage to Jones Street South.
10.6.1 Performance Criteria P2(c)	The topography of the site slopes down from the south-west corner to the north-east corner of the site. Typically, the land rises in elevation from Jones Street South.
10.6.1 Performance Criteria P2(d)	Each frontage being 12m in width is of an appropriate width to provide vehicular access that is compliant with the Bushfire-Prone Area Code requirements as certified by an accredited bushfire practitioner in the Bushfire Hazard Assessment Report & Bushfire Hazard Management Plan.
	The frontage for each lot provides suitable sight distance to exit the lot. The vehicle crossing for each lot will be required to be constructed to the appropriate standard.
10.6.1 Performance Criteria P2(e)	Lots 4 & 5 have an area of 1.105ha and Lot 6 has an area of 1.00ha. As such there will be sufficient area available within the lot to manoeuvre vehicles.
10.6.1 Performance Criteria P2(f)	Figure 1 below provides an aerial photo which shows the pattern of development on existing established properties in the area. Those lots that are internal have had the width of the frontage considered and are identified with a red star.
	The area to the south of Moore Street between Mary Street and Jones Street South has been subject to subdivisions. These subdivisions have created internal lots that have a frontage width ranging from 5m through to 20m.
	The subdivision that created internal lots off Marriott Street were provided with a 4m frontage, whilst the subdivision off Pensioners Row has a frontage of 5m.
	The proposed internal lots are considered to have a frontage width that is consistent with the pattern of development of existing properties in the area.

12.1.6 Planner's Advice - Performance Criteria

Scheme Provision	Planner's Assessment
	Subject Title Figure 1: Aerial photo showing the pattern of development within the area. Note the internal lots are marked with a red star (Source: Exponare).
10.6.1 Performance Criteria P2 Conclusion	The proposed frontage width of 12m for Lots 4, 5 & 6 will provide a legal connection to Jones Street South, is considered to be sufficient for the intended residential use of the land satisfying the Performance Criteria and is in keeping with the objective.

10.0 Low Density Residential Zone

10.6.3 Services

Planning Scheme Provision

Objective

That the subdivision of land provides services for the future use and development of the land.

Performance Criteria P2

Each lot, or a lot proposed in a plan of subdivision, excluding for public open space, a riparian or littoral reserve or Utilities, must be capable of accommodating an on-site wastewater treatment system adequate for the future use and development of the land.

Summary of Planner's Advice

The development is assessed as satisfying Performance Criteria P2, and is consistent with the objective.

Details of the planner's assessment against the provision are set out below.

Scheme Provision	Planner's Assessment
10.6.3 Performance Criteria P2	As the site is not connected to a reticulated sewerage system, each new lot will require an on-site wastewater treatment system. Therefore, the Performance Criteria is relied upon for the assessment. It is noted that there is an existing septic tank system for the existing dwelling and this is shown to be wholly located within the proposed title boundaries of Lot 2 and appropriately setback from the new boundary shared with Lot 5.
	The proposed lot sizes range from 6,000m² and 11,050m². Lot 1 does contain an existing dam. Council's Environmental Health Officer has reviewed the application and has considered that all lots are of sufficient size to be capable of accommodating an on-site wastewater treatment system adequate for the future use and development of the land. The likely future use and development of the land is for a residential single dwelling and associated outbuildings.
	Any future development of the land will require an on-site wastewater design report to be completed by a suitably qualified person specific to the proposed development and submitted with an application for a plumbing permit.
	As the land is considered suitably sized to capably accommodate an on-site wastewater treatment system, the Performance Criteria is satisfied and is in keeping with the objective.

10.0 Low Density Residential Zone

10.6.3 Services

Objective

Planning Scheme Provision

That the subdivision of land provides services for the future use and development of the land.

Performance Criteria P3

Each lot, or a lot proposed in a plan of subdivision, excluding for public open space, a riparian or littoral reserve or Utilities, must be capable of accommodating an on-site stormwater management system adequate for the future use and development of the land, having regard to:

- (a) the size of the lot;
- (b) topography of the site;
- (c) soil conditions;
- (d) any existing buildings on the site;
- (e) any area of the site covered by impervious surfaces; and
- (f) any watercourse on the land.

Summary of Planner's Advice

The development is assessed as satisfying Performance Criteria P3, and is consistent with the objective.

Details of the planner's assessment against the provision are set out below.

Scheme Provision	Planner's Assessment				
10.6.3 Performance Criteria P3	The proposed Plan of Subdivision does not show the lots being connected to the stormwater drainage in Jones Street South and, therefore, will require an on-site stormwater management system. As such, the Performance Criteria is relied upon for the assessment. It is noted that the existing stormwater for the dwelling is directed to water tanks on Lot 2.				
10.6.3 Performance Criteria P3(a)	The proposed lot sizes range from 6,000m ² and 11,050m ² .				
10.6.3 Performance Criteria P3(b)	The land slopes downward in elevation from the south-west corner to the north-eastern corner. There is a fall of approximately 11m across the site. The land generally rises in elevation from Jones Street South. It is noted that there is adequate fall to the drain on the western side of Jones Street South, that				

Scheme Provision	Planner's Assessment
	future development may propose to discharge stormwater to. If this is proposed, a stormwater connection to this drain will be considered by Council's Plumbing Surveyor and Infrastructure Services Department.
	Subject Title Figure 2: Aerial photo of the subject site showing the 0.5m contours (Source: Exponare).
10.6.3 Performance Criteria P3(c)	There are two soil profile classes listed on TheList for the site. These are Cressy SPC and Brickenden SPC. The land is predominately vegetated with grass, and there are no apparent exposed rocks visible from Jones Street South. The soil type is considered to be suitable to contain stormwater from future development within the proposed title boundary.
10.6.3 Performance Criteria P3(d)	The existing dwelling will be retained on Lot 2. The stormwater captured from the roof of the dwelling is directed to rainwater tanks, and will be contained within the title boundaries. There are four outbuildings on the site that are proposed to be demolished.
10.6.3 Performance Criteria P3(e)	The site does not currently have any area covered by impervious surfaces, other than for the existing dwelling area.
10.6.3 Performance Criteria P3(f)	The land is not subject to any water courses. It is noted, however, that there is dam on proposed Lot 1 which does not have a mapped outfall. However, the lot is proposed to be 7,000m² and the dam occupies approximately 900m² in area, leaving a substantial amount of area available for development including an on-site stormwater management system.

12.1.6 Planner's Advice - Performance Criteria

Scheme Provision	Planner's Assessment
10.6.3 Performance Criteria P3 Conclusion	As the land is considered suitably sized to capably accommodate an on-site stormwater management system, the Performance Criteria is satisfied and is in keeping with the objective.

MEA-S11.0 Westbury Specific Area Plan

MEA-S11.8 Development Standards for Subdivision

Objective

To provide for:

- (a) density and dimensions of lots in an arrangement consistent with the low density grid arrangement of the area;
- (b) dimensions of lots that enables building to be separated;
- (c) lot areas and dimensions of lots that are appropriate to accommodate a dwelling and associated on-site drainage and on-site wastewater requirements; and
- (d) access to lots that minimises the number of driveway crossovers.

Performance Criteria P1

Subdivision must only be from an area of land not less than 2ha and:

- (a) provide not more than 3 lots for each 2ha;
- (b) provide 1 lot that has an area of not less than 1ha; and
- (c) each lot, or lot proposed in a plan of subdivision must:
 - (i) be capable of containing a circle of not less than 60m diameter;
 - (ii) have an area not less than 5000m²; and
 - (iii) have sufficient useable area and dimensions suitable for its intended use, having regard to:
 - a. the plan purpose;
 - b. the relevant requirements for development of buildings on the lots;
 - c. the potential or intended location of buildings;
 - d. distances between new building areas and new building areas and existing buildings;
 - e. the topography of the site;
 - f. adequate provision of drainage and on-site wastewater disposal;
 - g. the ability to screen development through retention of existing hedgerows or other vegetation, or the planting of new vegetation screening;
 - h. whether the location of access driveways and crossovers minimises vegetation clearance and viewing opportunities;
 - i. the use of adjoining land as a recreational pathway; and
 - *j.* any constraints to development.

Summary of Planner's Advice

The development is assessed as satisfying Performance Criteria P1, and is consistent with the objective.

Details of the planner's assessment against the provision are set out below.

Scheme Provision	Planner's Assessment							
MEA-S11.8.1 Performance Criteria P1	The proposed subdivision does not comply with the lot design criteria required in the Acceptable Solution. Therefore, the proposed subdivision relies on the assessment against the Performance Criteria.							
	The existing title is 5.112ha in area and is capable of being subdivided pursuant to satisfaction against the Performance Criteria. It is proposed to create 6 titles from the existing title and will comprise the following:							
	Table	Table 1: Proposed Lot Configuration						
	Lot	Area	Frontage	Diameter	Features			
	1	7,000m ²	60m	60m	Dam, Vacant from buildings			
	2	6,000m ²	60m	60m	Single Dwelling and 3x outbuildings to be demolished			
	3	6,000m ²	60m	60m	Vacant			
	4	11,050m ²	12m	72.4m	Vacant			
	5	11,050m ²	12m	72.4m	Vacant			
	6	10,000m ²	12m	72.4m	Outbuilding to be demolished, otherwise vacant			
	Each	lot will be pr	ovided with	a vehicle cro	ssing to Jones Street South.			
MEA-S11.8.1 Performance Criteria P1(a)	The site is 5.122ha in area. It is proposed to create 6 lots. This is consistent with the requirements of providing not more than 3 lots for each 2ha, as a minimum of 4ha in area is required for 6 lots. Therefore, this proposed subdivision provides a density that meets the requirement.							
MEA-S11.8.1 Performance Criteria P1(b)	Three lots will be 1.00ha or greater as a result of this subdivision. It is noted that if approved and subdivided, under the current Westbury Specific Area Plan, no further subdivision will be possible as the all the lots will be less than 2ha in area.							
MEA-S11.8.1 Performance Criteria P1(c)	Each lot on the plan of subdivision: i) is capable of containing a circle of not less than 60m in diameter. Lots 1, 2 and 3 will have a diameter of 60m, whilst Lots 4, 5 & 6 will have a diameter of 72.4m.							

Scheme Provision	Planner's Assessment
	 ii) will have an area greater than 5,000m², as demonstrated in the table above. iii) The proposed lot sizes are considered to provide a sufficient and usable area and dimensions for its intended use which is likely the befor a residential use. The lots have sufficient area to facilitate future development to be constructed to meet the development requirements of the Westbury Specific Area Plan, and the Love Density Residential zone, namely being able to facilitate a setbact of 15m from all boundaries, and to achieve a site coverage of less than 30%. It is noted that these are the requirements to complewith the relevant Acceptable Solution, and future application could apply to rely on the assessment against the Performance Criteria.
	The existing buildings on the site will be contained on propose Lot 2. This includes the existing dwelling which will achieve setback to the new boundaries that is greater than 15m. The existing buildings on adjoining land are well setback from the subject site, however, the dwelling located at 276 Jones Street South is located approximately 12m from the shared boundary. Lot 4 will share the boundary with the adjoining dwelling. Given the access handle for Lot 4 is located to the north of Lot 3, it is likely that a future dwelling will be located towards the northern side of the lot. Lot 4 is 72.4m in width and, therefore, appropriate separation between existing buildings and future buildings can be maintained.
	The site has a change in elevation of approximately 11m and rise from the north-eastern corner of the lot and from Jones Stree South towards the south-western boundary. The slope is of a appropriate gradient to facilitate future development.
	All lots will require and are considered capable of providing on site wastewater disposal and stormwater treatment.
	There is no existing screening vegetation located on the northern eastern or southern boundary of the site. There is some vegetatio located along the western boundary which is proposed to be retained as part of this application. The lots are of a sufficient size to be able to plant screening vegetation if determined necessare by the future owners.

12.1.6 Planner's Advice - Performance Criteria

Scheme Provision	Planner's Assessment
	The proposed location of the vehicle crossings will not require the removal of any vegetation, nor will the access driveways require the removal of any vegetation. It is noted that some vegetation that was to the rear of the existing dwelling has been cleared.
	The adjoining land is privately owned and Jones Street South is likely to be used as a recreational pathway. It is noted that horse riding signs are erected within the area, indicating that the road reserves are also used by equestrians.
	The proposed site is not considered to be subject to any constraints that would prohibit future development.
MEA-S11.8.1 Performance Criteria P1 Conclusion	The proposed subdivision configuration is considered to have lots of suitable size and dimensions for future residential use. The Performance Criteria is satisfied and is in keeping with the objective.

APPLICATION FORM

Meander Valley Council Working Together

PLANNING PERMIT

Land Use Planning and Approvals Act 1993

- Application form & details MUST be completed IN FULL.
- Incomplete forms will not be accepted and may delay processing and issue of any Permits.

			Ì		OFFICE USE ONLY					
Property No:			Assessment No:		-		<u> </u>			
DA\] PA\] P(c/ 🔃					
Is your applicatHave you alreadIs a new vehicle	dy received a	Planning Re	view for this proposa	!?	Yes Yes	. ₫ ▷	lo lo lo	Indicate b	y √ box	
PROPERTY DE	TAILS:									
Address:	258	JONE	es STREE	7	Certificate	of Title:	202	27//		
Suburb:	WES	TBURY	1			Lot No:	A			
Land area:	3	5.112 H	ia.	m	² / ha					
Present use of land/building:	RESI	DENTI	AL			(vacant, commerci	residenti al or forest		ıl, industrial,	
Heritage Listed	Property:	Yes	or Private access via No	a Crown A	ccess Lid	cence:	Yes	No		
DETAILS OF U	SE OR DEV	/ELOPMEN								
Indicate by ✓ box	☐ Buildin ☐ Forestr	g work 'Y	Change of use Other		Subdivis	sion	☐ Der	molition		
Total cost of deve (inclusive of GST):	lopment	\$	Includes t	otal cost of bu	ilding wori	k, landscap	ing, road v	works and	infrastructure	
Description of work:										
Use of building:				(main use of factory, of		d building	– dwelling	g, garage, f	farm building,	
New floor area:		m ²	New building he	ght:	1	m				
Materials:	External wa	lls:			Colour: [
	Roof claddi	ing:			Colour: [

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D.J.McCulloch Surveying Land Surveyors

P.O.BOX 725 Riverside, TAS, 7250

148 West Tamar Road Riverside, TAS, 7250

Mobile: -- 0417 526589

Our Ref: 0324 Planning WTC

Thursday 26th September 2024

Planning Report

Proposed Subdivision

Land at 256 Jones Street, Westbury

Estate of Rosemary Lindsey Owners

Planning Authority: - Meander valley Council

Planning Scheme: - Tasmanian Planning Scheme

Westbury Specific Area Plan

The Proposed Subdivision

It is proposed to subdivide the existing 5.112ha title into 6 low density residential lots to be developed in 2 stages.

The proposed subdivision satisfies the purposes of the Westbury Specific Area Plan.

The land will be subdivided as shown on the Subdivision Plan 2624-01 DA.

Zoning

The whole of the parent title is zoned Low Density Residential under the provisions of the Tasmanian Planning Scheme.

The Subject Land

The subject land is described in Certificate of Title F/R 202711/4

The subject land is wholly pasture land with frontage to Jones Street, a

Council maintained public road.

Page 2 of 2

Compliance with the Development Standards for subdivision in the Density Residential Zone

MEA-S11.8.1 Lot Design - Acceptable Solutions A1

Proposed Lots 4, 5 & 6 satisfy the Acceptable Solutions A1 (a) & (a) (i)

MEA-S11.8.1 Lot Design - Performance Criteria P1

The proposed subdivision satisfies the Performance Criteria P1 (a), (b), (c)(i), (c)(ii).

P1 (c)(iii) Proposed Lots 1, 2 & 3 have sufficient useable area and dimensions suitable for their intended residential use having due regard to items P1(c)(iii) (a), (b), (c), (d), (e) (f) (g), (h) & (l).

TPS-10.6.1 Lot Design

Proposed Lots 1, 2 & 3 satisfy the Acceptable Solutions A2. The frontages of Lots 4, 5 & 6 satisfy the Performance Criteria P2 (a), (b), (c), (d), (e) & (f).

All proposed lots can satisfy the Acceptable Solutions A3

General

 This development complies with the objectives of the Tasmanian Planning Scheme and satisfies the purposes of the Low Density Residential Zone thereof.

Dallas McCulloch

Registered Land Surveyor

26/09/2024



RESULT OF SEARCH

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



SEARCH OF TORRENS TITLE

VOLUME	FOLIO
202711	4
EDITION	DATE OF ISSUE
3	08-Dec-2008

SEARCH DATE : 26-Sep-2024 SEARCH TIME : 12.11 PM

DESCRIPTION OF LAND

Town of WESTBURY Lot 4 on Plan 202711

Derivation: Lot 4 (Section A.K.) Gtd. to J. Charlesworth.

Prior CT 2115/29

SCHEDULE 1

M204862 TRANSFER to ROSEMARY JOAN LINDSEY Registered 08-Dec-2008 at 12.01 PM

SCHEDULE 2

Reservations and conditions in the Crown Grant if any

UNREGISTERED DEALINGS AND NOTATIONS

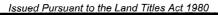
N201130 PETA ROSE SALTMARSH and RAE CHRISTINA LINDSEY as personal representative of ROSEMARY JOAN LINDSEY Lodged by JULIE BYRNE LEGAL on 13-Sep-2024 BP: N201130

Page 1 of 1



RESULT OF URDS SEARCH

RECORDER OF TITLES





UNREGISTERED DEALINGS REPORT

SEARCH DATE : 18-Sep-2024 SEARCH TIME : 11:13 am

CT: 202711/4

N201130 PETA ROSE SALTMARSH and RAE CHRISTINA LINDSEY as

personal representative of ROSEMARY JOAN LINDSEY

Lodged by JULIE BYRNE LEGAL on 13-Sep-2024 BP: N201130

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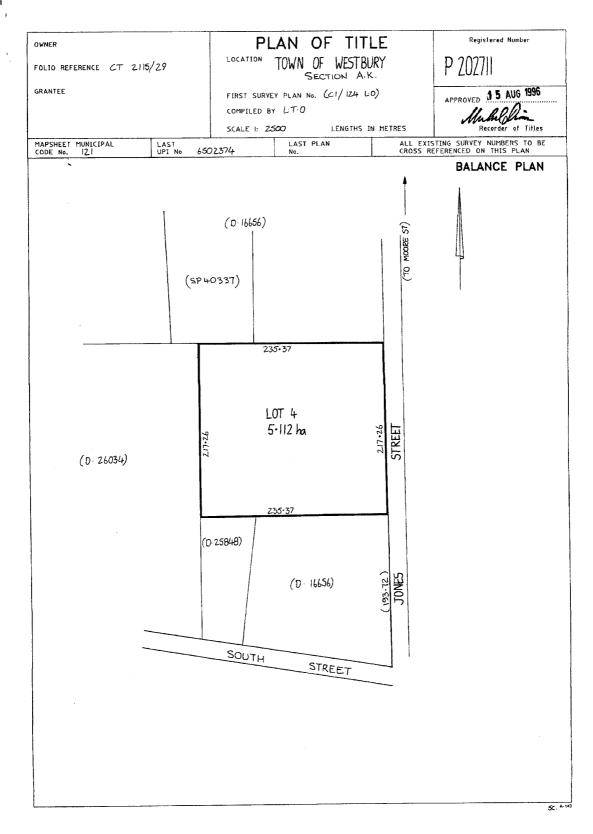
SURVEY INFORMATION REPORT

RECORDER OF TITLES



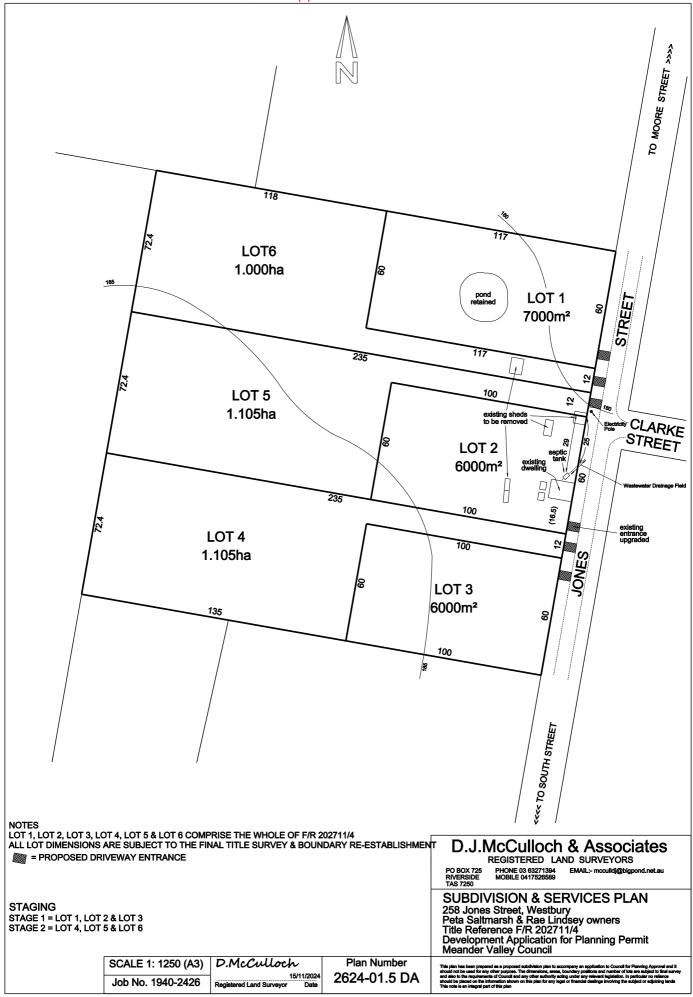


202711



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D.J McCulloch & Associates

258 Jones Street, Westbury Traffic Impact Assessment

November 2024





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1. Introduction

1.1 Background

Midson Traffic were engaged by D.J McCulloch & Associates to prepare a traffic impact assessment for a proposed 6-lot residential subdivision development at 258 Jones Street, Westbury.

1.2 Traffic Impact Assessment (TIA)

A traffic impact assessment (TIA) is a process of compiling and analysing information on the impacts that a specific development proposal is likely to have on the operation of roads and transport networks. A TIA should not only include general impacts relating to traffic management, but should also consider specific impacts on all road users, including on-road public transport, pedestrians, cyclists and heavy vehicles.

This TIA has been prepared in accordance with the Department of State Growth (DSG) publication, *Traffic Impact Assessment Guidelines*, August 2020. This TIA has also been prepared with reference to the Austroads publication, *Guide to Traffic Management*, Part 12: *Integrated Transport Assessments for Developments*, 2020.

Land use developments generate traffic movements as people move to, from and within a development. Without a clear understanding of the type of traffic movements (including cars, pedestrians, trucks, etc), the scale of their movements, timing, duration and location, there is a risk that this traffic movement may contribute to safety issues, unforeseen congestion or other problems where the development connects to the road system or elsewhere on the road network. A TIA attempts to forecast these movements and their impact on the surrounding transport network.

A TIA is not a promotional exercise undertaken on behalf of a developer; a TIA must provide an impartial and objective description of the impacts and traffic effects of a proposed development. A full and detailed assessment of how vehicle and person movements to and from a development site might affect existing road and pedestrian networks is required. An objective consideration of the traffic impact of a proposal is vital to enable planning decisions to be based upon the principles of sustainable development.

This TIA also addresses the relevant clauses of C2.0, *Parking and Sustainable Parking Code*, and C3.0, *Road and Railway Assets Code*, of the Tasmanian Planning Scheme – Meander Valley, 2021.

1.3 Statement of Qualification and Experience

This TIA has been prepared by an experienced and qualified traffic engineer in accordance with the requirements of Council's Planning Scheme and The Department of State Growth's, *Traffic Impact Assessment Guidelines*, August 2020, as well as Council's requirements.

The TIA was prepared by Keith Midson. Keith's experience and qualifications are briefly outlined as follows:

- 28 years professional experience in traffic engineering and transport planning.
- Master of Transport, Monash University, 2006
- Master of Traffic, Monash University, 2004



- Bachelor of Civil Engineering, University of Tasmania, 1995
- Engineers Australia: Fellow (FIEAust); Chartered Professional Engineer (CPEng); Engineering Executive (EngExec); National Engineers Register (NER)

1.4 Project Scope

The project scope of this TIA is outlined as follows:

- Review of the existing road environment in the vicinity of the site and the traffic conditions on the road network.
- Provision of information on the proposed development with regards to traffic movements and activity.
- Identification of the traffic generation potential of the proposal with respect to the surrounding road network in terms of road network capacity.
- Traffic implications of the proposal with respect to the external road network in terms of traffic efficiency and road safety.

1.5 Subject Site

The subject site is located at 258 Jones Street, Westbury (Certificate of Title F/R 202711/4). The site has an area of 5.112 hectares and currently contains a rural/ residential dwelling. The site is zoned 'low density residential' under the Planning Scheme.

The subject site and surrounding road network is shown in Figure 1.



Figure 1 Subject Site & Surrounding Road Network



Image Source: LIST Map, DPIPWE

1.6 Reference Resources

The following references were used in the preparation of this TIA:

- Tasmanian Planning Scheme Meander Valley, 2021 (Planning Scheme)
- Austroads, Guide to Traffic Management, Part 12: Integrated Transport Assessments for Developments, 2020
- Austroads, Guide to Road Design, Part 4A: Unsignalised and Signalised Intersections, 2021
- Department of State Growth, Traffic Impact Assessment Guidelines, 2020
- Roads and Maritime Services NSW, Guide to Traffic Generating Developments, 2002 (RMS Guide)
- Roads and Maritime Services NSW, Updated Traffic Surveys, 2013 (Updated RMS Guide)
- Australian Standards, AS2890.1, Off-Street Parking, 2004 (AS2890.1)



2. Existing Conditions

2.1 Transport Network

For the purposes of this report, the transport network consists of Jones Street, Moore Street, South Street and Clarke Street.

Jones Street consists of short discontinuous road segments between Meander Valley Road and South Street. Between Moore Street and South Street it has an unsealed pavement width of approximately 4 metres. The default rural unsealed road speed limit of 80-km/h is applicable to Jones Street.

The traffic volume on Jones Street near the subject site consists only of local traffic and would be in the order of 30 vehicles per day based on the land use along its frontage.

Jones Stret adjacent to the subject site is shown in Figure 2.

Figure 2 Jones Street





Moore Street provides a minor collector road function through the southern sections of Westbury, running in an east-west direction. It has a sealed pavement width of approximately 5 metres and a posted speed limit of 70-km/h. It carries a traffic volume of approximately 150 vehicles per day¹. Jones Street connects to Moore Street at a T-junction with Moore Street having priority.

South Street connects between Mary Street and Marriot Street providing a local access route for rural properties along its length. South Street has an unsealed pavement width of approximately 4 metres. The geometry of the South Street/ Jones Street junction is such that the South Street western approach becomes Jones Street via a ninety-degree bend. The eastern approach of South Street is effectively the minor approach to the junction for reasons unknown (most likely low volume on this approach). The

5 258 Jones Street, Westbury - Traffic Impact Assessment

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¹ Council traffic data for Moore Street indicated a traffic volume of 131 vehicles per day in 2015. Whilst it is unlikely that there would have been much background traffic growth in Moore Street, an ADT of 150 vpd would account for a 1% per annum compound growth rate.



construction of the Jones Street eastern approach appears to be a lower order (LGAT US2 unsealed road classification). The geometry is a typical of rural low volume junction. The low approach speeds (due to the 90-degree angle) and low volumes results in a safe operating environment for road users.

South Street is likely to carry a traffic volume of approximately 100 vehicles per day.

Clarke Street is a short local access dead-end road that only services several properties. A road reservation has been reserved for Clarke Street to connect to Marriott Street, however it has not been constructed.

2.2 Road Safety Performance

Crash data can provide valuable information on the road safety performance of a road network. Existing road safety deficiencies can be highlighted through the examination of crash data, which can assist in determining whether traffic generation from the proposed development may exacerbate any identified issues.

Crash data was obtained from the Department of State Growth for a 5+ year period between 1st January 2019 to 30th September 2024 for Jones Street between Moore Street and South Street.

No crashes were reported during this period.

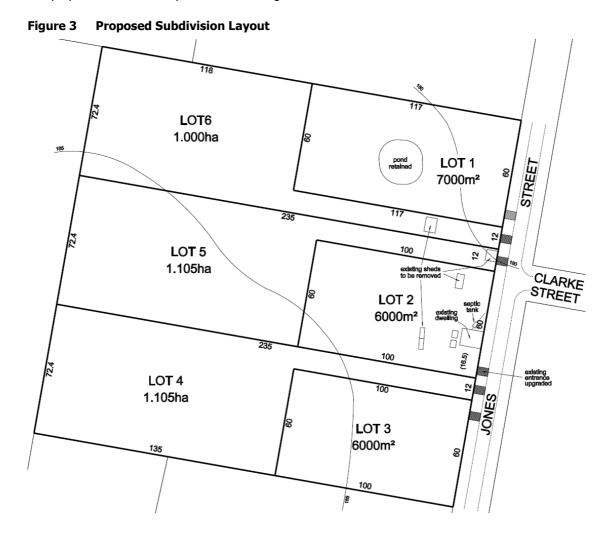


3. Proposed Development

3.1 Development Proposal

The proposed development involves the construction of a 6-lot residential subdivision. All lots will connect directly to Jones Street at separate driveway accesses.

The proposed subdivision layout is shown in Figure 3.





4. Traffic Impacts

4.1 Trip Generation

Traffic generation rates were sourced from the RMS Guide. The RMS Guide (and RMS updated surveys) states the following traffic generation rates for residential developments:

Daily vehicle trips
 Weekday peak hour vehicle trips
 7.4 per dwelling
 0.78 per dwelling

The daily traffic generation has been rounded up to 8 vehicles per day per dwelling and 0.8 vehicles per hour per dwelling during peak periods. The traffic generation from the subdivision when fully developed (with all dwellings occupied within the subdivision) is therefore likely to be in the order of 48 trips per day, and 5 trips per hour during peak periods.

The existing traffic generation of the site is 8 vehicles per day, with a peak of 1 vehicle per hour. The increase in traffic generation is therefore approximately 40 vehicles per day.

4.2 Background Traffic Growth

Background traffic growth was considered for the surrounding road network near the subject site.

Traffic growth or decline in an area can usually be linked directly to demographic changes, and therefore the long-term patterns associated with these changes assist in estimating traffic trends for an area. ABS data indicates Westbury's population is projected to remain relatively stable in size for the next 10 years before entering into gradual decline as a result of population ageing². The population age structure will be dominated by those aged 45 and older with a declining number of children being born.

It is important to consider potential background growth as a result of various land use development factors, such as ongoing subdivision in the surrounding area. The small subdivision subject of this report is therefore a consideration. On this basis an optimistic growth rate of 0.5% per annum compound growth has been adopted for the surrounding network.

Excluding traffic generated by the proposed subdivision, the ten-year traffic volume forecasts for Jones Street, Moore Street and South Street are therefore:

Jones Street 32 vpdMoore Street 160 vpdSouth Street 105 vpd

² Westbury Transport Study, Midson Traffic, May 2017.



4.3 Trip Assignment

Each lot will have its own separate driveway connecting to Jones Street. The traffic will be 8 vehicles per day with a peak of 1 vehicle per hour at each access. Based on the connectivity of Jones Street with the surrounding network, the dominant movements are likely to be right-in/ left-out at each access (ie. preference for use of Moore Street over South Street to access roads such as Mary Street and Marriott Street in the broader network).

4.4 Access Impacts

The proposed subdivision will create 5 new driveway accesses and upgrade the existing driveway access (that will service Lot 2).

4.4.1 Existing Driveway Access

The existing driveway is subject to Acceptable Solution A1.4 of Clause C3.5.1, which states "Vehicular traffic to and from the site, using an existing vehicle crossing or private level crossing, will not increase by more than the amounts in Table C3.1". Table C3.1 specifies a maximum increase of 20% or 40 vehicles per day, whichever is greater.

In this case the traffic generation associated with Lot 2 (which will be serviced by the existing driveway) will be 8 vehicles per day, which is unchanged from existing conditions. The Acceptable Solution A1.4 of Clause C3.5.1 of the Planning Scheme is satisfied.

4.4.2 New Driveway Accesses

The proposed subdivision will create 5 new driveway accesses. The Acceptable Solution A1.2 of Clause C3.5.1 of the Planning Scheme states "For a road, excluding a category 1 road or a limited access road, written consent for a new junction, vehicle crossing, or level crossing to serve the use and development has been issued by the road authority".

In this case Council (as road authority) has not provided written consent for the new accesses. The Acceptable Solution A1.2 of Clause C3.5.1 of the Planning Scheme is not met.

The Performance Criteria P1 of Clause C3.5.1 of the Planning Scheme states:

"Vehicular traffic to and from the site must minimise any adverse effects on the safety of a junction, vehicle crossing or level crossing or safety or efficiency of the road or rail network, having regard to:

- (a) any increase in traffic caused by the use;
- (b) the nature of the traffic generated by the use;
- (c) the nature of the road;
- (d) the speed limit and traffic flow of the road;
- (e) any alternative access to a road;



- (f) the need for the use;
- (g) any traffic impact assessment; and
- (h) any advice received from the rail or road authority".

The following is relevant with respect to the proposed subdivision accesses:

- a. <u>Increase in traffic</u>. The increase in traffic will be 8 vehicles per day at each new access driveway, with a peak increase of 1 vehicle per hour. All accesses can cater for this increase in traffic volume at a high level of efficiency, noting that this is consistent with other driveway accesses in the Westbury road network. The total traffic volume increase as a result of the subdivision will be 40 vehicles per day.
- b. <u>Nature of traffic</u>. The traffic generated by the development will be residential in nature, which is consistent with the existing traffic utilising the surrounding road network.
- c. <u>Nature of road</u>. Jones Street is local access road that services predominantly residential property along its length. The nature of the road is compatible with the traffic generated by the proposed subdivision.
- d. <u>Speed limit and traffic flow</u>. Jones Street has a speed limit of 80-km/h. Based on the relatively short length of Jones Street, narrow width and unsealed pavement, vehicle speeds are typically lower than the speed limit. General observations indicate that vehicle speeds are in the order of 50-km/h to 60-km/h within Jones Street. It carries a very low traffic volume of approximately 30 vehicles per day.
- e. <u>Alternative access</u>. No alternative access is available or considered necessary.
- f. Need for use. The driveway accesses are required to service the lots associated with the proposed subdivision.
- g. Traffic impact assessment. This report documents the findings of a traffic impact assessment.
- h. Road authority advice. The road authority requires a TIA be prepared in support of the proposed subdivision.

Based on the above assessment, the access satisfies the requirements Performance Criteria P1 of Clause C3.5.1 of the Planning Scheme. Importantly the proposed accesses are consistent with other driveway accesses within the Westbury road network. The Accesses are within a very low traffic volume and low speed environment.

4.5 Sight Distance

The Australian Standards, AS2890.1, provides the relevant sight distance requirements for residential and domestic driveways.



For a frontage road speed of 80-km/h, the required sight distance for a domestic property is 95 metres. It is noted that site observations indicate that the actual vehicle speeds (85th percentile or design speed) is likely to be in the order of 50 to 60-km/h. Assessment of a frontage speed of 60-km/h would reduce the sight distance requirement to 55 metres.

The available sight distance unobstructed as Jones Street has a straight horizontal and vertical alignment. The available sight distance exceeds 200 metres in both directions from each of the 6 driveway access locations, thus satisfying the sight distance requirements of AS2890.1.

Sight distance at the intersection of Moore Street/ Jones Street was also assessed. For road junctions, sight distance requirements are specified in Austroads Part 4A. For a 70-km/h design speed (assuming that the 85th percentile speed is equal to the posted speed limit, general observations indicate that the actual travel speeds may be lower, thus requiring a lower SISD value), the required Safe Intersection Sight Distance (SISD) requirement is 141 metres (assuming an alerted reaction time of 1.5 seconds).

The available sight distance along Moore Street from the Jones Street junction is approximately 150 metres to the east and exceeds 250 metres to the west. The available sight distance therefore complies with Austroads SISD requirements. It is further noted that vegetation is growing along the southern side Moore Street roadside. Ongoing maintenance should be undertaken by the road authority to ensure that the vegetation does not obstruct sight distance at the Jones Street junction.

4.6 Pedestrian Impacts

The site is located more than 2 kilometres from Westbury town centre. There are few nearby land uses that would generate any significant pedestrian activity. On this basis the proposed subdivision is likely to generate a low level of pedestrian generation on the surrounding network.

The site is located in a rural setting, with unsealed roads and wide nature strips. This is considered adequate and appropriate for the likely pedestrian activity associated with the proposed subdivision.

4.7 Network Impacts

The proposed subdivision does not include internal roads as all lots have direct frontage to Jones Street. No assessment of subdivision roads is therefore required.

The suitability of the existing road network to cater for additional traffic generated by the subdivision was undertaken. The LGAT Standard Drawings provide guidelines for road design for new developments, this is a good reference to determine the suitability of the existing road.

Jones Street is a rural low-volume road with a traffic volume in the order of 30 vehicles per day. Jones Street falls into the classification of 'US2' rural unsealed road (volume range between 30 to 100 vehicles per day). S2 roads require an unsealed road width of 4-metres with 1 metre shoulders, which is provided.

The traffic generation of the proposed subdivision will increase traffic volumes on Jones Street by 40 vehicles per day (when fully developed and dwellings are constructed). This will increase the traffic volume on Jones Street to approximately 70 per day (including background traffic growth), which is within the



acceptable range for a US2 unsealed road (noting that the increase in traffic as a result of the subdivision will be 40 vehicles per day).

Similarly, the likely low background traffic growth of Moore Street and South Street will result in no adverse impacts associated with the relatively small peak increase of 5 vehicles per hour.

On this basis the existing construction of Jones Street is considered to be acceptable to accommodate the proposed subdivision.

4.8 Road Safety Impacts

There are no significant detrimental road safety impacts foreseen for the proposed subdivision. This is based on the following:

- The existing road safety performance of the road network does not indicate that there are any
 current road safety deficiencies that might be exacerbated by the proposed development (noting
 that no crashes have been reported in Jones Street in the past five years).
- Adequate sight distance is available at all driveway accesses in relation to the prevailing vehicle speeds in accordance with AS2890.1 requirements.
- The additional traffic generated by the proposed subdivision can be readily absorbed by the surrounding road network, noting the existing very low volumes in Jones Street and connecting roads.



5. Conclusions

This traffic impact assessment (TIA) investigated the traffic and parking impacts of a proposed 6-lot residential subdivision development at 258 Jones Street, Westbury.

The key findings of the TIA are summarised as follows:

- The subdivision will provide 6 separate driveway accesses fronting onto Jones Street.
- The proposed development is likely to generate 48 vehicles per day, with 5 vehicles per hour during peak periods. This represents an increase of 40 vehicles per day on Jones Street when fully developed. Traffic generation will be evenly split amongst the separate driveways for each lot.
- Traffic generated at the existing driveway (Lot 2 within the proposed subdivision) satisfies the requirements of Acceptable Solution A1.4 of Clause C3.5.1 of the Planning Scheme. The remaining 5 driveway accesses satisfy the requirements of Performance Criteria P1 of Clause C3.5.1 of the Planning Scheme.
- The existing construction of Jones Street is considered to be adequate and appropriate in terms of function for the additional traffic generated by the proposed subdivision.

Based on the findings of this report the proposed development is supported on traffic grounds.



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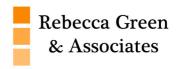
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Document Status

Revision	Author	Review	Date
0	Keith Midson	Zara Kacic-Midson	6 th November 2024
1	Keith Midson	Zara Kacic-Midson	15 th November 2024
2	Keith Midson	Zara Kacic-Midson	26 th November 2024



Bushfire Hazard Assessment Report & Bushfire Hazard Management Plan

258 Jones Street South, Westbury





Prepared for (Client)

D.J. McCulloch & Associates

PO Box 725

RIVERSIDE TAS 7250

Assessed & Prepared by

Rebecca Green

Senior Planning Consultant & Accredited Bushfire Hazard Assessor

Rebecca Green & Associates

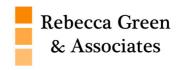
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Version 1

5 August 2024

Job No: RGA-B2605



Executive Summary

The proposed development at 258 Jones Street South, Westbury, is subject to bushfire threat. A bushfire attack under extreme fire weather conditions is likely to subject buildings at this site to considerable radiant heat, ember attack along with wind and smoke.

The site requires bushfire protection measures to protect the buildings and people that may be on site during a bushfire.

These measures include provision of hazard management areas in close proximity to the buildings, implementation of safe egress routes, establishment of a water supply and construction of buildings as described in AS 3959-2018 Construction of Buildings in Bushfire Prone Areas.



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Schedule 1 - Bushfire Report

1.0 Introduction

The Bushfire Attack Level (BAL) Report and Bushfire Hazard Management Plan (BHMP) has been prepared for submission with a Planning Permit Application under the *Land Use Planning and Approvals Act 1993; Bushfire-Prone Areas Code* and/or a Building Permit Application under the *Building Act 2016 & Regulations 2016.*

The Bushfire Attack Level (BAL) is established taking into account the type and density of vegetation within 100 metres of the proposed building site and the slope of the land; using the simplified method in AS 3959-2018 Construction of Buildings in Bushfire Prone Areas; and includes:

- The type and density of vegetation on the site,
- Relationship of that vegetation to the slope and topography of the land,
- · Orientation and predominant fire risk,
- Other features attributing to bushfire risk.

On completion of assessment, a Bushfire Attack Level (BAL) is established which has a direct reference to the construction methods and techniques to be undertaken on the buildings and for the preparation of a Bushfire Hazard Management Plan (BHMP).

1.1 Scope

This report was commissioned to identify the Bushfire Attack Level for the existing property. ALL comment, advice and fire suppression measures are in relation to compliance with *Bushfire-Prone Areas Code* of the Tasmanian Planning Scheme – Meander Valley, the National Construction Code and Australian Standards, *AS 3959-2018, Construction of buildings in bushfire-prone areas*.

1.2 Limitations

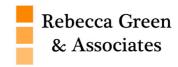
The inspection has been undertaken and report provided on the understanding that:-

- 1. The report only deals with the potential bushfire risk, all other statutory assessments are outside the scope of this report.
- 2. The report only identifies the size, volume and status of vegetation at the time the site inspection was undertaken and cannot be relied upon for any future development.
- 3. Impacts of future development and vegetation growth have not been considered.

No action or reliance is to be placed on this report; other than for which it was commissioned.

1.3 Proposal

The proposal is for the development of a 6 Lot Subdivision.



2.0 Site Description for Proposal (Bushfire Context)

2.1 Locality Plan



Figure 1: Location Plan of 258 Jones Street South, Westbury

2.2 Site Details

Property Address	258 Jones Street South, Westbury	
Certificate of Title	Volume 202711 Folio 4	
Owner	Rosemary Joan Lindsey	
Existing Use	Dwelling	
Type of Proposed Work	6 Lot Subdivision	
Water Supply	On-site for fire fighting	
Road Access	Jones Street South	

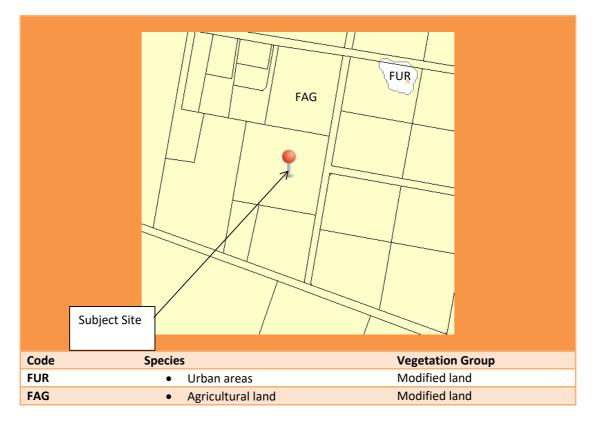


3.0 Bushfire Site Assessment

3.1 Vegetation Analysis

3.1.1 TasVeg Classification

Reference to Tasmanian Vegetation Monitoring & Mapping Program (TASVEG) indicates the land in and around the property is generally comprising of varying vegetation types including:



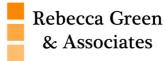


3.1.2 Site & Vegetation Photos

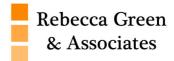
















Looking west – Lot 3

Existing tanks – Lot 2 (non compliant for fire fighting purposes)



3.2 BAL Assessment – Subdivision

The Acceptable Solution in Clause 13.6.1, C13.0 Bushfire-Prone Areas Code requires all lots within the proposed subdivision to demonstrate that each lot can achieve a Hazard Management Area between the bushfire vegetation and each building on the lot with distances equal to or greater than those specified in Table 2.6 of AS3959-2018 Construction of Buildings in Bushfire Prone Areas for BAL 12.5/19 (Lots 1-6).

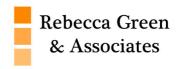
Lot 1 & Lot 3

Vegetation classification AS3959	North ⊠ North-East □	South ⊠ South-West □	East ⊠ South-East □	West ⊠ North-West □
Group A	☐ Forest	☐ Forest	☐ Forest	☐ Forest
Group B	☐ Woodland	☐ Woodland	☐ Woodland	☐ Woodland
Group C	☐ Shrub-land	☐ Shrub-land	☐ Shrub-land	☐ Shrub-land
Group D	☐ Scrub	☐ Scrub	☐ Scrub	☐ Scrub
Group E	☐ Mallee-Mulga	☐ Mallee-Mulga	☐ Mallee-Mulga	☐ Mallee-Mulga
Group F	☐ Rainforest	☐ Rainforest	☐ Rainforest	☐ Rainforest
Group G	□ Grassland	□ Grassland	□ Grassland	□ Grassland
	☐ Managed Land	☐ Managed Land		☐ Managed Land
Effective	☐ Up/0 ⁰	⊠ Up/0º	□ Up/0º	⊠ Up/0º
slope	⊠ >0-5 ⁰	□ >0-5 ⁰	⊠ >0-5 ⁰	□ >0-5 ⁰
(degrees)	□ >5-10 ⁰	□ >5-10 ⁰	□ >5-10 ⁰	□ >5-10 ⁰
	□ >10-15 ⁰	□ >10-15 ⁰	□ >10-15 ⁰	□ >10-15 ⁰
	□ >15-20°	□ >15-20°	□ >15-20°	□ >15-20 ⁰
Likely direction of bushfire attack				×
Prevailing winds				\boxtimes
Distance to classified vegetation	Om to grassland	0m to grassland	Om to grassland	Om to grassland
REQUIRED Distance to classified vegetation for BAL 19	11-<16m	10-<14m	11-<16m	10-<14m
REQUIRED Distance to classified vegetation for BAL 12.5	16-<50m	14-<50m	16-<50m	14-<50m



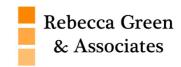
Lot 2

Vegetation classification AS3959	North ⊠ North-East □	South ⊠ South-West □	East ⊠ South-East □	West ⊠ North-West □
Group A	☐ Forest	☐ Forest	☐ Forest	☐ Forest
Group B	☐ Woodland	☐ Woodland	☐ Woodland	☐ Woodland
Group C	☐ Shrub-land	☐ Shrub-land	☐ Shrub-land	☐ Shrub-land
Group D	☐ Scrub	☐ Scrub	☐ Scrub	☐ Scrub
Group E	☐ Mallee-Mulga	☐ Mallee-Mulga	☐ Mallee-Mulga	☐ Mallee-Mulga
Group F	☐ Rainforest	☐ Rainforest	☐ Rainforest	☐ Rainforest
Group G	□ Grassland	□ Grassland	□ Grassland	□ Grassland
	☐ Managed Land	☐ Managed Land		☐ Managed Land
Effective	☐ Up/0º	⊠ Up/0º	☐ Up/0º	⊠ Up/0º
slope	⊠ >0-5 ⁰	□ >0-5 ⁰	⊠ >0-5 ⁰	□ >0-5 ⁰
(degrees)	□ >5-10 ⁰	□ >5-10 ⁰	□ >5-10 ⁰	□ >5-10 ⁰
	□ >10-15 ⁰	□ >10-15 ⁰	□ >10-15 ⁰	□ >10-15 ⁰
	□ >15-20°	□ >15-200	□ >15-200	□ >15-200
Likely direction of bushfire attack				⊠
Prevailing winds				
Distance to classified vegetation	0m to grassland	0m to grassland	Managed to eastern side of road	0m to grassland
REQUIRED Distance to classified vegetation for BAL 19	11-<16m	10-<14m	11-<16m/ To title boundary for existing dwelling	10-<14m
REQUIRED Distance to classified vegetation for BAL 12.5	16-<50m	14-<50m	16-<50m/ To title boundary for existing dwelling	14-<50m



Lot 4

Vegetation classification AS3959	North ⊠ North-East □	South ⊠ South-West □	East ⊠ South-East □	West ⊠ North-West □
Group A	☐ Forest	☐ Forest	☐ Forest	☐ Forest
Group B	☐ Woodland	☐ Woodland	☐ Woodland	☐ Woodland
Group C	☐ Shrub-land	☐ Shrub-land	☐ Shrub-land	☐ Shrub-land
Group D	☐ Scrub	☐ Scrub	☐ Scrub	☐ Scrub
Group E	☐ Mallee-Mulga	☐ Mallee-Mulga	☐ Mallee-Mulga	☐ Mallee-Mulga
Group F	☐ Rainforest	☐ Rainforest	☐ Rainforest	☐ Rainforest
Group G	□ Grassland	□ Grassland	□ Grassland	□ Grassland
	☐ Managed Land	☑ Managed Land	☐ Managed Land	
Effective	☐ Up/0º	⊠ Up/0 ⁰	□ Up/0º	⊠ Up/0º
slope	⊠ >0-5 ⁰	□ >0-5 ⁰	⊠ >0-5 ⁰	□ >0-5 ⁰
(degrees)	□ >5-10 ⁰	□ >5-10 ⁰	□ >5-10 ⁰	□ >5-10 ⁰
	□ >10-15 ⁰	□ >10-15 ⁰	□ >10-15 ⁰	□ >10-15 ⁰
	□ >15-20°	□ >15-200	□ >15-200	□ >15-200
Likely direction of bushfire attack				⊠
Prevailing winds				\boxtimes
Distance to classified vegetation	Om to grassland	0m to grassland	Om to grassland	0m to grassland
REQUIRED Distance to classified vegetation for BAL 19	11-<16m	10-<14m	11-<16m	10-<14m
REQUIRED Distance to classified vegetation for BAL 12.5	16-<50m	14-<50m	16-<50m	14-<50m

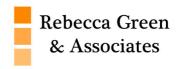


Lot 5 and Lot 6

Vegetation classification AS3959	North ⊠ North-East □	South ⊠ South-West □	East ⊠ South-East □	West ⊠ North-West □
Group A	☐ Forest	☐ Forest	☐ Forest	☐ Forest
Group B	☐ Woodland	☐ Woodland	☐ Woodland	☐ Woodland
Group C	☐ Shrub-land	☐ Shrub-land	☐ Shrub-land	☐ Shrub-land
Group D	☐ Scrub	☐ Scrub	☐ Scrub	☐ Scrub
Group E	☐ Mallee-Mulga	☐ Mallee-Mulga	☐ Mallee-Mulga	☐ Mallee-Mulga
Group F	☐ Rainforest	☐ Rainforest	☐ Rainforest	☐ Rainforest
Group G	□ Grassland	□ Grassland	□ Grassland	□ Grassland
	☐ Managed Land	☐ Managed Land	☐ Managed Land	☐ Managed Land
Effective	□ Up/0°	⊠ Up/0 ⁰	☐ Up/0º	⊠ Up/0º
slope	⊠ >0-5 ⁰	□ >0-5 ⁰	⊠ >0-5 ⁰	□ >0-5 ⁰
(degrees)	□ >5-10 ⁰	□ >5-10 ⁰	□ >5-10 ⁰	□ >5-10 ⁰
	□ >10-15 ⁰	□ >10-15 ⁰	□ >10-15 ⁰	□ >10-15 ⁰
	□ >15-20 ⁰	□ >15-200	□ >15-200	□ >15-200
Likely direction of bushfire attack				
Prevailing winds				
Distance to classified vegetation	0m to grassland	0m to grassland	0m to grassland	0m to grassland
REQUIRED Distance to classified vegetation for BAL 19	11-<16m	10-<14m	11-<16m	10-<14m
REQUIRED Distance to classified vegetation for BAL 12.5	16-<50m	14-<50m	16-<50m	14-<50m

3.3 Outbuildings

Not applicable – existing.



3.4 Road Access

Roads are to be constructed to provide vehicle access to the site to assist firefighting and emergency personnel to defend the building or evacuate occupants; and provide access at all times to the water supply for firefighting purposes on the building site.

Private access roads are to be maintained from the entrance to the property cross over with the public road through to the buildings on the site.

Lot 1 and Lot 3 - (new)	Private access driveways are to be constructed / maintained from the entrance of the property cross over at the public road through to any future habitable building and on-site dedicated firefighting water supply. Private access roads are to be maintained to a standard not less than specified in Table C13.2B.
Lot 4, Lot 5 and Lot 6 - (new)	Private access driveways are to be constructed / maintained from the entrance of the property cross over at the public road through to any future habitable building and on-site dedicated firefighting water supply. Private access roads are to be maintained to a standard not less than specified in Table C13.2B (Table C13.2C if greater than 200m).
Lot 2 (existing)	Private access driveways are to be constructed from the entrance of the property cross over at the public road through to existing habitable building and on-site dedicated firefighting water supply prior to Final Plan of Survey for subdivision to be signed off by Council. Private access roads are to be maintained to a standard not less than specified in Table C13.2B.



Table C13.2B: Standards for Property Access

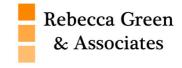
The following design and construction requirements apply to property access length is 30 metres or greater or access for a fire appliance to a fire fighting point:

- (a) All weather construction;
- (b) Load capacity of at least 20 tonnes, including for bridges and culverts;
- (c) Minimum carriageway width of 4 metres;
- (d) Minimum vertical clearance of 4 metres;
- (e) Minimum horizontal clearance of 0.5 metres from the edge of the carriageway;
- (f) Cross falls of less than 3 degrees (1:20 or 5%);
- (g) Dips less than 7 degrees (1:8 or 12.5%) entry and exit angle;
- (h) Curves with a minimum inner radius of 10 metres;
- (i) Maximum gradient of 15 degrees (1:3.5 or 28%) for sealed roads, and 10 degrees (1:5.5 or 18%) for unsealed roads; and
- (j) Terminate with a turning area for fire appliances provided by one of the following:
 - i) A turning circle with a minimum inner radius of 10 metres;
 - ii) A property access encircling the building; or
 - iii) A hammerhead "T" or "Y" turning head 4 metres wide and 8 metres long.

Table C13.2C: Standards for Property Access

The following design and construction requirements apply to property access length is 200 metres or greater or access for a fire appliance to a fire fighting point:

- (a) All weather construction;
- (b) Load capacity of at least 20 tonnes, including for bridges and culverts;
- (c) Minimum carriageway width of 4 metres;
- (d) Minimum vertical clearance of 4 metres;
- (e) Minimum horizontal clearance of 0.5 metres from the edge of the carriageway;
- (f) Cross falls of less than 3 degrees (1:20 or 5%);
- (g) Dips less than 7 degrees (1:8 or 12.5%) entry and exit angle;
- (h) Curves with a minimum inner radius of 10 metres;
- (i) Maximum gradient of 15 degrees (1:3.5 or 28%) for sealed roads, and 10 degrees (1:5.5 or 18%) for unsealed roads; and
- (j) Terminate with a turning area for fire appliances provided by one of the following:
 - i) A turning circle with a minimum inner radius of 10 metres;
 - ii) A property access encircling the building; or
 - iii) A hammerhead "T" or "Y" turning head 4 metres wide and 8 metres long.
- (k) Passing bays of 2m additional carriageway width and 20m length provided every 200m.



3.5 Water Supply

A building that is constructed in a designated bushfire prone area must provide access at all times to a sufficient supply of water for firefighting purposes on the building site.

The exterior elements of a Habitable building in a designated Bushfire prone area must be within reach of a 120m long hose (lay) connected to —

- (i) A fire hydrant with a minimum flow rate of 600L per minute and pressure of 200kpa; or
- (ii) A stored water supply in a water tank, swimming pool, dam or lake available for firefighting at all times which has the capacity of at least 10,000L for each separate building.

Lot 1, Lot 3, Lot 4, Lot 5 and Lot 6 – Static Water Supply (new)	On-site water supply is required for any new habitable building. A water tank of at least 10,000 litres per building
	area to be protected and above ground pipes and fittings used for a stored water supply must be of non-rusting, non-combustible, non-heat-deforming materials and must be situated more than 6m from a building area to be protected.
Lot 2 – Static Water Supply (new)	On-site water supply is required for the existing habitable building prior to Final Plan of Survey for subdivision to be signed off by Council.
	A water tank of at least 10,000 litres per building area to be protected and above ground pipes and fittings used for a stored water supply must be of non-rusting, non-combustible, non-heat-deforming materials and must be situated more than 6m from a building area to be protected.

Table C13.5: Static Water Supply for Fire Fighting

Column 1		Column 2
Element		Requirement
A.	Distance between building area to be protected and water supply	 The following requirements apply: (a) The building area to be protected must be located within 90 metres of the fire fighting water point of a static water supply; and (b) The distance must be measured as a hose lay, between the fire fighting water point and the furthest part of the building area.
В.	Static Water Supplies	 A static water supply: (a) May have a remotely located offtake connected to the static water supply; (b) May be a supply for combined use (fire fighting and other uses) but the specified minimum quantity of fire fighting water must be available at all times;



		 (c) Must be a minimum of 10,000 litres per building area to be protected. This volume of water must not be used for any other purpose including fire fighting sprinkler or spray systems; (d) Must be metal, concrete or lagged by noncombustible materials if above ground; and (e) If a tank can be located so it is shielded in all directions in compliance with Section 3.5 of AS 3959-2018 the tank may be constructed of any material provided that the lowest 400mm of the tank exterior is protected by: (i) Metal; (ii) Non-combustible material; or (iii) Fibre-cement a minimum 6mm thickness.
C.	Fittings, pipework and accessories (including stands and tank supports)	Fittings and pipework associated with a fire fighting water point for a static water supply must: (a) Have a minimum nominal internal diameter of 50mm; (b) Be fitted with a valve with a minimum nominal diameter of 50mm; (c) Be metal or lagged by non-combustible materials if above ground; (d) if buried, have a minimum depth of 300mm; (e) Provide a DIN or NEN standard forged Storz 65mm coupling fitted with a suction washer for connection to fire fighting equipment; (f) Ensure the coupling is accessible and available for connection at all times; (g) Ensure the coupling is fitted with a blank cap and securing chain (minimum 220mm length); (h) Ensure underground tanks have either an opening at the top of not less than 250mm diameter or a coupling compliant with this Table; and (i) If a remote offtake is installed, ensure the offtake is in a position that is: (i) Visible; (ii) Accessible to allow connection by fire fighting equipment; (iii) At a working height of 450-600mm above ground level; and (iv) Protected from possible damage, including
D.	Signage for static water connections	damage from vehicles. The fire fighting water point for a static water supply must be identified by a sign permanently fixed to the exterior of the assembly in a visible location. The sign must comply with:
		 (a) water tank signage requirements within AS 2304-2011 Water storage tanks for fire protection systems; or (b) Water Supply Signage Guideline, version 1.0, Tasmanian Fire Service, February 2017.

Rebecca Green
& Associates

E.	Hardstand	A hardstand area for fire appliances must be provided: (1) No more than 3m from the fire fighting water point, measured as a hose lay (including the minimum water level in dams, swimming pools and the like);
		(2) No closer than 6m from the building area to be protected;
		(3) a minimum width of 3m constructed to the same standard as the carriageway; and
		(4) Connected to the property access by a carriageway equivalent to the standard of the property access.

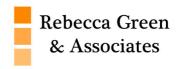
4.0 Bushfire-Prone Areas Code Assessment Criteria

Assessment has been completed below to demonstrate the BAL and BHMP have been developed in compliance with the Acceptable Solutions and/or the Performance Criteria as specified in the Bushfire-Prone Areas Code.

C13.4 - Exemptions - Not applicable.

C13.6 Development Standards for Subdivision

C13.6.1 Provision of hazard management areas				
		Comments		
⊠ A1	(a) & (b)	Specified distances for Hazard Management Areas for BAL 12.5/19 (Lots 1-6) as specified on the plan are in accordance with AS3959. The Hazard Management Area for Lot 2 shall be maintained prior to the Council sealing the final plan of survey. The proposal complies.		
□ P1				
C13.6.2 P	Public and fire fig	ghting access		
		Comments		
□ A1	(a)	Not applicable.		
⊠ A1	(b)	Access to Lot 2 shall be upgraded prior to Council sealing the final plan of survey in accordance with Table C13.2B and maintained into perpetuity. The private driveway to Lot 1 and Lot 3 will be constructed/maintained in accordance with Table C13.2B at the time of future habitable building. Access is required to on-site dedicated firefighting water supply and where greater than 30m. The private driveway to Lots 4-6 will be constructed/maintained in accordance with Table C13.2B/C13.2C at the time of future habitable building. Access is required to on-site dedicated firefighting water supply.		
☐ P1				
⊠ A2		Not applicable.		
□ P2	No PC			



C13.6.3	C13.6.3 Provision of water supply for fire fighting purposes				
		Comments			
□ A1	(a) (b)	Not applicable Not applicable.			
□ P1	No PC				
⊠ A2	(a) (b)	Not applicable. Any new habitable building on Lot 1 and Lots 3-6, at building application stage consideration with a stored water supply in a water supply tank at least 10,000 litres per building area to be protected, with a fitting suitable for TFS access in accordance with Table C13.5. The existing dwelling on Lot 2, prior to the final plan of survey being sealed by Council, shall be provided with a stored water supply in a water supply tank at least 10,000 litres per building area to be protected, with a fitting suitable for TFS access in accordance with Table C13.5 shall be considered.			
□ A2	(c)	Not applicable.			
□ P2	No PC				

5.0 Layout Options

Not relevant to this proposal.

6.0 Other Planning Provisions

Not relevant to this proposal.



7.0 Conclusions and Recommendations

Mitigation from bushfire is dependent on the careful management of the site by maintaining reduced fuel loads within the hazard management areas and within the site generally and to provide sources of water supply dedicated for firefighting purposes and the construction and maintenance of a safe egress route.

The site has been assessed as demonstrating a building area that have the dimensions equal to or greater than the separation distance required for BAL 12.5/19 (Lots 1-6) in Table 2.6 of AS 3959 – 2018 Construction of Buildings in Bushfire Prone Areas.

Access

The private driveway to Lot 2 shall be upgraded prior to the council sealing the final plan of survey and maintained into perpetuity in accordance with Table C13.2B.

The private driveway to Lot 1 and Lot 3 will be constructed in accordance with Table C13.2B at the time of future habitable building.

The private driveway to Lots 4-6 will be constructed in accordance with Table C13.2B/C13.2C (dependent on length) at the time of future habitable building.

Water Supplies

Any new habitable building on Lot 1 and Lots 3-6 at building application stage consideration with a stored water supply in a water supply tank at least 10,000 litres per building area to be protected, with a fitting suitable for TFS access in accordance with Table C13.5.

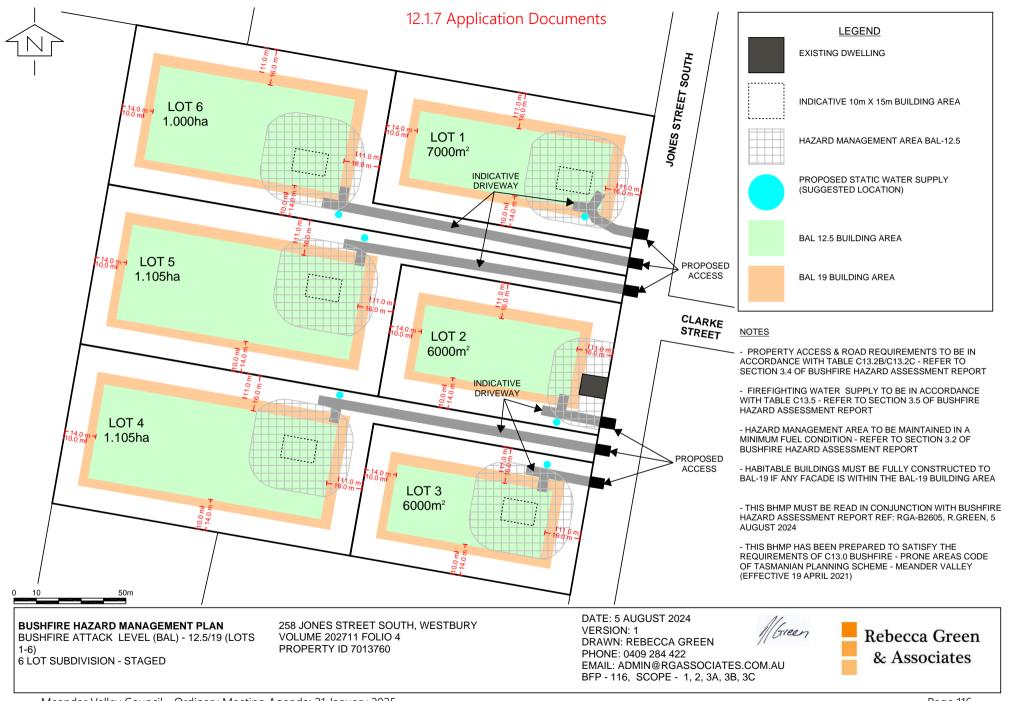
The existing dwelling on Lot 2 prior to the council sealing the final plan of survey, must be provided with a stored water supply in a water supply tank at least 10,000 litres per building area to be protected, with a fitting suitable for TFS access in accordance with Table C13.5.

Fuel Managed Areas

Hazard Management Areas as detailed within the plan shall be constructed and maintained as detailed in Schedule 2. For Lot 1 and Lots 3-6, Hazard Management Area to be established and maintained prior to the construction of any habitable building on the lot and managed into perpetuity. For Lot 2, Hazard Management Area is to be managed prior to the final plan of survey being sealed by Council and must be managed into perpetuity.



Schedule 2 – Bushfire Hazard Management Plan





Form 55

To: D.J. McCulloch & Associates		Owner /Agent					
	PO Box 725		Address	Form 55			
	RIVERSIDE TAS			7250	Suburb/postcod		
Qualified perso	on details:						
Qualified person:	Rebecca Green						
Address:	PO Box 2108				Phone No:	0409 284 422	
Address.	Launceston			7250	Fax No:	0403 204 422	
Licence No:	BFP-116	Emo	il addre			iatos com au	
Licence No.	PLL-110	EIIIa	ii addre	ss. au	min@rgassoc	iates.com.au	
Qualifications and Insurance details:	Accredited to report on bushfire hazards under Part IVA of the Fire Services Act 1979 (description from Column 3 of the Director's Determination - Certificates by Qualified Person for Assessable Items						
Speciality area of expertise:	Analysis of hazards in bushfire prone areas (description from Column 4 of the Director's Determination - Certificates by Qualified Person for Assessable Items)						
Details of work	:						
Address:	258 Jones Street South					Lot No: 4	
	WESTBURY		-	7303	Certificate o	f title No: 202711	
The assessable item related to this certificate:	6 Lot Subdivision - Staged			certified) Assessable iten - a material; - a design - a form of co - a documen - testing of a system or p	onstruction		
Certificate deta	ails:				Bushfire Hazard (description from Column 1 of Schedule 1 of the Director's Determination - Certificates by Qualified Persons for Assessable Items n)		
Г				Direct	or's Determination -	Certificates by Qualifie	
Certificate type:		able iten	n, at a	Direct Perso	or's Determination - ns for Assessable I	· Certificates by Qualific tems n)	
	Bushfire Hazard			Director Person	or's Determination on for Assessable line, as part of - (t	· Certificates by Qualific tems n)	

In issuing this certificate the following matters are relevant -

Documents: Bushfire Hazard Assessment Report &

Bushfire Hazard Management Plan (Rebecca Green & Associates, 5 August

2024, Version 1, Job No. RGA-B2605)

Relevant N/A

References: Tasmanian Planning Scheme – Meander Valley, Bushfire-Prone Areas Code

Australian Standard 3959-2018

Substance of Certificate: (what it is that is being certified)

- 1. Assessment of the site Bushfire Attack Level (to Australian Standard 3959-2018)
- 2. Bushfire Hazard Management Plan showing BAL-12.5/19 (Lots 1-6) solutions.

Scope and/or Limitations

Scope

This report and certification was commissioned to identify the Bushfire Attack Level for the existing property. <u>All</u> comment, advice and fire suppression measures are in relation to compliance with *Tasmanian Planning Scheme – Meander Valley, Bushfire-Prone Areas Code C13.0*, the *Building Act 2016* & *Regulations 2016, National Construction Code* and *Australian Standard 3959-2018, Construction of buildings in bushfire-prone areas*.

Limitations

The assessment has been undertaken and report provided on the understanding that:-

- 1. The report only deals with the potential bushfire risk all other statutory assessments are outside the scope of this certificate.
- 2. The report only identifies the size, volume and status of vegetation at the time the inspection was undertaken and cannot be relied upon for any future development.
- 3. Impacts of future development and vegetation growth have not been considered.
- 4. No assurance is given or inferred for the health, safety or amenity of the general public, individuals or occupants in the event of a Bushfire.
- 5. No warranty is offered or inferred for any buildings constructed on the property in the event of a Bushfire.

No action or reliance is to be placed on this certificate or report; other than for which it was commissioned.

I certify the matters described in this certificate.

Qualified person:

Signed:

RG-167/2024

Signed:

RG-167/2024

S August 2024

Director of Building Control – Date Approved 1 July 2017

Building Act 2016 - Approved Form No. 55



Attachment 1 – Certificate of Compliance to the Bushfire-prone Area Code

BUSHFIRE-PRONE AREAS CODE

CERTIFICATE¹ UNDER S51(2)(d) LAND USE PLANNING AND APPROVALS ACT 1993

1. Land to which certificate applies

The subject site includes property that is proposed for use and development and includes all properties upon which works are proposed for bushfire protection purposes.

Street address: 258 Jones Street South, Westbury TAS 7303

Certificate of Title / PID: F.R. 202711/4, PID7013760

2. Proposed Use or Development

Description of proposed Use and Development:

6 Lot Subdivision - Staged

Applicable Planning Scheme:

Tasmanian Planning Scheme – Meander Valley

3. Documents relied upon

This certificate relates to the following documents:

Title	Author	Date	Version
Subdivision & Services Plan Ref: 2624-01 DA	D.J. McCulloch & Associates	25/07/2024	-
Bushfire Hazard Assessment Report	Rebecca Green	5 August 2024	1
Bushfire Hazard Management Plan	Rebecca Green	5 August 2024	1

Planning Certificate from a Bushfire Hazard Practitioner v5.0

Page 1 of 4

¹ This document is the approved form of certification for this purpose and must not be altered from its original form.

4. Nature of Certificate

The following requirements are applicable to the proposed use and development:

E1.4 / C13.4 – Use or development exempt from this Code	
Compliance test	Compliance Requirement
E1.4(a) / C13.4.1(a)	Insufficient increase in risk

E1.5.1 / C13.5.1 – Vulnerable Uses		
Acceptable Solution	Compliance Requirement	
E1.5.1 P1 / C13.5.1 P1	Planning authority discretion required. A proposal cannot be certified as compliant with P1.	
E1.5.1 A2 / C13.5.1 A2	Emergency management strategy	
E1.5.1 A3 / C13.5.1 A2	Bushfire hazard management plan	

E1.5.2 / C13.5.2 – Hazardous Uses		
Acceptable Solution Compliance Requirement		
E1.5.2 P1 / C13.5.2 P1	Planning authority discretion required. A proposal cannot be certified as compliant with P1.	
E1.5.2 A2 / C13.5.2 A2	Emergency management strategy	
E1.5.2 A3 / C13.5.2 A3	Bushfire hazard management plan	

\boxtimes	E1.6.1 / C13.6.1 Subdivision: Provision of hazard management areas				
	Acceptable Solution Compliance Requirement				
	E1.6.1 P1 / C13.6.1 P1	Planning authority discretion required. A proposal cannot be certified as compliant with P1.			
	E1.6.1 A1 (a) / C13.6.1 A1(a)	Insufficient increase in risk			
\boxtimes	E1.6.1 A1 (b) / C13.6.1 A1(b)	Provides BAL-19 for all lots (including any lot designated as 'balance') Refer to Bushfire Hazard Assessment Report & Bushfire Hazard Management Plan, prepared by			

	Rebecca Green & Associates, 5 August 2024 demonstrating BAL 12.5/19 for Lots 1-6.
E1.6.1 A1(c) / C13.6.1 A1(c)	Consent for Part 5 Agreement

\boxtimes	E1.6.2 / C13.6.2 Subdivision: Public and fire fighting access				
	Acceptable Solution	Compliance Requirement			
	E1.6.2 P1 / C13.6.2 P1	Planning authority discretion required. A proposal cannot be certified as compliant with P1.			
	E1.6.2 A1 (a) / C13.6.2 A1 (a)	Insufficient increase in risk			
\boxtimes	E1.6.2 A1 (b) / C13.6.2 A1 (b)	Access complies with relevant Tables Refer to Bushfire Hazard Assessment Report & Bushfire Hazard Management 5 August 2024.			

\boxtimes	E1.6.3 / C13.1.6.3 Subdivision: Provision of water supply for fire fighting purposes				
	Acceptable Solution Compliance Requirement				
	E1.6.3 A1 (a) / C13.6.3 A1 (a)	Insufficient increase in risk			
	E1.6.3 A1 (b) / C13.6.3 A1 (b)	Reticulated water supply complies with relevant Table			
	E1.6.3 A1 (c) / C13.6.3 A1 (c)	Water supply consistent with the objective			
	E1.6.3 A2 (a) / C13.6.3 A2 (a)	Insufficient increase in risk			
\boxtimes	E1.6.3 A2 (b) / C13.6.3 A2 (b)	Static water supply complies with relevant Table Refer to Bushfire Hazard Assessment Report & Bushfire Hazard Management Plan, prepared by Rebecca Green & Associates, 5 August 2024.			
	E1.6.3 A2 (c) / C13.6.3 A2 (c)	Static water supply consistent with the objective			

5. Bushfire Hazard Practitioner							
					Г		
Name:	Rebecca Green	a Green		hone No:	0409 284 422	2	
Deetel	DO Pay 2100			F			
Postal Address:	PO Box 2108 Launceston, Ta	0 7250		Email Address:	admin@rgasso	ociates.com.au	
Address.	Lauricestori, ra	5 7200		Address.			
Accreditat	on No: BFP -	BFP - 116		Scope:	1, 2, 3A, 3E	3, 3C	
	4101 41						
6. Ce	rtification						
		with the authority ge and development:		Part 4A of	the <i>Fire Servic</i>	e Act	
7070 11101	and proposed dec	o ana aovolopinioni.					
		_					
		ne requirement Bus					
	to the objective of all applicable standards in the Code, there is considered to be an						
	insufficient increase in risk to the use or development from bushfire to warrant any						
	specific bushfire protection measures, or						
	The Buchfire Ha	zard Management F	Plan/e identi	fied in Sec	tion 3 of this c	ortificato	
\boxtimes	The Bushfire Hazard Management Plan/s identified in Section 3 of this certificate is/are in accordance with the Chief Officer's requirements and compliant with the						
		able Solutions ider				With the	
	relevant Accept	able solutions laci	itilied iii Set	יייייייייייייייייייייייייייייייייייייי	ilis Certificate.		
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certifier							
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Mana	5.	- 0	.	- A	0004		
Name:	Rebecc	a Green	Date:	5 August	2024		
			Certificate				
			Number:	RGA-057	7/2024		

(for Practitioner Use only)



Attachment 2 – AS3959-2018 Construction Requirements



BAL Assessments

Revised for 2018 edition

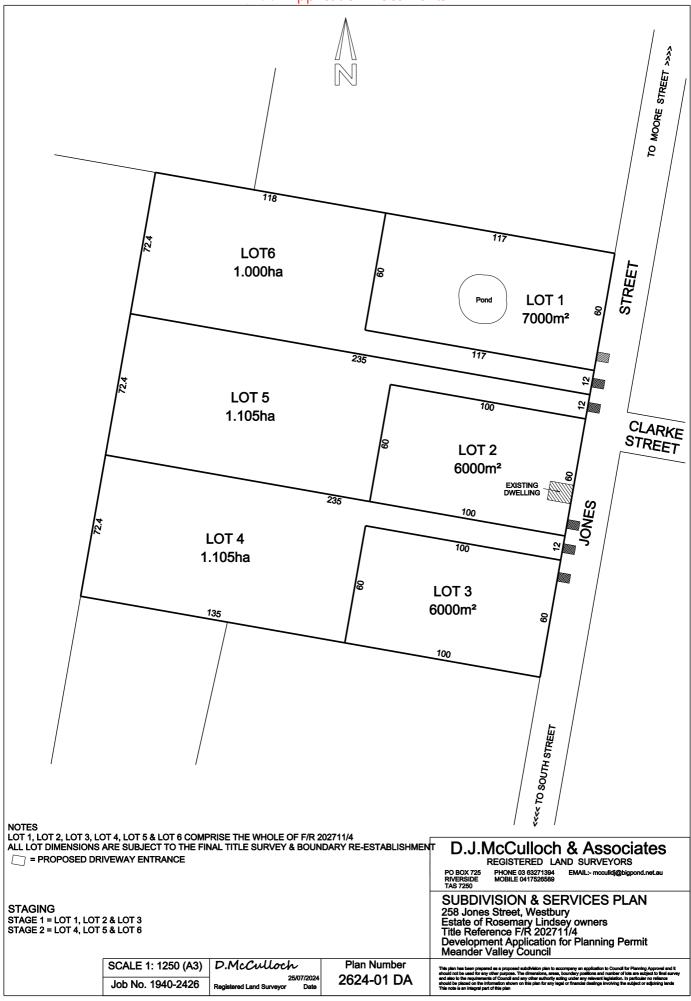
	BAL-LOW	BAL-12.5	BAL-19	BAL-29	BAL-40	BAL –FZ (FLAMEZONE)
SUBFLOOR SUPPORTS	No special construction requirements	No special construction requirements	Enclosure by external wall or by steel, bronze or aluminium mesh	Enclosure by external wall or by steel, bronze of aluminium mesh. Non-combustible or naturally fire resistant timber supports where the subfloor is unenclosed	If enclosed by external wall refer below "External Walls" section in table or non-combustible sub-floor supports, or tested for bushfire resistance to AS1530.8.1	Enclosure by external wall or non-combustible with an FRL of 30/-/- or to be tested for bushfire resistance to AS1530.8.2
FLOORS	No special construction requirements	No special construction requirements	Concrete slab on ground or enclosure by external wall, metal mesh as above or flooring less than 400mm above ground level to be non-combustible, naturally fire resistant timber or protected on the underside with sarking or mineral wool insulation	Concrete slab on ground or enclosure by external wall, metal mesh as above or flooring less than 400mm above ground level to be non-combustible, naturally fire resistant timber or protected on the underside with sarking or mineral wool insulation	Concrete slab on ground or enclosure by external wall or protection of underside with a non-combustible material such as fibre cement sheet or be non-combustible or to be tested for bushfire resistance to AS1530.8.1	Concrete slab on ground or enclosure by external wall or an FRL of 30/30/30 or protection of underside 30 minute incipient spread of fire system or to be tested for bushfire resistance to AS1530.8.2
EXTERNAL WALLS	No special construction requirements	As for BAL-19	Parts less than 400mm above ground or decks etc to be of non-combustible material, 6mm fibre cement clad or bushfire resistant/ naturally fire resistant timber	Non-combustible material (masonry, brick veneer, mud brick, aerated concrete, concrete) or timber framed, or steel framed walls sarked on the outside and clad with 6mm fibre cement sheeting or steel sheeting or bushfire resistant timber	Non-combustible material (masonry, brick veneer, mud brick, aerated concrete, concrete) or timber framed, or steel framed walls sarked on the outside and clad with 9mm fibre cement sheeting or steel or to be tested for bushfire resistance to AS1530.8.1	Non-combustible material (masonry, brick veneer, mud brick, aerated concrete, concrete) with a minimum thickness of 90mm or a FRL of -/30/30 when tested from outside or to be tested for bushfire resistance to AS1530.8.2
EXTERNAL WINDOWS	No special construction requirements	4mm grade A Safety Glass of glass blocks within 400m of ground, deck etc with Openable portion metal screened with frame of metal or metal reinforced PVC-U or bushfire resisting timber	Smm toughened glass or glass bricks within 400mm of the ground, deck etc with openable portion metal screened with frame of metal or metal reinforced PVC-U or bushfire resisting timber. Above 400mm annealed glass can be used with all glass screened	5mm toughened glass with openable portion screened and frame of metal or metal reinforced PVC-U, or bushfire resistant timber and portion within 400mm of ground, deck, screen etc screened	6mm toughened glass. Fixed and openable portion screened with steel or bronze mesh	Protected by bushfire shutter or FRL of -/30/- and openable portion screened with steel or bronze mesh or be tested for bushfire resistance to AS1530.8.2
EXTERNAL DOORS	No special construction requirements	As for BAL-19 except that door framing can be naturally fire resistant (high density) timber	Screened with steel, bronze or aluminium mesh or glazed with 5mm toughened glass, non-combustible or 35mm solid timber for 400mm above threshold, metal or bushfire resistant timber framed for 400mm above ground, decking etc. tight-fitting with weather strips at base	Screened with steel, bronze or aluminium mesh or non-combustible, or 35mm solid timber for 400mm above threshold. Metal or bushfire resistant timber framed tight-fitting with weather strips at base	Non-combustible or 35mm solid timber, screened with steel or bronze mesh, metal framed, tight-fitting with weather strips at base	Protected by bushfire shutter or tight-fitting with weather strips at base and a FRL of -/30/-
ROOFS	No special construction requirements	As for BAL-19 (including roof to be fully sarked)	Non-combustible covering, roof/wall junctions sealed. Openings fitted with non-combustible ember guards. Roof to be fully sarked.	Non-combustible covering. Roof/wall junction sealed. Openings fitted with non-combustible ember guards. Roof to be fully sarked	Non-combustible covering. Roof/wall junction sealed. Openings fitted with non-combustible ember guards. Roof to be fully sarked and no roof mounted evaporative coolers	Roof with FRL of 30/30/30 or tested for bushfire resistance to AS1530.8.2. Roof/wall junction sealed. Openings fitted with non-combustible ember guards. No roof mounted evaporative coolers
VERANDAS DECKS ETC.	No special construction requirements	As for BAL-19	Enclosed sub floor space—no special requirements for materials except within 400mm of ground. No special requirements for supports or framing. Decking to be non-combustible or bushfire resistant within 300mm horizontally and 400mm vertically from a glazed element	Enclosed sub floor space or non-combustible or bushfire resistant timber supports. Decking to be non-combustible or bushfire resistant timbers	Enclosed sub-floor space or non-combustible supports. Decking to be non-combustible	Enclosed sub floor space or non-combustible supports. Decking to have no gaps and be non-combustible

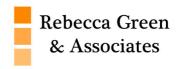
Please note: The information in the table is a summary of the construction requirements in the AS3959-2018 standard and is not intended as a design or construction guide. You should consult the standard for the full technical details.



Attachment 3 – Proposal Plan

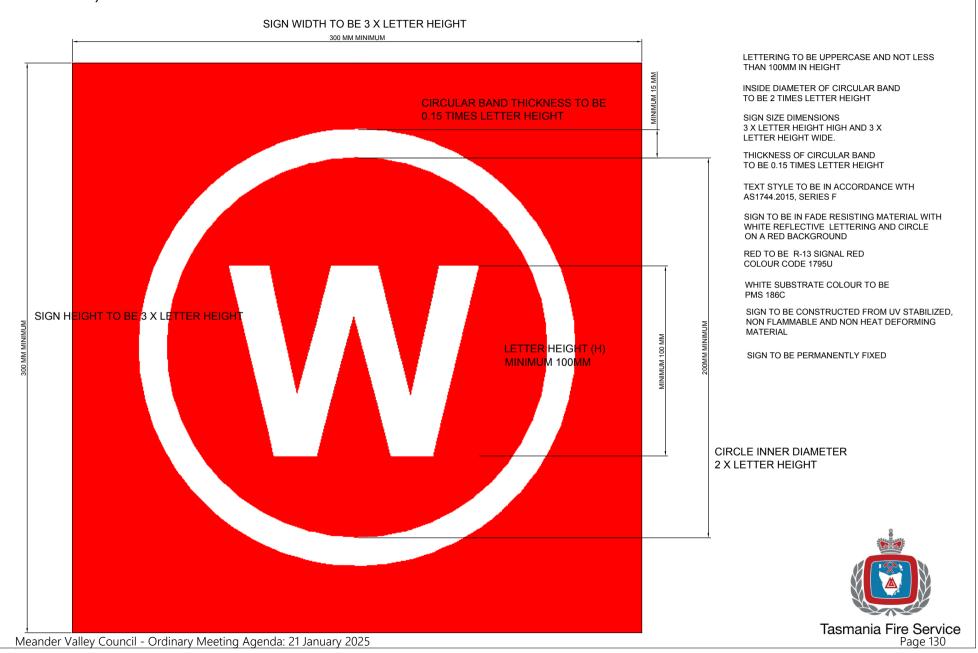
D.J. McCulloch & Associates





Attachment 4 – Tasmania Fire Service Water Supply Signage Guideline

10,000 LITRE DOMESTIC FIREFIGHTING STATIC WATER INDICATOR SIGN





References

- (a) Tasmanian Planning Commission 2021, *Tasmanian Planning Scheme Meander Valley (Effective 19 April 2021), C13.0 Bushfire-Prone Areas Code*, Tasmania.
- (b) Australian Standards, AS 3959-2018, *Construction of buildings in bushfire-prone areas*, Standards Australia, Sydney NSW.
- (c) Resource Management & Conservation Division of the Department Primary Industry & Water September 2006, TASVEG, *Tasmanian Vegetation Map*, Tasmania.
- (d) Tasmanian Government, Land Information System Tasmania, www.thelist.tas.gov.au

12.1.8 Agency Consultation - Tasnetworks

Natasha Whiteley

From: Council Referrals < Council.Referrals@tasnetworks.com.au>

Sent: Tuesday, 29 October 2024 12:49 PM **To:** Planning @ Meander Valley Council

Subject: RE: PA\25\0046 - 258 Jones Street Westbury - Subdivision (6 lots) - CN24-282968

Hello,

Thank you for your email on 28/10/2024 referring the abovementioned development.

Pole 138272 appears to be to be approximately 84m in from the right hand side boundary with 139, making it just to the left of the driveway entrance to proposed lot close to the driveway entrances planned for lots 5 and 6. A clearance of 1.5m either side should be maintained from a driveway. The subdivision may also result in TasNetworks service wire supplying the existing house crossing the boundary of lot 5. A minimum clearance of 1.5m is preferred between poles and driveways. If this is correct then the pole could still be utilised as the point of connection for the existing lot 2.

As with any subdivision of this magnitude, consideration should be given to the electrical infrastructure works that will be required to ensure a supply of electricity can be provided to each lot, as currently there is no low voltage supply available at the frontage for lots 1, 6, 4 or 3 so provision will need to be made available by the developer.

To understand what these requirements may entail, it is recommended you advise the proponent to contact TasNetworks Negotiated Connection team on 1300 137 008 or submit an subdivision application via our website connections portal https://connections.tasnetworks.com.au/Identity/Account/Login at their earliest convenience.

Kind Regards,

Belinda Lehner

Customer Relationship Specialist
Negotiated Connection Applications Team
PH: 03 6324 7645 | Email: belinda.lehner@tasnetworks.com.au
Work Hours: Mon/Tue/Thu 8:30 -4:30; Wed & Fri 8:30-3pm.



1 Australis Drive, Rocherlea 7250 PO Box 419, Launceston TAS 7250

www.tasnetworks.com.au



You may be contacted by CSBA (Customer Benchmarking Australia) to participate in a survey. TasNetworks engages CSBA to survey our customers who have been through the connections process so we can use this valuable feedback to improve your connections journey.

The information contained in this message, and any attachments, may include confidential or privileged information and is intended solely for the intended recipient(s). If you are not an intended recipient of this message, you may not copy or deliver the contents of this message or its attachments to anyone. If you have received this message in error, please notify me immediately by return email or by the telephone number listed above and destroy the original message. This organisation uses third party virus checking software and will not be held responsible for the inability of third party software packages to detect or prevent the propagation of any virus how so ever generated.

12.1.8 Agency Consultation - Tasnetworks

From: Planning @ Meander Valley Council <planning@mvc.tas.gov.au>

Sent: Monday, 28 October 2024 3:08 PM

To: Council Referrals < Council. Referrals@tasnetworks.com.au>

Subject: PA\25\0046 - 258 Jones Street Westbury - Subdivision (6 lots) - CN24-282968

WARNING: This Message Is From an External Sender

Emails from this user are not from within TasNetworks. Be careful with links and requests for information or action and consider reporting it via the "Report Suspicious" button to be extra safe!

Report Suspicious

Good afternoon,

Please find a proposed application (PA\25\0046) at 258 Jones Street, Westbury for a Subdivision (6 lots). A site visit to eth property has revealed a power pole located near the boundary line of the property on Jones Street South. Photos of the power pole from the street is attached.

Please let us know of any concerns or comments.

Kind Regards Nooshin



Planning @ Meander Valley Council,
P: 03 6393 5300 | E: planning@mvc.tas.gov.au
26 Lyall Street Westbury, TAS 7303 | PO Box 102, Westbury Tasmania 7303
www.meander.tas.gov.au [meander.tas.gov.au]

Notice of confidential information

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13. Development and Regulatory Services

13.1. Minor Municipal Boundary Adjustment - 25 and 49 Meander Valley Road, Prospect Vale

File Reference S02-00-000

Report Author Thomas Wagenknecht

Senior Strategic Planner

Authorised By Krista Palfreyman

Director Development and Regulatory Services

Decision Sought To request the Director of Local Government to initiate a minor

municipal boundary adjustment in accordance with section 16(4A) of

the Local Government Act 1993.

Vote Simple majority

Recommendation

That Council resolves to request that the Director of Local Government initiate a minor municipal boundary adjustment, in accordance with section 16(4A) of the *Local Government Act 1993*, for:

- 25 Meander Valley Road, Travellers Rest (CT 168106/1);
- 49 Meander Valley Road, Travellers Rest (CT 186276/1);
- portion of the Bass Highway (CT 24782/1); and
- portion of Meander Valley Road (CT 30258/1),

to be entirely in the Municipality of Meander Valley.

Report

As depicted in Figure 1, 49 Meander Valley Road, Travellers Rest, 25 Meander Valley Road, Travellers Rest and two titles associated within the Meander Valley Road and Bass Highway road reserves – CT 30258/1 and CT 247821/1 respectively – are divided by the municipal boundaries of Meander Valley and City of Launceston¹.

The owners of 49 Meander Valley Road, Travellers Rest (also referred to as 51 Meander Valley Road, Prospect within the City of Launceston municipality) and 25 Meander Valley Road, Travellers Rest have asked both Councils to:

¹ Despite being located within the gazetted Prospect Vale locality (CPR5325), both parcels are addressed as being within the Travellers Rest locality.

- 1. consider a minor municipal boundary adjustment which would place the two properties and two road reserve parcels entirely within the Meander Valley municipality; and
- 2. request the Director of Local Government to initiate the minor municipal boundary adjustment process as contemplated in section 16(4A) of the *Local Government Act 1993*.

Written consent from all landowners, including the Minister for Infrastructure in respect to CT 30258/1 and CT 247821/1, has been provided so that the request may proceed.



Figure 1 – Indicative Plan Showing Existing Municipal Boundary and Affected Titles (adapted from The LIST)



Figure 2 – Indicative Diagram Showing Location of Proposed Municipal Boundary Adjustment (adapted from The LIST)

Before approaching the Director of Local Government, the Councils initiating the proposed adjustment should consider:

Are there historical reasons for the boundary being the way it is?

The current municipal boundary aligns with historic land grants to T Bransgrove (Grant ID 22135) and J Fawns (Grant ID 22077).

In January 1984, a boundary adjustment between what is now (i) 49 Meander Valley Road and 25 Meander Valley Road; and (ii) 574 Meander Valley Road, Prospect altered the boundary to its current state.

On 6 September 1996, the current extent of the Meander Valley Council was gazetted (CPR2467) but did not reflect the updated title boundaries resulting from the abovementioned boundary adjustment.

Are there natural boundaries that would be superseded by the proposed adjustments?

The boundary does not align with any existing natural boundaries. No natural boundaries would be superseded.

Are there access issues from one or other municipal area?

The property at 49 Meander Valley Road, Travellers Rest is only accessible through the Meander Valley municipality via its frontage to both Meander Valley Road and Coates Road.

The existing driveway to 25 Meander Valley Road, Travellers Rest is situated within the City of Launceston municipality – despite its associated dwelling being fully within the Meander Valley municipality – at its northeastern corner. Whilst the proposed realignment of the minor municipal boundary would intersect the existing driveway – because of the angled end of CT 30258/1, the road itself will remain under the authority of the Department of State Growth and not further compromise existing maintenance obligations nor regulatory approval processes. No change to the existing access, based upon existing use, would thereby be necessary.

Alternatively, the site has approximately 140m of direct frontage onto Meander Valley Road and would likely be capable of realigning this access entirely within the Meander Valley municipality if desired by the landowner.

How is the property currently zoned and what would be the new zoning of the property?

Both CT 168106/1 and CT 186276/1 are located within the Rural Living Zone D under their respective Local Provisions Schedules.

Both portions of the Bass Highway (CT 24782/1) and Meander Valley Road (CT 30258/1) are within the Utilities Zone of their respective Local Provisions Schedules.

The existing zoning is therefore compatible and no change in zoning would be required to facilitate the minor municipal boundary adjustment.

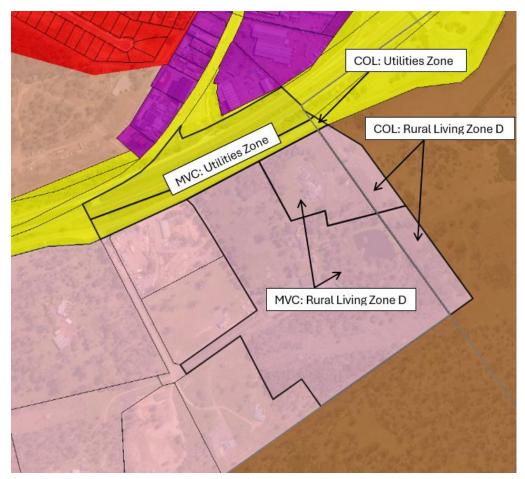


Figure 3 – Zone Map

Would the proposed amendment affect State and Federal boundaries?

The electoral boundary between Lyons and Bass aligns with the current municipal boundary.

Advice from the Office of Local Government indicates that the location of these electoral boundaries would not impact upon the Minister's consideration of the minor municipal boundary adjustment.

Notwithstanding, when ordering the adjustment of a boundary of a municipal area, the Governor may adjust the boundary of any electoral district at the same time, if deemed necessary.

What are the rate impacts of the adjustment for the relevant councils?

The City of Launceston has advised that it would experience a net loss of rates of \$945.69. The Meander Valley Council may receive an increase to its total rates if the OVG revalues

the properties.

State Approval Process

If both councils resolve to request the minor municipal boundary amendment, then a draft proposal plan – to the standard capable of registration in the Central Plan Register held by the Department of Natural Resources and Environment – that clearly depicts the proposed change to the municipal boundaries will be prepared and submitted to the Director of Local Government.

After reviewing the information provided by the Councils, the Director of Local Government may make a recommendation to the Minister for Local Government.

The Minister for Local Government would then have discretion to consider whether to recommend the adjustment to the Governor. At this point in the process, new municipal area plans that depict the full extent of each amended municipality would also need to be prepared to a standard capable of registration in the Central Plan Register (CPR) and corresponding CPR plan number issued. Once the council provides the new CPR plan number to the Director of Local Government, an Order would be drafted for the Governor's approval.

Once signed it will be gazetted, new valuations and details would then be issued back to the relevant councils, who in turn would be able to issue rate adjustment notices to the landowners.

Attachments

- 1. Information Sheet Minor Municipal Boundary Adjustments [13.1.1 2 pages]
- 2. Landowner Request and Consent for Minor Municipal Boundary Adjustment Letter [13.1.2 3 pages]
- 3. Minister for Infrastructure Landowner Consent Minor Municipal Boundary Adjustment Letter [13.1.3 1 page]

Strategy

Supports the objectives of Council's strategic future direction

1. a sustainable natural and built environment.

See Meander Valley Community Strategic Plan 2014-24. *Click here* or visit https://www.meander.tas.gov.au/plans-reports to view.

Policy

Not applicable

Legislation

Local Government Act 1993: section 16

Consultation

All affected landowners have been consulted and have provided written consent to the request (see Attachments 1.1.2 and 1.1.3).

Budget and Finance

Subject to revaluation by the OVG, the Meander Valley Council may receive an increase to its total rates.

Section 16(5A) of the Local Government Act 1993 states that a council affected by an adjustment is to pay the costs associated with that adjustment.

The Department of Natural Resources and Environment Tasmania has advised that the required plans can be prepared by Land Tasmania, who normally levy a flat fee charge of \$697 per plan. This is a cost recovery figure based on the average time taken for a range of plans. There would be four plans involved in this proposed boundary adjustment – the proposal plan, the two full municipal Central Plan Register plans to be quoted by the *Local Government Act 1993*, and one enlargement plan to replace CPR2533. This would give a total fee, including plan registration, of \$2,788 (inclusive of GST). Shared with the City of Launceston, this would result in a cost of Meander Valley of \$1,394 (inclusive of GST).

This cost may be reduced if the City of Launceston agrees to prepare the plans in-house.

Risk Management

Not applicable

Alternate Motion

Council can elect to defer a decision on this Item and refer it to a Workshop for discussion.

Information sheet

MINOR MUNICIPAL BOUNDARY ADJUSTMENTS

April 2021

Section 16(4A) of the Local Government Act 1993 provides that a minor municipal boundary adjustment may be recommended by the Director of Local Government (DoLG), if the owners of the land affected by the adjustment have been consulted by the relevant councils, and have given written consent to the adjustment.

Background

This Information Sheet outlines the steps involved in making minor boundary adjustments to municipalities in Tasmania. Significant boundary adjustments are made through the Local Government Board and are described separately.

The Local Government Act 1993 provides guidance regarding the key decision points in the process. However, there are a number of administrative processes involved, along with multiple Government agencies.

What is minor?

Minor boundary adjustments typically involve one or two landowners and two councils. An example could be a property owned by one person, but separated by municipal boundaries.

Process

The minor municipal boundary adjustment process can be triggered by:

- a. either land owner(s) approaching council to adjust the municipal boundary;
- b. councils approaching the Local Government

 Division or the Minister for Local Government:
- another agency (such as the Department of Primary Industries, Parks, Water and Environment's (DPIPWE) Surveyor General) approaching the Local Government Division.

Before approaching the DoLG, the council/s initiating the proposed adjustment should consider:

- Are there historical reasons for the boundary being the way it is?
- Are there natural boundaries that would be superseded by the proposed adjustments?
- Are there access issues from one or other municipal area?
- How is the property currently zoned, and what would be the new zoning of the property?
- Would the proposed amendment affect State and Federal boundaries?
- What are the rate impacts of the adjustment for the relevant councils?

Local Government Division
Department of Premier and Cabinet



The relevant councils must also consult with all landowners affected by the proposed adjustment, seeking written consent to the adjustment.

Councils should prepare a draft proposal plan/s clearly and unambiguously depicting the proposed change/s to the municipal boundaries. Plans should be prepared to a standard capable of registration in the Central Plan Register held by DPIPWE. Plan preparation advice or services can be obtained from Land Tasmania, DPIPWE by email at listhelp@dpipwe.tas.gov.au or by phone on 6165 4444.

Councils should provide the DoLG with:

- Draft proposal plan/s;
- Outcomes of the consideration of the above questions; and
- Confirmation that all land owners affected by the proposed adjustment have been consulted and have provided written consent to the adjustment.

After reviewing the information provided by the councils, the DoLG may make a recommendation to the Minister for Local Government, in support of the adjustment.

The DoLG has discretion to consider whether or not to recommend the adjustment.

The Minister for Local Government may then recommend to the Governor that an order be made to make the boundary adjustment.

The councils should arrange for the preparation of new municipal area plans to depict the full extent of each amended municipality. The plans must also be prepared to a standard capable of registration in the Central Plan Register. Land Tasmania can prepare the new municipal area plans if the council require (fees apply)

Once drawn, councils should register the final change proposal plan, together with the new municipal area plans, in the Central Plan Register with Land Tasmania, DPIPWE, who in turn provides the councils with CPR plan numbers (plan registration fees apply).

Once the council provides the new CPR plan number to the DoLG, an Order will be drafted for the Governor's approval. Once signed it will be gazetted.

Upon gazettal, the DoLG will formally notify:

- a. the landowners that the boundary adjustment has been approved;
- relevant councils that the boundary adjustment has been approved;
- c. the Manager, Spatial Data Section, Land Tasmania, DPIPWE so the LIST LGA layer can be adjusted accordingly; and
- d. the Office of the Valuer-General requesting an amendment to the Valuation Roll, enclosing a copy of the Order and a plan of the amended municipal boundary, to enable any necessary valuations to be undertaken by supplementary action.

The new valuations and details will then be issued back to the relevant councils, who in turn can issue the rate adjustment notice to the landowners.

Costs

A council affected by a municipal boundary adjustment is responsible for covering any costs associated with the adjustment.

GPO Box 123 HOBART TAS 7001 Phone: 03 6232 7022 Fax: 03 6173 0257

Email: localgovernment@dpac.tas.gov.au Visit: http://www.dpac.tas.gov.au/divisions/local_government

13.1.2 Landowner Request And Consent For Minor Municipal Boundary Adjustment Letter



Our ref: L210827

Planning Department

Attention: Thomas Wagenknecht

Meander Valley Council

26 Lyall Street

Westbury TASMANIA 7303

By email: thomas.wagenknecht@mvc.tas.gov.au planning@mvc.tas.gov.au

Copied: Planning department at Launceston Council

 $\underline{planning.admin@launceston.tas.gov.au} \ \underline{Planning.Queries@launceston.tas.gov.au}$

18 October 2023

Dear Planning

As discussed with Thomas Wagenknecht at Meander Valley Council, and following the application made to change the zoning of the land at 49 Meander Valley Road, Prospect Vale, it is requested that Council initiate an adjustment to the municipal boundary, as it affects the land at:

49 MEANDER VALLEY RD PROSPECT VALE TAS 7250

PID 3442090

CT 168107/1

Owned by Grant and Trinity Pfeiffer, and

25 MEANDER VALLEY RD PROSPECT VALE TAS 7250

PID 3442082

CT 168106/1

Owned by Scott and Michelle Graham.

The land is shown in Figure 1.

LAUNCESTON

10 Goodman Court INVERMAY PO Box 593 Mowbray TAS 7250 03 6332 3760 ST HELENS

48 Cecilia Street ST HELENS PO Box 430 St. Helens TAS 7216 03 6376 1972 **HOBART**

Rear Studio 132 Davey Street Hobart TAS 7000 6227 7968

1

13.1.2 Landowner Request And Consent For Minor Municipal Boundary Adjustment Letter







Figure 1 Showing the subject sites and current municipal boundary

The requested adjustment would result in the two lots being wholly included in the Meander Valley municipal boundary.



Figure 2 proposed boundary alignment

LAUNCESTON

10 Goodman Court INVERMAY PO Box 593 Mowbray TAS 7250 03 6332 3760

ST HELENS

48 Cecilia Street ST HELENS PO Box 430 St. Helens TAS 7216 03 6376 1972

HOBART

Rear Studio 132 Davey Street Hobart TAS 7000 6227 7968

13.1.2 Landowner Request And Consent For Minor Municipal Boundary Adjustment Letter



Both land owners, as listed, request this and consent to this boundary adjustment. Their signatures are included on this letter.

In addition to this, it is understood that Meander Valley Council recognises that strategic planning, specifically with regard to the Rural Living Zone and how it is applied in the municipal area under the Local Provisions Schedule, is overdue and requires attention. This is welcomed news and is thought to directly affect the owners of these sites, therefore, your most urgent attention to this work is requested. Any engagement, assistance or information that may be helpful can be sought by contacting either land owner, or, Michelle Schleiger (planner), on their behalf.

If you require any further information for either of these matters, please contact Michelle Schleiger on 0477 332 008 or michelle@woolcottsurveys.com.au

With regards

Michelle Schleiger

Planner

Woolcott Surveys

On behalf of the undersigned

Owner name	Signed	Date
Grant Pfeiffer		22 October 2023
Trinity Pfeiffer	Jan Alexander	22 October 2023
Scott Graham	(A)	22 October 2023
Michelle Graham	melin	22 October 2023

LAUNCESTON

10 Goodman Court INVERMAY PO Box 593 Mowbray TAS 7250 03 6332 3760 ST HELENS

48 Cecilia Street ST HELENS PO Box 430 St. Helens TAS 7216 03 6376 1972 **HOBART**

Rear Studio 132 Davey Street Hobart TAS 7000 6227 7968

13.1.3 Minister For Infrastructure Landowner Consent - Minor Municipal Boundary Adjustment Letter

Deputy Premier Treasurer Minister for Infrastructure Tasmanian Government

Level 10, Executive Building, 15 Murray Street, Hobart Public Buildings, 53 St John Street, Launceston GPO Box 123, Hobart TAS 7001 Phone: (03) 6165 7701; Email: Michael.Ferguson@dpac.tas.gov.au

C/o Mr Thomas Wagenknecht Senior Strategic Planner Meander Valley Council By email: thomas.wagenknecht@mvc.tas.gov.au

To Whom it May Concern

Minor Municipal Boundary Adjustment

25 and 49 Meander Valley Road Prospect Vale and adjoining Crown land

With reference to your email dated 24 April 2024 requesting the Minister's consent to the making of a minor municipal boundary adjustment, it is understood that the adjustment will bring the whole of these two private properties which are currently split between two Council areas within the Meander Valley Council area.

A small adjoining area of Crown land (part of Certificates of Titles 24782/1 and 30258/1) associated with the Meander Valley Road and the Bass Highway is also proposed to change over to the Meander Valley Council municipal area and it is in relation to this part of the subject land that I hereby provide my consent as the Portfolio Minister responsible for its administration.

This consent is provided in writing as required pursuant to Section 16(4A) of the *Local Government Act 1993.*

Yours sincerely

Michael Ferguson Michae

Minister for Infrastructure

14. Corporate Services

14.1. New Policy No. 5: Managing Unreasonable Conduct by Customers

File Reference S13-11-002

Report Author Craig Davies

Director Corporate Services

Authorised By Jonathan Harmey

General Manager

Decision Sought Adoption of Policy No. 5: *Managing Unreasonable Conduct by*

Customers.

Vote Simple majority

Recommendation

That Council adopts Policy No. 5: *Managing Unreasonable Conduct by Customers* as displayed below and includes it in the Council's Policy Manual:

Policy No. 5 Managing Unreasonable Conduct by Customers

Purpose The purpose of this Policy is to ensure that the Council's

Officers are treated with respect and courtesy during the course of their duties and provided with a clear, standardised and consistent approach for customers and

staff.

DepartmentCorporate ServicesAuthorCraig Davies, Director

Council Meeting Date 21 January 2025

Minute Reference XXX/2025

Next Review Date January 2029

POLICY

Definitions

Customer Any person or organisation having dealings with the

Council.

UCC Unreasonable and challenging conduct by customers.

Unreasonable Conduct by a Customer

Any behaviour by a current or former customer which, because of its nature or frequency raises substantial health, safety, resource or equity issues for the Council, the staff, other service users or the customer themselves. Five categories include: unreasonable persistence, unreasonable demands, unreasonable lack of cooperation, unreasonable arguments and

unreasonable behaviours.

ADR Alternative Dispute Resolution.

EAP Employee Assistance Provider.

2. Objective

The objectives of this Policy are to assist all staff members to better manage unreasonable and challenging conduct by customers (UCC), by:

- a. assisting staff feel confident and supported;
- b. acting fairly, consistently, honestly and appropriately when responding to UCC;
- c. understanding staff roles and responsibilities in relation to the management of UCC and the application of this Policy; and
- d. understanding the circumstances when it is appropriate to manage UCC using alternate approaches:
 - i. including strategies to change or restrict a customer's access to the Council's services
 - ii. alternative dispute resolution strategies to deal with conflicts involving customers and members of the Council
 - iii. application of legal instruments, guidelines to manage unreasonable conduct of the public in Council Meetings including public question time
- e. understanding criteria being considered for customer restriction to staff or services;
- f. understanding the processes to be followed to report UCC incidents and resulting processes to notify customers about any proposed action or decision to change or restrict their access to services; and
- g. understanding procedures for review of decisions made under the Policy including specific timeframes for review.

3. Scope

This Policy applies to those Council Officers engaging with community members when dealing with customer enquiries to the Council.

4. Policy

This Policy considers unreasonable conduct of a customer as:

4.1 Unreasonable Persistence

Unreasonable persistence is continued, incessant and unrelenting conduct by a customer that has a disproportionate and unreasonable impact on the Council, staff, services, time or resources. Some examples of unreasonably persistent behaviour include:

- a. an unwillingness or inability to accept reasonable and logical explanations, including final decisions that have been comprehensively considered and dealt with (even when it is evident the customer does understand the information provided).
- b. persistently demanding a review simply because it is available and without arguing or presenting a case for one.
- c. pursuing and exhausting all available review options, even after we have explained that a review is not warranted and refusing to accept that the Council cannot or will not take further action on their complaint.
- d. reframing a complaint in an effort to get it taken up again.
- e. multiple and repeated telephone calls, visits, letters, emails (including copied correspondence) after the Council has repeatedly asked them not to.
- f. contacting different people, within or outside, the Council to get a different outcome or a more sympathetic response to their enquiry, complaint or concern.

4.2 Unreasonable Demands

Unreasonable demands are any demands expressly made by a customer that have a disproportionate and unreasonable impact on the Council, staff, services, time or resources. Some examples of unreasonable demands include:

- a. issuing instructions and making demands about how to handle their complaint or enquiry, the priority it should be given or the outcome to be achieved.
- b. insisting on talking to the General Manager or Directors personally when the reasons that this is not appropriate or warranted have been carefully explained to the customer.
- c. portraying themselves as being victimised when this is not the case.
- d. insisting on outcomes that are not possible or appropriate in the circumstances.
- e. demanding services of a nature or scale that we cannot provide, even after the Council has explained this to them repeatedly.

4.3 Unreasonable Lack of Cooperation

Unreasonable lack of cooperation is when a customer is unwilling or unable to cooperate with the Council, the Council's staff or the accepted complaints process – resulting in a disproportionate and unreasonable use of the Council's services, time or resources. Some examples of unreasonable lack of cooperation include:

- a. sending the Council a constant stream of complex or disorganised information without clearly defining the issue at hand or explaining how the material provided relates to their complaint or enquiry.
- b. providing little or no detail around their complaint or enquiry or providing information in *dribs and drabs*.
- c. refusing to follow or accept instructions, suggestions or advice without a clear or justifiable reason for doing so.
- d. arguing that a particular solution is the correct one in the face of valid contrary arguments and explanations.
- e. unhelpful behaviour such as withholding information, acting dishonestly and misquoting others.
- f. claims relating to the legitimacy of the Council's legislative authority.
- g. a customer claiming they are not subject to the laws of Tasmania.

4.4 Unreasonable Arguments

Unreasonable arguments include any arguments that are not based on any reason or logic that are incomprehensible, false or inflammatory, trivial or delirious and that disproportionately and unreasonably impact upon the Council, the staff, services, time or resources. Arguments are unreasonable when they:

- a. fail to follow a logical sequence that the customer is able to explain to staff;
- b. are not supported by any evidence or are based on conspiracy theories;
- c. lead a customer to reject all other valid and contrary arguments;
- d. are trivial when compared to the amount of time, resources and attention that the customer demands; and
- e. are false, inflammatory or defamatory.

4.5 Unreasonable Behaviour

Unreasonable behaviour is conduct that is unreasonable in all circumstances (regardless of how stressed, angry or frustrated a customer is) because it unreasonably compromises the health, safety and security of the Council's staff, other service users or the customer themselves. Some examples of unreasonable behaviours include:

- a. acts of aggression, verbal abuse, derogatory, racist or grossly defamatory remarks.
- b. harassment, intimidation or physical violence.
- c. rude, confronting or threatening correspondence.

- d. threats of harm to self or third parties, threats with a weapon or threats to damage property, including bomb threats.
- e. stalking in person or online.
- f. emotional manipulation.

All staff should note that the Meander Valley Council has a zero-tolerance policy towards any harm, abuse or threats directed towards them. Any conduct of this kind will be dealt with under this Policy, and in accordance with our duty of care and work health and safety responsibilities under the *Work Health and Safety Act 2012*.

4.6 Roles and Responsibilities

4.6.1 All Staff

All staff are responsible for familiarising themselves with this Policy as well as expectations of the Council and customers, as detailed within the Council's Customer Service Charter. Staff are encouraged to explain the contents of this document to all customers, particularly those who engage in UCC or exhibit the early warning signs of UCC.

Staff are also encouraged and authorised to use the strategies and scripts provided at the NSW Ombudsman's website – see Part 2 of the *Managing unreasonable conduct by a complainant Manual (3rd edition)*:

- Strategies and scripts for managing unreasonable persistence
- Strategies and scripts for managing unreasonable demands
- Strategies and scripts for managing unreasonable lack of cooperation
- Strategies and scripts for managing unreasonable arguments
- Strategies and scripts for managing unreasonable behaviours

Any strategies that change or restrict a customer's access to our services must be considered by the General Manager as provided in this Policy.

Staff are also responsible for recording and reporting all UCC incidents they experience or witness (as appropriate) to the General Manager 24 hours of the incident occurring, using the Sample UCC incident form in Appendix A.

4.6.2 General Manager

The General Manager, in consultation with relevant staff, has the responsibility and authority to change or restrict a customer's access to services in the circumstances identified in this Policy. When doing so the General Manager, or their delegate will consider the criteria (adapted into a checklist in Appendix B) and will aim to impose any service changes or restrictions in the least restrictive ways possible. The aim when taking such actions will not be to punish the customer, but rather to manage the impacts of their conduct.

When applying this Policy, the General Manager, or their delegate will also aim to keep at least one open line of communication with a customer. However, it is recognised that in extreme situations all forms of contact may need to be restricted for some time to ensure the health, safety and security of staff or third parties.

The General Manager, or their delegate is also responsible for recording, monitoring and reviewing all cases where this Policy is applied to ensure consistency, transparency and accountability for the application of this Policy.

4.6.3 Directors and Other Senior Staff

All Directors and other senior staff are responsible for supporting staff to apply the strategies in this Policy. Managers and Team Leaders are also responsible for ensuring compliance with the procedures outlined in this Policy and that all staff members are trained to deal with UCC – including during induction.

After a stressful interaction with a customer, Managers and Team Leaders should provide affected staff members with the opportunity to debrief their concerns either formally or informally. Managers and Team Leaders will also ensure that staff are provided with proper support and assistance including medical or police assistance and if necessary, support through programs like the Employee Assistance Program.

Managers and Team Leaders may also be responsible for arranging other forms of support for staff, such as appropriate communication or intercultural training.

4.6.4 Councillors

Councillors hold a vital role in upholding the principles outlined in this Policy, contributing to a safe and respectful community environment. Councillors have a responsibility to advocate for the implementation and adherence to this Policy within the community.

4.7 Responding To and Managing UCC

- 4.7.1 Changing or Restricting a Customer's Access to the Council's Services

 UCC incidents will generally be managed by limiting or adapting the ways
 we interact with or deliver services to customers by restricting:
 - a. Who they have contact with limiting a customer to a sole contact person or staff member at the Council.
 - b. What they can raise with us restricting the subject matter of communications that we will consider and respond to.

- c. When they can have contact limiting a customer's contact with the Council to a particular time, day or length of time or curbing the frequency of their contact with the Council.
- d. Where they can make contact limiting the locations where face-toface interviews will be conducted to secured facilities or areas of the office
- e. **How they can make contact** limiting or modifying the forms of contact that the customer can have with the Council. This can include modifying or limiting face-to-face interviews, telephone and written communications, prohibiting access to the Council's premises, contact through a representative only, taking no further action or terminating provision of services altogether.

When using the restrictions provided in this section, it is recognised that discretion will need to be used to adapt them to suit a customer's personal circumstances such as level of competency, literacy skills and cultural background. In this regard, it is also recognised that more than one strategy may be needed in individual cases to ensure their appropriateness and efficacy.

4.7.2 Limiting the Customer to a Sole Contact Point

Where a customer tries to forum-shop within the Council, changes their issues of complaint or their enquiry repeatedly, constantly reframes their issues or raises an excessive number of issues, it may be appropriate to restrict their access to a single staff member (a sole contact point) who will manage their correspondence and interaction with the office. This may help ensure they are dealt with consistently and may minimise the incidence of misunderstandings, contradictions and manipulation.

The sole contact's direct supervisor will provide regular support and guidance as needed. The General Manager will also review the arrangement every three months to ensure that the relevant Council Officer is managing/coping with the arrangement. Customers who are restricted to a sole contact person will, however, be given the contact details of one additional staff member who they can contact if their primary contact is unavailable for an extended period of time.

4.7.3 Restricting the Subject Matter of Communications That Will Be Considered Where customers repeatedly send letters, emails or online forms that raise trivial or insignificant issues, contain inappropriate or abusive content or relate to an issue that has already been comprehensively considered or reviewed (at least once) by the Council, it may be necessary to restrict the issues the customer can raise with the Council. For example, it may be necessary to:

- a. refuse to respond to correspondence that raises an issue that has already been dealt with, that raises a trivial issue or is not supported by evidence. The customer will be advised that future correspondence of this kind will be read and filed without acknowledgement unless it is decided that the matter needs to be pursued further.
- b. restrict the customer to one complaint or enquiry per month. Any attempts to circumvent this restriction (for example by raising multiple complaints or issues in the one letter) may result in modifications or further restrictions being placed on their access.
- c. return the correspondence to the customer and require them to remove any inappropriate content before we agree to consider its contents

4.7.4 Limiting When and How a Customer Can Contact the Council

If a customer's contact with the Council places an unreasonable demand on time or resources, or affects the health, safety and security of staff because it involves behaviour that is persistently rude, threatening, abusive or aggressive, it may be necessary to limit when or how the customer can interact with the Council. This may include:

- a. limiting their telephone calls or face-to-face interactions to a particular time of the day or days of the week.
- b. limiting the length or duration of telephone calls, written correspondence or face-to-face interactions. For example:
 - i. telephone calls may be limited to 10 minutes at a time and will be politely terminated at the end of that time period.
 - ii. limiting face-to-face interactions to a maximum of 15 minutes.
- c. limiting the frequency of their telephone calls, written correspondence or face-to-face interviews. Depending on the natures of the service(s) provided the Council may limit:
 - i. telephone calls to one every two weeks/month.
 - ii. written communications to one every two weeks/month.
 - iii. face-to-face interviews to one every two weeks/month.
 - iv. For irrelevant, overly lengthy, disorganised or very frequent written correspondence the Council may also:
- d. require the customer to clearly identify how the information or supporting materials they have sent to the Council relates to the central issues that have been identified in their complaint.
- e. restrict the frequency with which customers can send emails or other written communications to the Council.

f. restrict a customer to sending emails to a particular email account (eg., the Council's main email account) or block their email access altogether and require that any further correspondence be sent through Australia Post only.

The Council may, in accordance with accepted Policies and Guidelines surrounding social media, remove inappropriate content posted on the Council's social media accounts.

For writing only restrictions, a customer may be restricted to written communications through:

- a. Australia Post only.
- b. email only to a specific staff email or our general office email account.
- c. hand delivery, where appropriate.

If a customer's contact is restricted to writing only, the General Manager, or their delegate will clearly identify the specific means that the customer can use to contact the Council (eg., Australia Post only). If it is not appropriate for a customer to enter the Council's premises to hand deliver their written communication this must be communicated to them as well.

Any communications received by the Council in a manner that contravenes a writing only restriction will be read and filed without acknowledgement.

4.7.5 Limiting Face-to-Face Interviews

If a customer is violent or overtly aggressive, unreasonably disruptive, threatening or demanding or makes frequent unannounced visits to the Council's premises, the Council may consider restricting its face-to-face contact with them.

These restrictions may include:

- a. restricting access to particular secured premises or areas of the office such as the reception area or a secured room or facility.
- b. restricting their ability to attend the Council's premises to specified times of the day or days of the week only for example, when security is available or to times or days that are less busy.
- c. allowing them to attend the office on an *appointment only* basis and only with specified staff (for these meetings, staff should enlist the support and assistance of a colleague for added safety and security.)
- d. banning the customer from attending the Council's premises altogether and allowing some other form of contact, eg. writing only or telephone only contact.

4.7.6 Terminating a Customer's Direct Access to the Council's Services

In rare cases, and as a last resort when all other strategies have been considered, the General Manager may decide that it is necessary for the Council to restrict a customer's direct contact or access to its services. In these situations, an intermediary body, such as an independent mediator, should be nominated by the General Manager.

A decision for the Council to terminate direct contact with a customer will only be made if it appears that the customer is unlikely to modify their conduct or their conduct poses a significant risk for staff or other parties because it involves one or more of the following:

- a. acts of aggression, verbal or physical abuse, threats of harm, harassment, intimidation, stalking or assault.
- b. damage to property while on the Council's premises.
- c. physically preventing a staff member from moving around freely either within their office or during an off-site visit e.g. entrapping them in their home.

In these cases, the customer will be sent a letter notifying them that their access has been restricted as outlined in 4.9.3 below.

A customer's access to the Council's services and premises may also be restricted (directly or indirectly) using legal mechanisms like trespass laws and other legislation or legal orders to protect members of staff from personal violence, intimidation or stalking by a customer.

4.7.7 Managing Disruptive Behaviour in Council Meetings

The *Local Government Act 1993* (the Act) promotes participation of the community in council meetings through public question time and observation of the decision-making process which should be conducted in an open and transparent way. It is, however, at this time in the Meeting where it is most likely issues with unreasonable and disruptive conduct will arise.

Sometimes, members of public fail to show respect or consideration for the chairperson, elected members, the Council's staff and other members of the public. Such unreasonable conduct makes the running of Council's business more difficult and stressful, reducing the efficiency and effectiveness of Council Meetings.

Unreasonable and disruptive conduct can also deny other members of the public the opportunity to participate in and observe Council proceedings.

The Tasmanian *Local Government (Meeting Procedures) Regulations 2015* states that if a member of the public:

- a. hinders or disrupts a meeting; or
- b. tries to hinder or disrupt a meeting; or
- c. fails or refuses to leave a closed meeting –

then the chairperson may take reasonable steps to remove the person from the Meeting or Closed Meeting, including requesting the assistance of a police officer in removing the person.

The Chairperson and General Manager should familiarise themselves with *Guidelines - Disruptive behaviour by the public at council meetings*, prior to taking any decisive action regarding behaviour of customers in Council Meetings.

4.8 Alternative Dispute Resolution

4.8.1 Using Alternative Dispute Resolution Strategies to Manage Conflicts with Customers

If the General Manager determines that the Council cannot terminate its services to a customer in a particular case or that the Council or the Council's staff bear some responsibility for causing or exacerbating their conduct, they may consider using alternative dispute resolution strategies (ADRs) such as mediation and conciliation to resolve the conflict with the customer and attempt to rebuild our relationship with them. If an ADR is considered to be an appropriate option in a particular case, it will be conducted by an independent third party to ensure transparency and impartiality.

However, it is recognised that in UCC situations an ADR may not be an appropriate or effective strategy – particularly if the customer is uncooperative or resistant to compromise. Therefore, each case will be assessed on its own facts to determine the appropriateness of this approach.

4.9 Procedure to be Followed When Changing or Restricting a Customer's Access to the Council's Services

4.9.1 Consulting With Relevant Staff

When the General Manager, or their delegate receives a UCC incident form from a staff member, they will contact the staff member to discuss the incident. They will discuss:

- a. the circumstances that gave rise to the UCC incident, including the customer's situation, personal and cultural background and perspective.
- b. the impact of the customer's conduct on the Council, relevant staff, time, resources, etc.
- c. the customer's response to the staff member's warnings or requests to stop the unreasonable behaviour.
- d. what the staff member has done to manage the customer's conduct (if applicable).
- e. any suggestions made by relevant staff on ways that the situation could be managed.

4.9.2 Criteria to be Considered

Following a consultation with relevant staff the General Manager, or their delegate will search the Council's Customer Relationship Management system for information about the customer's prior conduct and history with the Council. The General Manager, or their delegate will also consider the following criteria:

- a. whether the conduct in question involved overt anger, aggression, violence or assault (which is unacceptable in all circumstances).
- b. the likelihood that the customer will modify their unreasonable conduct if they are given a formal warning about their conduct.
- c. whether changing or restricting access to our services will be effective in managing the customer's behaviour.
- d. whether changing or restricting access to the Council's services will affect the customer's ability to meet their obligations, such as reporting obligations.
- e. whether changing or restricting access to our services will have an undue impact on the customer's welfare, livelihood or dependents, etc
- f. whether the customer's personal circumstances have contributed to the behaviour for example, the customer's cultural background may mean their communication patterns differ from those of the Council's staff or the Council's standards, or the customer is a vulnerable person who is under significant stress as a result of one or more of the following:

- i. homelessness;
- ii. physical disability;
- iii. low literacy or other language or communication barrier;
- iv. mental or other illness; or
- v. personal crises.
- g. whether the customer's response or conduct was moderately disproportionate, grossly disproportionate or not at all disproportionate in the circumstances.
- h. whether there are any statutory provisions that would limit the types of limitations that can be applied to the customer's contact with, or access to the Council's services.

Once the General Manager, or their delegate has considered these criteria, they will decide on the appropriate course of action. They may suggest formal or informal options for dealing with the customer's conduct which may include one or more of the strategies provided in the manual and this Policy (see Appendix B – Sample checklist for General Manager, or their delegate to consider when deciding to modify or restrict a customer's access).

4.9.3 Providing a Warning Letter

Unless a customer's conduct poses a substantial risk to the health and safety of staff or other third parties, the General Manager, or their delegate will provide them with a written warning about their conduct in the first instance. If the customer is unable to read the letter, it will be followed/accompanied by a telephone call, using an interpreter if necessary.

The warning letter will:

- a. specify the date, time, and location of the UCC incident(s).
- b. explain why the customer's conduct/UCC incident is problematic.
- c. list the types of access changes and/or restrictions that may be imposed if the behaviour continues (note: not every possible restriction should be listed but only those that are most relevant).
- d. provide clear and full reasons for the warning being given.
- e. briefly state the standard of behaviour that is expected of the customer.
- f. provide the name and contact details of the staff member who they can contact about the letter.
- g. be signed by the General Manager (see Appendix C sample warning letter.

4.9.4 Providing a Notification Letter

If a customer's conduct continues after they have been given a written warning or in extreme cases of overt aggression, violence, assault or other unlawful/unacceptable conduct, the General Manager, or their delegate has the discretion to send a notification letter immediately restricting the customer's access to the Council's our services (without prior or further written warning). If the customer is unable to read the letter (due to literacy issues, non-English speaking, etc.) the letter will be followed or accompanied by a telephone call, using an interpreter if necessary. The customer should, at this point, also be provided with an opportunity to give a written response to any restrictions.

This notification letter will:

- a. specify the date, time and location of the UCC incident(s).
- b. explain why the customer's conduct is problematic.
- c. identify the change and/or restriction that will be imposed and what it means for the customer.
- d. provide clear and full reasons for this restriction.
- e. specify the duration of the change or restriction imposed, which will not exceed 12 months.
- f. indicate a time period for review.
- g. provide the name and contact details of the Senior Officer who they can contact about the letter and/or request a review of the decision.
- h. be signed by the General Manager, or their delegate (see Appendix D Sample letter notifying customers of a decision to change or restrict their access to our services after a warning).

4.9.5 Notifying Relevant Staff About Access Changes/Restrictions

The General Manager, or their delegate will notify relevant staff about any decisions to change or restrict a customer's access to our services, in particular reception and security staff in cases where a customer is prohibited from entering our premises. This process includes notification to current elected members of the situation.

4.9.6 Continued Monitoring/Oversight Responsibilities

Once a customer has been issued with a warning letter or notification letter the General Manager will review the customer's record/restriction every three months, on request by a staff member, or following any further incidents of UCC that involve the particular customer to ensure that they are complying with the restrictions/the arrangement is working.

If the General Manager determines that the restrictions have been ineffective in managing the customer's conduct or are otherwise inappropriate, they may decide to either modify the restrictions, impose further restrictions or terminate the customer's access to the Council's services altogether.

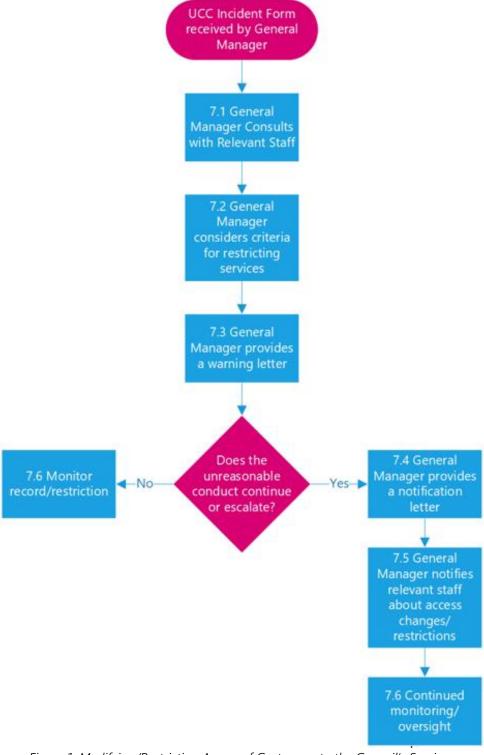


Figure 1: Modifying/Restricting Access of Customers to the Council's Services

4.10 Appealing a Decision to Change or Restrict Access to the Council's Services

4.10.1 Right of Appeal

Customers who have their access changed or restricted are entitled to one appeal of a decision to change or restrict their access to the Council's services. This review will be undertaken by a senior staff member who was not involved in the original decision to change or restrict the customer's access. This staff member will consider the customer's arguments and personal circumstances, including cultural background, along with all relevant records regarding the customer's past conduct. They will advise the customer of the outcome of their appeal by letter, which must be signed off by the General Manager, or their delegate. The staff member will then refer any materials or records relating to the appeal to the General Manager, or their delegate to be kept in the appropriate file.

If a customer is still dissatisfied after the appeal process, they may seek an external review from an oversight agency such as the Ombudsman. The Ombudsman may accept the review (in accordance with its administrative jurisdiction) to ensure that the Council has acted fairly, reasonably and consistently and has observed the principles of good administrative practice, including procedural fairness.

4.11 Non-Compliance With a Change or Restriction on Access to the Council's Services

4.11.1 Recording and Reporting Incidents of Non-Compliance

All staff members are responsible for recording and reporting incidents of non-compliance by customers. This should be recorded in a file note in the Council's Customer Relationship Management system and a copy forwarded to the General Manager, or their delegate who will decide whether any action needs to be taken to modify or further restrict the customer's access to our services.

4.12 Periodic Review of all Cases Where This Policy is Applied

4.12.1 Period for Review

All cases where this Policy is used will be reviewed every three months or six months (depending on the nature of the service provided) and not more than 12 months after the service change or restriction was initially imposed or upheld.

4.12.2 Notifying the Customer of an Upcoming Review

The General Manager will ask customers if they would like to participate in the review process unless they determine that this invitation will provoke a negative response from the customer (ie. further UCC). The invitation will be given, and the review will be conducted in accordance with the customer's access restrictions (see Appendix E – sample letter notifying a customer of an upcoming review).

4.12.3 Criteria to be Considered During a Review

When conducting a review, the General Manager will consider:

- a. whether the customer has had any contact with the Council during the restriction period.
- b. the customer's conduct during the restriction period.
- c. any information put forward by the customer for review.

The General Manager may also consult any staff members who have had contact with the customer during the restriction period.

Sometimes a customer may not have a reason to contact the Council's offices during their restriction period. As a result, a review decision that is based primarily on the fact that the customer has not contacted the Council during their restriction period may not be an accurate representation of their level of compliance/reformed behaviour. This should be taken into consideration, in relevant situations (see Appendix F – Sample checklist for reviewing an access change or restriction).

4.12.4 Notifying a Customer of the Outcome of a Review

The General Manager will advise the customer the outcome of their review using an appropriate method of communication, as well as a written letter explaining the outcome. The review letter will:

- a. briefly explain the review process.
- b. identify the factors that have been considered during the review.
- c. explain the decision or outcome of the review and the reasons for it
- d. explain the appeals option for the customer, notably contact with the Ombudsman.

If the outcome of the review is to maintain or modify the restriction, the review letter will also:

- e. indicate the nature of the new or continued restriction.
- f. state the duration of the new restriction period.

- g. provide the name and contact details of the General Manager or relevant Officer who the customer can contact to discuss the letter.
- h. be signed by the General Manager (see Appendix G Sample letter advising the customer of the outcome of a review).

4.12.5 Recording the Outcome of a Review and Notifying Relevant Staff The General Manager, is responsible for keeping a record of the outcome of the review, updating the Council's Customer Relationship Management system and notifying all relevant staff of the outcome of the review including if the restriction has been withdrawn. This process includes notification to current elected members of the situation.

4.13 Managing Staff Stress

4.13.1 Staff Reactions to Stressful Situations

Dealing with demanding, abusive, aggressive or violent customers can be stressful, distressing and even frightening for the Council's staff. It is perfectly normal to get upset or stressed when dealing with difficult situations.

As a Council, there is a responsibility to support staff members who experience stress as a result of situations arising at work and the Council will do its best to provide staff with appropriate debriefing and counselling opportunities, when needed. However, to do this the Council also needs the help of all staff to identify stressful incidents and situations.

All staff have a responsibility to tell relevant supervisors and senior managers about UCC incidents and any other stressful incidents that they believe require management to be involved.

4.13.2 Debriefing

Debriefing means talking things through following a difficult or stressful incident. It is an important way of dealing with stress. Many staff do this naturally with colleagues after a difficult telephone call, but staff can also debrief with a supervisor or senior manager (or as a team) following a significant incident. Staff are encouraged to engage in an appropriate level of debriefing, when necessary. Staff may also access an external professional service if required including the EAP service.

4.14 Training and Awareness

The Council is committed to ensuring that all its staff are aware of and know how to use this Policy. All staff who deal with customers in the course of their work will also receive appropriate training and information on using this Policy and on managing UCC on a regular basis and on induction. This should include training to support culturally appropriate communication.

5. Legislation and Related Standards

This Policy is compliant with and supported by the following documents:
Customer Service Charter
Work Health and Safety Policy
Local Government Act 1993
Work, Health and Safety Act 2012
Work Health and Safety Regulations 2022
Anti-Discrimination Act 1998

6. Responsibility

Responsibility for the operation of this Policy rests with the General Manager.

Report

The Meander Valley Council is committed to providing timely, efficient, consistent and quality services to the community, that is required. Unreasonable conduct can occur between members of the public and councils (including the Council's staff and Councillors), and when it does occur, it can present a real risk for the Council with its responsibility to maintain a safe workplace.

The Office of Local Government and the Local Government Association of Tasmania, in consultation with councils, developed template resources to assist councils in the management of unreasonable conduct of customers across local government. The Meander Valley Council has worked through the template and made changes to deliver the proposed Policy that is more tailored to this environment.

The proposed Policy No. 5: *Managing Unreasonable Conduct by Customers* is designed to provide transparency to customers as to the expectations of customers when dealing with the Council. The Policy also provides clarity and detailed mechanisms for staff when undertaking their role.

The Council, as an employer, is legislatively required, under the *Work Health and Safety Act 2012*, to provide a safe working environment, one where staff are supported and mechanisms for support are evident.

The proposed Policy will provide comprehensive guidance for both staff and community members and will be published in the Council's Policy Manual.

Councillors discussed this Policy at Workshops held on 27 November and 17 December 2024.

Attachments

Nil

Strategy

Supports the objectives of Council's strategic future direction

5. delivering responsible leadership and governance

See Meander Valley Community Strategic Plan 2024-34. *Click here* or visit *https://www.meander.tas.gov.au/plans-reports* to visit.

Policy

Not applicable

Legislation

Local Government Act 1993 Work, Health and Safety Act 2012 Work Health and Safety Regulations 2022 Anti-Discrimination Act 1998

Consultation

This Policy is adapted from the Office of Local Government's model policy and has been approved for use at other Tasmanian Councils.

Budget and Finance

Not applicable

Risk Management

This Policy is designed to ensure that the Council's Officers are supported during the course of their duties with clear and concise guidelines.

The introduction of the Policy is consistent with Council's stated low appetite for risk associated with work practices, actions or interactions that compromise safety of its employees, Councillors, contractors, volunteers, community members and visitors.

Alternate Motion

Councillors can adopt the Recommendation with amendments.

14.2. Review of Customer Service Charter

File Reference S13-05-002

Report Author Craig Davies

Director Corporate Services

Authorised By Jonathan Harmey

General Manager

Decision Sought Adoption of reviewed *Customer Service Charter*.

Vote Simple majority

Recommendation

That Council adopts the reviewed *Customer Service Charter* as required by the *Local Government Act 1993* as presented in Attachment 1.

Report

The Council is committed to providing a high level of customer service in support of its community. The Customer Service Charter provides clear guidance to the Council's staff and the community around expectations and avenues available to address concerns over the quality of service provided.

Under section 339F of the *Local Government Act 1993* (the Act), all council's must adopt a Customer Service Charter and review within 12 months of a council election.

The Meander Valley Council adopted the current Customer Service Charter in September 2019 and the Council's Officers have reviewed this document and propose an updated version for consideration.

Under the Act, the Customer Service Charter is to:

- specify the principles relating to services provided by the Council; and
- specify a procedure for dealing with complaints relating to services provided by the Council.

The proposed charter will be made available as a printed (folded) brochure and addresses these statutory requirements using plain English whilst being presented in a contemporary style.

The content will also be converted to a digital format for use on the Council's website.

This charter was discussed with Councillors at the Workshop held on 17 December 2024.

Attachments

1. Customer Service Charter [14.2.1 - 2 pages]

Strategy

Supports the objectives of Council's strategic future direction

5. Delivering responsible leadership and governance

See Meander Valley Community Strategic Plan 2024-34. *Click here* or visit *https://www.meander.tas.gov.au/plans-reports* to visit.

Policy

Not applicable

Legislation

Local Government Act 1993: section 339F

Consultation

Not applicable

Budget and Finance

Not applicable

Risk Management

Adoption of the Customer Service Charter ensures compliance with legislation and provides a clear process for escalation of complaints.

Alternate Motion

Councillors can adopt the Recommendation with amendments.



OUR VALUES



Inclusive, thriving and unified
We welcome everyone to share in the strengths of the region.



Sustainability and environmental stewardship We protect and preserve our natural environment.



Innovative and creative We embrace the creative spirit of our community.



Accessible and community centred We work to build a community where everyone can thrive.



Transparent and collaborative
We work together in partnership.

14.2.1 Customer Service Charter

WHAT HAPPENS WHEN I SUBMIT FEEDBACK OR A COMPLAINT?

Feedback:

You can submit feedback, suggestions, or complaints through various channels, including phone, email, post, in person, or via our website. We value your input and aim to address concerns promptly, working towards a quick resolution without the need for a formal process whenever possible. We are committed to responding to your feedback within 10 working days. For more complex matters, we will keep you informed of progress every step of the way.

Formal Complaints:

Formal complaints must be submitted in writing to ensure a thorough investigation. Complaints involving serious issues, including those made against a Council Officer or Councillor, are referred to the relevant Department Director, the General Manager, or the Mayor to ensure confidentiality and an impartial investigation process.

If you're not happy with how we resolve your complaint, you have the right to seek an external review from agencies such as:

Ombudsman Tasmania

NAB House, L6, 86 Collins St, Hobart, TAS 7000 E: ombudsman@ombudsman.tas.gov.au Ph: 1800 001 170

The Director of Local Government Level 5, 15 Murray St, Hobart, TAS 7000 E: localgovernment@dpac.tas.gov.au Ph: (03) 6232 7022

You can refer a complaint to these bodies at any time, along with other relevant agencies, however we encourage you to allow us the opportunity to resolve your complaint first.



CUSTOMER SERVICE CHARTER

Working together to connect our diverse region, celebrate our thriving community and welcome everyone to share in our abundance.





Our community is at the heart of everything we do at Meander Valley Council. We're here to serve you with dedication and professionalism, ensuring every interaction is a positive one. Our team is committed to listening to your needs, addressing your enquiry and providing reliable and efficient services.

FEEDBACK IS IMPORTANT TO US

We are committed to listening, learning, and responding to your feedback. Your input helps us recognise great service provided by our staff as well as identify areas where we can improve. We encourage you to share your experiences with us, whether positive or constructive, to help us continue to enhance our services and find solutions that better our community.



14.2.1 Customer Service Charter

OUR COMMITMENT

We believe in creating a supportive and inclusive environment where every community member feels valued and heard.

From the moment you reach out to us, we promise to be attentive, respectful, and responsive. Whether you're asking a question, lodging a request, or providing feedback, we're here to assist with a smile and a commitment to excellence.

We're dedicated to working with you to achieve the best outcomes for our community and we know trust is built through transparency and consistent communication. That's why we strive to keep you informed and engaged every step of the way.

We promise to:

- Respect, listen and care about your enquiry.
- Identify ourselves in all communications.
- Maintain your privacy and confidentiality.
- Communicate clearly, politely and promptly.
- Be receptive to new ideas and solutions.
- Provide up-to-date information.
- Follow up to ensure closure on your concerns.

How you can help us:

- Treat our staff with respect and kindness.
- Provide complete, accurate details to us.
- Work with us to solve problems.
- Share feedback on how we can improve.
- Maintain the privacy and confidentiality of our team and others in our community.
- For complex matters like planning, building or meetings with a specific officer, please contact us to schedule an appointment.

WHAT IS A SERVICE REQUEST

A service request is for action on an issue, such as a missed bin collection, a pothole in the road, or a barking dog causing a nuisance. A complaint, on the other hand, is a way to express where you feel we've missed the mark with a service you've received. If you need action taken on an issue in our municipality, you can lodge a service request with us.

How to make a service request

Contact Us: You can lodge a service request in-person, over the phone, by email or through our website. We welcome any requests or suggestions you may have and will do our best to respond promptly.

Process: Once you've made your service request, we will pass it on to the relevant department for action. We will also keep track of its progress to ensure that your issue is resolved.

You can get in touch with us by:

Phone: (03) 6393 5300

Email: mail@mvc.tas.gov.au

In-person: Meander Valley Council Chambers at 26

Lyall Street, Westbury

Post: PO Box 102, Westbury, TAS 7303



SCAN THE QR CODE

to lodge a service request or submit feedback through our website

www.meander.tas.gov.au/contact-council

14.3. Audit Panel Minutes - 17 December 2024

File Reference S13-12-013

Report Author Craig Davies

Director Corporate Services

Authorised By Jonathan Harmey

General Manager

Decision Sought Receipt of the Minutes of the Audit Panel Meeting held on

17 December 2024.

Vote Simple majority

Recommendation

That Council receives the Minutes of the Audit Panel Meeting held on 17 December 2024 as provided (Attachment 1).

Report

The purpose of this report is for Council to receive the Minutes of the Council's Audit Panel Meeting held on 17 December 2024.

The Minutes of the Meeting have been reviewed and confirmed by the Audit Panel Chair Andrew Gray. The Minutes are provided for Council's information (Attachment 1) as required under the Council's Audit Panel Charter.

Attachments

1. Audit Panel Minutes - 17 December 2024 [14.3.1 - 16 pages]

Strategy

Supports the objectives of Council's strategic future direction

5: deliver responsible leadership and governance

See Meander Valley Community Strategic Plan 2024-34. *Click here* or visit *https://www.meander.tas.gov.au/plans-reports* to view.

Policy

This recommendation fulfils the requirements outlined in the Council's Audit Panel Charter confirmed at the July 2022 Council Meeting.

Legislation

Local Government Act 1993: sections 85, 85A and 85B

Consultation

Not applicable

Budget and Finance

Not applicable

Risk Management

Not applicable

Alternate Motion

Not applicable



MINUTES AUDIT PANEL

Tuesday, 17 December 2024

Time 9.37am

Location Council Chambers

26 Lyall Street Westbury, Tasmania

Telephone (03) 6393 5300

Attendance

Present Andrew Gray (Chair)

Ken Clarke

Councillor Ben Dudman Councillor John Temple

In Attendance Jonathan Harmey (General Manager)

Craig Davies (Director Corporate Services)

Krista Palfreyman (Director Development and Regulatory Services)

David Murray (Director Infrastructure Services)

Justin Marshall (Team Leader Finance)

Wezley Frankcombe (Manager Governance and Performance)

Averil Hill (Work Health and Safety Officer)

Stephen Morrison (Financial Audit Tasmanian Audit Office) Chloe Bellchambers (Financial Audit Tasmanian Audit Office)

Anthea Rooney (Governance Officer)

Apologies Matthew Millwood (Director Works)

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14.3.1 Audit Panel Minutes - 17 December 2024

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Order of Business and External Presentations

External Presentations

Stephen Morrison and Chloe Bellchambers from the Tasmanian Audit Office attended and addressed Agenda Item 8.

1 Opening of Meeting and Apologies

The Chair, Andrew Gray, opened the Meeting at 9.37am and noted an apology from Matthew Millwood (Director, Works).

2 Declaration of Pecuniary Interests

No Audit Panel members declared any Pecuniary Interests or Conflicts of Interest for this Meeting.

3 Confirmation of Previous Minutes

Recommendation

That the Minutes of the Meander Valley Council Audit Panel Meeting held on 24 September 2024 be confirmed as a true and correct record.

Carried

4 Outstanding Issues From Previous Meetings

4.1 Outstanding Items From Previous Meetings

Date of Meeting	Agenda Item	Requested Action	Resp Off	Status Update - Resolution
25 Jun 2024	Agenda Item 23 Documents from Interim Audit – February 2024	Following Council's 2023-24 financial year interim audit in February by the Tasmanian Audit Office, the Audit Team recommended the Council's end of financial year Asset Management reports from the 2023 financial year be provided to the Audit Panel for information.	DM/ RL	Updated information to be provided at the March Audit Panel Meeting.
25 Jun 2024	Agenda Item 7 Policy Reviews	Policy No. 87: Hadspen Urban Growth Area deferred.	JH	Will progress to the Council Meeting in January 2025.
17 Dec 2024	Agenda Item 7.1	Marsh review of Frauds and Corruption Controls – provide action list for implementation	CD	Will be presented at the March Audit Panel Meeting.

Note: Items highlighted in red denote completion and subsequent deletion from the table.

5 Governance and Strategy

5.1 Review of Policies and Procedures

Responsible Officer: Wezley Frankcombe (Manager Governance and Legal)

Policies

The following Policies have been actioned:

Policy No. 84: Gifts and Benefits (approved at the November Council Meeting)

The following Policies are due for renewal:

Policy No. 49: Media Communications (yet to be actioned)

Policy No. 76: Enabling Industrial Land Development (to be considered at January 2025 Council Meeting)

Policy No. 87: Hadspen Urban Growth Area Development (to be considered at January 2025 Council Meeting)

Policy No. 93: Managing Public Appeals and Fundraising (to be considered for removal at January 2025 Council Meeting)

Policy No. 15: Driveway Crossovers (to be considered at January 2025 Council Meeting)

Policy No. 85: Open Space (to be presented discussed at January 2025 Workshop)

Procedures

The following Procedures were actioned:

1. Public Interest Disclosure Procedure (approved at the November Council Meeting)

Other Strategic Documents

Nothing this quarter.

5.2 Review Performance Plans, Strategies and Policies Including Performance Against Identified Benchmarks

Responsible Officer: Jonathan Harmey (General Manager)

Annual Report 2023-24

The Annual Report for 2023-24 provides an overview of the Council's activities for the year, including performance against the corresponding Annual Plan. The audited Financial Statements also reflect on performance against the management indicator benchmarks. The Annual Report 2023-24 was endorsed at the Meander Valley Council's Annual General Meeting held on 10 December 2024.

Annual Plan 2024-25: Quarter 1 Report

Approved by Council at the 8 October 2024 Council Meeting. Next update to be presented at the January 2025 Council Meeting.

Community Strategic Plan 2024-34

Approved by Council at the 12 November 2024 Council Meeting.

5.3 Councillor Movements

Responsible Officer: Wezley Frankcombe (Manager Governance and Legal)

The Tasmanian Electoral Commission conducted the recount of votes from the October 2022 Local Government Elections following the resignation of Councillor Michael Kelly.

The recount resulted in the election of Councillor Deborah White who commenced her duties on 24 September attending the Council Workshop scheduled for that day.

6 Financial and Management Reporting

6.1 Review Most Current Results and Report Any Relevant Findings to Council

Responsible Officer: Justin Marshall (Team Leader Finance)

Invoices are still being received for the recent storm and weather event in October 2024 and insurance claim will be submitted in the near future. The cost is expected to be in the region of \$550,000 which will be partially offset by State Government disaster relief support.

6.2 Review Any Business Unit or Special Financial Reports

Responsible Officer: Justin Marshall (Team Leader Finance)

Nothing to report this Quarter.

7 Internal Audit

7.1 Consider Any Available Audit Reports

Responsible Officer: Averil Hill (Workplace Health and Safety Officer)

Marsh completed the review of the Council's Fraud and Corruption Control Framework. An action list, noting priority areas, will be prepared for the next Audit Panel Meeting.

7.2 Review Management's Implementation of Audit Recommendations

Responsible Officer: Averil Hill (Workplace Health and Safety Officer)

The Business Continuity Plan simulation exercise and the recent weather event have contributed to learnings. The simulation exercise conducted in early October 2024 provided employees with an opportunity to contribute to learnings and improvements. The Panel congratulated Averill Hill (Work Health and Safety Officer) on the quality of the interactive simulation scenario. Over time, the learnings from the simulation will be incorporated into relevant documentation.

Implementation of corrective actions from the plumbing audit are continuing.

8 External Audit

8.1 Consider Any Available Audit Reports

Responsible Officer: Justin Marshall (Team Leader Finance)

Reports as presented were received by the Audit Panel.

8.2 Review Management's Implementation of Audit Recommendations

Responsible Officer: Justin Marshall (Team Leader Finance)

The LRCI audited reports have been accepted the Department of Infrastructure

8.3 Consider Any Performance Audit Reports That Will be Undertaken by the Tasmanian Audit Office and Address Implications for the Council

Responsible Officer: Justin Marshall (Team Leader Finance)

The Management of Landfill Sites Audit is currently still in progress.

9 Risk Management and Compliance

9.1 Annual Review of Risk Management Framework Policies

Responsible Officer: Averil Hill (Workplace Health and Safety Officer)

The Risk Management Framework was reviewed during the 2024 calendar year including updates to the Strategic and Operational Risk Registers and the Risk Appetite Statement.

9.2 Receive Material Risk Management Reports (Risk Profile, Risk Management and Treatment and Periodical/Rotational Risk Review)

Responsible Officer: Averil Hill (Workplace Health and Safety Officer)

Nothing to report this Quarter.

9.3 Review Information and Communications Technology Governance, Including Processes and Controls for Management and Use of Data, Information and Knowledge

Responsible Officer: Wezley Frankcombe (Manager Governance and Legal)

Minor amendments to relevant policies are being undertaken and refreshed as required.

9.4 Monitor Any Major Claims of Any Instances of Suspected Cases of Fraud or Other Illegal and Unethical Behaviour

Responsible Officer: Wezley Frankcombe (Manager Governance and Legal)

Nothing to report this quarter.

9.5 Oversee the Investigation of Any Instances of Suspected Cases of Fraud or Other Illegal and Unethical Behaviour

Responsible Officer: Wezley Frankcombe (Manager Governance and Legal)

Nothing to report for this quarter.

9.6 Review Work, Health and Safety Management Processes

Responsible Officer: Averil Hill (Workplace Health and Safety Officer)

It was noted that further safety management processes will be progressively rolled out at the Council. In January 2025 the Contractor Capability Management module with of *Lucidity*, will be made available and this will provide external contractors the ability to access induction services and upload mandatory documentation

10 Audit Panel Performance

10.1 Review Audit Panel Charter and Make Any Recommendations for Change to Council for Adoption

Responsible Officer: Andrew Gray (Chair)

Nothing further to review.

11 Other Business

11.1 Six Monthly Report - Gifts and Benefits Register

Responsible Officer: Wezley Frankcombe (Manager Governance and Legal)

The Gifts and Benefits Register has been uploaded to the Council's website and is available to the public.

11.2 Future of Local Government Feedback

The General Manager advised that submissions are due by 21 March 2025.

12 Next Meeting

The next Meeting of the Meander Valley Audit Panel is scheduled for 9.30am on Tuesday, 25 March 2025.

13 Meeting Closure

There being no further business, the Chair closed the Meeting at 10.37am.

14.4. Financial Report to 31 December 2024

File Reference S12-04-014

Report Author Justin Marshall

Team Leader Finance

Authorised By Craig Davies

Director Corporate Services

Decision Sought Receipt of the financial report for the period ended

31 December 2024.

Vote Simple majority

Recommendation

That Council receives the financial report for the period ended 31 December 2024, as provided in Attachment 1.

Report

The financial report for the period 1 July to 31 December 2024 is provided as Attachment 1.

The financial performance for the first six months of the financial year is discussed in the Exception and Trends Report section of Attachment 1.

Revenue and expenditure overall are currently in line with management expectations. Grant revenue is below budget to December, primarily due to the timing of the Financial Assistance Grant allocation. Approximately 85% of the 2024-25 Financial Assistance Grant was prepaid in June 2024, being \$4,782,864 in total. Interest rates from financial institutions for cash investments continue to be high, slightly above budget expectations.

Operating Expenditure overall is slightly below budget to December, primarily due to the timing of contract services, consultants and vacant staff positions either not yet filled or filled part way through the financial year.

Remediation costs incurred to date following the storm event in August-September 2024 are approximately \$570,000. The Council will receive funding through the Natural Disaster Relief to Local Government Policy. Reimbursement will be claimed up to 75% of costs incurred to remediate eligible public assets, once the relevant expenditure thresholds under the Policy have been met. The estimated relief funding to be received is approximately \$370,000.

Attachments

1. Financial Report - December 2024 [14.4.1 - 19 pages]

Strategy

Supports the objectives of Council's strategic future direction

5. Delivering responsible leadership and governance

See Meander Valley Community Strategic Plan 2024-34. *Click here* or visit *https://www.meander.tas.gov.au/plans-reports* to visit.

Policy

Not applicable

Legislation

Not applicable

Consultation

Not applicable

Budget and Finance

The financial report assesses the Council's performance against the Budget Estimates adopted for the 2024-25 financial year.

Risk Management

Not applicable

Alternate Motion

Not applicable



FINANCIAL REPORT TO 31 DECEMBER 2024

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2. Consolidated Operating Statement	
3. Exception & Trends Report	4
4. Capital Project Report	7
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1. Introduction

Council's Financial Report provides an overview of our financial performance for the current financial year. The report compares revenue and expenditure areas actual results against the set budget estimates. The report provides an overview of Council's financial position as at 31 December 2024.

Operating revenue from 1 July 2024 to 31 December 2024 is within management's forecasts. Grant revenue is below budget to December, due to the timing of the Financial Assistance Grant allocation and some capital projects grants anticipated in the Roads & Streets and Recreation & Culture functional areas. Approximately 85% of the 2024-25 Financial Assistance Grant was prepaid in June 2024, being \$4,782,864 in total. Interest rates from financial institutions continue to be high, slightly above budget expectations. This will trend closer to budget at year end when accrual adjustments are made.

Operating Expenditure overall is slightly below budget to December, primarily due to the timing of contract services, consultants and vacant staff positions either not yet filled or filled part way through the financial year. Only one of the four quarterly payments to the State Government for the Fire Levy have been made to the end of December.

Remediation costs incurred to date following the storm event in August-September 2024 are approximately \$570,000. Council will receive funding through the Natural Disaster Relief to Local Government Policy. Reimbursement will be claimed up to 75% of costs incurred to remediate eligible public assets, once the relevant expenditure thresholds under the Policy have been met. The estimated relief funding to be received is approximately \$370,000.

There are other exceptions from Council's budget adopted in June 2024 which are discussed further in the Exception and Trends report.

The following information is contained in the Financial Report:

- Consolidated Operating Statement This report provides a summary of operational revenue and expenditure for the period to date compared to the annual budget estimates.
- Exceptions and Trends Report This report contains explanation for material revenue and expenditure variations to budget, as well as an analysis of revenue and expenditure by Council in a number of functional areas.
- Capital Expenditure Reports These reports provide a list of all approved capital projects with their allocated budget, expenditure carried forward from the previous financial year and current year to date expenditure.
- Rates Revenue Report This report provides a summary of rates raised for the financial year, interest charged on overdue rates and total rates outstanding as at 31 December 2024.
- Cash & Investment Reconciliation This report shows Council's total cash balance as at 31
 December 2024, including funds held in At Call accounts and Term Deposits. Also included is an
 adjusted cash balance, taking into account estimated future revenue, expenditure and liabilities.



2. Consolidated Operating Statement - 31 December 2024

			Ī
	Actual 2025	Budget 2025	% of Budget
	Actual 2023	baaget 2023	% of baaget
Total Council Operations			
Operating Revenue			
Rate Revenue	18,830,096	18,785,400	100.24%
Fees & User Charges	690,169	1,661,800	41.53%
Contributions & Donations	220,155	1,559,500	14.12%
Interest	850,449	1,273,800	66.76%
Grants & Subsidies	1,694,958	12,760,400	13.28%
Other Revenue	349,307	1,984,900	17.60%
Total Operating Revenue	\$ 22,635,133	\$ 38,025,800	59.53%
. ,			
Operating Expenditure			
Departments			
Governance & Community	1,400,069	2,868,100	48.82%
Corporate Services	1,423,838	3,165,900	44.97%
Infrastructure Services	2,246,112	6,301,600	35.64%
Works	2,824,237	5,151,100	54.83%
Development & Regulatory Services	1,163,670	2,924,100	39.80%
Maintenance & Working Expenses	\$ 9,057,926	\$ 20,410,800	44.38%
Interest	-	50,000	0.00%
Depreciation	3,316,350	6,632,700	50.00%
Payments to Government Authorities	357,976	1,431,900	25.00%
Other Payments	85,193	282,000	30.21%
Total Operating Expenditure	\$ 12,817,444	\$ 28,807,400	44.49%
Operating Surplus/(Deficit)	\$ 9,817,689	\$ 9,218,400	



3. Exception & Trends Report

This report contains explanations for any material income and expenditure variations to budget for the financial year to date, as well as an analysis of income and expenditure by Council functional area.

REVENUE

Rate Revenue - All Rate Revenue is recognised for the year with only additional rates received on supplementary valuations between now and the financial year end to be included. The rate debtor balances outstanding at 31 December 2024 appears in the Rates Revenue Reconciliation report.

Fees & User Charges – Is slightly below budget expectations for the year to date but is expected to be within budget by year end.

Contributions & Donations – Is well below budget however when new subdivision assets taken over by Council are recognised at financial year end, is expected to be within budget.

Interest – Is above budget expectations for the year to date and is expected to be within budget by year end. Interest rates on offer from financial institutions have remained high during the current financial year and Council's cash balance to date has been higher than budgeted.

Grants & Subsidies - Is below budget expectations, due primarily to the timing of several significant capital project grant receipts and the prepayment of approximately 85% of the 2024-25 Financial Assistance Grants allocation having been received in June 2024 and recognised in the 2023-24 financial year.

Other Revenue - Relates primarily to TasWater distributions and the sale of Council owned land and buildings. Expected to be within budget at year end.

EXPENSES

Governance & Community	within budget expectations
Corporate Services	within budget expectations
Infrastructure Services	below budget expectations
Works	slightly above budget expectations
Development & Regulatory Services	below budget expectations

Interest - The annual recognition for unwinding of the Westbury and Deloraine tip rehabilitation provisions will be accounted for at financial year end.

Depreciation - Is accurately calculated and accounted for at financial year end however a proportionate amount (50%) of the budget has been allocated for the purposes of the Operating Statement.

Payments to Government Authorities - One of the four quarterly instalments for the Fire Levy have been incurred to December.

Other Payments - Is slightly below budget. This item is largely notional accounting values of infrastructure assets written off upon reconstruction or disposal, this is accounted for as part of the year end procedures. The Tasmanian Audit Office fees and Community Grants are also recognised in Other Payments. This item is expected to be within budget at year end.



ANALYSIS BY FUNCTION

Administration

Revenue	\$ 108,082	63.58 %
Expenses	\$ 2,449,717	47.63 %

Revenue is above budget to December, primarily due to the level of property sales related activities including the 337 property certificate fees.

Administration expenditure is within budget expectations to this point of the year. Expenses for Development & Regulatory Services include employee expenses required to prepare the 337 certificates. Expenses for Governance & Community include the annual LGAT subscription, contribution to Northern Tasmania Development Corporation, a contribution to the Climate Action Program and the monthly Councillor allowances. Expenses for Corporate Services include annual insurance premiums, IT consultants, external recruitment, and costs to date for the Records Management system upgrade.

Roads, Streets and Bridges

Revenue	\$ 786,669	12.95 %
Expenses	\$ 3,692,179	54.78 %

Grants & Subsidies is under budget primarily due to the prepayment of approximately 85% of the 2024-25 Grants Commission allocation in 2023-24. Contributions & Donations budget includes subdivision road assets taken over from developers and is expected to be in line with budget when accounted for at year end.

Roads & Streets maintenance expenditure is above budget to December and expected to remain slightly above budget by year end. This is primarily due to the rectification costs following the storm event in September 2024, with approximately \$450,000 of expenditure relating to Council roads. Bridge maintenance expenditure is expected to be within budget by year end. Other Payments are budgeted amounts for road and bridge infrastructure that is written off upon reconstruction or disposal, this will be accounted for at financial year end.

Health, Community and Welfare

Revenue	\$ 5,891,945	85.61 %
Expenses	\$ 4,146,222	35.93 %

Revenue overall is within budget to date, due to the full recognition of all Waste Management Service Charges and Fire Levies for the year. Contributions & Donations income will increase to be within budget once stormwater infrastructure assets from new subdivisions are recognised at year end.

Expenditure overall is below budget expectations to this point of the year. Infrastructure is below budget, primarily due to the timing of waste collection fees, street lighting charges and expenditure on the redesign of Meander Valley Road at Hadspen and the Tasmania Short Walks projects. Works is within budget and expected to remain within budget at year end.

Payments to Government Authorities is the State Fire Levy, one of the four instalments has been paid up to December. Interest Expense is the budget for the accounting transactions of unwinding the liability for Council to rehabilitate tip sites at Cluan and Deloraine, which will be calculated at year end.



ANALYSIS BY FUNCTION

Land Use Planning & Building

Revenue	\$ 394,929	59.88 %
Expenses	\$ 861,510	42.33 %

Fees and User Charges are development approval and building approval fees which are slightly below budget expectations to date.

Development & Regulatory Services expenditure is within budget to December and expected to remain within budget at year end.

Recreation and Culture

Revenue	\$ 739,859	14.80 %
Expenses	\$ 1,774,884	52.91 %

Revenue overall is below budget to December, primarily due to the timing of Grants not yet received. Significant grants are yet to be received for the Deloraine Squash Courts and Deloraine Recreation Precinct projects, as well as further instalments from the Local Roads & Community Infrastructure program. Fees & charges received for the use of Council's sport and recreation facilities are within budget to December.

Overall expenditure is within budget. Infrastructure expenditure includes additional costs at the Meander Valley Performing Arts Centre and Deloraine Community Complex. Works expenditure includes maintenance of Council's recreation grounds, parks and reserves.

Unallocated & Unclassified

Revenue	\$ 14,713,648	76.46 %
Expenses	(\$ 107,069)	N/A

Rate Revenue is the general rates component of the rates raised for the year. Interest income is above budget expectations for the year to date but is expected to be within budget by year end. The first two instalments of Financial Assistance Grants from the State Grants Commission have been received; however this is significantly below budget due to the prepayment of approximately 85% of the 2024-25 Grants allocation in 2023-24. Other Revenue includes distributions received from TasWater for the year to date of \$278,000.

Departmental expenditure is principally accounting entries to balance depreciation across the functions of Council and gravel inventory allocations. This expenditure will trend closer to budget at year end.



4. Capital Project Report

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	n-2025 03:00:14	Prior Year Expenditure	Current Year Expenditure	Total Expenditure	Total Budget	Variance Amount	Percentage of Total Budget
Adm	inistration						
100 -	Administration						
5040	Council Chambers - Office Space Improvements 23/24	\$0	\$0	\$0	\$170,000	-\$170,000	0.00%
5101	Workstations and Peripherals	\$0	\$3,680	\$3,680	\$35,000	-\$31,320	10.52%
5102	Network Infrastructure	\$0	\$12,156	\$12,156	\$48,400	-\$36,244	25.11%
5110	Replacement GPS Unit 23/24	\$0	\$0	\$0	\$20,000	-\$20,000	0.00%
5111	Software and Upgrades	\$0	\$0	\$0	\$31,900	-\$31,900	0.00%
5127	MVC Website Upgrade 23/24	\$0	\$0	\$0	\$20,000	-\$20,000	0.00%
5133	Core Enterprise Software Replacement 21/22	\$504	\$136,184	\$136,688	\$1,000,000	-\$863,312	13.67%
5134	Council Office Improvements 23/24	\$3,000	\$0	\$3,000	\$250,000	-\$247,000	1.20%
5135	Phone System Replacement	\$0	\$0	\$0	\$100,000	-\$100,000	0.00%
5136	Council Office Solar Panels	\$0	\$0	\$0	\$60,000	-\$60,000	0.00%
	100 - Administration Sub Total	\$3,504	\$152,020	\$155,524	\$1,735,300	-\$1,579,776	8.96%
	100 - Administration Sub Total	\$3,504	\$152,020	\$155,524	\$1,735,300	-\$1,579,776	8.96%
Road	ds Streets and Bridges						
201 -	Roads and Streets						
5525	Wet Caves Rd - Caveside	\$0	\$33,586	\$33,586	\$0	\$33,586	0.00%
5715	Dexter St - Westbury	\$0	\$0	\$0	\$5,000	-\$5,000	0.00%
5825	Emu Bay Rd - Deloraine	\$6,983	\$49,215	\$56,198	\$217,000	-\$160,802	25.90%
5828	Barrack St West - Deloraine 21/22	\$1,250	\$3,810	\$5,059	\$110,000	-\$104,941	4.60%
5861	West Parade - Deloraine	\$0	\$9,120	\$9,120	\$428,400	-\$419,280	2.13%
5877	Rutherglen Rd - Hadspen 20/21	\$0	\$0	\$0	\$15,000	-\$15,000	0.00%
5891	South Esk Dr - Hadspen	\$0	\$108	\$108	\$0	\$108	0.00%
5894	Country Club Av - Prospect Vale 21/22	\$113,338	\$0	\$113,338	\$1,558,000	-\$1,444,662	7.27%
5895	Mt Leslie Rd - Prospect Vale 23/24	\$53,411	\$16,853	\$70,264	\$900,000	-\$829,736	7.81%



09-Jar	n-2025 03:00:14	Prior Year Expenditure	Current Year Expenditure	Total Expenditure	Total Budget	Variance Amount	Percentage of Total Budget
5896	Westbury Rd - Prospect Vale 23/24	\$15	\$0	\$15	\$115,000	-\$114,985	0.01%
5925	Bimbimbi Av - Prospect Vale 23/24	\$37,430	\$124,756	\$162,186	\$160,000	\$2,186	101.37%
5960	Longvista Rd - Blackstone Heights	\$0	\$10,423	\$10,423	\$105,000	-\$94,577	9.93%
5962	William St, Westbury 23/24	\$4,639	\$12,098	\$16,737	\$137,000	-\$120,263	12.22%
5972	Lonsdale Prom - Westbury 23/24	\$0	\$0	\$0	\$30,000	-\$30,000	0.00%
5976	Taylor St - Westbury	\$0	\$55,301	\$55,301	\$350,000	-\$294,699	15.80%
5978	Franklin St - Westbury	\$0	\$1,636	\$1,636	\$0	\$1,636	0.00%
5983	Meander Valley Road, Westbury	\$6,883	\$17,654	\$24,536	\$410,000	-\$385,464	5.98%
5989	Pioneer Drive - Mole Creek 23/24	\$0	\$0	\$0	\$100,000	-\$100,000	0.00%
6102	Blackstone Rd - Blackstone Heights 21/22	\$210,810	\$299,251	\$510,061	\$525,000	-\$14,939	97.15%
6105	Panorama Rd - Blackstone Heights	\$0	\$2,543	\$2,543	\$20,000	-\$17,457	12.72%
6106	R2R 2025 Oaks Rd - Bracknell	\$0	\$228,052	\$228,052	\$0	\$228,052	0.00%
6112	Bishopsbourne Rd - Carrick	\$0	\$136,170	\$136,170	\$150,000	-\$13,830	90.78%
6197	Montana Rd - Montana	\$0	\$47,580	\$47,580	\$66,900	-\$19,320	71.12%
6214	Selbourne Rd - Selbourne 23/24	\$709	\$0	\$709	\$10,000	-\$9,291	7.09%
6223	R2R 2025 Dynans Bridge Rd - Weegena	\$352,512	\$37,835	\$390,348	\$377,000	\$13,348	103.54%
6245	R2R 2025 Westwood Rd - Westwood	\$0	\$2,854	\$2,854	\$0	\$2,854	0.00%
6259	Railton Rd - Kimberley	\$0	\$0	\$0	\$95,000	-\$95,000	0.00%
6271	Emu Bay Rd, Deloraine - Intersection, Pedestrian Crossing	\$73	\$3,511	\$3,584	\$95,000	-\$91,416	3.77%
6276	Westbury Rd, Prospect Vale - Signalised Intersection	\$0	\$1,195	\$1,195	\$50,000	-\$48,805	2.39%
6277	Country Club Ave Prospect Vale - New Footpath	\$0	\$454	\$454	\$50,000	-\$49,546	0.91%
6291	Meander Valley Rd - Hadspen	\$0	\$30	\$30	\$1,500,000	-\$1,499,970	0.00%
6357	Emu Bay Rd, Deloraine - Disabled Parking	\$0	\$0	\$0	\$25,000	-\$25,000	0.00%
6358	Westbury Rd, Prospect Vale - Crossing Improvements Vale	\$3,410	\$790	\$4,200	\$15,000	-\$10,800	28.00%
6363	R2R 2025 Westwood Rd - Golf Course Area	\$124	\$196,140	\$196,264	\$285,000	-\$88,736	68.86%
6383	Country Club Av, Prospect Vale - Pedestrian Safety	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
6384	Wood St - Westbury	\$0	\$0	\$0	\$20,000	-\$20,000	0.00%
6694	Footpath & Kerb Renewals	\$0	\$0	\$0	\$275,000	-\$275,000	0.00%
6697	Road Rehabilitation Program	\$0	\$0	\$0	\$1,165,000	-\$1,165,000	0.00%
	201 - Roads and Streets Sub Total	\$791,586	\$1,290,966	\$2,082,552	\$9,374,300	-\$7,291,748	22.22%



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09-Jan-2025 03:00:14	Prior Year Expenditure	Current Year Expenditure	Total Expenditure	Total Budget	Variance Amount	Percentage of Total Budget
210 - Bridges	Lxpenatture	Lxpenditure	Expenditure	buuget	Amount	rotat baaget
5203 Western Creek Montana Road 23/24	\$247,476	\$124,813	\$372,289	\$400,000	-\$27,711	93.07%
5317 Un-Named Creek Fellows Road	\$0	\$52	\$52	\$19,300	-\$19,248	0.27%
5409 Un-Named Drain Harveys Road 21/22	\$9,842	\$9,784	\$19,627	\$25,000	-\$5,373	78.51%
210 - Bridges Sub Total	\$257,318	\$134,649	\$391,967	\$444,300	-\$52,333	88.22%
200 - Roads Streets and Bridges Sub Total	\$1,048,904	\$1,425,615	\$2,474,519	\$9,818,600	-\$7,344,081	25.20%
Health and Community Welfare						
310 - Animal Control						
6706 Moore St, Westbury - New Dog Run	\$9,504	\$21,347	\$30,851	\$80,000	-\$49,149	38.56%
310 - Animal Control Sub Total	\$9,504	\$21,347	\$30,851	\$80,000	-\$49,149	38.56%
314 - Emergency Services						
6754 Emergency Response Trailer 23/24	\$28,706	\$5,362	\$34,067	\$33,000	\$1,067	103.23%
6755 Mobile Generator	\$0	\$10,196	\$10,196	\$20,000	-\$9,804	50.98%
314 - Emergency Services Sub Total	\$28,706	\$15,558	\$44,264	\$53,000	-\$8,736	83.52%
315 - Cemeteries						
6312 Deloraine Lawn Cemetery Extend Access Road	\$2,165	\$41,628	\$43,793	\$105,000	-\$61,207	41.71%
6313 Mole Creek Lawn Cemetery Concrete Slabs	\$0	\$0	\$0	\$6,000	-\$6,000	0.00%
315 - Cemeteries Sub Total	\$2,165	\$41,628	\$43,793	\$111,000	-\$67,207	39.45%

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14.4.1 Financial Report - December 2024



09-Jar	n-2025 03:00:14	Prior Year	Current Year	Total	Total	Variance	Percentage of
		Expenditure	Expenditure	Expenditure	Budget	Amount	Total Budget
316 -	Community Amenities						
6529	Carrick Rec Ground - Public Toilets 21/22	\$0	\$5,563	\$5,563	\$10,800	-\$5,237	51.51%
6531	Alveston Drive Public Toilets	\$7,507	\$19,475	\$26,982	\$210,000	-\$183,018	12.85%
6534	Deloraine Public Toilets Improvements	\$0	\$11,304	\$11,304	\$80,000	-\$68,696	14.13%
	316 - Community Amenities Sub Total	\$7,507	\$36,342	\$43,849	\$300,800	-\$256,951	14.58%
321 -	Tourism & Area Promotion						
7832	Various Locations - Feature Town Entry Signs	\$0	\$4,329	\$4,329	\$40,000	-\$35,671	10.82%
	321 - Tourism & Area Promotion Sub Total	\$0	\$4,329	\$4,329	\$40,000	-\$35,671	10.82%
335 -	Household Waste						
6602	Westbury Land fill Site - Cell Expansion 21/22	\$5,618	\$8,597	\$14,214	\$544,100	-\$529,886	2.61%
6605	Mobile Garbage Bins	\$0	\$81	\$81	\$90,500	-\$90,419	0.09%
6607	Deloraine Transfer Station - Entrance Road and Roundabou	\$27,727	\$0	\$27,727	\$150,000	-\$122,273	18.48%
6608	Deloraine Transfer Station - LBins	\$69,530	\$120,939	\$190,468	\$690,000	-\$499,532	27.60%
6611	Mobile Organics Bins	\$0	\$0	\$0	\$91,400	-\$91,400	0.00%
6617	Cluan Landfill Site Access Road 21/22	\$0	\$0	\$0	\$50,000	-\$50,000	0.00%
6618	Landfill Sites Land Purchase 21/22	\$0	\$0	\$0	\$270,000	-\$270,000	0.00%
6619	Deloraine Landfill Site - Weighbridge	\$0	\$186,779	\$186,779	\$166,400	\$20,379	112.25%
6621	Westbury Landfill Site - Recycling Shed 23/24	\$3,952	\$42,849	\$46,800	\$40,000	\$6,800	117.00%
6622	Deloraine Landfill Site - Leachate and Drainage	\$0	\$10,949	\$10,949	\$50,000	-\$39,052	21.90%
6623	Deloraine Landfill Site - Tip Shop Improvements	\$0	\$0	\$0	\$135,000	-\$135,000	0.00%
	335 - Household Waste Sub Total	\$106,826	\$370,193	\$477,019	\$2,277,400	-\$1,800,381	20.95%



5 Financial Year						
n-2025 03:00:14	Prior Year	Current Year	Total	Total	Variance	Percentage of
	Expenditure	Expenditure	Expenditure	Budget	Amount	Total Budget
Storm Water Drainage						
Various Locations - Stormwater Improvement Program	\$0	\$0	\$0	\$155,000	-\$155,000	0.00%
Various Locations - Stormwater Flooding Assessment Desig	\$0	\$4,320	\$4,320	\$50,000	-\$45,680	8.64%
East St, Carrick Stormwater	\$0	\$18,797	\$18,797	\$155,000	-\$136,203	12.13%
King St Westbury Stormwater	\$0	\$1,447	\$1,447	\$10,000	-\$8,553	14.47%
West Parade Deloraine Stormwater 21/22	\$1,441	\$1,312	\$2,753	\$135,000	-\$132,247	2.04%
William St Westbury - Stormwater	\$0	\$819	\$819	\$0	\$819	0.00%
Marriott St, Westbury - Stormwater 23/24	\$1,233	\$35	\$1,269	\$25,000	-\$23,731	5.08%
South Esk Dr, Hadspen - Stormwater	\$11,515	\$9,745	\$21,259	\$212,000	-\$190,741	10.03%
Montpellier Dr, Prospect Vale - Stormwater	\$0	\$857	\$857	\$120,000	-\$119,143	0.71%
Open Drain Program, Westbury	\$0	\$0	\$0	\$72,500	-\$72,500	0.00%
East Goderich St, Deloraine - Stormwater	\$0	\$12,680	\$12,680	\$40,000	-\$27,320	31.70%
Main Rd, Meander - Stormwater	\$0	\$0	\$0	\$30,000	-\$30,000	0.00%
Buell Drive, Prospect Vale - Stormwater 23/24	\$6,323	\$4,605	\$10,929	\$110,000	-\$99,071	9.94%
Harley Parade, Prospect Vale - Stormwater 23/24	\$4,913	\$8,534	\$13,446	\$75,000	-\$61,554	17.93%
Scott St, Hadspen - Stormwater	\$0	\$24,344	\$24,344	\$30,000	-\$5,656	81.15%
Jones St, Westbury, Dexter St to King St - Stormwater	\$0	\$6,704	\$6,704	\$112,100	-\$105,396	5.98%
351 - Storm Water Drainage Sub Total	\$25,425	\$94,200	\$119,625	\$1,331,600	-\$1,211,975	8.98%
300 - Health and Community Welfare Sub Total	\$180,133	\$583,597	\$763,730	\$4,193,800	-\$3,430,070	18.21%
reation and Culture						
Public Halls						
Meander Hall - Outdoor Extension	\$0	\$9,023	\$9,023	\$45,000	-\$35,977	20.05%
Mole Creek Hall - Floor Replacement	\$0	\$437	\$437	\$63,000	-\$62,563	0.69%
505 - Public Halls Sub Total	\$0	\$9,461	\$9,461	\$108,000	-\$98,539	8.76%
	Various Locations - Stormwater Flooding Assessment Desig East St, Carrick Stormwater King St Westbury Stormwater West Parade Deloraine Stormwater 21/22 William St Westbury - Stormwater Marriott St, Westbury - Stormwater Montpellier Dr, Prospect Vale - Stormwater Montpellier Dr, Prospect Vale - Stormwater Open Drain Program, Westbury East Goderich St, Deloraine - Stormwater Main Rd, Meander - Stormwater Buell Drive, Prospect Vale - Stormwater 23/24 Harley Parade, Prospect Vale - Stormwater 23/24 Scott St, Hadspen - Stormwater Jones St, Westbury, Dexter St to King St - Stormwater 351 - Storm Water Drainage Sub Total 300 - Health and Community Welfare Sub Total reation and Culture Public Halls Meander Hall - Outdoor Extension Mole Creek Hall - Floor Replacement	Storm Water Drainage Various Locations - Stormwater Improvement Program Various Locations - Stormwater Flooding Assessment Desig East St, Carrick Stormwater King St Westbury Stormwater West Parade Deloraine Stormwater William St Westbury - Stormwater Marriott St, Westbury - Stormwater Marriott St, Westbury - Stormwater Montpellier Dr, Prospect Vale - Stormwater Main Rd, Meander - Stormwater Buell Drive, Prospect Vale - Stormwater 23/24 Scott St, Hadspen - Stormwater South St, Westbury - Stormwater South Rest Goderich St, Deloraine - Stormwater Buell Drive, Prospect Vale - Stormwater South St, Westbury, Dester St to King St - Stormwater Jones St, Westbury, Dexter St to King St - Stormwater 300 - Health and Community Welfare Sub Total **Teation and Culture** **Public Halls** Meander Hall - Outdoor Extension Mole Creek Hall - Floor Replacement \$0 **Teation Storm Year Program Stormwater Stormwater Sub Total Standard	Prior Year Expenditure Expenditure Expenditure Expenditure	Prior Year Expenditure Expenditure Expenditure Expenditure Expenditure Expenditure	Prior Year Expenditure E	Prior Year Expenditure E



09-Jar	n-2025 03:00:14	Prior Year Expenditure	Current Year Expenditure	Total Expenditure	Total Budget	Variance Amount	Percentage of Total Budget
515 -	Swimming Pools and Other	•	•	•			J
7507	Deloraine Pool - Remediation Pool Shell Surfacing	\$0	\$195,444	\$195,444	\$200,000	-\$4,556	97.72%
7508	Deloraine Pool - Improvement Masterplan	\$0	\$0	\$0	\$40,000	-\$40,000	0.00%
	515 - Swimming Pools and Other Sub Total	\$0	\$195,444	\$195,444	\$240,000	-\$44,556	81.44%
525 -	Recreation Grounds & Sports Facilities						
7602	Bracknell Recreation Ground - Drainage	\$0	\$167,535	\$167,535	\$170,000	-\$2,465	98.55%
7611	Deloraine Rec Ground Precinct 21/22	\$318,833	\$319,373	\$638,206	\$4,178,000	-\$3,539,794	15.28%
7627	Deloraine Rec Ground - Clubroom Upgrade 23/24	\$0	\$6,130	\$6,130	\$100,000	-\$93,870	6.13%
7628	Deloraine - Half Court Basketball	\$11,084	\$141,064	\$152,148	\$190,000	-\$37,852	80.08%
7629	Caveside - Resurfacing of Multipurpose Courts	\$0	\$0	\$0	\$20,000	-\$20,000	0.00%
7634	Whitemore Rec Ground - Resurface Tennis Courts	\$0	\$197	\$197	\$60,000	-\$59,803	0.33%
7636	Carrick Rec Ground - Flagpole, Power & Lighting	\$0	\$3,502	\$3,502	\$10,000	-\$6,498	35.02%
7640	Carrick Rec Ground - Playing Field & Parking Redevelopmer	\$0	\$0	\$0	\$400,000	-\$400,000	0.00%
7674	Carrick Rec Ground - Playground Upgrade 23/24	\$2,764	\$11,674	\$14,438	\$110,000	-\$95,562	13.13%
7678	PVP Ring Road & Main Access 21/22	\$25,346	\$8,670	\$34,017	\$82,500	-\$48,483	41.23%
7687	PVP Lighting Upgrade 23/24	\$0	\$0	\$0	\$10,000	-\$10,000	0.00%
7695	Deloraine Community Complex - Squash Courts 20/21	\$2,047,354	\$1,557,797	\$3,605,151	\$3,700,000	-\$94,849	97.44%
	525 - Recreation Grounds & Sports Facilities Sub Total	\$2,405,382	\$2,215,941	\$4,621,323	\$9,030,500	-\$4,409,177	51.17%
565 -	Parks and Reserves						
8002	Deloraine Steel Arch Footbridge 23/24	\$368,356	\$215,267	\$583,623	\$600,000	-\$16,377	97.27%
8031	Deloraine Riverbank - Walking Path Lighting & Signage	\$0	\$1,259	\$1,259	\$300,000	-\$298,741	0.42%
8058	Blackstone Park - Canoe Polo	\$0	\$0	\$0	\$200,000	-\$200,000	0.00%
8062	Henry Burrows Res Prospect - Playground Renewal	\$62	\$1,547	\$1,608	\$75,000	-\$73,392	2.14%
8078	Pitcher Parade Wetlands - Replacement Footbridge 23/24	\$0	\$15	\$15	\$65,000	-\$64,985	0.02%
8099	Poets Place Reserve, Hadspen - Divest Land 18/19	\$556	\$0	\$556	\$5,000	-\$4,444	11.12%
8101	Chris St Reserve, Prospect - Divest Land 18/19	\$425	\$0	\$425	\$5,000	-\$4,575	8.50%
8107	Wild Wood Reserve - Parking & Signage Improvements	\$0	\$0	\$0	\$80,000	-\$80,000	0.00%



09-Jan-2025 03:00:14	Prior Year Expenditure	Current Year Expenditure	Total Expenditure	Total Budget	Variance Amount	Percentage of Total Budget
8108 Deloraine Caravan Park - Property Improvements	\$0	\$0	\$0	\$120,000	-\$120,000	0.00%
8109 Bushfield Rise, Hadspen - New Walkway	\$0	\$4,569	\$4,569	\$35,000	-\$30,431	13.05%
8110 Hadspen Hills - Land Purchase	\$0	\$1,250	\$1,250	\$520,000	-\$518,750	0.24%
8111 Scott St, Hadspen - Pathway Linkage to Lions Park	\$0	\$7,763	\$7,763	\$60,000	-\$52,237	12.94%
8112 Scott St, Hadspen - New Reserve Walkway	\$0	\$5,181	\$5,181	\$35,000	-\$29,819	14.80%
565 - Parks and Reserves Sub Total	\$369,398	\$236,851	\$606,249	\$2,100,000	-\$1,493,751	28.87%
500 - Recreation and Culture Sub Total	\$2,774,781	\$2,657,696	\$5,432,476	\$11,478,500	-\$6,046,024	47.33%
Unallocated and Unclassified						
625 - Management and Indirect O/Heads						
8803 Minor Plant Purchases	\$0	\$13,392	\$13,392	\$38,900	-\$25,508	34.43%
8819 New Works Depot Design & Construction 20/21	\$200,215	\$2,338,282	\$2,538,497	\$5,043,000	-\$2,504,503	50.34%
625 - Management and Indirect O/Heads Sub Total	\$200,215	\$2,351,674	\$2,551,889	\$5,081,900	-\$2,530,011	50.22%
655 - Plant Working						
8701 Major Plant Replacements	\$0	\$367,184	\$367,184	\$765,800	-\$398,616	47.95%
——————————————————————————————————————	\$0	\$367,184	\$367,184	\$765,800	-\$398,616	47.95%

14.4.1 Financial Report - December 2024



09-Jan-2025 03:00:14	Prior Year Expenditure	Current Year Expenditure	Total Expenditure	Total Budget	Variance Amount	Percentage of Total Budget
675 - Other Unallocated Transactions	Experiation	Experiation	Experiation	Dauget	Amount	Total Baaget
8707 Fleet Vehicle Purchases	\$0	\$102,835	\$102,835	\$90,000	\$12,835	114.26%
8774 35 William St, Westbury - Community Hive Project 23/24	\$0	\$0	\$0	\$20,000	-\$20,000	0.00%
675 - Other Unallocated Transactions Sub Total	\$0	\$102,835	\$102,835	\$110,000	-\$7,165	93.49%
600 - Unallocated and Unclassified Sub Total	\$200,215	\$2,821,693	\$3,021,908	\$5,957,700	-\$2,935,792	50.72%
Total Capital Project Expenditure	\$4,207,536	\$7,640,622	\$11,848,157	\$33,183,900	-\$21,335,743	35.70%



5. Capital Resealing Report

2025 Financial Year

08-Jan-2025 23:18:59

		Total Expenditure	Total Budget	Variance Amount	Percentage of Total Budget
Road	ls Streets and Bridges	•	-		J
201 - I	Roads and Streets				
5810	Elizabeth St - Bracknell	\$8,650	\$0	\$8,650	0.00%
5825	Emu Bay Rd - Deloraine	\$514	\$0	\$514	0.00%
5884	Bowdens Rd - Hadspen	\$514	\$0	\$514	0.00%
5901	Las Vegas Dr - Prospect Vale	\$514	\$0	\$514	0.00%
5921	Lindfield Pl - Prospect Vale	\$514	\$0	\$514	0.00%
5931	Wakefield Pl - Prospect Vale	\$419	\$0	\$419	0.00%
5953	Castleford Ct - Prospect Vale	\$419	\$0	\$419	0.00%
6106	R2R 2025 Oaks Rd - Bracknell	\$29,188	\$0	\$29,188	0.00%
6107	Bracknell Rd, Bracknell	\$27,844	\$0	\$27,844	0.00%
6116	Pool Rd - Caveside	\$89	\$0	\$89	0.00%
6223	R2R 2025 Dynans Bridge Rd - Weegena	\$6,711	\$0	\$6,711	0.00%
6242	Western Creek Rd - Western Creek	\$28,746	\$0	\$28,746	0.00%
6243	Lee F Road - Western Creek	\$10,799	\$0	\$10,799	0.00%
6299	Reseals General Budget Allocation	\$0	\$1,514,900	-\$1,514,900	0.00%
	201 - Roads and Streets Sub Total	\$114,922	\$1,514,900	-\$1,399,978	7.59%
Ca	 pital Resealing Expenditure Total	\$114,922	\$1,514,900	-\$1,399,978	7.59%



6. Capital Gravelling Report

2025 Financial Year

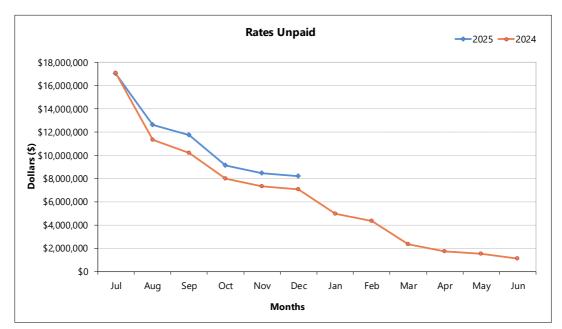
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		Total Expenditure	Total Budget	Variance Amount	Percentage of Total Budget
Road	ls Streets and Bridges	·	-		-
201 -	Roads and Streets				
5510	Pearns Rd - Bracknell	\$27,226	\$0	\$27,226	0.00%
5534	Mersey Hill Rd - Chudleigh	\$21,206	\$0	\$21,206	0.00%
5619	Barbers Rd - Meander	\$39,257	\$0	\$39,257	0.00%
5650	Berrydale - Montana	\$53,866	\$0	\$53,866	0.00%
5652	Leonards Rd - Montana	\$3,859	\$0	\$3,859	0.00%
5660	Fern Bank Rd - Osmaston	\$9,917	\$0	\$9,917	0.00%
5661	Donovans Rd - Osmaston	\$14,311	\$0	\$14,311	0.00%
5663	Aylett G - Parkham	\$12,469	\$0	\$12,469	0.00%
5669	Bradys Plain Rd - Parkham	\$54,023	\$0	\$54,023	0.00%
5678	Bogan Rd - Quamby Brook	\$27,248	\$0	\$27,248	0.00%
5693	Four Springs Rd - Selbourne	\$10,768	\$0	\$10,768	0.00%
5695	Sykes - Union Bridge	\$32,385	\$0	\$32,385	0.00%
5742	Creeleys - Western Creek	\$25,016	\$0	\$25,016	0.00%
5755	Huntsman Rd - Meander	\$8,660	\$0	\$8,660	0.00%
5799	Gravel Resheeting General Budget Alloc	\$0	\$391,700	-\$391,700	0.00%
	201 - Roads and Streets Sub Total	\$340,212	\$391,700	-\$51,488	86.86%
Car	 oital Gravelling Expenditure Total	\$340,212	\$391,700	-\$51,488	86.86%



7. Rates Revenue Reconciliation - 31 December 2024

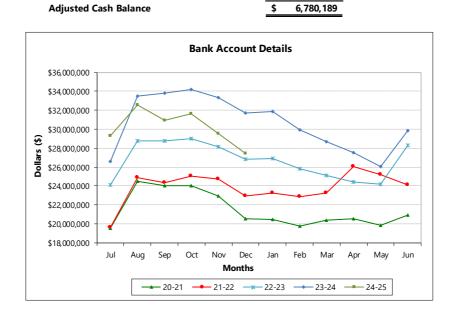
	2025	2024
Rate Balance Carried Forward from previous Year	\$ 1,099,535	\$ 676,909
2024/25 Rates Raised	\$ 18,839,167	\$ 17,674,282
Interest	\$ 68,452	\$ 50,806
Rates Adjustments	\$ 24,235	\$ 32,010
Payments Received	\$ (11,836,558)	\$ (11,362,444)
	 	 ·
Rates Control Account Balance	\$ 8,194,830	\$ 7,071,564
% of Rates Unpaid	40.96%	38.43%





8. Cash & Investment Reconciliation - 31 December 2024

	2024-25	2023-24
Balance Carried Forward from previous Year	29,872,411	28,270,041
Add Deposits	18,087,402	18,687,827
Less Payments	- 20,492,374	- 15,268,514
Balance as per Bank Account	\$ 27,467,439	\$ 31,689,354
Made up of:	Amount	Interest Rate
Cash at Bank	381,601	4.26%
Westpac Bank Cash Management Account	2,304	4.30%
Commonwealth Bank At Call Account	761,534	4.35%
Term Deposits:		
National Australia Bank	9,103,600	4.90-5.45%
Westpac Bank	1,000,000	5.07%
ING Bank	6,218,400	5.00-5.43%
Bank of Queensland	2,000,000	4.98%
MyState Financial	4,000,000	5.00-5.35%
Judo Bank	3,000,000	5.10-5.15%
Police Credit Union SA	1,000,000	5.11%
Less expenditure commitments:	\$ 27,467,439	
2025 Operating expenditure outstanding	-12,623,605	
. 3 .		
2025 Capital expenditure outstanding	-23,113,338	
Add assets:	45.000.667	
2025 Operating income outstanding	15,390,667	
2025 Estimated rate debtors outstanding	8,194,830	
Less liabilities:		
2024 Tip rehabilitation provision	-6,621,577	
2024 Employee leave provisions	-1,914,227	





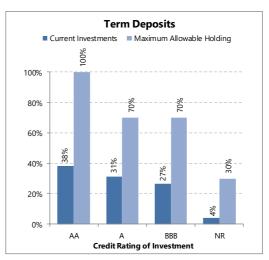
Term Deposits Summary - 31 December 2024

Institution	Deposit	Rate %	Entered	Due
MyState Financial	1,000,000	5.35%	3/07/2024	1/01/2025
MyState Financial	1,000,000	5.15%	14/02/2024	13/02/2025
Judo Bank	2,000,000	5.10%	30/08/2024	26/02/2025
National Australia Bank	2,103,600	4.95%	5/09/2024	6/03/2025
Bank of Queensland	2,000,000	4.98%	20/09/2024	19/03/2025
Judo Bank	1,000,000	5.15%	20/03/2024	20/03/2025
National Australia Bank	2,000,000	5.35%	3/07/2024	2/04/2025
National Australia Bank	1,000,000	5.00%	16/08/2024	13/05/2025
MyState Financial	1,000,000	5.35%	14/05/2024	14/05/2025
ING Bank	2,112,400	5.43%	28/06/2024	20/06/2025
National Australia Bank	1,000,000	5.45%	27/06/2024	27/06/2025
National Australia Bank	1,000,000	5.15%	1/08/2024	1/08/2025
ING Bank	2,106,000	5.00%	13/08/2024	15/08/2025
MyState Financial	1,000,000	5.00%	21/08/2024	21/08/2025
National Australia Bank	2,000,000	4.90%	5/09/2024	5/09/2025
ING Bank	2,000,000	5.10%	25/10/2024	24/10/2025
Police Credit Union SA	1,000,000	5.11%	29/10/2024	29/10/2025
Westpac Bank	1,000,000	5.07%	31/10/2024	31/10/2025
	26,322,000			

Average Interest Rate 5.14%

Term Deposits by institution

	Credit		
Institution	Rating	Amount	Allocation
National Australia Bank	AA	9,103,600	34.59%
Westpac Bank	AA	1,000,000	3.80%
ING Bank	Α	6,218,400	23.62%
Bank of Queensland	Α	2,000,000	7.60%
MyState Financial	BBB	4,000,000	15.20%
Judo Bank	BBB	3,000,000	11.40%
Police Credit Union SA	NR	1,000,000	3.80%
	_	26,322,000	



15. Governance and Community Wellbeing

15.1. Annual Plan 2024-25 - Quarter 2 Performance

File Reference S13-12-002

Report Author Jonathan Harmey

General Manager

Decision Sought Receipt of the report of performance against the Annual Plan

2024-25 for the period October to December 2024.

Vote Simple majority

Recommendation

That Council receives and notes the report of performance against the Annual Plan 2024-25 for the period from October to December 2024 (Quarter 2) as shown below:

Supporting Our Customers

	ANNUAL PROJECTS								
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments			
4.1, 6.4	Review and update the Council's website information	Website updated	G&CW	Progressing	2,3	Review of websites in progress to incorporate the Council's Place Brand adopted in November 2024.			
5.1, 5.3, 5.6	Renew the Customer Service Charter and Customer Service Standards and establish reporting mechanisms to meet needs of the community	Service Charter approved by Council	CS	Progressing	2,3	Draft Customer Service Charter reviewed at December Workshop with Councillors for Council consideration in January 2025.			

Managing Our Asset Portfolio

		A	NNUAL PROJEC	TS		
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments
5.2, 6.1, 6.3	Divestment of the Council's properties in accordance with Council's decision 268/2022	Properties sold	WORKS	Progressing	1,2,3,4	Council approved the sale of public land at Deloraine, Hadspen and Prospect Vale in November 2024.
6.1, 6.3	Construction of new centralised Works Depot at Westbury	Percentage complete	WORKS	Progressing	1,2,3,4	This project is 30% complete. Pavement, drainage and building works (three buildings) in progress.
6.2, 6.3	Support the development of the Hadspen Urban Growth area	Engagement with stakeholders	INFRA/ D&RS	Achieved	1,2,3,4	Meeting held with one landholder group during the December quarter. Continued correspondence with State Government regarding required intersection work. Grant application submitted for intersection upgrade.

Investing in Community Facilities and Infrastructure

	ANNUAL PROJECTS								
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments			
6.1, 6.3	Plan and deliver projects in line with approved Capital Works Program	Percentage completed	WORKS/ INFRA	Achieved	1,2,3,4	This activity is 35% complete. Design, tendering, RFQ processes and construction works in progress.			
6.2, 6.3	Progress the Deloraine Recreation Precinct project and contracts for delivery of design elements	Percentage complete	INFRA	Achieved	1,2,3,4	Tender packages have been issued for the construction of civil works and playground elements. Consultation with key stakeholders is continuing. This activity is 35% complete.			
6.1	Installation of street litter bins and replacement program, adjust level of service to support community needs	Percentage Installed	WORKS	Achieved	1,2,3,4	No further progress this quarter. This activity is 20% complete. Bins and stands purchased and some installations have been completed.			
1.5	Progress construction of the new waste transfer station at the Deloraine waste facility	Percentage completed	INFRA	No target this Quarter	3,4				
1.5	Implement weight-based pricing system following weighbridge installation at the Deloraine waste facility	Completed	INFRA	Deferred	2,3	Meetings held, prices reviewed and recommended implementation from 1 July 2025 with the 2025-26 budget estimates process.			
5.2	Review and update the Council's public building facility security and access agreements	Percentage completed	INFRA	No target this Quarter	3,4	Security agreements in place. Planning for access system upgrade in progress.			
5.2	Engage with contractors and suppliers on tendering for the Council's work	Delivery of Workshop	INFRA	No target this Quarter	4				

Making a Positive Contribution to Community Wellbeing

	ANNUAL PROJECTS								
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments			
3.3	Connect with community and employees on key infrastructure projects any key service delivery changes and to share the broader work of the Council with community	Engagements completed	G&CW	Achieved	1,2,3,4	Discussions on key projects such as Deloraine Racecourse and Westbury Streetscape. Workshop conducted regarding community forums. First forum conducted in Blackstone Heights November 2024.			
1.1	Implement Meander Valley place brand concepts into the Council's communications	Documentation updated	G&CW	No target this Quarter	3,4				

Supporting Economic Growth, Prosperity and the Environment

	ANNUAL PROJECTS								
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments			
1.4	Encourage environmentally sustainable practices and support action of the Council's Climate Change Action and Mitigation Policy	Completed	G&CW	Achieved	1,2,3,4	Draft Council Climate Change Adaptation Plan developed. Workshop conducted with Councillors.			

Managing Planning, Development and Regulation

	g riammig, z evelepment and n		NNUAL PROJEC	TS		
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments
1.1, 1.2, 1.3	Actively participate in regional planning initiatives including the review of the Northern Tasmanian Regional Land Use Strategy	Participation	D&RS	Achieved	1,2,3,4	Councils have commenced review at the regional level of the Regional Land Use Strategy and appointed consultants working on the project.
1.1, 1.2, 1.3	Contribute to the review of the Greater Launceston Plan	Participation	D&RS	Progressing	1,2,3,4	Project being progressed with NTDC and the City of Launceston.
1.2	Develop Structure Plan for Carrick	Completed	D&RS	Progressing	1,2,3	Survey results reviewed at November Workshop.
1.1, 1.2, 1.3	Review and update the Prospect Vale – Blackstone Heights Structure Plan	Completed	D&RS	Progressing	1,2,3,4	Survey results reviewed at October Workshop.
1.1, 1.2, 1.3	Commence consultation on Westbury Village Green character precinct specific area plan	Consultation commenced	D&RS	No target this Quarter	3,4	
1.1, 1.2, 1.3	Review and implement the Public Open Space Policy	Completed	D&RS/ INFRA	Progressing	1,2	Internal meetings conducted. Workshop with Councillors planned for Quarter 3.
1.1	Review the Council's Dog Management Policy to include additional declared areas including Moore Street, Westbury	Completed	D&RS	Progressing	3,4	Draft presented to November Workshop for Councillor consideration.

Provide Contemporary Waste Collection, Disposal and Recycling Services and Infrastructure

	ANNUAL PROJECTS								
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments			
1.5, 6.6	Complete design and commence construction for new transfer station at Deloraine	Percentage constructed	INFRA	Progressing	1,2,3,4	Design work is in progress.			
1.5, 6.1, 6.6	Complete design and commence construction of expanded landfill cell at Cluan	Percentage constructed	INFRA	Deferred	1,2,3	Project design was placed on hold pending Workshop discussion with Councillors in January 2025.			
1.5	Build community awareness around the planned closure of Westbury waste facility to the public	Completed	INFRA/ G&CW	No target this Quarter	3,4				
1.5	Update information resources relating to waste management of the Meander Valley Council's website	Completed	INFRA	No target this Quarter	4				

Provide a Robust, Reliable, Secure and Available ICT Environment

	ANNUAL PROJECTS							
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments		
5.1	Embrace new technologies through agreement of ERP upgrade pathway for Finance and Property systems	Roadmap delivered	CS	Progressing	1,2,3,4	Planning continues to define the procurement strategy for the remaining ERP products. A request for proposal will be released to market in late January 2025.		

ANNUAL PROJECTS							
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments	
5.1, 5.2, 5.3, 5.4, 5.6.	Continue delivery of the ERP upgrade pathway through procurement of Records Management and <i>SharePoint</i> software products, plan and commence implementation	Product delivered	CS	Progressing	1,2,3,4	Implementation of <i>Sharepoint</i> based Records Management System is in progress and scheduled for completion in the June 2025 quarter.	

Deliver Good Governance and Resilience Through Sound Corporate and Financial Management

	ANNUAL PROJECTS								
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments			
5.2	Engage with candidates and political parties in advance of the Federal Election	Engagement opportunities	G&CW	Achieved	2,3	Engaged with candidates in the December quarter. Engaged with NTDC regarding regional priorities for the Federal Election.			
5.2	Councillors attend Council Meetings and Workshops in order to contribute to Policy and Strategy development and adoption	Meeting attendance	G&CW	Achieved	1,2,3,4	Factoring in approved leave of absences, attendance at Council Meetings and Workshops was 98%.			

Managing Our Supply Chain to Procure Goods and Services

	ANNUAL PROJECTS							
Strategic Plan Ref.	Activity Description		Department Lead		Quarter Delivered	Comments		
5.5	Continue to explore opportunities for shared services and/or resource sharing opportunities with other Councils	Shared services investigated	G&CW	Achieved	1,2,3,4	Discussions continue to occur. Group training project being pursued.		

Informing and Engaging Our Community

	ANNUAL PROJECTS						
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments	
3.1, 3.4, 4.1	Finalise Draft Community Strategic Plan 2024-34, receive community feedback to inform agreed Plan	Completed	G&CW	Achieved	1,2,3,4	2024-34 Community Strategic Plan adopted by Council in November 2024.	
5.2	Deliver new place making initiatives to engage community spaces in the Meander Valley	Community spaces activated	G&CW	Achieved	1,2,3,4	Two projects progressing. A third being explored.	

Demonstrating a Commitment to Our People

Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments
5.3, 5.4, 5.6	Undertake priority actions identified by employees in the Cultural Development Action Plan	Number progressed	CS	Achieved	1,2,3,4	Annual culture survey results have been received and action planning is in progress. <i>Pulse</i> check surveys have also been completed with results released in early January 2025.

Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments
5.3, 5.4, 5.6	Review and update human resource management policies and deliver employee training to align with contemporary practices and industrial law	Policy suite reviewed and training complete	CS	No target this Quarter	3,4	
5.3, 5.4, 5.6	Undertake employee culture survey and revise cultural action plan	Survey complete	CS	No target this Quarter	3,4	
5.3, 5.4, 5.6	Negotiate with all employees to form a new Enterprise Agreement	Completed	G&CW	Progressing	2,3,4	Discussions commenced with employees and Workplace Consultative Committee, negotiations to commence in January 2025.

Ensuring a Safe and Healthy Workplace

	ANNUAL PROJECTS							
Strategic Plan Ref.	Activity Description	Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments		
5.4	Implement an organisation wide engagement on WHS including sharing incident stories and promoting the reporting of hazards, incidents and near misses	Implemented	CS	Achieved	2,3	Safety Month in October 2024 was a key initiative to build engagement and awareness. Recruitment of contract WHS Officer will supplement ability to deliver on this activity.		
5.3	Embed the Child and Youth Safe Organisations Framework, as required by the Tasmanian Government's Child and Youth Safe Organisations Act 2023	Completed	G&CW	Progressing	1,2,3,4	A Policy has been adopted. Further training will be provided to all relevant Council Officers in Quarter 3.		

	ANNUAL PROJECTS							
Strategic Activity Description Plan Ref.		Annual Activity Measurement	Department Lead	Current Quarter Status	Quarter Delivered	Comments		
5.3	Implement WHS software, equipment purchases, digitisation of employee templates and undertake training for employees	Percentage Implemented	CS/ WORKS	Achieved	1,2,3,4	Incidents module of <i>Lucidity</i> has been launched with contractor management scheduled for early 2025.		

Report

The Council's 2024-25 Annual Plan contains 40 operational activities which are executed across each of the Council's business areas, in line with the organisation's strategic objectives.

Working to the targets set by the Annual Plan ensures that the Council continually progresses, improves and achieves its stated strategic objectives.

Each activity listed in the Annual Plan is carefully planned out over the course of the financial year, forming the basis of a transparent and accountable performance assessment and reporting mechanism.

Achieved

15 activities were achieved.

Activities achieved are those with an inherent and identifiable quarterly goal, which have been attained to the high quality standards that are expected.

Progressing

14 activities are progressing.

Activities that are progressing are those with substantial work underway, where it can be demonstrated that the Council is on track to achieve its projected Annual Plan target within the financial year. Details of the Council's specific progress against each individual activity is noted.

Deferred

2 activities are deferred.

Deferred activities are those that cannot be commenced in the current quarter due to an intervening delay that cannot be resolved by the Council (this mostly refers to external factors beyond the Council's span of control).

No Target This Quarter

9 activities are not being considered for this quarter.

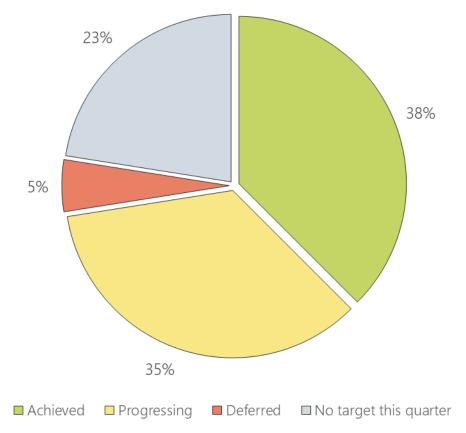


Figure 1: October – December 2024 Performance

Attachments

Nil

Strategy

Supports the objectives of Council's strategic future direction

- 1. Cultivating a diverse, unified and empowered community
- 2. Valuing and protecting our natural environment
- 3. Creating a well-designed, sustainable built environment
- 4. Investing in infrastructure that strengthens connection
- 5. Delivering responsible leadership and governance

See Meander Valley Community Strategic Plan 2014-24. *Click here* or visit https://www.meander.tas.gov.au/plans-reports to view.

Policy

Not applicable

Legislation

Not applicable

Consultation

Not applicable

Budget and Finance

Not applicable

Risk Management

Not applicable

Alternate Motion

Not applicable

15.2. Annual General Meeting Report 2024

File Reference S13-07-003

Report Author Jonathan Harmey

General Manager

Decision Sought Receipt of the report from the 2024 Annual General Meeting.

Vote Simple majority

Recommendation

That Council, in respect of the Annual General Meeting held on 10 December 2024:

- 1. receives and confirms the Minutes of the Annual General Meeting held on 10 December 2024 as presented (Attachment 1).
- 2. notes the motion passed that *Council receives the Meander Valley Council's* 2023-24 Annual Report as presented (Attachment 2).
- 3. notes the motion passed that: *Council endorses the 2023-24 Annual Report during the 2023-24 financial year* in respect of its organisational performance.
- 4. notes the Public Notice of Motion Without Notice passed that: in recognition of increasing pressures on our communities and our environment brought on by mineral exploration and extraction proposals, that Council affirms a commitment to sustainable resource management, the promotion of ecological processes and genetic diversity and environmental stewardship and community well-being, noting the importance of community engagement, scientific integrity, public safety and the avoidance of harm.

Report

The Annual General Meeting (AGM) of the Meander Valley Council was held at 4.01pm on 10 December 2024, in compliances with section 72B(1) of the *Local Government Act* 1993.

A notice advising of the Annual General Meeting (AGM) was published in *The Examiner* Newspaper on 23 November 2024.

Following the advertisement, no public submissions were received in respect of the Council's *Annual Report 2023-24*, no Public Questions with Notice or Notices of Motion With Notice were received.

A quorum of Council was present at the AGM, consisting of Mayor Wayne Johnston, Councillor Ben Dudman, Councillor Anne-Marie Loader, Councillor Daniel Smedley, Councillor Rodney Synfield and Councillor John Temple. The attendance of the Council's Officers and electors was recorded.

The motions passed at the AGM were:

5.1. That Council:

- 1. receives the *Meander Valley Council's 2023-24 Annual Report* as presented (Attachment 1); and
- 2. endorses the 2023-24 Annual Report in respect of its organisational performance during the 2023-24 financial year; and
- 7.2. In recognition of increasing pressures on our communities and our environment brought on by mineral exploration and extraction proposals, that Council affirms a commitment to sustainable resource management, the promotion of ecological processes and genetic diversity and environmental stewardship and community well-being, noting the importance of community engagement, scientific integrity, public safety and the avoidance of harm.

Section 72B(6) of the *Local Government Act 1993* requires that a motion passed at the Annual General Meeting is to be considered at the next meeting of Council.

Section 72B(7) of the *Local Government Act 1993* requires the General Manager to keep Minutes of the Annual General Meeting. The Minutes of the AGM have been published to the Council's website.

During the AGM section 7.2 of Public Notices of Motion Without Notice, a motion was received from community members, moved by Leigh Wasserfall and seconded by Danielle Farrow-Pryke. The motion was passed by a majority of votes taken by a show of hands. In accordance with section 72B(6) of the Act, this decision is being considered at the January 2025 Council Meeting.

Attachments

- 1. Annual General Meeting Minutes -10 December-2024 [15.2.1 6 pages]
- 2. Annual Report 2023-24 [15.2.2 80 pages]

Strategy

Supports the objectives of Council's strategic future direction

5. Delivering responsible leadership and governance

See Meander Valley Community Strategic Plan 2024-34. *Click here* or visit *https://www.meander.tas.gov.au/plans-reports* to visit.

Policy

Not applicable

Legislation

Local Government Act 1993: sections 72B(1), (6) and (7)

Consultation

Not applicable

Budget and Finance

Not applicable

Risk Management

Not applicable

Alternate Motion

Not applicable



MINUTES ANNUAL GENERAL MEETING

Tuesday, 10 December 2024

Time 4.01pm

Location Council Chambers

26 Lyall Street

Westbury, Tasmania

Telephone (03) 6393 5300

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1. Opening of Meeting and Apologies

Mayor Wayne Johnston opened the Annual General Meeting at 4.01pm.

2. Acknowledgment of Country

I begin today by acknowledging the Pallitore and Panninher past peoples, the Traditional Owners and Custodians of the land on which we gather today and I pay my respects to Elders past and present. I extend that respect to all Aboriginal and Torres Strait Islander peoples here today.

3. Confirmation of Minutes

The Minutes of the Meander Valley Council's Annual General Meeting held on 12 December 2023 were confirmed at the Ordinary Meeting of Council held on 13 February 2024.

4. Declarations of Interest

No Declarations of Interest were received as part of these Minutes

5. Annual Report

5.1. Annual Report

File Reference S13-07-004

Report Author Jonathan Harmey

General Manager

Motion

That Council:

- 1. receives the Meander Valley Council's 2023-24 Annual Report as presented (Attachment 1); and
- 2. endorses the 2023-24 Annual Report in respect of its organisational performance during the 2023-24 financial year.

Moved Councillor Ben Dudman
Seconded Councillor Anne-Marie Loader

Motion carried by majority

Minute Reference: AGM01/2024

5.2. Public Submissions

No Public Submissions were received as part of these Minutes

6. Public Questions

Local Government (Meeting Procedures) Regulations 2015 – Regulation 31(2)(b)

6.1 Public Questions With Notice

No Public Questions on Notice were received for these Minutes

6.2 Public Questions Without Notice

(Members of the public who ask Questions Without Notice at a Meeting will have both the question and any answer provided recorded in the Minutes. If the Council's Officers are unable to answer the question asked at the Meeting, the question and a response will be provided in the next Council Meeting Agenda).

Question

Danielle Farrow-Pryke, Deloraine - ABX Mine Concerns

- 1. Could the Meander Valley Council, in any good conscience, support:
 - (a) upgrading a road which provides access to a full profit company which is actively demonstrating that it is unlikely to be anything other than broke and not-for-profit, given its current financial reports, in support of mining bauxite; and
 - (b) using ratepayer funds to upgrade a road so that something, which is innately invaluable and likely to fail?

Jonathan Harmey (General Manager) responded by saying that as a Council and as a road authority there is an obligation to maintain all public roads in a safe condition for all road users. So, if there are issues identified with a road, the Council needs to ensure that everyone travelling over that road is safe. That is the Council's obligation as a road authority.

2. If the Council was made aware of a comprehensive study that noted the mine was not going to be viable, would it consider upgrading the road to an industrial level?

Jonathan Harmey (General Manager) advised that the financial circumstances of a business will not change the fact that the Council is the road authority and is obligated to provide a safe road environment. It is a reasonable expectation of all community members and road users and if obligations were not being met by the Council it would need to be rectified. Over time it is possible that road classifications can change (for example use, the number of crossovers, etc.) and if that is the case, then necessary modifications will be made to ensure that the needs of the community are met.

Meander Valley Council – Annual General Meeting Minutes: 10 December 2024

7. Public Notices of Motion

Local Government (Meeting Procedures) Regulations 2015 – Regulation 16

7.1 Public Notices of Motion

No Public Notices of Motion were received as part of these Minutes

7.2 Public Notices of Motion Without Notice

During the Council's Annual General Meeting, eligible members of the public can move a motion from the floor.

Motion

In recognition of increasing pressures on our communities and our environment brought on by mineral exploration and extraction proposals, that Council affirms a commitment to sustainable resource management, the promotion of ecological processes and genetic diversity and environmental stewardship and community well-being, noting the importance of community engagement, scientific integrity, public safety and the avoidance of harm.

Moved Leigh Wasserfall
Seconded Danielle Farrow-Pryke

Motion carried by majority

Minute Reference: AGM02/2024

8. Close of Meeting

Mayor Wayne Johnston closed the Annual General Meeting at 4.40pm.

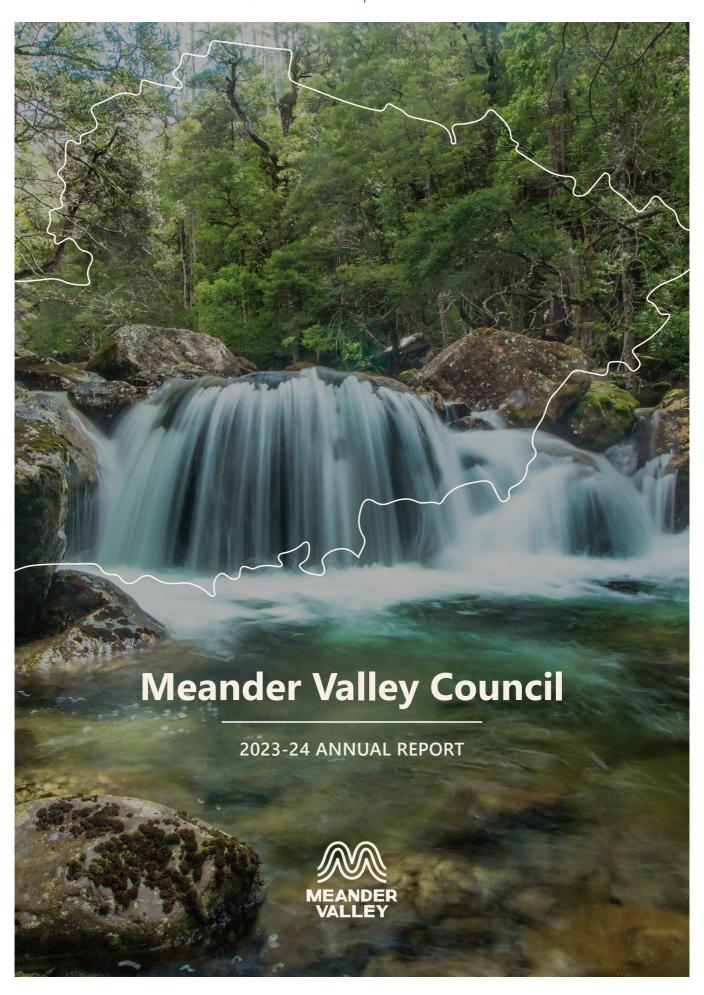
Mayor Wayne Johnston Chairperson

46.4

16 January 2025

Meander Valley Council – Annual General Meeting Minutes: 10 December 2024

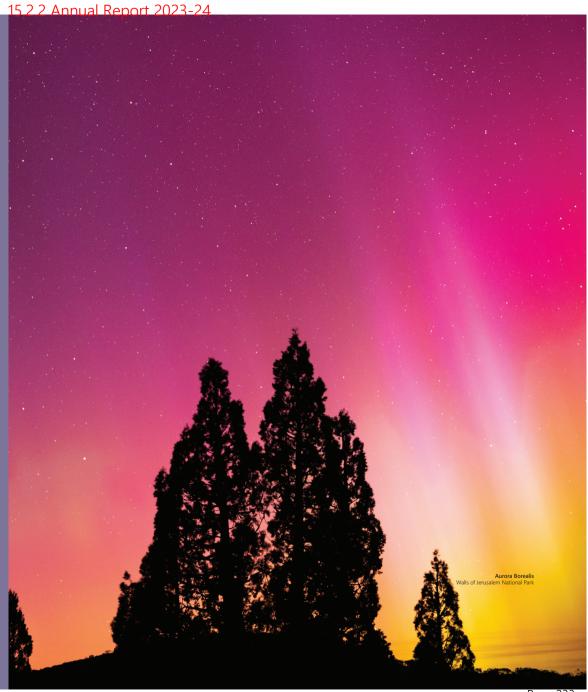
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Acknowledgment of Traditional Owners

In recognition of the deep history and culture of lutrawita/Tasmania, we acknowledge the Pallittorre and Panninher peoples, the traditional owners of the Land upon which we live, work and gather. For many generations they have cared for Country.

We acknowledge and pay our respects to their Elders, past, present and emerging, and to all Tasmanian Aboriginal communities, for they hold the memories, the knowledge, culture and future of Aboriginal Tasmania.



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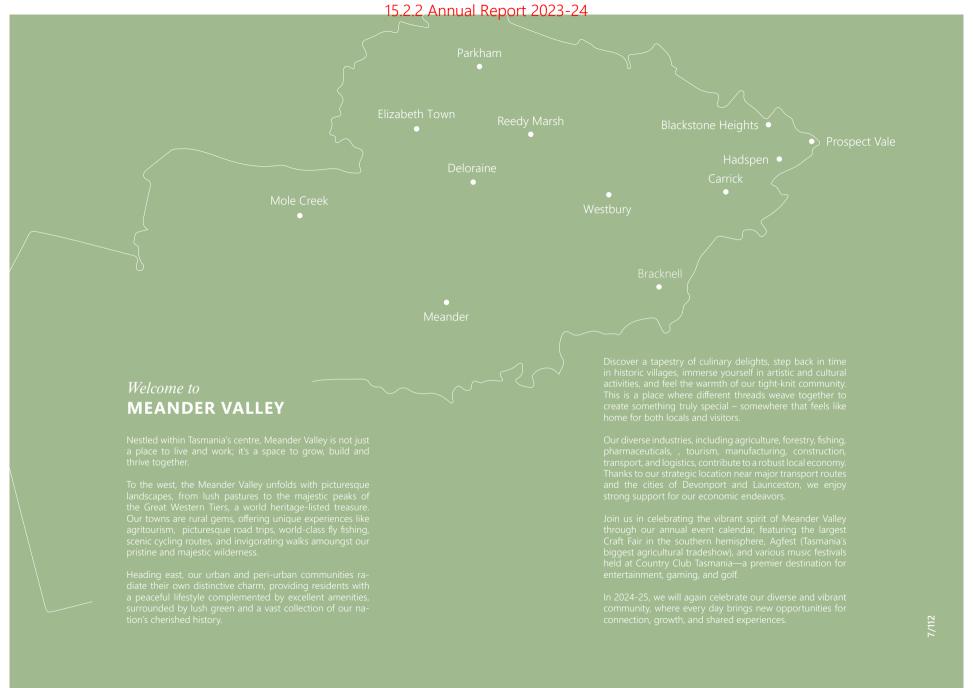






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Tasmania's **MEANDERING VALLEY**



21,449
Residents



Elected



Members



828

Kilometres of

road networks

Hiking trail Walls of Jerusalem National Park

1,743 Local businesses



3,327

kilometres

of land area

Square





13 Public halls



10,866



Rateable assessments

Operating Revenue

\$28,469,027

Operating Expenditure

\$26,853,036

Capital Expenditure

\$11,192,441

59 Parks &



Municipal waste facilities

Municipal swimming pools





Playgrounds & fitness stations 36



46%

of kerbside collection waste is recycled

41 Sporting facilities





skate parks



8 Sporting grounds

The Meander Valley Council's commitment to enhancing community wellbeing is evident in its focus on infrastructure development and financial stewardship. Key projects, such as road upgrades and maintenance initiatives. have significantly improved accessibility and connectivity within the region. These efforts have resulted in a safer and more efficient transport network, enhancing the quality of life for residents while supporting the growth of local communities.

In addition to its infrastructure achievements, the Council has demonstrated strong financial stewardship. Through responsible budgeting and resource management, it has maintained fiscal stability while continuing to deliver essential services. This prudent approach not only ensures the long-term sustainability of Council operations but also reflects its dedication to fostering community progress.

A cornerstone of the Council's productivity is its inclusive approach to community engagement. By actively gathering input from residents, the Council has empowered the community to take part in the decision-making process. This collaborative effort ensures that Council initiatives are aligned with the needs and aspirations of Meander Valley's diverse population, contributing to the region's flourishing future.

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As we wrap up another year, it's amazing to reflect on everything that's shaped Meander Valley over the past 12 months. It's been a big year—full of challenges, changes, accomplishments and abundance—and I'm feeling really optimistic and excited about what's ahead for our beloved Valley.

Before we dive into the future, let's take a moment to look back. This year has brought some significant transitions for both Council and our wider community, and I'd like to take the chance to acknowledge and thank the people who've been part of the journey.

In January, we said goodbye to Councillor Lochie Dornauf. While his time with us was short, his contributions were significant, and we're grateful for his dedicated service. Soon after, we welcomed Councillor Daniel Smedley, whose thoughtful approach and clear passion for Meander Valley have been a great addition to the table.

We also farewelled several long-standing staff members, some with up to 40 years of service under their belts. Their dedication and hard work have left an enduring legacy, and we are truly grateful for the contributions they've made to our community over the years. Another major milestone was welcoming Jonathan Harmey as our new General Manager in August. Jonathan has been a steady and valued member of our team for over 15 years, most recently serving as Director of Corporate Services. His deep understanding of Council operations, combined with his clear commitment to our community, has been a cornerstone of his leadership so far.

Message from Mayor,
WAYNE JOHNSTON

Jonathan has a unique ability to balance longterm strategic thinking with a genuine focus on community. He's not just shaping policy or ticking off projects—he's leading with heart, listening to our residents and staff and ensuring their voices are reflected in the work we do. Under his leadership, we've seen stronger collaboration across teams, a renewed focus on community-driven initiatives and a shared vision for a future that truly aligns with the values of the Meander Valley community.

One of the highlights of the year has been finalising the Meander Valley Community Strategic Plan 2024–2034. This plan reflects the values and ideas our residents have shared with us and will guide our region's growth over the next decade. Alongside it, the new Meander Valley Place Brand has been developed to showcase the unique character of our Valley. Together,

these projects will help strengthen local pride and share what makes Meander Valley special with the wider world.

Our Capital Works Program has also brought exciting progress. The new Deloraine Squash Courts will soon open, giving residents another fantastic space for sport and recreation. We're also wrapping up the new Deloraine Foot Bridge project at the Deloraine Caravan Park, which will make access safer and easier for everyone. And speaking of the caravan park, we've entrusted its management to the APEX Club of Deloraine, who've been long-standing champions of this important community asset.

Looking ahead, we're excited about plans to revitalise the Deloraine Racecourse Precinct, transforming it into a vibrant hub for connection and events. Projects like this showcase our commitment to creating spaces that bring people together while preparing for the challenges and opportunities of the future.

Finally, I want to extend my deepest gratitude to everyone who has contributed to making Meander Valley the wonderful place it is today. To my fellow Councillors, thank you for your vision, leadership and unwavering dedication to repre-

senting our community's best interests. To the Council staff, your hard work behind the scenes often goes unnoticed, but your commitment, talent and professionalism are vital to the success of everything we do. To our volunteers, you are the heart of our community, giving your time and energy to make a real difference in the lives of others. Together, you've all played a crucial role in continuing to create a vibrant, inclusive and sustainable Meander Valley that we can all be proud of

As we step into a new year, I look forward to continuing this incredible journey with you all. There's so much to be excited about, and I can't wait to see what we achieve together in 2025 and beyond.

W. C. G. Shorton

Mayor Wayne Johnston, Meander Valley Council

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Message from the General Manager, JONATHAN HARMEY

As another financial year comes to a close, I'm proud to share Council's Annual Report. It's a snapshot of what we've achieved, the challenges we've faced and the exciting plans we're working on for the future of Meander Valley. This report reflects how we're delivering on the goals set out in our Annual Plan and Budget, always with the aim of supporting our community and providing services that meet your needs

This year has been one of growth and progress for Meander Valley Council, shaped by deeper community engagement and significant milestones

At the heart of our efforts this year has been the creation of the Meander Valley Community Strategic Plan 2024–2034, a project built from countless conversations with residents across the length and breadth of our community. From public workshops to valuable written feedback, your insights have helped us craft a vision that truly reflects what makes living in Meander Valley so special. And our engagement doesn't stop here—regular opportunities to connect and collaborate with Council will continue, ensuring that as your needs and aspirations evolve, our actions remain aligned.

In tandem with this, we've been working to develop the Meander Valley Place Brand. This exciting initiative is all about celebrating what makes our region unique. With input from residents, our place brand will capture the essence of Meandel Valley—its character, its stories and its strengths. Not only will it help us share our Valley with visitors and future residents, it'll also build local pride and serve as a foundation for future projects.

Another key focus this year has been the Future of Local Government Review. Many in our communty voiced strong opposition to the State Government's proposed Council amalgamations. This feedback underscored and highlighted the importance of local representation and the trust our community places in the Council and its leadership to protect Meander Valley's identity and governance. It's also strengthened our resolve to continue to advocate for our re-nion's best interests

To further improve transparency and accessibility, we've introduced livestreaming of Council meetings, making it easier for residents to stay informed about decisions and discussions that shape Meander Valley. We hope this initiative helps more residents feel connected to the work of Council, and confident in the direction we're heading together.

On the ground, our infrastructure program continues to deliver tangible results that improve the daily life of our residents, with ove \$11 million invested this year. From critical roac upgrades and the rebuild of Bracknell Hall to the upcoming opening of the Deloraine Squask Courts, these projects are making a real difference in our community's lives.

We've also started revitalising the Delorain Racecourse Precinct to breathe new life into wha has been a central gathering space for over 17 years, while plans for Westbury's town centre streetscape will enhance this historic township charm and usability. In Waste Management, the penning of the new weighbridge at the Deloration of the new weighbridge at the Deloration.

raine Waste Depot is an important step in transforming it into a modern waste transfer statior improving sustainability and efficiency.

Another major advancement for Council this year has been the decision to develop a new Works precinct at Valley Central in Westbury. By centralising three depots into one location we're ensuring our Works team has the facilities and resources to operate more efficiently and effectively. This consolidation will improve how we deliver critical services and streamline how we meet the infrastructure needs of our community.

All of this has been made possible through sound financial management. This year, we've kept things on track, balancing \$26 million in operating expenses while delivering an under lying surplus. This careful stewardship is key to balancing today's needs with long-term stability ensuring we can continue providing the services our community rely on

Sustainability has also been a major focus thi year. We've updated our Climate Change Miti gation and Adaptation Policy and committed to conducting a greenhouse gas audit of Counci operations. This will help us set a benchmark for future efforts to reduce emissions and build a more sustainable future for our region.

Looking ahead, as we reflect on the progres we've made, we recognise that we operate in an ever-evolving landscape. Challenges such a rising infrastructure costs, housing developmen needs, climate change impacts and demograph is shifts in Meander Valley will undoubted!

shape our future. Acknowledging these chal lenges, we're committed to addressing key area of focus in the coming financial year, ensurin, we continue to serve our community effectively. We're also finalising structure plans for Prospec Vale and Blackstone Heights, as well as Carrick ensuring development in these areas aligns wit community needs and preserves what make them so unique, vibrant and special. Togethe all these initiatives will help us build a thriving resilient Meander Valley, ready to adapt an grow in the years to come.

But of course, none of this would be possible without the incredible, talented people behind the scenes. I want to express my heartfelt thanks to our dedicated staff, volunteers and Councillors, who bring their expertise, creativity and hard work to everything they do. I thank you for your leadership and commitment to serving the Meander Valley community. A special mention also goes to the families and loved ones who support us—your encouragement makes a huge difference.

And finally, to the residents of Meander Valley your trust and involvement drive everything w do. You inspire the work we do every day, and look forward to seeing what we can accomplist together in the year ahead.

Joulh Jan

Jonathan Harmey, General Manager, Meander Valley Council

Your community,

YOUR COUNCIL.

The Meander Valley community is represented by nine Councillors, including the Mayor and Deputy Mayor, who are elected by local voters to advocate for and make decisions on behalf of the region. Following the October 2022 elections, the current Council is now well into its four-year term, continuing to serve with dedication.

Our Councillors work closely with the Council's management team to develop policies, strategies, and plans that guide the delivery of essential services and projects across the municipality. Together, they ensure the community's voice is heard and reflected in decisions that shape the future of Meander Valley.



Mayor Wayne Johnston



Deputy Mayor Stephanie Cameron



Councillor
Michael Kelly



Councillor Kevin House



Councillor Ben Dudman



Councillor Anne-Marie Loader



Councillor John Temple



Councillor Rodney Synfield



Councillor
Daniel Smedley
Term: From 19/2/24

Outgoing Councillor



Councillor
Lochie Dornauf
Term: 1/7/23 to 31/1/24

Organisational STRUCTURE.

Meander Valley Council's executive management team, led by the General Manager, ensures strong leadership, high-quality service delivery and the successful achievement of the Council's strategic goals.



Jonathan Harmey *General Manager*



Krista Palfreyman

Director, Development

& Regulatory Services



David Murray
Director, Infrastructure
Services



Craig Davies

Director, Corporate

Services



Matthew Millwood Director, Works