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**Minutes of an ordinary meeting of the Central Coast Council held in the Council Chamber at the Administration Centre, 19 King Edward Street, Ulverstone on Monday, 19 June 2017 commencing at 6.00pm.**

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**Councillors attendance**

Cr Jan Bonde (Mayor)  
Cr John Bloomfield  
Cr Rowen Tongs  
Cr Philip Viney

Cr Kathleen Downie (Deputy Mayor)  
Cr Gerry Howard  
Cr Tony van Rooyen

**Councillors apologies**

Cr Garry Carpenter  
Cr Amanda Diprose

**Employees attendance**

General Manager (Ms Sandra Ayton)  
Director Community Services (Mr Cor Vander Vlist)  
Director Infrastructure Services (Mr John Kersnovski)  
Director Organisational Services (Mr Bill Hutcheson)  
Executive Services Officer (Mrs Lou Brooke)  
Land Use Planning Group Leader (Mr Ian Sansom)

**Media attendance**

The Advocate newspaper.

**Public attendance**

Five members of the public attended during the course of the meeting.

**Prayer**

The meeting opened in prayer.

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## CONFIRMATION OF MINUTES OF THE COUNCIL

### 159/2017 Confirmation of minutes

The Executive Services Officer reported as follows:

“The minutes of the previous ordinary meeting of the Council held on 15 May 2017 have already been circulated. The minutes are required to be confirmed for their accuracy.

The *Local Government (Meeting Procedures) Regulations 2015* provide that in confirming the minutes of a meeting, debate is allowed only in respect of the accuracy of the minutes.”

■ Cr Howard moved and Cr Viney seconded, “That the minutes of the previous ordinary meeting of the Council held on 15 May 2017 be confirmed.”

Carried unanimously

## COUNCIL WORKSHOPS

### 160/2017 Council workshops

The Executive Services Officer reported as follows:

“The following council workshops have been held since the last ordinary meeting of the Council.

- . 22.05.2017 – Operational budget and rates overview / Cradle Coast Authority Representatives Agenda
- . 29.05.2017 – Penguin Recreation Ground redevelopment / Rates for 2017–2018
- . 05.06.2017 – Ulverstone Show Society / Review of Corporate Folder.

This information is provided for the purpose of record only.”

■ Cr van Rooyen moved and Cr Tongs seconded, “That the Officer’s report be received.”

Carried unanimously

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## **MAYOR'S COMMUNICATIONS**

### **161/2017 Mayor's communications**

The Mayor reported as follows:

"I have no communications at this time."

### **162/2017 Mayor's diary**

The Mayor reported as follows:

"I have attended the following events and functions on behalf of the Council:

- . Local Government Association of Tasmania – General Management Committee meeting (Hobart)
- . Local Government Association of Tasmania – General Management Committee strategic planning session (Hobart)
- . Leven Yacht Club – annual dinner
- . Council–community morning tea – South Nietta, Nietta, Upper Castra, Central Castra, Sprent, Spalford and Abbotsham districts
- . Switch Tasmania – meeting
- . Cradle Coast Authority – Representatives Group meeting (Burnie)
- . Tasmanian Chamber of Commerce and Industry – State Budget Roadshow Dinner
- . Leader of the Tasmanian Labor Party – meeting
- . Ulverstone Rowing Club – annual dinner
- . RACT – 50 Year Gold Medallion luncheon
- . Coast FM/Radio 7AD – community reports
- . Ulverstone High School – Youth Volunteer Awards presentation
- . Business visitation program – Discovery Early Learning Centres Head Office
- . Cradle Coast Authority – Transitioning Regional Economies roundtable discussion (Burnie)
- . Ulverstone Show Society – annual general meeting
- . Cradle Coast Authority – State Wide Planning Reforms and Cradle Coast Region Local Provisions presentation (Burnie)
- . RAAF Association, North–West – Bomber Command luncheon
- . Switch Tasmania – Thinks 'n' Drinks event with business operators (Latrobe)
- . Ulverstone High School – opening of Year 11 and 12 Learning Area
- . Leven Regional Arts – Arts on Fire 2017
- . The One Million Stars to End Violence Project – Penguin Uniting Church 'blessing of the stars' and morning tea

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- . Official opening of office – Dr Shane Broad MP, Member for Braddon.”

Cr van Rooyen reported as follows:

“I have attended the following events and functions on behalf of the Council:

- . Ulverstone/Penguin Visitor Centres and Ulverstone History Museum – Volunteers awards presentation.”

Cr Diprose reported as follows:

“I have attended the following events and functions on behalf of the Council:

- . Samaritan’s Purse Operation Christmas Child – performed NW Tasmania official launch.”

■ Cr Viney moved and Cr Downie seconded, “That the Mayor’s, Cr van Rooyen’s and Cr Diprose’s reports be received.”

Carried unanimously

## **163/2017     Declarations of interest**

The Mayor reported as follows:

“Councillors are requested to indicate whether they have, or are likely to have, a pecuniary (or conflict of) interest in any item on the agenda.”

The Executive Services Officer reported as follows:

“The *Local Government Act 1993* provides that a councillor must not participate at any meeting of a council in any discussion, nor vote on any matter, in respect of which the councillor has an interest or is aware or ought to be aware that a close associate has an interest.

Councillors are invited at this time to declare any interest they have on matters to be discussed at this meeting. If a declaration is impractical at this time, it is to be noted that a councillor must declare any interest in a matter before any discussion on that matter commences.

All interests declared will be recorded in the minutes at the commencement of the matter to which they relate.”

No interests were declared at this time.

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#### **164/2017      Public question time**

The Mayor reported as follows:

“At 6.40pm or as soon as practicable thereafter, a period of not more than 30 minutes is to be set aside for public question time during which any member of the public may ask questions relating to the activities of the Council.

Public question time will be conducted as provided by the *Local Government (Meeting Procedures) Regulations 2015* and the supporting procedures adopted by the Council on 20 June 2005 (Minute No. 166/2005).”

#### **COUNCILLOR REPORTS**

#### **165/2017      Councillor reports**

The Executive Services Officer reported as follows:

“Councillors who have been appointed by the Council to community and other organisations are invited at this time to report on actions or provide information arising out of meetings of those organisations.

Any matters for decision by the Council which might arise out of these reports should be placed on a subsequent agenda and made the subject of a considered resolution.”

Cr Howard reported on recent meetings of the East Ulverstone Swimming Pool Management Committee and the Slipstream Circus Board.

#### **APPLICATIONS FOR LEAVE OF ABSENCE**

#### **166/2017      Leave of absence**

The Executive Services Officer reported as follows:

“The *Local Government Act 1993* provides that the office of a councillor becomes vacant if the councillor is absent without leave from three consecutive ordinary meetings of the council.

The Act also provides that applications by councillors for leave of absence may be discussed in a meeting or part of a meeting that is closed to the public.

There are no applications for consideration at this meeting.”

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## **DEPUTATIONS**

### **167/2017     Deputations**

The Executive Services Officer reported as follows:

“No requests for deputations to address the meeting or to make statements or deliver reports have been made.”

## **PETITIONS**

### **168/2017     Petitions**

The Executive Services Officer reported as follows:

“No petitions under the provisions of the *Local Government Act 1993* have been presented.”

## **COUNCILLORS' QUESTIONS**

### **169/2017     Councillors' questions without notice**

The Executive Services Officer reported as follows:

“The *Local Government (Meeting Procedures) Regulations 2015* provide as follows:

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

(a) of the chairperson; or

(b) through the chairperson, of –

(i) another councillor; or

(ii) the general manager.

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

(a) offer an argument or opinion; or

- 
- (b) draw any inferences or make any imputations –  
except so far as may be necessary to explain the question.
  - (3) The chairperson of a meeting must not permit any debate of a question without notice or its answer.
  - (4) The chairperson, councillor or general manager who is asked a question without notice at a meeting may decline to answer the question.
  - (5) The chairperson of a meeting may refuse to accept a question without notice if it does not relate to the activities of the council.
  - (6) Questions without notice, and any answers to those questions, are not required to be recorded in the minutes of the meeting.
  - (7) The chairperson may require a councillor to put a question without notice in writing.'

If a question gives rise to a proposed matter for discussion and that matter is not listed on the agenda, Councillors are reminded of the following requirements of the Regulations:

- '8 (5) Subject to subregulation (6), a matter may only be discussed at a meeting if it is specifically listed on the agenda of that meeting.
- (6) A council by absolute majority at an ordinary council meeting, ..., may decide to deal with a matter that is not on the agenda if –
  - (a) the general manager has reported the reason it was not possible to include the matter on the agenda; and
  - (b) the general manager has reported that the matter is urgent; and
  - (c) in a case where the matter requires the advice of a qualified person, the general manager has certified under section 65 of the Act that the advice has been obtained and taken into account in providing general advice to the council.'

Councillors who have questions without notice are requested at this time to give an indication of what their questions are about so that the questions can be allocated to their appropriate Departmental Business section of the agenda."

The allocation of topics ensued.

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## **170/2017     Councillors' questions on notice**

The Executive Services Officer reported as follows:

“The *Local Government (Meeting Procedures) Regulations 2015* provide as follows:

‘30 (1) A councillor, at least 7 days before an ordinary council meeting or a council committee meeting, may give written notice to the general manager of a question in respect of which the councillor seeks an answer at that meeting.

(2) An answer to a question on notice must be in writing.’

It is to be noted that any question on notice and the written answer to the question will be recorded in the minutes of the meeting as provided by the Regulations.

Any questions on notice are to be allocated to their appropriate Departmental Business section of the agenda.

No questions on notice have been received.”

## DEPARTMENTAL BUSINESS

### GENERAL MANAGEMENT

#### **171/2017 Minutes and notes of committees of the Council and other organisations**

The General Manager reported as follows:

“The following (non-confidential) minutes and notes of committees of the Council and other organisations on which the Council has representation have been received:

- . Ulverstone Wharf Precinct Advisory Committee – meeting held on 1 March 2017
- . Central Coast Community Shed Management Committee – meeting held on 3 May 2017
- . Local Government Association of Tasmania Special General meeting – held on 11 May 2017
- . Central Coast Youth Engaged Steering Committee – meeting held on 25 May 2017
- . East Ulverstone Swimming Pool Management Committee – meeting held on 25 May 2017
- . Turners Beach Community Representatives Committee – meeting held on 25 May 2017
- . Central Coast Community Shed Management Committee – meeting held on 5 June 2017.

Copies of the minutes and notes have been circulated to all Councillors.”

■ Cr Downie moved and Cr Viney seconded, “That the (non-confidential) minutes and notes of committees of the Council be received.”

Carried unanimously

#### **172/2017 Dementia-Friendly Central Coast Framework**

The General Manager reported as follows:

##### *“PURPOSE*

The purpose of this report is to seek the Council’s adoption of the Dementia-Friendly Central Coast Framework which will allow the Council to progress this action with our community.

### *BACKGROUND*

In Tasmania, the *Local Government Act 1993* requires councils to provide for the health, safety and welfare of the community in a way that consults with, involves and is accountable to the community. As part of its strategic work to meet these requirements, the Council recognised the challenges of an ageing community, and has embedded an emphasis on positive ageing within a number of policy and strategy documents.

The Strategic Plan describes four Key Directions and Actions for the Central Coast Council. Actions with strong alignment to the Dementia-Friendly Central Coast initiative include community capacity-building, connecting people with services, contributing to a safe and healthy environment, effective communication and engagement, and achieving meaningful positive ageing outcomes.

The Central Coast Social Planning Framework is designed to guide Council's efforts to make a positive difference to the community's health and wellbeing. The Framework notes that Council may play several roles in achieving this goal (as Provider, Facilitator or Advocate), and emphasises building relationships and working collaboratively with local people and groups within the Central Coast community.

The stated Vision of the Council's Positive Ageing Strategy is: 'Leading a growing and innovative community.' The Strategy is inclusive of people of all ages, but is particularly focused on those aged 50 and older. It defines positive ageing policies as those designed to support people as they grow older in leading productive lives in the economy and society.

### *DISCUSSION*

The Dementia-Friendly Central Coast Framework (copy attached), is a guide and resource for transforming the Central Coast into a dementia-friendly community.

Dementia is an umbrella term for a number of conditions that progressively affect a person's cognition, memory and behaviour. Yet the consequences of dementia are not just felt on an individual level – dementia has profound social impacts that can diminish quality of life for people with dementia and their caregivers.

The Framework shows the Council's commitment to enhancing community wellbeing and positive ageing in order to help the community to live its potential. The Council recognises that meeting the challenges of dementia will require a whole-of-community approach.

Our principles for a Dementia-Friendly Central Coast are as follows:

- 1 People living with dementia are valued and respected members of the Central Coast community;
- 2 Creating a Dementia-Friendly Central Coast is everybody's business.
- 3 Places, businesses and services are welcoming and enabling for people living with dementia;
- 4 Community decisions respond to the needs and aspirations of people with dementia and their carers; and
- 5 Becoming a Dementia-Friendly Central Coast is a continuous process.

Consultation with our community has indicated strong initial support for the Dementia-Friendly Central Coast initiative. The consultation has also highlighted six key dimensions for change: increasing knowledge about dementia; improving attitudes and interactions; enhancing access to services; facilitation social integration; improving spaces and places; and supporting carers.

To reflect these priorities, this Framework includes a customised 'menu' of actions from which the Council and its community partners can select. By working collaboratively to reduce the negative social impacts of dementia, we will make the Central Coast a safer, more supportive and vibrant community for all.

### *CONSULTATION*

Community consultation for the Dementia-Friendly Central Coast Framework has consisted of online community survey; focus group with people living with dementia in the Central Coast; focus group with dementia service providers and carers in the Central Coast and three mid-project presentations and discussions held with the Senior Leadership Team and Group Leaders; Central Coast Community Safety Partnership Committee; and a workshop with Councillors.

### *RESOURCE, FINANCIAL AND RISK IMPACTS*

The Framework does not require resources, but some of the suggested actions identified within the 'menu' of actions may require a combination of funding from the Community, State Government and Community. Some ideas may be implemented as part of new projects and/or renewal of assets.

The Council would resource training for its staff in understanding dementia and how to interact and work with a person who has some form of dementia.

### *CORPORATE COMPLIANCE*

The Central Coast Strategic Plan 2014–2024 includes the following strategies and key actions:

#### A Connected Central Coast

- Connect the people with services
- Improve community well-being

#### Community Capacity and Creativity

- Community capacity-building
- Cultivate a culture of creativity in the community

#### The Environment and Sustainable Infrastructure

- Contribute to a safe and healthy environment

#### Council Sustainability and Governance

- Improve service provision
- Effective communication and engagement.

### *CONCLUSION*

It is recommended that the Council adopt the Dementia-Friendly Central Coast Framework and proceed to form a working group of interested community members to progress the framework.”

The Executive Services Officer reported as follows:

“A copy of the Dementia-Friendly Central Coast Framework has been circulated to all Councillors.”

■ Cr Howard moved and Cr Viney seconded, “That the Council adopt the Dementia-Friendly Central Coast Framework (a copy being appended to and forming part of the minutes) and proceed to form a working group of interested community members to progress the framework.”

Carried unanimously

### **173/2017      Delegation by the Council of its functions and powers – Delegations issued to the General Manager (251/2008 – 21.07.2008)**

The General Manager reported as follows:

*"PURPOSE*

This report invites the Council to review and reaffirm its delegations to the General Manager.

*BACKGROUND*

The *Local Government Act 1993* provides, subject to certain restrictions, that:

‘...a council, in writing, may delegate with or without conditions to the general manager ... any of its functions or powers under this or any other Act ...’

This is explained in detail under Section 22 of the *Local Government Act 1993* and is incorporated in the Schedule of Delegations which are attached.

Since its formation, the Council has widely delegated its authority and powers.

A recent overhaul of the Statutory Appointments and Delegations Registers, has highlighted that a review and re-issue of delegations to the General Manager is timely.

*DISCUSSION*

In a report to the Council at its meeting on 21 July 2008, the General Manager outlined several reasons supportive of the good value of delegation by the Council. These reasons remain relevant and are reproduced as follows:

- . Delegations do not take away the powers of the Council – they allow the General Manager and (her) staff to get on with managing the business of the Council while, it enables the Council to focus on strategic and policy development and higher-level decision making;
- . As a result of a substantial investment in education, learning and training, the Council has a well-qualified, professional and very experienced staff;
- . Delegations assist in the development of an efficient and effective operation which is much leaner in resources than would be the case should the Council not have granted delegations;
- . Delegating is consistent with the employment arrangements so far as the General Manager’s appointment is concerned;
- . Matters subject to delegation are generally based on technical issues rather than on political and/or governance issues;
- . Delegations enable a greater opportunity for consistent decision making;

- . Delegations ensure a more efficient management of business with the community; they make it easier in dealing with issues which are subject to legislative time frames and they assist in the reduction of 'local' red tape; and
- . The heart of effective governance is a good relationship between the Council and the General Manager and staff where trust, reliability and fairness is essential.

The Council, in order to ensure that its requirements are met and its goals achieved employs a General Manager who, in addition to legislated obligations, is granted delegated authority to carry out the operational tasks required to make the organisation work. Central Coast Council has a good record in this regard and the delegations issued have been beneficial to its efficiency and effectiveness.

A Schedule of Delegations by the Council to the General Manager is attached. The addition of delegations under the *Monetary Penalties Enforcement Act 2005* (on page 5 of the attachment) are of an operational nature, and their inclusion was realised as a part of the review. The approval of the *Monetary Penalties Enforcement Act 2005* delegations will allow business to continue as usual. No further alterations or additions have been made from the previous delegations.

The delegation package provided is in a different format than previous and provides more detail in relation to the delegations. The delegation items are listed separately rather than just naming the Acts and Sections.

The delegations have been reviewed by the Senior Leadership Team. The Team is of the opinion that each delegation remains valid and relevant, and that they should be reaffirmed, with the inclusion of the *Monetary Penalties Enforcement Act 2005* delegations.

### *CONSULTATION*

This is a governance matter for which consultation is not required.

### *RESOURCE, FINANCIAL AND RISK IMPACTS*

Delegation is one of the tools that assist in keeping a check on administration costs.

### *CORPORATE COMPLIANCE*

The Central Coast Strategic Plan 2014–2024 includes the following strategies and key actions:

Council Sustainability and Governance

- . Improve corporate governance
- . Improve service provision
- . Improve the Council's financial capacity to sustainably meet community expectations.

*CONCLUSION*

It is recommended that all delegations contained within the attached schedule be approved."

The Executive Services Officer reported as follows:

"A copy of the Schedule of Delegations by the Council to the General Manager has been circulated to all Councillors."

■ Cr van Rooyen moved and Cr Downie seconded, "That all delegations made in accordance with section 22 of the *Local Government Act 1993* and listed in the Schedule of Delegations by the Council to the General Manager (a copy of the Schedule being appended to and forming part of the minutes) be approved."

Carried unanimously

**174/2017     Penguin Recreation Ground Master Plan 2017 (168/2013 – 17.06.2013)**

The General Manager reported as follows:

"The Assets & Facilities Group Leader has prepared the following report:

*'PURPOSE*

The purpose of this report is to seek adoption of the Penguin Recreation Ground Master Plan 2017 (the Plan) including its draft Implementation Plan and to receive the Penguin Recreation Ground Master Plan Project – Community Engagement Report June 2017 as the record of the preparation of the Master Plan.

*BACKGROUND*

At the Council meeting held 17 June 2013, the Central Coast Council adopted the Dial Sports Complex Master Plan 2013 (Minute No. 168/2013) which recommended the relocation of the Penguin Football Club and Penguin Cricket

Club from the existing Penguin Recreation Ground (PRG) to a new facility at the Dial Regional Sports Complex (DRSC).

Since that time funding has been sourced, detailed design undertaken and the tender let for the construction of the DRSC with construction commencing on 9 January 2017.

With planning and development of the DRSC well progressed the possibilities of what the existing PRG would be used for needed to be considered. In 2015 the Council appointed Engagement Plus to undertake community engagement and Epic Landscapes to undertake the place making process for a Master Plan for the future use of the Recreation Ground post relocation of the activities to the DRSC.

The Final Master Plan has been completed and is attached as an Appendix to this report. The Penguin Recreation Ground Master Plan Project – Community Engagement Report – June 2017 is also attached as an Appendix and is regarded as part of the Master Plan.

The Master Plan consists of a number of plans and associated documentation including:

- PRG Master Plan – Final Master Plan
- PRG Master Plan – Index Plan
- PRG Master Plan – Sub Plan A – Residential Features
- PRG Master Plan – Sub Plan B – Commercial Zone Features
- PRG Master Plan – Sub Plan C – Civic Zone Features
- PRG Master Plan – Connections
- PRG Master Plan – Layout with Landmark Views
- Penguin Recreation Ground Master Plan Project – Community Engagement Report.

The Plan has been developed as a dynamic document and is intended to inform Council decision making into the future. It is not intended to be an overly prescriptive plan but rather to allow any new opportunities that arise between its adoption and as the site develops to be sensitively incorporated into the Plan if considered appropriate. The Plan identifies a number of significant opportunities and associated constraints. It includes a final master plan for the precinct, with sub plans and documentation to provide more information and supporting images to assist with interpretation.

Throughout the planning process the Council has offered in principle support for the overall direction of the document through a series of workshops.

Once adopted by the Council, the Plan will provide direction for the development of the precinct into the future.

*DISCUSSION*

As indicated the proposal for the development of a recreational precinct at the DRSC has been discussed for many years and hence the consideration of future uses of the PRG has been undertaken.

There are many reasons for the development of the PRG and the Plan and Community Engagement report outline these.

Some of these include:

- . Identified in various reports and strategies that the development would be advantageous in terms of economic development.
- . Establish a process for the development of the PRG to contribute to improvements to the Penguin CBD.
- . Provide for additional housing in the central part of town.
- . Provide for a community building with open plan layout with flexible spaces for community activities such as start-up's, technology hub, and community rooms. Includes externally accessed public toilets.
- . Provides for a commercial building that may include a café, reception space, professional suites etc. in the future.
- . Provision for a boutique accommodation with commercial spaces that offer an entrance feature to the precinct.
- . Open space across the site scattered with seating throughout.
- . A civic plaza area connecting the community building and commercial building to the main central space. Allows for events and pop up activities.
- . Provision for all weather covered areas, sculptures and history wall to tell the story of the site.
- . Formal gardens for special events such as weddings and formals.
- . Gateway feature entry points with sculpture and plantings along with wayfinding signage.

- . Connecting shared pathways weave throughout the site and provide connections to Penguin and walking trails.
- . Additional car parking to access the commercial and community hubs.

In effect, this Plan is designed to ensure that Penguin maintains its livability appeal, its coastal village character is retained whilst tourism opportunities are taken up and the sensitive and significant environmental values of the area are preserved.

With the completion of the Penguin Recreation Ground Master Plan 2017 and considering all the factors associated with the existing PRG the Plan requires adoption to provide certainty moving forward.

Some of the land was originally transferred to Council ownership under the Crown Land Assessment and Classification (CLAC) Project. There are conditions set by the State prohibiting its sale or on-transfer without further negotiations with the Crown Land Services. These negotiations will need to be progressed as soon as the Master Plan is adopted to ensure that there are no delays to the Master Plan's implementation.

Preliminary discussions have been undertaken with the appropriate State Government department and the response thus far has been positive.

### *CONSULTATION*

Consultation for the development of this Plan has been extensive and comprehensive with discussion being undertaken with the local community, local businesses, interested parties, and local bus companies, Department of State Growth, tourist operators, the Education Department among many others, (refer to the Penguin Recreation Ground – Community Engagement Report – June 2017).

The project had a dedicated page on the Council's website where information was placed and surveys provided.

There were community forums held, media releases, a family fun day, walking tours as well as the implementation of a 'Think Tank Team' made up of a number of interested community members.

Councillor workshops were also undertaken at various stages of the project.

*RESOURCE, FINANCIAL AND RISK IMPACTS*

There will be little impact on the budget for 2017–2018 in relation to the adoption of the Plan.

There will, however, be budget implications over time identified in relation to development of the precinct and these will be considered in the Long-term Financial Plan.

*CORPORATE COMPLIANCE*

The Central Coast Strategic Plan 2014–2024 includes the following strategies and key actions:

A Connected Central Coast

- Provide for a diverse range of movement patterns
- Connect the people with services
- Improve community wellbeing

The Shape of the Place

- Improve the value and use of open space

The Environment and Sustainable Infrastructure

- Contribute to a safe and healthy environment
- Develop and manage sustainable built infrastructure

Council Sustainability and Governance

- Improve service provision
- Improve the Council's financial capacity to sustainably meet community expectations.

*CONCLUSION*

It is recommended that Penguin Recreation Ground Master Plan 2017 including the Penguin Recreation Ground – Community Engagement Report – June 2017 be adopted.

The Assets & Facilities Group Leader's report is supported."

The Executive Services Officer reported as follows:

"Copies of the Penguin Recreation Ground Master Plan 2017 and Penguin Recreation Ground – Community Engagement Report – June 2017 have been circulated to all Councillors."

## GENERAL MANAGEMENT

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- Cr van Rooyen moved and Cr Bloomfield seconded, “That the Penguin Recreation Ground Master Plan 2017 including the Penguin Recreation Ground – Community Engagement Report – June 2017 (copies being appended to and forming part of the minutes) be adopted.”

Carried unanimously

COMMUNITY SERVICES

**175/2017 Statutory determinations**

The Director Community Services reported as follows:

“A Schedule of Statutory Determinations made during the month of May 2017 is submitted to the Council for information. The information is reported in accordance with approved delegations and responsibilities.”

The Executive Services Officer reported as follows:

“A copy of the Schedule has been circulated to all Councillors.”

■ Cr Viney moved and Cr Tongs seconded, “That the Schedule of Statutory Determinations (a copy being appended to and forming part of the minutes) be received.”

Carried unanimously

**176/2017 Council acting as a planning authority**

The Mayor reported as follows:

“The *Local Government (Meeting Procedures) Regulations 2015* provide that if a council intends to act at a meeting as a planning authority under the *Land Use Planning and Approvals Act 1993*, the chairperson is to advise the meeting accordingly.

The Director Community Services has submitted the following report:

‘If any such actions arise out of Minute No. 177/2017, they are to be dealt with by the Council acting as a planning authority under the *Land Use Planning and Approvals Act 1993*.’”

The Executive Services Officer reported as follows:

“Councillors are reminded that the *Local Government (Meeting Procedures) Regulations 2015* provide that the general manager is to ensure that the reasons for a decision by a council acting as a planning authority are recorded in the minutes.”

■ Cr van Rooyen moved and Cr Downie seconded, “That the Mayor’s report be received.”

Carried unanimously

**177/2017      Utilities (telecommunications tower with ancillary shed and equipment) – discretionary use and development in the Rural Resource zone and ridgeline location at 862 South Riana Road, South Riana – Application No. DA216225**

The Director Community Services reported as follows:

“The Town Planner has prepared the following report:

<i>‘DEVELOPMENT APPLICATION NO.:’</i>	DA216225
<i>PROPOSAL:</i>	Utilities (telecommunications tower with ancillary shed and equipment) – discretionary use and development in the Rural Resource zone and ridgeline location
<i>APPLICANT:</i>	Service Stream (on behalf of Telstra)
<i>LOCATION:</i>	862 South Riana Road, South Riana
<i>ZONE:</i>	Rural Resource
<i>PLANNING INSTRUMENT:</i>	<i>Central Coast Interim Planning Scheme 2013</i> (the Scheme)
<i>ADVERTISED:</i>	17 May 2017
<i>REPRESENTATIONS EXPIRY DATE:</i>	31 May 2017
<i>REPRESENTATIONS RECEIVED:</i>	One
<i>42-DAY EXPIRY DATE:</i>	23 June 2017
<i>DECISION DUE:</i>	19 June 2017
<i>PURPOSE</i>	

The purpose of this report is to consider an application to erect a telecommunications tower with ancillary shed and equipment at 862 South Riana Road, South Riana.

Accompanying the report are the following documents:

- . Annexure 1 – location plan;
- . Annexure 2 – application documentation;
- . Annexure 3 – representation;
- . Annexure 4 – photographs; and
- . Annexure 5 – Statement of Compliance from the Road Authority.

*BACKGROUND*

*Development description –*

Application is made to construct a mobile phone telecommunications tower on rural land at 862 South Riana Road, South Riana. The tower would be funded under the Federal Government Black Spot Program to provide mobile telecommunication services within and around South Riana.

The proposed development would encompass a 96m<sup>2</sup> lease area surrounded by 2.4m high security fencing and include the following infrastructure:

- . a 30m high telecommunication mono pole tower. The tower would be 33.6m when antenna attachments are included;
- . four 2.815m long omni antennas;
- . two TMA's antenna;
- . a "Colorbond" 3m x 2.5m x 2.4m high (7.5m<sup>2</sup>) equipment shelter; and
- . ancillary equipment.

The tower site would be accessed via Barrens Road.

*Site description and surrounding area –*

The subject site is part of a 15.54ha rural parcel that is cleared of native vegetation and currently supports a dwelling with outbuildings. The property is approximately 520m south of South Riana village.

The land primarily comprises Class 4 land, has some higher elevation areas and falls within the Dial Blythe Proclaimed Irrigation District.

Surrounding land is also cleared rural allotments. Two small "residential" titles accommodating excised dwellings adjoin the larger property to the west and south.

*History –*

Following receipt of the representation, the Town Planner rang the representor and asked if they would like to discuss their concerns with the applicant. They agreed to this and Service Stream (the applicant) contacted the representors to discuss possible screening options that may be considered by Telstra. The two parties exchanged emails and suggestions, however, the Council was

advised by Service Stream, on Monday 5 June, that no agreement had been reached, that Telstra saw the tower as meeting a “black spot” need in the South Riana area and that tree planting on adjoining land would set an unwelcome precedent for telecommunication tower development.

### *DISCUSSION*

The following table is an assessment of the relevant Scheme provisions:

**26.0 Rural Resource Zone**

CLAUSE	COMMENT
<b>26.1.2 Local Area Objectives</b>	
<p>(a) The priority purpose for rural land is primary industry dependent upon access to a naturally occurring resource;</p> <p>(b) Air, land and water resources are of importance for current and potential primary industry and other permitted use;</p> <p>(c) Air, land and water resources are protected against –</p> <p style="padding-left: 40px;">(i) permanent loss to a use or development that has no need or reason to locate on land containing such a resource; and</p> <p style="padding-left: 40px;">(ii) use or development that has potential to exclude or unduly conflict, constraint, or interfere with the practice of primary industry or any other use dependent on access to a naturally occurring resource;</p> <p>(d) Primary industry is diverse, dynamic, and innovative; and may occur on a range of lot sizes and at different levels of intensity;</p>	<p>(a) Proposal does not satisfy the Objective. The proposed use is not a primary industry use of the site, would not be dependent upon access to a primary industry that is dependent upon a naturally occurring resource and would not augment ongoing farm operations.</p> <p>(b) Proposal does not satisfy the Objective. The proposed development is not a Permitted use and is not reliant on air, land or water resources for primary industry production.</p> <p>(c)(i) Proposal does not satisfy the Objective. The proposal would result in the permanent loss of land for the development of Utility infrastructure has no reason to locate on the subject site for access to land, air or water resources.</p>

<p>(e) All agricultural land is a valuable resource to be protected for sustainable agricultural production;</p> <p>(f) Rural land may be used and developed for economic, community, and utility activity that cannot reasonably be accommodated on land within a settlement or nature conservation area;</p> <p>(g) Rural land may be used and developed for tourism and recreation use dependent upon a rural location or undertaken in association with primary industry;</p> <p>(h) Residential use and development on rural land is appropriate only if –</p> <p>(i) required by a primary industry or a resource based activity; or</p> <p>(ii) without permanent loss of land significant for primary industry use and without constraint or interference to existing and potential use of land for primary industry purposes.</p>	<p>(c)(ii) Proposal satisfies the Objective. The proposed telecommunications tower would not unduly conflict, constrain or otherwise interfere with the practice of primary industry on site.</p> <p>(d) Proposal does not satisfy the Objective. The proposed use of the land is not a primary industry use.</p> <p>(e) Proposal satisfies the Objective. The proposed telecommunications tower would not unduly restrict sustainable agricultural production.</p> <p>(f) Proposal satisfies the Objective. Proposed development site is identified as an area most reasonably able to accommodate utility infrastructure (telecommunications tower).</p> <p>(g) Proposal does not satisfy the Objective. The proposal is not tourism or recreation use.</p> <p>(h)(i) Not applicable. Not Residential use.</p> <p>(h)(ii) Not applicable. Not Residential use.</p>
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26.1.3 Desired Future Character Statements	
<p>Use or development on rural land –</p> <p>(a) may create a dynamic, extensively cultivated, highly modified, and relatively sparsely settled working landscape featuring –</p> <ul style="list-style-type: none"> <li>(i) expansive areas for agriculture and forestry;</li> <li>(ii) mining and extraction sites;</li> <li>(iii) utility and transport sites and extended corridors; and</li> <li>(iv) service and support buildings and work areas of substantial size, utilitarian character, and visual prominence that are sited and managed with priority for operational efficiency</li> </ul> <p>(b) may be interspersed with –</p> <ul style="list-style-type: none"> <li>(i) small-scale residential settlement nodes;</li> <li>(ii) places of ecological, scientific, cultural, or aesthetic value; and</li> <li>(iii) pockets of remnant native vegetation</li> </ul>	<p>(a)(i) Proposal is not consistent with Desired Future Character. Proposed development is not associated with a working landscape featuring agriculture or forestry.</p> <p>(a)(ii) Proposal is not consistent with Desired Future Character. Proposed development is not associated with mining and extraction.</p> <p>(a)(iii) Proposal is consistent with Desired Future Character. Proposed development is for utility infrastructure.</p> <p>(a)(iv) Proposal is consistent with Desired Future Character. Proposed 7.5m<sup>2</sup> shed would be a utility service building.</p> <p>(b)(i) Proposal is consistent with Desired Future Character. Proposal is located so as to be interspersed between existing residential settlement nodes.</p> <p>(b)(ii) Proposal is not consistent with Desired Future Character. Proposed development would not impact</p>

<p>(c) will seek to minimise disturbance to –</p> <ul style="list-style-type: none"> <li>(i) physical terrain;</li> <li>(ii) natural biodiversity and ecological systems;</li> <li>(iii) scenic attributes; and</li> <li>(iv) rural residential and visitor amenity;</li> </ul> <p>(d) may involve sites of varying size –</p> <ul style="list-style-type: none"> <li>(i) in accordance with the type, scale and intensity of primary industry; and</li> <li>(ii) to reduce loss and constraint on use of land important for sustainable commercial production based on naturally occurring resources;</li> </ul> <p>(e) is significantly influenced in temporal nature, character, scale, frequency, and intensity by external factors, including changes in technology, production techniques, and in economic, management, and marketing systems.</p>	<p>on a place of ecological, scientific or cultural value, but may impact on the aesthetic values of the area.</p> <p>(b)(iii) Not applicable. The site is cleared of native vegetation.</p> <p>(c)(i) Proposal is consistent with Desired Future Character. The proposal would require development of vehicle parking and manoeuvring areas, the construction of a small service building and the construction of a tower within a 96m<sup>2</sup> lease area. It is considered this level of development would create minimal disturbance to the physical terrain.</p> <p>(c)(ii) Proposal is consistent with Desired Future Character. The site exhibits highly compromised natural biodiversity and ecological systems. The proposal would not disturb biodiversity or ecological systems on site.</p> <p>(c)(iii) Proposal is not consistent with Desired Future Character. Proposed development would disturb existing scenic attributes of the site and surrounding land and for those persons travelling along South Riana Road and Barrens Road.</p>
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	<p>(c)(iv) Proposal is not consistent with Desired Future Character. Development would impact on visual rural residential amenity in this area.</p> <p>(d)(i) Proposal is not consistent with Desired Future Character. Development would not be associated with primary industry.</p> <p>(d)(ii) Proposal is not consistent with Desired Future Character. Development would not be associated with sustainable commercial production based on a naturally occurring resource.</p> <p>(e) Proposal is consistent with Desired Future Character. Proposal is significantly influenced by current and future changes in technology, with the use of the mobile phone expected to expand and offer wider applications, now and into the future.</p>
<b>26.3.1 Requirement for discretionary non-residential use to locate on rural resource land</b>	
<p>26.3.1–(P1) Other than for residential use, discretionary permit use must:</p> <p>(a) be consistent with local area objectives;</p>	<p>(a) Non-compliant. Proposal does not meet five out of ten of the Local Area Objectives of the Rural Resource zone. Two of the ten Objectives refer to residential</p>

<p>(b) be consistent with any applicable desired future character statement; and</p> <p>(c) be required to locate on rural resource land for operational efficiency:</p> <p>(i) to access a specific naturally occurring resource on the site or on adjacent land in the zone;</p> <p>(ii) to access infrastructure only available on the site or on adjacent land in the zone;</p> <p>(iii) to access a product of primary industry from a use on the site or on adjacent land in the zone;</p> <p>(iv) to service or support a primary industry or other permitted use on the site or on adjacent land in the zone;</p> <p>(v) if required</p> <p>a. to acquire access to a mandatory site area not otherwise available in a zone intended for that purpose;</p> <p>b. for security;</p>	<p>development and are not applicable to this application.</p> <p>(b) Non-compliant. Proposal does not meet seven of the Future Desired Character Statements of the Rural Resource zone. Six of the Statements are satisfied and one is not applicable to this application.</p> <p>(c)(i) Not applicable. Satisfied by (c)(vii).</p> <p>(c)(ii) Not applicable. Satisfied by (c)(vii).</p> <p>(c)(iii) Not applicable. Satisfied by (c)(vii).</p> <p>(c)(iv) Not applicable. Satisfied by (c)(vii).</p> <p>(c)(v)(a) Not applicable. Satisfied by (c)(vii).</p> <p>(c)(v)(b) Not applicable. Satisfied by (c)(vii).</p> <p>(c)(v)(c) Not applicable. Satisfied by (c)(vii).</p> <p>(c)(vi) Not applicable. Satisfied by (c)(vii).</p> <p>(c)(vii) Compliant. Proposal would provide essential utility infrastructure.</p>
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<p>c. for public health or safety if all measures to minimise impact could create an unacceptable level of risk to human health, life or property if located on land in a zone intended for that purpose;</p> <p>(vi) to provide opportunity for diversification, innovation, and value-adding to secure existing or potential primary industry use of the site or of adjacent land;</p> <p>(vii) to provide an essential utility or community service infrastructure for the municipal or regional community or that is of significance for Tasmania; or</p> <p>(viii) if a cost-benefit analysis in economic, environmental, and social terms indicates significant benefits to the region; and</p> <p>(d) minimise likelihood for:</p> <p>(i) permanent loss of land for existing and potential primary industry use;</p> <p>(ii) constraint or interference to existing and potential primary industry use on the site and on adjacent land; and</p> <p>(iii) loss of land within a proclaimed irrigation district under Part</p>	<p>(c)(viii) Not applicable. Satisfied by (c)(vii).</p> <p>(d)(i) Compliant. The proposal would result in the loss of a small area of agricultural land (96m<sup>2</sup>). This is considered to be a minimal loss of land for primary industry use.</p> <p>(d)(ii) Compliant. There is minimal likelihood the proposal would constrain, fetter or otherwise interfere with existing and potential primary industry use on the site and on adjacent land.</p> <p>(d)(iii) Non-compliant. The site is located in the Dial Blythe Proclaimed Irrigation District.</p> <p>Refer to "Issues" section of this report.</p>
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<p>9 <i>Water Management Act 1999</i> or land that may benefit from the application of broad-scale irrigation development.</p>	
<p><b>26.3.2 Required Residential Use</b></p>	
<p>26.3.2-(A1) Residential use required as part of a use must:</p> <ul style="list-style-type: none"> <li>(a) be an alteration or addition to an existing lawful and structurally sound residential building;</li> <li>(b) be an ancillary dwelling to an existing lawful and structurally sound single dwelling;</li> <li>(c) not intensify an existing lawful residential use;</li> <li>(d) replace a lawful existing residential use;</li> <li>(e) not create a new residential use through conversion of an existing building; or</li> <li>(f) be home based business in association with occupation of an existing lawful and structurally sound residential building; and</li> <li>(g) there is no change in the title description of the site on which the residential use is located.</li> </ul>	<p>Not applicable.</p> <p>The development is not a required residential use.</p>

<b>26.3.3 Residential use</b>	
<p>26.3.3–(A1) Residential use that is not required as part of an other use must:</p> <ul style="list-style-type: none"> <li>(a) be an alteration or addition to an existing lawful and structurally sound residential building;</li> <li>(b) be an ancillary dwelling to an existing lawful and structurally sound single dwelling;</li> <li>(c) not intensify an existing lawful residential use;</li> <li>(d) not replace an existing residential use;</li> <li>(e) not create a new residential use through conversion of an existing building;</li> <li>(f) be an outbuilding with a floor area of not more than 100m<sup>2</sup> appurtenant to an existing lawful and structurally sound residential building; or</li> <li>(g) be home based business in association with occupation of an existing lawful and structurally sound residential building; and</li> </ul>	<p>Not applicable.</p> <p>The development is not a non–required residential use.</p>

(h) there is no change in the title description of the site on which the residential use is located.	
<b>26.4 Development Standards</b>	
<b>26.4.1 Suitability of a site or lot on a plan of subdivision for use or development</b>	
<p>26.4.1–(A1) A site or each lot on a plan of subdivision must:</p> <p>(a) unless for agricultural use, have an area of not less than 1.0 hectare not including any access strip; and</p> <p>(b) if intended for a building, contain a building area</p> <p>(i) of not more than 2,000m<sup>2</sup> or 20% of the area of the site, whichever is the greater unless a crop protection structure for an agricultural use;</p> <p>(ii) clear of any applicable setback from a frontage, side or rear boundary;</p> <p>(iii) clear of any applicable setback from a zone boundary;</p> <p>(iv) clear of any registered easement;</p>	<p>(a) Compliant. The site area is 15.54ha.</p> <p>(b)(i) Compliant. The telecommunications tower lease area would be 96m<sup>2</sup> in land area.</p> <p>(b)(ii) Compliant. The 96m<sup>2</sup> telecommunications tower lease area would be setback approx. 50m from eastern side boundary. The tower would be over 250m from South Riana Road boundary and approximately 50m from the rear boundary.</p> <p>(b)(iii) Compliant. There is no zone boundary setback applicable to the site.</p> <p>(b)(iv) Not applicable. There is no registered easement.</p> <p>(b)(v) Not applicable. There is no registered right of way.</p>

<ul style="list-style-type: none"> <li>(v) clear of any registered right of way benefiting other land;</li> <li>(vi) clear of any restriction imposed by a utility;</li> <li>(vii) not including an access strip;</li> <li>(viii) accessible from a frontage or access strip.</li> </ul>	<ul style="list-style-type: none"> <li>(b)(vi) Compliant. There is no restriction imposed by a utility.</li> <li>(b)(vii) Compliant. There is no access strip.</li> <li>(b)(viii) Compliant. The site has frontage to South Riana Road.</li> </ul>
<p>26.4.1–(A2) A site or each lot on a subdivision plan must have a separate access from a road:</p> <ul style="list-style-type: none"> <li>(a) across a frontage over which no other land has a right of access; and</li> <li>(b) if an internal lot, by an access strip connecting to a frontage over land not required as the means of access to any other land; or</li> <li>(c) by a right of way connecting to a road <ul style="list-style-type: none"> <li>(i) over land not required as the means of access to any other land; and</li> <li>(ii) not required to give the lot of which it is a part the minimum properties of a lot in accordance with the acceptable solution in any applicable standard; and</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>(a) Compliant. Frontage and access to South Riana Road.</li> <li>(b) Not applicable. Satisfied by (a).</li> <li>(c) Not applicable. Satisfied by (a).</li> <li>(d) Compliant. Frontage to South Riana Road is approximately 156m wide.</li> <li>(e) Compliant by condition that development be in accordance with Statement of Compliance from Road Authority.</li> </ul>

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<p>(d) with a width of frontage and any access strip or right of way of not less than 6.0m; and</p> <p>(e) the relevant road authority in accordance with the <i>Local Government (Highways) Act 1982</i> or the <i>Roads and Jetties Act 1935</i> must have advised it is satisfied adequate arrangements can be made to provide vehicular access between the carriageway of a road and the frontage, access strip or right of way to the site or each lot on a proposed subdivision plan.</p>	
<p>26.4.1–(A3) Unless for agricultural use other than controlled environment agriculture which permanently precludes the land for an agricultural use dependent on the soil as a growth medium, a site or each lot on a plan of subdivision must be capable of connecting to a water supply:</p> <p>(a) provided in accordance with the <i>Water and Sewerage Industry Act 2008</i>; or</p> <p>(b) from a rechargeable drinking water system <sup>R31</sup> with a storage capacity of not less than 10,000 litres if:</p> <p>(i) there is not a reticulated water supply; and</p> <p>(ii) development is for:</p>	<p>Not applicable.</p> <p>The development does not require a water connection.</p>

<ul style="list-style-type: none"> <li>a. a single dwelling; or</li> <li>b. a use with an equivalent population of not more than 10 people per day.</li> </ul>	
<p>26.4.1–(A4) Unless for agricultural use other than controlled environment agriculture which permanently precludes the land for an agricultural use dependent on the soil as a growth medium, a site or each lot on a plan of subdivision must be capable of draining and disposing of sewage and liquid trade waste:</p> <ul style="list-style-type: none"> <li>(a) to a sewerage system provided in accordance with the <i>Water and Sewerage Industry Act 2008</i>; or</li> <li>(b) by on-site disposal if: <ul style="list-style-type: none"> <li>(i) sewage or liquid trade waste cannot be drained to a reticulated sewer system; and</li> <li>(ii) the development: <ul style="list-style-type: none"> <li>a. is for a single dwelling; or</li> <li>b. provides for an equivalent population of not more than 10 people per day; or</li> </ul> </li> </ul> </li> </ul>	<p>Not applicable.</p> <p>The development does not require a sewer connection.</p>

<p>(iii) the site has capacity for on-site disposal of domestic waste water in accordance with AS/NZS 1547:2012 On-site domestic-wastewater management clear of any defined building area or access strip.</p>	
<p>26.4.1-(A5) Unless for agricultural use other than controlled environment agriculture which permanently precludes the land for an agricultural use dependent on the soil as a growth medium, a site or each lot on a plan of subdivision must be capable of draining and disposing of stormwater:</p> <p>(a) to a stormwater system provided in accordance with the <i>Urban Drainage Act 2013</i>; or</p> <p>(b) if stormwater cannot be drained to a stormwater system:</p> <p>(i) for discharge to a natural drainage line, water body or watercourse; or</p> <p>(ii) for disposal within the site if:</p> <p>a. the site has an area of not less than 5,000m<sup>2</sup>;</p> <p>b. the disposal area is not within any defined building area;</p>	<p>Compliant.</p> <p>The site is able to dispose of stormwater.</p>

<ul style="list-style-type: none"> <li>c. the disposal area is not within any area required for the disposal of sewage;</li> <li>d. the disposal area is not within any access strip; and</li> <li>e. not more than 50% of the site is impervious surface.</li> </ul>	
<b>26.4.2 Location and configuration of development</b>	
<p>26.4.2–(A1) A building or a utility structure, other than a crop protection structure for an agriculture use, must be setback:</p> <ul style="list-style-type: none"> <li>(a) not less than 20.0m from the frontage; or</li> <li>(b) not less than 50.0m if the development is for sensitive use on land that adjoins the Bass Highway;</li> <li>(c) not less than 10.0m from each side boundary; and</li> <li>(d) not less than 10.0m from the rear boundary; or;</li> <li>(e) in accordance with any applicable building area shown on a sealed plan.</li> </ul>	<ul style="list-style-type: none"> <li>(a) Compliant. Development is setback over 250m from South Riana Road frontage.</li> <li>(b) Not applicable. The development is not for sensitive use on land that adjoins the Bass Highway.</li> <li>(c) Compliant. The 96m<sup>2</sup> telecommunications tower lease area would be setback approx. 50m from eastern side boundary.</li> <li>(d) Compliant. The development will be setback approximately 50m from the rear boundary.</li> <li>(e) Not applicable. There is no building area shown on a sealed plan.</li> </ul>

<p>26.4.2–(A2) Building height must be not more than 8.5m.</p>	<p>Non-compliant. The tower would be 30m high.</p> <p>See “Issues – ridgeline development” section of this report.</p>
<p>26.4.2–(A3.1) A building or utility structure, other than a crop protection structure for an agricultural use or wind power turbines or wind power pumps, must –</p> <p>(a) not project above an elevation 15m below the closest ridgeline;</p> <p>(b) be not less than 30m from any shoreline to a marine or aquatic water body, water course, or wetland;</p> <p>(c) be below the canopy level of any adjacent forest or woodland vegetation; and</p> <p>(d) clad and roofed with materials with a light reflectance value of less than 40%.</p>	<p>(a) Non-compliant. The proposed development is located on a ridgeline.</p> <p>(b) Compliant. The proposed development is setback approximately 480m from a watercourse.</p> <p>(c) Non-compliant. The proposed development will not sit below the canopy of nearest forest.</p> <p>(d) Compliant.</p> <p>Refer to “Issues” section of this report.</p>
<p>26.4.2–(A3.2) Wind power turbines and wind power pumps must not exceed 20m in height.</p>	<p>A3.2 Not applicable. The proposed development is not a wind power turbines.</p>

26.4.3 Location of development for sensitive uses	
<p>26.4.3-(A1) New development, except for extensions to existing sensitive use where the extension is no greater than 30% of the existing gross floor area of the sensitive use, must –</p> <p>(a) be located not less than:</p> <ul style="list-style-type: none"> <li>(i) 200m from any agricultural land;</li> <li>(ii) 200m from aquaculture, or controlled environment agriculture;</li> <li>(iii) 500m from the operational area boundary established by a mining lease issued in accordance with the <i>Mineral Resources Development Act 1995</i> if blasting does not occur; or</li> <li>(iv) 1,000m from the operational area boundary established by a mining lease issued in accordance with the <i>Mineral Resources Development Act 1995</i> if blasting does occur; or</li> <li>(v) 500m from intensive animal husbandry;</li> <li>(vi) 100m from land under a reserve management plan;</li> </ul>	<p>Not applicable.</p> <p>Not a sensitive use.</p>

<p>(vii) 100m from land designated for production forestry;</p> <p>(viii) 50.0m from a boundary of the land to the Bass Highway, or to a railway line; and</p> <p>(ix) clear of any restriction imposed by a utility; and</p> <p>(b) not be on land within a proclaimed irrigation district under Part 9 <i>Water Management Act 1999</i> or land that may benefit from the application of broad-scale irrigation development.</p>	
<b>26.4.4 Subdivision</b>	
<p>26.4.4-(A1) Each new lot on a plan of subdivision must be –</p> <p>(a) to create a lot required for public use either State government, a Council, a Statutory authority or a corporation all the shares of which are held by or on behalf of the State, a Council or by a statutory authority.</p>	<p>Not applicable.</p> <p>Not a subdivision.</p>
<b>26.4.5 Buildings for Controlled Environment Agriculture</b>	
<p>26.4.5-(A1) A building for controlled environment agriculture use must be a crop protection structure and the agricultural use inside the building must satisfy one of the following:</p>	<p>Not applicable.</p> <p>Not controlled environment agriculture.</p>

<p>(a) rely on the soil as a growth medium into which plants are directly sown;</p> <p>(b) not alter, disturb or damage the existing soil profile if conducted in a manner which does not rely on the soil as a growth medium.</p>	
CODES	
<b>E1 Bushfire-Prone Areas Code</b>	Not applicable. Development is not a subdivision, vulnerable or hazardous use.
<b>E2 Airport Impact Management Code</b>	Not applicable. Not in this Scheme.
<b>E3 Clearing and Conversion of Vegetation Code</b>	Not applicable. No land clearance proposed.
<b>E4 Change in Ground Level Code</b>	Not applicable. No cut and fill > 1 m.
<b>E5 Local Heritage Code</b>	Not applicable. No places of local heritage listed in this Scheme.
<b>E6 Hazard Management Code</b>	Not applicable. Not identified in hazard mapping.
<b>E7 Sign Code</b>	Not applicable. No signage proposed.

<b>E8 Telecommunication Code</b>	
<b>E8.2 Application of this Code</b>	Code applies to telecommunications tower.
<b>E8.4 Use or development exempt from this Code</b>	Not exempt. Not a low impact facility.
<b>E8.6 Development Standards</b>	
<b>E8.6.1 Shared use and co-location</b>	
E8.6.1–(A1) A new freestanding aerial, tower, or mast must be structurally and technically designed to accommodate comparable additional users, including by the subsequent rearrangement of existing antenna and the mounting of antenna at different heights.	Compliant. The applicant advises the proposed tower would be able to accommodate additional infrastructure upgrades and carriers.
E8.6.1–(A2) New antenna must be located on an existing freestanding aerial, tower, or mast.	Non-compliant. A new tower is proposed.  Refer to “Issues” section of this report.
<b>E8.6.2 Health, safety and visual impact</b>	
E8.6.2–(A1) Telecommunication infrastructure must;	(a) Non-compliant. No existing utility corridor. A new tower is proposed for “black spot” area.
(a) be located within an existing utility corridor or site; or	(b) Not applicable. No aerial lines proposed.
(b) only erect and operate aerial telecommunication lines or additional	

<p>supporting structures in residential and commercial areas if overhead cables are operated by other existing utilities;</p> <p>(c) only clear vegetation if required for functional and safety requirements;</p> <p>(d) locate telecommunication infrastructure to:</p> <p>(i) avoid skyline positions and potential to be seen in silhouette;</p> <p>(ii) cross hills diagonal to the principal slope;</p> <p>(iii) cross at the low point of a saddle between hills; or</p> <p>(iv) be located around the base of hills or along the edge of existing clearings; and</p> <p>(e) screen equipment housing and other visually intrusive telecommunication infrastructure to view from public areas.</p>	<p>(c) Compliant. Land already cleared of vegetation for grazing and cropping purposes.</p> <p>(d)(i) Non-compliant. Tower would be located on a ridgeline.</p> <p>Refer to "Issues" section of this report.</p> <p>(d)(ii) Not applicable. Applies to cable and line construction.</p> <p>(d)(iii) Not applicable. Applies to cable and line construction.</p> <p>(d)(iv) Not applicable. Tower and shed located on a ridgeline.</p> <p>(e) Compliant by a condition to be applied to the Permit.</p>
<p>E8.6.2-(A2) The height of a freestanding aerial, tower, or mast must not be more than:</p> <p>(a) 60.0m on land within the Rural Resource or Rural Living zones;</p>	<p>(a) Compliant. Tower would be 30m high.</p> <p>(b) Not applicable. Rural Resource zone.</p> <p>(c) Not applicable. Rural Resource zone.</p>

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<p>(b) 45.0m on land within the Light Industrial, General Industrial, Commercial, Utility, or Port and Marine zone;</p> <p>(c) 40.0m on land within the Local Business, General Business, or Central Business zone; and</p> <p>(d) 20.0m on land within the General Residential, Low Density Residential, Urban Mixed Use, Village, Environmental Living, Environmental Management, Major Tourism, Open Space, Community Purpose or Recreation zones.</p>	<p>(d) Not applicable. Rural Resource zone.</p>
<p>E8.6.2–(A3) A freestanding aerial, tower, or mast must be setback from the base of the tower to the exterior boundary of the site by:</p> <p>(a) not less than 60.0m or 300% of the height of the tower, whichever is the greater, in any residential zone; and</p> <p>(b) not less than 30.0m or 100% of the height of the tower, whichever is the greater, in any other zone.</p>	<p>(a) Not applicable. Not a residential zone.</p> <p>(b) Compliant. Tower would be setback 250m from South Riana Road in Rural Resource zone.</p>
<p>E8.6.2–(A4) Telecommunication infrastructure servicing a network (facilities not requiring installation on an individual street basis) must not be located on land in a residential zone.</p>	<p>Compliant.</p> <p>Tower would be located in Rural Resource zone.</p>

<p>E8.6.2–(A5) A freestanding aerial, tower, or mast must:</p> <ul style="list-style-type: none"> <li>(a) be finished and maintained with a galvanised steel surface or painted a neutral colour so as to reduce visual obtrusiveness;</li> <li>(b) not affix or mount a sign other than necessary warning or equipment information;</li> <li>(c) not be artificially lit or illuminated unless required for air navigation safety or for security;</li> <li>(d) if security fencing is required, such fencing must be of a design, material, and colour that reflect the character of the location; and</li> <li>(e) provide a buffer not less than 2.0m wide outside the perimeter of the compound of plant material to effectively screen the tower compound from public view and from adjacent land.</li> </ul>	<ul style="list-style-type: none"> <li>(a) Compliant. Galvanised slim line tower and proposed muted Colorbond shed colours.</li> <li>(b) Compliant. No fixed signs.</li> <li>(c) Compliant. No illumination proposed.</li> <li>(d) Compliant. Transparent wire security fencing proposed.</li> <li>(e) Compliant by condition. Screen planting is to be required by a condition to the Permit.</li> </ul>
<p>E8.6.2–(A6) If an antenna is installed on a structure other than a tower, the antenna and the support equipment must be painted a neutral colour that is identical to or closely comparable with the colour of the supporting structure so as to make the antenna and equipment as visually unobtrusive as possible.</p>	<p>Compliant.</p> <p>Fixed antennas would be of a neutral colour.</p>

<p>E8.6.2–(A7) If an aerial, tower or mast is modified or replaced to facilitate collocation of additional antenna:</p> <ul style="list-style-type: none"> <li>(a) the modified or reconstructed tower must be of the same type as the existing tower unless reconstructed as a monopole tower;</li> <li>(b) the reconstructed tower must satisfy the applicable setback and separation distances; and</li> <li>(c) if there is more than one tower on a site, reconstruction must not occur unless the outcome is that only one tower is to remain on the site.</li> </ul>	<p>Not applicable.</p> <p>Not replacement or modification of an existing tower, mast or aerial.</p>
<p>E8.6.2–(A8) The location of aerial telecommunication infrastructure must:</p> <ul style="list-style-type: none"> <li>(a) provide clearance for vehicular traffic; and</li> <li>(b) not pose a danger or encumbrance to other users or aircraft.</li> </ul>	<ul style="list-style-type: none"> <li>(a) Compliant. Aerial infrastructure would be placed on a 30m high tower, clear of vehicular traffic.</li> <li>(b) Compliant. Tower would not pose a danger to aircraft.</li> </ul>
<p><b>E9 Traffic Generating Use and Parking Code</b></p>	
<p><b>E9.2 Application of this Code</b></p>	<p>Code applies to all development.</p>

<b>E9.4 Use or development exempt from this Code</b>	Not exempt.  No local Area Parking Scheme applies to the site.
<b>E9.5 Use Standards</b>	
<b>E9.5.1 Provision for parking</b>	
<p>E9.5.1–(A1) Provision for parking must be:</p> <p>(a) the minimum number of on-site vehicle parking spaces must be in accordance with the applicable standard for the use class as shown in the Table to this Code.</p>	<p>(a) Compliant. The site must provide for the number of workers on site. Number of workers would be a single vehicle intermittently for maintenance purposes.</p>
<b>E9.5.2 Provision for loading and unloading of vehicles</b>	
<p>E9.5.2–(A1) There must be provision within a site for:</p> <p>(a) on-site loading area in accordance with the requirement in the Table to this Code; and</p> <p>(b) passenger vehicle pick-up and set-down facilities for business, commercial, educational and retail use at the rate of one space for every 50 parking spaces.</p>	<p>(a) Compliant. Site has ample area for the loading and unloading of equipment.</p> <p>(b) Not applicable. Not for business, commercial, educational and retail use.</p>

<b>E9.6 Development Standards</b>	
<b>E9.6.2 Design of vehicle parking and loading areas</b>	
E9.6.2 A1.1 All development must provide for the collection, drainage and disposal of stormwater; and	Compliant by a condition to be placed on the Permit.
<p>E9.6.2 A1.2 Other than for development for a single dwelling in the General Residential, Low Density Residential, Urban Mixed Use and Village zones, the layout of vehicle parking area, loading area, circulation aisle and manoeuvring area must –</p> <ul style="list-style-type: none"> <li>(a) Be in accordance with AS/NZS 2890.1 (2004) – Parking Facilities – Off-Street Car Parking;</li> <li>(b) Be in accordance with AS/NZS 2890.2 (2002) Parking Facilities – Off-Street Commercial Vehicles;</li> <li>(c) Be in accordance with AS/NZS 2890.3 (1993) Parking Facilities – Bicycle Parking Facilities;</li> <li>(d) Be in accordance with AS/NZS 2890.6 Parking Facilities – Off-Street Parking for People with Disabilities;</li> <li>(e) Each parking space must be separately accessed from the internal circulation aisle within the site;</li> </ul>	Compliant. Land has ample area for on-site manoeuvring.

<p>(f) Provide for the forward movement and passing of all vehicles within the site other than if entering or leaving a loading or parking space; and</p> <p>(g) Be formed and constructed with compacted sub-base and an all-weather surface.</p>	
E9.6.2–(A2) Design and construction of an access strip and vehicle circulation, movement and standing areas for use or development on land within the Rural Living, Environmental Living, Open Space, Rural Resource, or Environmental Management zones must be in accordance with the principles and requirements for in the current edition of Unsealed Roads Manual – Guideline for Good Practice ARRB.	Compliant by a condition to a Permit.
<b>E10 Water and Waterways Code</b>	Not applicable. Site is not within 30m of a waterway.
<b>Specific Area Plans</b>	No Specific Area Plans apply to this location.

### *Issues –*

#### *1 Local Area Objectives and Desired Future Character Statements –*

The purpose of the Rural Resource zone is to provide for the sustainable use and development of resources for agriculture, aquaculture, forestry, mining and other primary industries, including opportunity for resource production. The Rural Resource zone's Local Area Objectives and Desired Future Character Statements together seek to promote use and development that is for primary industry purpose, referencing the requirement of use and development to be reliant upon, be associated with, or have an intention to use a naturally occurring resource (air, land and/or water) that is located on the subject site or adjoining land. The zone may provide for other use and development that does not constrain or conflict with resource development uses and allows for the develop of utility infrastructure that cannot reasonably be accommodated on land within a settlement or nature conservation area.

The subject proposal is for the development of utility infrastructure in South Riana, an area that is recognized as a "black spot" for mobile phone coverage. In this regard, the proposed utility use of the land satisfies Local Area Objective 26.1.2(f) and is considered to be appropriate development for the zone.

Similarly, the proposal satisfies Desired Future Character Statement 26.1.3(a)(iii) that allows for highly modified and relatively sparsely settled landscapes featuring utility sites and utility corridors.

#### *2 Development within the Dial Blythe Proclaimed Irrigation District –*

The Central Coast municipal area accommodates two irrigation districts, proclaimed under Part 9 of the *Water Management Act 1999*. The Kindred North Motton Irrigation District, proclaimed in August 2012, and the Dial Blythe Irrigation District, proclaimed in February 2014. The proposed development would be on land that is located within the Dial Blythe Irrigation District. All surrounding land is also within the Dial Blythe Irrigation District.

The Dial Blythe Irrigation District comprises 12,568ha and is expected to have the capacity to supply 2,855ML of water over the summer irrigation period, giving water security to affected lands. The Scheme is intended to service pasture and cropping land around the settlements of South Riana, Riana, Penguin, West Pine, Cuprona and

Howth. Currently, the production of potatoes, other vegetables, poppies, pyrethrum, blueberries, beef and dairy produce are the primary activities in these areas.

The proposed development would exclude the 98m<sup>2</sup> telecommunication tower lease area from primary industry activity. However, there is a trade-off to be considered when balancing the loss of agricultural land and the essential benefits mobile telecommunications can bring to the area.

### 3 *Ridgeline development –*

Acceptable Solution 26.4.2–(A3.1) requires that development not be on a ridgeline and be below the canopy of any adjacent forest or woodland vegetation.

The surrounding land is undulating and the proposed tower would be on top of a ridgeline, rising above any vegetation in this area.

The Scheme's Performance Criteria 26.4.2–(P3.1) requires that the location, height and visual appearance of a structure have regard to the visual impact on the skyline, minimise height above adjoining vegetation, minimise impact on a shoreline, watercourse or wetland and minimise reflection of light from external surfaces.

The nature of a Utility such as a telecommunications tower is that it seeks to be located in an area of high elevation, so as to achieve maximum coverage.

The proposed development would encompass a 96m<sup>2</sup> lease footprint over the 15.54ha rural site. The telecommunications tower, whilst clearly visible on the skyline when viewed from South Riana Road and from Barrens Road, would not impose an unreasonable or dramatically negative impact on the amenity of the area in general. The tower would be located 250m–300m towards the centre of the 15.54ha site and as such, would be some distance from public access roads. The distant view would result in the tower appearing smaller than it would be upon closer inspection.

The Scheme's E8–Telecommunications Code Acceptable Solution E8.6.2–(A1)(e) and E8.6.2–(A5)(e) requires that towers are screened from public view by a minimum 2m wide vegetation buffer around the lease area. This is considered to be an acceptable requirement for the development of high impact infrastructure in the Tasmanian landscape.

The tower would not impact on a waterbody or shoreline.

The construction of the tower is a trade-off between skyline development and the loss of visual amenity, in exchange for improved telecommunication services in the South Riana area; services that are necessary and relied upon, not only for emergency services, but also for many economic and social activities that are part of modern life.

### *Referral advice –*

Referral advice from the various Departments of the Council and other service providers is as follows:

SERVICE	COMMENTS/CONDITIONS
Environmental Health	No conditions.
Infrastructure Services	Refer to Statement of Compliance from Road Authority– Annexure 5.
TasWater	Referral was not required.
Department of State Growth	Referral was not required.
Environment Protection Authority	Referral was not required.
TasRail	Referral was not required.
Heritage Tasmania	Referral was not required.
Crown Land Services	Referral was not required.
Other	Referral was not required.

### *CONSULTATION*

In accordance with s.57(3) of the *Land Use Planning and Approvals Act 1993*:

- . a site notice was posted;
- . letters to adjoining owners were sent; and
- . an advertisement was placed in the Public Notices section of The Advocate.

*Representations –*

One representation was received within the prescribed time, a copy of which is provided at Annexure 3.

The representation is summarised and responded to as follows:

MATTER RAISED	RESPONSE
<p>1 The representor proposes that the application include the provision of advanced planting (approximately 10 advanced trees) to screen the view of the tower from adjoining land at 908 South Riana Road.</p>	<p>Following receipt of the representation, the Town Planner rang the representor and asked if they would like to discuss their concerns with the applicant. They agreed to this and Service Stream (the applicant) contacted the representor to discuss possible screening options that may be considered by Service Stream's client, Telstra. The two parties exchanged emails and suggestions, however, the Council was advised by Service Stream on Monday 5 June, that no agreement had been reached, that Telstra saw the tower as meeting a "black spot" need in the South Riana area and that tree planting on adjoining land would set an unwelcome precedent for telecommunication tower development.</p> <p>The Council cannot consider applying a condition for works on land that does not form part of the subject application. A condition may be applied requiring works on the subject site, as typically visual screening would be required around the actual tower compound.</p> <p>The Scheme's E8 Telecommunication Code allows for the</p>

	<p>Council to apply a condition requiring a minimum 2m wide vegetation buffer to the proposed facility. It is considered to be reasonable that the development be screened on site. This would not fully reduce the impact of the 30m high telecommunication tower, but would provide some visual relief from the utility tower in the landscape.</p>
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### *RESOURCE, FINANCIAL AND RISK IMPACTS*

The proposal has no likely impact on Council resources outside those usually required for assessment and reporting, and possibly costs associated with an appeal against the Council's determination should one be instituted.

### *CORPORATE COMPLIANCE*

The Central Coast Strategic Plan 2014–2024 includes the following strategies and key actions:

The Environment and Sustainable Infrastructure

- Develop and manage sustainable built infrastructure.

### *CONCLUSION*

The construction of the tower is a trade-off between the loss of amenity in the South Riana area in exchange for improved telecommunications services that are so necessary and relied upon, not only for emergency services, but for many activities that are part of modern life. It is considered the erection of a telecommunications tower in South Riana is justified, provided vegetation screening of the facility is undertaken in association with the proposed development.

### *Recommendation –*

It is recommended that the application for Utilities (telecommunications tower with ancillary shed and equipment) – discretionary use and development in the Rural Resource zone and ridgeline location at 862 South Riana Road, South Riana be approved subject to the following conditions and notes:

- 1 The development must be substantially in accordance with the application for this Permit, unless modified by a condition of this Permit.
- 2 The development is to provide a landscape buffer not less than 2m wide outside the perimeter of the compound of plant material to effectively screen the tower compound from public view and from adjacent land.
- 3 Vehicle access, parking and manoeuvring areas must be designed and constructed in accordance with the Unsealed Roads Manual – Guideline for Good Practice ARRB.
- 4 The development must be in accordance with the conditions of the “Statement of Compliance for Vehicular Access and Drainage Access” dated 24 May 2017, issued by the Council acting in its capacity as the Road Authority and Stormwater Authority (copy attached).

Please note:

- 1 A Planning Permit remains valid for two years. If the use or development has not substantially commenced within this period, an extension of time may be granted if a request is made before this period expires. If the Permit lapses, a new application must be made.
- 2 “Substantial commencement” is the submission and approval of a Building Permit or engineering drawings and the physical commencement of infrastructure works on the site or bank guarantee to undertake such works.
- 3 Prior to the commencement of work, the applicant is to ensure that the category of work of the proposed building and/or plumbing work is defined using the Determinations issued under the *Building Act 2016* by the Director of Building Control. Any notifications or permits required in accordance with the defined category of work must be attained prior to the commencement of work.’

The report is supported.”

The Executive Services Officer reported as follows:

“Copies of the Annexures referred to in the Town Planner’s report have been circulated to all Councillors.”

■ Cr van Rooyen moved and Cr Tongs seconded, “That the application for Utilities – Telecommunications tower with ancillary shed and equipment – discretionary use and development in Rural Resource zone and ridgeline location at 862 South Riana Road, South Riana be approved subject to the following conditions and notes:

- 1 The development must be substantially in accordance with the application for this Permit, unless modified by a condition of this Permit.
- 2 The development is to provide a landscape buffer not less than 2m wide outside the perimeter of the compound of plant material to effectively screen the tower compound from public view and from adjacent land.
- 3 Vehicle access, parking and manoeuvring areas must be designed and constructed in accordance with the Unsealed Roads Manual – Guideline for Good Practice ARRB.
- 4 The development must be in accordance with the conditions of the ‘Statement of Compliance for Vehicular Access and Drainage Access’ dated 24 May 2017, issued by the Council acting in its capacity as the Road Authority and Stormwater Authority (copy attached) (a copy being appended to and forming part of the minutes).

Please note:

- 1 A Planning Permit remains valid for two years. If the use or development has not substantially commenced within this period, an extension of time may be granted if a request is made before this period expires. If the Permit lapses, a new application must be made.
- 2 ‘Substantial commencement’ is the submission and approval of a Building Permit or engineering drawings and the physical commencement of infrastructure works on the site or bank guarantee to undertake such works.
- 3 Prior to the commencement of work, the applicant is to ensure that the category of work of the proposed building and/or plumbing work is defined using the Determinations issued under the Building Act 2016 by the Director of Building Control. Any notifications or permits required in accordance with the defined category of work must be attained prior to the commencement of work.”

Carried unanimously

INFRASTRUCTURE SERVICES

**178/2017     Infrastructure Services determinations**

The Director Infrastructure Services reported as follows:

“There are no matters from the Infrastructure Services Department for decision at this meeting.”

ORGANISATIONAL SERVICES

**179/2017     Annual Plan for the year ending 30 June 2018**

The General Manager reported as follows:

“Section 71 of the *Local Government Act 1993* provides as follows:

- ‘...(1) A council is to prepare an annual plan for the municipal area for each financial year.
- (2) An annual plan is to –
  - (a) be consistent with the strategic plan; and
  - (b) include a statement of the manner in which the council is to meet the goals and objectives of the strategic plan; and
  - (c) include a summary of the estimates adopted under section 82; and
  - (d) include a summary of the major strategies to be used in relation to the council’s public health goals and objectives ...’

The Annual Plan for the year ending 30 June 2018 has been prepared and is submitted for approval.”

The Executive Services Officer reported as follows:

“A copy of the Annual Plan for the year ending 30 June 2018 has been circulated to all Councillors.”

■ Cr van Rooyen moved and Cr Bloomfield seconded, “That the Annual Plan for the year ending 30 June 2018 be approved.”

Carried unanimously

**180/2017     Estimates for the year ending 30 June 2018**

The Director Organisational Services reported as follows:

“Section 82 of the *Local Government Act 1993* provides that estimates of the Council’s revenue and expenditure must be prepared for each financial year as follows:

‘...(2) Estimates are to contain details of the following:

- (a) the estimated revenue of the council;
- (b) the estimated expenditure of the council;
- (c) the estimated borrowings by the council;
- (d) the estimated capital works of the council;
- (e) any other detail required by the Minister.

(3) Estimates for a financial year must –

- (a) be adopted by the Council, with or without alteration, by absolute majority; and
- (b) be adopted before 31 August in that financial year; and
- (c) not be adopted more than one month before the start of that financial year.

...’

Estimates for the year ending 30 June 2018 have been prepared.”

The Executive Services Officer reported as follows:

“A copy of the Estimates has been circulated to all Councillors.”

■ Cr Howard moved and Cr Downie seconded, “That the Estimates for the year ending 30 June 2018 be adopted.”

Carried unanimously and by absolute majority

### **181/2017 Fees and Charges for the year ending 30 June 2018**

The Director Organisational Services reported as follows:

“A list of Fees and Charges for the year ending 30 June 2018 is submitted for fixing by the Council.”

The Executive Services Officer reported as follows:

“A copy of the Fees and Charges for the year ending 30 June 2018 has been circulated to all Councillors.”

- Cr Howard moved and Cr Downie seconded, “That the Fees and Charges for the year ending 30 June 2018 be fixed subject to the following change:

### *Penguin Recreation Ground*

- . Penguin Cricket Club (October–March) reduced from \$1,700.00 to \$1,050.00;

and further that the amount of \$4,585.00 be remitted from the Penguin Cricket Club debt for the period 2008–2009 to 2016–2017 to bring them in line with other country cricket grounds, due to the ‘six and out rule’ being put in place at the Penguin Recreation Ground.”

Carried unanimously

## **182/2017 Long-term Financial Plan 2017–2027**

The Director Organisational Services reported as follows:

### *“PURPOSE*

The purpose of this report is to consider the Long-term Financial Plan 2017–2027 (LTFP) which outlines the steps the Council will take to realistically achieve its objectives whilst maintaining financial sustainability and addressing the major financial challenges and opportunities which will impact on the way the Council does business over the next 10 years.

### *BACKGROUND*

In the current economic climate the Central Coast Council faces a challenge in funding its on-going operations and adequately maintaining its community assets. The growth in the cost of labour and materials, increasing demand for services and the Council’s limited ability to generate revenue from rates, have created a challenging financial environment.

At the core of Central Coast Council’s future financial sustainability will be the ability to adapt and respond to the challenges we face in delivering services more efficiently, reducing expenditure, developing opportunities to generate additional revenue sources and to deliver projects and initiatives based on the strategic directions identified in the Central Coast Strategic Plan 2014–2024.

In order to achieve its objectives and financial sustainability, there must be in place a long-term financial plan which will outline the steps the Council will take to realistically address the major financial challenges and opportunities which will impact on the way it does business over the next 10 years.

*DISCUSSION*

The LTFP is the key 10 year financial planning document of the Council. It is governed by a series of financial strategies and accompanying performance indicators. It establishes the financial framework upon which sound financial decisions are made to ensure long-term financial sustainability, it is a mechanism to ensure equality between generations of ratepayers in that each generation is responsible for the costs of the resources that they consume, and it demonstrates the Council's obligation and commitment to sound financial planning to ensure the future prosperity of the community.

The long-term financial framework has been developed for the following key reasons:

- . To establish a prudent and sound financial framework, combining and integrating financial strategies to achieve a planned outcome;
- . To provide an assessment of the resources (financial and non-financial) required to accomplish the objectives and strategies included in the Strategic Plan and Asset Management Plans (where non-financial resources are assumed to include human resources and the Council's asset base);
- . To provide an assessment of the Council's financial risks;
- . To establish a basis to measure the Council's adherence to its policies and strategies; and
- . To assist the Council to comply with sound financial management principles and to plan for the long-term financial sustainability of the municipal area.

The LTFP is for the period 1 July 2017 to 30 June 2027. It is based on projected performance against carefully developed sustainability targets and it accommodates in quantum and timing the activities set out in the Asset Management Plans.

The LTFP is reviewed and updated annually as part of the budgeting process to form part of the Corporate Folder.

It has been developed to achieve the following objectives within the 10 year time frame:

- . The achievement of a prudent balance between maintaining the existing range and level of service provision;
- . Maintain a strong cash position, ensuring the Council remains financially sustainable in the long-term;

- . Achieve underlying surpluses which exclude from operating surpluses items such as granted assets and capital income and expenditure;
- . Maintain debt levels below prudential guidelines;
- . Continue to pursue capital grant funding for strategic capital projects from the State and Federal Governments;
- . Provide for rate increases that are not excessive and can be justified in a positive and transparent way;
- . Maintain the ability to fund both capital works in general and meet the asset renewal requirements as outlined in asset management planning; and
- . Fees and Charges increases that are both manageable and sustainable.

### *CONSULTATION*

Workshops have been held with the Councillors with regard to the Long Term Financial Management of the Council through the budget processes.

### *RESOURCE, FINANCIAL AND RISK IMPACTS*

The adoption of the LTFP has no impact on resources other than the usual resources in the preparation of the Plan.

### *CORPORATE COMPLIANCE*

The Central Coast Strategic Plan 2014–2024 include the following strategies and key actions:

#### Council Sustainability and Governance

- . Improve corporate governance
- . Improve the Council's financial capacity to sustainably meet community expectations.

### *CONCLUSION*

It is recommended that the Council adopt the Long-term Financial Plan 2017–2027.”

The Executive Services Officer reported as follows:

“A copy of the Long-term Financial Plan 2017–2027 has been circulated to all Councillors.”

■ Cr Downie moved and Cr Viney seconded, “That the Council adopt the Long-term Financial Plan 2017–2027.”

Carried unanimously

## **183/2017 Rates and Charges for the year ending 30 June 2018**

The Director Organisational Services reported as follows:

“A specification of the Rates and Charges to be levied in order to meet the objectives of the Estimates has been included within the Estimates for the year ending 30 June 2018.”

■ Cr van Rooyen moved and Cr Downie seconded, “That, in accordance with the provisions of the *Local Government Act 1993*, the following Rates and Charges be and are made for the year ending 30 June 2018:

### **1 General Rate**

- (a) A General Rate of 8.33 cents-in-the-dollar based on the assessed-annual-value and is payable on all rateable land within the Central Coast municipal area, but shall only be payable in so far as the sum payable under such rate exceeds a minimum amount of \$280.00 otherwise payable in respect of that rate.

### **2 Service Rates and Charges**

- (a) A Fire Protection Service Rate of 0.42 cents-in-the-dollar based on the assessed-annual-value and is payable in respect of all rateable land within the Penguin Urban Fire District and the Ulverstone Urban Fire District, but shall only be payable in so far as the sum payable under such rate exceeds a minimum amount of \$39.00 otherwise payable in respect of that rate.
- (b) A Fire Protection Service Rate of 0.42 cents-in-the-dollar based on the assessed-annual-value and is payable in respect of all rateable land within the Forth/Leith Country Fire Brigade District, the Heybridge Country Fire Brigade District and the Turners Beach Country Fire Brigade District, but shall only be payable in so far as the sum payable under such rate exceeds a minimum amount of \$39.00 otherwise payable in respect of that rate.
- (c) A Fire Protection Service Rate of 0.42 cents-in-the-dollar based on the assessed-annual-value and is payable in respect of all rateable land outside the Forth/Leith Country Fire Brigade District, the Heybridge Country Fire

Brigade District, the Penguin Urban Fire District, the Ulverstone Urban Fire District and the Turners Beach Country Fire Brigade District, but shall only be payable in so far as the sum payable under such rate exceeds a minimum amount of \$39.00 otherwise payable in respect of that rate.

- (d) A Waste Management Service Charge of \$198.00 for each tenement is payable in respect of all rateable land to which there is a supplying, or making available, of waste management services.

### 3 Payment

- (a) All Rates and Charges shall be payable in one payment on or before the 30th day of September 2017.

### 4 Discount for early payment

- (a) A discount of 5% is offered to all ratepayers for payment of Rates and Charges in total on or before the 31st day of August 2017 provided that no such discount shall be offered if there are at any time any arrears of Rates and Charges owing.

### 5 Supplementary Valuation Rate

- (a) If a supplementary valuation is made of any land prior to 30 June 2018 the Council may adjust the amount payable in respect of any rate for that land for the 2017–2018 financial year.
- (b) If an adjusted rate is made of any land, a rate notice must be issued by the General Manager, with the amount shown as credited or payable on that notice due to be paid within 30 days of the date on which that notice issued.

### 6 Definition

For the purposes of this resolution:

- (a) ‘tenement’ being rateable land for which a waste management service is supplied or is made available, includes: each separate residential use on that rateable land including each lot or block of land, each house, moveable dwelling unit, flat, home unit or self contained holiday apartment or holiday unit located on the rateable land.”

Carried unanimously and by absolute majority

## **184/2017      Contracts and agreements**

The Director Organisational Services reported as follows:

“A Schedule of Contracts and Agreements (other than those approved under the common seal) entered into during the month of May 2017 has been submitted by the General Manager to the Council for information. The information is reported in accordance with approved delegations and responsibilities.”

The Executive Services Officer reported as follows:

“A copy of the Schedule has been circulated to all Councillors.”

■ Cr Viney moved and Cr Howard seconded, “That the Schedule of Contracts and Agreements (a copy being appended to and forming part of the minutes) be received.”

Carried unanimously

## **185/2017      Correspondence addressed to the Mayor and Councillors**

The Director Organisational Services reported as follows:

### *“PURPOSE*

This report is to inform the meeting of any correspondence received during the month of May 2017 and which was addressed to the ‘Mayor and Councillors’. Reporting of this correspondence is required in accordance with Council policy.

### *CORRESPONDENCE RECEIVED*

The following correspondence has been received and circulated to all Councillors:

.            Correspondence requesting letter of support for a grant application.

Where a matter requires a Council decision based on a professionally developed report the matter will be referred to the Council. Matters other than those requiring a report will be administered on the same basis as other correspondence received by the Council and managed as part of the day-to-day operations.”

■ Cr Downie moved and Cr Tongs seconded, “That the Director’s report be received.”

Carried unanimously

**186/2017 Common seal**

The Director Organisational Services reported as follows:

“A Schedule of Documents for Affixing of the Common Seal for the period 16 May 2017 to 19 June 2017 is submitted for the authority of the Council to be given. Use of the common seal must first be authorised by a resolution of the Council.

The Schedule also includes for information advice of final plans of subdivision sealed in accordance with approved delegation and responsibilities.”

The Executive Services Officer reported as follows:

“A copy of the Schedule has been circulated to all Councillors.”

■ Cr Tongs moved and Cr Downie seconded, “That the common seal (a copy of the Schedule of Documents for Affixing of the Common Seal being appended to and forming part of the minutes) be affixed subject to compliance with all conditions of approval in respect of each document, and that the advice of final plans of subdivision sealed in accordance with approved delegation and responsibilities be received.”

Carried unanimously

**187/2017 Financial statements**

The Director Organisational Services reported as follows:

“The following principal financial statements of the Council for the period ended 31 May 2017 are submitted for consideration:

- . Summary of Rates and Fire Service Levies
- . Operating and Capital Statement
- . Cashflow Statement
- . Capital Works Resource Schedule.”

The Executive Services Officer reported as follows:

“Copies of the financial statements have been circulated to all Councillors.”

■ Cr Downie moved and Cr Tongs seconded, “That the financial statements (copies being appended to and forming part of the minutes) be received.”

Carried unanimously

## **188/2017      Adoption of Central Coast Credit Card Policy 2017**

The Director Organisational Services reported as follows:

### *"PURPOSE*

The purpose of this report is to consider the adoption of the reviewed and updated Central Coast Credit Card Policy 2017. A copy of the Policy is appended to this report.

### *BACKGROUND*

The Tasmanian Audit Office recently conducted a review of the use of corporate credit cards in all Tasmanian Local Government Authorities. As part of this review they reviewed each Council's existing Policy and compared it to best practice and how it was being implemented.

As a result of this review there were several recommendations regarding how the Council could improve its governance around this issue and therefore reduce the risk of fraud.

### *DISCUSSION*

Following the receipt of the Tasmanian Audit Office findings, the Council's existing Credit Card Policy was updated to reflect the improvements that were identified.

It is important to note that some of these improvements were recommended not because of any findings of fraud at the Central Coast Council but instead to enable the Policy to be in line with best practice.

### *CONSULTATION*

Following the updating of the Policy to take into consideration these recommendations, the Policy was initially reviewed by the Senior Leadership Team before referral to the Council's Audit Panel.

The Audit Panel reviewed the Policy in light of the Audit Office recommendations and accepted the new Policy as being ready for adoption by the Council.

### *RESOURCE, FINANCIAL AND RISK IMPACTS*

The adoption of this Policy allows the Council to put in place a mechanism to minimise its risk in relation to credit card related fraud.

### *CORPORATE COMPLIANCE*

The Central Coast Strategic Plan 2014–2024 includes the following strategies and key actions:

#### Council Sustainability and Governance

- Improve corporate governance
- Improve the Council's financial capacity to sustainably meet community expectations.

### *CONCLUSION*

It is recommended that the Central Coast Credit Card Policy 2017 be adopted."

The Executive Services Officer reported as follows:

"A copy of the Central Coast Credit Card Policy 2017 has been circulated to all Councillors."

■ Cr Viney moved and Cr Downie seconded, "That the Central Coast Credit Card Policy 2017 (a copy being appended to and forming part of the minutes) be adopted."

Carried unanimously

### **189/2017      Public question time**

The time being 6.36pm the Mayor introduced public question time.

Ms Chris Lehman, Penguin –

Question 1:

"Would the Council consider putting international symbols on public toilet signs?"

The Mayor responded:

"The matter would be looked in to."

Question 2:

"Is the Council considering having a conversation about the changing of the date of Australia Day?"

The Mayor responded:

“To date no discussion has been held, not to say that it isn’t one that the Council can’t have.”

Ms Susan Wood, West Pine –

Question 1:

“I and two others met with the Mayor and two Engineers in the Penguin Main Street on 20 September 2016, regarding problems relating to disabled spaces, narrowed lanes, pavement markers, pedestrian refuges and parking limit times. To date only the northern parking spots have been changed from half hour to one hour. How’s everything else that was suggested at that meeting in September 2016 going? The Main Street is still dodgy to drive, particularly when the town is busy.”

Response:

The Mayor referred the matter to the Director Infrastructure Services who advised that following the Council’s decision to modify a few of the installations, a specialist Consultant was engaged, who submitted a report in February/March 2017 and was subsequently workshopped with the Department of State Growth. State Growth contributed financially to the works and provided some direction with the works. Further information is to be received and will be workshopped by the Council. It would appear that a good outcome, that the public will be happy with. The Council will go out to the community as the process develops.

Question 2:

“Is the Woolworths car park going to be revamped?”

Response:

The Mayor referred the matter to the Director Infrastructure Services who responded that Bannon’s Car Park will be addressed this year. According to the Long-term Financial Plan, the Woolworths Car Park will undergo modifications in the 2018–2019 financial year.

Ms Kit Campbell, Gawler –

Question 1:

“I recently attended the amalgamation meeting of the Visitor Centre and the Museum, I am concerned about the spending of the Council. When I asked about the figure for

the upgrade, I was told that we wouldn't be told of the overall cost. My first issue is that Ulverstone, Penguin and Gawler are experiencing dogs being stolen for dog fighting, 4WD's being stolen and X's being marked outside people's properties. What can be done to make people who live here feel safe, it seems that the issues are escalating. We are seeing the Police patrolling, which is good, but can cameras or signage be installed to make them think a little more? Would Council install a camera system in Ulverstone? The other thing is I walk my dog each day and recently in Anzac Park, I counted 27 faeces on the pathway, the area needs more Rangers, apparently there is one, but could Council put more money in to employing another Ranger or police the area more often?"

The Mayor responded:

"Signage could be reviewed however, it would be best for Ms Campbell to contact the Council to arrange a time to meet with herself and the Director Community Services."

Question 2:

"What is the proposed increase in the rates, is this always going to happen."

The Mayor responded:

"There is to be a 2% increase for the coming year, further noting that it can be a difficult balance between what the public want and what the Council can afford."

Questions and replies concluded at 6.52pm.

---

## CLOSURE OF MEETING TO THE PUBLIC

### 190/2017 Meeting closed to the public

The Executive Services Officer reported as follows:

“The *Local Government (Meeting Procedures) Regulations 2015* provide that a meeting of a council is to be open to the public unless the council, by absolute majority, decides to close part of the meeting because one or more of the following matters are being, or are to be, discussed at the meeting.

Moving into a closed meeting is to be by procedural motion. Once a meeting is closed, meeting procedures are not relaxed unless the council so decides.

It is considered desirable that the following matters be discussed in a closed meeting:

- . Confirmation of Closed session minutes;
- . Minutes and notes of other organisations and committees of the Council;
- . Local Government Association of Tasmania – election of President; and
- . General Manager’s performance review.

These are matters relating to:

- . information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.”

■ Cr van Rooyen moved and Cr Viney seconded, “That the Council close the meeting to the public to consider the following matters, they being matters relating to:

- . information of a personal and confidential nature or information provided to the council on the condition it is kept confidential;

and the Council being of the opinion that it is lawful and proper to close the meeting to the public:

- . Confirmation of Closed session minutes;
- . Minutes and notes of other organisations and committees of the Council;
- . Local Government Association of Tasmania – election of President; and
- . General Manager’s performance review.”

Carried unanimously and by absolute majority

---

The Executive Services Officer further reported as follows:

- “1     The *Local Government (Meeting Procedures) Regulations 2015* provide in respect of any matter discussed at a closed meeting that the general manager is to record in the minutes of the open meeting, in a manner that protects confidentiality, the fact that the matter was discussed and a brief description of the matter so discussed, and is not to record in the minutes of the open meeting the details of the outcome unless the council determines otherwise.
  - 2     While in a closed meeting, the council is to consider whether any discussions, decisions, reports or documents relating to that closed meeting are to be kept confidential or released to the public, taking into account privacy and confidentiality issues.
  - 3     The *Local Government Act 1993* provides that a councillor must not disclose information seen or heard at a meeting or part of a meeting that is closed to the public that is not authorised by the council to be disclosed.
- Similarly, an employee of a council must not disclose information acquired as such an employee on the condition that it be kept confidential.
- 4     In the event that additional business is required to be conducted by a council after the matter(s) for which the meeting has been closed to the public have been conducted, the Regulations provide that a council may, by simple majority, re-open a closed meeting to the public.”

---

## 191/2017 Confirmation of Closed session minutes

The Executive Services Officer reported (reproduced in part) as follows:

“The Closed session minutes of the previous ordinary meeting of the Council held on 15 May 2017 have already been circulated. The minutes are required to be confirmed for their accuracy.

...

The *Local Government (Meeting Procedures) Regulations 2015* provide in respect of a matter discussed at a closed meeting –

‘34(1)(b) in relation to a matter discussed at the closed meeting –

(i) the fact that the matter was discussed at the closed meeting; and

(ii) a brief description of the matter so discussed –

are to be recorded in the minutes of that part of the meeting that is open to the public, but are to be recorded in a manner that does not disclose any confidential information and protects confidentiality; and

(c) in relation to a matter discussed at the closed meeting, the details of the discussion of the matter, and the outcome of the discussion, are not to be recorded in the minutes of that part of the meeting that is open to the public unless the council, or council committee, determines otherwise.’

The details of this matter are accordingly to be recorded in the minutes of the closed part of the meeting.”

### GENERAL MANAGEMENT

#### **192/2017 Minutes and notes of other organisations and committees of the Council**

The General Manager reported (reproduced in part) as follows:

“The following minutes and notes of committees of the Council and other organisations on which the Council has representation have been received:

...

The *Local Government (Meeting Procedures) Regulations 2015* provide in respect of a matter discussed at a closed meeting –

‘34(1)(b) in relation to a matter discussed at the closed meeting –

- (i) the fact that the matter was discussed at the closed meeting; and
- (ii) a brief description of the matter so discussed –

are to be recorded in the minutes of that part of the meeting that is open to the public, but are to be recorded in a manner that does not disclose any confidential information and protects confidentiality; and

- (c) in relation to a matter discussed at the closed meeting, the details of the discussion of the matter, and the outcome of the discussion, are not to be recorded in the minutes of that part of the meeting that is open to the public unless the council, or council committee, determines otherwise.’

The details of this matter are accordingly to be recorded in the minutes of the closed part of the meeting.”

**193/2017      Local Government Association of Tasmania – Election of President**

The General Manager reported as follows:

*“PURPOSE*

The purpose of this report is to seek the Council’s preferences for the filling out of the ballot paper for the position of President of the Local Government of Tasmania (LGAT)...

...

The *Local Government (Meeting Procedures) Regulations 2015* provide in respect of a matter discussed at a closed meeting –

‘34(1)(b) in relation to a matter discussed at the closed meeting –

- (i) the fact that the matter was discussed at the closed meeting; and
- (ii) a brief description of the matter so discussed –

are to be recorded in the minutes of that part of the meeting that is open to the public, but are to be recorded in a manner that does not disclose any confidential information and protects confidentiality; and

- (c) in relation to a matter discussed at the closed meeting, the details of the discussion of the matter, and the outcome of the discussion, are not to be recorded in the minutes of that part of the meeting that is open to the public unless the council, or council committee, determines otherwise.’

The details of this matter are accordingly to be recorded in the minutes of the closed part of the meeting.”

**194/2017      General Manager's performance review**

The Mayor reported (reproduced in part) as follows:

"The General Manager's Performance Review Committee advises the Council that the annual review of the performance of the General Manager has been completed...

...

The *Local Government (Meeting Procedures) Regulations 2015* provide in respect of a matter discussed at a closed meeting –

‘34(1)(b) in relation to a matter discussed at the closed meeting –

(i) the fact that the matter was discussed at the closed meeting; and

(ii) a brief description of the matter so discussed –

are to be recorded in the minutes of that part of the meeting that is open to the public, but are to be recorded in a manner that does not disclose any confidential information and protects confidentiality; and

(c) in relation to a matter discussed at the closed meeting, the details of the discussion of the matter, and the outcome of the discussion, are not to be recorded in the minutes of that part of the meeting that is open to the public unless the council, or council committee, determines otherwise.’

The details of this matter are accordingly to be recorded in the minutes of the closed part of the meeting.”

---

## **Closure**

There being no further business, the Mayor declared the meeting closed at 7.14pm.

CONFIRMED THIS 17TH DAY OF JULY, 2017.

## **Chairperson**

(lb:Imm)

## **Appendices**

- Minute No. 172/2017 – Dementia-Friendly Central Coast Framework
- Minute No. 173/2017 – Schedule of Delegations by the Council to the General Manager
- Minute No. 174/2017 – Penguin Recreation Ground Master Plan 2017 and Penguin Recreation Ground – Community Engagement Report – June 2017
- Minute No. 175/2017 – Schedule of Statutory Determinations
- Minute No. 177/2017 – ‘Statement of Compliance for Vehicular Access and Drainage Access’ dated 24 May 2017 at 862 South Riana Road, South Riana – Application No. DA216225
- Minute No. 184/2017 – Schedule of Contracts and Agreements
- Minute No. 186/2017 – Schedule of Documents for Affixing of the Common Seal
- Minute No. 187/2017 – Financial statements
- Minute No. 188/2017 – Central Coast Credit Card Policy 2017

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#### QUALIFIED PERSON'S ADVICE

The *Local Government Act 1993* provides (in part) as follows:

. A general manager must ensure that any advice, information or recommendation given to the council is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.

. A council is not to decide on any matter which requires the advice of a qualified person without considering such advice unless the general manager certifies in writing that such advice was obtained and taken into account in providing general advice to the council.

I therefore certify that with respect to all advice, information or recommendation provided to the Council within these minutes:

(i) the advice, information or recommendation was given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and

(ii) where any advice was directly given by a person who did not have the required qualifications or experience that person has obtained and taken into account in that person's general advice the advice from an appropriately qualified or experienced person.



Sandra Ayton  
GENERAL MANAGER

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# Associated Reports And Documents



CENTRAL COAST COUNCIL

# **Dementia-Friendly Central Coast**

## **Framework**

**June 2017**

**Full Version**



## **Acknowledgements**

*Creation of the Dementia-Friendly Central Coast Framework would not have been possible without the generous input and support provided by:*

- *participants in the focus group for people with dementia;*
- *participants in the focus group for carers and dementia service providers;*
- *all of the respondents to the community survey;*
- *Denise Chaston, Clinical Nurse Consultant, Dementia Support Service for the North West Region;*
- *the Central Coast Mayor and Councillors, Council's Senior Leadership Team and the Central Coast Council Community Safety Committee; and*
- *Heidi Willard, Strategy and Policy Officer at Central Coast Council.*

*Thanks also to the many others around Australia and the world whose insights into becoming a dementia-friendly community have contributed to the background research for this Framework.*

*Cover image: Forget-Me-Nots, often used as a symbol of dementia awareness. Licensed from iStock by Getty Images.*

The Dementia-Friendly Central Coast Framework was produced by EJ Shu, Planning and Policy Consultant, for the Central Coast Council between March and June 2017.

EJ Shu  
www.ejshu.com.au  
1<sup>st</sup> Floor, Bass House, 21 Best Street, Devonport TAS 7310  
17/31 Queen Street, Melbourne VIC 3000  
P: 0499 189 558 | ej@ejshu.com.au

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For questions relating to the Dementia-Friendly Central Coast Framework, please contact:

Sandra Ayton  
General Manager  
Central Coast Council  
PO Box 220 | 19 King Edward Street, Ulverstone TAS 7315  
P: (03) 6429 8901 | F: (03) 6425 1224  
sandra.ayton@centralcoast.tas.gov.au



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# Dementia-Friendly Central Coast Framework

Welcome to the Dementia-Friendly Central Coast Framework, our guide and resource for transforming the Central Coast into a dementia-friendly community.

The Central Coast local government area covers 937 Km<sup>2</sup> on the North West coast of Tasmania, and includes the settlements of Ulverstone, Penguin, Turners Beach and Forth. Around 22,313 people live in the Central Coast. Ours is an ageing population, and our dementia prevalence is projected to grow over the coming decades.

Dementia is an umbrella term for a number of conditions that progressively affect a person's cognition, memory and behaviour. Yet the consequences of dementia are not just felt on an individual level—dementia has profound social impacts that can diminish quality of life for people with dementia and their caregivers.

The Central Coast Council is committed to enhancing community wellbeing and positive ageing in order to help the community to live its potential. The Council recognises that meeting the challenges of dementia will require a whole-of-community approach. Creation of this Dementia-Friendly Central Coast Framework (the Framework) is our first step towards joining the growing network of dementia-friendly communities worldwide.

Our principles for a Dementia-Friendly Central Coast are as follows:

- 1. People living with dementia are valued and respected members of the Central Coast community.**
- 2. Creating a Dementia-Friendly Central Coast is everybody's business.**
- 3. Places, businesses and services are welcoming and enabling for people living with dementia.**
- 4. Community decisions respond to the needs and aspirations of people with dementia and their carers.**
- 5. Becoming a Dementia-Friendly Central Coast is a continuous process.**

Consultation with our community has indicated strong initial support for the Dementia-Friendly Central Coast initiative. The consultation has also highlighted six key dimensions for change: increasing knowledge about dementia; improving attitudes and interactions; enhancing access to services; facilitating social integration; improving spaces and places; and supporting carers.

To reflect these priorities, this Framework includes a customised 'menu' of actions from which the Council and its community partners can select. By working collaboratively to reduce the negative social impacts of dementia, we will make the Central Coast a safer, more supportive and vibrant community for all.

## Key terms

<b>ALZHEIMER'S DISEASE</b>	A disease that damages the brain, resulting in impaired memory, thinking and behaviour. Alzheimer's disease accounts for around 70% of all dementia diagnoses.
<b>AUTONOMY</b>	The perceived ability to control, cope and make personal decisions about how one lives on a day-to-day basis, according to one's own rules and preferences.
<b>CAREGIVER/CARER</b>	Anyone who provides care to a person with dementia. Caregivers can be family members or friends, or paid professional caregivers. Caregivers may provide full- or part-time help to the person with dementia.
<b>COMMUNITY</b>	A broad term to define groups of people based on geographic location, similar interest, affiliation or identity. The Central Coast community includes residents, businesses, workers, organisations and visitors.
<b>DEMENTIA</b>	A general term for a number of neurological conditions in which thinking, behaviour and the ability to perform everyday tasks are affected enough to interfere with the person's normal social or working life.
<b>DEMENTIA-FRIENDLY COMMUNITY</b>	A place where people living with dementia are supported to live a high quality of life with meaning, purpose and value [Alzheimer's Australia].
<b>ENABLING/DISABLING</b>	Describe the qualities of an environment or interaction that empower an individual to live autonomously (enabling) or impede an individual's ability to live autonomously (disabling).
<b>HIGH QUALITY OF LIFE</b>	An individual's perception of a positive position in life in the context of the culture and value systems in which they live and in relation to their goals.
<b>POSITIVE AGEING</b>	The ability of older people to lead productive lives in the economy and society.
<b>RESPIRE/RESPIRE CARE</b>	Respite care for a person with dementia provides the carer with a temporary break from caregiving tasks. Respite includes in-home assistance, adult day care, or a short stay in supported accommodation.
<b>RISK FACTORS</b>	Any attribute, characteristic or exposure of an individual that increases their likelihood of developing a condition.
<b>STAGES</b>	A framework for understanding the progression of dementia.
<b>SOCIAL ISOLATION</b>	A state of ongoing lack of contact between an individual and society, often leading to feelings of loneliness and impaired physical and mental health outcomes.
<b>YOUNGER-ONSET DEMENTIA</b>	Any form of dementia diagnosed in people under the age of 65.

# 1. Dementia-Friendly Communities

## What is a dementia-friendly community?

A dementia-friendly community has a high level of dementia awareness. It provides a supportive environment for people with dementia and their carers. It recognises that people living with dementia are among the most vulnerable members of society, and that the majority of people with dementia live in their homes in the community. A dementia-friendly community understands that the challenges of dementia cannot be met by the health and social services sector alone, but require a whole-of-community approach.

*'I think this is a fantastic initiative of the Council'—  
Central Coast community member*

While there are many ways to define a dementia-friendly community, this Framework adopts Alzheimer's Australia's definition of a dementia-friendly community as **a place where people living with dementia are supported to live a high quality of life with meaning, purpose and value.**

## A global movement

The worldwide phenomenon of dementia-friendly communities owes much to Japan, where grassroots and governmental approaches to creating dementia-friendly communities emerged in the early 1990s.

Today, Japan is home to numerous dementia-friendly communities, and Alzheimer's Disease International has identified dementia-friendly community initiatives in the United Kingdom, Ireland, Canada, the United States, Belgium, Austria, Cyprus, Bulgaria, France, Finland, Germany, Italy, the Netherlands, Norway, Portugal, Slovenia, Spain, Switzerland, Turkey, Bangladesh, India and Indonesia, Singapore, New Zealand, Sri Lanka, Taiwan, Namibia and Nigeria. Dementia awareness-raising projects have also taken place in Latin America, the Caribbean and the Middle East.

In Australia, leading examples of dementia-friendly communities can be found in the municipalities of Port Macquarie and Kiama in NSW, and dementia-friendly community initiatives have been piloted in Beechworth (Vic), Manningham (Vic), Holdfast Bay (SA), Darwin (NT) and Bribie Island (QLD). A statewide approach has also been initiated in Western Australia. In Tasmania, the town of Cygnet became dementia-friendly in order to support the needs of a resident with dementia and his wife.

## Benefits of dementia-friendly communities

Experience around the world has demonstrated the benefits of dementia-friendly communities, not just for individuals living with dementia, but also for society more broadly. For Australian dementia-friendly communities, Alzheimer's Australia highlights the following potential areas of benefit:

- **Benefit to people living with dementia and their carers**, as attitudinal changes in the community, active participation and enabling policies help to diminish the impacts of stigma and social isolation;
- **Economic benefit to businesses**, as improved accessibility and more inclusive service behaviours make businesses more desirable in the eyes of any customers seeking a more supportive and welcoming experience;
- **Economic benefit to tourism**, as older and more affluent travellers actively seek out destinations with a commitment to inclusivity and accessible physical environments;
- **Benefit to the health budget**, as increased ability for people with dementia to live at home reduces pressure on aged care facilities; and
- **Benefit to the wider population**, as improved levels of inclusivity and accessibility in a community can be enjoyed by people of all ages and abilities.

*'The more understanding there is, the rest will flow on'—  
Central Coast community member*

## Elements of success

Just as there is no single definition of what it means to be dementia-friendly, there is no standard way to become a dementia-friendly community. The process of becoming a dementia-friendly community should be shaped and driven by local concerns, aspirations and actions.

Alzheimer's Australia has identified some typical 'ingredients' for successfully becoming a dementia-friendly community:

1. **Strong local government support** at a senior level to drive the program;
2. **A powerful community leader** to unite diverse stakeholders and bring community values to the fore;
3. **A dedicated project officer** to identify local needs and coordinate the actions of individuals and groups;
4. **Engagement of people with dementia** in all elements of the project;
5. **Local willingness** and existing desire to be more inclusive and break down negative stereotypes; and
6. **Support from a research body**, particularly in regard to evaluating outcomes.

## 2. Context

### About dementia

One of the major causes of disability and dependency amongst older people worldwide, dementia refers to a collection of conditions in which cognitive function—a person’s ability to remember, think, orientate themselves, understand, calculate, learn, perceive, use language and judgement—deteriorates over time. These symptoms are typically accompanied by a change in personality and a decline in emotional control, social behaviour or motivation. In Australia, dementia is now the second leading cause of death.

Dementia affects the individual through a series of stages:

<b>Early stage (‘mild’) dementia</b>	Can include forgetfulness, losing track of time, or disorientation in familiar places. This stage can often be difficult to identify as the onset is gradual.
--	---

<b>Middle stage (‘moderate’) dementia</b>	Can include forgetting names and recent events, disorientation at home, struggling with communication and personal care, and changes to behaviour including wandering and repeated questioning.
---	---

<b>Late stage (‘severe’) dementia</b>	Can include high levels of dependence and inactivity, becoming unaware of time and place, escalating behaviour changes, difficulty recognising friends and family, and requiring help with self-care and walking.
---	---

*‘Those who adopt  
“brain healthy”  
lifestyles have a  
reduced risk of  
developing  
dementia’—  
Alzheimer’s  
Australia*

There are over 100 different causes of dementia. Alzheimer’s disease is the most common form of dementia (around 70% of cases), while vascular dementia (caused by stroke) is the next most common.

Risk factors associated with developing dementia include being overweight or obese in middle age, diabetes, depression, high cholesterol, high alcohol consumption, smoking, pesticide exposure, low social participation, traumatic brain injury, and family history of dementia.

There is no cure, although there are treatments available that may provide symptomatic relief. Protective factors against dementia include higher levels of educational attainment and a diet rich in vegetables and fish.

## Prevalence

Around 5% of adults over the age of 65 will develop dementia in their lifetime. Yet while dementia is commonly associated with older adults, it can also affect people under 65 years of age. Younger-onset dementia can affect people in their 30s, 40s and 50s. It can be more challenging to achieve a timely diagnosis for younger adults, as health care providers typically do not look for dementia in this age group. Those diagnosed can be in any stage of the disease, and are more likely to have a more rare form of dementia.

It is estimated that 47.5 million people worldwide currently have dementia, with an additional 7.7 million diagnosed each year. By 2030, the number of people projected to have dementia will be 75.6 million worldwide, with this number rising to 135.5 million by 2050.

In Australia in 2017, an estimated 400,833 people have dementia, including 25,938 people living with younger-onset dementia. Nationwide, the dementia prevalence rate is growing at a rate of 3.8% for males and 2.5% for females, meaning around 244 people in Australia are diagnosed with dementia every day. Statewide, Tasmania's dementia population is expected to grow to more than 20,600 by 2056, with the fastest growth predicted over the next two decades.

Population ageing in Tasmania is predicted to be more pronounced in the regions than in urban areas, and the Central Coast is no exception. As of 2011, nearly one-in-five of the Central Coast population was aged 65 or older. By the year 2030, the proportion of people aged 65 or older in the Central Coast will be one-in-three.

*'Dementia is one of the fastest growing conditions in Australia'—  
Alzheimer's Australia*

There is currently no national data on dementia prevalence in Australia based on clinical diagnoses. Dementia information is captured in the ABS Disability, Ageing and Carers Survey, but this study relies on self-reporting and is likely to under-report where dementia is in its early stages or remains undiagnosed. In the absence of epidemiological data, dementia can be estimated by applying dementia prevalence rates to population data.

Applying these prevalence rates to the Central Coast indicates that, based on population data from 2011, there were an estimated 332 residents of the Central Coast local government area with dementia. Based on population forecasts for 2027, the population of people with dementia is projected to be 579. By the year 2037, this number is projected to be 795.

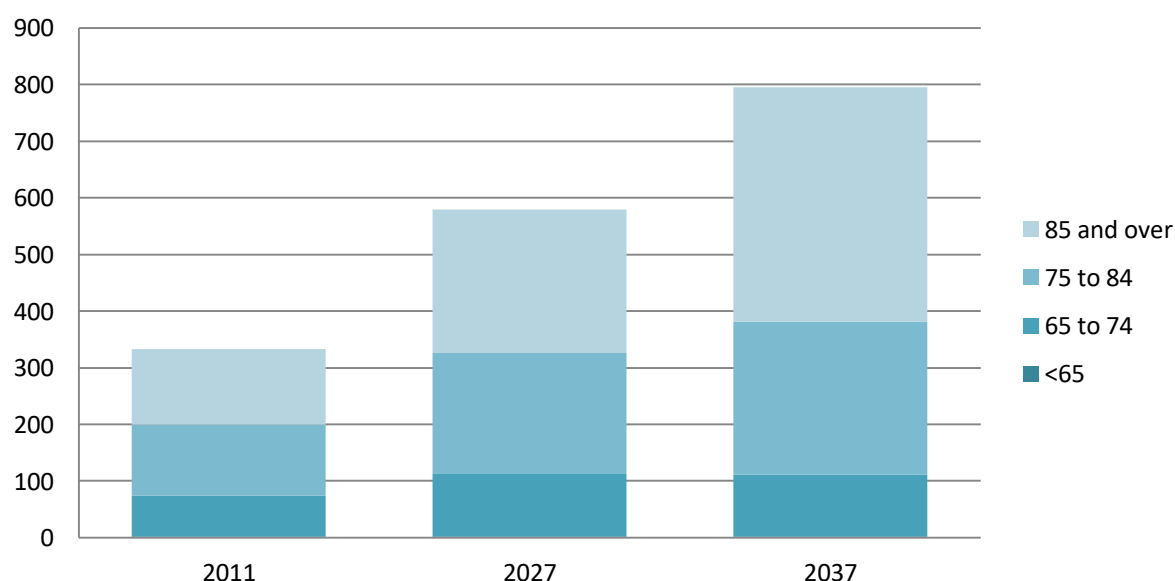
Women and people aged 85 and older have a proportionally higher prevalence of dementia. The projected numbers of people with younger-onset dementia in 2027 and 2037 are too small to be visible on the graph below.

**TABLE 1: ESTIMATED DEMENTIA PREVALENCE, CENTRAL COAST LGA BY AGE & SEX, 2011, 2027, 2037**

	2011		2027		2037		Prevalence rates	
	Males	Females	Males	Females	Males	Females	Males	Females
<65	1	1	1	1	1	1	0.01%	0.01%
65 to 74	34	39	51	60	49	60	3.1%	3.4%
75 to 84	51	74	96	117	115	155	8.8%	10.4%
85 and over	35	98	87	166	158	255	24.4%	32.3%
<b>Total</b>	<b>120</b>	<b>212</b>	<b>235</b>	<b>344</b>	<b>323</b>	<b>472</b>		

Population data and projections: .id community, Treasury Dept 2014. Prevalence rates: AIHW 2012.

**CHART 1: ESTIMATED NUMBER OF CENTRAL COAST RESIDENTS WITH DEMENTIA BY AGE, 2011, 2027, 2037**



## Community impacts of dementia

In Australia, a majority of people with dementia (83% of males and 71% of females) live at home in the community. In addition to dementia's cognitive and behavioural impacts, having dementia can negatively impact how a person with dementia experiences life as a member of their community.

Some of these impacts are due to the disabling effects of particular physical, cultural and social environments. A disabling environment is one that is incompatible with the particular physical, sensory, wayfinding or communication needs of a person with dementia.

Other impacts are due to misunderstandings and negative perceptions of dementia. There is no stereotypical dementia experience—individuals living with dementia experience the syndrome in their own way and maintain different strengths, capacities and abilities. However, common misunderstandings about dementia include the belief that a person with dementia lacks any capacity or competency, or would not benefit from support. Misunderstandings also include the belief that symptoms are just due to 'old age', or that if a person 'looks fine' on the outside, they do not require special accommodations.

*'[It's] a bit confronting to tell people'—Central Coast community member*

Negative perceptions (stigma) can have a profound effect on social interactions, and can be associated with dementia as a whole as well as with specific symptoms. People living with dementia may be the targets of disrespect, abuse and exploitation as others react inappropriately to, or take advantage of, their cognitive impairments. Fear of stigmatisation can cause a person with dementia to delay or avoid diagnosis, to resist treatment, or to self-exclude from community participation.

### SOCIAL PARTICIPATION

Establishing and maintaining meaningful relationships can enhance the wellbeing of a person with dementia and help them to remain physically and emotionally healthy for longer.

Yet research by Alzheimer's Australia with people with dementia has found that social isolation is strongly associated with a diagnosis of dementia. A person with dementia may find it harder to follow a conversation, to find enough energy to participate, or to stay focused. These changes in ability can cause anxiety, frustration or feelings of loss for the person with dementia, and can cause them to withdraw from social activities.

A diagnosis of dementia can also change how people respond to an individual. Public misunderstanding and negative perceptions mean that social environments themselves—clubs, community events, organised activities, or simply activities in the public realm such as shopping or using transport—are unwelcoming or unsafe for people living with dementia.

In Australia, there are an estimated 118,000 individuals with dementia who live alone.

More than four-in-ten people with dementia surveyed by Alzheimer’s Australia in 2014 said they wished they had more social contact with people in the community.

## FAMILIES

Dementia has a profound effect on families. Feelings of grief, loss and guilt amongst family members are common, and relationships and roles must adapt and change with a dementia diagnosis. It can be difficult for both the person with dementia and their family members to adjust to these new roles and responsibilities. A person with dementia may find themselves excluded from family conversations and decisions, or may experience an unwanted level of dependence on family members.

Family members may take on a caregiver role. There are nearly 200,000 people in the Australia community currently caring for a person with dementia, most of whom are informal carers. The majority of these are spouses and partners (35% of carers) or a daughter or son (41%), followed by other family members (15%) such as a sibling, a daughter- or son-in-law or grandchildren.

The experience of caregiving can deepen family bonds and be a rewarding experience; yet it can also be challenging for carers to negotiate behavioural and personality changes in the person with dementia. Carers themselves can also experience negative health outcomes (including mental health) and high levels of social isolation.

Family members of a person with younger-onset dementia may face special challenges. Children may have strong reactions to their parent’s diagnosis and struggle to cope with the change in family dynamics as their parent becomes more dependent. Partners or adult children may find they need to reduce or give up work in order to care for the person with dementia.

*‘It will be  
interesting how  
my kids react’—  
Central Coast  
community  
member*

## ECONOMIC PARTICIPATION

For a person still working at the time of onset of dementia, loss or change of employment can be a significant impact. As a person with dementia's capacities change, they may find themselves unable to maintain their usual position or responsibilities in the workforce. Some people may experience losing their job upon disclosing their dementia diagnosis to their employer. Loss or reduction in employment has a negative impact not only on the person's social wellbeing and their identity, but also on their income.

Younger-onset dementia can present challenges in the workplace. Prior to a formal diagnosis, the early signs of dementia can become apparent to colleagues or supervisors, who may struggle to correctly identify the signs and direct the individual to appropriate diagnostic and support services. Without a dementia policy and plan in place, workplaces may also find it difficult to provide appropriate supports and accommodations to an individual with dementia who wishes to remain at their job after a diagnosis.

Diminished economic participation can also occur when a person with dementia finds it difficult to obtain goods and services in the public realm. Cognitive and behavioural barriers can impact upon a person's ability to navigate public spaces such as shopping centres or medical offices, to interact successfully with retail or service staff, and to manage investments, banking and transactions.

*'I may need a little help along the way'—Central Coast community member*

## DIVERSITY

In Australia, more women than men live with dementia and comprise the majority of people with dementia who live alone. Global analysis of the impact of dementia on women notes that women with dementia may find it more difficult to give up their traditional roles as care providers in their families, and also that the combination of gender, advanced age and dementia makes women especially vulnerable to discrimination and abuse. Women also tend to provide the majority of familial and formal care for people with dementia.

Cultural diversity is another factor in the dementia experience. Today, one in every five persons with dementia in Australia is from a culturally or linguistically diverse (CALD) background. Cultural backgrounds can affect perceptions of dementia (including community stigmatisation), beliefs about the role of the family, attitudes towards residential and community care, and attitudes towards counselling and the role of religion. Together, these elements underscore the importance of culturally appropriate diagnosis, services and care options.

Aboriginal and Torres Strait Islanders have 3-5 times the risk of developing dementia compared with non-Indigenous Australians, with younger-onset dementia also more common in the Indigenous community. Culturally appropriate dementia diagnosis, services and care options are very important to this community.

Higher rates of dementia are also experienced by Australia's more socially and economically disadvantaged communities.

People living in regional and remote areas can face shortages of specialist services as well as difficulties accessing appropriate dementia supports and services. Distance can also compound the social isolation experienced by people with dementia and their carers.

Individuals who identify as lesbian, gay, bisexual, transgender and intersex (LGBTI) face a range of additional challenges in dealing with dementia. These include barriers to finding non-discriminatory medical services for both diagnosis and ongoing care, difficulties in locating accepting and supportive dementia services and facilities, and the issue of disclosing LGBTI status to care providers.

## LOCAL GOVERNMENT

The particular needs of the dementia population present special challenges for local government. These challenges are likely to become more pressing in the context of an ageing population and an increase in dementia prevalence over time.

Some of these challenges for local government are associated with planning and providing services and facilities in a way that ensures the particular needs of people with dementia are accounted for. This may include access to universal services or else provision of specialised service responses. Other challenges are associated with facilitating public safety, particularly in relation to the staging of events and the design of enabling public environments.

Another key challenge relates to interactions between council staff and individuals with dementia. Such interactions may take place when individuals are using facilities such as libraries or swimming pools, receiving council services, or attempting tasks such as paying rates and dealing with other regulatory matters. The behavioural and cognitive changes of dementia can affect these interactions.

*'Councils play a key role in ensuring that local communities are vibrant, inclusive and supportive of all citizens' —  
Alzheimer's Australia*

## The policy and planning context

### NATIONAL CONTEXT

Dementia was designated a National Health Priority Area in Australia in 2012, and in 2015 the Australian Health Ministers Advisory Council developed the National Framework for Action on Dementia 2015-2019. Based on a national consultation process, the National Framework aims to guide the development and implementation of actions, plans and policies that reduce the risk of dementia and improve outcomes for people with dementia and their carers.

The National Framework emphasises taking a collaborative approach to dementia-friendly communities in order to raise dementia awareness and promote improved health outcomes. In part, the National Framework says:

‘The development of dementia-friendly services and approaches may help to promote awareness and create communities which are more inclusive and accepting of people with dementia. For this to occur, the communities, including local businesses, health care professionals and other service providers should improve their understanding and awareness of dementia. The provision of amenities, goods and services in a user-friendly manner that meets the needs (including co-vulnerabilities) of people with dementia and their carers may help to facilitate inclusion.’

The National Framework anticipates the following actions and outcomes in relation to dementia-friendly communities and awareness-building:

- Develop dementia-friendly communities, where all aspects of the community’s built environment and approaches are dementia-friendly, inclusive, promote respect and acceptance, and enable participation.
- Support and resource community-based programs and initiatives to promote social engagement and develop dementia-friendly environments.
- Develop communities and workplaces that are dementia-friendly.
- Conduct awareness activities that highlight the need to understand and respect the rights of the person with dementia and treat people with dementia with dignity and respect.

*‘People with dementia are valued and respected, including their rights to choice, dignity, safety and quality of life’—Key Principle, National Framework for Action on Dementia*

## STATE CONTEXT

The Tasmanian Plan for Positive Ageing (2007-2012) acknowledged the ageing profile of the Tasmanian community, and envisioned a Tasmania in which people of all ages are recognised and valued, treated with dignity and respect, and encouraged to contribute their wealth of experience and skills. Among the Plan's key principles was the recognition that positive ageing depends on the actions of individuals supported by the wider community, including business and government.

The Council of The Ageing (COTA) Tasmania is the primary organisation representing the rights of older Tasmanians. COTA is committed to supporting a network of age-friendly communities in Tasmania and to assisting local governments to work with communities to become age-friendly. COTA has recently conducted an extensive program of consultation and compiled an Active Ageing: Strategic Directions Paper to support the Tasmanian Government in the development of an Active Ageing Plan.

Dementia services and initiatives in Tasmania are spearheaded by Alzheimer's Australia Tasmania, the leading dementia charity and peak organisation for advocacy on behalf of Tasmanians living with dementia.

## LOCAL CONTEXT

In Tasmania, the Local Government Act 1993 (Section 20) requires Councils to provide for the health, safety and welfare of the community in a way that consults with, involves and is accountable to the community. As part of its strategic work to meet these requirements, the Central Coast Council recognises the challenges of an ageing community, and has embedded an emphasis on positive ageing within a number of policy and strategy documents.

The Central Coast Council Strategic Plan 2014-2024 sets out the following Vision for the Central Coast: 'We are a vibrant, thriving community that continues to draw inspiration and opportunities from its natural beauty, land and people and is connected by a powerful sense of belonging'.

The Strategic Plan describes four key Directions and Actions for the Central Coast Council. Actions with strong alignment to the Dementia-Friendly Central Coast initiative include community capacity-building, connecting people with services, contributing to a safe and healthy environment, effective communication and engagement, and achieving meaningful positive ageing outcomes.

The Central Coast Social Planning Framework is designed to guide Council’s efforts to make a positive difference to the community’s health and wellbeing. The Framework notes that Council may play several roles in achieving this goal (as Provider, Facilitator or Advocate), and emphasises building relationships and working collaboratively with local people and groups within the Central Coast community.

The stated Vision of Council’s Positive Ageing Strategy 2007-2012 is: ‘Leading a growing and innovative community.’ The Strategy is inclusive of people of all ages, but is particularly focused on those aged 50 and older. It defines positive ageing policies as those designed to support people as they grow older in leading productive lives in the economy and society.

The main objectives of the Positive Ageing Strategy are as follows:

1	Acknowledge that older people are valued members of our community.
2	Recognise and foster the strengths and skills of older people and the contribution that they make to the community.
3	Identify the current and likely future needs of older people within the Central Coast Community.
4	Identify ways in which older people can maintain a healthy and active way of life.
5	Identify the roles and responsibilities that Council would need to undertake in addressing the needs of its older residents.
6	Develop reliable information to support planning and service development to meet the changing needs of older people.

*‘We must be responsive to the needs of older people as valued members of our community’—  
Central Coast Positive Ageing Strategy*

By pursuing the above objectives, the Council anticipates that the Central Coast community will enjoy better physical and social wellbeing, increased self esteem and established social networks, increased community participation by older people, and a higher level of understanding and awareness about the needs of older people.

### 3. Central Coast perspectives

#### Community consultation

The Central Coast Council affirms that those who are affected by a decision have the right to be involved in the decision-making process. This approach is consistent with good practice in establishing dementia-friendly communities, in which priorities for change are shaped by people with dementia, caregivers and a broad spectrum of community members.

Community consultation for the Dementia-Friendly Central Coast Framework has consisted of the following:

*'[Participation in the focus group] has been very helpful for me personally'—  
Central Coast Community Member*

- Online community survey (n=90), hosted on the Council website between 27 March and 8 April, 2017;
- Focus group with people living with dementia in the Central Coast (n=3 + one attending dementia specialist nurse), facilitated on 3 April, 10am-12pm at the Ulverstone Civic Centre;
- Focus group with dementia service providers and carers in the Central Coast (n=6); facilitated on 4 April, 4pm-6pm at the Ulverstone Civic Centre; and
- 3x mid-project presentations and discussions held with senior Council management, the Central Coast Community Safety Partnerships Committee, and elected Councillors on 26 April/1 May respectively.

In addition to these activities, a Community Forum was held in Ulverstone by the Wicking Centre of the University of Tasmania on 15 March. At the time of writing this Framework, community feedback gathered at this Forum had not yet been shared with the Central Coast Council.

Due to the sensitive nature of some of the feedback and the small population size of the Central Coast community, input from the community survey and focus groups is discussed here in summary form rather than in detailed sub-reports.

## Support for the initiative

Over two-thirds (67%) of respondents to the survey reported having no personal connection to someone with dementia in the Central Coast (family member/partner, close friend, acquaintance, co-worker or employee). When asked about their caregiver activities, 4% of respondents reported caring for a family member, friend or neighbour in their home; 10% reported they were a nurse or professional care worker for a client or patient with dementia; and 6% said they looked after a person with dementia in another way. No survey respondents self-identified as having dementia.

Despite only a minority of respondents having a personal connection to dementia, the survey showed strong support for a cross-community approach to making the Central Coast a dementia-friendly community. 40% of respondents felt that people with dementia ‘are not generally helped to enjoy a high quality of life in the Central Coast’, and nearly three-quarters (74%) rated as ‘Very important’ the statement that ‘Creating a dementia-friendly community is considered “everybody’s business”.’

When asked at the survey’s conclusion if there was anything they would like to add (an open-ended text response), a large majority of respondents expressed enthusiasm for the Dementia-Friendly Central Coast initiative and expressed a call to action. Strong support for the initiative was also reflected in the two focus groups and in the mid-project presentations to Council stakeholders.

*‘It would be wonderful to know that there is a town in Tasmania that really cares for the ageing’—  
Central Coast Community Member*

*‘Fantastic initiative, looking forward to supporting’—  
Central Coast Community Member*

## Existing strengths

In addition to the high level of community support, consultation for this Framework identified several community-defined strengths that indicate Central Coast is well-positioned to become more dementia friendly. These strengths are listed below in combination with selected community assets identified during community-wide consultation for the Central Coast Strategic Plan 2014-2024.

*'I find it to be a friendly town... I think people would help you if they thought you were having trouble'—Central Coast Community Member*

### SERVICES AND FACILITIES

- Good quality primary health (including GPs) and allied health services
- Local access to dementia-specific programs and services
- High quality aged care facilities
- The presence of Alzheimer's Australia in Ulverstone—information provision and referrals

### SOCIAL CAPITAL

- Strong community relationships and networks
- A sense of friendliness, safety and belonging
- High levels of community engagement
- A creative, innovative community
- Experienced older generations
- Leadership and collaboration/partnerships
- Community resilience

### BUILT AND NATURAL ENVIRONMENT

- Beautiful and natural surroundings
- Access to parks, walking tracks and outdoor spaces for recreation
- Town centres are flat and accessible to pedestrians
- Slow pace of change

## Community priorities

### DEMENTIA KNOWLEDGE

Helping the community to better understand the facts about dementia has emerged as a significant priority for the Dementia-Friendly Central Coast initiative. There was a sense that the community is not currently well-equipped to support people with dementia, with only a minority (17%) of survey respondents agreeing with the statement, 'If I was diagnosed with dementia, I would be confident my community would know how to support me.'

Levels of community understanding about dementia were mixed. Around two-thirds of survey respondents reported knowing only 'Some' or 'Not much' about dementia. Notably, around one-fifth (21%) of survey respondents said they thought of dementia as a 'normal part of ageing.' Focus group participants with dementia similarly used analogies of natural wear-and-tear to describe dementia, in part as strategies to avoid the negative stigma associated with dementia.

While the existence of younger-onset dementia appeared to be widely known, only around one-third (34%) of survey respondents correctly identified all of the dementia risk factors when provided with a list. Just over three quarters (77%) were able to identify all the early signs of dementia when provided with a list.

Personal experience and word-of-mouth/common knowledge were reported by survey respondents as the main channels through which people currently find out about dementia.

Community consultation indicated that understanding dementia ideally consists of two parts: (i) knowing about the condition and its progression; and (ii) the know-how for responding positively to someone with dementia. Having prior personal experience with dementia (i.e. by having/having had a relative with dementia) emerged in the focus group as a key predictor of a person's ability to interact comfortably and positively with a person with dementia.

*'Dementia is not understood very well by the wider community'—  
Central Coast  
Community  
Member*

## ATTITUDES AND INTERACTIONS

Along with improving community understanding of dementia, improving attitudes and reducing stigma is likely to be a key driver of change in the Central Coast.

The consultation indicated strong causal links between community attitudes, interactions and isolation. People with dementia in the Central Coast viewed everyday community interactions (e.g. banking, visiting the doctor, shopping) as being high risk, not just in terms of material risks such as being ‘ripped off’ in financial transactions, but in terms of psychological and emotional risk associated with other people’s behaviours. There was a fear of ‘muddling’ things up and becoming ‘a joke’ in the eyes of others.

People with dementia have experienced, or anticipate experiencing, community interactions in which they are misjudged, disrespected or belittled. Such negative public encounters do not just produce a transitional moment of conflict or concern for the person with dementia, they accumulate and eventually erode the person with dementia’s confidence, increasing their anxiety and affecting perceptions of public safety.

This diminished confidence and increased anxiety means the person is less likely to participate in activities outside the home, and more likely to withdraw and rely on their spouse or carer. Social isolation is therefore a factor for both parties.

The consultation also indicated that negative attitudes make it more difficult for someone to disclose their dementia diagnosis. Disclosure was viewed as challenging and as increasing personal risk.

There was a strong desire in the Central Coast community to make the public realm a safer and more responsive place for people with dementia. A large majority of survey respondents (92%) rated as ‘Very important’ the statement: ‘Banks, medical services, transport providers and other services understand and meet the needs of people with dementia.’

People with dementia named tolerance as their key to a dementia-friendly community. This meant creating a community where a range of cognitive and behavioural capacities are accepted. In terms of improving community interactions, one of the most highly desired attributes mentioned by people with dementia was patience, whereby businesses and service providers are willing to slow down and take extra time during interactions and transactions.

*‘It’s important to feel comfortable where you are and who you deal with’—Central Coast Community Member*

*‘Their anxiety would be reduced... this is what is holding them back’—Central Coast Community Member*

## ACCESS TO SERVICES

The Central Coast is perceived to be well-served with specialist dementia facilities such as aged care, day support, good quality GPs and Alzheimer's Australia. However, the community consultation indicated scope to improve access to these and other specialist services.

A major theme for improving access relates to information provision, particularly in helping spouses and other caregivers to know about, and gain access to, the range of support options available to them. Navigating the health system can be difficult. This includes complex intake forms and processes, and the trend towards online services such as the MyAgedCare portal. Carers said just 'knowing where to go to for help' was a challenge.

Another key element for improving access to services in the Central Coast is transport, as geographic proximity to services is uneven across the area. A lack of affordable, timely, appropriate transport options was described as impacting people's ability to access services as well as to participate more generally in community activities such as shopping and socialising. Improving access to diagnostic services and reducing waitlists also emerged as a priority for change.

It was noted that a person's non-acceptance of their dementia diagnosis can make it more difficult to connect that person with specialist services and supports.

*'Let people know what support is available'—  
Central Coast  
Community  
Member*

## SOCIAL INTEGRATION

Enhancing social integration for people with dementia was given strong priority. It was seen as providing two key benefits.

The first perceived benefit is a reduction in social isolation. To achieve this, it was seen as important to facilitate activities that unite a broad cross-section of the Central Coast community, rather than focusing solely on dementia- or aged-specific activities. There was particularly strong support for intergenerational activities that bring children/young people and older people together in mutual enjoyment and exchange.

The second potential benefit is that of 'normalising' dementia, as more people gain first-hand experience with dementia and build their skills in responding positively. Again, the inclusion of children in mixed activities (including school activities) was viewed as critical, because of the perception that prejudice might be more positively and easily addressed with children.

## SPACES AND PLACES

Although focus group participants placed somewhat less emphasis on addressing urban design and public amenity, ensuring that ‘Streetscapes, parks and other public spaces are designed to help people with dementia to keep safe and find their way around,’ was considered ‘Very important’ by a majority of survey respondents (84%).

Parks and open spaces were seen as valuable resources. Consultation identified opportunities to create safe (enclosed or semi-enclosed) public places where people with dementia could expect a positive experience, perhaps by borrowing techniques from sensory gardens or incorporating memorabilia.

Noise tolerance is lower in people with dementia. Community consultation indicated that one of the most significant opportunities to improve the amenity of shops and other public settings would be to minimise background noise through design and use of materials.

Wayfinding remains a challenge for people with dementia. There was a desire for local signage to be more dementia-friendly in both outdoor and indoor spaces, and for signage to potentially include a combination of writing and visual cues.

There was also a perception that the Central Coast lacks sufficient safe and identifiable pedestrian crossing points. Discontinuous footpaths can interrupt pedestrian journeys and cause disorientation for people with dementia. Improving walkability was viewed as contributing both to independence and to public safety (actual and perceived).

## CARERS

Support for carers was considered by many in the consultation process to be an essential dimension of a dementia-friendly community.

Spouses report that their partners with dementia have a very high level of dependence on them. They face the challenge of respecting and supporting their partner’s autonomy while simultaneously needing to take on a greater share of domestic roles (such as shopping and cooking) and being the primary actor in interactions with banks, doctors, shops and other services.

*‘Help for the carers... so they can have respite for a while and rest or catch up on things’—  
Central Coast Community Member*

A number of key supports emerged as being especially valuable to carers:

- Effective information provision about:
  - what to expect when caring for someone with dementia (particularly when a diagnosis has just been made), and
  - the full range of service and support options available;
- Practical help in navigating the health and service systems;
- Transport options (especially on short notice);
- Access to home help packages; and
- Occasional respite when needing a break or time alone.

A minority (37%) of survey respondents agreed that ‘Caring for someone with dementia can be very rewarding’, indicating scope to improve both the perception and experiences of caregiving.

## PROCESS

As part of making the Central Coast more dementia-friendly, community consultation identified an opportunity for Council and other leaders to advocate for the needs of people with dementia and their carers, including ensuring the area has sufficient dementia-specific services available. It was felt this leadership role should include being critical of what’s not working well, for example in the case of State or federal government services.

Consultation revealed broad support for a cross-community approach to becoming dementia-friendly. When thinking about a working group or committee to drive change, there was support for this group to be as diverse as possible, and to include representatives from government, business, service and recreation groups, and residents.

It was considered particularly important to include people with dementia and their carers in such a working group, and to ensure that the structure and activities of any group to drive the initiative be dementia-friendly. Suggested strategies included: keeping meetings to around 10-12 people in size, holding meetings in a quiet environment, providing introductory material in written form, holding meetings of no more than one or two hours in duration, and holding meetings in the late morning or early afternoon.

*‘Ask the voices of authority... those people who are living with dementia. They know what is wanted and what is needed’ — Central Coast Community*

## 4. Creating a Dementia-Friendly Central Coast

### Principles

The Central Coast Council affirms Alzheimer’s Australia’s definition of a dementia-friendly community, as a **place where people living with dementia are supported to live a high quality of life with meaning, purpose and value.**

The Council has expanded on this definition by listening carefully to our community (including our community members whose lives are affected by dementia), by aligning our approach with our values and vision, and by understanding emerging good practice in creating dementia-friendly communities around the world.

Our vision for a Dementia-Friendly Central Coast is defined by the following five principles:

1	<b>People living with dementia are valued and respected members of the Central Coast community.</b>	Central Coast is a vibrant, thriving community that prides itself on a sense of belonging. We are welcoming and inclusive of people of all ages and abilities.
2	<b>Creating a Dementia-Friendly Central Coast is everybody’s business.</b>	We take a whole-of-community approach to becoming dementia friendly, in which people of all walks of life are passionate participants. Our success depends on strong partnerships and collective action.
3	<b>Places, businesses and services are welcoming and enabling for people living with dementia.</b>	True community participation means a person with dementia can safely access any public space, shop, facility or service, and feel confident they will be treated with courtesy, patience and kindness.
4	<b>Community decisions respond to the needs and aspirations of people with dementia and their carers.</b>	People with dementia and their carers are the experts in their own experiences. Successfully creating a Dementia-Friendly Central Coast means planning <i>with</i> —not simply <i>for</i> —people whose lives are affected by dementia.
5	<b>Becoming a Dementia-Friendly Central Coast is a continuous process.</b>	Building awareness and changing attitudes takes time. Becoming a dementia-friendly community means being willing to innovate, to draw creatively on existing resources, and to continually evaluate and communicate our progress.

## Key dimensions of change

Our actions for creating a Dementia-Friendly Central Coast will focus on six key dimensions of change. These dimensions reflect the priorities highlighted in consultation with the Central Coast community, including residents with dementia, carers and local dementia service providers.

In no particular order, the key dimensions for change in Central Coast are as follows:

### 1. INCREASE DEMENTIA KNOWLEDGE

This means not just building awareness and understanding of dementia, but also helping people to know how to communicate positively with a person with dementia.

### 2. IMPROVE ATTITUDES AND INTERACTIONS

Improving community attitudes, combating stigma and facilitating more positive social interactions will help people with dementia to be and feel less 'at risk' when in the public realm.

### 3. ENHANCE ACCESS TO SERVICES

The ability to access the right services and supports can be enhanced by several factors, including timely information provision and dementia-aware service delivery.

### 4. FACILITATE SOCIAL INTEGRATION

A focus on cross-community integration will contribute to normalising dementia and reducing social isolation.

### 5. IMPROVE SPACES AND PLACES

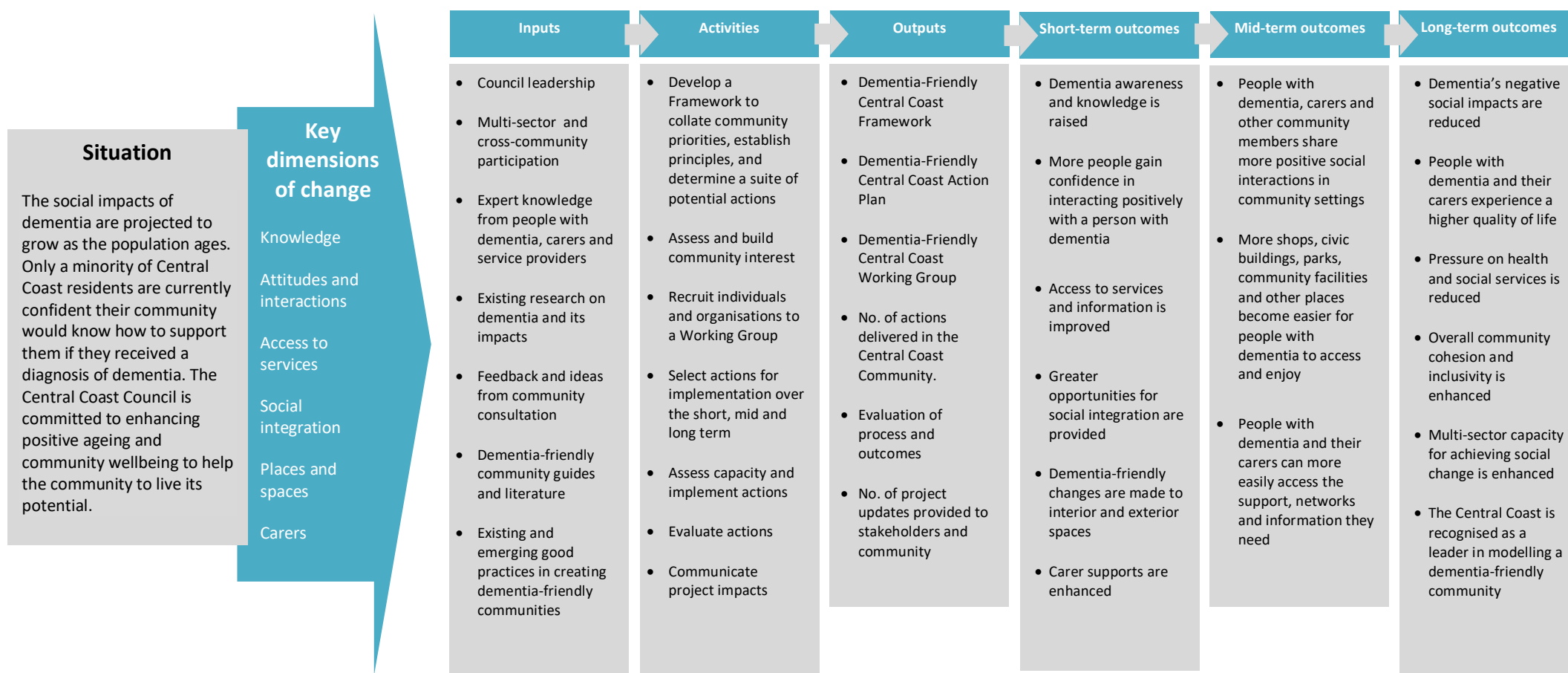
The amenity, safety and accessibility of our built and natural environments play a key role in supporting the independence and wellbeing of people with dementia.

### 6. SUPPORT CARERS

Support for carers—whether practical, emotional or social—is an essential element of a Dementia-Friendly Central Coast.

## Theory of change

A theory of change is a planning and evaluation tool designed to illustrate the relationship between inputs, activities, outputs and outcomes of an initiative or program. The theory of change below provides a 'snapshot' of how the Dementia-Friendly Central Coast initiative is intended to achieve its goals. It is anticipated that this theory of change will be reviewed and adjusted at key points in the project.



## 5. A ‘menu’ of actions

In becoming a dementia-friendly community, the Central Coast Council has sought to learn from promising practices around the world while also leaving room for innovation.

This section presents examples of promising practices in creating dementia-friendly communities in Australia and internationally. The selected actions reflect local priorities for the Central Coast as identified during the community consultation process. The case-study examples provided give a sense of how the action has been implemented in other locations. Each action includes a set of links to further resources.

This list of actions should not be regarded as prescriptive, but rather as a ‘menu’ from which Council and the Central Coast community can choose to suit its resources and capacities. It is anticipated that a selection of these actions—as well as actions and ideas that emerge at the community level—will form the basis of a Dementia-Friendly Central Coast Action Plan.

Each action features a set of icons listing each of the six community-identified dimensions for change. These icons provide a ready resource for identifying actions that address specific local priorities of the Central Coast community:

Knowledge

Attitudes &  
interactions

Access to  
services

Social  
integration

Places &  
spaces

Carers

## Dementia Friends

Initially developed in Japan, Dementia Friends has since gained traction across the UK and North America. Dementia Friends consists of an awareness-raising and information session provided to individuals who may have contact with people with dementia in the community, such as shop staff, community volunteers, service providers and other customer service staff. The session may be delivered face-to-face or online through a series of short videos. The session provides basic information about dementia and suggests positive responses that can be used when interacting with a person with dementia. Once a person has become a Dementia Friend, they can undertake induction and become a Dementia Champion, which allows them to deliver the sessions to others. The Dementia Friends initiative has been adopted by a range of geographic communities as well as by organisations such as schools, pharmacies, retail stores and banks. Dementia Friends and Champions can be invited to ‘register’ as a way of tracking participation.

Knowledge

Attitudes & interactions

Access to services

Social integration

Places & spaces

Carers

### FEATURES

- Low resource requirements
- Provides practical resources for improving interactions
- Improvements to the lives of people with dementia can be immediate
- Changes are cumulative as more Friends are created

### EXAMPLE: DEMENTIA FRIENDS IN KIAMA

As part of its broader Dementia Friendly Action Plan, the NSW local government of Kiama offers six-hour training sessions to equip people with the information, skills and resources they need to become Dementia Friends. The training is delivered by Alzheimer’s Australia on behalf of Council at no cost to participants, and is split over two consecutive days. Attendance at both sessions is required in order to become a Dementia Friend. Content includes: education on dementia; opportunities to hear from people living with dementia about their experiences; engagement and communication skills; and insights on how to ensure community groups can be dementia-friendly. Kiama is particularly focused on creating Dementia Friends amongst members and leaders of community groups, clubs and sporting associations in order to ensure these groups are maintained as welcoming and supportive resources for community members with dementia.

### RESOURCES

[Kiama Municipal Council—Dementia Friends Brochure](#)

[Dementia Friends UK](#)

[Dementia Friends Canada](#)

[Dementia Friends USA](#)

## Dementia-friendly finance

People with dementia can find it particularly difficult to manage personal finances. From using a bank and paying bills, to managing investments and making large purchases—there are many elements of financial management that may be impacted by changes to cognition, decision-making ability and the ability to assess risk. People living with dementia are also vulnerable to financial abuse, which may include fraud, theft, exploitation and or pressure from another person in relation to financial transactions. Positive changes to the practices of financial services businesses—as well as the financial services operations of any commercial or community organisation—can contribute to the ongoing safety and independence of a person with dementia.

### FEATURES

- Supports financial independence, therefore an individual's independence
- Reduces opportunities for financial abuse and failures in financial management

### EXAMPLE: WESTPAC BANK

In 2015 Westpac became New Zealand's first dementia-friendly bank. In making this commitment, Westpac aims to help people with dementia with planning, accessing financial services, and maintaining financial independence. Training has been provided to employees to help them to recognise, understand and respond to the needs of customers living with dementia. Strategies for assisting customers include withdrawal limits, adding alternative contacts to account information, and arranging direct debits for ongoing financial commitments. The bank's special notification tool amends a customer's profile to alert bank staff about the needs of people with dementia and their carers. The commitment also includes making dementia-friendly adjustments to the design and layout of banking foyers and reception areas to create more enabling environments.

### RESOURCES

[Westpac—Dementia Friendly Banking](#)

[Alzheimer's Society UK—Living with Dementia: Managing your Money](#)

[Alzheimer's Society UK—Dementia-Friendly Financial Services Charter](#)

[Alzheimer's Society UK—Short Changed: Protecting People with Dementia from Financial Abuse](#)

[Alzheimer Society of British Columbia—Making your Workplace Dementia Friendly: Information for Financial Professionals](#)

Knowledge

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## Workplace peer support

As the workforce ages and the retirement age is increased, managing dementia in the workplace is likely to become an increasing challenge. For people with younger-onset dementia without a diagnosis, the workplace may be where the early signs of dementia first become apparent to others. Australian employers may have a duty to make workplace adjustments for staff with dementia under the Disability Discrimination Act. Potential challenges for employers include recognising the onset of dementia in a staff member, deciding on an appropriate course of action, addressing safety and liability issues, and supporting staff relationships. Employers can play a role in supporting an employee to obtain a diagnosis, building awareness among other employees, and creating opportunities for open dialogue about dementia within the workplace.

### FEATURES

- The person with dementia is supported to remain at work for longer
- Dementia is ‘normalised’ in a shared workplace setting
- Principles of workplace equity and access are upheld

### EXAMPLE: SIDE-BY-SIDE

The Side-by-Side program was developed in 2011 in South Australia by aged care provider, Life Care, with support from Bunnings Warehouse. The program was a feasibility study to investigate the value of a workplace ‘buddy’ system. It provided people with younger-onset dementia who were no longer working with the chance to re-engage in the workforce. Seven people with younger-onset dementia worked at Bunnings one day per week with the support of a trained ‘Work Buddy’—store employees who had undergone specialist training. Tasks included serving customers, restocking, caring for plants and assisting with a DIY programme. In addition to the supportive work environment, the program also provided training to staff and raised community awareness of dementia. Evaluation of the program found that participants benefited from improved self-esteem, increased mental alertness, and an increased interest in life in general.

### RESOURCES

[Alzheimer’s Australia Feature Article—Side by Side Program](#)

[Alzheimer’s Society UK—Creating a Dementia-Friendly Workplace: A Practical Guide for Employers](#)

[Dementia Engagement and Empowerment Project \(DEEP\)—Tips for Employers](#)

[Younger Dementia UK—Working: Advice for Employers](#)

[Alzheimer’s Australia Video Tutorial—IS IT DEMENTIA?](#)

[Alzheimer’s Australia—Creating Dementia-Friendly Communities: Business Toolkit](#)

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## Memory Cafe

A Memory Cafe is a designated space where people with dementia, carers, or anyone with questions about dementia, can drop in without an appointment. Primarily intended as a contact point for obtaining resources and information, a Memory Cafe also plays a strong role in supporting enjoyable social interaction, facilitating peer support and reducing social isolation. Typically a Memory Cafe is managed by a health professional with specialist dementia expertise, supported by a team of volunteers or paid staff and governed by a steering group. A Memory Cafe is usually run on a regular basis, such as once per week, fortnight or month, and may include service of food such as coffee and sandwiches. There are a number of Memory Cafes currently running throughout Australia. Evaluation of Memory Cafes in Victoria in 2009 found that the Cafes were highly valued by clients and had clear social, education and service system benefits.

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### FEATURES

- Tackles social isolation within a designated dementia-friendly
- Enables easy access to information and resources
- Informal setting facilitates participation

### EXAMPLE: GARDEN CITY MEMORY CAFE

The City of Melville, WA, is home to the second-highest number of people with dementia compared to other local government areas in the State. As part of its commitment to creating a dementia-friendly community, the City (along with Alzheimer's Australia WA) has supported the establishment of a Memory Cafe at the Garden City Shopping Centre. The Cafe runs for 1.5 hours in the morning of the last Tuesday in every month, and is hosted by an existing cafe within the shopping complex. The partnership between Garden City Shopping Centre and the City of Melville has also involved initiatives such as maintaining a community information centre, providing dementia training to staff, and hiring older workers. Both Garden City and the host cafe are part of the Melville Age-Friendly & Accessible Businesses (MAFAB) network, comprised of local businesses committed to implementing accessible and age-friendly initiatives, including for people living with dementia.

### RESOURCES

[Industry Article—Garden City Shopping Centre launches Memory Cafe](#)

[Media Article—Garden City Memory Cafe offers Safe Haven for Dementia Sufferers](#)

[Video—Interview with Euro Lumb \(Cafe Business owner, Garden City Memory Cafe\)](#)

[Alzheimer's Australia Vic—Memory Lane Cafe program](#)

[NARI—Evaluation of Alzheimer's Australia Vic Memory Lane Cafes](#)

[Video—Why Attend an Alzheimer's Society Dementia Cafe?](#)

[David Light and Jim Delves—A Guide to Setting up a Memory Cafe](#)

[Alzheimer's Australia—Community Cafe Toolkit](#)

[Farrier et al—Neighbourhood Memory Cafe Toolkit](#)

## Men's Sheds

Men's Sheds play an important social support role in numerous communities across Australia, including the Central Coast. Men's Sheds have provided opportunities for communal woodworking in local workshop settings in Australia since 2006. Primarily aimed at improving men's mental health, Men's Sheds typically target men who are experiencing a mental illness, facing social isolation or struggling with a transition to retirement. Men's Sheds replicate a work environment and provide a low-pressure environment for companionship and dialogue. More recently, the role of Men's Sheds in the lives of men with dementia and male carers has been recognised. For these men, Men's Sheds can be an important resource for maintaining strong social connections, enjoying respite and improving overall quality of life. For other 'Shedders', doing woodwork in the company of carers and men with dementia provides an opportunity to learn more about dementia and to normalise dementia in a shared setting.

### FEATURES

- Fosters social engagement and a sense of purpose for men with dementia
- Provides a forum for building dementia knowledge and skills amongst other men
- Provides respite and relieves social isolation for male carers

### EXAMPLE: 'EVERY BLOKE NEEDS A SHED'

The 'Every bloke needs a shed' project was piloted across eight Men's Sheds in the Hunter region of NSW in 2011-13. The project goal was to increase the social engagement of socially isolated older men, with a particular focus on men in the early stages of dementia as well as male carers of people with dementia. The program encouraged and supported these men to access and participate the range of activities available in their local Men's Shed. Project activities included education for Shedders about dementia, designing appropriate activities, and planning exit strategies for when participation was no longer suitable for the man with dementia. Evaluation of the project showed improved levels of happiness and engagement amongst carers, increased dementia understanding and a sense of purpose amongst Shed participants in general, and improved levels of self-esteem and inclusion for men with dementia. Key success factors were the flexibility of the activity and venue, the male-centric setting, and the work-like environment which had the effect of diminishing the emphasis on dementia.

### RESOURCES

[Video—Alzheimer's Australia and Men's Sheds: Making a Difference](#)

[Alzheimer's Australia—Your Shed and Dementia: A Manual](#)

[Australian Men's Shed Association](#)

[Tasmanian Men's Shed Association](#)

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## Online information portal

Access to high quality information about health and social supports is a key element of community wellbeing. In 2010 Alzheimer's UK found that despite the existence of information about dementia and care options, problems with access means that the information needs of carers and people with dementia were not being met. A key problem is that people have to *ask* for information—and most people do not know what to ask for. The research recommended supporting local areas to develop a framework for the provision of information about support and services for people with dementia and their carers. There are a number of emerging resources that provide guidance on how to produce and disseminate information in a format that is dementia-friendly. While internet access is not available or desirable by everyone, the role of the internet and mobile technologies in health care information dissemination is growing and likely to play an ongoing role in connecting people to dementia supports and services.

### FEATURES

- Online information is accessible to those with computing skills and internet connectivity
- Easily updatable
- Can provide information 'pathways' or prompts for people with new diagnoses
- Information can be tailored to a specific geographic community

### EXAMPLE: DEMENTIA ILLAWARRA SHOALHAVEN

Dementia Illawarra Shoalhaven is an online portal providing access to information on dementia-specific social and support services in the Illawarra Shoalhaven region of NSW. The site was initiated by the Illawarra Dementia Services Network and developed with support from the University of Wollongong. It is designed to help community members to better understand dementia and the steps and key contacts for obtaining assessment and diagnosis; to provide resources for people with dementia such as information about living well, care services, younger-onset dementia and multicultural information and services; and to provide information resources for carers, health professionals or anyone seeking information on dementia-friendly environments. The site also features a calendar and newsfeed of support activities, social events and training opportunities.

### RESOURCES

[Website—dementiaillawarra.com](http://dementiaillawarra.com)

[Alzheimer's Society UK—The information needs of people with dementia and carers](#)

[DEEP Guide—Creating websites for people with dementia](#)

[DEEP Guide—Writing dementia-friendly information](#)

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## Dementia-friendly shops

The importance of dementia-friendly shops has been emphasised by the Alzheimer’s Society UK, who found that 23% of people with dementia surveyed had given up shopping. By understanding how dementia changes customers’ needs, and by making changes to staff interactions and store environments, retailers can assist people with dementia to continue their normal shopping practices for as long as possible. The guide points out that becoming dementia-friendly can also be good for business, as it helps businesses to retain existing customers and attract new ones. Becoming dementia-friendly can help businesses to enhance overall customer service and brand reputation, to comply with equal access legislation, and to ‘future proof’ the business in the context of an ageing population.

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### FEATURES

- Shops become safer and more welcoming places for people with dementia
- People with dementia are less likely to withdraw from shopping
- People with dementia are supported to remain visible and integrated in the community

### EXAMPLE: THE RED HANDKERCHIEF IN BRUGES

As part of its strategy to become dementia-friendly, the Belgian city of Bruges has adopted the logo of a knotted red handkerchief as a symbol of dementia-friendliness. More than 90 shops in Bruges display the logo in their front windows to indicate not just that they are places where a person with dementia will be assisted with their shopping, but also that they offer other kinds of help to a person with dementia, such as wayfinding or contacting family members if an individual has become lost. The initiative was developed with the help of Foton, a centre for dementia expertise and support. Initially, adoption by Bruges retailers was slow, but the project has gained momentum through the efforts of Foton, local authorities and individual businesses. In a similar initiative, Alzheimer’s Australia has trialled the use of a symbol to identify dementia-friendly businesses in Kiama and Port Macquarie.

### RESOURCES

[The Guardian—Is Bruges the most dementia-friendly city?](#)

[Alzheimer’s UK—Becoming a Dementia-Friendly Retailer: A Practical Guide](#)

[Alzheimer’s Australia—Creating Dementia-Friendly Communities: Business Toolkit](#)

## Slow shopping

Slow shopping is a concept founded by British woman, Katherine Vero, whose mother lived with dementia. Slow shopping is designed to provide a welcoming and safe environment for anyone who requires more time or support to do their shopping, including anyone who lives with dementia, anxiety or a mental illness, or who struggles with communication due to a disability. Slow Shopping involves stores setting aside dedicated times during the week when staff are focused on helping shoppers to enjoy more time and space. Help points and chairs are established throughout the shop, and extra assistance is on hand if required. No shopper need to identify themselves as having dementia or another disability unless they choose to do so.

### FEATURES

- Customers are not singled out—slow shopping applies to everyone
- People with dementia can shop when they know they will have a better experience
- Shops can have a positive impact with just a few hours each week

### EXAMPLE: SLOW SHOPPING AT SAINSBURY'S

British supermarket chain Sainsbury's trialled 'Slow Shopping' in its Gosforth store on Tuesdays from 1-3pm. During this trial, a Sainsbury's worker greeted people at the store entrance, shopping assistance was made available, chairs were put out at the end of aisles to support people who needed rest, and two help desks provided product samples of favourite products. Sainsbury's has also invested more than 50,000 hours in training its workers how to help customers with visible and non-visible disabilities. A blog post by Katherine Vero notes that Sainsbury's found that, during the pilot, footfall in the store increased by well over 10%, staff enjoyed the experience, and both engagement and customer recognition of the store increased. The Slow Shopping website lists Sainsbury's in Gosforth as well as Marks and Spencer's in Kingston Park as currently providing regular slow shopping times.

### RESOURCES

[Slow Shopping](#)

[Sainsbury's Slow Shopping Concept](#)

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## Accompanied walks

An accompanied walk is a research activity designed to support more dementia-friendly land-use planning and urban design. The activity involves walking with individuals with dementia around a neighbourhood to replicate daily journeys such as shopping trips or a visit to the doctor. The accompanied walk may be done either on a one-on-one basis or as part of a small walking group. Informal interviews with the person with dementia at multiple 'touch-points' or at the conclusion of the walk can yield valuable insights about the dementia-friendliness of a local environment. Site photographs with annotations about particular design concerns can add to the interview data. This data can then be utilised by local government planners, facilities managers as well as private property owners to make beneficial changes to the built environment.

### FEATURES

- Engages people with dementia in neighbourhood design and planning
- Can yield valuable insights not otherwise known
- Data can be multi-sensory: sight, sound, touch, smell
- Facilitates a place-based planning approach

### EXAMPLE: CITY OF BELFAST WALKABILITY ASSESSMENT

While not exclusively focused on people with dementia, this pilot project in Belfast engaged with older people to evaluate the age-friendliness of the local built environment and to identify barriers to and enablers of physical activity. Eight walks were conducted as part of the study. Participants were recruited through existing community networks and associations. Groups of walkers were briefed and given the opportunity to preview the questionnaire and become familiar with the assessment criteria. Each group took part in a ten-minute walk around their local area or park at their own pace. Following the walk, participants completed the questionnaire and took part in a group discussion about the positive aspects and challenges of the local built environment. The group discussion gave participants the opportunity to raise issues that had not been identified in the questionnaire. The project raised a number of common themes and highlighted that it was possible to create more supportive environments with relatively minor adjustments.

### RESOURCES

[City of Belfast—Walkability Assessment for Healthy Ageing](#)

[Institute for Public Administration, University of Delaware—Walkability Assessment Tool](#)

[AARP—Walk Audit Toolkit](#)

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## Urban planning and design

Dementia-friendly built environments are environments that are safe, easy to access and navigate, familiar and distinctive. The Australian Dementia Enabling Environments Project shares information about dementia-friendly practices in architecture, interior design and landscape design. The project identifies ten principles for creating dementia enabling environments: unobtrusively reduce risks; provide a human scale; allow people to see and be seen; reduce unhelpful stimulation; optimise helpful stimulation; support movement and engagement; create a familiar space; provide opportunities to be alone or with others; provide links to the community; and respond to a vision for a way of life. Local governments can use these principles as well as other guides and checklists to ensure land-use planning, urban design and facilities maintenance contribute to dementia-friendly environments. Dementia-friendly planning and urban design policies can be applied to individual developments or to neighbourhoods or municipalities.

### FEATURES

- Promotes greater consistency across a local government area
- New developments and urban design interventions maximise amenity
- Environments become increasingly enabling over time

### EXAMPLE: PLANNING FOR HEALTH IN SOUTH WORCESTERSHIRE

In 2016, three city and district councils and Worcestershire County Council, UK, together produced a Draft Planning for Health in South Worcestershire Supplementary Planning Document (SPD). The Draft SPD recognises that the promotion of healthy communities requires planning for better built and natural environments to encourage good health and prevent illness. It notes that the built environment can reduce the risk of social isolation and reduced physical activity in older adults. The SPD provides specific information about how the cognitive changes of dementia can be affected by urban design elements. It gives planning policy guidance on creating age-friendly environments for the elderly and for those living with dementia. Policy provisions include the encouragement of suitable housing developments; management agreements for maintaining and designing public realm and open spaces; supporting public safety; incorporating flexible design principles; and maximising safe and effective links and connectivity.

### RESOURCES

[Planning for Health in South Worcestershire—Draft SPD](#)

[Alzheimer's Australia NSW—Building Dementia and Age-Friendly Neighbourhoods](#)

[Alzheimer's Australia—Creating Dementia-Friendly Communities: A Toolkit for Local Government](#)  
(includes a checklist for dementia-friendly physical environments)

[Dementia Enabling Environments Project](#)

[Oxford Institute for Sustainable Development—Neighbourhoods for Life: Designing Dementia-Friendly Outdoor Environments](#)

[Royal Town Planning Institute—Dementia and Town Planning Practice Advice](#)

[WHO—Checklist of Essential Features of Age-Friendly Cities](#)

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## Dementia awareness in schools

A third of children and young people in Australia currently know someone living with dementia, and it is likely that the majority of today's young people will experience the condition in their lifetime. Yet research by the Dementia Collaborative Research Centre of Australia has found that children and children's experiences are a neglected aspect of dementia research. Living with a relative with dementia can be challenging for a child or young person, and the complexities of dementia can make it harder for children to understand dementia's progression. At the same time, childhood can be a time to raise dementia awareness and to challenge the stigma around dementia.

### FEATURES

- Normalises and demystifies dementia
- Addresses the development of stigma and discriminatory behaviour
- Supports students who have a family member with dementia

### EXAMPLE: LLANFAES CP SCHOOL

Llanfaes Primary School has become the first in Wales to become a dementia-friendly school. A local 'dementia champion' (a grandparent connected to the school) provided an awareness training to staff, governors and parents. The school then ran a session for pupils in Years Five and Six, as well as awareness sessions for the local community. Following strong positive responses from the children—who created posters, brochures and models to help raise dementia awareness—the program was expanded to form a collaboration between the school and the local residential care home. Activities have since included the creation of a sensory garden by students and residents with the guidance of a sensory horticulturalist. Co-creation of the garden has provided opportunities for students and people with dementia to interact in an informal and positive way. The schools' activities form part of a broader dementia-friendly community initiative in Brecon, Wales.

### RESOURCES

[Video—Dementia-Friendly Llanfaes School](#)  
[Dementia Collaborative Research Centre \(Australia\)—Kids4Dementia](#)  
[Alzheimer's UK—Teaching Resources about Dementia](#)

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## Volunteer respite

Volunteer respite is designed to provide opportunities for carers to take a break from their caregiving activities. It is not designed to replace government or other formal respite services, but rather to increase the overall availability and scope of respite options within a community. In part, volunteer respite schemes are a response to the recognition that funded respite services are insufficiently resourced to meet demand. Yet as an ‘organic’ part of community life they also offer special benefits to people with dementia and their carers, associated with the co-location of respite facilities in a person’s own neighbourhood and with the social bonds that may already exist between a local respite volunteer and the person with dementia and their carer.

### FEATURES

- Informed volunteers can be drawn from a pool of trained ‘Dementia Friends’
- Low or no cost to people with dementia and their carers
- Informal respite options provide opportunities for on-demand/occasional respite to accommodate the changing needs of carers

### EXAMPLE: OPEN HOUSES IN JAPAN (‘SUZU-NO-YA’)

Japan is currently home to around 5.4 million ‘Dementia Friends’, and in 2014 some of these Friends initiated an open house scheme, ‘Suzu-no-ya’. The scheme applies a ‘professional free zone’ as a way to help normalise dementia in a community setting. The volunteer-run scheme provides a once-weekly drop-in where local residents with dementia and their carers can access all-day care meals, day trips, informal advice and carer peer support. Volunteers also provide a 24-hour helpline and referral service for carers. The scheme is delivered either in volunteers’ own houses or in vacant houses rented or repurposed for scheme. By utilising local housing stock, the scheme is able to provide respite in a familiar and relaxed environment. As people with dementia receive meals and care at the open house, their carers may also enjoy a meal at the house or spend their time elsewhere. The open house volunteers also work in tandem with a neighbourhood watch network that looks out for people with dementia who have become disoriented and confused outside of their home environment.

### RESOURCES

[Housing Learning and Improvement Network—Case Study 105](#)

[Guardian article—Dementia care in Japan is being solved through volunteer schemes](#)

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## Intergenerational learning

Remaining mentally active is considered one of the key ways an individual can lower their risk of dementia. Research conducted with older adults in the US in 2014 has found that intellectual activity in later life can delay cognitive impairment by at least three years. Yet a major finding of the study was the educational and occupational development throughout a person's entire life had the most protective effects. Compared to their mainland counterparts, Tasmanians have lower literacy and educational attainment levels. While a dementia-friendly community may not have clinical prevention as its core mission, incorporating intergenerational learning activities into a broader program of social integration may have the potential to deliver protective benefits for older adults and the wider community.

### FEATURES

- Dual benefits of a single intervention (social and educational)
- Low cost when leveraging existing educational platforms
- Delivers protective/preventative benefits
- Values the strengths and gifts of older adults

### EXAMPLE: EXPERIENCE CORPS

The Experience Corps is a program of the AARP (American Association of Retired Persons) Foundation. The AARP Foundation helps people over 50 who are struggling to meet their need for nutritious food, safe and affordable housing, adequate income and personal connection. The Experience Corps is an intergenerational tutoring program involving more than 2,000 trained volunteers working in 21 cities. These volunteers work with over 30,000 students each year in high-need elementary schools to help the students improve critical literacy skills. Tutoring is delivered over 6-15 hours per week, and can take the form of one-on-one tutoring, small groups or literacy assistance. Results for students are positive—the program reports that students tutored by Experience Corps volunteers see up to 60% improvement in literacy skills. Yet at the same time, clinical research with a sample of Experience Corps volunteers at risk of cognitive impairment has shown that over a six-month period the volunteers experienced improvements to both behavioural and cognitive functioning.

### RESOURCES

[Video—AARP Experience Corps](#)

[Vemuri et al—Study into intellectual enrichment and cognitive decline](#)

[Carlson et al—Neurocognitive plasticity and the Experience Corps program](#)

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## Dementia-positive language

The way we speak about dementia has the power to create positive and negative beliefs, feelings and experiences. If language is used without care, it can profoundly affect the happiness and wellbeing of a person with dementia, their family and friends; and it can also impact community perceptions of dementia and contribute to stigma and discrimination. Conversely, more positive language can raise awareness, support a person's quality of life, and foster a more inclusive community.

Central Coast Council agrees with Alzheimer's Australia that the language used in relation to dementia should be accurate, respectful, inclusive, empowering and non-stigmatising.

Alzheimer's Australia has produced a set of dementia language guidelines. These guidelines (reproduced below) form a key element of the Dementia-Friendly Central Coast Framework.

CONTEXT	PREFERRED TERMS	DO NOT USE
Talking about dementia	Dementia Alzheimer's disease and other forms of dementia A form of dementia A type of dementia Symptoms of dementia	Dementing illness Demented Affliction Senile Senility Going on a journey
Talking about people with dementia	A person/people with dementia A person/people living with dementia A person/people with a diagnosis of dementia	Sufferer Victim Demented person Dementing illness Dements Afflicted Offenders, absconders or perpetrators Patient (when used outside the medical context) Subject Vacant dement He/she's fading away or disappearing Empty shell Not all there Losing him/her or someone who has lost their mind He/she's an attention seeker Inmates (referring to people with dementia in care facilities) An onion with the layers peeling away Slang expressions that are derogatory, for example, delightfully dotty, away with the fairies, got a kangaroo loose

CONTEXT	PREFERRED TERMS	DO NOT USE
		in the back paddock, a couple of cents short 'They' (talking about all people with dementia rather than the individual)
A carer, family member or friend of a person with dementia (talking about themselves)	Living alongside (someone/a person/my partner/my mother, etc) who has dementia Living with/caring for/supporting a person who has dementia Living with/caring for/supporting a person with a diagnosis of dementia Living with the impact of dementia	
A carer, family member or friend of a person with dementia (talking about someone else)	Family member(s) Person supporting someone living with dementia Wife/husband/partner Child/son/daughter Parent Carer or care-giver (not everyone will like to be referred to as a carer)	
Impact of caring	Impact of supporting (someone/a person/my partner/my mother, etc) with dementia Effect of supporting (someone/a person/my partner/my mother, etc) with dementia	Carer burden Burden of caring
People with dementia under 65 years of age	Younger-onset dementia	Pre-senile dementia Early-onset dementia
Impacts of dementia	Disabling Challenging Life changing Stressful	Hopeless Unbearable Impossible Tragic Devastating Painful
Symptoms of dementia	Describe the symptom itself, e.g. memory loss, change in mood or behaviour, word-finding problems Describe the impact it is having, e.g. difficulty communicating	
Behavioural and psychological symptoms	Changed behaviours Expressions of unmet need Behavioural and psychological	<b>When talking about the symptoms</b> Behaviours of concern Challenging behaviours

CONTEXT	PREFERRED TERMS	DO NOT USE
	symptoms of dementia (in a clinical context)	<p>Difficult behaviours</p> <p><b>When talking about the person</b></p> <p>Difficult</p> <p>Faded away, empty shell or not all there</p> <p>Disappearing</p> <p>Aggressor</p> <p>Wanderer</p> <p>Obstructive</p> <p>Wetter</p> <p>Poor feeder</p> <p>Vocaliser</p> <p>Sexual disinhibitor</p> <p>Nocturnal</p> <p>Screamer</p> <p>Violent offender</p>
In research or in a medical context	<p>Dementia as a condition</p> <p>A person/people with dementia</p> <p>A person/people with a diagnosis of dementia</p> <p>A participant (if in a research trial)</p>	<p>Illness</p> <p>Disease (unless speaking about a type of dementia such as Alzheimer's disease)</p> <p>Subject</p> <p>Case</p> <p>PWD (as an abbreviation for a person with dementia)</p> <p>PWYOD (as an abbreviation for a person with younger onset dementia)</p>

Source: Alzheimer's Australia, Dementia Language Guidelines

# Community survey

The following is a transcript of the community survey administered via the SurveyGizmo online platform between 27 March and 8 April, 2017. The survey link was publicly available on the Council website and on the Council's Facebook page. In addition, direct email invitations to complete the survey were sent by the Council to community organisations as well to Council staff.

A total of 90 complete surveys were submitted.

Respondents' qualitative (open-ended text) feedback is presented here only in summary form. Analysis of the full text responses was conducted as part of determining the six dimensions of change identified in this Framework.

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## WELCOME PAGE

Tasmanian Councils play a key role in ensuring communities are vibrant, inclusive and supportive of all citizens.

As part of this role, the Central Coast Council wants to help people living with dementia to enjoy a high quality of life with meaning, purpose and value. To achieve this, we are taking our first steps to transform the Central Coast into a dementia-friendly community.

We are starting our journey by creating a Dementia-Friendly Community Framework. When complete in mid-2017, the Framework will form the basis for dialogue and action by the Council and community stakeholders.

As part of our effort to make sure the Framework reflects local perspectives and priorities, we are inviting all people with a stake in the Central Coast community to complete this survey. This survey will ask:

- A little about you
- About your dementia knowledge
- What you believe and think about dementia
- About your ideas for making the Central Coast a dementia-friendly community

We've also included some facts about dementia along the way. If you feel upset or concerned about any of the issues raised in this survey, we encourage you to call the National Dementia Helpline on 1800 100 500.

Your responses will be anonymous and not linked to you personally. Your participation is completely voluntary and you may stop the survey at any time. Data from the survey will help the Council to create a more dementia-friendly Central Coast.

## ABOUT YOU

1. Thinking about the Central Coast local government area, are you currently (tick all that apply):

Living in the Central Coast?	85%
Employed in the Central Coast?	41%
Running a business or community organisation in the Central Coast?	19%
Visiting or touring the Central Coast?	1%
Connected to the Central Coast in another way? (please specify)	10%
Not connected to the Central Coast in any of these ways?	3%

*[Total exceeds 100% as respondents were able to select more than one option]*

2. Please tick all the statements that apply to your situation:

I have dementia.	0%
I have a partner or family member in the Central Coast with dementia.	15%
I have a close friend in the Central Coast with dementia.	2%
I have a co-worker in the Central Coast with dementia.	1%
I have an employee in the Central Coast with dementia.	1%
I have an acquaintance in the Central Coast with dementia.	17%
None of the above.	67%

*[Total exceeds 100% as respondents were able to select more than one option]*

3. Do you regularly look after someone with dementia? (please tick all that apply):

No.	80%
Yes, I'm a carer for a family member, friend or neighbour with dementia in their home.	4%
Yes, I'm a nurse or professional care worker for a client or patient with dementia.	10%
Yes, I look after a person with dementia in another way. (please specify)	6%

## DID YOU KNOW?

In Australia around 244 people each day join the population of people with dementia. (Source: Alzheimer's Australia)

## UNDERSTANDING DEMENTIA

4. How much do you feel you know about dementia?

Nothing at all.	0%
Not much.	18%
Some.	49%
Quite a lot.	23%
A great deal.	10%

5. What is your MAIN source of information about dementia?

Personal experience.	30%
'Word of mouth' or common knowledge.	24%
Learning on the job.	6%
TV or print media.	11%
Professional or formal education	14%
Other. (please specify)	8%

6. Do you think of dementia as a normal part of ageing?

Yes.	21%
No.	62%
I'm not sure.	17%

7. Who can develop dementia? (please tick all that apply)

People in their 60s and older.	4%
People in their 50s.	2%
People in their 40s.	93%
All of the above.	3%
I'm not sure.	4%

*[Total exceeds 100% as respondents were able to select more than one option. The correct answer is 'All of the above'.]*

8. Which do you understand to be the main risk factors for developing dementia? (please tick all that apply)

Heavy drinking	9%
One or both parents have dementia.	23%
Smoking.	4%
Poor diet.	7%
High blood pressure.	6%
All of the above.	34%
None of the above.	11%
I'm not sure.	27%

*[Total exceeds 100% as respondents were able to select more than one option. The correct answer is 'All of the above'.]*

9. What do you understand to be the early signs of dementia? (please tick all that apply)

Progressive and frequent memory loss	16%
Confusion.	15%
Personality change.	8%
Apathy and withdrawal.	6%
Loss of ability to perform everyday tasks.	10%
All of the above.	77%
None of the above.	2%
I'm not sure.	16%

*[Total exceeds 100% as respondents were able to select more than one option. The correct response is 'All of the above'.]*

10. If you or someone close to you was showing the early signs of dementia, where would you go FIRST for help and advice?

Partner or family member.	9%
Friend.	2%
Doctor or nurse.	72%
Internet.	3%
Church or charity.	0%
Dementia organisation.	12%
Telephone helpline.	1%
Council	0%
I'm not sure.	1%
Other. (please specify)	1%

## DID YOU KNOW?

Taking these five steps may help to lower your risk of dementia: looking after your heart; being physically active; mentally challenging your brain; following a healthy diet; enjoying social activity. (Source: Alzheimer's Australia)

## THINKING ABOUT DEMENTIA

11. Please provide your response to the following statements:

	Agree	Neither agree nor disagree	Disagree	I'm not sure
Someone with dementia can still live life to the full.	48%	23%	21%	9%
I would find it hard to talk to someone with dementia.	10%	26%	57%	7%
Caring for someone with dementia can be very rewarding.	37%	33%	15%	16%
Having dementia means a person cannot make their own decisions.	29%	31%	32%	9%
There is little benefit to including people with dementia in community activities.	5%	11%	79%	5%
A person with dementia retains their feelings and emotions, even if they can't always understand what is being said.	79%	8%	1%	12%
If I was diagnosed with dementia, I would want my family and friends to know.	82%	8%	3%	7%
If I was diagnosed with dementia, I would want my employer to know.	62%	16%	9%	13%
If I was diagnosed with dementia, I would be confident my community would know how to support me.	17%	35%	24%	25%

## DID YOU KNOW?

In Australia the majority of people with dementia live in the community. (Source: Alzheimer's Australia)

## A DEMENTIA-FRIENDLY COMMUNITY

12. Overall, would you say that people living in the Central Coast:

Are very well supported to live a high quality of life.	5%
Face some barriers to enjoying a high quality of life.	40%
Are not generally helped to enjoy a high quality of life.	13%
I'm not sure.	42%

13. What would you say are the most positive or supportive aspects of the Central Coast area for someone living with dementia?

*[A majority of comments related either to services and facilities (quality, scope, location, variety, responsiveness) or the Central Coast community (inclusivity, social capital, community spirit). A significant minority of comments related to location/lifestyle and township design. A significant minority also reported they were unsure/had insufficient knowledge to comment].*

14. What would you say are the most challenging or negative aspects of the Central Coast area for someone living with dementia?

*[A majority of responses related to the difficulties of accessing services (transport/location, waiting lists, lack of specialist expertise, access to information). A large minority also cited poor community attitudes and lack of awareness. Other comments related to the challenges of caring, social isolation, the challenges of everyday living with dementia and signage/built environment. A small minority said they were not sure/unable to comment.]*

15. What changes to the Central Coast area do you think could increase support and understanding for people with dementia?

*[A majority of responses suggested education and awareness-raising (through a diverse range of channels). A large minority suggested greater social inclusion (community activities, cross-community involvement, dementia-friendly activities and facilities). A large minority also referred to services and infrastructure (transport, community hubs, public amenity, more health and specialist services). A significant minority named information provision (about dementia as well as support options) and better carer support. A minority named supporting people to remain independent at home, and building partnerships and community capacity. A significant minority said they were not sure/unable to suggest a change].*

## DID YOU KNOW?

There are many different types of dementia (including Alzheimer's disease). Regardless of which type of dementia is diagnosed, each person will experience their dementia in their own unique way. (Source: DementiaUK)

## A DEMENTIA-FRIENDLY COMMUNITY

16. How important are each of the following to you?

	Very important	Somewhat important	Not important	No opinion
The opinions and ideas of people with dementia are reflected in community decision-making.	54%	40%	2%	3%
Everyone in the community is helped to understand dementia.	74%	23%	2%	1%
Employers support people with dementia to stay in the workforce as long as possible.	66%	28%	3%	2%
Shops ensure staff know how to communicate with people with dementia.	80%	16%	2%	1%
Banks, medical services, transport providers and other services understand and meet the needs of people with dementia.	92%	5%	1%	1%
Streetscapes, parks and other public spaces are designed to help people with dementia to keep safe and find their way around.	84%	13%	2%	1%
People with dementia are supported to participate in social and community activities.	84%	14%	1%	1%
Creating a dementia-friendly community is considered "everybody's business".	74%	21%	3%	2%

## ABOUT YOU

17. What is your age in years? (please select)

19 or under	0%
20 to 29	2%
30 to 39	10%
40 to 49	19%
50 to 59	28%
60 to 69	26%
70 to 79	15%
80 to 89	0%
90 or older	0%

18. What is your gender?

Female.	67%
Male.	33%
Prefer not to say.	0%
Other identification. (please specify)	0%

19. Where were you born?

Australia.	90%
Other identification. (please specify)	10%

*[Most common other country of origin was England/UK, Netherlands]*

20. Are you of Aboriginal or Torres Strait Islander origin?

No.	99%
Yes.	1%

21. Do you speak a language other than English at home?

No.	96%
Yes. (please specify)	4%

*[Other languages specified were Dutch, Dutch Friesian, German]*

22. What is your current employment status?

Unemployed/not working.	6%
Retired.	27%
Casual work.	3%
Part-time work.	25%
Full-time work.	38%

23. What is your marital status?

Single.	8.7%
Married/Defacto.	78.3%
Divorced/Separated.	8.7%
Widowed.	4.3%

24. What are your current living arrangements?

I live alone.	12%
I live with a partner/spouse.	76%
I live with my children, without a partner.	5%
I live with a housemate.	0%
I live with my parents.	1%
Other. (please specify)	5%

25. What is the highest level of education you have completed?

Primary school.	0%
Secondary school.	22%
TAFE/VET (Certificate/Diploma/Trade)	30%
University (Undergraduate/Postgraduate)	42%
Other. (please specify)	5%

26. What is your annual household income, before tax, from all sources?

\$25,000 or less.	5%
\$25,001 to \$40,000.	10%
\$41,000 to \$55,000.	9%
\$55,001 to \$70,000.	12%
\$70,001 or more.	42%
Prefer not to say.	22%

## ADDITIONAL FEEDBACK

27. Before you finish this survey, is there anything more you would like to add?

*[This was a text box providing the opportunity for free comment. A large majority of respondents praised the Dementia-Friendly Central Coast initiative and expressed a call to action; a small minority of comments was issue-specific; one comment was critical of the initiative.]*

## THANK YOU PAGE

Thank you for your time. Your input will help us to make the Central Coast more dementia-friendly.

If you have any questions about this project, please contact:

Heidi Willard, Strategy & Policy Officer, Central Coast Council

PO Box 220 | 19 King Edward Street, Ulverstone TAS 7315

P: (03) 6429 8917 | F: (03) 6425 1224

*[This page also provided a link and contact information to the National Dementia Helpline]*

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# Central Coast Council

## Schedule of Delegations

Council to the General Manager

June 2017

## ***Local Government Act 1993 (No. 95 of 1993)***

### **22. Delegation by Council**

**(1)** Subject to subsection (2), a Council, in writing, may delegate with or without conditions to the General Manager, controlling authority, a Council committee, a special committee or a local committee, any of its functions or powers other than –

- (a)** this power of delegation, unless authorized by the Council; and
- (b)** the powers referred to in subsection (2).

**(2)** A Council, in writing, may delegate any of the following powers only to the General Manager or a Council committee and only on condition that the Council has determined appropriate policies and procedures to be followed in relation to those powers:

- (a)** the imposition of fees, taxes, rates and charges;
- (b)** the remission or rebate of rates and charges;
- (c)** the making of grants or the provision of benefits.

**(3)** A Council must not delegate any of its powers relating to the following:

- (a)** the borrowing of money or other financial accommodation;
- (b)** the determination of the categories of expenses and allowances payable to Councillors and any member of any committee;
- (c)** the establishment of committees, controlling authorities or joint authorities;
- (d)** the revision of the budget or financial estimates of the Council;
- (e)** the revision of the strategic and operational plans of the Council;
- (f)** the approval for, and the method of, the sale of land;
- (g)** the making of by-laws;
- (h)** the fixing of fees, rates and charges;
- (i)** any other prescribed power.

**(4)** The General Manager is to –

- (a)** keep a register of any delegation; and
- (b)** make the register available for inspection at a public office.

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## Building Act 2016

### DELEGATION

- (1) The Minister may delegate to any person any of the Minister's powers and functions under this Act, other than this power of delegation.
- (2) The Director of Building Control may delegate to any person any of the Director's powers and functions under this Act, other than this power of delegation.
- (3) A Council may delegate to any person any of its powers and functions under this Act, other than this power of delegation.
- (4) A general manager may delegate to any person any of the general manager's powers and functions under this Act, other than this power of delegation.
- (5) A delegation under this section is to be made by instrument in writing

Provision	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
8(3)	All the powers and functions of Council under the Building Act 2016.	Delegation from Council to General Manager.	GM
		To exercise the powers and perform the functions under the Building Act 2016	

### Heavy Vehicle National Law Act 2013

This register is maintained in compliance with section 22 of the Local Government Act 1993 (Tas).

The Heavy Vehicle National Law (Tasmania) Act 2013 (Tas) makes the Heavy Vehicle National Law applicable in Tasmania with certain modifications for the Tasmanian context. The Act results in the creation of the Heavy Vehicle National Law (Tasmania).

The Heavy Vehicle National Law is contained in a Schedule to the Heavy Vehicle National Law Act 2012 (Qld).

The Acts Interpretation Act 1931 (Tas) does not apply to the Heavy Vehicle National Law (Tasmania).

A Council, within the meaning of the Local Government Act 1993 (Tas), is declared to be a local government authority for the purposes of the Heavy Vehicle National Law (Tasmania). The Council is the "road manager" for the purposes of this Act in relation to a road controlled by a local government authority.

The Registrar of Motor Vehicles is the "road authority".

The National Heavy Vehicle Regulator may appoint an employee of a Council to be an "authorised officer": Heavy Vehicle National Law s.481. The Act does not provide for this appointment to be made by a Tasmanian body.

Provision	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
118(1)(b)	Granting consent for exemption on mass or dimension restriction		GM
124(1)(b)	Granting consent for exemption (permit) on mass or dimension restriction		GM
145(1)(b)	Granting consent for a class 2 heavy vehicle authorisation		GM

156(2)	Asking the Regulator for a longer period to decide whether to grant consent for a mass or dimension authority		GM
156(6)	Providing written statement explaining road manager's reasons not to give consent for a mass or dimension authority		GM
159(2)	Notifying the Regulator that route assessment is required by the road manager in deciding whether to give consent and the fee payable		GM
160(1)	Specifying road condition(s) to which the granting of consent is subject		GM
160(2)	Providing the Regulator with a written statement explaining the road manager's decision to grant consent subject to road conditions		GM
161(1)	Specifying travel condition(s) to which the granting of consent is subject		GM
161(2)	Providing the Regulator with a written statement explaining the road manager's decision to grant consent subject to road conditions		GM
162(2)	Requesting specified vehicle condition(s) be imposed on the mass or dimension authority		GM
167(2)(b)	Giving notice to the Regulator of objection to the application of this section [which provides for expedited process for renewal of mass or dimension authority]		GM
169	Giving consent to the grant of a mass or dimension authority for a trial period or no more than 3 months		GM
170	Renewal of limited consent for trial purposes		GM

171	Period for which mass or dimension authority applies where limited consent		GM
172	Requirements for statement explaining adverse decision of road manager		GM
173	Amendment or cancellation on Regulator's initiative		GM
174(2)	Asking the Regulator to amend or cancel the mass or dimension authority granted by Commonwealth Gazette notice due to adverse effect of heavy vehicles		GM
176	Amendment or cancellation on application by permit holder		GM
178(2)	Asking the Regulator to amend or cancel the mass or dimension authority granted by Commonwealth Gazette notice due to adverse effect of heavy vehicles		GM
645	Decide a review of a reviewable decision under the Act		GM

### Monetary Penalties Enforcement Act 2005

This register is maintained in compliance with section 22 of the Local Government Act 1993 (Tas).

Provision	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
18(1)	Referral to Director of Monetary Penalties Enforcement Service The Council may refer an infringement notice served by it to the Director for enforcement		GM
23	Withdrawal of infringement notice The Council may withdraw an infringement notice served by it.  The Council is required to advise the offender in writing and advise the Director MPES if the notice was referred to MPES		GM

28(1)	Receive application for variation of payment conditions A person served with an infringement notice may apply to the Council for a variation of payment conditions		GM
39(1)	Council may issue proceedings if alleged offender elects hearing If an alleged offender elects to have offences heard and determined by a court the Council may commence proceedings		GM
40(3)	Council may consent to setting aside of conviction The Council may consent to an application by a person convicted to the setting aside of that conviction		GM

### Strata Titles Act 1998

This register is maintained in compliance with section 22 of the Local Government Act 1993 (Tas).

Provision	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
31(3)	Issuing a certificate of approval for a strata plan The Council may issue a certificate of approval for a strata plan after satisfying itself of certain matters		GM
31(4)	Council must return documents The Council must return sketches, plans and models if it refuses to issue a certificate of approval		GM
31(6)	Council must refuse to issue certificate of approval The Council must refuse to issue a certificate of		GM

	approval if it considers the proposal is actually a subdivision		
36(1)	Developer can apply to Council for in principle approval A developer can apply to Council for in principle approval for a staged development scheme		GM
37(1)(a)	Council can require changes Before giving in principle approval for a staged development scheme Council can require specified changes to the scheme	Report to be submitted to Council for decision.	GM
37(1)(b)	Council can require demolition or alteration Before giving in principle approval for a staged development scheme Council can require the demolition or alteration of buildings on the site	Report to be submitted to Council for decision.	GM
37(2)(a)	Council can approve staged development scheme unconditionally		GM
37(2)(b)	Council can approve the staged development scheme subject to specified conditions		GM
37(2)(c)	Council can refuse to approve the staged development scheme	Report to be submitted to Council for decision.	GM
37(4)	Council to issue certificate of approval If Council approves the proposed staged development scheme it must issue a certificate of approval		GM

41(2)	Council can refuse to approve stage  The Council may refuse to approve a particular stage of a staged development scheme in certain circumstances		GM
		Report to be submitted to Council for decision.	
42(2)	Council to receive application for variation of staged development scheme  A developer applies to the Council in the first instance to vary a staged development scheme. The application must include the consent of all present and prospective owners of lots		GM
42(5)	Council may dispense with consent of owners  The Council may dispense with the consent of a present or prospective owners of lots in the staged development scheme in relation to a proposed variation if satisfied of certain matters		GM
42(6)	Council may approve or refuse application for variation  The Council may approve unconditionally, subject to specified conditions or refuse an application to vary a variation to a staged development scheme		GM
		Report to be submitted to Council for decision.	
45	Council may apply for an injunction  Council (as an "interested person" under the Act) can apply for a mandatory injunction requiring the developer of a staged development scheme to complete the scheme		GM
		Report to be submitted to Council for decision.	

54(1)(a)	Council can require changes Before giving in principle approval for a community development scheme Council can require specified changes to the scheme	Report to be submitted to Council for decision.	GM
54(1)(b)	Council can require demolition or alteration Before giving in principle approval for a community development scheme Council can require the demolition or alteration of buildings on the site	Report to be submitted to Council for decision.	GM
54(2)(a)	Council can approve community development scheme unconditionally		GM
54(2)(b)	Council can approve the staged development scheme subject to specified conditions		GM
54(2)(c)	Council can refuse to approve the community development scheme	Report to be submitted to Council for decision.	GM
54(4)	Council to issue certificate of approval If Council approves the proposed community development scheme it must issue a certificate of approval		GM
57(2)	Council can refuse to approve stage The Council may refuse to approve a particular stage of a community development scheme in certain circumstances	Report to be submitted to Council for decision.	GM

58(2)	<p>Council to receive application for variation of community development scheme</p> <p>A developer applies to the Council in the first instance to vary a community development scheme. The application must include the consent of all present and prospective owners of lots</p>		GM
58(5)	<p>Council may dispense with consent of owners.</p> <p>The Council may dispense with the consent of a present or prospective owners of lots in the community development scheme in relation to a proposed variation if satisfied of certain matters</p>		GM
58(6)	<p>Council may approve or refuse application for variation.</p> <p>The Council may approve unconditionally, subject to specified conditions or refuse an application to vary a variation to a community development scheme</p>	<p>Director Community Services and Land Use Planning Group Leader may approve application for variation.</p> <p>The Council may refuse application for variation.</p> <p>The Council may approve unconditionally, subject to specified conditions or refuse an application to vary a variation to a community development scheme</p>	GM
61	<p>Council may apply for an injunction</p> <p>Council (as an "interested person" under the Act) can apply for a mandatory injunction requiring the developer of a community development scheme to complete the scheme</p>	<p>Report to be submitted to Council for decision.</p>	GM

65(a)	Council to receive undertaking on acquisition of land in scheme  A person who is to acquire title in a registered community development scheme must give a written undertaking to develop the land in accordance with the scheme to the Council		GM
65(b)(ii)	Council may require security on acquisition of land in scheme  A person who is to acquire title in a registered community development scheme must give Council any security required by Council after notifying Council of the transaction		GM
142(2)(b)	Council can apply to have the Recorder of Titles Council can apply to the Recorder to have a register of title cancelled or corrected.		GM

## **Environmental Management and Pollution Control Act 1994**

### **APPOINTMENTS**

- . A Council may appoint an employee of the Council to be a Council officer for the purposes of this Act: s.21 of EMPCA.
- . Any person authorised pursuant to s.21 must be provided with a certificate of authorisation which is capable of production upon request (along with identification), pursuant to s.92(4).

### **DELEGATIONS**

- . A Council, in writing, may delegate with or without conditions to the General Manager, any of its functions or powers under any Act: s.22 Local Government Act 1993 (subject to restrictions).

- The General Manager, in writing, may delegate to an employee of the Council (a) any functions or powers under any Act, other than this power of delegation; and (b) any functions or powers delegated by the Council which the Council authorised the General Manager to delegate: s.64 Local Government Act 1993.
- If an Act confers a power on a person to delegate a function or power, the person may, in accordance with the Act, delegate the function or power to (a) a person by name; or (b) the holder of a particular office or position by reference to the title of the office or position concerned, whether or not the office or position is vacant at the time of the delegation: s.23AA(1) of the Acts Interpretation Act 1931.
- If a function or power is delegated to a particular officer or the holder of a particular office or position (a) the delegation does not cease to have effect merely because the person who was the particular officer or the holder of the particular office or position when the function or power was delegated ceases to be that officer or the holder of that office or position; and (b) the function or power may be performed or exercised by the person for the time being occupying or acting in the office or position concerned: s.23AA(5) of the Acts Interpretation Act 1931.
- A function or power that has been delegated may, notwithstanding the delegation, be exercised by the delegator: s.23AA(6) of the Acts Interpretation Act 1931.

Provision	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
Sec 22 LGA	All of Council's powers and functions under the Environmental Management and Pollution Control Act 1994	Delegation given by Council to General Manager.	GM
Sec 64 LGA	All of Council's powers and functions under the Environmental Management and Pollution Control Act 1994, may be delegated	Authorisation given by Council to General Manager.	GM
Sec 20A	Duty of Council to prevent pollution		GM
Sec 20B	Council may ask Board to exercise powers		GM

Sec 21	Council officers		GM
Sec 22 (1A)	Registers of environmental management and enforcement instruments	Council is original source of power.	GM
Sec 23 (1) (2)	Trade secrets	Council is original source of power.	GM
Sec 24 (1)	Council must refer application to the Board if directed to do so		GM
Sec 44 (4)	Environment protection notices		GM
Sec 47 (3) (4)	Action on non-compliance with environment protection notice		GM
Sec 48 (1)	Civil enforcement proceedings		GM
Sec 61	Reports in respect of alleged contraventions		GM
Sec 74	Environmental Impact Assessment Principles		GM
Sec 94	Provisions relating to seizure		GM

## Food Act 2003

### APPOINTMENTS

- . A Council may appoint a person to be an authorised officer for the purposes of this Act: S.100(2) of the Food Act 2003.

### DELEGATIONS

- . A Council, in writing, may delegate with or without conditions to the General Manager, any of its functions or powers under any Act: s.22 Local Government Act 1993 (subject to restrictions).

- The General Manager, in writing, may delegate to an employee of the Council (a) any functions or powers under any Act, other than this power of delegation; and (b) any functions or powers delegated by the Council which the Council authorised the General Manager to delegate: s.64 Local Government Act 1993.
- If an Act confers a power on a person to delegate a function or power, the person may, in accordance with the Act, delegate the function or power to (a) a person by name; or (b) the holder of a particular office or position by reference to the title of the office or position concerned, whether or not the office or position is vacant at the time of the delegation: s.23AA(1) of the Acts Interpretation Act 1931.
- If a function or power is delegated to a particular officer or the holder of a particular office or position (a) the delegation does not cease to have effect merely because the person who was the particular officer or the holder of the particular office or position when the function or power was delegated ceases to be that officer or the holder of that office or position; and (b) the function or power may be performed or exercised by the person for the time being occupying or acting in the office or position concerned: s.23AA(5) of the Acts Interpretation Act 1931.
- A function or power that has been delegated may, notwithstanding the delegation, be exercised by the delegator: s.23AA(6) of the Acts Interpretation Act 1931.

Provision	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
Sec 22 LGA	All of Council's powers and functions contained in the Food Act 2003.	Delegation given by Council to General Manager. <hr/> To exercise all of Council's powers and functions contained in the Food Act 2003.	GM
Sec 64 LGA	All of Council's powers and functions contained in the Food Act 2003, may be delegated	Authorisation given by Council to General Manager. <hr/>	GM

		To delegate all of Council's powers and functions to an authorised officer for the purposes of the Food Act 2003.	
Sec 101 (2)	Appointment of Authorised Officers	<p>Appointment by Council to General Manager.</p> <hr/> <p>To exercise the following powers as an authorised officer for the purposes of the Food Act 2003.</p>	GM
Sec 33	Making of order	<p>Delegation given by Council to General Manager.</p> <hr/> <p>Exercise emergency powers as prescribed under Section 33 of the Food Act 2003.</p>	GM
Sec 34 (2)	Nature of order	<p>Delegation given by Council to General Manager.</p> <hr/> <p>Issuing an order under Section 34 of the Tasmania Food Act 2003.</p>	GM
Sec 50 (2)	Forfeiture of item	<p>Delegation given by Council to General Manager.</p> <hr/> <p>To seize items in accordance with Section 50 of Tasmania Food Act 2003.</p>	GM
Sec 52 (1)	Return of forfeited item	<hr/> <p>To return forfeited item in accordance with Section 52 of the Tasmania Food Act 2003.</p>	GM

Sec 53 (4) (2) (3)	Compensation to be paid in certain circumstances	<p>Delegation given by Council to General Manager.</p> <hr/> <p>Compensation to be paid in certain circumstances in accordance with Section 53 of the Tasmania Food Act 2003.</p>	GM
Sec 55	Enforcement agency entitled to answer application	<hr/> <p>Enforcement agency entitled to appear as respondent at hearing of application made under Section 54 in accordance with Section 55 of the Tasmania Food Act 2003.</p>	GM
Sec 68 (2) (3)	Compensation	<hr/> <p>Compensation may be payable in accordance with Section 68 of the Tasmania Food Act 2003.</p>	GM
Sec 83H	Priority classification system	<hr/> <p>Maintain a priority classification system in accordance with Section 83H of the Tasmania Food Act 2003.</p>	GM
Sec 87 (1) (5) (6) (7)	Registration of food business	<hr/> <p>The registration of food business in accordance with Section 87 (1)(5)(6)(7) of the Tasmania Food Act 2003.</p>	GM
Sec 89 (3) (5)	Renewal of registration	<hr/> <p>Renew food business registrations in accordance with Section 89 (3)(5) of the Tasmania Food Act 2003.</p>	GM

Sec 91	Variation of conditions, or suspension or cancellation, of registration of food businesses	Variation of conditions, or suspension, or cancellation, of registration of food business in accordance with Section 91 of the Tasmania Food Act 2003.	GM
Sec 94	Register of food businesses	Prepare and maintain list of food business registration details in accordance with Section 94 of Tasmania Food Act 2003.	GM
Sec 97	Functions of Councils	Ensure provisions of Act are complied with and carry out any other function determined in accordance with Section 97 of the Tasmania Food Act 2003.	GM
Sec 98 (4)	Power of Director of Public Health to order Council to perform duties	To exercise power of Director of Public Health in accordance with Section 98(4) of the Tasmania Food Act 2003.	GM
Sec 100 (1) (2)	Reports by Councils	Report to the Director of Public Health in accordance with Section 100 (1)(2) of the Tasmania Food Act 2003.	GM
Sec 104(1)	Institution of proceedings	Institute proceedings in accordance with Section 104(1) of the Tasmania Food Act 2003.	GM

Sec 118 (1)	Infringement notices		GM
		Serve an infringement notice in accordance with Section 118(1) of the Tasmania Food Act 2003.	

## Land Use Planning and Approvals Act 1993

### DELEGATION

s.6 Delegation (3) A planning authority may, by resolution, delegate any of its functions or powers under this Act other than this power of delegation to a person employed by the authority.

- (4) A delegation may be made either generally or as otherwise provided by the instrument of delegation.
- (5) Notwithstanding any delegation, a planning authority may continue to perform or exercise all or any of the functions or powers delegated.
- (6) A function or power performed or exercised by a delegate has the same effect as if performed or exercised by a planning authority.

NB: Delegations under this Act may be made by Council directly to Council employees other than the GM.

Delegations may be made by the GM to other officers pursuant to the general power in s.64 of the Local Government Act 1993, if she or he is authorised to do so.

### AUTHORISATION

#### Authorised Officers

s.65I(2) A General Manager of a Council may authorise a person to be, for the purposes of this Act, an authorised officer in respect of the municipal area of the Council.

Provision	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
Part 3 Generally	<p>PART 3 PLANNING SCHEMES</p> <p>As a consequence of any decision by the Council to initiate preparation of a planning scheme or a planning scheme amendment or to provide its views and opinions on any representation received on a draft planning scheme or draft amendment:</p> <p>i) authority to give such advice, consultation, referral or notification as required under this Part;</p> <p>ii) authority to initiate public notification of a draft scheme or draft amendment;</p> <p>iii) authority to submit a draft scheme or a draft amendment for approval if no representations are received during the exhibition period;</p> <p>iv) authority to modify a draft planning scheme or draft amendment if only to correct any error, remove an anomaly, clarify or simplify a provision, remove any inconsistency with other regulation, make procedural changes or to bring the planning scheme into conformity with a mandatory planning instruction;</p> <p>v) represent the Council and to give evidence and make submissions before any hearing conducted by the Tasmanian Planning Commission.</p>	Delegation given by Council to General Manager.	GM
Part 4 Generally	<p>PART 4 ENFORCEMENT OF PLANNING CONTROL</p> <p>Authority to require the making of a permit application and to undertake actions and proceedings in pursuance of the Council's obligations as a planning authority to observe and enforce compliance</p>	Delegation given by Council to General Manager.	GM

	<p>of a planning scheme; including –</p> <p>i) to give such advice, consultation, referral or notification as required under this Part;</p> <p>ii) to represent the Council and to give evidence before the Resource Management and Planning Appeal Tribunal in respect of any appeal against a decision on a planning permit;</p> <p>iii) to initiate legal proceedings for any use of land, development or act if:-</p> <ul style="list-style-type: none"> <li>- contrary to a State Policy, planning scheme or special planning scheme;</li> <li>- an obstruction of a planning scheme or special planning scheme; or</li> <li>- a breach of a condition or restriction of a planning permit.</li> </ul>		
S.48AA	Enforcement of special permits	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
s.48A	Notice to remove signs	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
S.51	Permits	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
S.52(1B)	What if applicant is not the owner?		GM
S.53(5A) & (5B)	When does a permit take effect?	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
S.54	Additional information	Delegation given by Council to General. Original source of authority is Planning Authority.	GM

S.55	Correction of mistakes in a permit	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
S.56	Minor amendments of permits	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
S.57(2)	Applications for discretionary permits	Delegation given by Council to General Manager. Original source of authority is Planning Authority.  If the proposed use or development is prohibited by the scheme.	GM
S.57(3)	Notify application for a discretionary permit	Delegation given by Council to General. Original source of authority is Planning Authority.	GM
S.57(6)	Grant a discretionary permit with or without conditions	Delegation given by Council to General Manager. Original source of authority is Planning Authority. If –  a) there are no representations making objection to grant of a permit; or  b) there are representations making objection on grounds that are not matters applicable for determination of the permit application	GM
S.57(6A)	Negotiate an extension of time for determination of a permit application	Delegation given by Council to General Manager. Original source of authority is Planning Authority. <hr/> To negotiate with applicants for extensions to the statutory period within which granting or refusal of applications for permits must otherwise take place.	GM

		<p>To comply with the provisions of the Land Use Planning and Approvals Act 1993 relating to the statutory time period for the consideration of planning permits.</p> <p>Council authorisation is given for the General Manager to delegate this power to the Director Community Services and the Land Use Planning Group Leader.</p>	
S.57A	Mediation	Delegation given by Council to General Manager. Original source of authority is Planning Authority. Authority to undertake mediation on any appeal arising out of a decision on a planning permit and to bind Council to agreements within the mediation on any matter that the Council has a proper power relevant to the permit application under LUPAA	GM
S.58	Application for other permits	Delegation given by Council to General Manager. Original source of authority is Planning Authority. Grant of a permit if the use or development complies to all applicable regulatory requirements	GM
S.59(7)	Determine an application for a permit if the statutory time has elapsed	Delegation given by Council to General Manager. Original source of authority is Planning Authority. Subject to the same qualifications as applied to a S.57 decision.	GM
S.60P(4)	Provide information if requested by Tasmanian Planning Commission	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
S.60Q(5)	Notification and exhibition of project	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM

S.61	Represent the Council in an appeals against a permit decision	Delegation given by Council to General Manager. Original source of authority is Planning Authority.  Not if the decision of the Council is contrary to the written recommendation.	GM
S.63	Initiate legal proceedings for obstruction of a planning scheme	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
S.63A	Initiate legal proceedings to enforce compliance with planning scheme or a permit	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
S.63B(3)	Notice of suspected contravention, &c., may be given	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
S.64	Civil enforcement proceedings	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
S.65B	Notice of intention to issue enforcement notice	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
S.65C	Enforcement notices	Delegation given by Council to General. Original source of authority is Planning Authority.	GM
S.65G	Cancellation of permits	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
SS.63(5C), 64(8), 65E(5),	Carry out works	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
Part 4 Generally	Authority to represent the planning authority or to appoint a person to represent the planning authority and to give evidence, on a planning appeal or other	Delegation given by Council to General Manager. Original source of authority is Planning Authority. Except where the Council makes such decision	GM

	action, including any mediation, before the Resource Management and Planning Appeals Tribunal or any other body of competent jurisdiction.	contrary to the written advice or recommendation of the Director Land and Environmental Services.	
S.71	PART 5 AGREEMENTS Require an Agreement	Includes authority to negotiate the terms, conditions and duration of an agreement, with the condition that the final approval of an agreement shall be given by the General Manager.	GM
S.74(3)	Duration of agreement	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
S.75	Amend agreements	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
S.76	Lodge Agreement with Commission	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
S.78	Registration of agreements	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
S.80	Represent the Council or appoint a person (legal practitioner) to represent the Council in proceedings before the Appeal Tribunal	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM
S.84	Serve notices or other documents	Delegation given by Council to General Manager. Original source of authority is Planning Authority.	GM

#### Land Use Planning and Approvals Regulations 2014

Provision	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
Reg. 9	Notice of application for permit	Delegation given by Council to General Manager.	GM

## Local Government (Building and Miscellaneous Provisions) Act 1993

### DELEGATIONS & AUTHORISATIONS

- . A Council, in writing, may delegate with or without conditions to the General Manager, any of its functions or powers under any Act: s.22 Local Government Act 1993 (subject to restrictions).
- . The General Manager, in writing, may delegate to an employee of the Council (a) any functions or powers under any Act, other than this power of delegation; and (b) any functions or powers delegated by the Council which the Council authorised the General Manager to delegate: s.64 Local Government Act 1993.
- . If an Act confers a power on a person to delegate a function or power, the person may, in accordance with the Act, delegate the function or power to (a) a person by name; or (b) the holder of a particular office or position by reference to the title of the office or position concerned, whether or not the office or position is vacant at the time of the delegation: s.23AA(1) of the Acts Interpretation Act 1931.
- . If a function or power is delegated to a particular officer or the holder of a particular office or position (a) the delegation does not cease to have effect merely because the person who was the particular officer or the holder of the particular office or position when the function or power was delegated ceases to be that officer or the holder of that office or position; and (b) the function or power may be performed or exercised by the person for the time being occupying or acting in the office or position concerned: s.23AA(5) of the Acts Interpretation Act 1931.
- . A function or power that has been delegated may, notwithstanding the delegation, be exercised by the delegator: s.23AA(6) of the Acts Interpretation Act 1931.

#	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
Sec 22 LGA	All of Council's powers and functions contained in the Local Government (Building and Miscellaneous Provisions) Act 1993.	Delegation given by Council to General Manager.	GM

Sec 64 LGA	All of Council's powers and functions contained in the Local Government (Building and Miscellaneous Provisions) Act 1993, may be delegated	Authorisation given by Council to General Manager.	GM
S.83	Approval of plan of subdivision		GM
S. 84	Council not to approve subdivision		GM
S. 85	Refusal of application for subdivision		GM
S. 86	Security for payment		GM
S. 89	Approval of final plans by Council		GM
S. 91 (3)	Corrections to final plans		GM
S. 92	Amendments to final plans		GM
S. 93	Cancellation of final plans		GM
S. 96	Dedication as highway		DIS
S. 105 (2)	Compensation in respect of amendments		GM
S. 107	Access orders		GM
S. 109 (6)	Minimum lots		GM
S. 110	Adhesion orders		GM
S. 112	Purposes for which plan approved		GM,
S. 113 (4)	Bringing land under Land Titles Act 1980		GM
S. 115	Exemption		GM

S. 116	Limitation on requirement for public open space		GM
S. 117	Payment instead of increasing public open space		GM
S. 118	Council schemes		GM
Part 7	Long Service Leave and Employees Assurance Scheme		GM
241 (1)	Preservation Orders		GM
243	Preservation Order is enforceable		GM
S. 244	Registering preservation order		GM
S. 246	Advertising hoardings		GM
S. 247	Removal of advertising hoardings		GM

## Local Government (General) Regulations 2015

### DELEGATIONS & AUTHORISATIONS

- . A Council, in writing, may delegate with or without conditions to the General Manager, any of its functions or powers under any Act: s.22 Local Government Act 1993 (subject to restrictions).
- . The General Manager, in writing, may delegate to an employee of the Council (a) any functions or powers under any Act, other than this power of delegation; and (b) any functions or powers delegated by the Council which the Council authorised the General Manager to delegate: s.64 Local Government Act 1993.
- . If an Act confers a power on a person to delegate a function or power, the person may, in accordance with the Act, delegate the function or power to (a) a person by name; or (b) the holder of a particular office or position by reference to the title of the office or position concerned, whether or not the office or position is vacant at the time of the delegation: s.23AA(1) of the Acts Interpretation Act 1931.

- If a function or power is delegated to a particular officer or the holder of a particular office or position (a) the delegation does not cease to have effect merely because the person who was the particular officer or the holder of the particular office or position when the function or power was delegated ceases to be that officer or the holder of that office or position; and (b) the function or power may be performed or exercised by the person for the time being occupying or acting in the office or position concerned: s.23AA(5) of the Acts Interpretation Act 1931.
- A function or power that has been delegated may, notwithstanding the delegation, be exercised by the delegator: s.23AA(6) of the Acts Interpretation Act 1931.

#	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
R.23(2) (3)(4)(5)	Public tenders	<p>Delegation given by Council (as original source of power) to General Manager.</p> <hr/> <p>The General Manager must invite tenders for any contract it intends to enter into for the supply or provision of goods and services as prescribed under Local Government Regulations 23 (2)(3)(4)(5).</p>	GM
R. 24	Open tenders	<p>Delegation given to the General Manager (as original source of power).</p> <hr/> <p>The General Manager is to invite tenders by publishing at least once a notice in a daily newspaper in accordance with Local Government Regulation 24.</p>	GM
R. 25	Multiple-use register	<p>Delegation given by Council (as original source of power) to General Manager.</p> <hr/>	GM

		The General Manager may establish a multiple use register of suppliers in accordance with Local Government Regulation 25.	
R. 26(1)	Multi-stage tender	<p>Delegation given by Council (as original source of power) to General Manager.</p> <hr/> <p>The General Manager may invite tenders for a contract for the supply of goods or services using a multiple-stage tender process in accordance with Local Government Regulation 26.</p>	GM
S. 37(d)(e)(ea)	Compulsory acquisition of land	<p>Delegation given to the General Manager. Delegation is restricted to S.37(d)(e)(ea) only and excludes S.37(a)(b) (c) and (f).</p> <hr/> <p>The General Manager may acquire land under Section 176 of the Local Government Act 1993 and Local Government Regulation 37 (purposes of compulsory acquisition.</p>	GM

## Local Government (Highways) Act 1982

### APPOINTMENTS & AUTHORITIES

1. Council should make the following appointments:
2. Engineer, either as an employee or approved for the purposes of the Act
3. Parking attendants, employed by Council: s.94(1). A certificate of employment should be provided: s.107(1). Council should grant the following authorisations:

4. Authorised officer for the purposes of section 41 (an officer of the corporation authorised either generally or in a particular case to give a consent or report under this section) (unless the Corporation's engineer will prepare the necessary reports).
5. Authorised officer for the purposes of section 99 (closure of parking spaces in certain cases). Once it has done so, those persons will have the powers and functions associated with those positions as set out in the Act.

## DELEGATIONS

### S. 124 Delegation of powers, &c., by corporations

- (1) The corporation may, by special resolution, delegate to one or more officers of the corporation or to a committee consisting of members of the Council the exercise or performance of such of its powers or functions under this Act (except this power of delegation) as are specified in the resolution and may, by resolution, revoke wholly or in part any such delegation.
- (2) A resolution for the purposes of subsection (1), other than a resolution revoking a delegation, shall be passed by a majority of at least two-thirds of the members of the Council present at the meeting at which it is moved.
- (3) A power or function, the exercise or performance of which has been delegated under this section, may, while the delegation remains unrevoked, be exercised or performed from time to time in accordance with the terms of the delegation.
- (4) A delegation under this section may be made subject to such conditions or limitations as to the exercise or performance of any of the powers or functions delegated, or as to time or circumstance, as are specified in the resolution.
- (5) Notwithstanding any delegation under this section, the corporation may continue to exercise or perform all or any of the powers or functions delegated.
- (6) Any act or thing done by or to a delegate while acting in the exercise of a delegation under this section shall have the same force and effect as if the act or thing had been done by or to the corporation and shall be deemed to have been done by or to the corporation.
- (7) An instrument purporting to be signed by a delegate of the corporation in his capacity as such a delegate shall in all courts and before all persons acting judicially be received in evidence as if it were an instrument executed by the corporation under seal and, until the contrary is proved, shall be deemed to be an instrument signed by a delegate of the corporation under this section.

NB: this Act addresses the power to delegate in detail and therefore the general provisions of the Acts Interpretation Act 1931 will not apply. The restrictions imposed on delegations contained in s.22(3) of the Local Government Act 1993 will still apply.

<b>Provision</b>	<b>Item Delegated / Authorisation</b>	<b>Conditions and Limitations</b>	<b>Delegate / Authorised Officer</b>
s.124(1)	All of Council's powers and functions contained in the Local Government (Highways) Act 1982	Delegation given by Council to General Manager. Excludes sections 12(1), 15(3), 19(1)(c), 43, 46(2C), 61, 73, 80, 114(8), 124; and condition on s104(2) - must be in accordance with the annual schedule of fees and charges.	GM
S.6	Making, widening, &c., of highways by corporations	Original source of power is the Corporation.	GM
S.7	Limitation on opening of highways in cities and towns by private persons	Original source of power is the Corporation.	GM
S.8	Maintenance of highways opened outside cities or towns by private persons	Original source of power is the Corporation.	GM
S.10	Obligations on landowners opening highways	Original source of power is the Corporation.	GM
S.11	Enforcement of obligations of landowners opening highways	Original source of power is the Corporation.	GM
S.14	Closure and diversion of highways	Original source of power is the Corporation.	GM
S.15	Dealing with sites of closed highways	Original source of power is the Corporation.	GM
S.17	Definition of boundaries of highway	Original source of power is the Corporation.	GM

S.19	Closure of local highways for public functions, &c.	Original source of power is the Corporation. In consultation with Commissioner of Police. Delegation excludes 19(1)(c)	GM
S.20	Closure of parts of local highways for sale of goods, &c.	Original source of power is the Corporation. In consultation with Commissioner of Police & Transport Commission	GM
S.21	General responsibility of corporations	Original source of power is the Corporation.	GM
S.24	Highways on boundaries of municipalities	Original source of power is the Corporation.	GM
S.25	General supplementary provisions as to carrying out of highway works	Original source of power is the Corporation.	GM
S.26(4)	Obtaining of materials for highway works	Original source of power is the Corporation.	GM
S.27	Use of adjoining lands in carrying out highway works	Original source of power is the Corporation.	GM
S.28	Shifting of apparatus, &c., in roads	Original source of power is the Corporation.	GM
S.30	Improvement, &c., of highways	Original source of power is the Corporation.	GM
S.31	Obstructions for prohibition or restriction of vehicular traffic	Original source of power is the Corporation. S. 31(1) requires approval from Transport Commission	GM
S.32	Lighting	Original source of power is the Corporation.	GM
S.33	Lighting of private ways and courts	Original source of power is the Corporation.	GM
S.34	Drainage works	Original source of power is the Corporation.	GM
S.35	Crossings over footpaths, table-drains, and gutters	Original source of power is the Corporation.	GM
S.36	Fencing of streets in towns	Original source of power is the Corporation.	GM

S.37	Alterations, &c., of entrances to highways	Original source of power is the Corporation.	GM
S.38	Removal of trees near highways	Original source of power is the Corporation.	GM
S.39	Obligation of occupiers to cut back vegetation, &c.	Original source of power is the Corporation.	GM
S.40	Animal barriers on highways	Original source of power is the Corporation.	GM
S.41	Prohibition of traffic likely to cause damage to highways	Original source of power is the Corporation.	GM
S.42	Closure of dangerous highways	Original source of power is the Corporation.	GM
S.44	Protection of bridges from excessive loading	Original source of power is the Corporation.	GM
S.44	Protection of bridges from excessive loading	Original source of power is the Corporation.	GM
S.45(4)	Removal and disposal of abandoned articles	Original source of power is the Corporation.	GM
S. 45(5) (6)(7) (8)(9) (10)(12)	Removal and disposal of abandoned articles		GM
S.46(2)	Permission to carry out various works in relation to highways	Original source of power is the Corporation.	GM
S.46	Permission to carry out various works in relation to highways	Original source of power is the Corporation. Delegation excludes S. 46(2C)	GM
S.50	Management of local highways not maintainable by the corporation	Original source of power is the Corporation.	GM
S.51	Making good of back roads, lanes, &c., at frontagers' expense	Original source of power is the Corporation.	GM

S.52	Projections on to highways, &c.	Original source of power is the Corporation.	GM
S.53	Low-lying land near highways	Original source of power is the Corporation.	GM
S.54	Names of highways, &c.	Original source of power is the Corporation.	GM
S.55	Numbering of buildings, &c.	Original source of power is the Corporation.	GM
S.59	Development of land in connection with highway improvements	Original source of power is the Corporation.	GM
S.60 (3)	Restrictive covenants for benefit of highway	Original source of power is the Corporation.	GM
S.62	Special provisions as to acquisition for widening or other alteration	Original source of power is the Corporation.	GM
S.63	Letting of highways not presently used	Original source of power is the Corporation.	GM
S.66	Proof that street is subject to Part V	Original source of power is the Corporation.	GM
S.67 (2)	Street works in streets not previously made up	Original source of power is the Corporation.	GM
S.68	Scheme of street construction	Original source of power is the Corporation.	GM
S.71	Notice of preparation of scheme	Original source of power is the Corporation.	GM
S.72	Objection by owners	Original source of power is the Corporation.	GM
S.74	Execution of scheme	Original source of power is the Corporation.	GM
S.76	Payments by frontagers	Original source of power is the Corporation.	GM
S.77	State contribution	Original source of power is the Corporation.	GM
S.79	Urgent works	Original source of power is the Corporation.	GM

S.81	Record of charges	Original source of power is the Corporation.	GM
S.95	Establishment of controlled parking	Original source of power is the Corporation.	GM
S.96	Hours of operation of controlled parking	Original source of power is the Corporation.	GM
S.99	Power to close off parking spaces	Delegation given by Council to Authorised Officer: S99(7) allows GM to issue authorisations; Council delegation also covers this.	GM
S.100(1A)	Infringement notices	Original source of power is the Council Clerk (GM).	GM
S.102	Removal of vehicles in certain cases from parking spaces	Original source of power is the Prescribed Authority - defined 102(2)	GM
S.104	Permits for use of parking spaces without operation of meters or use of parking vouchers	Delegation given by Council to Authorised Officer. Original source of power is the Corporation. S.104(2) must be in accordance with Annual Schedule of Fees and Charges	GM
S.109	Lighting of certain State highways: Contributions by corporations to lighting of certain State highways	Original source of power is the Corporation.	GM
S.110	Powers and duties of corporations in relation to State highways	Original source of power is the Corporation.	GM
S.112	Liability of corporation to maintain road works carried out by the Crown		GM
S.114	Right of private persons opening new streets to obtain contributions	Original source of power is the Corporation. Delegation excludes S114(8)	GM
S.119	Determination of compensation	Original source of power is the Corporation.	GM

## Local Government Act 1993

This delegations register does not address the keeping and use of the common seal or the execution of documents - see s.19.

### DELEGATIONS & AUTHORISATIONS

- . A Council, in writing, may delegate with or without conditions to the General Manager, any of its functions or powers under any Act: s.22 Local Government Act 1993 (subject to restrictions).
- . The General Manager, in writing, may delegate to an employee of the Council (a) any functions or powers under any Act, other than this power of delegation; and (b) any functions or powers delegated by the Council which the Council authorised the General Manager to delegate: s.64 Local Government Act 1993.
- . If an Act confers a power on a person to delegate a function or power, the person may, in accordance with the Act, delegate the function or power to (a) a person by name; or (b) the holder of a particular office or position by reference to the title of the office or position concerned, whether or not the office or position is vacant at the time of the delegation: s.23AA(1) of the Acts Interpretation Act 1931.
- . If a function or power is delegated to a particular officer or the holder of a particular office or position (a) the delegation does not cease to have effect merely because the person who was the particular officer or the holder of the particular office or position when the function or power was delegated ceases to be that officer or the holder of that office or position; and (b) the function or power may be performed or exercised by the person for the time being occupying or acting in the office or position concerned: s.23AA(5) of the Acts Interpretation Act 1931.
- . A function or power that has been delegated may, notwithstanding the delegation, be exercised by the delegator: s.23AA(6) of the Acts Interpretation Act 1931.

Provision	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
S.19	Corporation of Councils	Delegation from Council to General Manager.	GM

		<p>(3) The common seal is to be kept and used as authorized by the Council.</p> <p>(5) The execution of a document sealed by a Council is to be attested by such persons as the Council determines.</p>	
s.22	All of Council's powers and functions under sections 76,77,126,127,128,133 and 135 of the Local Government Act 1993	<p>Delegation from Council to General Manager. Subject to the rates and charges policies and procedures. Not to be subdelegated. See S.22.</p> <hr/> <p>S.76 - To write off only those debts of an amount less than \$500.00; and to maintain a record of all debts written off whether approved by the Council or approved under this delegation. Council authorisation is given for the General Manager to delegate this power to the Director Organisational Services.</p> <p>S.126 / S.127 - To grant a postponement of rates for a specified period; and to revoke such postponement. To comply with the provisions of the Local Government Act 1993 relating to the postponement of payment of rates and any revocation. To comply with any policies and procedures of the Council relating to the postponement of the payment of rates and any revocation. Council authorisation is given for the General Manager to delegate this power to the Director Organisational Services and other employees, approved by the General Manager, who are required</p>	GM

		<p>from time to time to administer rate collections and payments.</p> <p>S.133 / S.135 / S.137 - To recover rates due to the Council in a court of competent jurisdiction; by rents under leases; by sale of land; or by ministerial order where there are no reasonable prospects of selling the land. To comply with the provisions of the Local Government Act 1993 relating to the recovery of rates. To comply with any policies and procedures of the Council relating to the recovery of rates. Council authorisation is given by the General Manager to delegate this power to the Director Organisational Services and other employees approved by the General Manager who are responsible for rating and accounting functions.</p>	
S.22	All of Council's powers and functions under sections 74, 75, 81, 175, 176, 185, 189, 197, 200, 201, 205, 207, 209 and 252 of the Local Government Act 1993	<p>Delegation from Council to General Manager.</p> <hr/> <p>To manage the affairs of the Council in accordance with the Tasmanian Local Government Act 1993 in relation to:</p> <p>S. 74 - Expenditure</p> <p>S. 75 - Investments</p> <p>S. 81 - Authorised deposit-taking institution accounts</p> <p>S. 175 - Purchase or lease of land - purchase of land requires Council approval prior to entering into a Contract</p> <p>S. 176 - Acquisition of land</p> <p>S. 185 - Fences, land repairs and trees - compliance with notice</p> <p>S. 189 - Closure of local highways</p> <p>S. 197 - Sale or destruction of unclaimed animals</p>	GM

		<p>S. 200 - Abatement notices</p> <p>S. 201 - Abatement of nuisance</p> <p>S. 205 - Fees and Charges</p> <p>S. 207 - Remission of fees and charges - to be authorised by the Council</p> <p>S. 209 - Council maps - correction of map</p> <p>S. 252 - Several owners - proceeding against.</p>	
S.64	All of Council's powers and functions under sections 74, 75, 81, 175, 176, 185, 189, 197, 200, 201, 205, 209 and 252 of the Local Government Act 1993, may be delegated	<p>Authorisation from Council to General Manager.</p> <hr/> <p>To manage the affairs of the Council in accordance with the Tasmanian Local Government Act 1993 in relation to:</p> <p>S. 74 - Expenditure</p> <p>S. 75 - Investments</p> <p>S. 81 - Authorised deposit-taking institution accounts</p> <p>S. 175 - Purchase or lease of land - purchase of land requires Council approval prior to entering into a Contract</p> <p>S. 176 - Acquisition of land</p> <p>S. 185 - Fences, land repairs and trees - compliance with notice</p> <p>S.189 - Closure of local highways. To issue permits to operate a market. To comply with the provisions of the Local Government Act 1993 relating to the operation of markets. To comply with any policies of the Council relating to operation of markets. To</p>	GM

		<p>comply with the provisions of the Council's planning instruments.</p> <p>S. 197 - Sale or destruction of unclaimed animals</p> <p>S.200 / S.201 - To deal with nuisances. To comply with the provisions of the Local Government Act 1993 relating to nuisances. To comply with any policies and procedures of the Council relating to nuisances. To report to the Council on a regular basis of any abatement notices served. Council authorisation is given for the General Manager to delegate this power to employees of the Council, approved by the General Manager, who are required to deal with nuisances.</p> <p>S. 205 - Fees and Charges</p> <p>S. 209 - Council maps - correction of map</p> <p>S. 252 - Several owners - proceeding against</p>	
S.82(6)	Estimates	<p>Authorisation (which must be by absolute majority) from Council to General Manager. So long as the total amount of the estimate is not altered.</p> <hr/> <p>To comply with the provisions of the Local Government Act 1993 relating to estimates.</p> <p>To make adjustments only up to an amount less than \$20,000 as provided by Section 82(6) of the Local Government Act 1993.</p>	GM
S.124	Instalment Payments	(1) A Council may permit a ratepayer to pay rates by instalments instead of by one payment.	GM

		<p>(2) A Council may decide that any rates are payable by all ratepayers by instalments.</p> <p>(3) A Council may decide that rates are not payable by instalments by some ratepayers if the total amount of rates payable is equal to, or less than, the prescribed amount.</p> <p>(4) The Council is to determine the dates by which instalments are to be paid.</p> <p>(5) If a ratepayer fails to pay any instalment within 21 days of the date on which the rates are due, the Council may require the ratepayer to pay the full amount owing for the financial year.</p>	
S.175	Purchase or lease of land	<p>Delegation given to the General Manager. Restricted to leasing of land to Council and for a maximum of three years; and does not include purchase of land.</p> <hr/> <p>To comply with the provision of the Local Government Act 1993 relating to the purchase or lease of property. To comply with the annual Plan and Estimates relating to the purchase or lease of property.</p> <p>To comply with any policies of the Council relating to the purchase or lease of property.</p> <p>(Note: This delegation does not include the approval for and the method of, the purchase of land.)</p>	GM
S.176	Acquisition of land	Delegation given to the General Manager. Restricted to the delegated provisions of S.37(d) (e) (ea) of the Local Government (General) Regulations 2005	GM

		<hr/> <p>To comply with the provision of the Local Government Act 1993 relating to the acquisition of property.</p> <p>To comply with the annual Plan and Estimates relating to the acquisition of property.</p> <p>To comply with any policies of the Council relating to the acquisition of property.</p> <p>(Note: This delegation does not include the approval for and the method of, the acquisition of land.)</p>	
S.177	Sale and disposal of land	A Council may sell, lease, donate, exchange or otherwise dispose of land owned by it, other than public land, in accordance with this section.	GM
S.189	Closure of local highways (markets)	<p>Delegation given to the General Manager.</p> <hr/> <p>To comply with Section 189 of the Local Government Act 1993.</p>	GM
S.193	Establishment of pounds	Delegation given to General Manager.	GM
S.194	Impounding of animals	<p>Delegation given to General Manager.</p> <hr/> <p>To impound any animal found straying or at large on any highway or; on any land owned by, or under control of, the Council.</p>	GM

		To comply with Section 194 of the Local Government Act 1993.	
S.195	Notice of impounding	<p>Delegation given to the General Manager.</p> <hr/> <p>To comply with Section 195 of the Local Government Act 1993.</p>	GM
S.196	Fees, costs and charges	<p>Delegation given to the General Manager.</p> <hr/> <p>The General Manager by notice in writing is to notify the owner of an impounded animal of the fees, costs and charges payable in respect of the impounding, maintenance and treatment of the animal.</p> <p>To comply with Section 196 of the Local Government Act 1993.</p>	GM
S.197	Sale or destruction of unclaimed animals	<p>Delegation given to the General Manager.</p> <hr/> <p>A Council may sell, giveaway free of charge or destroy any impounded animal in accordance with Section 197 of the Local Government Act 1993.</p>	GM
S.198	Destruction of animals	<p>Delegation given to the General Manager.</p> <hr/> <p>The General Manager may arrange for an impounded animal to be destroyed if in accordance with Section 198 of the Local Government Act 1993.</p>	GM

S.200	Abatement notices	Delegation given to the General Manager.	GM
		If a nuisance exists a notice must be served in accordance with Section 200 of the Local Government Act 1993.	
S.207	Remission of fees and charges	Delegation given to the General Manager. Limited to \$500	GM
S.240	Appearances in court	Delegation given to the General Manager.	GM
		On behalf of the Council institute and carry on any proceedings which the Council may institute and carry on under the Local Government Act 1993 or any other Act.	

## Public Health Act 1997

### APPOINTMENTS

- . The following appointments must be made to particular persons (not to a the holder of a particular office or position by reference to the title of the office or position concerned) and once those appointments are made, they will have the corresponding powers and functions pursuant to the Public Health Act: Medical officers of health - persons who are medical practitioners, appointed by the General Manager or the Director pursuant to s.11 Environmental health officers - persons with approved qualifications, appointed by the General Manager or the Director pursuant to s.11
- . Once appointed, the medical officers of health and environmental health officers will also have the powers and functions corresponding to the following positions: Authorised officer means ... ( b) a medical officer of health or (c) an environmental health officer (s.3) Health officer means (a) an environmental health officer or ( b) a medical officer of health (s.3) Nominated officer means ...(b) a health officer;... (s.3)

- . There is no requirement for a certificate to be issued to a medical officer of health or an environmental health officer. However, note s.31 which requires Council to issue a certificate authority to an authorised officer or a nominated officer authorised under section 30A.

## DELEGATIONS & AUTHORISATIONS

- . A Council, in writing, may delegate with or without conditions to the General Manager, any of its functions or powers under any Act: s.22 Local Government Act 1993 (subject to restrictions).
- . The General Manager, in writing, may delegate to an employee of the Council (a) any functions or powers under any Act, other than this power of delegation; and (b) any functions or powers delegated by the Council which the Council authorised the General Manager to delegate: s.64 Local Government Act 1993.
- . If an Act confers a power on a person to delegate a function or power, the person may, in accordance with the Act, delegate the function or power to (a) a person by name; or (b) the holder of a particular office or position by reference to the title of the office or position concerned, whether or not the office or position is vacant at the time of the delegation: s.23AA(1) of the Acts Interpretation Act 1931.
- . If a function or power is delegated to a particular officer or the holder of a particular office or position (a) the delegation does not cease to have effect merely because the person who was the particular officer or the holder of the particular office or position when the function or power was delegated ceases to be that officer or the holder of that office or position; and (b) the function or power may be performed or exercised by the person for the time being occupying or acting in the office or position concerned: s.23AA(5) of the Acts Interpretation Act 1931.
- . A function or power that has been delegated may, notwithstanding the delegation, be exercised by the delegator: s.23AA(6) of the Acts Interpretation Act 1931.

<b>Provision</b>	<b>Item Delegated / Authorisation</b>	<b>Conditions and Limitations</b>	<b>Delegate / Authorised Officer</b>
Sec 22 LGA	All of Council's powers and functions contained in the Public Health Act 1997	Delegation given by Council to General Manager. Except s.185(1)	GM
Sec 64 LGA	All of Council's powers and functions contained in the Public Health Act 1997, may be delegated	Authorisation given by Council to General Manager. Except s.185(1)	GM
Sec 11 (1) (2)	Appointment of officers		GM
Sec 32 (1) (2)	Production of records		GM
Sec 33 (a) (b)	Production of things		GM
Sec 34 (a) (b)	Production of licence		GM
Sec 35	Photographs, sketches, measurements and recordings		GM
Sec 36 (1) (2)	Information requirements		GM
Sec 57	Council's immunisation programs		GM

Sec 77 (1) (3)	Grant or refusal of licence		GM
Sec 78	Issue of licence		GM
Sec 81	Renewal of licence		GM
Sec 82	Variation of licence		GM
Sec 83	Cancellation of licence		GM
Sec 84 (2)	Overcrowding		GM
Sec 87	Closure order		GM
Sec 88	Service of closure order		GM
Sec 89	Revocation of closure order		GM
Sec 92 (1) (4) (6)	Rectification notice		GM
Sec 97	Grant or refusal of registration of premises		GM
Sec 98	Issue of certificate of registration of premises		GM
Sec 101	Renewal of registration of premises		GM

Sec 102	Variation of registration of premises		GM
Sec 103	Cancellation of registration of premises		GM
Sec 106	Grant or refusal of licence		GM
Sec 107	Issue of licence		GM
Sec 110	Renewal of licence		GM
Sec 111	Variation of licence		GM
Sec 112	Cancellation of licence		GM
Sec 115	Grant or refusal of registration of regulated system		GM
Sec 116	Issue of certificate of registration		GM
Sec 119 (1) (3)	Notice to comply with direction		GM
Sec 121	Renewal of registration		GM
Sec 122	Variation of registration		GM
Sec 123	Cancellation of registration		GM
Sec 128	Notification of quality of water		GM

Sec 129 (1)	Orders relating to water quality		GM
Sec 130 (1) (3)	Monitoring and review		GM
Sec 131	Samples		GM
Sec 135	Grant or refusal of registration		GM
Sec 136	Issue of certificate of registration		GM
Sec 136 AA	Renewal of Registration		GM
Sec 136B	Variation of registration		GM
Sec 136C	Cancellation of registration		GM
136H	Issue of certificate of registration		GM
136I	Renewal of registration of water carrier		GM
136K	Variation of registration of water carrier		GM
136L	Cancellation of registration of water carrier		GM
Sec 144	Registers kept by Councils		GM

Sec 148 (1)	Requirement for information		GM
Sec 152 (1)	Costs incurred in exercising power		GM
Sec 158 (1)	Proceedings		GM
Sec 169 (1)	Infringement notices		GM
Sec 190 (1) (3) (4)	Sale or disposal of forfeited things		GM
Sec 191 (3)	Return of and access to seized things		GM
Sec 192 (1)	Sale or disposal of seized things		GM

## Right to Information Act 2009

### DECISIONS

#### S.21 Decision to be made on behalf of public authority by authorised person

- (1) A decision in respect of an application for information made to a public authority is to be made by –
- (a) the responsible Minister; or

(b) the principal officer of the public authority; or

(c) a delegated officer.

## S.5 Interpretation

Delegated Officer means a person specified in an instrument of delegation in accordance with section 24. Principal Officer means ... (c) in relation to a Council, the General Manager of that Council Public authority means ... (c) a Council...or ... (h) a Council-owned company; ... Council owned company means a company incorporated under the Corporations Act that is controlled by one or more Councils or another company that is so controlled

## DELEGATIONS & AUTHORISATIONS

A Council, in writing, may delegate with or without conditions to the General Manager, any of its functions or powers under any Act: s.22 Local Government Act 1993 (subject to restrictions).

### S.24 Principal officer or Minister may delegate his or her functions

- (1) The principal officer of a public authority or a Minister may by instrument in writing delegate to a person specified in the instrument the performance or exercise of such of his or her functions or powers under this Act (other than this power of delegation) as are specified in the instrument, and may, by instrument in writing, revoke wholly or in part any such delegation.
- (2) A delegation may be for a period not exceeding 3 years.
- (3) The principal officer of a public authority or a Minister must not delegate to a person the performance or exercise of his or her functions or powers under this Act unless the principal officer or Minister is satisfied that the person has the skills and knowledge necessary to perform or exercise those functions or powers.
- (4) Notwithstanding any delegation under this section, the principal officer of a public authority or a Minister may continue to perform or exercise all or any of the functions or powers delegated.

- (5) Any act or thing done by or to a delegate while acting in the exercise of a delegation under this section has the same force and effect as if the act or thing had been done by or to the principal officer of a public authority or a Minister and is taken to have been done by or to the principal officer or Minister.

NB: this Act addresses the power to delegate in detail and therefore the general provisions of the Acts Interpretation Act 1931 will not apply.

#### APPOINTMENT

S.23(2) The principal officer of a public authority may appoint an officer to assist him or her with the functions specified in s.23(1).

Provision	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
s.22 LGA	Functions and powers of Council as a public authority under the Right to Information Act 2009	Delegation given by Council to General Manager.	GM
S.10	Electronic information	Original source of authority is Public Authority. Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years	GM
S.12	Information to be provided apart from Act.	Original source of authority is Public Authority. Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years	GM
S.13 (5) (6) (7) (8)	Application for assessed disclosure of information	Original source of authority is Public Authority. Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years	GM
S.14 (1)	Transfer of applications	Original source of authority is Public Authority. Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years	GM

S.15	Time within which applications for assessed disclosure of information are to be decided	Original source of authority is Public Authority. Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years.	GM
S.16	Charges for information	Original source of authority is Public Authority. Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years.	GM
S.17	Deferment of provision of information	Original source of authority is Public Authority. Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years.	GM
S.18	Provision of information	Original source of authority is Public Authority. Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years.	GM
S.19	Requests may be refused if resources unreasonably diverted	Original source of authority is Public Authority. Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years.	GM
S.20	Repeat or vexatious applications may be refused	Original source of authority is Public Authority. Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years.	GM
S.21 (1)	Decision to be made by authorised person	Original source of authority is Principal Officer (GM). Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years.	GM
S.21 (2)	Must act impartially in making decision	Original source of authority is Public Authority, Principal Officer (GM) and Delegated Officer. Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years.	GM

S.22	Reasons to be given	Original source of authority is Public Authority. Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years.	GM
S.23	Other responsibilities of principal officer	Original source of authority is Public Authority. Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years.	GM
S.33	Public Interest Test	Original source of authority is Principal Officer (GM). Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years.	GM
S.36 (2)	Personal information of person	Original source of authority is Principal Officer (GM). Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years.	GM
S.36 (3) (5)	Personal information of person	Original source of authority is Public Authority. Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years.	GM
S.37 (2)	Information relating to business affairs of third party	Original source of authority is Principal Officer (GM). Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years.	GM
S.37 (3) (5)	Information relating to business affairs of third party	Original source of authority is Public Authority. Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years.	GM
S.43 (4) (5)	Internal review	Original source of authority is Principal Officer (GM). Can be delegated by General Manager. A delegation may be for a period not exceeding 3 years.	GM

## Roads and Jetties Act 1935

### DELEGATIONS & AUTHORISATIONS

- . A Council, in writing, may delegate with or without conditions to the General Manager, any of its functions or powers under any Act: s.22 Local Government Act 1993 (subject to restrictions).
- . The General Manager, in writing, may delegate to an employee of the Council (a) any functions or powers under any Act, other than this power of delegation; and (b) any functions or powers delegated by the Council which the Council authorised the General Manager to delegate: s.64 Local Government Act 1993.
- . If an Act confers a power on a person to delegate a function or power, the person may, in accordance with the Act, delegate the function or power to (a) a person by name; or (b) the holder of a particular office or position by reference to the title of the office or position concerned, whether or not the office or position is vacant at the time of the delegation: s.23AA(1) of the Acts Interpretation Act 1931.
- . If a function or power is delegated to a particular officer or the holder of a particular office or position (a) the delegation does not cease to have effect merely because the person who was the particular officer or the holder of the particular office or position when the function or power was delegated ceases to be that officer or the holder of that office or position; and (b) the function or power may be performed or exercised by the person for the time being occupying or acting in the office or position concerned: s.23AA(5) of the Acts Interpretation Act 1931.
- . A function or power that has been delegated may, notwithstanding the delegation, be exercised by the delegator: s.23AA(6) of the Acts Interpretation Act 1931.

Provision	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
Sec 22 LGA	All of Council's powers and functions contained in the Roads and Jetties Act 1954	Delegation given by Council to General Manager.	GM

Sec 64 LGA	All of Council's powers and functions contained in the Roads and Jetties Act 1954, may be delegated	Authorisation given by Council to General Manager.	GM
Sec 64 LGA	All of Council's powers and functions contained in the Roads and Jetties Act 1954, may be delegated	Authorisation given by Council to General Manager.	GM
S11	Maintenance of State highways, &c. in cities, &c.		GM
S28	Acquisition of land for quarry, &c.		GM
S29	Intention to acquire land may be abandoned if compensation excessive		GM
S32	Entry by Council upon land and staking out of same		GM
S33	Rental of land		GM
S34	Use of uncultivated land for temporary road		GM
S35	Taking of timber, &c., from land		GM
S36	Quarries, &c. to be fenced and filled up or otherwise secured		GM
S37	Fences to be restored		GM
S38	Deviations to be fenced		GM
S39	Entry upon adjoining lands for road maintenance or reconstruction		GM
S40	Power to make drains on adjoining lands		GM
S41	Timber growing near roads may be cut down: Consent of owner required in certain cases		GM

S42	Hedges, &c., obstructing view of traffic to be cut or trimmed		GM
S44	Culverts to be constructed by owners at entrances to lands adjoining roads		GM
S45	Power of Minister in certain cases to erect gates across roads		GM
S46	Damage caused by overweight vehicles		GM
S47	Road metal, &c., may be placed on side of road		GM
S47A	Warning gantries for bridges with overhead members		GM
S48	Power of road authority, with the consent of the Governor, to permit tramway or railway along or across road		GM
S48A	Removal and disposal of abandoned articles		GM
S49	Obstructing roads: Notice to remove obstructions		GM
S50B	Excavations		GM
S51	Laying down timber, &c., on roads		GM

### Tasmania Weed Management Act 1999

This register is maintained in compliance with section 22 of the Local Government Act 1993 (Tas)

Provision	Item Delegated / Authorisation	Conditions and Limitations	Delegate / Authorised Officer
34(3)	Appoint Inspector The Council, with the approval of the Secretary, may appoint any person as an inspector for the purpose of the Act		GM
66(a)	"Receive payments on infringement notices The Council can receive payments in respect of an infringement notice if the notice was served by an inspector appointed by the Council "		GM

I acknowledge as a Councillor of the Central Coast Council, that the General Manager be delegated the authorities as pertained within this report and to manage the affairs of the Council in accordance with a current Employment Agreement.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

I acknowledge as a Councillor of the Central Coast Council, that the General Manager be delegated the authorities as pertained within this report and to manage the affairs of the Council in accordance with a current Employment Agreement.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

I acknowledge that I have received, read and accept the attached delegation of authority.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

**Provisions for General Manager**

Date \_\_\_\_\_

Minute Ref No.: \_\_\_\_\_

# FINAL MASTER PLAN

## PENGUIN RECREATION GROUND

### Central Coast Council Master Plan Project



- 1 A SUITE OF FURNITURE, MATERIAL, PLANTING AND SIGNAGE WILL PROVIDE A COHESIVE THEME TO THE SITE
- 2 SCREEN PLANTING TO CREATE PRIVACY AND NOISE ATTENUATION TO NEARBY RESIDENTS.
- 3 GATEWAY FEATURE ENTRY POINT WITH SCULPTURES AND PLANTING TO HIGHLIGHT THE SITE INCLUDING WAYFINDING SIGNAGE
- 4 CONNECTING SHARED PATHS WEAWE THROUGHOUT THE SITE AND PROVIDE CONNECTION TO GREATER PENGUIN WALKING TRAILS
- 5 CAR PARK WITH ACCESS TO COMMERCIAL AND COMMUNITY HUBS - APPROXIMATELY 40 CAR SPACES.
- 6 GARDEN BEDS WITH FEATURE PLANTING.
- 7 COMMERCIAL BUILDING MAY INCLUDE CAFE, RECEPTION SPACE, CHEMIST AND MEDICAL SUITES WITH STRONG LINKS TO COMMUNITY SPACE AND SITE.
- 8 INTERNAL ROAD SYSTEM FOR RESIDENTIAL ZONE. ROADS WOULD BE SHARED ZONES WITH LOW SPEED LIMITS AND DIFFERENT PAVEMENT TYPES TO INDICATE PEDESTRIAN ZONES
- 9 FORMAL GARDEN SPACE FOR SPECIAL EVENTS SUCH AS WEDDINGS AND FORMALS.
- 10 CIVIC PLAZA AREA CONNECTS COMMUNITY BUILDING AND COMMERCIAL BUILDING TO THE MAIN CENTRAL SPACE. PLAZA FOR EVENTS AND POP UP ACTIVITIES. INCLUDES AN ALL WEATHER COVERED AREA, SCULPTURES AND A HISTORY WALL TO TELL THE STORY OF THE SITE
- 11 COMMUNITY BUILDING, OPEN PLAN WITH FLEXIBLE SPACES FOR COMMUNITY ACTIVITIES. MAY INCLUDE STARTUPS, LINC, TECHNOLOGY HUB AND COMMUNITY ROOMS. BUILDING TO INCLUDE EXTERNALLY ACCESSSED PUBLIC TOILETS.
- 12 ALL WEATHER COVERED AREA (CONSERVATORY) ADJACENT TO BUSINESS AND IN CENTRAL PLAZA SPACE.
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- 16 ON STREET PARKING (47 SPACES)
- 17 TWO STOREY TOWNHOUSE DEVELOPMENT, APPROXIMATE SIZE 10m X 20m LOTS TO HAVE 2/3 BEDROOMS AND GARAGE WITH ADDITIONAL PRIVATE COURTYARD AND SCREEN PLANTING THIS PROVIDES GOOD PASSIVE SURVEILLANCE OVER THE SITE. THE STYLE WILL REFLECT NEARBY HOUSING CHARACTER AND DESIGN.
- 18 BOUTIQUE ACCOMMODATION WITH COMMERCIAL SPACES THAT OFFERS AN ENTRANCE FEATURE TO THE SITE.
- 19 ADDITIONAL PLAZA AREA FOR CIVIC GATHERINGS AND EVENTS, WITH KEY CONNECTION THROUGH TO MAIN CIVIC SPACE.
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ROUND 3 - JUNE 2017

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# FINAL MASTER PLAN

## INDEX PLAN

# PENGUIN RECREATION GROUND

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- RESIDENTIAL - SUB PLAN A
- COMMERCIAL- SUB PLAN B
- FORMAL GARDEN SPACE - SUB PLAN C
- COMMUNITY BUILDING - SUB PLAN C
- CIVIC PLAZA - SUB PLAN C

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# FINAL MASTER PLAN

## SUB PLAN A - RESIDENTIAL FEATURES

### RESIDENTIAL DEVELOPMENT

THE STYLE OF THE HOUSING PRODUCT WOULD BE 2 TO 3 BEDROOM TOWNHOUSES WITH TWO GARAGES AND INCLUDE A SMALL PRIVATE COURTYARD TO THE REAR OF THE PROPERTY AS WELL AS A PRIVATE COURTYARD OR GRASS SPACE IN THE FRONT.

THE PROPERTIES WOULD BE DUAL FACING TO PROVIDE PASSIVE AND ACTIVE SURVEILLANCE OVER THE SITE.

THE INTENT IS THAT THE TOWNHOUSES ARE TWO STOREY, ALTHOUGH MAY BE CONSTRUCTED AS SINGLE STOREY AT THE FRONT WITH A RECESSED SECOND STOREY. SOME TOWNHOUSES MAY HAVE A SINGLE GARAGE WITH SEPARATE PRIVATE CAR PARK SPACE ON SITE FOR SECOND CAR.

THE HOUSING DESIGN AND CHARACTER IS TO REFLECT THE UNIQUE CHARACTER OF NEARBY PROPERTIES, PARTICULARLY NOTING THE DESIGN OF HOUSING IN BRANDON STREET.

THE INTERNAL ROAD NETWORK IS TO PROVIDE ACCESS TO THE RESIDENTIAL DEVELOPMENT.

THE TWO STOREY TOWNHOUSE DEVELOPMENT LOTS TO HAVE TWO TO THREE PROPERTIES PER LOT. LOT SIZE 400M2.

### EXAMPLES OF RESIDENTIAL HOUSING OPTIONS



# PENGUIN RECREATION GROUND

Central Coast Council  
Master Plan Project



Lucilla Marshall - EPIC Landscape Architecture  
Empower. Play. Inspire. Create  
Email: lucilla.marshall@epic-la.com.au www.epic-la.com.au

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# FINAL MASTER PLAN

## SUB PLAN B - COMMERCIAL ZONE FEATURES

### COMMERCIAL DEVELOPMENT

THE COMMERCIAL DEVELOPMENT WITHIN THE SITE WILL COMPLEMENT THE USES OF THE SITE, AS WELL AS BUSINESSES IN THE PENGUIN AREA.

AN OPEN PLAN BUILDING WITH FLEXIBLE SPACES FOR BOUTIQUE AND NICHE BUSINESSES/ COMMERCIAL OPERATIONS. FOCUS TO BE DIVERSE FROM EXISTING PENGUIN SHOPS TO CREATE A VIBRANT DEVELOPMENT THAT DRAWS LOCALS AND VISITORS ALIKE. THE SITE'S COMMERCIAL USES MAY INCLUDE CAFES WITH ALFRESCO DINING, BOUTIQUE SHORT STAY ACCOMMODATION, WEDDING AND PARTY RECEPTION SPACE, CHEMIST AND MEDICAL SUITES.

THEY WILL BE INTEGRALLY CONNECTED TO THE CIVIC SPACES AND THE RESIDENTIAL DEVELOPMENT.

THE COMMERCIAL BUILDING DEVELOPMENT WILL BE ANCHOR POINTS FOR ACTIVITY ON THE SITE AND HAVE A PRESENCE ALONG THE KEY ROAD FRONTAGES OF IRONCLIFFE ROAD AND KING EDWARD STREET .

## PENGUIN RECREATION GROUND

Central Coast Council  
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### EXAMPLES - BUILDING FORM - BOUTIQUE ACCOMMODATION



### EXAMPLES - BUILDING INTERNAL USES - BOUTIQUE ACCOMMODATION



### EXAMPLES -COMMERCIAL BUILDING FORM AND USES



### EXAMPLES - COMMERCIAL BUILDING INTERNAL USES



# FINAL MASTER PLAN

## SUB PLAN C - CIVIC ZONE FEATURES

### CIVIC ZONES

COMMUNITY BUILDING, CENTRAL PLAZA AND FORMAL GARDEN

THE CIVIC ZONES PROVIDES A VIBRANT HEART TO THE DEVELOPMENT. THE DESIGN IS BASED AROUND CIRCLES TO SYMBOLISE AN INCLUSIVE SPACE.

CIRCLES PROVIDE AN INNATE HARMONY ASSOCIATED WITH THE SHAPE, THEY CREATE A SENSE OF FLOW AND CALMNESS AND CONNECT THE ELEMENTS THEY DISSECT.

THE CIVIC ZONE INCLUDES A COMMUNITY BUILDING THAT WILL HOUSE A NUMBER OF FUNCTIONS INCLUDING; FLEXIBLE SPACES FOR COMMUNITY ACTIVITIES. MAY INCLUDE STARTUPS, LINC, PLAYGROUP, YOUTH SPACE, TECHNOLOGY HUB AND COMMUNITY ROOMS. BUILDING TO INCLUDE EXTERNALLY ACCESSED PUBLIC TOILETS.

CIVIC PLAZA AREA CONNECTS THE COMMUNITY BUILDING AND THE COMMERCIAL BUILDING TO THE THE MAIN CENTRAL SPACE. THE PLAZA IS FOR EVENTS AND POP UP ACTIVITIES AND INCLUDES AN ALL WEATHER COVERED AREA, SCULPTURES AND A HISTORY WALL TO TELL THE STORY OF THE SITE .

AN ALL WEATHER COVERED AREA (CONSERVATORY) ADJACENT TO COMMUNITY BUILDING WITH A LARGER ALL WEATHER STRUCTURE OVER THE CENTRAL PLAZA , THIS WILL ENABLE HOSTING OF EVENTS AND ACTIVITIES ALL YEAR ROUND AND TO FURTHER ACTIVATE THE SPACE.

CIVIC SPACES BETWEEN THE BUILDINGS PROVIDE AREAS FOR MARKETS, POPUPS AND ACTIVITY SPACES AND GOOD VISUAL CONNECTIVITY THROUGH THE SITE.

A FORMAL GARDEN SPACE FOR LEISURE AND HIREABLE LOCATION FOR WEDDING CEREMONIES AND RECEPTIONS CREATING A POINT OF DIFFERENCE FOR THE DEVELOPMENT AND A CENTRAL PARK FEELING FOR THE TOWN.

### EXAMPLES SHADE STRUCTURES



### EXAMPLES FORMAL GARDEN



### EXAMPLES OPEN GREEN SPACE



### EXAMPLES OF PLAZA, CONNECTING SPACES AND HISTORY WALL



### EXAMPLES OF COMMUNITY BUILDING AND STRUCTURES



## PENGUIN RECREATION GROUND

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# FINAL MASTER PLAN

## CONNECTIONS

# PENGUIN RECREATION GROUND

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### WAYFINDING, TRAFFIC AND PEDESTRIAN FLOW

THE DEVELOPMENT OF THIS MASTER PLAN PLACES EMPHASIS ON ENSURING GOOD ACCESSIBILITY. PEDESTRIAN AND VEHICLE CONNECTIONS HAVE BEEN CREATED WITHIN THE SITE THAT LINK TO THE DIFFERENT ZONES. THE LINKS ALSO CONNECT WITH THE EXISTING PATHWAYS AND ROAD SYSTEMS IN PENGUIN, TOWARDS THE MAIN STREET CBD, THE OTHER OPEN SPACE AREAS AND TOWARDS THE PENGUIN DISTRICT SCHOOL AND DIAL COMPLEX.

EMPHASIS HAS ALSO BEEN TO PROVIDE SIGNIFICANT INCREASED ALL WEATHER PROTECTION. CONSIDERATION HAS BEEN GIVEN TO CREATE PEDESTRIAN-FRIENDLY LINKAGES WHILST MAINTAINING NECESSARY VEHICLE EFFICIENCIES.

SIGNAGE WILL BE USED TO ASSIST LOCALS AND VISITORS TO EXPLORE THE SITE AND DISCOVER NEW WAYS TO GET AROUND PENGUIN AND ITS SURROUNDS BY INTRODUCING WAY FINDING AND CONSISTENT DESIGN AND INTERPRETIVE SIGNAGE.

WAYFINDING SIGNAGE AND INTERPRETIVE SIGNAGE TO BE INCORPORATED INTO THE DEVELOPMENT OF THE SITE AND GREATER PENGUIN

SHARED VEHICLE / PEDESTRIAN ROAD NETWORK WITH REDUCED SPEEDS TO PROVIDE ACCESS THROUGH AND AROUND THE SITE FOR RESIDENT'S VEHICLES, CYCLISTS AND PEDESTRIAN MOVEMENT. ROAD NETWORK CONNECTS WITH EXISTING STREET NETWORK

FORMALISE PEDESTRIANS PATH NETWORK THROUGH THE SITE AND CONNECTS WITH OTHER PATH NETWORKS TO LINK TO THE GREATER PENGUIN AREA.

FORMALISE SHARED (PEDESTRIANS AND CYCLISTS) PATH NETWORK TO PROVIDE ACCESS THROUGH AND AROUND THE SITE AND CONNECTING WITH OTHER PATH NETWORKS TO LINK TO THE GREATER PENGUIN AREA.

THE PEDESTRIAN LINKS CONNECT TO OTHER AREAS IN PENGUIN INCLUDING THE PARKLAND NETWORK, HISCUTT PARK, MARKETS, MAIN STREET AND FORESHORE.

VEHICLE MOVEMENTS WITHIN THE SITE WILL BE SPEED LIMITED. SHARED PEDESTRIAN ZONES DEFINED BY A CHANGE IN PAVEMENT TYPES. FOR KEY EVENT ROADS MAY BE CLOSED.

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EXAMPLES OF PATHWAYS, ROADWAYS AND SIGNAGE



# FINAL MASTER PLAN

## LAYOUT WITH LANDMARK VIEWS

# PENGUIN RECREATION GROUND

## Central Coast Council Master Plan Project



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**Central Coast Council**

# **Penguin Recreation Ground Master Plan Project**

**Community Engagement Report**  
June 2017

**engagement** <sup>+</sup>  
<sub>+ plus +</sub>



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## Introduction

Penguin Recreation Ground (PRG) is located in central Penguin and is home to the Penguin Football and Cricket clubs. The community of Penguin has been at the forefront of sports and recreation provision since the 1970's. The development of the Penguin Sports and Recreation Centre in 1973 featured the largest single floor stadium in the State at the time. Central Coast Council's Open Space and Recreation Plan 2012-2022 identified that the facilities at PRG are due for replacement in approximately 10 years. The PRG is currently underutilised, the ground is undersized for cricket and football matches and it is landlocked in a residential area.

Considering the ground's limitations and the amount of expenditure required on the ground's assets in the short to medium term, the Open Space and Recreation Plan concluded that replacing these assets would not provide the same benefits as redirecting the funds to improving grounds that do not face the same constraints. It was recommended that relocating the users at the PRG to the Dial Regional Sports Complex was ideal and that this should be pursued as a matter of priority.

Council is currently working with the clubs, the community, sporting organisations and other government departments to implement the Dial Regional Sports Complex Master Plan and in particular, the current construction of the Dial Regional Sports Complex will allow the clubs to commence using the facilities from March 2018.

With the proposed relocation of the sporting clubs from the PRG, Council is considering what is the best use for the for this central and significant site in Penguin.

Community engagement consulting firm Engagement Plus and specifically Michelle Feenan, was commissioned to assist Council in the development of the Penguin Recreation Ground Master Plan with the initial target of completion being the end of 2016. Lucilla Marshall from Epic was also engaged to provide the design work using a 'place making' approach to produce the Master Plan itself.

This report provides a detailed description of the project and the key outcomes that influenced the development of the Final Master Plan. The complete Master Plan materials are listed at the end and accompany this report.

## Current Context

With the Penguin Football and Cricket Clubs relocating to the Dial Regional Sports Complex once construction is completed in early 2018, the Council has been considering what is the best use for the site and embarked on a range of comprehensive community engagement activities in order to



determine the most appropriate use for the site and prepare a Master Plan to guide future development.

Some preliminary consultation commenced in August 2015 and included forums and a postcard campaign which sought information from the local community on what they thought would be the best use for the Penguin Recreation Ground.

Also of significance to the master planning work was the consideration of the social and economic profile for the area, and existing strategies and plans that are relevant to the Penguin township and the Central Coast region. Some of these relevant strategies and plans include:

- Penguin Urban Design Guidelines
- Central Coast Open Space and Recreation Plan 2012-2022
- Dial Regional Sports Complex Master Plan 2013
- Central Coast Parking Plan, 2015
- Johnson's Beach Reserve Master Plan, 2016

Details from these important and relevant plans were made available during the master planning process.

Community participation in the Master Planning process was vital to the success of the project and Council was keen to see strong participation by the community in developing the vision and future uses of the Penguin Recreation Ground.

## **Characteristics of PRG site**

The Penguin Recreation Ground is currently home to the Penguin Football Club and Penguin Cricket Club. The PRG is owned by Council and it is approximately 2Ha in size. There is currently one field located on the site, a grandstand and two club houses. The site is fully fenced and surrounded by residential housing.

The PRG is currently underutilised and there is little scope for increasing use or user groups, other than by facilitating other groups to use the ground on days when it is currently unused.

The land is owned by Council, transferred by the state under the Crown Land Assessment and Classification (CLAC) Project process but has conditions set by the state prohibiting its sale or on-transfer without further negotiations with the Crown Land Services.



Map 1: Penguin Recreation Ground

## Urban Design Guidelines for Penguin

In 2008 Council developed the Penguin Urban Design Guidelines. These guidelines provide an outline to manage change in a sustainable way and to achieve the desired objectives for Penguin's future growth.

The Urban Design Guidelines identify Penguin as a “unique seaside town .... a vibrant community... with sensitive and significant environmental values..... with coastal village character.” They state that “Penguin is both a sought out place of residence and a tourist destination. Penguin’s assets contribute to its charm and vitality and in addition provide a catalyst for private investment and development that wish to take advantage of these attributes.”<sup>1</sup>

The people of Penguin valued the sense of community, peacefulness, connection to the sea, small coastal town atmosphere, the lifestyle, natural environment, walkability and the family atmosphere. The research indicated that the people of Penguin were concerned with the loss of community, development that is inconsistent with the existing scale and character of the town, declining services, erosion of the beach, car parking, lack of services for the whole community and lack of retail premises and eateries.

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<sup>1</sup> Parsons Brinckenhoff, *Penguin Urban Design Guidelines* Central Coast Council, 2008.



Some of the new development ideas identified from the Urban Design Guidelines that are relevant to the PRG include:

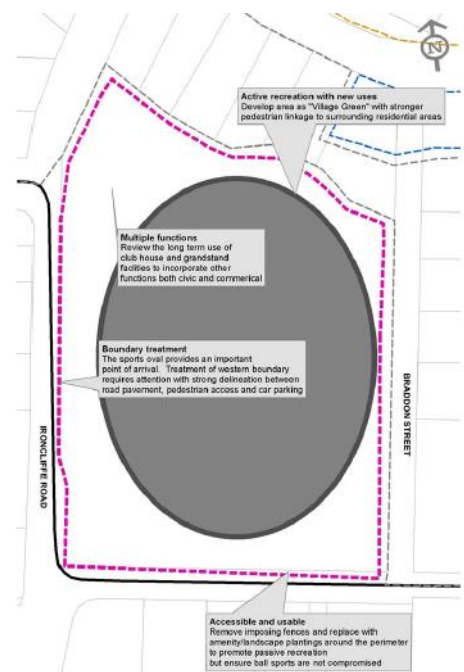
- encourage a mix of development,
- more cafes, shops, eateries, tourist accommodation,
- a civic centre/town hall,
- retain the existing character of the town and
- more outdoor youth facilities.

The Urban Design Guidelines identifies the PRG as Precinct 5 in Penguin. The Penguin Urban Design Guidelines have described opportunities at the PRG as follows.

*“The sports oval provides a key opportunity for provision of public domain that recognises a range of active and passive recreation opportunities. The location provides a key link between adjacent residential uses, the commercial activities of the Penguin Market and the recreational opportunities of Hiscuitt Park. The long-term future of this open space should consider other regional sporting facilities and seek to improve a key entrance to Penguin. Major enhancement of this area using a more civic landscape treatment which promotes the use of the site for passive recreational activities is required. “*

Some of the recommendations from the Urban Design Guidelines for the PRG included:

- Review use of club house and grandstand to incorporate other functions both civic and commercial.
- Remove imposing fences to promote passive recreation.
- Develop area as ‘Village Green’ with stronger pedestrian linkage to surrounding residential areas and in line with the multi recreational use of the land.
- Review the boundary and car parking especially on Ironcliffe Road to improve streetscape quality.





## Overview of Demographic & Economic Profile

A detailed demographic and economic profile was developed for the Penguin based upon the 2011 ABS Census data. It should be noted that there has been changing dynamics in Tasmania in the recent years with stronger interest and visitation associated with tourism, with some of this impacting on the North West Coast. An updated profile based upon the 2016 ABS Census data will be useful to consider the changing demographics for the region.

Some of the key demographic and economic characteristics of the Central Coast that were highlighted in the profiles and were considered when developing the vision for the PRG site include:

- There are low population growth rates in Tasmania overall and this is reflected in the Central Coast;
- The population is ageing;
- There are less young people and young families;
- There have been significant increases in older persons over the past decade;
- There is forecasted to be significant growth in the over 60-year-old population;
- Life expectancy is increasing;
- There are high numbers of couple without children household and lone person households;
- There are significantly higher levels of separate house dwellings and lower proportion of medium and high-density housing;
- Central Coast has higher unemployment rates;
- Home ownership is higher than average;
- Income levels are lower than average;
- Tourism industry is very important to local economy;
- Gross Regional Product has been increasing slightly;
- Local jobs are also increasing slightly.

Further details about the key demographic and economic attributes of the Central Coast community are detailed in the Community Consultation Results Report.



## Guiding principles for the project

The following principles were developed to guide assessment processes and final decision making in the project. The future development of the Penguin Recreation Ground will

- Promote Penguin's appeal for livability - a destination of lifestyle choice
- Maintain Penguin's coastal village character
- Enhances tourism opportunities and promotes economic prosperity
- Enables the sense of 'community' to prosper
- Preserve the sensitive and significant environmental values
- Ensuring the interests of future generations
- Respects the historical aspects of Penguin and the Penguin Recreation Ground

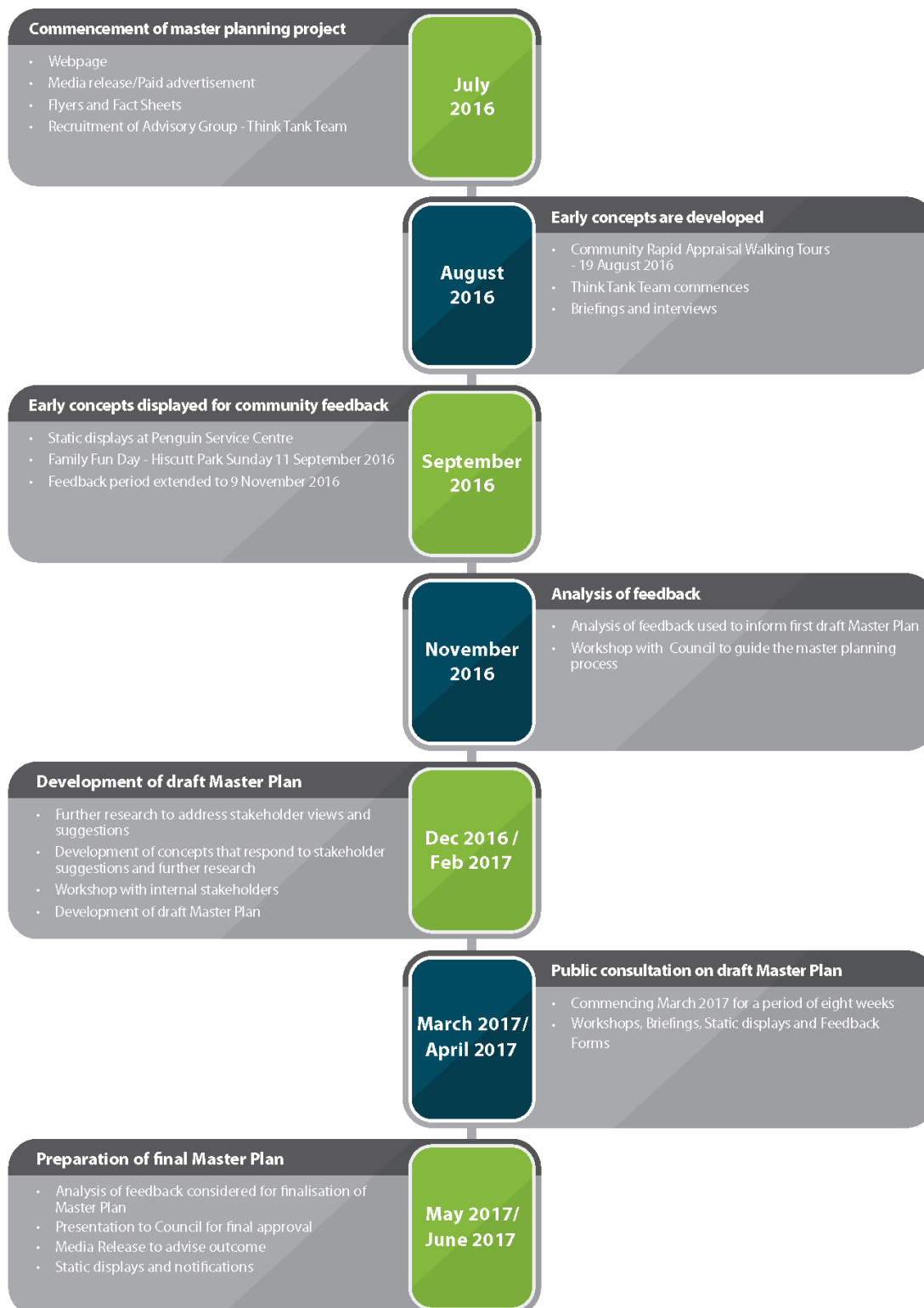
The principles have been referred to in all consultations to help the stakeholders, community and the councillors assess the function and design options that emerged through the engagement process. They have been important when considering the final attributes of the Master Plan itself.

## Timeframes for the project:

The Penguin Recreation Ground Master Plan project commenced in mid-2016 and adopted three main stages to develop the Master Plan:

- |          |                   |
|----------|-------------------|
| Stage 1: | Early Concepts    |
| Stage 2: | Draft Master Plan |
| Stage 3: | Final Master Plan |

The project was due to be concluded in December 2016 but was extended to mid-2017 to allow for additional research to be completed. The illustration below sets out the key phases and relevant timeframes for the project.





## Overview of the community engagement activities

Input from the key stakeholders and community is important for the master planning process. A number of strategies were used to gain community participation, input on ideas for the development of the site and to obtain feedback throughout each stage of the development of the Master Plan:

An overview of the community engagement activities is outlined below with the detailed results from this work contained in a separate Community Consultation Results Report.

### **Postcard Campaign**

Stakeholders were able to share their views via a returned postcard, at community forums or via submission. The postcard highlighted an aerial photograph of the site on the front cover and on the back, were prompt questions seeking feedback on what residents thought should be the future vision and uses for the site.

### **Community Advisory Group - Thank Tank Team**

Community Advisory Groups are a way of reaching the broader community and offer an opportunity to learn more about the project specifics. The purpose of the Think Tank Team was to provide input and feedback to Council through the concept development phases of the Penguin Recreation Ground Master Plan project.

The specific role of the Think Tank Team members was to:

1. Read and consider the relevant information provided by the project team
2. Assist others to understand what the information is about
3. Commit to participating in the four (4) sessions
4. Contribute to the project by learning from others, and sharing your ideas considering all of the Council area, its communities and relevant industries.

The Think Tank Team was an advisory group and not a decision-making group. All decisions about the progress and development of the Penguin Recreation Ground Master Plan were made by the Council's Project Team and ultimately the Councillors of the Central Coast Council.

### **Rapid Appraisal Site Tours**

Interested community members and visitors were invited to participate in a guided tour of the Penguin Recreation Ground and surrounding areas. Participants were given a briefing, a guided tour appraisal form for completion and refreshments were provided at the end.



The 50 minute site tours were scheduled to occur:

- Friday 19 August 2016 – 4.00pm starting from Railway Station Centre
- Sunday 11 September 2016 – 10.00am to 2.00pm as part of the Fun Day activities

### **Fact Sheets**

A project newsletter was distributed at key points in the project and Fact Sheets were developed to provide important information about different aspects of the master planning project and the region.

### **Family Fun Day**

The Family Fun Day was to be an opportunity for the community to view first round concepts for Penguin Recreation Ground. The Fun Day was held at Hiscutt Park, Crescent Street, Penguin from 10.00am until 2.00pm. Rain cancelled out the planned entertainment and other activities however the concept options were on display under shelter with opportunities to meet the design team and hear about the ideas behind the concept options.

### **Feedback Form**

Feedback was sought in a number of ways including dedicated Feedback Forms for the Early Concepts and Draft Master Plan phase. The Feedback Form was available in hard copy and online on the Council's website.

### **Static Displays**

A range of visual material about the draft concepts were on display at the Penguin Service Centre, Main Road Penguin and at the Ulverstone Administration Centre, King Edward Street, Ulverstone. The displays changed with each stage of the project

- Round 1: draft early concepts to be considered for the draft Master Plan. Four options were developed and on display.
- Round 2: draft Master Plan showing site layout and supportive photographs and other drawings as impressions for how the site might be used.
- Round 3: Final Master Plan once endorsed by the Council.

### **Web page**

A dedicated web page for the Penguin Recreation Ground Master Plan project was developed to enable the community to access information about the project, the materials produced during the master planning process and information about how to get involved in the consultation activities.



### **Project Email**

Community members could raise queries or offer information with the project team by emailing the project email [penguinrecground@centralcoast.tas.gov.au](mailto:penguinrecground@centralcoast.tas.gov.au)

### **E-Contact Register**

Stakeholders and interested people could be kept informed about the Penguin Recreation Ground Master Plan Project by registering to go onto the project's e-contact database. Emailed information was provided at key milestones to those on the Contact Database.

### **Targeted briefing sessions and interviews**

The Project Team provided briefing sessions for relevant key stakeholder groups and held one on one interviews where appropriate. These sessions were to provide key information about the project and obtain feedback on the master plan concepts at key stages.

Meetings or telephone discussions were held with:

- Penguin History Group who developed a Historical Report on the early development of the Penguin Recreation Ground
- The representative from the Tasmania Playgroup Association to discuss possible uses of the community space
- A representative on behalf of the business community to discuss parking and the need for long bay parking spaces close to the town centre
- A gathering of bus/coach companies servicing the Penguin area
- Dept of State Growth representative for the state-wide bus review
- Dept of Education representative for the LINC services in North West Tasmania
- TasRail representative to discuss implications from the proposed Master Plan
- Local developers interested in the project
- A representative from the Catholic Church Mersey Leven Parish to discuss implications of the proposed Master Plan including closing off Braddon Street.



## Key Directions for the Master Plan

The combination of the early visioning exercise (Postcard Campaign) and the inputs from the Think Tank Team led the early concepts to a mixed-use approach for the site; a combination of residential, commercial and civic space. The residential and civic spaces were seen as being in high demand and therefore a priority for the early stages of development. The commercial spaces were not seen as an early priority but there was recognition that a footprint for future development was needed in the town.

The mixed-use approach to the site permeated the remainder of the master plan project as most of the feedback and community input supported this notion. The challenges were around what proportions for each of the elements and what best layout could meet all views and aspirations expressed through the consultation processes.

This section provides a description of each of the elements within the Final Master Plan based upon the input of both internal and external stakeholders.

### Residential Zones

Generally, there was strong support for including a residential zone and sound agreement that it be positioned on the eastern side of the site, creating a 'quiet side' to the proposed development. Advice from local developers helped to refine what style of housing would be optimal for the site and what had market preference. Some key elements for the residential zone that are proposed include:

- The style of housing product would best be 2 and 3 bedroom town houses with 2 car garages, small courtyard to the rear and small grass/garden area to the front
- Two storeys should be a consideration but allow for single storey at street front and recessed two storey component.
- Design needs to be contemporary but blends with the unique character of the nearby properties (i.e. Braddon Street properties).
- Aspect of the residential lots to include the combination of an outward facing area and inward facing area by allowing an internal road system
- This internal road system would minimise the effect of creating a large cavity in the middle of the site and help increase yield of townhouses and therefore income that would help fund the remainder of development.
- Clusters of townhouses side by side in two or three townhouse configurations but allowing for good vistas into the site from Braddon Street.



- The proposed layout allows for 22 townhouses and with the strata title approach can meet the minimum lot requirements of 380 sq m under the current planning scheme and the intended State Plan requirements for 400 sq m.

## **Commercial Zones**

Based upon high demand for additional short stay accommodation in Penguin and with the expansion of other bed and breakfast style accommodation in the adjacent areas, the site could sustain a boutique style hotel to support this demand.

While there was some resistance to commercial development on the basis of not wanting to threaten or compete with existing businesses, there was some acceptance that commercial development would be needed in the future to accommodate growth.

There was strong feedback that any commercial development needed to complement existing business on Main Road and to encourage boutique/niche businesses that support experiences such as alfresco dining, technology hubs etc. The intention of the proposed commercial spaces is that they would serve the immediate residential needs in the first instance but would also serve the needs of visitors to the area.

The key elements for the commercial zones include:

- A commercial node in the south-eastern corner of the site to accommodate a short-stay accommodation business such as a small-scale boutique hotel
- This node would be supported by complementary small business spaces that offer an entrance feature to the site
- A large commercial space that could accommodate an open plan building with flexible spaces for boutique and niche businesses, such as alfresco dining, medical suites or chemist and technology hub.

## **Civic Space**

Penguin already has adequate supply of green space and particularly the passive recreation open spaces. However, the consultations highlighted that a civic space was lacking; a space where the community could come together and hold small scale commemorative celebrations or small scale events where Hiscutt Park may not be as suitable. Some of the suggestions for the features and uses of the civic space included:



- A central plaza area incorporating the combination of hard stand and soft fall areas for different uses and all age groups. This area would include a partly roofed section creating an arbour effect from the weather;
- The central civic plaza area connects the community hub space with the commercial zone and provides space for events and pop up activities such as food vans, markets, fitness programs and busking activities;
- Specialised gardens aligned with the character of other public and private gardens that may attract interest as settings for weddings and formal ceremonies
- The open space areas to incorporate interactive elements for all ages including the use of sculptures or scented gardens
- A history wall/element to recognise the history of the site and in particular the significance of sport being played on the site for over 100 years
- The opportunity for some all-weather conservatory space to enable small scale events to occur under cover.

## **Community Space**

The consultations highlighted the support for the modern day ‘town hall’ with flexible community space and the opportunity for an indoor/outdoor feel. The features that were supported to include in the community hub space were:

- Technology hub spaces where the people could access computers and other technology to support their individual work or small gatherings
- A suggested business incubator space and community rooms that link to the conservatory space
- Community spaces that allow for various meeting rooms, communal storage areas and administrative support centres
- Community spaces that can accommodate a variety of uses including pop up playgroup and space for the LINC or learning hub opportunities
- Externally accessed toilets would be created in the Community Hub space to serve the needs of people using the civic and green spaces.



## **Perimeter roadways, parking, and bus set down areas**

There was a lot of input on the topic of parking and road systems to support the Penguin township generally as well as what might be needed for this site. Some debate prompted the need to do further research with key stakeholders such as bus/coach companies and Department of State Growth about the statewide Bus Plan being developed in 2017. The key features that emerged from the consultations and are proposed in the Master Plan, include:

- A widening of the road reserve on Ironcliffe Road and King Edward Streets to be included to allow safer movement of traffic and on street parking. This would be achieved by encroaching on the PRG site itself;
- The intersection of Ironcliffe Road and King Edward Street would be opened up to create a more effective turning space for buses on that route;
- Outcomes from the discussions with bus and coach companies has highlighted that bus set down areas would be best positioned on both sides of King Edward Street, in front of the Medical surgery;
- The bus set down area on the PRG side of King Edward Street would need to allow for at least two buses to be setting down passengers;
- The suggested closing of Braddon Street at the King Edward Street end to ensure a 'quiet side' to the residential development;
- The possibility of creating a small roundabout on King Edward Street near the Braddon Street connection to enable safer turn around movements for motorists, particularly those visiting the Penguin Markets
- On street parking to be shown on Ironcliffe Road and King Edward Street with minimal provision on Braddon Street
- Off-street parking to be included close to the commercial space (north side) and to the south of the community hub space close with entries from Ironcliffe Road.
- The northern car park would include some provision for long bay car parks.

## **Connectivity**

An emphasis on good accessibility was considered important to the development of the PRG site allowing for pedestrian and cycle connectivity to the existing pathway networks and other key attractions such as the town centre and foreshore, Hiscutt Park, the Dial Regional Sports Complex and the Cradle Coast Mountain Bike Park.

Consultations with some stakeholders have highlighted the potential to voluntarily acquire property on Crescent and Braddon streets that would enhance more pronounced connections between the



PRG site and Main Road. These opportunities would increase the vistas into the site from the foreshore area and are considered an important aspect to the future success of the project. These opportunities need to be pursued in the Implementation Phase.

The consultations also highlighted a key feature of Penguin was its positioning on the North West Coastal Pathway network and the opportunity to provide opportunities for cyclists to stop and take advantage of the proposed civic and community hub space for group marshalling and socialising.

Some of the inclusions for the Master Plan include:

- Connections within the site that link to the different zones and connect with the existing pathways and road systems in Penguin, towards the Main Road CBD;
- An internal road system that is a shared vehicle/pedestrian road with reduced speeds to provide access through and around the site for resident's vehicles, cyclists and pedestrian movement.
- Formalised pedestrian pathway networks through the site linking existing paths, car parks community/civic and commercial hubs
- It is proposed that signage will be used to assist locals and visitors to explore the site and provide an important wayfinding and interpretive function.
- It is proposed to include gateway features at each of the entry points to the site with the possible use of sculptures and planting to highlight the site

## The Master Plan Materials

The Final Master Plan includes a main Layout Plan and a series of sub-plans that provide more information and supporting imagery to assist with interpretation. The complete list of Master Plan materials is set out below:

- PRG Master Plan – Final Master Plan
- PRG Master Plan – Index Plan
- PRG Master Plan – Sub Plan A – Residential
- PRG Master Plan – Sub Plan B – Commercial
- PRG Master Plan – Sub Plan C – Civic
- PRG Master Plan – Connections Plan
- PRG Master Plan – Layout with Landmark Views



## Cost Plan

A Cost Plan was developed to inform the future financial planning and implementation of the project. The estimates are for the entire development that may span over several budget years, therefore there will be many impacts on the costings.

### Expenditure

The works include but are not limited to the development of a community parkland, path network, sculptural park, car parking, community plazas and landscape development. Costs associated with the private developments such as the residential and commercial zones are excluded as it is assumed that these will be met by the developers chosen to progress those elements of the Master Plan.

Additionally, costs associated with the outcome of negotiations with Crown Land Services regarding the lifting of the current restrictions on the title to the land have not been included as they are difficult to determine until those negotiations are pursued.

The estimates of expenditure are summarised in the following table:

Item	Estimate
Site Preliminaries	\$165,000
Demolition	\$110,000
Site Preparation	\$107,200
Overall Site Needs – pathways, gateway features, turf, tree planting etc	\$756,800
Civic Plaza	\$921,000
Community Building	\$3,003,200
Car Parking	\$318,750
Bus Stop	\$71,900
Services	\$712,850
<b>Sub-total</b>	<b>\$6,166,700</b>
Contingency (30%) based on level of unknowns	\$1,850,010
<b>Total</b>	<b>\$8,016,710</b>



## Income

The project will provide offset income through the following endeavours:

1. Selling of portions of the site for commercial and residential property development
2. Rental income from the hiring of spaces in the community hub and civic zones
3. Acquiring external funding for the capital developments, particularly the construction of the community hub space.

## Implementation Plan

An Implementation Plan has been developed to guide the sequence of next steps some of which have higher priority and others have contingent actions.

Throughout the consultation phases, preliminary inquiries were made with key stakeholders to inform the next steps once the Master Plan was adopted. These included the Penguin Football Club, the Penguin Cricket Club, the Penguin History Group and Crown Land Services.

The football and cricket groups have identified the asset items that they will be taking to the Dial Regional Sports Complex, such as goal posts, lights and scoreboard. Some members of the public have also come forward expressing interest in the different assets such as the JC Hale Memorial Stand sign and the grandstand itself. Based on this interest, there needs to be an equitable approach for community members or groups to express interest in the uncommitted assets.

The key actions for the implementation of the Final Master Plan are outlined on the table on the following page.



## Penguin Recreation Ground Master Plan – Implementation Plan

Ref	Key Action	Description	Timing
1	Formal announcements of the Final Master Plan	Preparation and distribution of Media Releases, updates to web page, email notifications, update of existing displays and final meeting with Think Tank Team	Immediately after the adoption of the Final Master Plan
2	Opening up of the site	Removal of the fences to enable the community to enjoy the vistas into the site and begin to see the potential change for the area. This action would occur after the 2017 football season.	Within 6 months of the end of football season – 2017/18.
3	Land title negotiations and rezoning of the site	Negotiations with Crown Land Services to lift the current conditions on the title of the PRG land.  In parallel with these negotiations will be the preparations of Local Area Plan amendments to reflect the rezoning implications of the Final Master Plan and specifically the intent of mixed use.	Immediately from the adoption of the Final Master Plan
4	De-commissioning of existing structures on the site	A three-staged approach is recommended for the de-commissioning of the existing structures and assets on the PRG site:  1. A 'first rights' offer to the Penguin Football Club and Penguin Cricket Club to claim and remove the structures and assets that they are interested in for their respective sports and club interests;  2. A publicly notified Expression of Interest process for community members and community groups to submit their interest in	Stage 1 – once Final Master Plan is adopted (2017/18)  Stage 2 – once both clubs



Ref	Key Action	Description	Timing
		remaining assets and materials; 3. A commissioning process to engage a contractor to demolish and remove remaining structures and unnecessary materials.	have relocated to the Dial (2017/18)  Stage 3 – once Stage 2 is completed. (2017/18)
5	Greening of the site	Once the de-commissioning of the existing structures and other assets has been completed, greening of the remaining portions of the site should be completed so that it can be actively used as open space until the intended development gets underway.	On completion of Stage 3 above (estimated 2017/18)
6	Engagement of Developer Partners (Residential and Commercial Zones)	Preparations for the establishment of partnerships with key developers for the activation of the Residential and Commercial zones can be initiated following the adoption of the Final Master Plan. However, entering any formal partnerships for the development will be dependent on the outcome of the negotiations with Crown Land Services and amendments to the Local Area Plan, including re-zoning. Suggested actions for the preparations include: <ul style="list-style-type: none"><li>• Preparation of a Project Prospectus for the development opportunities (links to Council's Accommodation Strategy)</li><li>• Preparation of an Expression of Interest process to attract suitable developers for the project</li><li>• Development of a Memorandum of Understanding with partner developers until a formal instrument for sale of land can be instigated (dependent on outcome of negotiations with the state)</li></ul>	Immediately after the adoption of the Final Master Plan



Ref	Key Action	Description	Timing
7	Changes to Road Corridors	Initiate preparations for the road widening (Ironcliffe Road and King Edward Street) and road closure in accordance with the Local Government Highways Act.	Once amendments to the Local Area Plan take effect. (estimated 2018/19 or later)
8	Negotiate land acquisitions (voluntary)	Begin negotiations for voluntary land acquisitions that may facilitate improved access to the main commercial areas of Penguin and the closure of Braddon Street including the establishment of a cul-de-sac.	2018/19
9	Source External Funding	Prepare submissions for external funding opportunities as they arise	2018/19 or later
10	Community, Civic and green space development	Preparation of detailed concept designs would begin once budget funding is confirmed in Council's Capital Works Program	2018/19 or later

# Central Coast Council

## List of Development Applications Determined

Period From: 01-May-2017 To 31-May-2017

Application Number	Property Address	Development Application Type	Description of Proposed Use	Application Date	Decision Date	Day Determined
DA216122	10 Gilbert Street Forth 7310	Discretionary Development Application	Residential (dwelling extension)	23-Dec-2016	29-May-2017	22
DA216130	331 South Road West Ulverstone 7315	Discretionary Development Application	Subdivison (three lots and boundary adjustment)	19-Jan-2017	15-May-2017	20
DA216021	19 Josephine Street West Ulverstone 7315	Discretionary Development Application	Residential (multiple dwellings)	02-Mar-2017	30-May-2017	11
DA216171	146A Main Street Ulverstone 7315	Discretionary Development Application	Residential (multiple dwellings x 3)	16-Mar-2017	10-May-2017	37
DA216167	6 Davis Street Leith 7315	Discretionary Development Application	Residential (dwelling and outbuilding (shed)	17-Mar-2017	22-May-2017	45
DA216183	698 Forth Road Forth 7310	Discretionary Development Application	Residential (dwelling)	23-Mar-2017	15-May-2017	35
DA216176	23 Sandhaven Crescent Sulphur Creek 7316	Discretionary Development Application	Residential (outbuilding - shed)	24-Mar-2017	05-May-2017	38
DA216153	244 Braddons Lookout Road Forth 7310	Discretionary Development Application	Utilities (telecommunications tower with ancillary shed and equipment)	28-Mar-2017	05-May-2017	35
DA216189	190 Preston Road Gawler 7315	Discretionary Development Application	Subdivision (dwelling excision)	03-Apr-2017	12-May-2017	35
DA216181	34 Jermyn Street Ulverstone 7315	Discretionary Development Application	Residential (outbuilding - garage and verandah)	03-Apr-2017	16-May-2017	42
DA216132	8 Tasma Parade Ulverstone 7315		Visitor Accommodation (four serviced apartments)	06-Apr-2017	12-May-2017	34
DA216191	188 Stubbs Road Turners Beach 7315	Discretionary Development Application	Residential (dwelling and outbuilding - shed)	06-Apr-2017	16-May-2017	36
DA216200	24 King Edward Street Ulverstone 7315	Discretionary Development Application	Demolition of a building and General retail and hire (pharmacy)	06-Apr-2017	19-May-2017	39

Application Number	Property Address	Development Application Type	Description of Proposed Use	Application Date	Decision Date	Day Determined
DA216180	22 Alexandra Road Ulverstone 7315	Discretionary Development Application	Residential (multiple dwellings x 4)	06-Apr-2017	19-May-2017	39
DA216182	31 Queen Street Ulverstone 7315	Discretionary Development Application	Residential (outbuilding - shed)	07-Apr-2017	11-May-2017	31
DA216190	110 Main Road Penguin 7316	Discretionary Development Application	Residential (dwelling - second storey addition)	10-Apr-2017	11-May-2017	29
DA216198	31 Leatherwood Drive Penguin 7316	Discretionary Development Application	Subdivision (two lots)	10-Apr-2017	30-May-2017	23
DA216108-1	50 Reibey Street Ulverstone 7315	Discretionary Development Application	Storage (4 storage containers)	11-Apr-2017	29-May-2017	45
DA216197	98 William Street Forth 7310	Permitted Development Application	Residential (Carport & deck)	11-Apr-2017	05-May-2017	21
DA216195	19 Marion Street Ulverstone 7315	Discretionary Development Application	Residential (outbuilding - garage)	11-Apr-2017	12-May-2017	27
DA216174	29 Water Street Ulverstone 7315	Discretionary Development Application	Storage (shed for recreational pedal buggies)	11-Apr-2017	17-May-2017	34
DA216201	11 Sports Complex Avenue Penguin 7316	Permitted Development Application	Sports and recreation (Amenities Building)	12-Apr-2017	05-May-2017	22
DA216202	969 Castra Road Sprent 7315	Permitted Development Application	Resource Development (shed)	19-Apr-2017	05-May-2017	14
DA216203	10 Top Gawler Road Gawler 7315	Discretionary Development Application	Residential (building envelope for a single dwelling)	19-Apr-2017	16-May-2017	26
DA216199	2B Davis Street Leith 7315		Residential (dwelling and outbuilding - shed)	21-Apr-2017	17-May-2017	15
DA216208	29 Farquhar Place Kindred 7310	Discretionary Development Application	Residential (outbuilding - shed)	21-Apr-2017	15-May-2017	21
DA216206	37 Penguin Road Ulverstone 7315	Discretionary Development Application	Residential (outbuilding - shed)	24-Apr-2017	17-May-2017	21
DA216213	22 Ashwater Crescent Penguin 7316	Discretionary Development Application	Residential (outbuilding - shed)	02-May-2017	23-May-2017	20
DA216205	4 Christina Court Turners Beach 7315	Discretionary Development Application	Residential (dwelling and outbuildings - carport and shed)	03-May-2017	23-May-2017	19

Application Number	Property Address	Development Application Type	Description of Proposed Use	Application Date	Decision Date	Day Determined
DA216217	20 Stephen Street Forth 7310	Permitted Development Application	Residential (dwelling addition - deck)	03-May-2017	22-May-2017	15
DEV2009.93-1	Flora Street Ulverstone 7315	Discretionary Development Application	Sports and recreation - flood lighting	23-May-2017	30-May-2017	6

**SCHEDULE OF STATUTORY DETERMINATIONS  
MADE UNDER DELEGATION**

Period: 1 May 2017 to 31 May 2017

Building Permits – 14

•	New dwellings	5	\$1,736,662	
•	Outbuildings	5	\$277,051	
•	Additions/Alterations	1	\$240,000	(includes swimming pool)
•	Other	1	\$4,400,000	(Sports Complex)
•	Units	6	\$1,292,000	

Permit of Substantial Compliance – Building – 0

Notifiable Work – Building – 15

•	New dwellings	3	\$901,076
•	Outbuildings	5	\$160,817
•	Additions/Alterations	5	\$50,900
•	Other	2	\$103,726

Building Low Risk Work – 7

Plumbing Permits – 8

Certificate of Likely Compliance – Plumbing – 18

Notifiable Work – Plumbing – 0

Plumbing Low Risk Work – 0

Food Business registrations (renewals) – 11

Food Business registrations – 1

Temporary Food Business registrations – 1

Temporary 12 month Statewide Food Business Registrations – 0

Public Health Risk Activity Premises Registration – 0

Public Health Risk Activity Operator Licences – 0

Temporary Place of Assembly licences – 0



Cor Vander Vlist  
DIRECTOR COMMUNITY SERVICES

## Annexure 5

24 May 2017

Our ref.: DA216225, paa:kaa

Doc ID: 269373

Service Stream  
Attn: Barbara Grinter  
PO Box 14570  
MELBOURNE VIC 8001

Dear Ms Grinter

LOCAL GOVERNMENT (HIGHWAYS) ACT 1982 AND URBAN DRAINAGE ACT 2013  
STATEMENT OF COMPLIANCE FOR VEHICULAR ACCESS AND DRAINAGE ACCESS  
TELECOMMUNICATIONS TOWER WITH ANCILLARY SHED – 862 SOUTH RIANA ROAD,  
SOUTH RIANA

I refer to your application DA216225 for a Telecommunications Tower with ancillary shed and equipment at 862 South Riana Road, South Riana, and based on the information supplied with the application make the following determination in respect to vehicular access and disposal of stormwater.

Access can be provided to the road network for the property at 862 South Riana Road, South Riana subject to the following:

- R1 The existing property access located on Barrens Road, near the South Riana Road intersection, as shown on the enclosed plan must be upgraded and sealed generally in accordance with and Standard Drawings TSD-R03-v1 Rural Roads – Typical Property Access (culvert not required) and TSD-R04-v1 Rural Roads – Typical Driveway Profile. Please contact the Council's Public Safety Coordinator on 0419 103 887 (copies enclosed);
- R2 A separate conditioned approval from the Council acting in its capacity as the Road Authority will be required for any works or activity in the road reservation, and must be arranged prior to any work associated with the development being undertaken. Please contact the Council's Public Safety Coordinator on 0419 103 887;
- R3 Any damage or disturbance to roads, verges or roadside drains resulting from activity associated with the development must be rectified;
- R4 All works or activity listed above shall be completed to the satisfaction of the Council's Director Infrastructure Services or his representative;
- R5 All works or activity listed above shall be at the developer's cost.

Access cannot be provided to the Council's stormwater network for the property at 862 South Riana Road, South Riana. The disposal of concentrated stormwater drainage from buildings and hard surfaces should be contained on-site and be dealt with by in-ground absorption, unless otherwise required and/or approved by the Council's Regulatory Services Group Leader or his representative.

This 'Statement of Compliance' is not an approval to work on any access, work in the road reservation or undertake stormwater drainage works, nor is it a planning permit for the development. This 'Statement of Compliance' is valid for a period of 2 years from the date of this letter.

A copy of this 'Statement of Compliance' has been provided to the Council's Land Use Planning Group for consideration with planning permit application DA216225.

Please contact me on tel. 6429 8977 should you have any further enquires.

Yours sincerely

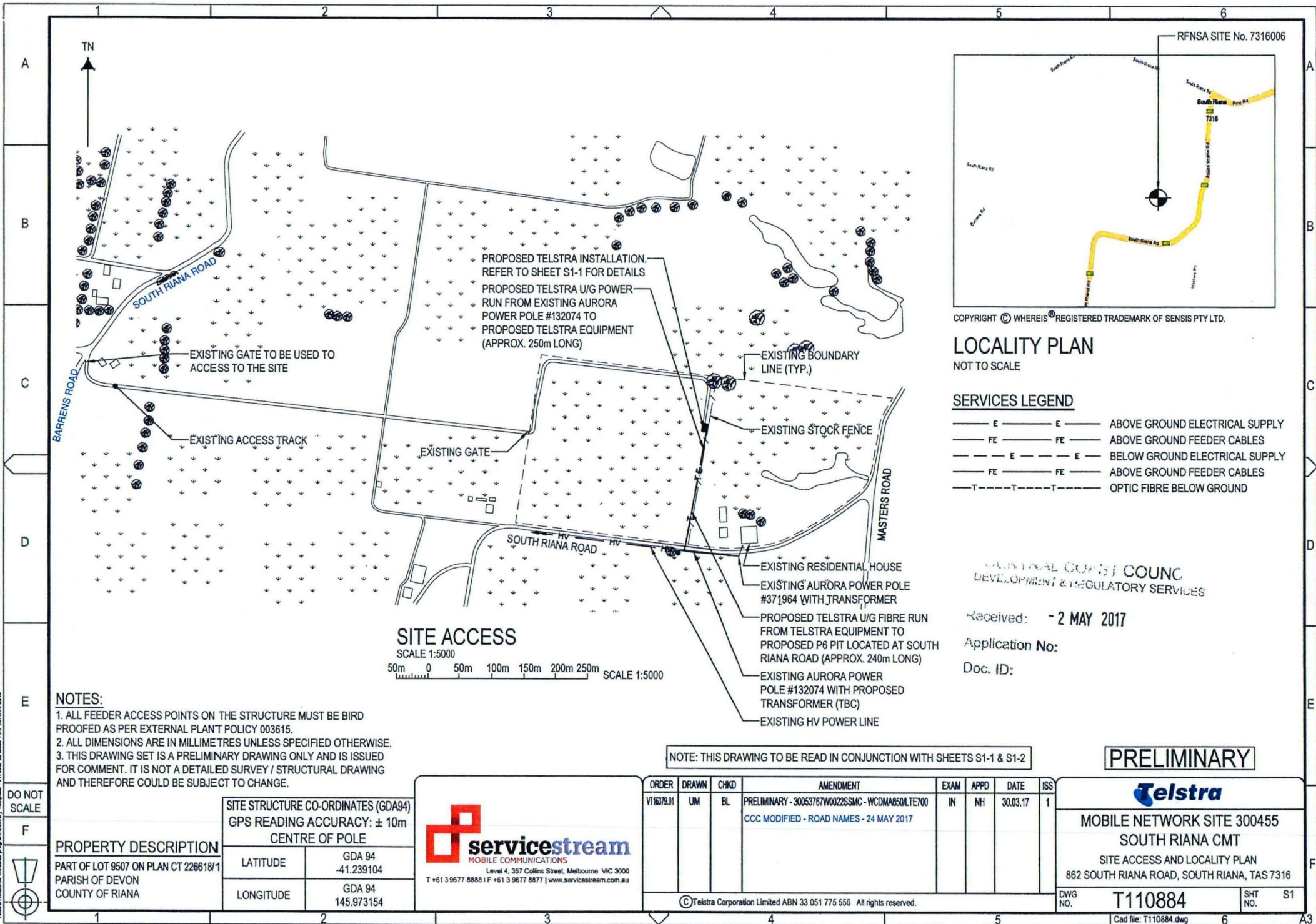


Philip Adams  
ENVIRONMENTAL ENGINEER  
Encl.

✓ Administrative Assistant – Planning  
Regulatory Services Administration Officer  
Public Safety Coordinator

S D Carr  
c/- South Riana PO  
SOUTH RIANA TAS 7316

A COPY FOR YOUR INFORMATION



## **SCHEDULE OF CONTRACTS AND AGREEMENTS**

(Other than those approved under the Common Seal)

Period: 1 to 31 May 2017

### *Contracts*

- Contract for sale of real estate  
Central Coast Council and Melanie Croome  
Property at Export Drive, Ulverstone

### *Agreements*

- Tenancy Agreement  
Unit 8 Ganesway, 51-55 Queen Street, West Ulverstone
- Infrastructure Relocation and Works Agreement  
Tasmanian Networks Pty Ltd (TasNetworks) and Central Coast Council  
50 River Avenue, Heybridge – Case Number CS16-8134
- Land Acquisition  
Ronald Beveridge and Central Coast Council  
CT 153039/2 Gunns Plains Road, Gunns Plains – approx. 986m<sup>2</sup>



Sandra Ayton  
GENERAL MANAGER

SCHEDULE OF DOCUMENTS FOR AFFIXING OF  
THE COMMON SEAL

Period: 16 May 2017 to 19 June 2017

*Documents for affixing of the common seal*

- Nil

*Final plans of subdivision sealed under delegation*

- Final Plan of Survey  
677 & 679 South Road, Penguin  
Subdivision – dwelling excision and consolidation of balance land with  
adjoining rural land  
Application No. DA216154
- Final Plan of Survey  
102 & 104 Preservation Drive, Preservation Bay  
Boundary adjustment  
Application No. DA216136
- Final Plan of Survey  
69 Whitehills Road, Penguin  
Three lots (Rural Living)  
Application No. DA216069
- Final Plan of Survey  
161 & 220 Raymond Road, Gunns Plains  
Boundary adjustment  
Application No. DA216048
- Final Plan of Survey  
Lot 9 Arcadia Avenue, Turners Beach (to be addressed Boyes Street) – part of  
18 lot subdivision  
Application No. DA211037



Sandra Ayton  
GENERAL MANAGER

**A SUMMARY OF RATES & FIRE SERVICE LEVIES  
FOR THE PERIOD ENDED 31 MAY 2017**

	2015/2016		2016/2017	
	\$	%	\$	%
Rates paid in Advance	- 837,326.01	-5.94	- 892,195.10	-6.17
Rates Receivable	295,911.64	2.10	228,216.09	1.58
Rates Demanded	14,561,987.40	103.39	15,038,148.67	103.97
Supplementary Rates	64,302.07	0.46	89,728.70	0.62
	14,084,875.10	100.00	14,463,898.36	100.00
Collected	13,036,376.57	92.56	13,460,361.00	93.06
Add Pensioners – Government	874,602.23	6.21	888,774.95	6.14
Pensioners – Council	34,195.00	0.24	35,070.00	0.24
	13,945,173.80	99.01	14,384,205.95	99.44
Remitted	56,536.20	0.40	934.40	0.01
Discount Allowed	548,505.25	3.89	585,356.15	4.05
Paid in advance	- 801,932.52	-5.69	- 867,571.70	-6.00
Outstanding	336,592.37	2.39	360,973.56	2.50
	14,084,875.10	100.00	14,463,898.36	100.00



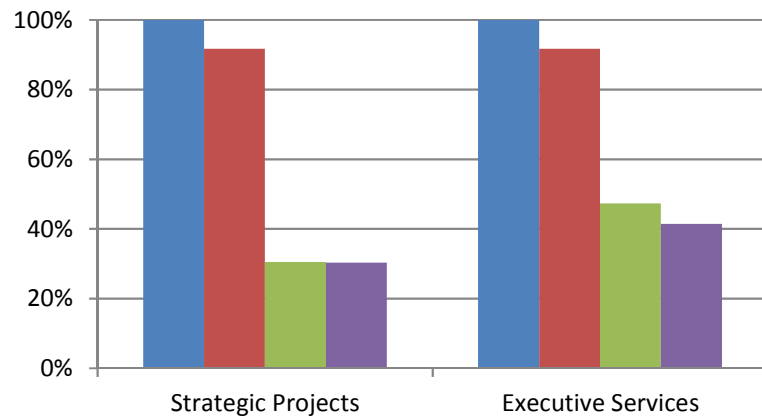
Rachel Morris  
ASSISTANT ACCOUNTANT

1-Jun-2017

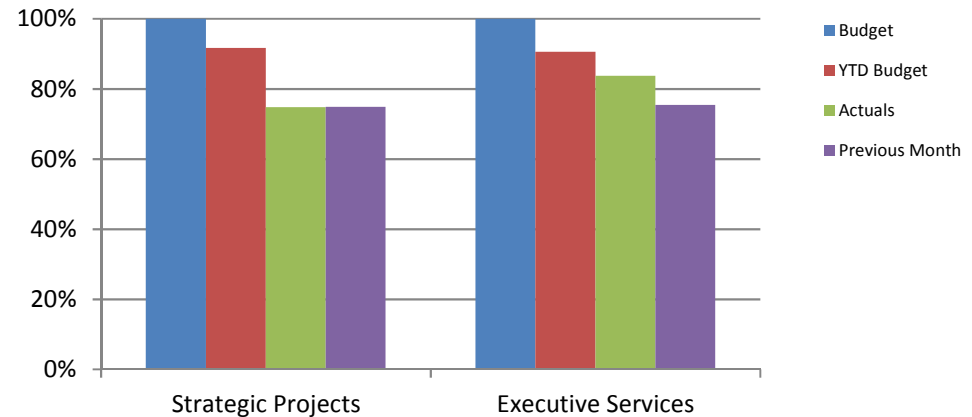
## Finance Report – Financial Statements

GENERAL MANAGEMENT	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
<b>Revenue</b>							
Strategic Projects	(4,373,000)	(4,008,590)	(1,334,549)	(1,326,684)	(2,674,041)	(3,038,451)	31%
Executive Services	(16,000)	(14,670)	(7,564)	(6,632)	(7,106)	(8,436)	47%
	<b>\$ (4,389,000)</b>	<b>\$ (4,023,260)</b>	<b>\$ (1,342,114)</b>	<b>\$ (1,333,316)</b>	<b>\$ (2,681,146)</b>	<b>\$ (3,046,886)</b>	
<b>Expenses</b>							
Strategic Projects	134,000	122,840	100,239	100,273	22,601	33,761	75%
Executive Services	1,490,000	1,349,910	1,247,704	1,123,022	102,206	242,296	84%
	<b>\$ 1,624,000</b>	<b>\$ 1,472,750</b>	<b>\$ 1,347,943</b>	<b>\$ 1,223,294</b>	<b>\$ 124,807</b>	<b>\$ 276,057</b>	

**General Management – Revenue**



**General Management – Expenses**



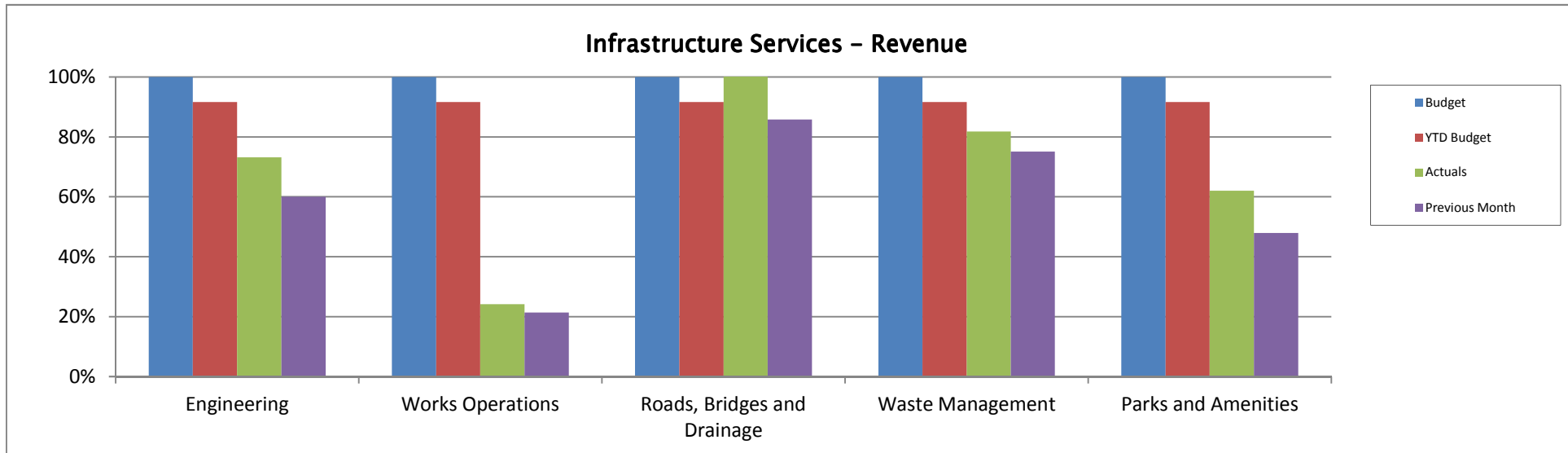
### Variance

Strategic Projects  
Strategic Projects  
Executive Services  
Executive Services

Revenue less than YTD budget – Budget timing – sale of property and capital contributions.  
Expenditure less than YTD budget – Timing in general.  
Revenue less than YTD budget – Plant allocated behind budget.  
Expenditure less than YTD budget – Timing in general.

## Finance Report – Financial Statements

INFRASTRUCTURE SERVICES	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
<b>Revenue</b>							
Engineering	(1,486,000)	(1,362,160)	(1,087,448)	(892,343)	(274,712)	(398,552)	73%
Works Operations	(3,953,000)	(3,623,583)	(955,180)	(844,377)	(2,668,403)	(2,997,820)	24%
Roads, Bridges and Drainage	(2,542,200)	(2,330,350)	(2,872,451)	(2,180,451)	542,101	330,251	113%
Waste Management	(593,500)	(544,040)	(485,497)	(445,873)	(58,543)	(108,003)	82%
Parks and Amenities	(505,250)	(463,144)	(313,514)	(242,099)	(149,630)	(191,736)	62%
	<b>\$ (9,079,950)</b>	<b>\$ (8,323,277)</b>	<b>\$ (5,714,090)</b>	<b>\$ (4,605,141)</b>	<b>\$ (2,609,187)</b>	<b>\$ (3,365,860)</b>	

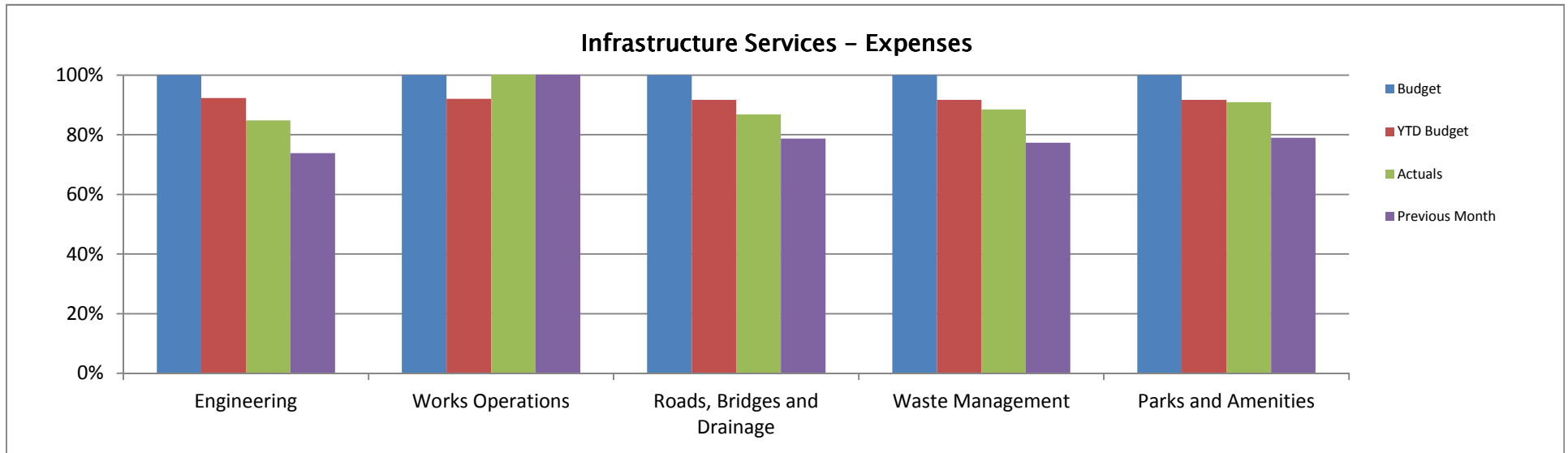


### Variance

Engineering	Revenue under YTD budget – Timing – capital works program affected by flood works.
Works Operations	Revenue under YTD budget – Timing – operational programs behind in cost allocations.
Roads, Bridges and Drainage	Revenue over YTD budget – Timing – More capital grants have been received.
Waste Management	Revenue under YTD budget – Resource Recovery Centre – entry fees and scrap metal sales behind budget.
Parks and Amenities	Revenue under YTD budget – Timing of revenue in general.

## Finance Report – Financial Statements

INFRASTRUCTURE SERVICES	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
<b>Expenses</b>							
Engineering	1,486,000	1,370,985	1,260,228	1,096,652	110,757	225,772	85%
Works Operations	1,209,000	1,113,020	1,362,472	1,294,890	(249,452)	(153,472)	113%
Roads, Bridges and Drainage	6,997,000	6,413,913	6,070,636	5,505,540	343,277	926,364	87%
Waste Management	3,587,500	3,288,608	3,172,213	2,773,657	116,395	415,287	88%
Parks and Amenities	2,599,250	2,382,600	2,362,144	2,052,946	20,456	237,106	91%
	<b>\$ 15,878,750</b>	<b>\$ 14,569,126</b>	<b>\$ 14,227,693</b>	<b>\$ 12,723,685</b>	<b>\$ 341,433</b>	<b>\$ 1,651,057</b>	

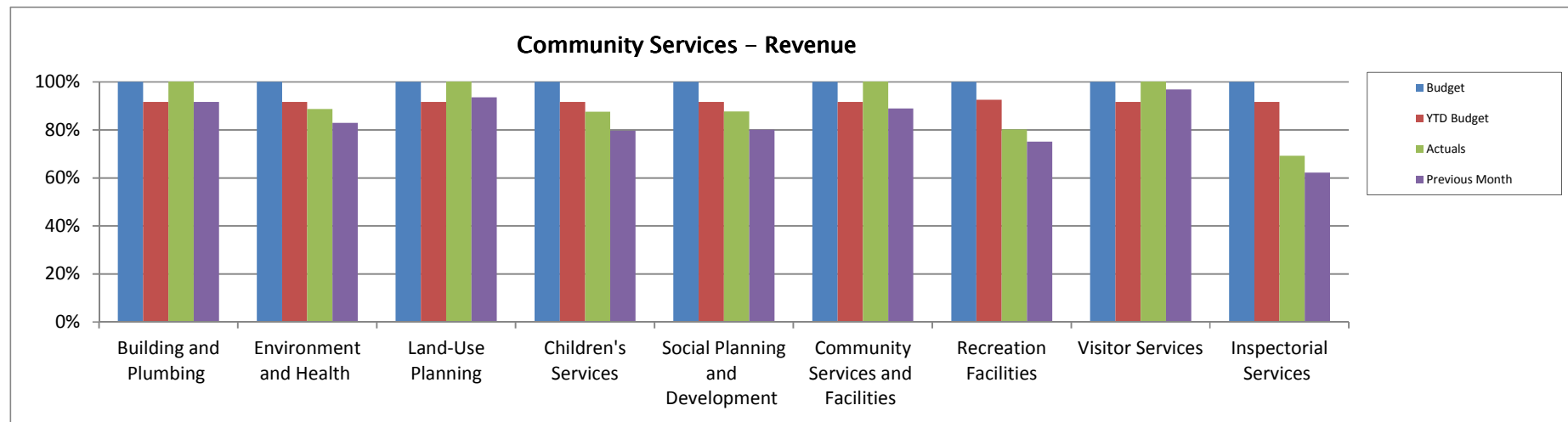


### Variance

Engineering	Expenditure under YTD budget – Timing of costs mainly staff costs.
Works Operations	Expenditure over YTD budget – Flood recovery expenses not budgeted for. Will reflect in revenue when grants are received.
Roads, Bridges and Drainage	Expenditure under YTD budget – Timing of costs in general.
Waste Management	Expenditure under YTD budget – Garbage and recycling collection costs for May not yet received.
Parks and amenities	Expenditure under YTD budget – Timing of costs in general.

## Finance Report – Financial Statements

COMMUNITY SERVICES	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
<b>Revenue</b>							
Building and Plumbing	(220,000)	(201,670)	(229,587)	(201,646)	27,917	9,587	104%
Environment and Health	(70,200)	(64,357)	(62,245)	(58,238)	(2,112)	(7,955)	89%
Land-Use Planning	(156,000)	(143,010)	(170,089)	(146,065)	27,079	14,089	109%
Children's Services	(1,399,000)	(1,282,400)	(1,225,279)	(1,114,218)	(57,121)	(173,721)	88%
Social Planning and Development	(90,200)	(82,669)	(79,117)	(72,298)	(3,552)	(11,083)	88%
Community Services and Facilities	(788,800)	(723,067)	(826,176)	(701,591)	103,109	37,376	105%
Recreation Facilities	(616,500)	(570,525)	(494,426)	(462,987)	(76,099)	(122,074)	80%
Visitor Services	(118,000)	(108,163)	(122,019)	(114,310)	13,856	4,019	103%
Inspectorial Services	(189,000)	(173,230)	(130,855)	(117,588)	(42,375)	(58,145)	69%
	<b>\$ (3,647,700)</b>	<b>\$ (3,349,091)</b>	<b>\$ (3,339,794)</b>	<b>\$ (2,988,941)</b>	<b>\$ (9,297)</b>	<b>\$ (307,906)</b>	

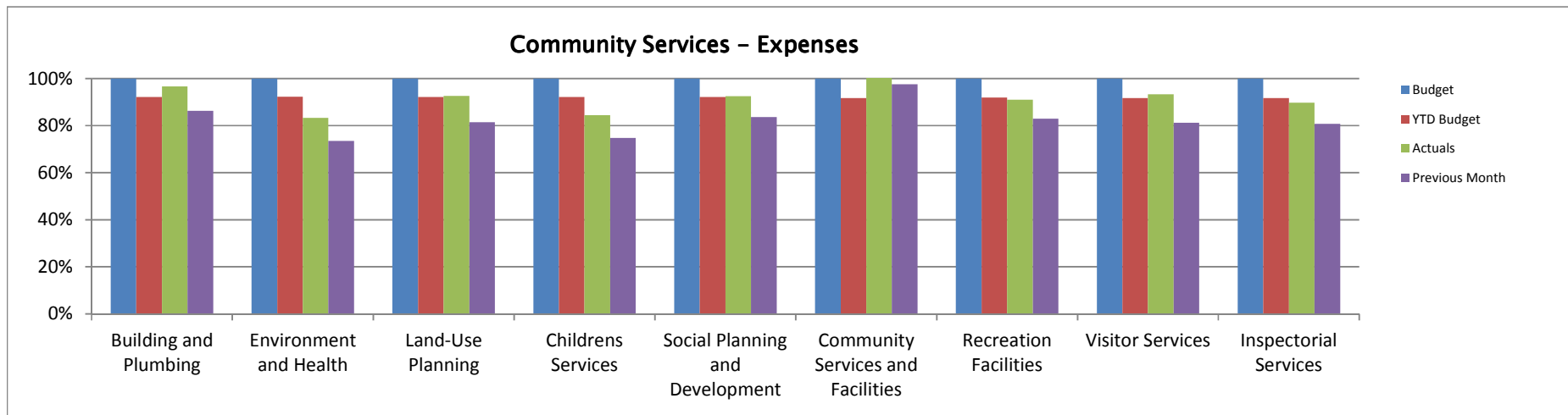


### Variance

Building and Plumbing	Revenue greater than YTD budget – Revenue ahead of budget in general.
Children's Services	Revenue less than YTD budget – Timing of contribution income.
Community Services and Facilities	Revenue greater than YTD budget – Timing in general.
Recreation Facilities	Revenue less than YTD budget – Timing in general.
Visitor Services	Revenue greater than YTD budget – Revenue ahead of budget due to ticket sales.
Inspectorial Services	Revenue less than YTD budget – Timing in general.

## Finance Report – Financial Statements

COMMUNITY SERVICES	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
<b>Expenses</b>							
Building and Plumbing	474,000	436,880	457,993	408,910	(21,113)	16,007	97%
Environment and Health	338,200	311,857	281,598	248,603	30,259	56,602	83%
Land-Use Planning	592,500	546,110	548,386	482,328	(2,276)	44,114	93%
Children's Services	1,388,000	1,279,544	1,171,489	1,038,004	108,055	216,511	84%
Social Planning and Development	824,900	759,779	762,623	689,373	(2,844)	62,277	92%
Community Services and Facilities	1,245,700	1,141,802	1,366,270	1,215,045	(224,468)	(120,570)	110%
Recreation Facilities	1,959,300	1,800,334	1,783,670	1,625,806	16,664	175,630	91%
Visitor Services	318,000	291,493	296,843	258,046	(5,350)	21,157	93%
Inspectorial Services	301,000	275,918	269,914	243,170	6,004	31,086	90%
	<b>\$ 7,441,600</b>	<b>\$ 6,843,717</b>	<b>\$ 6,938,786</b>	<b>\$ 6,209,284</b>	<b>\$ (95,069)</b>	<b>\$ 502,814</b>	



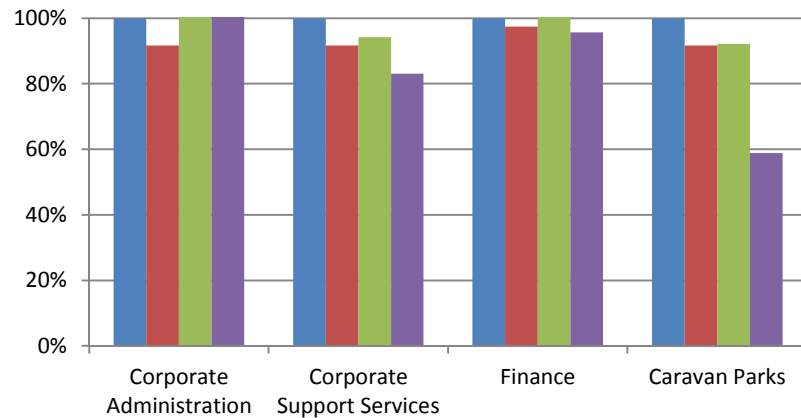
### Variance

Community Services and Facilities	Actuals greater than YTD budget – Aged Persons Home Units changes.
Recreation Facilities	Actuals less than YTD budget – Timing of expenses mainly in Active Recreation.
Inspectorial Services	Actuals less than YTD budget – Timing of costs in general.

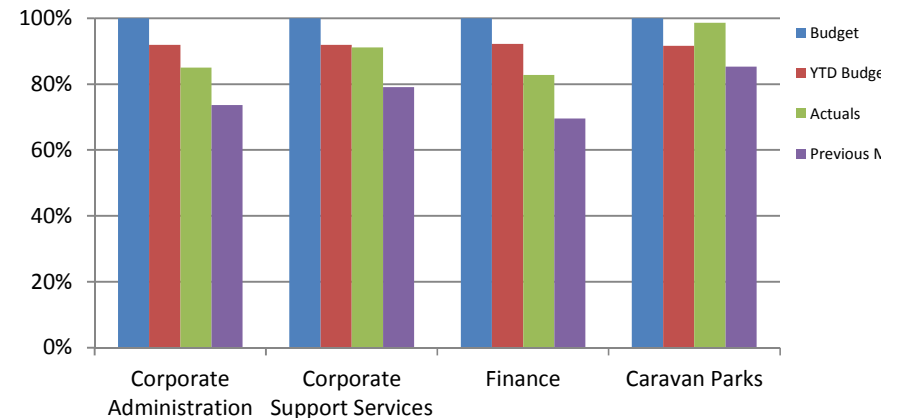
## Finance Report – Financial Statements

ORGANISATIONAL SERVICES	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
<b>Revenue</b>							
Corporate Administration	(15,200)	(13,930)	(18,744)	(18,048)	4,814	3,544	123%
Corporate Support Services	(3,333,000)	(3,055,250)	(3,138,821)	(2,767,788)	83,571	(194,179)	94%
Finance	(21,083,000)	(20,535,870)	(21,248,427)	(20,162,737)	712,557	165,427	101%
Caravan Parks	(139,000)	(127,420)	(128,035)	(81,728)	615	(10,965)	92%
	<b>\$ (24,570,200)</b>	<b>\$ (23,732,470)</b>	<b>\$ (24,534,027)</b>	<b>\$ (23,030,301)</b>	<b>\$ 801,557</b>	<b>\$ (36,173)</b>	
<b>Expenses</b>							
Corporate Administration	571,600	525,600	485,737	248,603	39,863	85,863	85%
Corporate Support Services	4,230,000	3,885,880	3,853,598	482,328	32,282	376,402	91%
Finance	1,817,500	1,676,240	1,504,457	243,170	171,783	313,043	83%
Caravan Parks	84,000	77,000	82,825	–	(5,825)	1,175	99%
	<b>\$ 6,703,100</b>	<b>\$ 6,164,720</b>	<b>\$ 5,926,616</b>	<b>\$ 974,101</b>	<b>\$ 238,104</b>	<b>\$ 776,484</b>	

**Organisational Services – Revenue**



**Organisational Services – Expenses**



### Variance

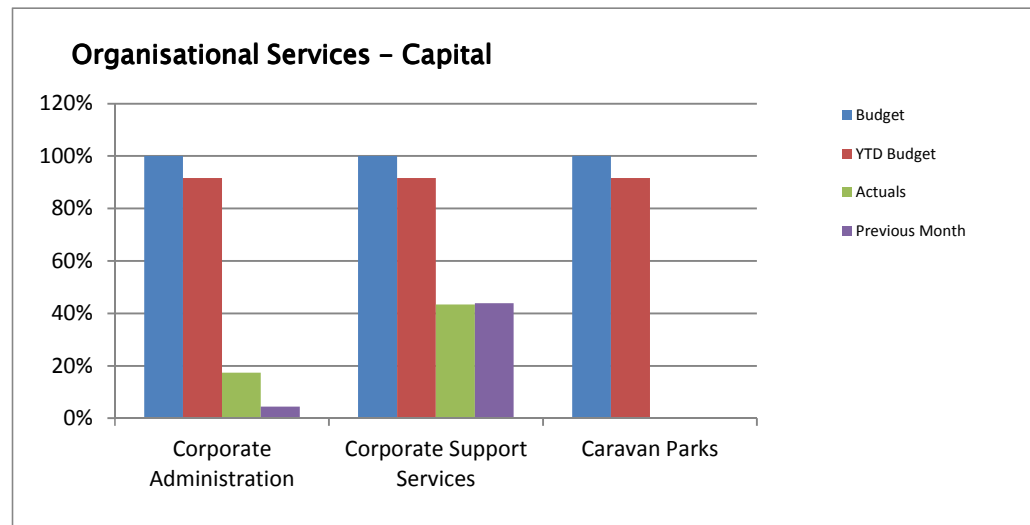
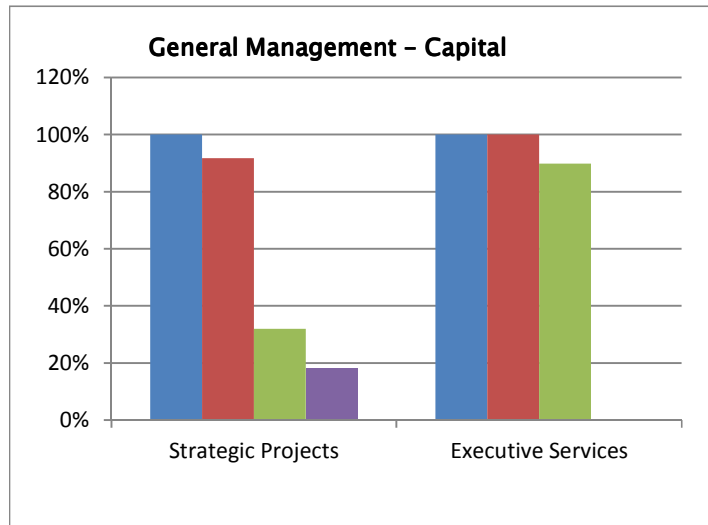
Corporate Administration	Revenue greater than YTD Budget – Small revenue area and timing in general.
Corporate Support Services	Revenue greater than YTD Budget – Timing in general.
Finance	Revenue more than YTD Budget – Rates reflected at gross amount before rebates and discounts and Dulverton Dividend.
Caravan Parks	Revenue greater than YTD Budget – Timing relating to reallocations.
Caravan Parks	Expenses greater than YTD Budget – Timing in general.

## Finance Report – Financial Statements

	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
<b>GENERAL MANAGEMENT</b>							
Strategic Projects	6,258,000	5,736,486	2,002,322	1,139,804	3,734,164	4,255,678	32%
Executive Services	30,000	30,000	26,958	–	3,042	3,042	90%
	<b>\$ 6,288,000</b>	<b>\$ 5,766,486</b>	<b>\$ 2,029,280</b>	<b>\$ 1,139,804</b>	<b>\$ 3,737,206</b>	<b>\$ 4,258,720</b>	

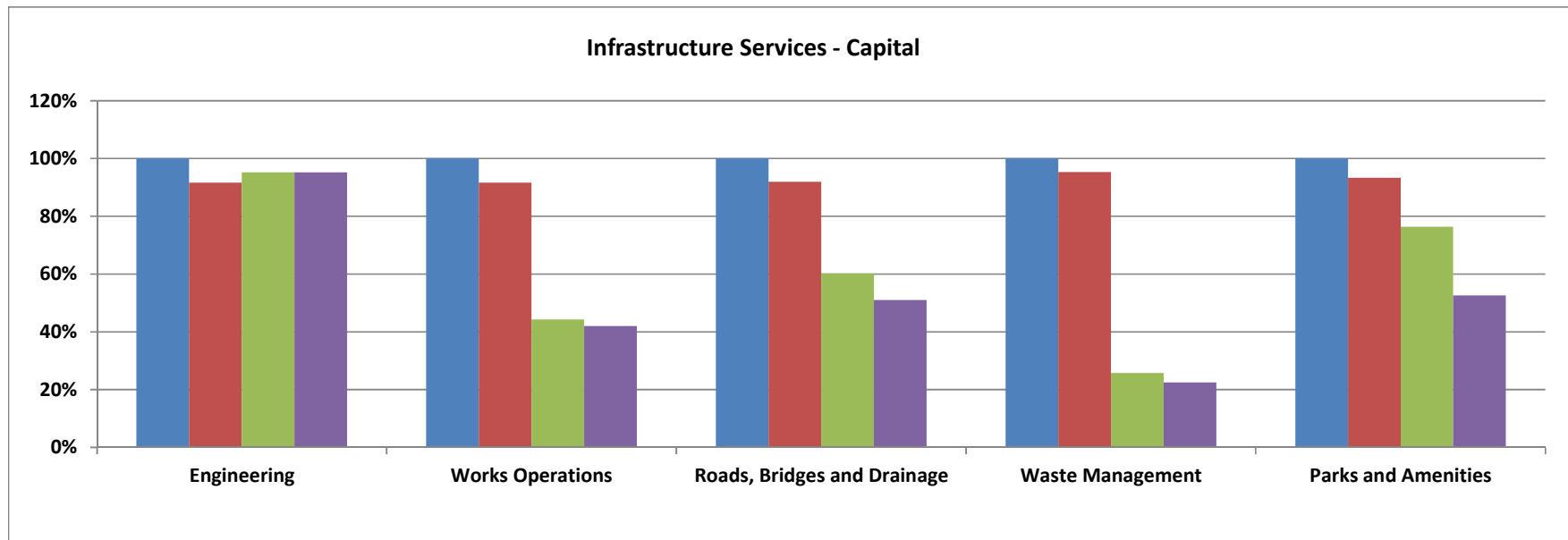
### ORGANISATIONAL SERVICES

Corporate Administration	81,000	74,257	14,125	3,594	60,132	66,875	17%
Corporate Support Services	160,000	146,667	69,439	70,173	77,228	90,561	43%
Finance	–	–	–	–	–	–	0%
Caravan Parks	42,000	38,500	–	–	38,500	42,000	0%
	<b>\$ 283,000</b>	<b>\$ 259,424</b>	<b>\$ 83,564</b>	<b>\$ 73,767</b>	<b>\$ 175,860</b>	<b>\$ 199,436</b>	



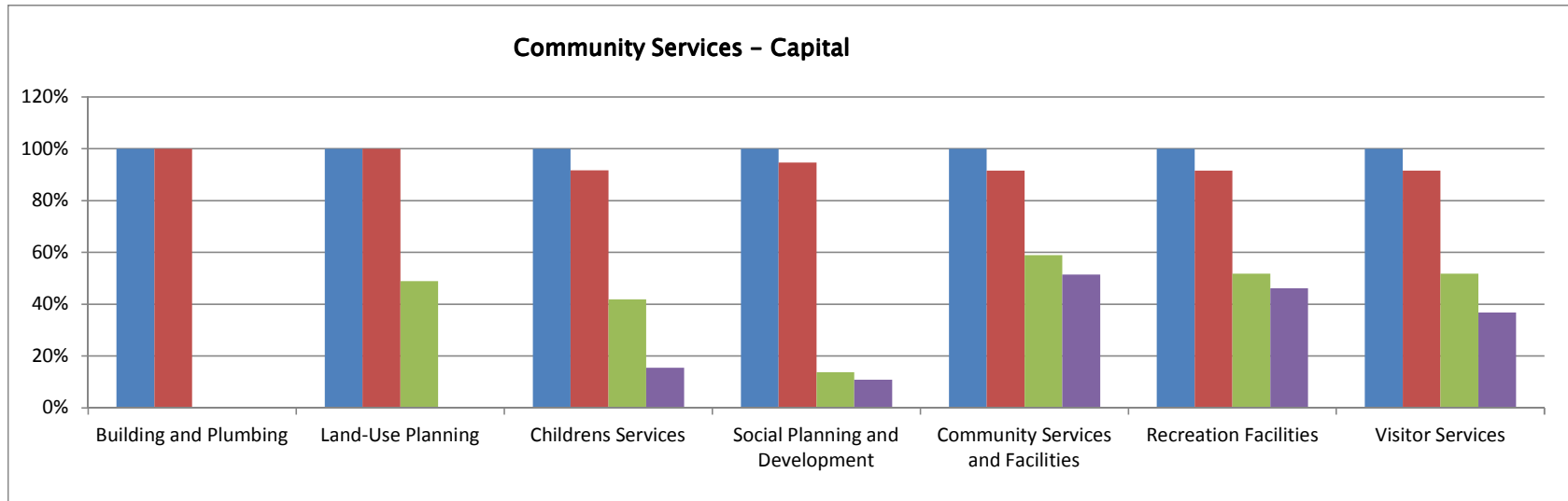
## Finance Report – Financial Statements

	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
<b>INFRASTRUCTURE SERVICES</b>							
Engineering	152,000	139,333	144,719	144,720	(5,386)	7,281	95%
Works Operations	3,899,000	3,574,083	1,726,664	1,638,935	1,847,419	2,172,336	44%
Roads, Bridges and Drainage	5,799,000	5,329,068	3,493,356	2,955,237	1,835,712	2,305,644	60%
Waste Management	510,000	486,238	131,391	114,761	354,847	378,609	26%
Parks and Amenities	864,000	806,579	659,625	453,993	146,954	204,375	76%
	<b>\$ 11,224,000</b>	<b>\$ 10,335,301</b>	<b>\$ 6,155,755</b>	<b>\$ 5,307,646</b>	<b>\$ 4,179,546</b>	<b>\$ 5,068,245</b>	



## Finance Report – Financial Statements

	Budget	YTD Budget	Actuals	Previous Month	YTD Variance	Remaining	% of Budget
<b>COMMUNITY SERVICES</b>							
Building and Plumbing	30,000	30,000	–	–	–	30,000	0%
Land-Use Planning	58,000	27,500	28,410	–	–	29,590	49%
Children's Services	33,000	30,250	13,846	5,129	–	19,154	0%
Community Development	153,000	144,907	21,049	16,733	123,858	131,951	14%
Community Services & Facilities	359,300	329,339	211,793	184,855	117,546	147,507	59%
Recreation Facilities	515,500	472,519	266,937	238,315	205,582	248,563	52%
Environmental Health	30,000	27,500	28,410	–	(910)	1,590	95%
Visitor Services	5,000	4,580	1,839	1,839	2,741	3,161	37%
	<b>\$ 1,183,800</b>	<b>\$ 1,066,595</b>	<b>\$ 572,285</b>	<b>\$ 446,872</b>	<b>\$ 448,816</b>	<b>\$ 611,515</b>	



Strategic Projects	Expenses less than budget – Timing of projects relating to the receipt of grant income.
Works Operations	Expenses less than budget – Timing of projects on works program.
Roads, Bridges and Drainage	Expenses less than budget – Timing of projects and impact of floods on works program.
Waste Management	Expenses less than budget – Timing of projects in general.
Parks and Amenities	Expenses less than budget – Timing of projects in general.
Community Services & Facilities	Expenses less than budget – Timing of projects in general.
Recreation Facilities	Expenses less than budget – Timing of projects in general.
Visitor Services	Expenses less than budget – Timing of projects in general.

## BANK RECONCILIATION

FOR THE PERIOD 1 MAY to 31 MAY 2017

Balance Brought Forward (31/4/2017)	15,758,438.19
Add, Revenue for month	3,612,797.79
	19,371,235.98
	-----
Less, Payments for month	3,980,248.52
	-----
Balance as at 31 May 2017	15,390,987.46
	-----

Balance as at Bank Account as at 31 May 2017	676,883.54
Less, Unpresented Payments	- 40,241.51
	-----
	636,642.03
Cash on Hand	- 83,607.67
	-----
Operating Account	553,034.36
Interest Bearing Term Deposits	14,837,953.10
	-----
	15,390,987.46
	-----



Rachel Morris  
ASSISTANT ACCOUNTANT

02-June-2017

# Works Program 2016-2017

(Schedule indicates site construction only)

[illegible]

## Works Program 2016-2017

(Schedule indicates site construction only)

[illegible]

## Works Program 2016-2017

(Schedule indicates site construction only)

[illegible]

# Credit Card Policy

May 2017

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## **POLICY**

This Policy applies to all Elected Members and Staff issued with a Council Business Card.

## **PURPOSE**

The Mayor, General Manager, Directors and other persons authorised by the General Manager are issued a Commonwealth Bank Mastercard for business use.

This Policy has been implemented to clarify and strengthen controls over usage and authorisation procedures.

This Policy has been developed to provide clear procedures to all cardholders regarding the use of Council Business Cards.

## **ELEMENTS OF THE POLICY**

- 1 Applicability
- 2 Education and Awareness
- 3 Roles and Responsibilities
- 4 Procedures
- 5 Disciplinary Action
- 6 Legislation and Related Documentation
- 7 Review of Policy

### *1 APPLICABILITY*

This Policy applies to all Councillors and Staff who have been issued with a Commonwealth Bank Mastercard for Business Use.

### *2 EDUCATION AND AWARENESS*

All Councillors and Staff issued with a Commonwealth Bank Mastercard will be required to read this Policy and sign the acknowledgement form (Appendix A).

### *3 ROLES AND RESPONSIBILITIES*

- (a) The Mayor, General Manager, Directors and other cardholders are responsible for:
  - . Using their Business Card for appropriate Council business only.
  - . Using their Business Card only when suppliers will not accept payment on account via EFT or cheque.
  - . Allocating internal expense codes.
  - . Recording any additional information required.

- . Recording the number of staff (including associates) and the number of guests when Business Cards are used for meal entertainment subject to Fringe Benefits Tax.
  - . Authorising all transactions.
  - . Providing a valid 'Tax Invoice' for all transactions.
  - . Transactions that do not have a valid 'Tax Invoice' must be supported by other documentation such as cash dockets, receipts or invoices.
  - . Forwarding the monthly statement and supporting documentation to the Authorising Officer within one week of issue.
  - . The card is not to be used for cash advances, fuel purchases or fines incurred by the holder.
  - . During periods of leave in excess of two weeks the cardholder must return the card to the Assistant Accountant for safe storage.
- (b) The Assistant Accountant is responsible for:
- . Reconciling the individual cardholder statements and the 'Business Card Consolidated Report'.
  - . Allocating expenditure to the applicable internal expense account.
  - . Properly accounting for GST Tax Credits.
  - . Using the information recorded regarding meal entertainment to complete the annual Fringe Benefits Tax return.
  - . Ensuring expenditure is authorised in accordance with this Policy.

#### 4 PROCEDURES

The issuing of all Credit Cards must be authorised by the General Manager.

Each cardholder will receive a monthly statement of expenditure which is to be completed, authorised and forwarded with Tax Invoices/receipts to the Assistant Accountant within one week of issue.

The authorisation procedure is as follows:

- . The General Manager will authorise the expenditure of the Mayor and the Directors.

- . The Mayor will scrutinise the expenditure of General Manager, and the Director Organisational Services will authorise the expenditure of the General Manager.
- . The Directors will authorise the expenditure of any responsible staff issued with credit cards.

Payment is automatically deducted from the Council's operating bank account at the end of each month.

The Assistant Accountant will reconcile the individual cardholder statements and the 'Business Card Consolidated Report'.

The Assistant Accountant will prepare and input journal transactions to allocate Mastercard expenditure to applicable internal expense and GST Tax Credit accounts. Journals are to be processed within one week after receipt of authorised statements.

The Director Organisational Services will review the cardholder statements to ensure compliance with the Policy.

#### 5 *DISCIPLINARY ACTION*

If a breach of the Central Coast Council's Credit Card Policy occurs, action taken will be in line with the disciplinary procedure as documented in the Human Resource Disciplinary Action Policy.

#### 6 *LEGISLATION AND RELATED DOCUMENTATION*

- . Employee Code of Conduct
- . Code of Conduct of Councillors
- . Fraud Control Policy
- . Human Resource Disciplinary Action Policy
- . Resignation/Termination Checklist

#### 7 *REVIEW OF POLICY*

This Policy will be reviewed every two years unless organisational and legislative changes require more frequent modifications.

### **ATTACHMENTS**

- . Acknowledgement of Policy Declaration Form.

Date of approval: 21 / 6 / 2017

Approved by:

Sandra Ayton

Sandra Ayton  
GENERAL MANAGER

## Appendix A

# Credit Card Policy

## ACKNOWLEDGEMENT FORM

I have read and understood the contents and agree to abide by the Credit Card Policy.

Employee Name:

Employee Signature:

Date: ...../...../.....

Please return this acknowledgement to the Assistant Accountant.