
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 October 2020 commencing at 6.00pm.

Councillors attendance

Cr Jan Bonde (Mayor)	Cr John Beswick
Cr Garry Carpenter (Deputy Mayor)	Cr Amanda Diprose
Cr Casey Hiscutt	Cr Annette Overton
Cr Tony van Rooyen	Cr Philip Viney

Councillors apologies

Cr Cheryl Fuller

Employees attendance

General Manager (Ms Sandra Ayton)
Director Infrastructure Services (Mr Paul Breaden)
Director Organisational Services (Mr Ian Stoneman)
Strategic Projects & Planning Consultant (Mr Paul West)
Town Planner (Mrs Carolyn Harris)
Executive Services Officer (Mrs Lou Brooke)

Media attendance

Due to COVID-19 restrictions, media representatives were not able to attend the meeting.

Public attendance

Due to COVID-19 restrictions, the public were not able to attend the meeting.

Prayer

The meeting opened in prayer.

CONFIRMATION OF MINUTES OF THE COUNCIL

297/2020 Confirmation of minutes

The Executive Services Officer reported as follows:

“The minutes of the previous ordinary meeting of the Council held on 21 September 2020 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 Hiscutt moved and Cr Viney seconded “That the minutes of the previous ordinary meeting of the Council held on 21 September 2020 be confirmed.”

Carried unanimously

COUNCIL WORKSHOPS

298/2020 Council workshops

The Executive Services Officer reported as follows:

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

- . 28.09.2020 – Local Government Association of Tasmania – CEO and President; Risk Framework
- . 05.10.2020 – Communications and Engagement Policy; Capital Works update
- . 12.10.2020 – Quarterly update.

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

- Cr Diprose moved and Cr Overton seconded “That the Officer’s report be received.”

Carried unanimously

MAYOR'S COMMUNICATIONS

299/2020 Mayor's communications

"I would like to acknowledge the passing of former Councillor, Mr Brian Robertson who passed peacefully with his family at his residence 'Lonah' on 12 October 2020. Brian served as Councillor between October 1996 – October 2011 and was elected as Deputy Mayor in April 1999, retiring from this role in October 2009.

Brian was a well-respected and valued Councillor, and during his time with the Council, served as a liaison for Leven Fire Management Area Committee and the Central Coast Youth Engaged Steering Committee. Brian's proudest contributions as Councillor were saving the Ulverstone Waterslide and maintaining the village feel of Penguin. Brian will be sadly missed by our whole community."

The Mayor resumed the meeting at 6:02pm

300/2020 Mayor's diary

The Mayor reported as follows:

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

- . Penguin District School Redevelopment Community Reference Group meeting – Penguin
- . Switch Board Meeting – Ulverstone
- . Our Watch introduction – Ulverstone
- . TasWater Owners' Representative Group Special General Meeting – Launceston
- . Stage 2 Opening of Mountain Bike Trails – Mount Montgomery
- . Ulverstone Municipal Band Annual Awards Dinner – Ulverstone
- . Ulverstone Bowls and Community Club Dinner – Ulverstone
- . Open Day – Turners Beach Bowls Club – Turners Beach
- . West Ulverstone Child and Family Learning Centre, Local Enabling Group Meeting – Ulverstone
- . Mr Perfect BBQ Breakfast – Ulverstone
- . Blue Penguin mental health week event – Penguin
- . Fortnightly radio interview."

■ Cr Carpenter moved and Cr Hiscutt seconded, "That the Mayor's report be received."

Carried unanimously

301/2020 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.

COUNCILLOR REPORTS

302/2020 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 Hiscutt reported on a recent meeting of the Slipstream Circus Board Inc, acknowledging their Spring into Action – Circus Fest event, held late–September. It was noted that the event was successful and a mighty effort from the committee. Slipstream are looking forward to their 20 year celebration in December.

Cr Carpenter reported that the Caves to Canyon Tourism Association recently launched their virtual reality software and has been installed at the Ulverstone Visitor Information Centre. The Mayor and General Manager attended a recent presentation where they got to experience the software firsthand. It is envisaged that the software will be installed on the Spirit of Tasmania in the near future.

APPLICATIONS FOR LEAVE OF ABSENCE

303/2020 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.”

DEPUTATIONS

304/2020 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

305/2020 Petitions

The Executive Services Officer reported as follows:

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

COUNCILLORS' QUESTIONS

306/2020 Councillors' questions without notice

The Executive Services Officer reports 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.

307/2020 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 were received.”

PUBLIC QUESTION TIME

308/2020 Public question time

The Mayor reported as follows:

“Due to the current COVID-19 restrictions and guidelines, this meeting will not be open to public attendance. Members of the public who would like to ask questions to the Council, that would normally have been heard during the Public Question Time section of the meeting agenda, are advised to provide their question on notice to the General Manager by 3.00pm Monday, 19 October 2020.

Any questions received will be read out by the General Manager at the meeting and a response provided following the meeting.”

309/2020 Public questions taken on notice

The Executive Services Officer reported as follows:

“No public questions were taken on notice from the 21 September 2020 meeting.”

The Mayor reported as follows:

“One submission for public question time has been received:

Ms Jennie Davis, Ulverstone:

Question 1 –

“I am interested please in an update on the progress of the chiming mechanism of our Ulverstone Memorial Clock.

I had conversations mid-year with the council employee involved with this challenging task so am aware of the difficulties but I am hoping to hear the dulcet tones of this icon radiating out over our town again very soon.”

Response

The Mayor referred the question to the General Manager who advised:

“There were major delays in receiving the replacement parts for the Memorial Clock chime controller. The controller has recently arrived from South Australia. Due to COVID-19 restrictions the supplier is unable to send a

specialist contractor to install the unit. Council staff have advised that they will install the unit this week under guidance of the supplier. Provided that the controller operates correctly, the chimes should be working by the end of this week.”

DEPARTMENTAL BUSINESS

GENERAL MANAGEMENT

310/2020 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:

- Central Coast Youth Leadership Council – meeting held 17 September 2020.

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

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

Carried unanimously

311/2020 Annual Report for the year ended 30 June 2020

The General Manager reported as follows:

“PURPOSE

The purpose of this report is to approve the Annual Report for the year ended 30 June 2020.

BACKGROUND

The *Local Government Act 1993* (the Act) provides that a council must prepare an Annual Report.

An Annual Report for the year ended 30 June 2020 has been prepared as required and a draft is appended to this report.

The Annual Report is the major reporting mechanism to the community.

The Act provides the requirements for the preparation of the Annual Report and directs that a council must invite the community to make submissions on its report for discussion at its Annual General Meeting.

DISCUSSION

Discussion has been provided for within the Annual Report.

CONSULTATION

A draft Annual Report has been forwarded to the Tasmanian Audit Office for review in accordance with Auditing Standard ASA 720 *Other Information in Documents Containing Audited Financial Reports*.

Community reporting will take place as part of the Annual General Meeting which is scheduled to be held at the Gnomon Room, Ulverstone Wharf Precinct at 7.00pm on Monday, 30 November 2020.

RESOURCE, FINANCIAL AND RISK IMPACTS

The cost of preparation of the Annual Report has been provided for within the Estimates.

CORPORATE COMPLIANCE

Preparation of the Annual Report is a statutory requirement.

CONCLUSION

The Annual Report is recommended for approval.”

The Executive Services Officer reported as follows:

“A copy of the Annual Report for the year ended 30 June 2020 has been circulated to all Councillors.”

- Cr Carpenter moved and Cr van Rooyen seconded, “That the Annual Report for the year ended 30 June 2020 be approved.”

Carried unanimously

312/2020 Quarterly Performance Report – 2020–2021 Annual Plan progress

The General Manager reported as follows:

"PURPOSE

The purpose of this report is to present a Quarterly Performance Report, which outlines the progress made in meeting the strategic actions and objectives included in the Council's 2020–2021 Annual Plan.

BACKGROUND

In accordance with the requirements of the *Local Government Act 1993*, Council's 2020–2021 Annual Plan and Budget Estimates were adopted at the ordinary meeting on Monday, 22 June 2020.

DISCUSSION

The Quarterly Performance Report to Council provides an update on the progress of strategic actions included in the Council's 2020–2021 Annual Plan. Strategies and Actions are listed in Department order and provide information on what is planned to be achieved during the financial year. Each action's status includes progress comments and the estimated percentage completed against the targets set. Highlights of achievements during the first quarter included:

- . Progress on construction works at the Ulverstone Cultural Precinct site;
- . A report regarding the Showground Sports and Community Precinct Master Plan adopted. Council agreed to defer further development of the Master Plan until 2020–2021 which will be dependent on a budget allocation;
- . Work commenced on the background for the development of a Local Settlement Plan;
- . Perry–Ling Gardens Master Plan progressed, the results of the community survey have been analysed and are being collated into a final report, prior to further consultation;
- . Commencement of the 'Lean' implementation process. Simulated Work Environment (SWE) training to be undertaken in November 2020;
- . Dementia–Friendly Wayfinding/Signage Framework development commenced and will guide signage upgrades in Ulverstone and Penguin CBDs; and
- . Review and purchase of Information and Communication Technology equipment commenced assisting with workforce mobility and flexibility.

A copy of the Quarterly Performance Report to Council – 30 September 2020 is appended.

CONSULTATION

Consultation is not required on this report.

RESOURCE, FINANCIAL AND RISK IMPACTS

Other than staff time there is no impact on Council resources.

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
- . Effective communication and engagement
- . Strengthen local–regional connections.

CONCLUSION

It is recommended that Council receive the Quarterly Performance Report.”

The Executive Services Officer reported as follows:

“A copy of the Quarterly Performance Report to Council – 30 September 2020 has been circulated to Councillors.”

■ Cr Carpenter moved and Cr Beswick seconded, “That Council receive the Quarterly Performance Report on progress with the 2020–2021 Annual Plan as at 30 September 2020.”

Carried unanimously

313/2020 Communications and Engagement Policy (16/2016 – 25.01.2016)

The General Manager reported as follows:

“The Strategy & Policy Officer has prepared the following report:

‘PURPOSE

The purpose of this report is to consider the adoption by the Council of a revised Communications and Engagement Policy dated October 2020.

BACKGROUND

Communication is at the core of everything that the Council undertakes. In accordance with the Council’s values, good communication and engagement

is an important part of the Council's culture which serves to improve service delivery and assist in informing, empowering and connecting with the local community.

Effective engagement is central to understanding the aspirations, needs and priorities of the local community and integrating community input into how related local public services are planned and delivered.

Adopted by the Council in 2016, the revised Policy promotes planning for communications and engagement as part of any Council project's design in a whole-of-project approach. Grounded in place-based thinking, guiding communication and engagement principles underpins this approach.

The revised Policy provides guidance for Council staff on opportunities for communications and engagement and a framework for consistent community engagement reporting. Implicit in the revised Policy is continuous improvements by the Council for communication and engagement implementation and evaluation.

DISCUSSION

Good communication is about clearly conveying information between an individual or organisation and its stakeholders, including employees, community, customers, industry and government on matters of mutual interest to raise awareness and to inform.

Community engagement is a process, not an outcome. It is a process where the community has a role in the Council's decision-forming process. Taking into consideration community views, opinions and expectations is an important factor for many of the Council's decision-making areas.

The revised Policy defines a transparent pathway for the Council's communications and engagement processes that can be measured and reported in order to provide accountability for activities undertaken by the Council in a particular area. The revised Policy supports a commitment by the Council to open, transparent community engagement and two-way communication between the Council and the communities it serves.

The revised Policy demonstrates the Council's commitment to continually improve the way it communicates and engages with residents in Central Coast. The revised Communication and Engagement Policy provides direction and guidance for the Council's staff and elected members and demonstrates the Council's commitment to good governance.

CONSULTATION

Consultation regarding the review of the 2015 Policy and revised Communications and Engagement Policy 2020 was presented at a workshop for Councillors on 5 October 2020.

RESOURCE, FINANCIAL AND RISK IMPACTS

Risks associated with not adopting the revised Policy include ineffective and ad-hoc communications and engagement with the community. Not integrating the community's unique perspective in Council's strategic decision making is a missed opportunity to improve infrastructure development and provision of services. There is no additional impact on Council resources or finances for the implementation of the revised Guidelines.

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.

Council Sustainability and Governance

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

CONCLUSION

It is recommended that the Communications and Engagement Policy dated October 2020 be adopted.'

The Strategy & Policy Officer's report is supported."

The Executive Services Officer reported as follows:

"A copy of the Communications and Engagement Policy dated October 2020 has been circulated to all Councillors."

■ Cr Beswick moved and Cr Carpenter seconded, "That the Communications and Engagement Policy dated October 2020 (a copy being appended to and forming part of the minutes) be adopted."

Carried unanimously

314/2020 Social Media Guidelines (254/2018 – 17.09.2018)

The General Manager reported as follows:

“The Strategy & Policy Officer has prepared the following report:

‘PURPOSE

The purpose of this report is to consider the adoption by the Council of revised Social Media Guidelines dated October 2020.

BACKGROUND

The Social Media Community Guidelines and Social Media Acceptable Use Policy dated September 2018 are interrelated. The revised Social Media Guidelines dated October 2020 combines these documents. Two demarcation sections in the Social Media Guidelines 2020 defines the different Community/Council applications to enable a single point of reference for social media related information.

Incorporated within the Social Media Guidelines, the Community Guidelines continue to define the standards expected by visitors who participate on the Council’s digital platforms.

Also incorporated within the Social Media Guidelines, the Council Guidelines assists with effective delivery of Council business and services through the use of social media and provides guidance for workplace participants on their responsibilities and obligations relating to social media and online networking.

The revised Social Media Guidelines dated October 2020 demonstrates the Council’s commitment to good governance by promoting open and transparent channels for two-way communications online with the community.

DISCUSSION

The Social Media Guidelines and moderation are designed to protect all users of the Council’s digital platforms. The Guidelines aim not to discourage two-way conversations between the community and the Council but stipulate that participation on the Council’s social media platforms need to comply with standards in order to assist the Council facilitate a welcoming space for intelligent discussion.

The Social Media Guidelines enables effective service delivery of Council business through the use of online, social media communications, while ensuring protection and proper use of the Council's social media services.

The Social Media Guidelines promotes a common-sense approach to using social media and does not intend to discourage or unduly limit personal expression or online activities. However, it is important to set the ground rules, so workplace participants have an understanding and point of reference for the standards and their obligations relating to social media use.

Review of the Social Media Acceptable Use Policy 2018 and Social Media Community Guidelines 2018 found that no disruptive technologies have emerged on the market that impact on content. The revised Social Media Guidelines 2020 include a broad scope and application and remain relevant to the Council's use of social media and digital communications platforms.

CONSULTATION

The Social Media Acceptable Use Policy and Community Guidelines were first adopted by Council in January 2016.

The Social Media Acceptable Use Policy and Community Guidelines were reviewed and adopted by Council in January 2018.

This latest review of the social media related Policy and Guidelines and revised Social Media Guidelines were presented at a workshop for Councillors on 5 October 2020.

RESOURCE, FINANCIAL AND RISK IMPACTS

Guidelines are needed to manage social media related risks and to ensure the Council's and community's effective use of the Council's social media tools. Integrating the use of social media in the Council's external communications enables progress towards meeting community expectations relating to the Council's capacity to provide timely and accurate information on topics of mutual interest. There is no additional impact on Council resources or finances for the implementation of the revised Guidelines.

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.

Council Sustainability and Governance

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

CONCLUSION

It is recommended that the Social Media Guidelines dated October 2020 be adopted.'

The Strategy & Policy Officer's report is supported."

The Executive Services Officer reported as follows:

"A copy of the Social Media Guidelines dated October 2020 has been circulated to all Councillors."

■ Cr Beswick moved and Cr Viney seconded, "That the Social Media Guidelines dated October 2020 (a copy being appended to and forming part of the minutes) be adopted."

Carried unanimously

315/2020 Correspondence addressed to the Mayor and Councillors

The General Manager reported as follows:

"A Schedule of Correspondence addressed to the Mayor and Councillors for the period 22 September to 19 October 2020 and which was addressed to the 'Mayor and Councillors' is appended. Reporting of this correspondence is required in accordance with Council policy.

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."

The Executive Services Officer reported as follows:

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

■ Cr Viney moved and Cr Hiscutt seconded, “That the Schedule of Correspondence addressed to the Mayor and Councillors (a copy being appended to and forming part of the minutes) be received.”

Carried unanimously

316/2020 Common seal

The General Manager reported as follows:

“A Schedule of Documents for Affixing of the Common Seal for the period 22 September to 19 October 2020 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 Diprose moved and Cr Hiscutt 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

317/2020 Contracts and agreements

The General Manager reported as follows:

“A Schedule of Contracts and Agreements (other than those approved under the common seal) entered into for the period 22 September to 19 October 2020 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.”

GENERAL MANAGEMENT

- Cr van Rooyen moved and Cr Hiscutt seconded, "That the Schedule of Contracts and Agreements (a copy being appended to and forming part of the minutes) be received."

Carried unanimously

COMMUNITY SERVICES

318/2020 Statutory determinations

The Director Organisational Services reported as follows:

“A Schedule of Statutory Determinations made during the month of September 2020 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 Carpenter moved and Cr Diprose seconded, “That the Schedule of Statutory Determinations (a copy being appended to and forming part of the minutes) be received.”

Carried unanimously

319/2020 Amendment to Dog Management Policy 2020 (222/2020 – 20.07.2020 & 283/2020 – 21.09.2020)

The Director Organisational Services reported as follows:

“PURPOSE

The purpose of this report is to advise the Council of the public submissions received in relation to the proposed amendments to the Dog Management Policy 2020 made at its meeting on 21 September 2020.

This report is also provided to assist the Council in finalising the adoption of the revised Dog Management Policy 2020.

BACKGROUND

The Council at its meeting on 20 July 2020 adopted its new Dog Management Policy to take effect from 1 October 2020. This Policy effectively replaced the 2015 Dog Management Policy from the operative date.

There has been considerable public interest in the new Policy and numerous submissions have been made, particularly relating to new restrictions requiring that on several beaches dogs were to be restrained ‘on-lead’ at all times.

After the Council adopted the Policy a petition was received at the Council meeting held on 21 September 2020. The petition related to the eastern section of Buttons Beach. An accompanying report offered a number of options for the Council to consider in responding to the petition.

The following changes to the Policy were accepted by the Council:

‘That the Council in relation to the 2020 Dog Management Policy, which is to come into effect on 1 October 2020 determine to modify the Policy to reflect the following in relation to designated areas at Buttons Beach:

- (a) Buttons Beach (between Buttons Creek to the eastern end of the overflow caravan park) be designated as a ‘restricted’ area;
- (b) Buttons Beach (from the eastern end of the overflow caravan park to the most eastern beach access) be designated as an ‘exercise’ area;
- (c) Buttons Beach (from the most eastern beach access to the Fishpond) be designated as a ‘prohibited’ area;

and further, that in relation to the 2020 Dog Management Policy, which is to come into effect on 1 October 2020 determine to modify the Policy to reflect the following in relation to the designated area at Turners Beach:

- (a) Turners Beach (Forth River – Western Side – from Boyes Street to Bridge [Bass Highway]) be designated as a ‘restricted’ area.’

DISCUSSION

The proposed amendments to the Policy were advertised giving the community an opportunity to make further submissions by Friday 16 October 2020.

At the time of the Council agenda being issued publicly on 14 October 2020, eight submissions had been received. Submissions closed on 16 October 2020 and an additional three submissions were received. The Council report has subsequently been updated, as well as the submission summary. The submissions summarised below are based on location and their support or opposition:

LOCATION	SUPPORT	OPPOSED	TOTAL
General comments	1		1
Buttons Beach	3	2	5
Buttons Beach/Turners Beach	1		1
Turners Beach	2		2
<i>TOTAL</i>	<i>7</i>	<i>2</i>	<i>9</i>

** Two submissions were received which raised questions/matters outside of the submission scope and are not included above.*

A document which outlines the submissions received until 14 October 2020 has been provided as an attachment to this report (excluding names and contact details).

It is noted that on 22 September 2020, the Council received a submission (separate to those received relating to the advertised amendments). The concerns raised within this submission related to the Fishpond area. The endorsed amendments from the 21 September 2020 Council meeting address the concerns raised within the submission, with the area of Buttons Beach (from the most eastern beach access to the Fishpond) proposed to be designated as a 'prohibited' area. The Council will be upgrading signage in the amended areas, which also includes the prohibited section of the Fishpond.

CONSULTATION

The Draft Dog Management Policy – March 2020 was initially on public exhibition during the period 9 May to 12 June 2020. The Council complied with its statutory obligations by advertising the availability of the Draft Policy in The Advocate newspaper on two occasions (9 and 30 May 2020).

During the consultation period there were 'posts' alternating on Council's Facebook page. The review was also mentioned in the Council's May e-Newsletter and several posters were placed at known beach access points on 29 May 2020 to further advise the community of the consultation.

The amendments to the Policy were advertised for public comment during the period 25 September to 16 October 2020.

RESOURCE, FINANCIAL AND RISK IMPACTS

The Council has an obligation to review its Dog Management Policy every five (5) years. This review has been undertaken in accordance with this requirement.

There will be costs incurred by Council in updating the signage to reflect the new arrangements as outlined in the revised Policy.

CORPORATE COMPLIANCE

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

The Shape of the Place

- . Improve the value and use of open space
- . Conserve the physical environment in a way that ensures we have a healthy and attractive community.

A Connected Central Coast

- . Provide for a diverse range of movement patterns
- . Improve community well-being.

The Environment and Sustainable Infrastructure

- . Contribute to a safe and healthy environment
- . Contribute to the preservation of the natural environment.

CONCLUSION

It is recommended that the Council receive and note the submissions made in relation to the amendments to the Dog Management Policy, and further, endorse the Dog Management Policy dated October 2020, as being effective immediately.”

The Executive Services Officer reports as follows:

“Copies of the amended Dog Management Policy dated October 2020 have been circulated to all Councillors.”

■ Cr Beswick moved and Cr Hiscutt seconded, “That Council:

- (a) receive and note the submissions made in relation to the proposed amendments endorsed at the Council meeting on 21 September 2020; and
- (b) endorse the Dog Management Policy dated October 2020 as being effective immediately (a copy being appended to and forming part of the minutes).”

Carried unanimously

320/2020 Retrospective Approvals for Planning and Building Applications (219/2020 – 20.07.2020)

The Strategic Projects & Planning Consultant reported as follows:

“PURPOSE

This report is provided to assist the Council in considering the issue of retrospective approvals and the introduction of new fees as a disincentive for undertaking development works without the necessary approvals and permits in place.

BACKGROUND

The Council at its meeting on 20 July 2020 requested information relating to its options in relations to retrospective development/building applications. At this meeting Council determined:

“That the General Manager provide information to the planning authority/Council regarding its options in relation to retrospective development/building applications by the end of 2020, with a view to the development of a Policy that reflects the view of the community on these matters.”

A review of Council records indicates that during the 2019–2020 financial year there were 13 retrospective development approvals issued by Council.

A breakdown of the history of these approvals is as follows:

REASON	NUMBER
Third Party Complaints	6
Sale of Property (illegal works identified)	5
Council compliance (identified during other inspections)	2

During the same period there were 5 retrospective building permits issued for works that had been commenced or had been completed without the appropriate approvals.

Under the provisions of the *Land Use Planning and Approvals Act 1993 (LUPAA)*, the Planning Authority (Council) must ‘observe and enforce’ any planning scheme in respect to use and/or development.

The Planning Authority can issue an infringement or enforcement notice under *LUPAA*. An enforcement notice may require:

- . stop carrying out development or use;
- . demolish or removal of the development;
- . restore, so far as is practicable the building structure or land to the condition before development was undertaken; and
- . make good with a valid permit.

Generally, an enforcement notice is considered a last resort and Council officers will usually try to work with property owners to make good any illegal development or use on their land.

The Council is the Permit Authority in relation to building, demolition works and plumbing. Under the provisions of the *Building Act 2016*, the Permit Authority has the power to issue an infringement notice for certain breaches. The Council may also issue a Building Notice or a Building Order on the current owner of the property when illegal works are identified and not appropriately rectified.

An Order issued will be a directive to arrange for a Certificate of Substantial Compliance (retrospective approval) and may include a 'stop work' notice.

Councils' in Tasmania apply varying methods regarding how they address any illegal development or use within their municipal areas. Based on information found on council websites, as a deterrent it is not unusual for there to be an increase fee (penalty) when a retrospective approval/permit is required as evidenced in the table below:

COUNCIL	RETROSPECTIVE PLANNING PERMIT	CERTIFICATE OF SUBSTANTIAL COMPLIANCE
Burnie City Council	Standard fees (no penalty applied)	Double the applicable fee which applies for a Building Permit, Demolition Permit or Plumbing Permit
Devonport City Council	Standard fees + \$100	Double the applicable fee for work which has been carried out by the current owner <i>Note: No fee penalty applies for work carried out by previous owner not previously identified by Council</i>
Kingborough Council	Double the standard fee	\$575 – lodged within 6 months of an Order \$1058 – lodged after 6 months or before 12 months of an Order \$2,116 – lodged after 12 months of an Order
Clarence Council	Double the standard fee applies	Normal fees + \$305.40

Of the illegal works identified in Central Coast during 2019–2020:

ILLEGAL WORKS	NUMBER
Land clearing	5
Change in Ground Level Code	1
Residential (outbuildings/decks)	7

DISCUSSION

The Council does not have a resource dedicated to actively identify illegal development and buildings works. Most illegal works are identified because of external reporting to the Council or through property settlements processes.

Council staff will investigate any reports of illegal use and development and take the necessary action as required under *LUPAA* and the *Building Act*. In most circumstances the property owner will be given the opportunity to rectify a situation without the need for any formal Enforcement Notices or Orders being required. The issuing of a formal statutory notice is usually a last resort, except for any issues which are associated with public health and safety concerns.

The Council at a recent Workshop received a presentation on the issues associated with retrospective approvals. As a result, there appeared to be interest in the option which would provide a deterrent through applying a penalty through increased fees on those people who have undertaken unapproved (illegal) works.

Introducing a new fee for a retrospective approval is suggested where the illegal works have been completed by the present owner in contravention of statutory requirements. Councillors were of the view that where it can be established that illegal works were undertaken by a previous owner in those circumstances the standard fee should apply.

To provide a deterrent it is recommended that a fee for retrospective approval (applied for by a current owner) be set at double the standard fee (an extract of the current fees and charges relating to building and planning is appended to this report).

FEE AND CHARGE	RECOMMENDED
BUILDING PERMIT AUTHORITY FEES	
Application for Permit of Substantial Compliance – for work carried out by previous owner	Standard Application for Building Permit Fee

Application for Permit of Substantial Compliance – for work carried out by current owner	Double Standard Application for Building Permit Fee
PLUMBING AND DRAINAGE	
Application for Plumbing Permit for Unapproved Work – for work carried out by previous owner	Standard Plumbing Permit Fee
Application for Plumbing Permit for Unapproved Work – for work carried out by current owner	Double Standard Plumbing Permit Fee
LAND USE PLANNING SERVICES	
Retrospective Application for unapproved works – for work carried out by previous owner	Standard Development Application Fee
Retrospective Application for unapproved works – for work carried out by current owner	Double Standard Development Application Fee

The Council may determine to implement the revised fee structure immediately, however provide an amnesty on implementation for the balance of the 2020–2021 financial year to allow property owners to seek retrospective approvals on any existing illegal development/buildings/plumbing works.

CONSULTATION

Councillors were provided with a presentation relating to retrospective approvals at a workshop on 14 September 2020.

If Council determines to provide an amnesty, this would be promoted during the balance of the financial year to alert property owners that if they have any illegal works they should address them as soon as possible or potentially face the prospect of an increased fee from 1 July 2021 for any illegal works subsequently identified.

RESOURCE, FINANCIAL AND RISK IMPACTS

The Council has a legislative obligation and duty to enforce any non-compliance relating to *LUPAA* and the *Building Act*.

Property owners have an obligation to ensure that any works which are carried out on their property are done so lawfully and in line with normal statutory approvals.

As there is not a history of significant illegal works in Central Coast the introduction of the revised fees and charges for illegal works will likely only generate minimal additional revenue, however the increased fees may act as a deterrent.

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.

Council Sustainability and Governance

- Improve service provision.

CONCLUSION

It is recommended that the Council introduce a new category of revised planning, building and plumbing fees for applications where it has been identified works have been undertaken without approval (illegally). In introducing this new fee category, the Council determine to provide an amnesty of its application until 1 July 2021."

The Executive Services Officer reported as follows:

- Cr Hiscutt moved and Cr Beswick seconded, "That Council in relation to retrospective approvals for planning, building and plumbing applications:

1. revise the 2020–2021 Fees and Charges Schedule to reflect the following:

FEE AND CHARGE CATEGORY	COST
BUILDING PERMIT AUTHORITY FEES	
Application for Permit of Substantial Compliance – for work carried out by previous owner	Standard Application for Building Permit Fee
Application for Permit of Substantial Compliance – for work carried out by current owner	Double Standard Application for Building Permit Fee
PLUMBING AND DRAINAGE	
Application for Plumbing Permit for Unapproved Work – for work carried out by previous owner	Standard Plumbing Permit Fee

COMMUNITY SERVICES

Application for Plumbing Permit for Unapproved Work – for work carried out by current owner	Double Standard Plumbing Permit Fee
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LAND USE PLANNING SERVICES

Retrospective Application for unapproved works – for work carried out by previous owner	Standard Development Application Fee
Retrospective Application for unapproved works – for work carried out by current owner	Double Standard Development Application Fee

- 2 provide an amnesty on the implementation of the retrospective applications fees until 1 July 2021; and
- 3 promote the amnesty in the community.”

Carried unanimously

321/2020 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 General Manager has submitted the following report:

‘If any such actions arise out of Minute No. 322/2020, 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 Hiscutt moved and Cr Viney seconded, “That the Mayor’s report be received.”

Carried unanimously

322/2020 Residential (dwelling and outbuilding – shed) – variation to location of outbuilding, location of private open space and height of building under the Forth Specific Area Plan at 21 Stephen Street, Forth – Application No. DA2020250

The Strategic Projects & Planning Consultant reported as follows:

“The Town Planner has prepared the following report:

<i>‘DEVELOPMENT APPLICATION NO.:</i>	DA2020250
<i>PROPOSAL:</i>	Residential (dwelling and outbuilding – shed) – variation to location of outbuilding, location of private open space and height of building under the Forth Specific Area Plan
<i>APPLICANT:</i>	Matthew Smith and Amy-Rose Langmaid
<i>LOCATION:</i>	21 Stephen Street, Forth
<i>ZONE:</i>	Low Density Residential
<i>PLANNING INSTRUMENT:</i>	<i>Central Coast Interim Planning Scheme 2013</i> (the Planning Scheme) including F1 Forth Specific Area Plan (Forth SPA)
<i>ADVERTISED:</i>	12 September 2020
<i>REPRESENTATIONS EXPIRY DATE:</i>	28 September 2020
<i>REPRESENTATIONS RECEIVED:</i>	Three
<i>42-DAY EXPIRY DATE:</i>	19 October 2020
<i>DECISION DUE:</i>	19 October 2020
<i>PURPOSE</i>	

The purpose of this report is to consider an application for Residential (dwelling and outbuilding – shed) at 21 Stephen Street, Forth.

Accompanying the report are the following documents:

- . Annexure 1 – location plan;
- . Annexure 2 – application documentation;
- . Annexure 3 – representations; and
- . Annexure 4 – photographs.

BACKGROUND

Development description –

Application has been made for the construction of a single dwelling and a shed on vacant Low Density Residential zoned land known as 21 Stephen Street, Forth, as described in CT425149/1.

The proposed dwelling would be located to the western and flattest portion of the development site. The dwelling has been designed to fit within the slope of the land. The dwelling would be accessed off Fysh Street.

The proposed dwelling would consist of the following:

- . gym and rumpus room under the main section of the dwelling;
- . attached double garage to be accessed off Fysh Street;
- . three bedrooms (main with ensuite);
- . shared bathroom;
- . study;
- . open plan kitchen/dining/living area; and
- . a deck that wraps around the northern and eastern elevations of the dwelling.

The proposal includes a 12m x 9m shed that would be located on the eastern portion of the site and accessed off Stephen Street.

The proposal would incorporate the construction of two new crossovers and driveway aprons, off Fysh Street and Stephen Street. Some cut would occur, including retaining walls, to accommodate the dwelling and outbuilding.

Site description and surrounding area –

The 1,871m² allotment is located within the older established section of Forth. The site is burdened by three road frontages, being Stephen Street (eastern boundary), Fysh Street (western boundary) and Fuller Street (northern boundary). The site is very steep, falling away and down from Fysh Street to Stephen Street.

History –

There have been two previously approved applications on the site. DA216111 was for a dwelling in a similar location with a final height of 6.2m. DA217043 was also for a dwelling in a similar location with a final height of 8.2m. Neither

permits have been acted upon. DA216111 has now lapsed, with DA217043 having had an extension of time granted until 22 September 2021.

The site is located within the Forth SPA of the Planning Scheme. The Forth SPA provides a framework to guide the future use and development of the Forth Village and seeks to protect the character and amenity of the area. It identifies the atmosphere of Forth as being a compact village, embedded within the picturesque setting of the rural Forth River valley, with visual characteristics and features of an earlier settlement period, including the architectural detailing evident in the form and finish of buildings.

DISCUSSION

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

12.0 Low Density Residential

CLAUSE	COMMENT
12.3 Use Standards	
12.3.1 Discretionary Permit Use	
<p>12.3.1–(P1) Discretionary permit use must:</p> <p>(a) be consistent with local area objectives;</p> <p>(b) be consistent with any applicable desired future character statement; and</p> <p>(c) minimise likelihood for adverse impact on amenity for use on adjacent land in the zone.</p>	<p>Not applicable.</p> <p>Residential use is Permitted.</p>
12.3.2 Impact of Use	
<p>12.3.2–(A1) Permitted non-residential use must adjoin at least one residential use on the same street frontage.</p>	<p>Not applicable.</p> <p>Use is residential.</p>

12.3.2–(A2) Permitted non-residential use must not generate more than 40 average daily vehicle movements.	Not applicable. Use is residential.
12.3.2–(A3) Other than for emergency services, residential, and visitor accommodation, hours of operation must be between 6.00am and 9.00pm.	Not applicable. Use is residential.
12.4 Development Standards	
12.4.1 Suitability of a site or lot for use or development	
<p>12.4.1–(A1) A site or each lot on a plan of subdivision must:</p> <p>(a) have an area of:</p> <p style="padding-left: 40px;">(i) not less than 500m² excluding any access strip; or</p> <p style="padding-left: 40px;">(ii) if in a locality shown in the Table to this clause, not less than the site area shown for that locality; and</p> <p>(b) contain a building area of not less than 10.0m x 15.0m:</p> <p style="padding-left: 40px;">(i) clear of any applicable setback from a frontage, side or rear boundary;</p>	<p>(a)(i) Compliant. Site area is 1,871 m².</p> <p>(a)(ii) Not applicable. Satisfied by (a)(i).</p> <p>(b)(i) Compliant. Proposed dwelling and outbuilding would satisfy all setback requirements.</p> <p>(b)(ii) Not applicable. No zone boundary.</p> <p>(b)(iii) Not applicable. No registered easement.</p> <p>(b)(iv) Not applicable. No right of way.</p> <p>(b)(v) Not applicable. No restriction imposed by a utility.</p>

<ul style="list-style-type: none"> (ii) clear of any applicable setback from a zone boundary; (iii) clear of any registered easement; (iv) clear of any registered right-of-way benefiting other land; (v) clear of any restriction imposed by a utility; (vi) not including an access strip; (vii) accessible from a frontage or access strip; and (viii) if a new residential lot, with a long axis within the range 30 degrees east of north and 20 degrees west of north. 	<ul style="list-style-type: none"> (b)(vi) Not applicable. No access strip. (b)(vii) Compliant. Site is accessible from Stephen Street, Fysh Street and Fuller Street. (b)(viii) Not applicable. Not a new lot.
<p>12.4.1–(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"> (a) across a frontage over which no other land has a right of access; and (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 	<ul style="list-style-type: none"> (a) Compliant. Site has frontages to Stephen Street, Fysh Street and Fuller Street over which no other land has a right of access. (b) Not applicable. Not an internal lot. (c) Not applicable. Not accessed via a right of way.

<p>land; or</p> <p>(c) by a right of way connecting to a road</p> <p>(i) over land not required as the means of access to any other land; and</p> <p>(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</p> <p>(d) with a width of frontage and any access strip or right-of-way of not less than:</p> <p>(i) 3.6m for a single dwelling development; or</p> <p>(ii) 6.0m for multiple dwelling development or development for a non-residential use; 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>(d) Compliant. Frontage to Stephen Street is approximately 23m, frontage to Fysh Street is approximately 38m and frontage to Fuller Street is approximately 60m.</p> <p>(e) Compliant. New crossover to Stephen Street and Fysh Street requires a Statement of Compliance from the Road Authority.</p>
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<p>12.4.1–(A3) 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 ^{R4} 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>a. a single dwelling; or</p> <p>b. a use with an equivalent population of not more than 10 people per day.</p>	<p>(a) Compliant. The site is connected to the reticulated water system.</p> <p>(b) Not applicable. Satisfied by (a).</p>
<p>12.4.1–(A4) A site or each lot on a plan of subdivision must be capable of draining and disposing of sewage and liquid trade waste:</p> <p>(a) to a sewerage system provided in accordance with the <i>Water and Sewerage Industry Act 2008</i>; or</p> <p>(b) by on-site disposal if:</p>	<p>(a) Compliant. Site is connected to the reticulated sewer system.</p> <p>(b) Not applicable. Satisfied by (a).</p>

<ul style="list-style-type: none"> (i) sewage or liquid trade waste cannot be drained to a reticulated sewer system; and (ii) the development: <ul style="list-style-type: none"> a. is for a single dwelling; or b. provides for an equivalent population of not more than 10 people per day; or c. creates a total sewage and waste water flow of not more than 1,000 litres per day; and (iii) the site has capacity for on-site disposal of domestic waste water in accordance with AS/NZS1547:2012 On-site domestic-wastewater management, clear of any defined building area or access strip. 	
<p>12.4.1 –(A5) A site or each lot on a plan of subdivision must be capable of draining and disposing of stormwater:</p> <ul style="list-style-type: none"> (a) to a stormwater system provided in accordance with the <i>Urban Drainage Act 2013</i>; or (b) if stormwater cannot be drained to a stormwater system: <ul style="list-style-type: none"> (i) for discharge to a natural drainage line, water body, 	<ul style="list-style-type: none"> (a) Compliant. Site is connected to the reticulated stormwater system. (b) Not applicable. Satisfied by (a).

<p>or watercourse; or</p> <p>(ii) for disposal within the site if:</p> <p>a. the site has an area of not less than 5,000m²;</p> <p>b. the disposal area is not within any defined building area;</p> <p>c. the disposal area is not within any area required for the disposal of sewage;</p> <p>d. the disposal area is not within any access strip; and</p> <p>e. not more than 50% of the site is impervious surface; and</p> <p>(iii) the development is for a single dwelling.</p>	
12.4.2 Dwelling density	
<p>12.4.2-(A1) The site area per dwelling must:</p> <p>(a) be not less than 500m² if the site has:</p> <p>(i) connection to a reticulated water supply;</p>	<p>(a) Compliant. Site has an area is 1,871 m².</p> <p>(a)(i) Compliant. As discussed above.</p> <p>(a)(ii) Compliant. As discussed above.</p>

<p>(ii) connection to a reticulated sewer system; and</p> <p>(iii) connection to a stormwater system; or</p> <p>(b) if the site is in a locality shown in the Table to this clause, not less than the site area for that locality.</p>	<p>(a)(iii) Compliant. As discussed above.</p> <p>(b) Not applicable. No Table to this Clause.</p>
<p>12.4.3 Location and configuration of development</p>	
<p>12.4.3–(A1) The wall of a building must be setback from a frontage:</p> <p>(a) not less than 4.5m from a primary frontage; and</p> <p>(b) not less than 3.0m from any secondary frontage; or</p> <p>(c) not less than and not more than the setbacks for any existing building on each of the immediate adjoining sites;</p> <p>(d) not less than for any building retained on the site;</p> <p>(e) in accordance with any building area shown on a sealed plan; or</p> <p>(f) not less than 50.0m if the site abuts the Bass Highway.</p>	<p>(a) Complaint. Primary frontage would be Stephen Street as this has the shortest dimension measured parallel to a road. The outbuilding would be setback 5.5m from Stephen Street. The dwelling would be setback 33.8m from Stephen Street.</p> <p>(b) Compliant. Both Fysh Street and Fuller Street are considered secondary frontages. The dwelling would be setback 5.5m from Fysh Street and setback 9.3m from Fuller Street. The outbuilding would be setback approximately 43.6m from Fysh Street and would be setback 9.2m from Fuller Street.</p> <p>(c) Not applicable. Satisfied by (a).</p> <p>(d) Not applicable. Satisfied by (a).</p> <p>(e) Not applicable. No building area on a sealed plan.</p>

	(f) Not applicable. Site does not abut Bass Highway.
<p>12.4.3–(A2) All buildings must be contained within a building envelope determined by:</p> <p>(a) the applicable frontage setback;</p> <p>(b) if the site is in a locality shown in the Table to this Clause, not less than the setback distance specific from the feature specified;</p> <p>(c) projecting a line at an angle of 45 degrees from the horizontal at a height of 3.0m above natural ground level at each side boundary and at a distance of 4.0m from the rear boundary to a building height of not more than 8.5m above natural ground level if walls are setback:</p> <p>(i) not less than 1.5m from each side boundary; or</p> <p>(ii) less than 1.5m from a side boundary if wall height is not more than 3.0m; and:</p> <p>a. built against an existing wall of an adjoining building; or</p> <p>b. the wall or walls:</p>	<p>(a) Compliant. Frontage setback would be as discussed above.</p> <p>(b) Not applicable. No Table to this Clause.</p> <p>(c) Compliant. Plans provided show that the proposed dwelling and outbuilding would fit within the required building envelope. The site does not have a rear boundary due to the three road frontages. The southern boundary is considered a side boundary.</p> <p>(c)(i) Compliant. The dwelling and outbuilding are both setback 1.5m or greater from the southern side boundary.</p> <p>(c)(ii) Not applicable. Refer to (c)(i).</p> <p>(d) Not applicable. No building envelope on a sealed plan.</p>

<ul style="list-style-type: none"> i. have the lesser of a total length of 9.0m or one-third of the boundary with the adjoining land; ii. there is no door or window in the wall of the building; and iii. overshadowing does not result in: <ul style="list-style-type: none"> a. less than two hours of continuous sunlight to a required minimum private open space area in an adjacent dwelling between 9.00am and 3.00pm on 21 June; or b. a further reduction in continuous sunlight to a required minimum private open space area in an adjacent dwelling if already less than two hours between 9.00am and 3.00pm on 21 June; or <p>(d) in accordance with any building envelope shown on a sealed plan.</p>	
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<p>12.4.3–(A3) Site coverage must:</p> <p>(a) not be more than 50%; or</p> <p>(b) if the site is in a locality shown on Table 3, not more than the site coverage for that locality; and</p> <p>(c) not include any part of a site required for the disposal of sewage or stormwater; or</p> <p>(d) not be more than any building area shown on a sealed plan.</p>	<p>(a) Compliant. Site coverage would be 21.9%.</p> <p>(b) Not applicable. Site not on Table.</p> <p>(c) Compliant. Site coverage does not include any part of the site required for the disposal of sewage and stormwater.</p> <p>(d) Not applicable. No building area shown on a sealed plan of subdivision.</p>
<p>12.4.3–(A4) A garage, carport or an external car parking area and any area for the display, handling, or storage of goods, materials or waste, must be located behind the primary frontage of a building.</p>	<p>(a) Non-complaint. Stephen Street is considered the primary frontage. The outbuilding is located closer to this frontage and would be located in front of the primary frontage of the dwelling.</p> <p>(b) The plans show the attached double garage forward of the dwelling along Fysh Street, however Fysh Street is not considered the primary frontage.</p> <p>(c) Refer to the “Issues” section of this report.</p>
<p>12.4.3–(A5) Total width of openings in the frontage elevation of a garage or carport (whether freestanding or part of any other building) must be the lesser of:</p>	<p>Compliant. Double attached garage would have openings of 5m facing the Fysh Street frontage.</p>

<p>(a) 6.0m; or</p> <p>(b) half the width of the frontage.</p>	
<p>12.4.4 Visual and acoustic privacy for residential development</p>	
<p>12.4.4-(A1) A door or window to a habitable room, or any part of a balcony, deck, roof garden, parking space or carport of a building must:</p> <p>(a) if the finished floor level is more than 1.0m above natural ground level:</p> <p style="padding-left: 40px;">(i) be not less than 6.0m from any door, window, balcony, deck, or roof garden in a dwelling on the same site;</p> <p style="padding-left: 40px;">(ii) be not less than 3.0m from a side boundary;</p> <p style="padding-left: 40px;">(iii) be not less than 4.0m from a rear boundary;</p> <p style="padding-left: 40px;">(iv) if an internal lot, be not less than 4.5m from the boundary abutting a rear boundary of a lot of an adjacent frontage site; or</p> <p>(b) if less than the setbacks in clause A1(a):</p>	<p>(a)(i) Not applicable. No other dwelling on-site.</p> <p>(a)(ii) Satisfied by (b)(i).</p> <p>(a)(iii) Not applicable. Site does not have a rear boundary.</p> <p>(a)(iv) Not applicable. Not an internal lot.</p> <p>(b)(i) Compliant. All windows along the southern elevation of the proposed dwelling would be offset to the adjoining southern dwelling windows.</p> <p>(b)(ii) Not applicable. Satisfied by (b)(i).</p> <p>(b)(iii) Not applicable. Satisfied by (b)(i).</p> <p>(b)(iv) Not applicable. Satisfied by (b)(i).</p>

<ul style="list-style-type: none"> (i) be off-set by not less than 1.5m from the edge of any door or window in another dwelling; (ii) have a window sill height of not less than 1.8m above finished floor level; (iii) have fixed and durable glazing or screening with a uniform transparency of not more than 25% in that part of a door or window less than 1.7m above finished floor level; or (iv) have fixed and durable external screen other than vegetation of not less than 1.8m height above the finished floor level and with a uniform transparency of not more than 25% located for the full width of the door, window, balcony, deck, roof garden, parking space, or carport. 	
<p>12.4.4–(A2) An access strip or shared driveway, including any pedestrian pathway and parking area, must be separated by a distance of not less than 1.5m horizontally and 1.5m vertically from the door or window to a dwelling or any balcony, deck, or roof garden in a dwelling.</p>	<p>Not applicable.</p> <p>No access trip or shared driveway.</p>

12.4.5 Private open space for residential use	
<p>12.4.5–(A1) Each dwelling must provide private open space:</p> <p>(a) if a dwelling with a floor level of not more than 2.5m above finished ground level, a ground level area:</p> <ul style="list-style-type: none"> (i) located adjoining the rear or side of the dwelling; (ii) accessible from the dwelling; (iii) of not less than 25.0m²; (iv) with a minimum dimension of 4.0m; (v) on a single level; and (vi) with a gradient of not more than 1 in 10; and <p>(b) if a dwelling with a floor level of more than 2.5m above finished ground level, as an alternative to a ground level area, a private balcony, deck, terrace or roof garden:</p> <ul style="list-style-type: none"> (i) of not less than 25.0m²; (ii) with a minimum dimension of 4.0m; and 	<p>(a) Applicable to this proposed dwelling.</p> <p>(a)(i) Non-compliant. Private open space for the proposed dwelling would be considered the attached deck which is located to the northern and eastern frontage of the dwelling.</p> <p>(a)(ii) Compliant. Private open space would be accessible from the open plan dining/living/kitchen.</p> <p>(a)(iii) Compliant. Deck would be 50m².</p> <p>(a)(iv) Compliant. Deck would have a minimum dimension of 21m.</p> <p>(a)(v) Compliant. Deck is on one level.</p> <p>(a)(vi) Compliant. Deck is flat.</p> <p>(b) Not applicable. Satisfied by (a).</p> <p>Refer to the “Issues” section of this report.</p>

(iii) accessible from the dwelling.	
12.4.5-(A2) The required minimum private open space area must be capable of receiving at least three hours of sunlight between 9.00am and 3.00pm on 21 June.	Compliant. Deck is north-eastern facing to ensure maximum sunlight can be received.
12.4.5-(A3) Unless there is a ground level private open space area directly accessible at grade to a shared driveway or pedestrian pathway, each dwelling in a multiple dwelling development must have access to a waste storage area: (a) located behind the applicable frontage setback; (b) of not less than 1.5m ² per dwelling; (c) screened to view from the frontage and any dwelling by a wall of height not less than 1.2m above finished ground level; and (d) not less than 6.0 from a window, door, balcony, deck, roof garden or private open space area of a dwelling.	Not applicable. Not a multiple dwelling.
12.4.6 Frontage fences	
12.4.6-(A1) The height of a fence, including any supporting retaining wall, on a frontage or within a frontage setback must be:	Not applicable.

<p>(a) not more than 1.2m if the fence is solid; or</p> <p>(b) not more than 1.8m provided that part of the fence above 1.2m has openings that provide a uniform transparency of not less than 30%.</p>	<p>No fencing proposed.</p>
<p>12.4.7 Setback of development for sensitive use</p>	
<p>12.4.7–(A1) A building containing a sensitive use must be contained within a building envelope determined by:</p> <p>(a) the setback distance from the zone boundary as shown on the Table to this clause; and</p> <p>(b) projecting upward and away from the zone boundary at an angle of 45 degrees above the horizontal from a wall height of 3.0m at the setback distance from the zone boundary.</p>	<p>(a) Not applicable. No zone boundary.</p> <p>(b) Not applicable. No zone boundary.</p>
<p>12.4.7–(A2) Development for a sensitive use must be not less than 50.0m from:</p> <p>(a) the Bass Highway;</p> <p>(b) a railway;</p>	<p>(a) Compliant. Development would be 3km from the Bass Highway.</p> <p>(b) Compliant. Development would be 3km from a railway.</p> <p>(c) Not applicable. No land designated for road or rail purpose.</p>

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<p>(c) land designated in the planning scheme for future road or rail purposes; or</p> <p>(d) a proclaimed wharf area.</p>	<p>(d) Not applicable. Nearest Proclaimed Wharf Area is in Devonport, some 15km to the east.</p>
12.4.8 Subdivision	
<p>12.4.8-(A1) Each new lot on a plan of subdivision must be –</p> <p>(a) intended for residential use;</p> <p>(b) a lot required for public use by the 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>No subdivision proposed.</p>
<p>12.4.8-(A1) Each new lot on a plan of subdivision must be –</p> <p>(a) intended for residential use;</p> <p>(b) a lot required for public use by the 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>No subdivision proposed.</p>

12.4.8–(A2) A lot, other than a lot to which A1(b) applies, must not be an internal lot	Not applicable. No subdivision proposed.
12.4.9 Reticulation of an electricity supply to new lots on a plan of subdivision	
12.4.9–(A1) Electricity reticulation and site connections must be installed underground.	Not applicable. No subdivision proposed.
CODES	
E1 Bushfire-Prone Areas Code	Not applicable. Site is not a subdivision or vulnerable or hazardous use.
E2 Airport Impact Management Code	Not applicable. No Airport Impact Management Code in the Scheme.
E3 Clearing and Conversion of Vegetation Code	Not applicable. No clearing or conversion of vegetation proposed.
E4 Change in Ground Level Code	Applicable. Proposal includes a change in ground level greater than 1m and retaining walls.
E4.6.1–(A1) Cut or fill must:	(a) Compliant. Land is zoned Low Density Residential.
(a) not be on land within the Environmental Living zone or the Environmental Management zone;	(b)(i) Compliant. Land is required for dwelling and outbuilding construction.

<p>(b) be required to:</p> <ul style="list-style-type: none"> (i) provide a construction site for buildings and structures; (ii) facilitate vehicular access; (iii) mitigate exposure to a natural or environmental hazard; (iv) facilitate provision of a utility; (v) assist the consolidation or intensification of development; or (vi) assist stormwater management; <p>(c) not result in a modification of surface stormwater water flow to increase:</p> <ul style="list-style-type: none"> (i) surface water drainage onto adjacent land; (ii) pooling of water on the site or on adjacent land; or (iii) the nature or capacity of discharge from land upstream in a natural or artificial drainage 	<p>(b)(ii) Not applicable. Satisfied by (b)(i).</p> <p>(b)(iii) Not applicable. Satisfied by (b)(i).</p> <p>(b)(iv) Not applicable. Satisfied by (b)(i).</p> <p>(b)(v) Not applicable. Satisfied by (b)(i).</p> <p>(b)(vi) Not applicable. Satisfied by (b)(i).</p> <p>(c) Compliant. Conditions of permit regarding modification of surface stormwater water flow.</p> <p>(d) Compliant. The development would not increase the requirements for the construction of any potential building on adjacent land.</p> <p>(e) Compliant. The development would not impact on ground water.</p> <p>(f) Compliant by Condition of permit regarding development in accordance with Soil and Water Management on Building and Construction Sites 2009.</p> <p>(g) Compliant. Plans show no area of influence would occur from the retaining walls due to the setback to boundaries and slope batters that would be in accordance with this Code.</p>
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<p>channel;</p> <p>(d) not destabilise any existing building or increase the requirements for construction of any potential building on adjacent land;</p> <p>(e) manage disposal of intersected ground water;</p> <p>(f) safeguard the quality of receiving waters through measures to minimise erosion and release of sediments and other contaminants during each of the site preparation, construction and rehabilitation phase in accordance with Soil and Water Management on Building and Construction Sites 2009;</p> <p>(g) not require a retaining or support structure that would result in a 'line of influence' of more than 450mm into any adjacent land unless the owner of adjacent land has provided written consent to enter into an agreement under Part 5 <i>Land Use Planning and Approvals Act 1993</i> registered on the title of adjacent land to provide for the level of constraint; and</p> <p>(h) not encroach upon or expose, disturb, or reduce cover over an underground utility to less than 1.0m unless the relevant regulatory entity has advised:</p> <p>(i) it is satisfied the cut or fill will not result in harm to the utility; and</p>	<p>(h) Compliant. Development will not interfere with utilities.</p>
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(ii) any condition or requirement it determines are appropriate to protect the utility.	
E5 Local Heritage Code	Not applicable. No local heritage listings in this Scheme.
E6 Hazard Management Code	Not applicable. Site has no landslide overlay.
E7 Sign Code	Not applicable. No signage proposed.
E8 Telecommunication Code	Not applicable. No telecommunication facilities proposed.
E9 Traffic Generating Use and Parking Code	Applicable.
E9.4 Exemption	Not exempt. Code applies to all development.
E9.5 Use Standards	
E9.5.1 Provision for parking	
E9.5.1-(A1) Provision for parking must be: (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 E9A.	Compliant. Two car parking spaces are required and accommodated by the proposed attached double garage.

E9.5.2 Provision for loading and unloading of vehicles	
<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 Table E9A; 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. An on-site loading area is not required by Table E9A.</p> <p>(b) Not applicable. In Low Density Residential zone.</p>
E9.6 Development Standards	
E9.6.1 Design of vehicle parking and loading areas	
E9.6.1-(A1.1) All development must provide for the collection, drainage and disposal of stormwater; and	
<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> <p>(a) Be in accordance with AS/NZS 2890.1 (2004) – Parking Facilities – Off Street Car Parking;</p>	<p>Not applicable.</p> <p>Site is zoned Low Density Residential.</p>

<p>(b) Be in accordance with AS/NZS2890.2 (2002) Parking Facilities – Off Street Commercial Vehicles;</p> <p>(c) Be in accordance with AS/NZS 2890.3 1993) Parking Facilities – Bicycle Parking Facilities;</p> <p>(d) Be in accordance with AS/NZS 2890.6 Parking Facilities – Off Street Parking for People with Disabilities;</p> <p>(e) Each parking space must be separately accessed from the internal circulation aisle within the site;</p> <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>	
<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.</p>	<p>Not applicable.</p> <p>Site is zoned Low Density Residential.</p>

E10 Water and Waterways Code	Not applicable. The site is approximately 100m from the Forth River.
SPECIFIC AREA PLANS	
F1.0 Forth Specific Area Plan	
F1 Application of Specific Area Plan	Applicable. Site falls within the Forth Specific Area Plan overlay.
F1.7 Development Standards	
A1 An addition to a building must be – (a) located to the rear of the existing building; and (b) not exceed the height of the existing building.	(a) Not applicable. Not an addition to a building. Proposal is for new dwelling. (b) Not applicable. Not an addition to a building. Proposal is for new dwelling.
A2 Building height must not be more than 5.5 metres.	Non-complaint. Dwelling would be 7.55m high. Refer to the “Issues” section of this report.

F1.7.2 Subdivision	
<p>A1</p> <p>The minimum site area must be –</p> <p>(a) 4,000m² if on land in the area marked with a cross hatch on the planning scheme map for the Forth Specific Area Plan; or</p> <p>(b) 2,000m² if on land marked with a diagonal stripe on the planning scheme map for the Forth Specific Area Plan.</p>	<p>Not applicable. The development does not involve subdivision.</p>

Issues –

1 Location of outbuilding –

Clause 12.4.3–(A4) of the Planning Scheme states that an outbuilding must be located behind the primary frontage of a building.

For this development site, Stephen Street is considered the dwellings primary frontage, as it has the shortest frontage parallel to a road. The proposed outbuilding would be positioned forward of the primary frontage of the dwelling. The proposal therefore relies on the Performance Criteria for this Clause and is a discretionary element of the application.

Clause 12.4.3–(P4) of the Planning Scheme states that an outbuilding must not dominate the architectural or visual frontage of the site, be consistent with the streetscape, be required by constraint imposed by size, shape, slope, orientation, and topography on development of the site and provide durable physical screening to attenuate appearance of the parking or loading area from a frontage and adjacent land.

The development site is constrained by having three road frontages. The proposed dwelling would be located on the flattest portion of the development site which is the Fysh Street side. Therefore, the only location for the outbuilding would be either along Fuller Street or Stephen Street.

The combination of the outbuilding being located on the lower side, and that it is proposed to be cut into the ground, would minimise visual intrusion when viewed from Stephen Street. Established vegetation along Fuller Street would further provide visual screening to the outbuilding when viewed. The proposed dwelling would be the dominate architectural feature when viewed from Fysh Street.

2 Location of private open space –

Clause 12.4.5–(A1)(a)(i) states that each dwelling must provide open space if a dwelling with a floor level of not more than 2.5m above finished ground level, a ground level area located adjoining the rear or side of the dwelling.

Private open space for the proposed dwelling would be considered the attached deck which would be located to the northern and eastern frontages of the dwelling. The proposal therefore relies on the

Performance Criteria for this Clause and is a discretionary element of the application.

Clause 12.4.5–(P1) of the Planning Scheme states that private open space must –

- (a) Have size and dimension appropriate for the projected requirements of the residents of the dwelling; and

Compliant. The main area of private open space would be the north-eastern facing deck. This deck would be 50m² which is considered to be sized and dimensioned appropriately for the residents to use as their private open space area.

- (b) Provide a usable area taking into account –

- (i) The effect of shape, orientation, and topography of the site;

Compliant. The deck would be flat.

- (ii) The availability, accessibility, purpose and characteristics of –

- a. Any other recreation and service area within the site;

Compliant. There are plenty of areas within the vicinity the residents can utilise for recreational, open space and public open space purposes. However, the proposed deck is considered to be sized and dimensioned appropriately for the residents to use as their private open space area.

- b. Any external communal open space area; and

Compliant. As per comments made above.

- c. Public open space.

Compliant. As per comments made above.

3 *Height of building under the Forth Specific Area Plan –*

Clause F1.4.1–(A1) of the Planning Scheme states that building height must be not more than 5.5m. The proposed dwelling would have a maximum height of 7.55m, due to the slope of the land. The proposal

therefore relies on the Performance Criteria for this Clause and is a discretionary element of the application.

Clause F1.4.1–(P2) states that the height of a building must maintain the local character attributes and features of existing development in terms of –

- (a) Integrity of the fabric and structure of the building, place or area;

Non-compliant. The site is within an established, older section of the Forth village. All surrounding dwellings are of weatherboard and brick materials and are designed with a typical gable or hip roof. The design of the proposed dwelling would not be sympathetic to the established surrounding area.

The application mentions that the “reason for exceeding the height is the difficulty of achieving a suitable residence considering the slope of the natural ground and the need to raise the floor level to achieve correct gradient and draining to the access. In designing the residence, we have reduced the roof pitch to the minimum five degrees and the walls above the living area floor will be of light weight construction. We believe this will reduce the overall impact of the house and enable it to blend into the general area”.

It is agreed that the dwelling has been designed with the slope of the land in mind. However, the design of the dwelling has not considered the surrounding buildings in the area, including the dominate architectural features of weatherboard cladding and typical gable or hip roof. The dwelling could have been designed as a split level, so that it was built into the slope of the land, rather than with the slope. This could have allowed the roof design to be pitched and be more sympathetic to the integrity of buildings in the surrounding area.

- (b) Setback, scale and height of the building relative to existing development on the site and on adjacent land;

Compliant. The proposed dwelling and outbuilding have been positioned on the site to satisfy setback requirements. The proposed outbuilding, as discussed above, would be located on the lower side of the site and cut into the land to reduce its

scale and height relative to existing development on adjacent land.

Adjoining dwellings within the area are of varying heights and the proposed dwelling would be similar to the height of other dwellings. However, the proposed dwelling is not designed to fit within the established overall integrity of the surrounding area in terms of structure, materials and roof form and pitch.

- (c) Vegetation and other improvement on the site or on adjacent land;

Compliant. No vegetation plan was provided. However, the site has ample areas for extensive planting to occur over time. There are also existing trees established along Fuller Street which would contribute to the site's vegetation, whilst maintaining the local character attributes and features. There is a large established tree on the Stephen Street side of the block which would need to be removed for the construction of the outbuilding. If this tree was to remain, it could also contribute to the site's level of vegetation, whilst maintaining the local character attributes and features.

- (d) Separation of buildings and external activity areas from a frontage;

Compliant. The dwelling and outbuilding have been positioned on the site to satisfy all three frontage boundaries.

- (e) Local building, place or area, including –

- (i) Roof form and pitch;

Non-compliant. The development site, as mentioned, is within an older established area of the Forth village. The surrounding buildings are all designed with the typical Forth village older gable or hip roof. The roof design of the proposed dwelling is predominately flat with slight angles. The proposed roofline has not been designed to fit, or be sympathetic with, the established roof form and pitch within the immediate surrounding area.

Refer to images below outlining roof form and pitch of the surrounding area.

(ii) Fenestration;

Compliant. The proposed dwelling allows for optimal sunlight access with the northern and eastern elevations, particularly, being designed with several large windows and sliding doors. Smaller windows are designed where the dwelling looks out to adjoining buildings.

(iii) Methods and techniques of construction;

Compliant. The dwelling has been designed and positioned to optimise the outlook and for access to sunlight. The dwelling has also been designed taking into account the slope of the land.

(iv) Extension fabric, materials and finish;

Non-compliant. The proposed dwelling would comprise a mixture of materials and finishes, being selected cement sheet cladding, Colourbond iron and brickwork. Surrounding buildings primarily consist of weatherboard with some brick. The proposed dwelling fabric, materials and finish would not be sympathetic to the surrounding established buildings.

(v) Colour scheme;

Compliant. Colours have not been provided with the plans for the dwelling. However, the surrounding buildings are a mixture of colours.

(vi) Additions;

Not applicable. Proposal is for a new dwelling and outbuilding and not an addition.

(vii) Any outbuilding;

Compliant. The proposed outbuilding would be located on the lower side of the development site and is proposed to be cut into the ground. This would minimise visual intrusion of the building when viewed from Stephen Street. Established vegetation along

Fuller Street would provide screening of the proposed outbuilding. The proposed dwelling would be the dominate architectural feature when viewed from Fysh Street.

(viii) Garden design, planting and structures; and

Compliant. There is some established vegetation on the development site, primarily on the corner of Fuller and Stephen Streets, which would be in keeping with the established vegetation of the surrounding area. There is an established tree that, if the development is approved, would need to be removed to allow access to the proposed outbuilding. If this tree was to remain it could have supported the application regarding this provision. There is ample area on the site for garden design, planting and structures.

(ix) Fencing.

Compliant. No details were provided regarding fencing. This would be dependent on the owner. A condition could be placed on the permit (if approved) regarding fencing to be sympathetic to the surrounding area.

4 *Overview of Clause F1.4.1–(A1) of the Planning Scheme –*

As mentioned, the site is within an established older section of Forth, with all surrounding buildings being of weatherboard materials with some brick and are designed with angles to the pitch of the roof. All allotments have established vegetation.

The images below show some of the established buildings within the immediate area of the development site.

There are new buildings approved and some constructed approximately 120m south along Fysh Street. These dwellings have been designed with some degree of pitch roof. Although, not completely sympathetic to the surrounding Forth area, this area is also located on the outskirts of the Forth village, whereas the development site is located centrally.



19 Fysh Street – typical design of dwelling within the immediate area.



Looking east down from the development site. Typical design of dwellings in this area with pitch roof and weatherboard.



Looking south– east down from the development site. Typical design of dwellings in this area with pitch roof and weatherboard.



19 Stephen Street. Development site is seen on the right. Typical roof pitch design in this area. Image from Google Maps.

Referral advice –

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

SERVICE	COMMENTS/CONDITIONS
Environmental Health	Referral not required.
Infrastructure Services	Statement of Compliance would be required.
TasWater	Referral not required.
Department of State Growth	Referral not required.
Environment Protection Authority	Referral not required.
TasRail	Referral not required.
Heritage Tasmania	Referral not required.
Crown Land Services	Referral not required.
Other	No other referrals 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 –

Three representations were received within the prescribed time, copies of which are provided at Annexure 3.

The representations are summarised and responded to as follows:

MATTER RAISED	RESPONSE
REPRESENTATION 1	
1 Why allow an out of character building in a street area with	It is agreed that the proposed dwelling would be out of character

<p>historical cottages and small homes.</p>	<p>and would not maintain the local character attributes and features of existing development of the area, specifically in terms of the integrity of the fabric and structure of the proposed dwelling materials and roof form and pitch. It is agreed the dwelling has not been designed to ‘fit-in’ or be sympathetic to the surrounding established area.</p> <p>Please refer to comments made in the “Issues” section above in relation to the height of building under the Forth Specific Area Plan.</p>
<p>2 Dwelling would take away views from adjoining residents.</p>	<p>The land is currently vacant, so any building constructed on the site would alter the view from adjoining properties.</p> <p>The proposed position of the dwelling in relation to the immediate, southern, adjoining property would not alter the occupants view as the adjoining southern property is positioned lower and forward of the proposed dwelling.</p> <p>Any dwellings within the vicinity of the proposed development would be located either in front of the proposed dwelling or would be on land significantly higher than the development site.</p> <p>It is not considered that the proposed dwelling would “take away” another’s view, rather it would alter views as the site would no longer be vacant.</p>

REPRESENTATION 2	
1 Height of proposed dwelling and the potential shadow impacts.	<p>Please refer to comments made in the “Issues” section above in relation to the height of building under the Forth Specific Area Plan.</p> <p>The location of the proposed dwelling in relation to adjoining dwellings would not create an unreasonable shadow.</p>
2 Location of outbuilding in relation to boundary and pegs in the ground located on the development site.	<p>The proposed outbuilding was shown to be 5.5m from the eastern boundary, 5.5m from the southern side boundary and 9.2m from the northern boundary.</p> <p>If the outbuilding was approved, the outbuilding would need to be constructed in the said location as approved.</p>
3 Size of proposed outbuilding – concerned it does not fit the village feel of Forth community and would be of commercial size.	<p>The proposed outbuilding would be 12m x 9m. It is not uncommon to have this sized outbuilding on residential zoned land, particularly where it can be accommodated by the land area.</p> <p>The subject site is 1,871m² and the outbuilding has been positioned on the site to satisfy the setback requirements and height requirements.</p> <p>It is not considered the outbuilding would result in negative impacts on adjoining property in terms of its location, nor would it negatively impact on the Forth area as there are</p>

	<p>other outbuildings of similar size within the area.</p> <p>The discretionary element of the proposed outbuilding is in relation to the outbuilding's placement between the primary frontage and the dwelling. Please refer to comments made in the "Issues" section above in relation to the location of the outbuilding.</p>
<p>4 Large tree would have to be removed due to location of proposed outbuilding.</p>	<p>It is agreed that the proposed location of the outbuilding would result with the removal of an established tree on the site. Even though the Planning Scheme cannot prevent the removal of this tree, it could be considered that this tree and others located on the site contribute to the established vegetation on site which is compatible with the surrounding area.</p> <p>As mentioned in the "Issues" section above, in relation to the assessment against the Performance Criteria regarding the height of the proposed dwelling, part of this Clause requires vegetation and garden design to maintain the local character attributes and features. By keeping this established tree and others on the site, the application could have been supported to satisfy this aspect of the Performance Criteria.</p>
REPRESENTATION 3	
<p>1 Wants to know the legal height limit in Forth.</p>	<p>There is no specific maximum height for buildings under the Forth Specific Area Plan. If a proposed</p>

<p>Question how this application can be approved when it not only varies from the Planning Scheme height requirements but also a previously approved DA for a height of 6m.</p>	<p>building exceeds the Acceptable Solution of 5.5m, then the application must demonstrate compliance with the mandatory Performance Criteria for this Clause.</p> <p>Please refer to comments made in the “Issues” section above in relation to the assessment against the Performance Criteria regarding the height of the proposed dwelling.</p> <p>In relation to a previously approved dwelling with a height of 6m, it would appear that the representation is referring to an approved application in 2016. This has now lapsed. There was another dwelling approved in 2017 with an approved height of 8.2m. This permit is still valid until 22 September 2021 due to an extension of time being granted for the permit. The 2017 application was placed on public notification with no representations received during this process.</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. However, there may be an impact on Council resources in relation to ensuring compliance with Permit conditions.

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 Scheme provides two pathways for assessing development. If the development has satisfied the applicable Acceptable Solution, then the development has been considered to satisfy the standard and approval is granted. If the development does not satisfy the Acceptable Solution the development needs to demonstrate compliance with the applicable Performance Criteria. Compliance with the applicable Performance Criteria is mandatory. If this cannot be achieved, then the development must be refused.

The representations are considered to contain sufficient merit to refuse the development under the Planning Scheme.

As discussed above, the proposed dwelling cannot satisfy the applicable Performance Criteria in relation to the height of the building under the Forth Specific Area Plan.

It is considered the proposal has not satisfied the mandatory Performance Criteria and should not be approved.

Recommendation –

It is recommended that the application for Residential (dwelling and outbuilding – shed) – variation to location of outbuilding, location of private open space and height of building under the Forth Specific Area Plan at 21 Stephen Street, Forth – Application No. DA2020250 be refused for the following reasons:

- 1 The proposal does not satisfy Clause F1.7.1–(P2) of the *Central Coast Interim Planning Scheme 2013* in that the height of the building would not maintain the local character attributes and features of existing development in terms of –
 - (i) integrity of the fabric and structure of the building;
 - (ii) roof form and pitch; and
 - (iii) fabric, materials and finish.’

The Town Planner’s report is supported.”

The Executive Services Officer reported as follows:

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

The Planning Authority determined to approve the application.

■ Cr van Rooyen moved and Cr Beswick seconded, “That the application for Residential (dwelling and outbuilding – shed) – variation to location of outbuilding, location of private open space and height of building under the Forth Specific Area Plan at 21 Stephen Street, Forth – Application No. DA2020250 be approved subject to the following conditions:

- 1 The development must be substantially in accordance with the plans by Steven Penton Building Design, Project No. 1718–65, Drawing Nos. 01, 02, 03, 04, 05 and 06, Revision No. 3 dated 28 August 2020 and plans by Sheds n Homes North West, Drawing No. SNWT200064, Sheet Nos. 1, 2, 3, 4 (two pages), 5, 6, 7, 8 (seven pages), 9 (two pages) 10 and 11 (four pages) dated 9 September 2020.
- 2 The development must be in accordance with the conditions of the Statement of Compliance for Vehicular Access and Drainage Access dated 28 September 2020 issued by the Council acting in its capacity as the Road Authority and the Stormwater Authority.
- 3 Stormwater, including from vehicle parking and manoeuvring areas, must be collected, drained and disposed of to an approved stormwater system.
- 4 Driveways and vehicle parking and manoeuvring areas must be formed and constructed with a compacted sub-base and an all-weather surface.
- 5 Prior to the lodgement of a Building and Plumbing application the developer must provide a landscaping and fencing plan that is in accordance with the Forth Specific Area Plan. The flowering gum tree (eucalyptus species) located at the frontage to Stephen Street must be retained with the access crossover and apron altered accordingly. This plan must be to the satisfaction of the General Manager.
- 6 Prior to the lodgement of a Building and Plumbing application the developer must submit revised Elevation Plans detailing the external finishes of the building in accordance with the Forth Specific Area Plan and sympathetic to the surrounding buildings. This plan must be to the satisfaction of the General Manager.

Notes

- 1 A Planning Permit remains valid for two years. If the use and/or development has not substantially commenced within this period, an extension 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 an arrangement of a Private Works Authority or bank guarantee to undertake such works.
- 3 The proposed development fits within the criteria of Category 4 – Building Permit Work and Category 3 – Notifiable Plumbing Work when assessed against the Director's Determinations issued under the *Building Act 2016*. Accordingly, an application for a Building Permit is to be made to the Council's Building Permit Authority, and an application for a Certificate of Likely Compliance – Plumbing Work is to be made to the Council's Plumbing Permit Authority."

Carried unanimously

INFRASTRUCTURE SERVICES

323/2020 Tenders for backhoe replacement – F902

The Director Infrastructure Services reported as follows:

“PURPOSE

The purpose of this report is to provide information and a recommendation for the replacement of the JCB 4wd Backhoe F902.

BACKGROUND

Tenders were called using the Local Government Association of Tasmania approved MAV procurement system. MAV is the LGAT's procurement service, established in 2001 to aggregate the buying power of local government authorities, shorten procurement timeframes and streamline interactions between business and local government without the time consuming and administrative burden of following the *Local Government Act 1993* requirements for seeking tenders or quotes.

The tender documents were lodged on 22 July 2020 and closed on 19 August 2020.

Tenders were received as follows:

TENDERER	MAKE	GROSS PRICE \$ (Exc. GST)	TRADE-IN PRICE \$ (Exc. GST)	NETT PRICE \$ (Exc. GST)
JF Machinery	JCB 3CX T4i Elite	175,200	40,000	135,200
TTMI	Case 590 ST	165,000	25,500	139,500
DLM Machinery	New Holland B110B	175,000	27,000	148,000
Komatsu	WB97R_5EO	182,800	19,000	163,800
<i>ESTIMATE</i>		<i>170,000</i>	<i>40,000</i>	<i>130,000</i>

DISCUSSION

The Council fleet operates four 900 series backhoes, the unit being replaced is twelve years old.

A total of four backhoes from four suppliers were offered for consideration. All four units tendered were inspected.

The Council uses a weighted tender assessment method based on:

Documentation and compliance	15%
Operational assessment	30%
Safety assessment	15%
Service costs and warranty	15%
Financial offer	15%
Previous experience	10%

As there are no local suppliers for backhoes, a specific weighting for benefit of sourcing locally has not been applied for this tender.

The tender assessment panel consisted of the Technical Officer – Fleet & Infrastructure, Construction Team Leader and the current unit operator.

The tender process is also reviewed by the Purchase Audit Committee to ensure Council's procurement policies are adhered to.

After the inspections of the four units and subsequent tender scoring, the submission from JF Machinery JCB 3CX T4i Elite achieved the highest rating (a copy of the confidential tender assessments are appended to this report).

It was agreed that the JCB 3CX T4i Elite unit offered the options and specifications required and was considered to be the most suitable for the intended construction and maintenance duties. While the Case and the New Holland had comparable features and more powerful hydraulics, and the Komatsu had good standard safety features, all three scored lower in both the financial offers and in regard to cabin space and ergonomics. It is believed that the numerous refinements and standard specifications on the JCB 3CX T4i Elite render it as the most suitable and best value unit for the Council.

An option for the addition of machine mounted loader scales was requested as it had been identified that the Council does not currently have a way to measure the weight of loads carried by its heavy vehicle fleet. This poses WH&S risks, as well as potential issues with NHVR safety and compliance. The optional loader scales requested in the tender would allow more accurate loading of trucks, limit overloading and associated weight (safety issues) and drivers being fined for incorrect weights. Scales would also provide a better way for the Council to calculate the quantity of materials removed from our quarries for royalties.

Only three of the four suppliers offered this option, as indicated in the table below. Note a complying tender did not require the tenderer to supply pricing for scales.

TENDERER	MAKE	NETT PRICE \$ (Exc. GST)	SCALE PRICE \$ (Exc. GST)	REVISED NETT PRICE \$ (Exc. GST)
JF Machinery	JCB 3CX T4i Elite	135,200	7,528	142,728
TTMI	Case 590 ST	139,500	N/A	N/A
DLM Machinery	New Holland B110B	148,000	6,500	154,500
Komatsu	WB97R_5EO	163,800	8,334	172,134
<i>ESTIMATE</i>		<i>130,000</i>	–	<i>130,000</i>

CONSULTATION

This item has followed a tendering process and consultation has been undertaken with the tenderers and operators in respect to options and safety aspects.

RESOURCE, FINANCIAL AND RISK IMPACTS

The budget estimate for the unit is \$170,000 including an estimated \$40,000 trade-in (\$130,000 net changeover).

The JCB 3CX T4i Elite net changeover including scales of \$142,728 (excluding GST) is \$12,728 over budget. The budgeted shortfall can be funded from identified savings of over \$20,000 through reconditioning instead of replacing the Council's heavy float trailer F1102.

CORPORATE COMPLIANCE

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

The Environment and Sustainable Infrastructure

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

Council Sustainability and Governance

- . Improve corporate governance.

CONCLUSION

It is recommended that the Council:

- 1 accept and approve the tender from JF Machinery for the supply of a JCB 3CX T4i Elite model in the amount of \$175,200 (excluding GST [\$192,720 including GST]);
- 2 accept and approve the trade-in offer from JF Machinery Isuzu for fleet item F902, being a JCB 3CX, in the amount of \$40,000 (excluding GST [\$44,000 including GST]); and
- 3 accept and approve the offer of optional loader scales at an additional cost of \$7,528 (excluding GST [\$8,281 including GST])."

The Executive Services Officer reported as follows:

"A copy of the confidential tender assessment has been circulated to all Councillors."

■ Cr Carpenter moved and Cr Viney seconded, "That the Council:

- 1 accept and approve the tender from JF Machinery for the supply of a JCB 3CX T4i Elite model in the amount of \$175,200 (excluding GST [\$192,720 including GST]);
- 2 accept and approve the trade-in offer from JF Machinery Isuzu for fleet item F902, being a JCB 3CX, in the amount of \$40,000 (excluding GST [\$44,000 including GST]); and
- 3 accept and approve the offer of optional loader scales at an additional cost of \$7,528 (excluding GST [\$8,281 including GST])."

Carried unanimously

ORGANISATIONAL SERVICES

324/2020 Financial statements

The Director Organisational Services reported as follows:

“This report details the financial statements for the first quarter (30 September 2020) of the 2020–2021 financial year. The statements contain comments relating to variations between year to date budgets and year to date actual figures.

The Income Statement is based on accrual accounting practice. This means that the income shown in the income statement for rates, is the amount that has been raised by the rating system and apportioned against each property. The actual cash received for rate payments as at the end 30 September 2020, was \$13.6 million which is the equivalent of 84.01% of total rates payable. The payments received during the first quarter of 2020–2021 is slightly more (2.14%) to the 2019–2020 year. The receipt of rate payments during the first quarter of the financial year is important from a cash flow perspective as it allows the Council to invest these funds.

The following principal financial statements of the Council for the period ended 30 September 2020 are submitted for consideration:

- . Statement of Comprehensive Income;
- . Statement of Financial Position;
- . Operating Budgets (inc. the operating budget commentary report);
- . Summary of Rates and Fire Service Levies; and
- . Capital Works Schedule.”

The Executive Services Officer reported as follows:

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

■ Cr Hiscutt moved and Cr Viney seconded, “That the financial statements to 30 September 2020 (copies being appended to and forming part of the minutes) be received.”

Carried unanimously

CLOSURE OF MEETING TO THE PUBLIC

325/2020 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:

Matter	<i>Local Government (Meeting Procedures) Regulations 2015</i> reference
Confirmation of Closed Session Minutes	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.”

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

Matter	<i>Local Government (Meeting Procedures) Regulations 2015</i> reference
Confirmation of Closed Session Minutes	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.”

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.”

The meeting moved in to Closed session at 6:54pm.

326/2020 Confirmation of Closed session minutes

The Executive Services Officer reported as follows:

“The Closed session minutes of the previous ordinary meeting of the Council held on 21 September 2020 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.”

Closure

There being no further business, the Mayor declared the meeting closed at 6:54pm.

CONFIRMED THIS 16TH DAY OF NOVEMBER, 2020.

Chairperson

(lb:lc)

Appendices

- Minute No. 313/2020 – Communications and Engagement Policy – October 2020
- Minute No. 314/2020 – Social Media Guidelines – October 2020
- Minute No. 315/2020 – Schedule of Correspondence addressed to the Mayor and Councillors
- Minute No. 316/2020 – Schedule of Documents for Affixing of the Common Seal
- Minute No. 317/2020 – Schedule of Contracts & Agreements
- Minute No. 318/2020 – Schedule of Statutory Determinations
- Minute No. 319/2020 – Dog Management Policy – October 2020
- Minute No. 324/2020 – Financial Statements – 30 September 2020

QUALIFIED PERSON'S ADVICE

The *Local Government Act 1993* (the Act), Section 65 provides as follows:

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

In accordance with Section 65 of the Act, I certify:

- (i) that the reports within this agenda contain advice, information and recommendations given by persons who have the qualifications and experience necessary to give such advice, information or recommendation;
- (ii) where any advice is directly given by a person who did not have the required qualifications or experience that person has obtained and taken into account another person's general advice who is appropriately qualified or experienced; and
- (iii) that copies of advice received from an appropriately qualified or experienced professional have been provided to the Council.



Paul West
ACTING GENERAL MANAGER

Associated Reports And Documents

Communications & Engagement

Policy

October 2020

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POLICY STATEMENT

Good communication is about clearly conveying information between an individual or organisation and its stakeholders, including employees, community, customers, industry and government on matters of mutual interest to raise awareness and to inform.

Community engagement is a process, not an outcome. It is a process where the community has a role in the Council's decision-forming process. Taking into consideration community views, opinions and expectations is an important factor for many of the Central Coast Council's (the Council's) decision-making areas.

PURPOSE

The purpose of the Communication and Engagement Policy (the Policy) is to define a transparent pathway for the Council's communications and engagement processes that can be measured and reported in order to provide accountability for activities undertaken by the Council in a particular area. The Policy supports a commitment to open, transparent community engagement and two-way communication between the Council and the communities it serves.

The Policy aims to:

- . Demonstrate the Council's commitment to continually improve the way it communicates and engages with residents in Central Coast community's;
- . Provide direction and guidance for the Council's staff and elected members; and
- . Demonstrate the Council's commitment to good governance.

SCOPE

The Policy applies to Councillors, employees, volunteers, as well as contractors who provide services for the Council.

COMMUNICATIONS

Communication is at the core of everything that the Council undertakes. In accordance with the Council's values; good communication and engagement is an important part of the Council's culture that serves in improving service delivery and assisting in informing, empowering and connecting with the local community.

GUIDING PRINCIPLES – COMMUNICATIONS

The principles that underpin the Council's approach to communications:

- . *Timely and Clear Information* - Communicate timely and clear information about matters of broad community significance that are being considered by the Council;
- . *Two-way Communication* – All Council staff understand the importance and value of open two-way communication between the Council and community as being fundamental to effective decision-making and service delivery;
- . *Transparent and Accountable* - Transparent and accountable communication processes promote good governance; and
- . *Sustainable and Balanced Decisions* – Promoting the Council's sustainable and balanced decision-forming processes that recognise and integrate the community's communication needs and interests in the Council's decision-making process.

MEDIA RELATIONS

The Council's Office of the General Manager is responsible for coordinating, approving and dispatching all media releases, photo opportunities and media briefings following authorisation by the General Manager.

The Mayor is the official spokesperson on behalf of the Council and the General Manager is the official spokesperson for all operational matters.

While it is recognised that Councillors are able to speak to the media as a function of their role, it is also recommended that they advise the Office of the General Manager of any media interactions in order to brief the Mayor and create a Council-wide perspective.

On issues where there is a significant and ongoing involvement by a Councillor, with the agreement of the Mayor, the Office of the General Manager will contact the relevant Councillor/s to appear in media photographs in relation to issues, programs or services pertaining to the Councillor.

The General Manager may authorise Directors or Group Leaders to make public statements to the media.

The following categories shall apply in relation to the determination of spokespeople:

Category	Type of Issue	Spokes person
1.	<ul style="list-style-type: none"> • Council Policy; • Issues of a political nature; and • Highly significant and/or sensitive matters or projects affecting the Council or the entire Local Government Area. 	Mayor.
2.	Local matters.	Mayor or Delegate.
3.	Operational matters.	General Manager or Delegate.
4.	Technical matters.	General Manager or Delegate.

The Mayor is responsible for allocating public speaking roles at Council organised events requiring Councillor participation.

EXTERNAL COMMUNICATIONS

The Council will use a mix of digital, mail, print, radio and television media communication channels to ensure that the community and other relevant stakeholders are offered:

- Timely and clear information about matters of broad community significance that are being considered by the Council; and
- An appropriate opportunity for input.

INTERNAL COMMUNICATIONS

The Employee Communication and Engagement Policy – January 2020 should be read in conjunction with this Policy, which empathises that Council staff communication be clear and respectful in order to promote effective workplace performance and staff relationship building.

The General Manager will ensure that employees receive timely and accurate information about matters that may broadly affect the community and/or their employment via various channels including, regular Staff Update newsletters and all of staff emails.

SOCIAL MEDIA

There is an expectation that councils will engage with community members more thoroughly and regularly, addressing issues promptly, maintaining transparency and remaining openly accountable for community-based decisions. Communicating with the community through social media platforms is an effective communication channel to meet these community expectations. This Policy should be read in conjunction with the Social Media Guidelines – October 2020.

Council's social media should be engaging to the community and relevant to the interests and topics of significance, at any given point in time. The following Engagement section in this Policy provides direction and guidance to council staff in order to effectively create engaging social media content for the Central Coast community.

ENGAGEMENT

Effective engagement is central to understanding the aspirations, needs and priorities of the local community and integrating community input into how related local public services are planned and delivered. The Council will work collaboratively with people linked by the community they live in, special interest groups or affiliated stakeholders to address issues affecting their well-being.

GUIDING PRINCIPLES – ENGAGEMENT

The principles that underpin the Council’s approach to engagement:

- . *Inclusive Planning* – The planning and design of engagement processes will adopt a whole-of-project approach and include input from the Council as well as from community groups, stakeholders and interested community members including hard-to-reach groups;
- . *Transparency* – Aiming to engage with the community (wherever possible) before a decision or change is made and being clear about the purpose for, as well as the level or form, of the engagement approach;
- . *Authentically Neutral Intent* – A primary purpose of engagement is to generate public views and ideas to help shape the Council’s course of action or Policy path, rather than persuade residents to accept a decision that has already been made;
- . *International Association for Public Participation (IAP2)* – The Council is committed to applying the IAP2 Public Participation Spectrum as a best practice framework for community engagement processes;
- . *Equitable and Accessible Participation* – Cooperative arrangements will be created to enable diverse engagement participants to come together to achieve shared goals;
- . *Capability Building* – Council staff and the community will develop skills and ‘know how’ to achieve positive social change and economic goals; and
- . *Empowerment* – The community will be supported to create partners, networks and/or a voice, in order to manage community-driven project outcomes.

IAP2'S PUBLIC PARTICIPATION SPECTRUM

Community engagement goes beyond consultation. It extends to the way the Council communicates and engages with residents in local communities and how the Council involves them in dealing with the challenges and opportunities that matter most.

INFORM	CONSULT	INVOLVE	COLLABORAT	EMPOWER
Public Participation Goal	Public Participation Goal	Public Participation Goal	Public Participation Goal	Public Participation Goal
To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Example Methods	Example Methods	Example Methods	Example Methods	Example Methods
<ul style="list-style-type: none"> Fact sheet Website information 	<ul style="list-style-type: none"> Survey Comment form Focus group 	<ul style="list-style-type: none"> Workshop Working group Representative committee 	<ul style="list-style-type: none"> Co-design Co-production Community of practice 	<ul style="list-style-type: none"> Collective impact By decision of Council.

WHEN TO ENGAGE WITH THE COMMUNITY

The Policy is intended to promote planning for engagement as part of any Council project's design. Emphasis is placed upon the benefits of planning for engagement as part of the initial whole-of-project planning stage to better manage the timeframes, cost and resources associated with engagement activities.

The Communications and Engagement Toolkit available on the Council's intranet provides staff a resource to assist with designing, planning and managing engagement processes. The toolkit is comprehensive and includes an engagement methods matrix and various templates. A commitment to whole-of-project planning for engagement is intended to support good project outcomes for the Council and Central Coast.

The Council may offer an opportunity for communications and engagement when:

- . Reviewing existing strategies and proposing a change in strategic direction;
- . Substantially changing or reviewing a service, program or project;
- . Proposing a new policy or strategy;
- . Proposals for changing the way in which public space looks or is used;
- . Making rules or regulations that govern the use and enjoyment of public space;
- . Major strategic projects;
- . Urban redevelopment proposals, such as structure plans, to significantly change the existing amenity or characteristic of an area; and
- . Capital works projects including public buildings, centres or other infrastructure.

Opportunities for communications and engagement may also arise when:

- . The community raises an issue with the Council for a decision (or outcome) and there are likely to be competing community interests;
- . The proposed change is likely to generate an emotive community reaction (strong and mixed views);
- . The Council needs more information on which to make an informed decision; and
- . An issue may significantly affect the community in terms of economy, lifestyle, environment or amenity of the local community.

MEASURING THE ENGAGEMENT PROCESS

Community members are interested to know how their feedback will affect the final decision. Feedback about the final decision may use the structure: what we asked; what you said; and what we did. This simple, user-friendly structure is illustrated below and demonstrates:

- . The clear purpose of the consultation;
- . That community feedback was heard and acknowledged; and
- . How community feedback informed the final decision made by Council.

What We Asked?	What You Said?	What We Did?
.	.	.

The timely and accessible provision of a transparent and objective assessment of the engagement process maintains positive community interest and momentum around a Council engagement program or activity.

The Council uses a variety of reporting formats and staff are encouraged to select a report format that is consistent with the engagement approach used in the community engagement program or activity. A report may, for example, use the format of:

- . A letter to the stakeholders involved in the community engagement program;
- . A draft strategy, plan or policy that is - open for public comment;
- . An 'at a glance' overview key findings and next steps;
- . A corporate report format;
- . A video; and/or
- . A Council report.

Council staff will be supported by the Office of the General Manager when required. However, it is the responsibility of Group Leaders and Directors to ensure project team complete the whole-of-project planning and implementation, including reporting.

CONTINUOUS IMPROVEMENT

Implicit in this Policy is a commitment to the Policy's Guiding Principles and continuous improvement to further promote an organisational culture of community engagement. Hard-to-reach groups will be included in all of the Council's engagement planning.

Implementation will be supported by the Office of the General Manager through:

- . The online Community Engagement Toolkit and resources;
- . Staff support in the whole-of-project planning stage and implementation, when needed;
- . Development of a consultation register to track community engagement programs;
- . Capacity building through partnership in engagement program development; and
- . IAP2 training for key personnel.

STANDARDS (INCLUDING RELEVANT LEGISLATION)

This Policy was developed in accordance with:

RELEVANT LEGISLATION

- . Local Government Act (1993) Tas and;
- . Local Government (General) Regulations 2015.

RELATED POLICIES/DOCUMENTS

- . Central Coast Council Values;
- . Customer Service Charter - April 2019;
- . Code of Conduct of Councillors – January 2019;
- . Employees Code of Conduct – July 2019;
- . Employee Communication and Engagement Policy – January 2020;
- . Information and Communication Technology Guidelines – December 2018; and
- . Social Media Guidelines – October 2020.

RELATED FORMS/TOOLS

- . Central Coast Council Values
- . IAP2 Public Participation Spectrum; and
- . Intranet Toolkit - Communications and Engagement.

EVALUATION PROCESS

This Policy is reviewed when any of the following occur:

- . The related information is amended or replaced;
- . Evidence that the Policy no longer meets the needs of Council; or
- . Other circumstances as determined from time to time by the General Manager.

Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.

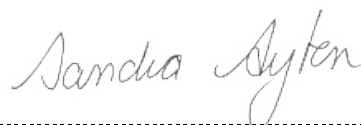
CHANGES TO POLICY

This Policy is to remain in force until otherwise determined by the General Manager.

SANDRA AYTON
GENERAL MANAGER

Date of approval: 19 October 2020

Approved by:



Social Media

Guidelines

October 2020

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SOCIAL MEDIA COMMUNITY GUIDELINES

PURPOSE

The purpose of the Social Media Community Guidelines (the Community Guidelines) is to set the ground rules by which the community may participate on the Council's social media and digital platforms and in online engagement initiatives of the Central Coast Council (the Council). The Community Guidelines and moderation aim to discourage and manage anti-social, irrelevant, offensive, spam and/or other inappropriate posts.

The Community Guidelines and moderation are designed to protect all users of the Council's social media and digital platforms. The Community Guidelines aim not to discourage two-way conversations between the community and the Council, but the community's participation on the Council's social media platforms needs to be compliant.

1. COMMUNITY STANDARDS

Central Coast residents and people from other areas that use any of the Council's social media platforms should not post any material that may be considered:

- . Abusive, obscene, indecent or offensive language;
- . Defamatory, abusive, harassing or hateful or capable of damaging the reputation of a person or organisation;
- . As invading anyone's privacy or impersonating anyone;
- . Off-topic, as irrelevant posts lower the value of the debate for everyone;
- . To be spam, repetitive, unauthorised advertising or solicits;
- . As encouraging conduct that may or would constitute a criminal offence or give rise to civil liability, or that otherwise violates any law;
- . To include your, or anyone else's, personal information;
- . To include inappropriate, vulgar or offensive user names; and
- . In breach of intellectual property rights including copyright law.

2. *COMMUNITY PARTICIPATION*

- . The Council's social media platforms have been created to engage and communicate with the community on matters of mutual interest. The Council encourages people to post polite and relevant comments on social media platforms. Please be pleasant and respectful of the opinions and beliefs of others;
- . The Council's social media platforms do not provide a forum for customer service or delivery complaints. Customer service or delivery complaints should be made by creating an online service request via the Council's website link: <https://service.centralcoast.tas.gov.au/webinput/home/new>, or contacting the Council in person, by email, telephone or by mail;
- . Employees of the Council may contribute to the conversations on social media platforms under their own names or use pseudonyms. Their posts, comments or opinions do not represent the official position of the Council and should be considered the product of each individual as member of the public. Council's employees should refer to the [Social Media Council Guidelines](#);
- . Representatives of the Council will identify themselves when posting comments by use of the Council logo. Information posted is current only at the time of publication. Council's employees should refer to the [Social Media Council Guidelines](#);
- . All posts made on the Council's social media platforms express the views and opinions of the author, and not of the Council. The Council does not endorse, approve or promote any comments by the public appearing on its social media platforms;
- . The Council will not be held legally responsible for the comments posted on its social media platforms. With the exception of material posted by third parties, the Council owns, or has the rights to the intellectual property of social media posts; and
- . The Community Guidelines assists the Council to create a welcoming space for intelligent discussion on their social media platforms. Participants are encouraged to notify the Council if potential problems are identified, and by helping each other to keep conversations inviting and appropriate.

3. MODERATION

- . Content posted on the Council's social media platforms is monitored and moderated daily on business days, except public holidays;
- . If a post breaches the Community Guidelines, it will be removed from public view;
- . A profanity filter is installed on the Council's Facebook page, but community posts will not be moderated before they appear. If the Council becomes aware of a published post that breaches the Community Guidelines, the post will be removed by the moderator;
- . The Council will not contact you directly if you post a comment that is removed by the moderator. The Council will not enter into dialogue about moderation;
- . The Council reserves the right to remove any overtly political posts or URL links to political websites or social media platforms;
- . Posts in languages other than English will be removed. Content of posts should be accessible to as many people as possible;
- . Posts that are irrelevant to the subject, overly long (in excess of 1000 words), contains irrelevant or long URL links or appear to contain code will be removed.
- . Users who breach the Community Guidelines may be banned from the Council's social media platform at the discretion of the General Manager; and
- . The community are encouraged to report content on the Council's social media platforms that may be non-compliant with the Community Guidelines. Reports can be emailed to: admin@centralcoast.tas.gov.au with the subject line: Social Media, and may include reproduced posts, pictures or logos.

SOCIAL MEDIA COUNCIL GUIDELINES

PURPOSE

The purpose of the Social Media Council Guidelines (the Council Guidelines) is to ensure the effective service delivery of Council business and services through the use of social media and provide guidelines for workplace participants to ensure the protection and proper use of the Council's social media services and corporate computing resources. Direct Reports and the General Manager are responsible for workplace participants' awareness of, and observance to, the Council Guidelines.

The Council Guidelines aim to:

- Provide direction and guidance for the Council's staff and elected members on acceptable use of social media; and
- Demonstrate the Council's commitment to good governance.

SCOPE

This Council Guidelines applies to all workplace participants, which include:

- Casual, fixed-term and otherwise temporary employees, employees on probation, part-time employees, managers, Councillors, employees working from home as well as full-time employees;
- People providing services to the Council on a contract basis or on secondment from or to another Council, even if they are only working on a temporary basis; and
- Students, graduates and others on work experience or undertaking voluntary work.

SOCIAL MEDIA

Social media can provide unique opportunities for workplace participants to communicate and share information, and to build networks locally, nationally, and internationally. Information shared may include (but is not limited to) personal information, opinions, research, commentary, or business information. Social media, sometimes referred to as social networking or Web 2.0 technologies, are online services and tools used for publishing, sharing and discussing information. Including emerging technologies, all social media platforms are within the scope of the Council Guidelines:

Blogs – A blog is a ‘web log’. Many blogs provide commentary or news on a particular subject; others function as more personal online diaries. Usually, viewers can comment, ask questions, share information and subscribe. A typical blog combines text, images, and links.

Forums/boards – An internet forum, or message board, is an online discussion site. Users can post messages and comment on other messages. Other types of social media often incorporate forums, sometimes with their own social conventions and etiquette (or ‘netiquette’).

Micro-blogs – A micro-blog has a similar purpose to a blog, except that entries are smaller - usually limited to a certain number of characters (e.g. 140). A popular example is Twitter™. It allows users to ‘follow’ one another so that they are notified when a new update is posted. Users can connect quickly and through many different tools such as their mobile phone.

Photo sharing sites – A photo sharing site, such as Instagram®, allows users to upload images and is useful for categorising and organising pictures. They allow other users to comment on them, or re-use them with permission.

Social bookmarking – Social bookmarking is used for saving the address of a website or item of content and adding a tag to allow other users to easily find research. It is useful for organising and sharing links, and for keeping track of links recommended by others. Pinterest™ is an example.

Social networking websites – Social networking websites focus on building online communities of people who share interests. Popular examples include Facebook® and LinkedIn®. Users can build their own profile page, join groups, share photos and videos, post messages, and run other applications.

Video sharing sites – A video sharing site allows users to upload video clips to be stored on the server, allowing other users to view them. YouTube™ is a popular example.

Wikis – A wiki is a website using ‘wiki software’ that allows web pages to be created, interlinked, and edited by any user. The most well-known wiki is Wikipedia® – an online encyclopaedia.

COUNCIL GUIDELINES

The following Council Guidelines provide a point of reference for workplace participants regarding what they should, and should not, do when publishing content in social media. Workplace participants are responsible for content they publish in social media and can be held personally liable for content published. Workplace participants can also be subject to disciplinary action by the Council for publishing inappropriate or classified content. These Council Guidelines only cover a sample of all possible content publishing scenarios, and are not a substitute for good judgment. It is important to note that these Council Guidelines apply to all social media publishing, whether personal or Council sponsored.

When accessing social media via the Council's website and/or intranet systems, workplace participants must do so in accordance with the Information and Communication Technology Guidelines – December 2018, which requires workplace participants to use these resources 'reasonably', in a manner that does not interfere with their work and is not inappropriate or excessively accessed.

1. PRODUCTIVITY

The Council recognises that workplace participants may have a need (at times) to conduct business within social media while at work or using the Council's resources. The Council allows limited access to social media content. For example, workplace participants are allowed access to social media reasonably within the functions of their role at the Council as agreed by their Direct Report or the General Manager. It is the responsibility of the employee to ensure that personal use of social media is consistent with the Council's Information and Communication Technology Guidelines – December 2018.

2. INAPPROPRIATE CONTENT

Social media may contain legitimate business and personal content, but it must not include content that is fraudulent, offensive, obscene, pornographic, sexually suggestive, abusive or discriminatory, defamatory, threatening, harassing, bullying, hateful, racist, sexist, that infringes copyright, or is otherwise unlawful. The Council Guidelines should be read in conjunction with a number of Council policies, including the Information and Communication Technology Guidelines – December 2018, which applies to the broader web and email and also applies to content found within social media.

Inappropriate content must not be accessed by workplace participants while at work, or while using the Council's resources. Likewise, workplace participants must not post inappropriate material on social media using Council's resources. Workplace participants are expected to use common sense, and consideration for others, when deciding on content appropriate for the Council.

3. *PERSONAL USE OF SOCIAL MEDIA*

The Council recognises that workplace participants may wish to use social media in their personal life outside of work time. These Council Guidelines do not intend to discourage nor unduly limit personal expression or online activities. However, workplace participants should recognise the potential for damage to be caused (either directly or indirectly) to the Council in certain circumstances via personal use of social media when they can be identified as a member of Council. The Council Guidelines should be read in conjunction with the Employees Code of Conduct – July 2019.

In accordance with the Code of Conduct of Councillors – January 2019, workplace participants are not to make public Council statements without the consent of the General Manager. Do not disclose information that would otherwise not be disclosed, speculate on policy or possible policy, or indicate possible future decisions of the Council. Workplace participants should comply with the Council Guidelines to ensure that risk of damage to the Council is minimised.

Workplace participants are personally responsible for the content they publish in a personal capacity on any form of social media platform. When in doubt, workplace participants should seek guidance from their Direct Report or the General Manager on how to comply with their obligations under the Council Guidelines.

4. *PERSONAL SOCIAL MEDIA ACCOUNTS*

Personal posts are those made via a private social media account in an individual's name, or a name of their choosing. Personal accounts should not identify workplace participants as working for the Council, however it is noted that in the cyber-sphere it can be relatively easy to connect separate pieces of information to largely identify users.

Use of posts from personal accounts should follow similar considerations as the use of other Council ICT communication resources such as email; not disclose confidential or highly sensitive information that would otherwise not be disclosed; speculate on policy or possible policy; or indicate possible future decisions of the Council.

Personal social media accounts should not be linked to the Council's email accounts except when authorised to do so. If workplace members feel that they could be easily identified as affiliated with the Council, it is recommended a disclaimer for the account/post be used such as, "the views expressed on this site/post are my own, and don't necessarily represent those of the Council".

5. *DISCLOSING AN AFFILIATION WITH COUNCIL*

Where workplace participants can be identified as an employee of the Council or otherwise affiliated with Council, the following obligations apply for all social media content:

- . Include in all postings an identification of the position or affiliation with Council;
- . Express that the stated views are personal (not those of the Council) and do not imply an authorisation to speak on behalf of the Council;
- . Do not disclose information that would otherwise not be disclosed, speculate on policy or possible policy, or indicate possible future decisions of the Council;
- . Ensure that all content published is accurate and not misleading;
- . Maintain the standard of professionalism expected in the position held at Council;
- . Do not publish material that could harm the reputation of the Council (including elected Councillors, elected Mayor, or Council employees), stakeholders or customers.
- . Adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, discrimination, harassment and other applicable law;
- . Do not use the Council's email addresses or Council logos/identifiers unless authorised to do so;
- . Do not use or disclose any confidential information, or highly confidential information;
- . Do not post material that is, or might be construed as, threatening, harassing, bullying or discriminatory towards another member of the Council, or towards customers, stakeholders or third parties; and
- . Do not post images or footage of colleagues, customers or stakeholders without their permission.

6. *COUNCIL'S OFFICIAL SOCIAL MEDIA POSTS*

The Council reserves the right to make official posts on social media sites, as it does in the traditional media, to address queries, discussion and misinformation. The Council logo identifies an official Council post or comment, i.e. a workplace participant is authorised to use the Council logo as an identifier for authorised and approved Council comments or posts. Official posts will be executed by a fully authorised representative of the Council.

As with any public statements, any official posts must be developed in conjunction with relevant subject matter area(s) and approved by the General Manager. Care should be taken when considering official posts, as social media is an open and dynamic environment that can generally not be controlled - consider the potential implications of any proposed posts, the likely audience, and whether it will assist in delivering positive outcomes for the Council.

At any time, if the Council chooses to make official comment via social media, this will be managed by the Office of the General Manager in conjunction with the relevant subject matter area(s) and approved by the General Manager. Official posts are also required to follow the Council's Information and Communication Technology Guidelines – December 2018.

7. *AUTHORISATION TO REPRESENT THE COUNCIL ON SOCIAL MEDIA*

Before engaging in social media as a representative of the Council in a work related capacity, workplace participants must be formally authorised to comment by the General Manager. Workplace participants may not comment as a representative of the Council unless authorised to do so. If authorised workplace participants engage in advocacy for the Council on social media, they should clearly identify their affiliation or position in the Council.

Authorisation to represent the Council in social media or create a new social media account must follow the guidelines of the Social Media Systems Management Policy. Request Forms can be submitted to the Office of the General Manager that updates and maintains the Council's register of official social media accounts.

Personal accounts should not be used to post official Council statements unless authorised by the General Manager to do so. Workplace participants should take due care that the use of social media, as agreed with their Direct Report or the General Manager, does not impinge on performing their work or be used excessively in line with the Information and Communication Technology Guidelines – December 2018.

SOCIAL MEDIA ADMINISTRATION

1. MONITORING AND MODERATION

Content posted on the Council's social media platforms is monitored and moderated daily on business days, except public holidays. The Council will make reasonable efforts to monitor content to ensure social media comments are courteous and non-offensive.

The Council reserves the right to delete or hide comments that are non-compliant with the Community or Council Guidelines for Social Media. It is the responsibility of the workplace participant to ensure that personal use is consistent with the Social Media Guidelines – October 2020. Content including (but not limited to) the following may be removed:

- . Abusive, hurtful or inappropriate language or statements;
- . That violates privacy;
- . That breaches copyright laws or is otherwise unlawful;
- . That is considered spam;
- . That is not suitable to all ages;
- . That is overtly political; and
- . Unsolicited advertising.

2. MALWARE AND ONLINE CRIME PREVENTION

Social media is commonly used by the online criminal community to deliver malware and carry out schemes designed to damage property or steal classified information. While the Social Media Guidelines help to reduce risk, they do not cover all possible threats and are not a substitute for good judgment by users.

Security settings, applications and common sense should be used when using social media. Advice on social media security can be sought from the Council's Corporate Services Group Leader, Direct Reports or the General Manager.

3. *RECORDS MANAGEMENT*

The Tasmanian Archive and Heritage Office (TAHO) has record keeping requirements for social media posts that relate to business. The Council need only keep social media content considered to be business records under its existing record keeping policies and procedures.

Generally, for low risk forms of Council business, the social media information generated has limited ongoing value and content can be safely left in the online application. These policies and procedures will be reviewed periodically in light of changes to requirements of TAHO. A social media folder located within the Council's digital records system stores social media related communications that are not held within the corresponding digital platform.

4. *RESPONDING TO CUSTOMER ENQUIRIES*

Customer enquiries on Council's social media platforms that meet the requirements of the Community Guidelines, will be responded to by an authorised representative of the Council as soon as practicable. The Council recognises community expectations relating to timely response rates on social media and the Council will respond as soon as practicable. According to the Customer Service Charter - April 2019, 10 working days are provided for the Council to reply to customer enquiries.

POLICY BREACHES AND NON-COMPLIANCE

Non-compliance and breaches by workplace participants of the Council Guidelines will be dealt with in accordance with the Employment Agreement, Employee Code of Conduct – July 2019 and Information and Communication Technology Guidelines – December 2018. Allegations of misconduct will be investigated according to established procedures. Sanctions for non-compliance or violations of this policy may include the following:

1. Temporary or permanent revocation of access to some, or all, computing and networking resources and facilities;
2. Disciplinary action including possible termination of employment or contract; and/or
3. Where inappropriate use constitutes a breach of any law, legal action may be taken in accordance with that law by the Council or concerned third parties.

STANDARDS (INCLUDING RELEVANT LEGISLATION)

This Policy was developed in accordance with:

1. RELEVANT LEGISLATION

- . Local Government Act (1993) Tas; and
- . Local Government (General) Regulations 2015.

2. RELATED POLICIES/DOCUMENTS

- . Central Coast Council Values
- . Code of Conduct of Councillors – January 2019
- . Communication and Engagement Policy – October 2020
- . Customer Service Charter - April 2019;
- . Employee Code of Conduct – July 2019
- . Employment Agreement
- . Information and Communication Technology Guidelines – December 2018; and
- . Records and Records Management Policy – April 2017

3. RELATED FORMS/TOOLS

- . Intranet Toolkit - Communications and Engagement;
- . Online New Employee Induction – Social Media Acceptable Use section;
- . Social Media checklist;
- . Social Media Registration Form;
- . Social Media Systems Management Policy; and
- . Website checklist.

EVALUATION PROCESS

These Guidelines are reviewed when any of the following occur:

- . The related information is amended or replaced;
- . Evidence that the Guidelines no longer meets the needs of Council; or
- . Other circumstances as determined from time to time by the General Manager.

Notwithstanding the above, these Guidelines are to be reviewed at intervals of no more than two years.

CHANGES TO THE GUIDELINES

These Guidelines are to remain in force until otherwise determined by the General Manager.

SANDRA AYTON
GENERAL MANAGER

Date of approval: / /

Approved by:

.....



**SCHEDULE OF CORRESPONDENCE RECEIVED ADDRESSED TO
MAYOR AND COUNCILLORS**

Period: 22 September to 19 October 2020

- . Letter requesting Councils support to assist with a Grant Application to the Tasmanian Community Fund, Support, Connect and Rebuild grant, including consideration as to how the Council may be able to support the project during the construction process, if successful
- . Email advising of support for the proposed amendments to the Dog Management Policy and a note of thanks to the Mayor for her involvement and for listening to community concern
- . Email requesting that the Council considers making a request to the Federal Government to restrict access to helium to prevent balloon releases
- . Email thanking the Council for the amendments to the Dog Management Policy

A handwritten signature in grey ink that reads 'Sandra Ayton'.

Sandra Ayton
GENERAL MANAGER



**SCHEDULE OF DOCUMENTS FOR AFFIXING OF
THE COMMON SEAL**

Period: 22 September to 19 October 2020

Documents for affixing of the common seal under delegation

- . Part 5 Agreement
A and B Stubbs Pty Ltd and Central Coast Council
SUB2007.29 – Stubbs Road Turners Beach
Certificate of Title Volume 178471 – Folio 1

A handwritten signature in black ink that reads 'Sandra Ayton'.

Sandra Ayton
GENERAL MANAGER



SCHEDULE OF CONTRACTS AND AGREEMENTS

(Other than those approved under the Common Seal)

Period: 22 September to 19 October 2020

Contracts

- . Contract 2/2020–2021
Hardings Hotmix Pty Ltd
Supply of sprayed bituminous surfacing for urban and rural roads for the 2020–2021 financial year all in accordance with the General Conditions of Tendering, Specification and Schedule dated August 2020 and submitted as tender dated 2 September 2020.
Contract Amount: 575,029.24 (inc. GST)

Agreements

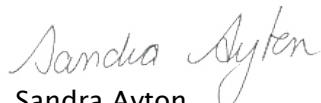
- . Costs Agreement
Walsh Day James Mihal and Central Coast Council
Subdivision and Sales at Dial Road, Penguin
- . Memorandum of Understanding – The Litter and Dumping Management System
Environmental Protection Authority EPA Tasmania, Department of Justice
Community Corrections and Local and State Government Land Managers
Version 1 dated 21 August 2019
- . Residence Agreement
Unit 1, Alexandra Apartments, 9 Alexandra Road, Ulverstone
- . Residence Agreement
Unit 2, Alexandra Apartments, 9 Alexandra Road, Ulverstone
- . Residence Agreement
Unit 1 – Ganesway, 51–55 Queen Street, West Ulverstone
- . Lease Agreement
29 Water Street Ulverstone known as 2 Beach Road, Ulverstone
Term of lease: Five years commencing 1 October 2020

-
- . Grant Deed
The Crown in Right of Tasmania (represented by Department of Communities Tasmania) and Central Coast Council
Interest free loan with the Department Treasury and Finance for the development of the Dial Regional Sports Complex
Grant Amount: \$3,500,000 (plus GST is applicable)
 - . Sole agency agreement
Harcourts Ulverstone
Lot 1, 6–16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616
 - . Sole agency agreement
Harcourts Ulverstone
Lot 2, 6–16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616
 - . Sole agency agreement
Harcourts Ulverstone
Lot 3, 6–16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616
 - . Sole agency agreement
Harcourts Ulverstone
Lot 4, 6–16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616
 - . Sole agency agreement
Harcourts Ulverstone
Lot 5, 6–16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616
 - . Sole agency agreement
Harcourts Ulverstone
Lot 6, 6–16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616

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- . Sole agency agreement
Harcourts Ulverstone
Lot 7, 6–16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616
 - . Sole agency agreement
Harcourts Ulverstone
Lot 8, 6–16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616
 - . Sole agency agreement
Harcourts Ulverstone
Lot 9, 6–16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616
 - . Sole agency agreement
Harcourts Ulverstone
Lot 10, 6–16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616
 - . Sole agency agreement
Harcourts Ulverstone
Lot 11, 6–16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616
 - . Sole agency agreement
Harcourts Ulverstone
Lot 12, 6–16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616
 - . Sole agency agreement
Harcourts Ulverstone
Lot 13, 6–16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616
 - . Sole agency agreement
Harcourts Ulverstone
Lot 14, 6–16 Dial Road Penguin

CT Vol: 171444 Folio 4
PID: 7620616

- . Sole agency agreement
Harcourts Ulverstone
Lot 15, 6-16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616
- . Sole agency agreement
Harcourts Ulverstone
Lot 16, 6-16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616
- . Sole agency agreement
Harcourts Ulverstone
Lot 17, 6-16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616
- . Sole agency agreement
Harcourts Ulverstone
Lot 18, 6-16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616
- . Sole agency agreement
Harcourts Ulverstone
Lot 19, 6-16 Dial Road Penguin
CT Vol: 171444 Folio 4
PID: 7620616


Sandra Ayton
GENERAL MANAGER

Central Coast Council
List of Development Applications Determined
Period from: 1 September 2020 to 30 September 2020

Application Number Display	Address	DA Type	Proposed use	Application Date	Decision Date	Day determined	Cost of Works
DA2018178 - 1	4 Blackburn Drive TURNERS BEACH,TAS,7315	Minor amendment of a Permit.	Subdivision (three lots) to accommodate separate use classes comprising: Lot 1 – 2.93ha – Resource development & Resource processing with ancillary Food services (café); Lot 2 – 4.23ha – Resource development with a required dwelling; and Lot 3 – 5.83ha – Visitor accommodation (site for fully self-contained recreational vehicles)	7/08/2020	23/09/2020	40	\$10,000.00
DA2019022	89 Castra Road (CT100647/2) ULVERSTONE,TAS,7315	Discretionary	Residential (non-required dwelling)	24/07/2019	24/09/2020	21	\$200,000.00
DA2019099	280 Mannings Jetty Road NORTH MOTTON,TAS,7315	Discretionary	Residential (extension to non-required dwelling)	2/10/2019	18/09/2020	30	\$120,000.00
DA2020006	47 & 43 Deviation Road PENGUIN,TAS,7316	Discretionary	Residential (demolition of outbuilding and construction of dwelling and outbuilding – garage)	30/01/2020	22/09/2020	33	\$1,000.00
DA2020037 - 2	1 Crescent Street & 2 Patrick Street ULVERSTONE,TAS,7315	Minor amendment of a Permit.	Hotel industry (bottleshop redevelopment – storeroom floor area increase 20m2 and boundary adjustment)	1/09/2020	7/09/2020	3	\$1,000.00
DA2020037 - 3	1 Crescent Street & 2 Patrick Street ULVERSTONE,TAS,7315	Minor amendment of a Permit.	Hotel industry (demolitions and drive through bottle shop) and Amendment to Sealed Plan CT229743/1.	22/09/2020	24/09/2020	0	\$0.00
DA2020061 - 1	154 South Road PENGUIN,TAS,7316	Minor amendment of a Permit.	Residential (dwelling and outbuildings – sheds)	21/08/2020	23/09/2020	16	\$10,000.00

Central Coast Council
List of Development Applications Determined
Period from: 1 September 2020 to 30 September 2020

Application Number Display	Address	DA Type	Proposed use	Application Date	Decision Date	Day determined	Cost of Works
DA2020095	8 Cheryl Court WEST ULVERSTONE, TAS, 7315	Permitted	Residential (retrospective dwelling & outbuilding)	7/04/2020	16/09/2020	21	\$230,000.00
DA2020098	583 Gunns Plains Road GUNNS PLAINS, TAS, 7315	Discretionary	Natural values and Cultural values management (retrospective application involving excavation works and site rehabilitation) and Passive recreation and Residential (on-site caravan and portable toilet/ablutions)	9/04/2020	18/09/2020	30	\$2,000.00
DA2020135	30 Perrys Road FORTH, TAS, 7310	Discretionary	Residential (outbuildings – carport and shed)	21/05/2020	23/09/2020	36	\$25,000.00
DA2020157	2 Hogarth Road SULPHUR CREEK, TAS, 7316	Discretionary	Residential (dwelling extensions – garage and second storey addition)	12/06/2020	21/09/2020	52	\$280,000.00
DA2020159	3A Davis Street LEITH, TAS, 7315	Permitted	Residential (dwelling)	15/06/2020	28/09/2020	17	\$0.00
DA2020163	12 Wadecliff Rise ULVERSTONE, TAS, 7315	Permitted	Residential (dwelling)	19/06/2020	18/09/2020	17	\$330,000.00
DA2020189	41 Clayton Road ULVERSTONE, TAS, 7315	Discretionary	Community meeting and entertainment (outbuilding – shed – recreation equipment storage and ablutions)	13/07/2020	10/09/2020	22	\$30,000.00
DA2020203	901 Cuprona Road CUPRONA, TAS, 7316	Discretionary	Resource development (outbuilding – shed)	24/07/2020	1/09/2020	25	\$180,000.00
DA2020207	4 Ironcliffe Road PENGUIN, TAS, 7316	Discretionary	Residential (dwelling extension) and General retail and hire (shop extension)	28/07/2020	28/09/2020	38	\$0.00
DA2020208	18 Hogarth Road SULPHUR CREEK, TAS, 7316	Discretionary	Residential (shed)	29/07/2020	4/09/2020	31	\$35,640.00
DA2020209	62 & 64–68 Turners Beach Road TURNERS BEACH, TAS, 7315	Discretionary	Residential (subdivision to create six lots)	29/07/2020	28/09/2020	35	\$50,000.00

Central Coast Council
List of Development Applications Determined
Period from: 1 September 2020 to 30 September 2020

Application Number Display	Address	DA Type	Proposed use	Application Date	Decision Date	Day determined	Cost of Works
DA2020213	78 Reynolds Road HEYBRIDGE,TAS,7316	Discretionary	Residential (outbuilding – shed)	3/08/2020	18/09/2020	32	\$20,000.00
DA2020215	110 Main Road PENGUIN,TAS,7316	Discretionary	Residential (dwelling extension)	4/08/2020	21/09/2020	38	\$150,000.00
DA2020218	1B Overall Street SULPHUR CREEK,TAS,7316	Discretionary	Residential (dwelling and outbuildings – garage and workshop)	6/08/2020	18/09/2020	31	\$480,000.00
DA2020220	11 Leighlands Avenue ULVERSTONE,TAS,7315	Discretionary	Residential (outbuilding – storage shed/carport)	7/08/2020	18/09/2020	35	\$19,500.00
DA2020222	3 Pioneer Road (CT63035/1), 49 Fabers Road (CT130923/1) and 68 Cookes Road (CT207997/1) RIANA,TAS,7316	Discretionary	Subdivision (boundary reconfiguration) – variation to lot size, Residential use and proximity of sensitive use to Rural Resource zone	10/08/2020	10/09/2020	27	\$10,000.00
DA2020223	14 Poynton Close TURNERS BEACH,TAS,7315	Discretionary	Residential (multiple dwellings – two units)	10/08/2020	28/09/2020	33	\$475,000.00
DA2020224	163 Upper Maud Street WEST ULVERSTONE,TAS,7315	Discretionary	Residential (dwelling)	11/08/2020	10/09/2020	26	\$280,000.00
DA2020225	8A Jermyn Street ULVERSTONE,TAS,7315	Discretionary	Residential – (outbuilding – shed and carport)	11/08/2020	18/09/2020	31	\$25,000.00
DA2020226	131 Preston Road GAWLER,TAS,7315	Discretionary	Residential (outbuilding – two sheds)	11/08/2020	18/09/2020	32	\$45,000.00
DA2020227	11 Fysh Street FORTH,TAS,7310	Discretionary	Residential (multiple dwellings x two)	11/08/2020	18/09/2020	25	\$321,497.00
DA2020228	62 Forth Road TURNERS BEACH,TAS,7315	Discretionary	Residential (outbuilding – garden shed)	11/08/2020	23/09/2020	35	\$2,500.00

Central Coast Council
List of Development Applications Determined
Period from: 1 September 2020 to 30 September 2020

Application Number Display	Address	DA Type	Proposed use	Application Date	Decision Date	Day determined	Cost of Works
DA2020230	6 Haven Crescent ULVERSTONE, TAS, 7315	Discretionary	Residential (outbuildings – carport and deck)	18/08/2020	28/09/2020	35	\$10,000.00
DA2020231	2 Maisie Place ULVERSTONE, TAS, 7315	Permitted	Residential (dwelling)	19/08/2020	8/09/2020	7	\$380,000.00
DA2020232	1 Cheryl Court WEST ULVERSTONE, TAS, 7315	Permitted	Residential (dwelling)	19/08/2020	18/09/2020	14	\$271,280.00
DA2020233	236 Westella Drive TURNERS BEACH, TAS, 7315	Discretionary	Residential – dwelling	20/08/2020	30/09/2020	27	\$300,000.00
DA2020236	2 Davis Street LEITH, TAS, 7315	Discretionary	Residential (outbuilding – shed)	19/08/2020	28/09/2020	35	\$10,000.00
DA2020240	311 Kindred Road FORTH, TAS, 7310	Permitted	Resource development (demolition of old shed and construction of a new farm shed)	24/08/2020	15/09/2020	19	\$35,000.00
DA2020243	61 Olivers Road WEST ULVERSTONE, TAS, 7315	Discretionary	Resource development (agricultural shed)	25/08/2020	18/09/2020	22	\$25,000.00
DA2020248	2 Preston Road GAWLER, TAS, 7315	Discretionary	Residential (outbuilding – garage) – variation to building envelope	28/08/2020	30/09/2020	28	\$16,000.00
DA2020254	34 Kings Parade ULVERSTONE, TAS, 7315	Permitted	Change of use – visitor accommodation	4/09/2020	23/09/2020	15	\$0.00
DA2019010	225 Penguin Road WEST ULVERSTONE, TAS, 7315	Discretionary	Food services (roofed deck) and Visitor accommodation (27 van sites, cabin, amenities block and a wastewater dump facility)	9/07/2019	4/09/2020	60	\$200,000.00

SCHEDULE OF STATUTORY DETERMINATIONS MADE UNDER DELEGATION

Period: 1 September 2020 to 30 September 2020

Building Permits – 12

·	New dwellings	7	\$3,231,000
·	Outbuildings	0	\$0.00
·	Additions/Alterations	3	\$343,000
·	Other	2	\$20,519,300
·	Units	0	\$0.00

Demolition Permit – 1

Permit of Substantial Compliance – Building – 0

Notifiable Work – Building – 11

·	New dwellings	1	\$325,000
·	Outbuildings	9	\$320,750
·	Additions/Alterations	0	\$0.00
·	Other	1	\$22,000

Building Low Risk Work – 1

Certificate of Likely Compliance – Plumbing – 21

No Permit Required – Plumbing – 6

Food Business registrations (renewals) – 0

Food Business registrations (fixed premises) – 2

One-off Food Business registrations – 1

Mobile State-wide Food Business Registrations – 2

Public Health Risk Activity Premises Registration – 0

Public Health Risk Activity Operator Licences – 2

Temporary Place of Assembly licences – 0

SCHEDULE OF COMMUNITY SERVICES DETERMINATIONS MADE UNDER DELEGATION

Period: 1 September 2020 to 30 September 2020

Abatement notices issued

ADDRESS	PROPERTY ID
1 Southwood Avenue, Penguin	403580.0002

Kennel Licence issued

ADDRESS	OWNER
22 Elliot Street, West Ulverstone	Chris Smith

Permits issued under Animal By-Law 1 – 2018

ADDRESS	PERMIT ISSUED FOR
Nil	

SCHEDULE OF OTHER STATUTORY RESPONSIBILITIES OF COMMUNITY SERVICES

Period: 1 September to 30 September 2020

Infringement notices issued for Dog Offenses

	1-30 Sep 2020
Claimed	1
Burnie Dogs Home	1
Destroyed	0
Heldover	0
Devonport Dogs Home	0

Infringements for dogs and impoundments etc.

1 - 30 Sep 2020	0
-----------------	---

Traffic Infringement Notices for Parking Offences

1 - 30 Sep 2020	56	
Bannons Car Park	10	18%
King Edward Street	17	30%
North Reibey Street Car Park	11	20%
Reibey Street	18	32%



Ian Stoneman
DIRECTOR ORGANISATIONAL SERVICES

Central Coast Council

Dog Management Policy

October 2020

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Note: If this document is a printed copy always check the electronic version to ensure it is up to date.

PURPOSE

The Council acknowledges the health, social and economic benefits of dog ownership.

The Council is committed:

- to promoting responsible dog ownership within the Central Coast area;
- managing its responsibilities in accordance with the provisions of the *Dog Control Act 2000* and in a manner, which is in the best interests of the community and the environment.

SCOPE

The Council is responsible for implementing the requirements of the *Dog Control Act 2000* within its municipal area.

This Dog Management Policy is designed to provide information on responsible dog ownership, identify areas within Central Coast which are available for exercising dogs and those which are restricted or prohibited.

This Policy applies to any owner or person who has control of a dog/s, either residing in Central Coast or visiting the area.

This Policy supersedes any other document relating to dog management within Central Coast.

STANDARDS (INCLUDING RELEVANT LEGISLATION)

The *Dog Control Act 2000* requires the Council to have a Dog Management Policy, which as a minimum is to include:

- (a) a code relating to responsible ownership of dogs;
- (b) the provision of declared areas;
- (c) a fee structure; and
- (d) any other relevant matter.

The following principles underpin this Dog Management Policy:

- (a) recognition – the contribution that dog ownership can provide to community health and wellbeing;
- (b) balance – the need for a balanced approach to achieve a compatible relationship between dogs, dog owners, neighbours and the general public; and
- (c) compliance – there is a legislative requirement for both the Council to enforce, and for dog owners to comply, with the provisions of the *Dog Control Act 2000*.

This Dog Management Policy does not set out to reproduce all the details contained within the *Dog Control Act 2000*. Therefore, the Council will manage its responsibilities in relation to dogs in accordance with this Policy and the provisions of the Act.

POLICY STATEMENT

Dog ownership has proven benefits to the community through better health, well-being, companionship and social interaction. Conversely, irresponsible dog ownership can have a negative impact on the health and well-being of those affected and can result in poor inter-community relationship.

Irrespective of how much positive education on responsible dog ownership the community is exposed to, there will always be an element of society who are unresponsive and uncooperative. Such people either fail or simply refuse to conform or comply with acceptable codes of behaviour and reasonable community expectations. It is with this background in mind that the Council has developed its *Code for Responsible Dog Ownership*.

The Code:

As a responsible dog owner, it is expected that:

- your property, budget and lifestyle are suited to the specific needs of your breed of dog;
- your dog is appropriately housed and contained within a secure yard;
- you ensure your dog is not a nuisance to others;
- you register and microchip your dog once it is six (6) months of age;
- you ensure that your dog wears its Council identification tag;
- when you are in a public place, you ensure your dog is under effective control; and
- you clean up after your dog.

Prohibited Public Places

There are some public places that are defined as prohibited to dogs under the *Dog Control Act 2000*.

The *Dog Control Act 2000* specifies that a person must not take a dog into the following areas:

- (a) any ground of a school, preschool, kindergarten, creche or other place for the reception of children without the permission of a person in charge of the place; or
- (b) any shopping centre (defined under the Act as a collection of shops in an enclosed area covered by a roof or forming a courtyard or square) or any shop; or
- (c) the grounds of a public swimming pool; or
- (d) any playing area of a sportsground on which sport is being played; or
- (e) any area within 10 metres of a children's playground.

This section does not apply to:

- (a) a guide dog that is accompanying a wholly or partially blind person or is in training for that purpose; or

- (b) a hearing dog that is accompanying a wholly or partially deaf person or is in training for that purpose; or
- (c) a pet shop; or
- (d) the premises of a veterinary surgery; or
- (e) a pet grooming shop; or
- (f) any other premises related to the care and management of dogs.

Note: Under the provisions of the *Food Act 2003*, the proprietor of a food premises may allow dogs in the outdoor dining area of that food business.

Declared Areas

The *Dog Control Act 2000* provides Council with the authority to declare and regulate areas within its municipal boundary to be either:

- (a) a prohibited area indicated in red;
- (b) a restricted area indicated in amber;
- (c) a dog exercise area – unrestricted – indicated in green; or
- (d) a dog training area – unrestricted – indicated in green.

An amendment to the Act in 2017 provided the authority for the Council to declare areas of land under its jurisdiction as being restricted to dogs on a permanent basis.

The Council acknowledges that a well exercised dog is less likely to create a nuisance. A combination of off-lead and on-lead areas have been provided throughout the municipal area. Some areas have been designated as prohibited to dogs due to their location or environmental significance.

Maps of the declared areas are included at Appendix 1. The following tables set out each of the declared areas, with numbers referenced on the corresponding area map.

The declared areas are defined as:

Prohibited Areas

A prohibited area contains sensitive habitat for native wildlife therefore dogs are prohibited from entering at any time (guide dogs, hearing dogs and assistance dogs exempt). The following areas have been declared as prohibited areas pursuant to section 22 of the *Dog Control Act 2000*:

AREA	
1.	Midway Beach, Sulphur Creek: West of Creamery Road through to Howth
2.	Buttons Beach, Ulverstone: Between Victoria Street and Buttons Creek
3.	Buttons Beach, Ulverstone: From the most eastern beach access to the Fishpond

- | | |
|----|--|
| 4. | All Council Sportsgrounds:
No access permitted on the playing surface of any sportsground |
|----|--|

Restricted Areas

A restricted area is where dogs are allowed provided they remain restrained on a lead at all times.

The following areas have been declared as restricted areas pursuant to section 23 of the *Dog Control Act 2000*:

AREA	
5.	Midway Beach, Sulphur Creek: East of Creamery Road
6.	Penguin Beach
7.	West Ulverstone Beach: From Three Sisters Goat Island Nature Reserve to Picnic Point Beach
8.	Picnic Point Beach, West Ulverstone: Between Picnic Point and the Leven River
9.	Buttons Beach, Ulverstone: Between Buttons Creek to the eastern end of the overflow caravan park
10.	Turners Beach: From east of Turners Beach Road to the Forth River Bridge (Bass Highway)
11.	Shared Pathway: Ulverstone to Turners Beach

In addition, although all Council owned and managed sportsground playing surfaces are declared as prohibited, dogs may be walked around the outer areas of a sportsground provided they remain restrained on a lead.

Exercise Areas – Unrestricted

A dog exercise area is an area where dogs may be exercised off-lead, providing they remain under effective control.

The following areas have been declared as dog exercise areas pursuant to section 20 of the *Dog Control Act 2000*:

AREA	
12.	Watcombe Beach, Penguin
13.	Buttons Beach, Ulverstone: From Leven River to Victoria Street

14.	Buttons Beach, Ulverstone: From the eastern end of the overflow caravan park to the most eastern beach access
15.	Turners Beach: Between west of Turners Beach Road to Claytons Rivulet

Training Areas – Unrestricted

A dog training area is where dogs may be trained subject to any specified conditions. Access to a dog training area is only to occur where the dog remains under effective control. The following areas have been declared as a dog training area pursuant to section 21 of the *Dog Control Act 2000*:

AREA	
16.	Penguin Sports Complex, Ironcliffe Road, Penguin: The fenced off area at the south west corner
17.	Ulverstone Sports Complex, Flora Street, Ulverstone: The fenced off area at the northern end only

Review of Declared Areas

The Council reserves the right to review current or to declare additional areas of the municipal area to be a declared area pursuant to section 24 of the *Dog Control Act 2000*. The Council is not required to review the entire Dog Management Policy when considering declaring or reviewing an area under the Act.

Dog Registration Fee Structure

The fee structure and all fees payable under the *Dog Control Act 2000* are set annually by the Council as part of its budget process.

After Hours Service Provision

The Council will provide an emergency after-hours service for the following:

- Dog Attack – provided the offending dog has been secured or remains in the immediate area.

If you have secured a stray dog outside of the Council's normal working hours you are encouraged to take the dog to the Council's dog pound (located at the Council's Works Depot, Short Street, Ulverstone) on the next working day between the hours of 8:00am and 4:30pm. Alternatively, you can secure the dog and contact the Council to arrange collection.

Enquiries regarding sick and/or injured dogs should in the first instance be directed to the RSPCA or you should take the animal to a veterinarian.

Complaints

The Council has developed a procedure it uses in investigating nuisance dog complaints. This procedure is underpinned by the provisions of the *Dog Control Act 2000*.

A nuisance dog is described at s.46(3) of the Act as follows:

- (a) it behaves in a manner that is injurious or dangerous to the health of any person; or
- (b) it creates a noise, by barking or otherwise, that persistently occurs or continues to such an extent that it unreasonably interferes with the peace, comfort or convenience of any person in any premise or public place.

In the case of a nuisance dog, the Council encourages residents to see if they can solve neighbourhood dog complaints without resorting to complaints and legal proceedings which can damage community relationships.

Where possible, residents should consider if they can work together to achieve a resolution.

Where resolution is difficult, the parties may be asked by the Council to agree to participate in a mediation process. Mediation will not be offered by the Council in every case and involves an exercise of discretion by the General Manager or her delegated staff.

Mediation is entirely voluntary and may not be for everyone, however community mediators can often assist in identifying the common ground between the parties and opportunities for improved outcomes.

If mediation is agreed, parties will be asked to sign a mediation agreement, this sets the boundaries for the mediation process such as keeping all information that is revealed confidential and directing parties towards a settled outcome which will be recorded in writing and may result in an enforceable agreement being drawn up between the dog owner and the Council.

If the dispute remains unsolved following the above, the aggrieved party may proceed to make a formal complaint to the Council, which then proceeds under the exercise of statutory provisions of the *Dog Control Act 2000*.

Details on how to make a complaint can be found on the Council's website www.centralcoast.tas.gov.au or by contacting Customer Services at the Council Offices.

DEFINITIONS OR EXEMPTIONS

The *Dog Control Act 2000* contains the following definitions:

Dog Under Effective Control

- (1) A dog, other than a greyhound, a dangerous dog or a restricted breed dog, is under the effective control of a person in a public place if the dog is –
 - (a) on a road or road-related area in a built-up area, or any other public place declared under Division 2 of Part 3 to be an area where a dog

- must be on a lead, and the dog is secured and restrained by means of a lead not more than 2 metres long held by hand by a person able to control the dog; or
- (b) tethered to a fixed object by a lead not more than 2 metres long for a period not more than 30 minutes.
- (2) A dog, other than a greyhound, a dangerous dog or a restricted breed dog, is under the effective control of a person while not on a lead if the dog is –
- (a) a working dog engaged in working; or
 - (b) a hunting dog engaged in hunting; or
 - (c) engaged in racing or showing; or
 - (d) engaged in trialling; or
 - (e) engaged in training for any activity referred to in paragraph (a) (b) (c) or (d); or
 - (f) engaged in training in a training area.
- (3) In an area where a dog is not required to be on a lead, a dog, other than a greyhound, a dangerous dog or a restricted breed dog, is under the effective control of a person if –
- (a) it is in close proximity to the person; and
 - (b) it is in sight of the person; and
 - (c) the person is able to demonstrate to the satisfaction of an authorised person that the dog is immediately responsive to the person's commands.
- (4) A dog, other than a greyhound, a dangerous dog or a restricted breed dog, is under the effective control of a person on private premises if the dog is securely confined to those premises.
- (5) A person, at any one time, must not have in his or her charge more than –
- (a) 2 dogs, that are not greyhounds, dangerous dogs or restricted breed dogs, on a lead on a footpath; or
 - (b) 4 dogs, that are not greyhounds, dangerous dogs or restricted breed dogs, in a public place.

Dog at Large

A dog is at large if it is –

- (a) in a public place and it is not under the effective control of a person; or
- (b) without the consent of the occupier, in or on a public place that is occupied or private premises that are occupied.

Owner of Dog

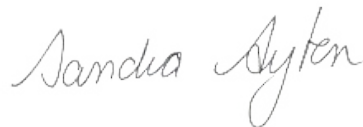
The person who is the owner of a dog is –

- (a) in the case of a registered dog, the person in whose name the dog is registered; or
- (b) in the case of an unregistered dog, the person who ordinarily keeps the dog; or
- (c) in the case of a child's pet, the child's parent or guardian.

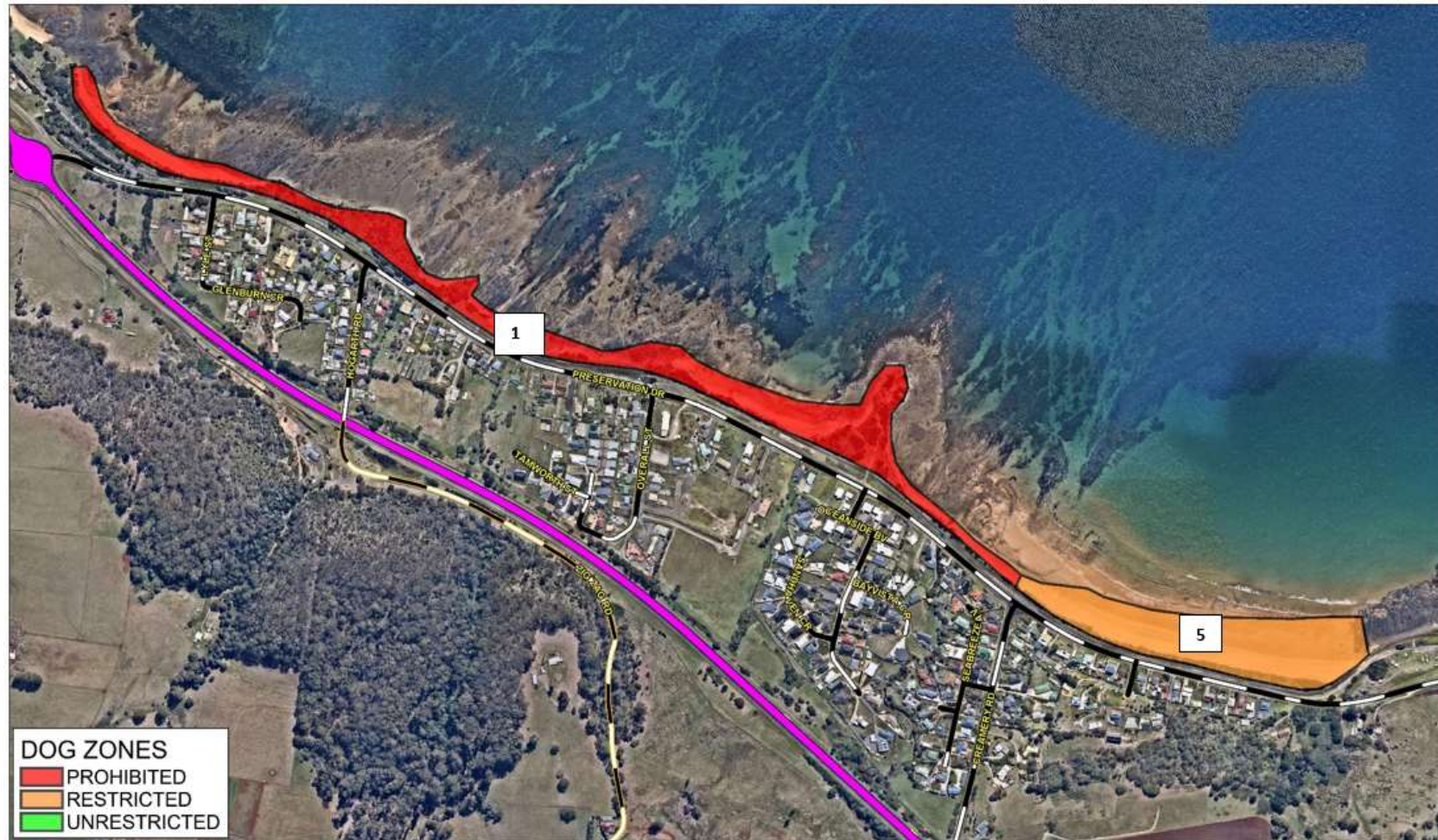
SANDRA AYTON
GENERAL MANAGER

Date of approval: 19 October 2020

Approved by:



.....



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Important
 This map was produced on the GEOID2019 DATUM OF AUSTRALIA 1984 (GDA84), which has superseded the Australian Geodetic Datum of 1984 (AGD84). Heights are referenced to the Australian Height Datum (AHD). For most practical purposes UTM coordinates and datum derived (SPRS) coordinates based on the World Geodetic Datum 1984 (WGS84), are the same.

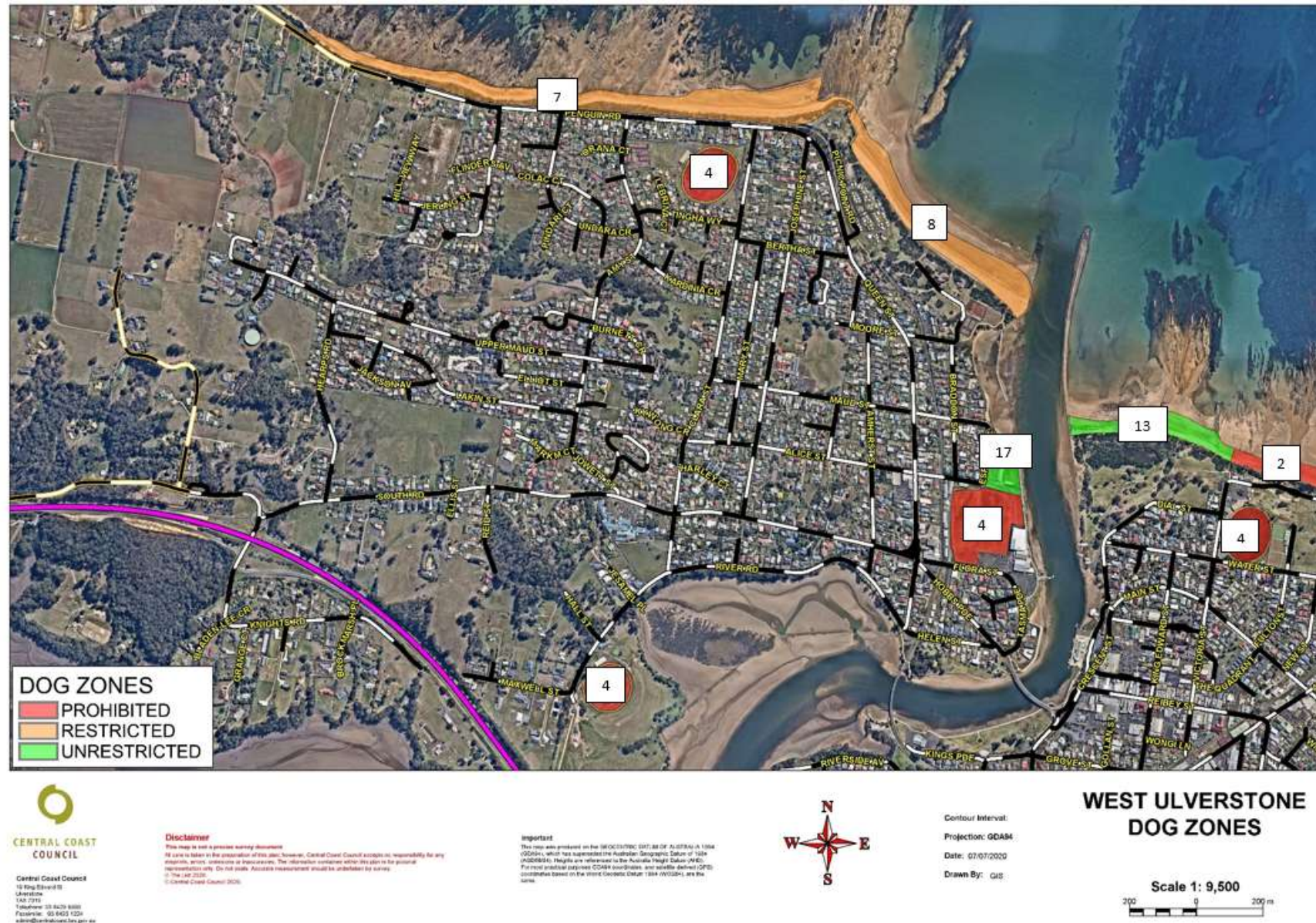


Contour Interval:
 Projection: GDA84
 Date: 07/07/2020
 Drawn By: GAB

**SULPHUR CREEK
 DOG ZONES**

Scale 1: 6,000
 0 200 m







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Important

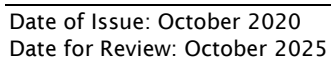
This map was produced on the RECENTEST DATUM OF AUSTRALIAN 1984 (GDA84), which is not compatible with the Australian Mapping Grid (MGA94). For more information, please contact the relevant authority.



Contour Interval:
 Projection: GDA84
 Date: 07/07/2020
 Drawn By: GCS

EAST ULVERSTONE DOG ZONES

Scale 1: 6,500
 0 100 200 m



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Note: If this document is a printed copy always check the electronic version to ensure it is up to date.



**HEYBRIDGE
RECREATION GROUND**



**DIAL PARK
SPORTING COMPLEX**



**WEST ULVERSTONE
RECREATION GROUND**



**ULVERSTONE
SHOWGROUND**



**RIVER ROAD
RECREATION GROUND**



**ULVERSTONE
RECREATION GROUND**



**HAYWOODS RESERVE
RECREATION GROUND**



**TURNERS BEACH
RECREATION GROUND**



**FORTH
RECREATION GROUND**



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(AGD64). Heights are referenced to the Australian Height Datum (AHD).
For most ground use purposes (GDA84 coordinates, and relative vertical (VD)
coordinates based on the mean sea level (MSL) datum), use the
same.



Contour Interval:
Projection: GDA84
Date: 07-07-2020
Drawn By: GIS

**RECREATION GROUNDS
PROHIBITED ZONES**

Central Coast Council
Statement of Comprehensive Income for the period ended 30 September 2020

Note		Budget Annual \$	YTD Budget \$	Actual YTD \$	Variance \$
Income					
Recurrent Income					
1	Rates and charges	16,486,000	16,486,000	16,583,854	97,854
2	Fees and charges	3,252,050	880,924	931,305	50,381
3	Government grants	4,216,500	521,878	511,832	(10,046)
4	Contributions - cash	974,000	285,540	465,595	180,055
5	Share of net profits/(losses) of associates	222,000	111,000	95,669	(15,331)
6	Interest	200,000	49,997	25,000	(24,997)
7	Other income	682,369	144,756	157,782	13,026
8	Investment revenue	390,000	-	-	-
		26,422,919	18,480,095	18,771,037	290,942
Capital income					
9	Capital grants	1,221,000	121,816	140,000	18,184
10	Capital contributions	17,965,298	938,829	860,835	(77,994)
11	Net gain/(loss) on disposal of assets	2,631,000	57,750	143,390	85,640
		21,817,298	1,118,395	1,144,225	25,830
	Total Income	48,240,217	19,598,490	19,915,262	316,772
Expenses					
12	Employee benefits	10,571,553	2,642,888	2,622,431	(20,457)
13	Materials and services	9,516,373	2,293,855	2,211,875	(81,980)
14	Depreciation and amortisation	6,248,467	1,574,601	1,562,117	(12,484)
15	Finance costs	369,963	11,112	11,109	(3)
16	Other expenses	366,500	92,503	93,508	1,005
	Total expenses	27,072,856	6,614,960	6,501,040	(113,920)
	Operating result	21,167,361	12,983,531	13,414,222	(430,692)
Other comprehensive income					
Items that will not be reclassified to surplus or deficit					
	Net asset revaluation increment/(decrement) Council	-	-	-	-
	Net asset revaluation increment/(decrement) Associates	-	-	-	-
	Fair Value adjustment on equity investment	-	-	-	-
	Total Other Comprehensive Income	-	-	-	-
	Comprehensive Income	21,167,361	12,983,531	13,414,222	(430,692)

Notes

The following explanations are provided for material variances.
Variances are deemed material when the % Variation is >10% and >\$50,000.

Recurrent Income

- 1 Contributions are above budget expectations due to higher than estimated child care subsidy receipts. Due to the nature of the child care subsidy is difficult to estimate this item.

Capital Income

- 2 Net gain/(loss on disposal) of assets is above budget expectations to due receipts of vehicle trade ins. Due to the nature of these transactions it is difficult to estimate these items.

Central Coast Council
Statement of Financial Position
as at 30 September 2020

Note	30 June 2020	30 September 2020	Movement
	\$	\$	\$
Assets			
Current assets			
Cash and cash equivalents	1,212,942	4,817,380	3,604,438
Investments	10,278,656	13,795,715	-
Trade and other receivables	630,842	3,671,592	3,040,750
Assets held for sale	203,000	203,000	-
Other assets	427,432	415,681	(11,751)
Total current assets	12,752,872	22,903,368	10,150,496
Non-current assets			
Investment in Regional Waste Management Authority	6,942,667	6,942,667	-
Investment in Water Corporation	66,814,189	66,814,190	-
Property, infrastructure, plant and equipment (PPE)	444,049,183	442,498,823	(1,550,360)
Capital work in Progress	4,760,332	7,746,134	2,985,802
Right-of-use of assets	194,901	194,901	-
Total non-current assets	522,761,272	524,196,715	1,435,442
Total assets	535,514,144	547,100,083	11,585,939
Liabilities			
Current liabilities			
Trade and other payables	2,215,217	536,507	1,678,710
Trust funds and deposits	331,456	350,276	(18,820)
Provisions	4,549,132	4,515,695	33,437
Interest bearing liabilities	281,323	255,054	26,269
Lease liabilities	39,896	35,562	4,334
Contract liabilities	1,303,435	1,303,435	-
Total current liabilities	8,720,459	6,996,529	1,723,930
Non-current liabilities			
Provisions	2,284,055	2,179,715	104,340
Interest bearing liabilities	10,761,323	10,761,323	-
Lease liabilities	161,482	161,482	-
Total non-current liabilities	13,206,860	13,102,520	-
Total liabilities	21,927,319	20,099,049	(1,828,270)
Net Assets	513,586,825	527,001,034	13,414,209
Equity			
15 Accumulated surplus	# 253,508,410	265,709,354	12,200,944
16 Reserves	260,078,415	261,291,680	1,213,265
			-
Total Equity	513,586,825	527,001,034	13,414,209
Notes			

Central Coast Council
Operating Budgets as at 30 September 2020

An explanation for material variances is provided on the following page.
Variances are deemed material when the % Variation is >10% and the aggregate total of the cost centre >\$50,000.

	Revenue			Expenditure			Surplus/Deficit (net)			Variation	% Variation	Note
	Adopted Budget	YTD Budget	YTD Actuals	Adopted Budget	YTD Budget	YTD Actuals	Adopted Budget	YTD Budget	YTD Actuals			
	2020	30 Sept 2020	30 Sept 2020	2020	30 Sept 2020	30 Sept 2020	2020	30 Sept 2020	30 Sept 2020			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
GENERAL MANAGEMENT												
Office of General Manager												
Strategic Projects	- 16,996,362	- 955,572	- 929,530	383,650	43,762	9,539	- 16,612,712	- 911,810	- 919,991	- 8,181		
Property Management	- 2,425,000	- 6,253	- 4,715	10,500	2,625	2,593	- 2,414,500	- 3,628	- 2,122	1,506		
Elected Members	-	-	-	594,300	148,584	178,217	594,300	148,584	178,217	29,633		
General Managers Office	-	-	-	1,031,000	257,756	210,203	1,031,000	257,756	210,203	- 47,553		
	- 19,421,362	- 961,825	- 934,245	2,019,450	452,727	400,552	- 17,401,912	- 509,098	- 533,693	- 24,595	5%	
Total GENERAL MANAGEMENT	- 19,421,362	- 961,825	- 934,245	2,019,450	452,727	400,552	- 17,401,912	- 509,098	- 533,693	- 24,595		
INFRASTRUCTURE SERVICES												
Engineering Services												
Engineering	- 1,578,100	- 394,528	- 335,795	1,578,100	394,528	298,870	-	-	- 36,925	- 36,925		
Plant	-	-	-	-	-	117,417	-	-	117,417	117,417		
	- 1,578,100	- 394,528	- 335,795	1,578,100	394,528	416,287	-	-	80,492	80,492	1	
Works Operations												
Works Depot and Store	- 938,670	- 234,663	- 172,082	938,670	234,681	191,071	-	18	18,989	18,971		
Private Works	- 75,000	- 18,750	- 7,659	60,000	15,000	15,344	- 15,000	- 3,750	7,685	11,435		
Emergency Services	- 6,500	- 1,622	-	67,500	16,875	9,503	61,000	15,253	9,503	- 5,750		
	- 1,020,170	- 255,035	- 179,741	1,066,170	266,556	215,918	46,000	11,521	36,177	24,656	214%	
Roads, Bridges and Drainage												
Roads - Urban Sealed	- 423,000	- 187,997	- 173,243	1,934,025	481,500	401,612	1,511,025	293,503	228,369	- 65,134		
Roads - Rural Sealed	- 759,000	- 104,494	- 107,237	2,691,988	670,744	674,937	1,932,988	566,250	567,700	1,450		
Roads - Rural Unsealed	- 50,000	- 12,497	- 28,500	459,000	114,768	51,725	409,000	102,271	23,225	- 79,046		
Footpaths	-	-	-	777,000	194,241	160,529	777,000	194,241	160,529	- 33,712		
Bridges	- 558,025	- 41,513	- 4,013	508,025	124,997	104,137	- 50,000	83,484	100,124	16,640		
Carparks	- 23,025	- 7,763	- 4,013	104,025	23,991	20,874	81,000	16,228	16,861	633		
Street Lighting	-	-	-	330,380	79,997	78,602	330,380	79,997	78,602	- 1,395		
Drainage	- 87,000	- 21,750	- 22,933	796,500	199,125	151,457	709,500	177,375	128,524	- 48,851		
	- 1,900,050	- 376,014	- 339,939	7,600,943	1,889,363	1,643,873	5,700,893	1,513,349	1,303,934	- 209,415	-14%	
Waste Management												
Household Garbage	- 428,000	- 106,997	- 124,423	3,820,550	957,103	749,770	3,392,550	850,106	625,347	- 224,759		
Non-Household Garbage	- 50,000	- 12,497	- 10,120	304,000	76,003	57,848	254,000	63,506	47,728	- 15,778		
	- 478,000	- 119,494	- 134,543	4,124,550	1,033,106	807,618	3,646,550	913,612	673,075	- 240,537	-26%	2
Parks and Amenities												
Parks	- 971,586	- 49,883	- 55,642	1,983,243	494,806	476,951	1,011,657	444,923	421,309	- 23,614		
Public Amenities	- 102,000	- 25,500	- 5,550	457,320	112,725	129,304	355,320	87,225	123,754	36,529		
Cemeteries	- 103,000	- 25,744	- 17,848	355,500	88,875	82,633	252,500	63,131	64,785	1,654		
	- 1,176,586	- 101,127	- 79,040	2,796,063	696,406	688,888	1,619,477	595,279	609,848	14,569	2%	
Total INFRASTRUCTURE SERVICES	- 4,498,320	- 1,025,577	- 855,475	10,245,213	2,550,447	2,276,078	11,012,920	3,033,761	2,703,526	- 330,235		
ORGANISATIONAL SERVICES												
Corporate Administration												
Administration	- 3,500	- 872	- 701	535,472	166,359	116,013	531,972	165,487	115,312	- 50,175		
Administration Centre	-	-	- 2,375	193,500	48,366	66,746	193,500	48,366	64,371	16,005		
Caravan Parks	- 187,500	- 46,875	- 32,211	140,800	35,203	25,852	- 46,700	- 11,672	- 6,359	5,313		
	- 191,000	- 47,747	- 35,287	869,772	249,928	208,611	678,772	202,181	173,324	- 28,857	-14%	
Corporate Support Services												
ICT Services	-	-	-	739,508	178,246	405,447	739,508	178,246	405,447	227,201		
Risk & WHS	-	-	-	30,000	4,116	49,523	30,000	4,116	49,523	45,407		
Labour On-Costs	- 3,615,000	Net gain/(loss on c	- 572,821	3,615,000	903,741	631,672	-	- 9	58,851	58,860		
Fleet On-Costs	- 256,867	- 64,222	- 3,623	256,867	64,204	51,922	-	- 18	48,299	48,317		
	- 3,871,867	- 64,222	- 576,444	4,641,375	1,150,307	1,138,564	769,508	182,335	562,120	379,785	208%	3
Finance												
Finance	- 1,483,500	- 273,366	- 353,654	1,119,950	217,747	431,901	- 363,550	- 55,619	78,247	133,866		
Rates and Charges	- 16,486,000	- 16,486,000	- 16,583,854	-	-	-	- 16,486,000	- 16,486,000	- 16,583,854	- 97,854		
Government Contributions	- 4,071,000	- 513,000	- 511,832	882,000	178,003	-	- 3,189,000	- 334,997	- 511,832	- 176,835		
	- 22,040,500	- 17,272,366	- 17,449,340	2,001,950	395,750	431,901	- 20,038,550	- 16,876,616	- 17,017,439	- 140,823	1%	
Total ORGANISATIONAL SERVICES	- 26,103,367	- 17,384,335	- 18,061,071	7,513,097	1,795,985	1,779,076	- 18,590,270	- 16,492,100	- 16,281,995	210,105		
COMMUNITY SERVICES												
Childrens Services												
Child Care	- 1,503,000	- 375,750	- 541,409	1,515,000	378,786	379,095	12,000	3,036	- 162,314	- 165,350		
	- 1,503,000	- 375,750	- 541,409	1,515,000	378,786	379,095	12,000	3,036	- 162,314	- 165,350	-5446%	4
Community Services & Facilities												
Housing	- 678,000	- 169,491	- 156,710	589,500	147,375	260,090	- 88,500	- 22,116	103,380	125,496		
Cultural Amenities	- 123,250	- 30,811	- 31,113	358,798	75,256	81,884	235,548	44,445	50,771	6,326		
Public Halls and Buildings	- 422,000	- 36,759	- 51,902	295,300	73,774	93,658	- 126,700	37,015	41,756	4,741		
	- 422,000	- 36,759	- 51,902	295,300	73,774	93,658	20,348	59,344	195,907	4,741	8%	
Recreation Facilities												
Swimming Pool and Waterslide	- 120,000	- 30,000	- 10,271	124,000	30,994	10,914	4,000	994	643	- 351		
Active Recreation	- 226,000	- 56,512	- 72,161	1,459,180	363,930	342,933	1,233,180	307,418	270,772	- 36,646		
Recreation Centres	- 155,500	- 38,878	- 36,584	596,584	146,643	161,010	441,084	107,765	124,426	16,661		
	- 501,500	- 125,390	- 119,016	2,179,764	541,567	514,857	1,678,264	416,177	395,841	- 20,336	-5%	
Community Development												
Community Development	- 4,500	- 1,125	- 47	609,564	132,396	119,530	605,064	131,271	119,483	- 11,788		
Cultural Activities	- 40,500	- 10,116	- 3,624	197,300	49,331	45,757	156,800	39,215	42,133	2,918		
Community Cont. & Support	- 16,500	- 4,125	- 10,007	63,100	15,778	8,061	46,600	11,653	- 1,946	- 13,599		
Visitor Information Services	- 150,500	- 37,613	- 14,108	340,000	84,985	53,661	189,500	47,372	39,553	- 7,819		
	- 212,000	- 52,979	- 27,786	1,209,964	282,490	227,009	997,964	229,511	199,223	- 30,288	-13%	
Regulatory Services												
Building and Plumbing Control	- 199,500	- 49,875	- 161,736	490,500	122,625	124,203	291,000	72,750	- 37,533	- 110,283		
Environment and Health	- 43,500	- 10,875	- 1,977	350,275	87,565	48,006	306,775	76,690	46,029	- 30,661		
Land-Use Planning	- 190,500	- 47,616	- 111,268	599,300	149,822	150,809	408,800	102,206	39,541	- 62,665		
Control of Animals	- 137,250	- 34,308	- 21,422	180,500	45,122	50,127	43,250	10,814	28,705	17,891		
Parking Control	- 40,500	- 10,125	- 7,663	94,000	23,503	204	53,500	13,378	- 7,459	- 20,837		
	- 611,250	- 152,799	- 304,066	1,714,575	428,637	373,349	1,103,325	275,838	69,283	- 206,555	-75%	5
Total COMMUNITY SERVICES	- 3,249,750	- 743,677	- 1,044,179	6,914,603	1,705,254	1,587,968	3,811,901	983,906	697,940	- 417,788		
TOTAL OPERATING BUDGETS	- 53,272,799	- 20,115,414	- 20,894,970	26,692,363	6,504,413	6,043,674	- 21,167,361	- 12,983,531	- 13,414,222	- 562,513	4%	

Central Coast Council
Notes for Operating Budgets @ 30 September 2020

Note	Area	Comment
1	Engineering Services	Due to the relationship between on-costs recovery and completed works it is anticipated that the YTD actuals for Engineering Services will not match budget until the completion of the reporting period 2020-2021.
2	Waste Management	Household Garbage has a favourable variance due to household garbage collections services being well below budget estimate.
3	Corporate Services	Corporate Services has an unfavourable variance due to the increased organisation needs for ICT upgrades and implementation of new software.
4	Childrens Services	Children's Services has a favourable budget variance due to strong utilisation rates exceeding the budget estimate.
5	Regulatory Services	Regulatory Services has a favourable variance due to the increased development within the municipal area. This has resulted in an increase in revenue for building and plumbing permits, planning applications and public open space contributions.

**A SUMMARY OF RATES & FIRE SERVICE LEVIES
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

	2019/2020		2020/2021	
	\$	%	\$	%
Rates paid in Advance	- 1,202,988.01	-7.46	- 1,278,055.24	-7.88
Rates Receivable	198,235.42	1.23	186,549.33	1.15
Rates Demanded	17,102,786.24	106.07	17,236,400.75	106.31
Supplementary Rates	25,572.37	0.16	68,600.34	0.42
	16,123,606.02	100.00	16,213,495.18	100.00
Collected	12,262,255.65	76.05	12,670,447.81	78.15
Add Pensioners – Government	903,069.90	5.60	916,700.29	5.65
Pensioners – Council	34,755.00	0.22	34,020.00	0.21
	13,200,080.55	81.87	13,621,168.10	84.01
Discount Allowed	666,815.50	4.14	695,191.39	4.29
Paid in advance	- 412,977.36	-2.57	- 456,935.78	-2.82
Outstanding	2,669,687.33	16.56	2,354,071.47	14.52
	16,123,606.02	100.00	16,213,495.18	100.00

Andrea O'Rourke
ASSISTANT ACCOUNTANT

Works Program 2020-2021

(Schedule indicates site construction only)

Status	Task Name	Budget	2020-2021 Expenditure	July	August	September	October	November	December	January	February	March	April	May	June
	Capital Works 2020-2021	\$35,284,298	\$1,929,009												
	CAPITAL WORKS PROGRAM 2020-2021	\$35,284,298	\$1,929,009												
	Strategic Projects	\$24,296,000	\$1,020,086												
	Penguin/Sulphur Creek shared pathway	\$6,585,000	\$52,108												
	Forth/ Leith Shared Pathway	\$1,151,000	\$0												
	Ulverstone Cultural Precinct - Science Centre, History Museum and dome	\$1,000,000	\$0												
	Ulverstone Cultural Precinct	\$9,000,000	\$0												
	Ulverstone Cultural Precinct - fit out	\$60,000	\$0												
	Penguin Foreshore - restoration	\$6,500,000	\$967,978												
	Property Management	\$932,712	\$129,660												
	Dial Road Development	\$400,000	\$129,660												
	Ulverstone Cultural Precinct - contribution	\$432,712	\$0												
	East Ulverstone Industrial Estate - Stage 2	\$100,000	\$0												
	Works Depot	\$234,000	\$2,688												
	Two-way radio upgrade	\$10,000	\$0												
	Depot - security system	\$15,000	\$0												
	Ulverstone Depot - washdown bay	\$10,000	\$0												
	Ulverstone Depot painting	\$5,000	\$2,688												
	Ulverstone Depot - shed roof renewal	\$10,000	\$0												
	Emergency Services	\$15,000	\$0												
	SES Equipment Upgrade	\$15,000	\$0												
	Roads - Urban Sealed	\$2,140,000	\$186,306												
	Safe cycling routes	\$5,000	\$0												
	Westella Drive, Ulverstone - upgrade	\$40,000	\$0												
	Dysons Lane, Ulverstone - upgrade	\$40,000	\$0												
	Street resealing	\$200,000	\$0												
	Carpark lane - improvements	\$250,000	\$0												
	Wongi Lane bus interchange	\$20,000	\$0												
	Coroneagh Street, Penguin renewal	\$280,000	\$0												
	Railway crossings - upgrade	\$20,000	\$0												
	Eastland Drive, Ulverstone - pavement renewal	\$80,000	\$0												
	Kerb and Channel - King Edward Street (Ulverstone)	\$100,000	\$178,995												
	Kerb ramp improvements	\$20,000	\$0												
	Traffic management/safety improvements	\$10,000	\$0												
	Seaside Crescent, Penguin renewal	\$150,000	\$0												
	Reibey Street/Kings Parade - intersection	\$60,000	\$5,598												
	CBD bollards (event safety)	\$30,000	\$0												
	South Road retaining wall	\$50,000	\$0												
	Kings Parade - Queen's Garden	\$200,000	\$1,713												
	Kings Parade (bridge roundabout to Jermyn St)	\$50,000	\$0												
	Mary Street, West Ulverstone renewal	\$100,000	\$0												
	Roads - Rural Sealed	\$1,675,000	\$96,481												
	George Street, Forth (rural roads)	\$50,000	\$17,513												
	Road resealing	\$800,000	\$0												
	Raymond Road - landslip	\$10,000	\$78,759												
	Nine Mile Road upgrade	\$140,000	\$0												
	Kindred Rd/Old Kindred Rd intersection	\$150,000	\$209												
	Isandula Road - landslip	\$30,000	\$0												
	Intersection improvements	\$40,000	\$0												
	Penguin Road - Lonah silp	\$50,000	\$0												
	Guidepost installation program (rural roads)	\$100,000	\$0												
	Footpaths	\$460,000	\$202,891												
	Turners Avenue, Turners Beach footpath	\$50,000	\$46,516												
	Mary Street, West Ulverstone renewal	\$100,000	\$900												

Date: Tue 13/10/20

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Task

Progress

Works Program 2020-2021

(Schedule indicates site construction only)

Status	Task Name	Budget	2020-2021 Expenditure												
				July	August	September	October	November	December	January	February	March	April	May	June
	Braddon St, West Ulverstone - new footpath	\$60,000	\$250												
	Pine Road, Penguin - new footpath	\$250,000	\$155,225												
	Bridges	\$1,080,000	\$23,396												
	Clayton Rivulet - Douglas Road	\$200,000	\$0												
	Gawler River - Preston Road Bridge	\$700,000	\$3,712												
	Leven River - South Riana Road bridge	\$10,000	\$0												
	Leven River Bridge - delineation	\$30,000	\$0												
	Leven River Bridge - flags	\$20,000	\$0												
	Forth River - flood opening (Bridge)	\$50,000	\$19,684												
	Castra Road - bridge approaches	\$20,000	\$0												
	Clayton Rivulet - Rodmans Road bridge	\$50,000	\$0												
	Car Parks	\$253,000	\$159,026												
	Church of England carpark - Kings Parade	\$40,000	\$159,026												
	Haywoods Reserve carpark	\$50,000	\$0												
	Drainage	\$457,000	\$0												
	Preservation Drive (No 322) - upgrade	\$100,000	\$0												
	Mortimer Road, Penguin upgrade	\$50,000	\$0												
	Bertha Street Outfall	\$80,000	\$0												
	Victoria Street outfall	\$15,000	\$0												
	Ellis Street/South Road, West Ulverstone drainage	\$100,000	\$0												
	Miscellaneous drainage	\$20,000	\$0												
	Side entry pit and manhole replacements	\$30,000	\$0												
	264 Westella Drive, Turners Beach drainage	\$25,000	\$0												
	Household Garbage	\$356,000	\$18,707												
	Penguin Refuse Disposal Site - site rehabilitation	\$60,000	\$12,726												
	Resource Recovery Centre - security system	\$10,000	\$0												
	Resource Recovery Centre - wetlands	\$271,000	\$0												
	Resource Recovery Centre - signage	\$5,000	\$0												
	Resource Recovery Centre - drainage	\$10,000	\$5,981												
	Parks	\$1,584,586	\$28,021												
	Park Signage upgrade	\$2,000	\$0												
	Fishpond coastal restoration	\$5,000	\$7,517												
	Leven Canyon - resurface path/track to lookout	\$10,000	\$0												
	Perry-Ling Gardens - upgrade	\$50,000	\$0												
	Hiscutt Park, Penguin - bridge refurbishment	\$20,000	\$0												
	Johnson Beach, Penguin - BBQ and hut	\$30,000	\$0												
	Hall Point rehabilitation	\$2,000	\$0												
	Preston Falls - viewing platform/track development	\$451,586	\$11,429												
	Leven River foreshore/Reid St Reserve wildlife corridor	\$2,000	\$208												
	Anzac Park - steps refurbishment	\$20,000	\$0												
	Anzac Park - slide and shade sail	\$30,000	\$0												
	Fairway Park - master plan	\$20,000	\$0												
	Penguin Foreshore - shade sail	\$15,000	\$0												
	Beach Road (East) - access/gate/weeds	\$10,000	\$0												
	Beach Road - coastline expansion	\$10,000	\$0												
	Ulverstone Skate Park construction	\$570,000	\$0												
	Buttons Creek caravan park - foreshore rehabilitation	\$10,000	\$0												
	Turners Beach (UDG) - boardwalk	\$100,000	\$0												
	East Ulv/Turners Beach pathway - land purchase	\$15,000	\$0												
	Turners Beach park shelter	\$25,000	\$0												
	Beach access upgrades	\$10,000	\$5,104												
	Braddons Lookout - solar light/security camera	\$15,000	\$0												
	Parks Asset renewals	\$10,000	\$2,973												
	Parks renewal - playground renewals identified	\$20,000	\$790												
	Turners Beach - implement vegetation plan	\$7,000	\$0												

Date: Tue 13/10/20

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Task

Progress

Works Program 2020-2021

(Schedule indicates site construction only)

Status	Task Name	Budget	2020-2021 Expenditure												
				July	August	September	October	November	December	January	February	March	April	May	June
	Industrial Estate - greenbelt	\$10,000	\$0												
	Hiscutt Park - wall repair	\$40,000	\$0												
	Dial Park, Penguin - rubber soft fall renewal	\$20,000	\$0												
	Public Amenities	\$78,000	\$2,681												
	Public convenience signage upgrade	\$3,000	\$0												
	Public amenities renewal - Apex Park - shelter refurbishment	\$20,000	\$0												
	Public amenities renewal - toilet refurbishments	\$20,000	\$0												
	Bus Shelter Renewals	\$10,000	\$2,681												
	Drinking Water Stations	\$12,000	\$0												
	Bus Stop Upgrade and Removals funded by State Growth	\$13,000	\$0												
	Cemeteries	\$95,000	\$0												
	Memorial Park - grave shoring units	\$60,000	\$0												
	Memorial Park - garden	\$30,000	\$0												
	Memorial Park - Master Plan	\$5,000	\$0												
	Administration Centre	\$30,000	\$8,228												
	Administration Centre - lighting	\$5,000	\$0												
	Administration Centre - heat pump renewals	\$5,000	\$8,228												
	Administration Centre - electrical upgrade - (RCD Protection)	\$14,000	\$0												
	Cultural Activities	\$77,000	\$0												
	Ulverstone Band - purchase instruments	\$47,000	\$0												
	Reibey Street, Ulverstone - curation (fire pots etc)	\$20,000	\$0												
	Festive Decorations - new	\$10,000	\$0												
	Housing	\$173,000	\$50,838												
	Aged Persons Home Units - Internal Rehabilitation	\$60,000	\$4,932												
	Aged Persons Home Units - HWC Renewal	\$20,000	\$0												
	Aged Persons Home Units - External Rehabilitation	\$63,000	\$26,743												
	Aged Persons Home Units - Electrical Replacements	\$20,000	\$8,796												
	Aged Persons Home Units - Fencing/Surrounds	\$10,000	\$10,367												
	Cultural Amenities	\$30,000	\$0												
	Ulverstone Wharf precinct - reclad southern end roof	\$30,000	\$0												
	Public Halls and Buildings	\$570,000	\$0												
	Riana Community Centre - toilet/changeroom upgrade	\$400,000	\$0												
	Ulverstone Surf Club - lift switchboard cover	\$150,000	\$0												
	Ulverstone Surf Life Saving Club - hot water cyclinder	\$20,000	\$0												
	Caravan Parks	\$15,000	\$0												
	Ulverstone Caravan Park - electrical upgrade	\$10,000	\$0												
	Ulverstone Caravan Park - painting program	\$5,000	\$0												
	Swimming Pool and Waterslide	\$35,000	\$0												
	Ulverstone Waterslide - surrounds	\$35,000	\$0												
	Active Recreation	\$143,000	\$0												
	Penguin Athletic Track - linemarking & equip	\$10,000	\$0												
	Heybridge Recreation Ground - ball fence	\$5,000	\$0												
	Cricknet Wicket renewals	\$10,000	\$0												
	Turners Beach Rec Ground - changeroom upgrade	\$30,000	\$0												
	Penguin Miniature Railway - track upgrade	\$23,000	\$0												
	Recreation Centres	\$75,000	\$0												
	Ulverstone Recreation Centre - electric backboard winches	\$50,000	\$0												
	Penguin Sports Centre refurbishment	\$15,000	\$0												
	Penguin Sports Centre - seating and stair compliance	\$10,000	\$0												
	Child Care	\$35,000	\$0												
	Ulverstone Childcare Internal/External Painting	\$10,000	\$0												
	Ulverstone Child Care Centre - gutter	\$25,000	\$0												
	LEGEND	\$0	\$0												
	Not Started	\$0	\$0												
	Commenced (Construction or Preliminaries)	\$0	\$0												

Date: Tue 13/10/20



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Task

Progress

Works Program 2020-2021

(Schedule indicates site construction only)

Status	Task Name	Budget	2020-2021 Expenditure	July	August	September	October	November	December	January	February	March	April	May	June
	Complete	\$0	\$0												
	Deferred	\$0	\$0												