

Notice of Ordinary Council Meeting and

# Agenda

19 OCTOBER 2020

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To all Councillors

NOTICE OF MEETING


In accordance with the *Local Government (Meeting Procedures) Regulations 2015* and sections 18 and 19 of the *COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020 (the Act)*, notice is given of the next ordinary meeting of the Central Coast Council to be held on Monday, 19 October 2020 commencing at 6.00pm. The meeting will be held in the Council Chamber at the Administration Centre, 19 King Edward Street, Ulverstone. Due to the current COVID-19 restrictions and guidelines, this meeting will not be open to public attendance, however a live stream of the meeting will be available via the Council's website and Facebook page.

An agenda and associated reports and documents are appended hereto.

A notice of meeting was published in The Advocate newspaper, a daily newspaper circulating in the municipal area, on 4 January 2020.

Dated at Ulverstone this 14<sup>th</sup> day of October 2020.

This notice of meeting and the agenda is given pursuant to delegation for and on behalf of the General Manager.



Lou Brooke  
EXECUTIVE SERVICES OFFICER

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*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.



Sandra Ayton  
GENERAL MANAGER

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## **AGENDA**

**COUNCILLORS ATTENDANCE**

**COUNCILLORS APOLOGIES**

**EMPLOYEES ATTENDANCE**

**GUEST(S) OF THE COUNCIL**

**MEDIA ATTENDANCE**

**PUBLIC ATTENDANCE**

**OPENING PRAYER**

May the words of our lips and the meditations of our hearts be always acceptable in Thy sight, O Lord.

**BUSINESS**

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## 1 CONFIRMATION OF MINUTES OF THE COUNCIL

### 1.1 Confirmation of minutes

The Executive Services Officer reports 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.

A suggested resolution is submitted for consideration.”

- “That the minutes of the previous ordinary meeting of the Council held on 21 September 2020 be confirmed.”
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## 2 COUNCIL WORKSHOPS

### 2.1 Council workshops

The Executive Services Officer reports 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. A suggested resolution is submitted for consideration.”

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- “That the Officer’s report be received.”
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### **3 MAYOR’S COMMUNICATIONS**

#### **3.1 Mayor’s communications**

The Mayor to report:

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#### **3.2 Mayor’s diary**

The Mayor reports 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.”

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The Executive Services Officer reports as follows:

“A suggested resolution is submitted for consideration.”

- “That the Mayor’s report be received.”

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### 3.3 Declarations of interest

The Mayor reports 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 reports 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.”

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## 4 COUNCILLOR REPORTS

### 4.1 Councillor reports

The Executive Services Officer reports 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.”

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## 5 APPLICATIONS FOR LEAVE OF ABSENCE

### 5.1 Leave of absence

The Executive Services Officer reports as follows:

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

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

There are no applications for consideration at this meeting.”

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## **6 DEPUTATIONS**

### **6.1 Deputations**

The Executive Services Officer reports as follows:

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

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## **7 PETITIONS**

### **7.1 Petitions**

The Executive Services Officer reports as follows:

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

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## **8 COUNCILLORS' QUESTIONS**

### **8.1 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."

<i>Councillor</i>	<i>Question</i>	<i>Department</i>
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## 8.2 Councillors' questions on notice

The Executive Services Officer reports 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.

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

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

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

No questions on notice have been received."

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## **9 PUBLIC QUESTION TIME**

### **9.1 Public question time**

The Mayor reports 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."

### **9.2 Public questions taken on notice**

The Executive Services Officer reports as follows:

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

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## NOTES

## 10 DEPARTMENTAL BUSINESS

### GENERAL MANAGEMENT

#### 10.1 Minutes and notes of committees of the Council and other organisations

The General Manager reports 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 having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

- “That the (non-confidential) minutes and notes of committees of the Council be received.”

#### 10.2 Annual Report for the year ended 30 June 2020

The General Manager reports 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.”

- “That the Annual Report for the year ended 30 June 2020 be approved.”

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### 10.3 Quarterly Performance Report – 2020–2021 Annual Plan progress

The General Manager reports 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 reports as follows:

“A copy of the Quarterly Performance Report to Council – 30 September 2020 having been circulated to Councillors, a suggested resolution is submitted for consideration.”

- “That Council receive the Quarterly Performance Report on progress with the 2020–2021 Annual Plan as at 30 September 2020.”

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## 10.4 Communications and Engagement Policy (16/2016 – 25.01.2016)

The General Manager reports 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 reports as follows:

“A copy of the Communications and Engagement Policy dated October 2020 having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

- “That the Communications and Engagement Policy dated October 2020 (a copy being appended to and forming part of the minutes) be adopted.”
- .....
- .....
- .....

#### **10.5 Social Media Guidelines (254/2018 – 17.09.2018)**

The General Manager reports 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 reports as follows:

"A copy of the Social Media Guidelines dated October 2020 having been circulated to all Councillors, a suggested resolution is submitted for consideration."

- "That the Social Media Guidelines dated October 2020 (a copy being appended to and forming part of the minutes) be adopted."

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## 10.6 Correspondence addressed to the Mayor and Councillors

The General Manager reports 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 reports as follows:

“A copy of the Schedule having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

- “That the Schedule of Correspondence addressed to the Mayor and Councillors (a copy being appended to and forming part of the minutes) be received.”

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## 10.7 Common seal

The General Manager reports 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 reports as follows:

“A copy of the Schedule having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

- “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.”
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## 10.8 Contracts and agreements

The General Manager reports 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 reports as follows:

“A copy of the Schedule having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

- “That the Schedule of Contracts and Agreements (a copy being appended to and forming part of the minutes) be received.”
- .....
- .....
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## NOTES

COMMUNITY SERVICES

**10.9 Statutory determinations**

The Director Organisational Services reports 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 reports as follows:

“A copy of the Schedule having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

- “That the Schedule of Statutory Determinations (a copy being appended to and forming part of the minutes) be received.”

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

The Director Organisational Services reports as follows:

*“PURPOSE*

The purpose of this report is 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 finalising the agenda, the Council received eight submissions. Any further submissions which are received prior to the closing date will be provided to Councillors under separate cover, prior to the meeting. The submissions summarised below are based on location and their support or opposition:

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

*\* A submission was received which raised questions in relation to matters outside of the submission scope and is 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 having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

#### ■ “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).”
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### 10.11 Retrospective Approvals for Planning and Building Applications (219/2020 – 20.07.2020)

The Strategic Projects & Planning Consultant reports 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 – <b>for work carried out by previous owner</b>	Standard Application for Building Permit Fee
Application for Permit of Substantial Compliance – <b>for work carried out by current owner</b>	Double Standard Application for Building Permit Fee
PLUMBING AND DRAINAGE	
Application for Plumbing Permit for Unapproved Work – <b>for work carried out by previous owner</b>	Standard Plumbing Permit Fee
Application for Plumbing Permit for Unapproved Work – <b>for work carried out by current owner</b>	Double Standard Plumbing Permit Fee
LAND USE PLANNING SERVICES	
Retrospective Application for unapproved works – <b>for work carried out by previous owner</b>	Standard Development Application Fee
Retrospective Application for unapproved works – <b>for work carried out by current owner</b>	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 reports as follows:

“A suggested resolution is submitted for consideration.”

■ “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:



## COMMUNITY SERVICES

FEE AND CHARGE	RECOMMENDED
BUILDING PERMIT AUTHORITY FEES	
Application for Permit of Substantial Compliance – <b>for work carried out by previous owner</b>	Standard Application for Building Permit Fee
Application for Permit of Substantial Compliance – <b>for work carried out by current owner</b>	Double Standard Application for Building Permit Fee
PLUMBING AND DRAINAGE	
Application for Plumbing Permit for Unapproved Work – <b>for work carried out by previous owner</b>	Standard Plumbing Permit Fee
Application for Plumbing Permit for Unapproved Work – <b>for work carried out by current owner</b>	Double Standard Plumbing Permit Fee
LAND USE PLANNING SERVICES	
Retrospective Application for unapproved works – <b>for work carried out by previous owner</b>	Standard Development Application Fee
Retrospective Application for unapproved works – <b>for work carried out by current owner</b>	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.”

### 10.12 Council acting as a planning authority

The Mayor reports 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 Agenda Item 10.13, 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 reports 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.

A suggested resolution is submitted for consideration.”

- “That the Mayor’s report be received.”

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**10.13 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 reports 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

### *PURPOSE*

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 1,871m<sup>2</sup> 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
<b>12.3 Use Standards</b>	
<b>12.3.1 Discretionary Permit Use</b>	
12.3.1-(P1) Discretionary permit use must:	Not applicable.
(a) be consistent with local area objectives;	Residential use is Permitted.
(b) be consistent with any applicable desired future character statement; and	
(c) minimise likelihood for adverse impact on amenity for use on adjacent land in the zone.	
<b>12.3.2 Impact of Use</b>	
12.3.2-(A1) Permitted non-residential use must adjoin at least one residential use on the same street frontage.	Not applicable.
	Use is residential.

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.
<b>12.4 Development Standards</b>	
<b>12.4.1 Suitability of a site or lot for use or development</b>	
<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 500m<sup>2</sup> 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 m<sup>2</sup>.</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"> <li>(ii) clear of any applicable setback from a zone boundary;</li> <li>(iii) clear of any registered easement;</li> <li>(iv) clear of any registered right-of-way benefiting other land;</li> <li>(v) clear of any restriction imposed by a utility;</li> <li>(vi) not including an access strip;</li> <li>(vii) accessible from a frontage or access strip; and</li> <li>(viii) if a new residential lot, with a long axis within the range 30 degrees east of north and 20 degrees west of north.</li> </ul>	<ul style="list-style-type: none"> <li>(b)(vi) Not applicable. No access strip.</li> <li>(b)(vii) Compliant. Site is accessible from Stephen Street, Fysh Street and Fuller Street.</li> <li>(b)(viii) Not applicable. Not a new lot.</li> </ul>
<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"> <li>(a) across a frontage over which no other land has a right of access; and</li> <li>(b) if an internal lot, by an access strip connecting to a frontage over land not required as the means of access to any other</li> </ul>	<ul style="list-style-type: none"> <li>(a) Compliant. Site has frontages to Stephen Street, Fysh Street and Fuller Street over which no other land has a right of access.</li> <li>(b) Not applicable. Not an internal lot.</li> <li>(c) Not applicable. Not accessed via a right of way.</li> </ul>

<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 <sup>R4</sup> with a storage capacity of not less than 10,000 litres if:</p> <p>(i) there is not a reticulated water supply; and</p> <p>(ii) development is for:</p> <p>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"> <li>(i) sewage or liquid trade waste cannot be drained to a reticulated sewer system; and</li> <li>(ii) the development: <ul style="list-style-type: none"> <li>a. is for a single dwelling; or</li> <li>b. provides for an equivalent population of not more than 10 people per day; or</li> <li>c. creates a total sewage and waste water flow of not more than 1,000 litres per day; and</li> </ul> </li> <li>(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.</li> </ul>	
<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"> <li>(a) to a stormwater system provided in accordance with the <i>Urban Drainage Act 2013</i>; or</li> <li>(b) if stormwater cannot be drained to a stormwater system: <ul style="list-style-type: none"> <li>(i) for discharge to a natural drainage line, water body, or watercourse; or</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>(a) Compliant. Site is connected to the reticulated stormwater system.</li> <li>(b) Not applicable. Satisfied by (a).</li> </ul>

<p>(ii) for disposal within the site if:</p> <ul style="list-style-type: none"> <li>a. the site has an area of not less than 5,000m<sup>2</sup>;</li> <li>b. the disposal area is not within any defined building area;</li> <li>c. the disposal area is not within any area required for the disposal of sewage;</li> <li>d. the disposal area is not within any access strip; and</li> <li>e. not more than 50% of the site is impervious surface; and</li> </ul> <p>(iii) the development is for a single dwelling.</p>	
<p><b>12.4.2 Dwelling density</b></p>	
<p>12.4.2-(A1) The site area per dwelling must:</p> <p>(a) be not less than 500m<sup>2</sup> if the site has:</p> <ul style="list-style-type: none"> <li>(i) connection to a reticulated water supply;</li> <li>(ii) connection to a reticulated sewer system; and</li> </ul>	<p>(a) Compliant. Site has an area is 1,871 m<sup>2</sup>.</p> <p>(a)(i) Compliant. As discussed above.</p> <p>(a)(ii) Compliant. As discussed above.</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><b>12.4.3 Location and configuration of development</b></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> <p>(f) Not applicable. Site does not abut Bass Highway.</p>

<p>12.4.3–(A2) All buildings must be contained within a building envelope determined by:</p> <ul style="list-style-type: none"> <li>(a) the applicable frontage setback;</li> <li>(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;</li> <li>(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: <ul style="list-style-type: none"> <li>(i) not less than 1.5m from each side boundary; or</li> <li>(ii) less than 1.5m from a side boundary if wall height is not more than 3.0m; and: <ul style="list-style-type: none"> <li>a. built against an existing wall of an adjoining building; or</li> <li>b. the wall or walls:</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>(a) Compliant. Frontage setback would be as discussed above.</li> <li>(b) Not applicable. No Table to this Clause.</li> <li>(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.</li> <li>(c)(i) Compliant. The dwelling and outbuilding are both setback 1.5m or greater from the southern side boundary.</li> <li>(c)(ii) Not applicable. Refer to (c)(i).</li> <li>(d) Not applicable. No building envelope on a sealed plan.</li> </ul>
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<ul style="list-style-type: none"> <li>i. have the lesser of a total length of 9.0m or one-third of the boundary with the adjoining land;</li> <li>ii. there is no door or window in the wall of the building; and</li> <li>iii. overshadowing does not result in: <ul style="list-style-type: none"> <li>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</li> <li>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</li> </ul> </li> </ul> <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><b>12.4.4 Visual and acoustic privacy for residential development</b></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>(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>(ii) be not less than 3.0m from a side boundary;</p> <p>(iii) be not less than 4.0m from a rear boundary;</p> <p>(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"> <li>(i) be off-set by not less than 1.5m from the edge of any door or window in another dwelling;</li> <li>(ii) have a window sill height of not less than 1.8m above finished floor level;</li> <li>(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</li> <li>(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.</li> </ul>	
<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"> <li>(i) located adjoining the rear or side of the dwelling;</li> <li>(ii) accessible from the dwelling;</li> <li>(iii) of not less than 25.0m<sup>2</sup>;</li> <li>(iv) with a minimum dimension of 4.0m;</li> <li>(v) on a single level; and</li> <li>(vi) with a gradient of not more than 1 in 10; and</li> </ul> <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"> <li>(i) of not less than 25.0m<sup>2</sup>;</li> <li>(ii) with a minimum dimension of 4.0m; and</li> </ul>	<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 50m<sup>2</sup>.</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 <sup>2</sup> 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.
<b>12.4.6 Frontage fences</b>	
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><b>12.4.7 Setback of development for sensitive use</b></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>(c) land designated in the planning scheme for future road or rail purposes; or</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> <p>(d) Not applicable. Nearest Proclaimed Wharf Area is in Devonport, some 15km to the east.</p>

(d) a proclaimed wharf area.	
<b>12.4.8 Subdivision</b>	
<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>
<p>12.4.8-(A2) A lot, other than a lot to which A1(b) applies, must not be an internal lot</p>	<p>Not applicable.</p> <p>No subdivision proposed.</p>

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

<p>(ii) facilitate vehicular access;</p> <p>(iii) mitigate exposure to a natural or environmental hazard;</p> <p>(iv) facilitate provision of a utility;</p> <p>(v) assist the consolidation or intensification of development; or</p> <p>(vi) assist stormwater management;</p> <p>(c) not result in a modification of surface stormwater water flow to increase:</p> <p>(i) surface water drainage onto adjacent land;</p> <p>(ii) pooling of water on the site or on adjacent land; or</p> <p>(iii) the nature or capacity of discharge from land upstream in a natural or artificial drainage channel;</p> <p>(d) not destabilise any existing building or increase the requirements for construction of any potential building on adjacent land;</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> <p>(h) Compliant. Development will not interfere with utilities.</p>
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<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>(ii) any condition or requirement it determines are appropriate to protect the utility.</p>	
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## COMMUNITY SERVICES

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<b>E5 Local Heritage Code</b>	Not applicable. No local heritage listings in this Scheme.
<b>E6 Hazard Management Code</b>	Not applicable. Site has no landslide overlay.
<b>E7 Sign Code</b>	Not applicable. No signage proposed.
<b>E8 Telecommunication Code</b>	Not applicable. No telecommunication facilities proposed.
<b>E9 Traffic Generating Use and Parking Code</b>	Applicable.
<b>E9.4 Exemption</b>	Not exempt.  Code applies to all development.
<b>E9.5 Use Standards</b>	
<b>E9.5.1 Provision for parking</b>	
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.
<b>E9.5.2 Provision for loading and unloading of vehicles</b>	
E9.5.2-(A1) There must be provision within a site for:	(a) Compliant. An on-site loading area is not required by Table E9A.

<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>(b) Not applicable. In Low Density Residential zone.</p>
<p><b>E9.6 Development Standards</b></p>	
<p><b>E9.6.1 Design of vehicle parking and loading areas</b></p>	
<p>E9.6.1-(A1.1) All development must provide for the collection, drainage and disposal of stormwater; and</p>	
<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>(b) Be in accordance with AS/NZS2890.2 (2002) Parking Facilities – Off Street Commercial Vehicles;</p>	<p>Not applicable.</p> <p>Site is zoned Low Density Residential.</p>

## COMMUNITY SERVICES

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<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>

<b>E10 Water and Waterways Code</b>	Not applicable. The site is approximately 100m from the Forth River.
<b>SPECIFIC AREA PLANS</b>	
<b>F1.0 Forth Specific Area Plan</b>	
<b>F1 Application of Specific Area Plan</b>	Applicable. Site falls within the Forth Specific Area Plan overlay.
<b>F1.7 Development Standards</b>	
<b>A1</b> 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.
<b>A2 Building height must not be more than 5.5 metres.</b>	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) 4,000m<sup>2</sup> 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) 2,000m<sup>2</sup> 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 50m<sup>2</sup> 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 1,871m<sup>2</sup> 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 reports as follows:

“A copy of the Annexures referred to in the Town Planner’s report having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

■ “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.”

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## NOTES

## INFRASTRUCTURE SERVICES

**10.14 Tenders for backhoe replacement – F902**

The Director Infrastructure Services reports 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 reports as follows:

"A copy of the confidential tender assessment having been circulated to all Councillors; a suggested resolution is submitted for consideration."

■ "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])."
- .....
- .....
- .....

## ORGANISATIONAL SERVICES

**10.15 Financial statements**

The Director Organisational Services reports 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 reports as follows:

“Copies of the financial statements having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

- “That the financial statements to 30 September 2020 (copies being appended to and forming part of the minutes) be received.”

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## NOTES

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## 11 CLOSURE OF MEETING TO THE PUBLIC

### 11.1 Meeting closed to the public

The Executive Services Officer reports 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:

<b>Matter</b>	<b><i>Local Government (Meeting Procedures) Regulations 2015</i> reference</b>
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.”

A suggested resolution is submitted for consideration.”

- “That the Council close the meeting to the public to consider the following matters, they being matters relating to:

<b>Matter</b>	<b><i>Local Government (Meeting Procedures) Regulations 2015</i> reference</b>
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.”

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The Executive Services Officer further reports 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.”

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# Associated Reports And Documents



## Central Coast Youth Leadership Council Minutes of a meeting held in the Gnomon Room, Wharf Precinct Thursday, 17 September 2020 Commencing at 9.15am

Doc ID: 371340



1

### PRESENT

**Sandra Ayton** (General Manager [CCC]); **Cr Philip Viney** (Councillor/ Accountant/Ulverstone Lions Club); **Melissa Budgeon** (Community Wellbeing Officer [CCC]) **Glen Lutwyche** (Principal Ulverstone Secondary College [USC]); **Brodie Bonde, Alec Turale and Tara Woodhouse** (Student Reps [USC]); **Mathew Smart** (Teacher – Penguin District School [PDS]); **Amelia McKenna and Noah Grey** (Student Reps [PDS]); **Natalie Winchcombe** (Teacher – North West Christian School [NWCS]); **Ebony McCoy and Alina Nibbs** (Students Reps. – [NWCS]); **Glenn Mace** (Principal – Leighland Christian School [LCS]); **Nakita Paul** (Student Reps [LCS]); and **Michael Walsh** (Leven Training Centre).

Guest Speaker: **Damien Peirce** (Burnie Industry Training Hub)

Minute Taker: **Debra Lynch** (Community Service Assistant [CCC])



2

### WELCOME

Sandra Ayton welcomed everyone to the meeting.

3

### APOLOGIES

**Aaron Meldrum** (Beacon Foundation, Collective ed. [USC]); **Shaun Conkie** (Collective ed.); **Mel Blake** (Community Engaged Facilitator [USC]); **Bonnie Austin** (Student Reps [LCS]) **Jordan Main and Ella Atkinson** (Student Reps [PDS]) **Laughlan Orr** (Students Reps. – [NWCS]) and **David McNeill** (Principal North West Christian School [NWCS])



3

### MINUTES OF THE PREVIOUS MEETING

■ Alina Nibbs moved, and Ebony McCoy seconded, “That the minutes of the meeting held on 27 August 2020 be approved”.

Carried



4

### PREVIOUS MEETING OUTCOMES

. Event on 21 November 2020 – check list and development of an event plan. This activity is to be discussed at Agenda Item 7

## 5 CAREERS AND FUTURE PATHWAYS

*Guest Speaker:* Damien Pierce Career Facilitator – Burnie Industry Training Hub

Sandra introduced Damien Pierce from the Training Hub. Damien's roles description is Career Facilitator and his job is to work with both Employers and Employees to support an understanding around emerging opportunities and employment pathways that exist along the North west Coast. Linking the gaps to create solutions.

Damien held discussion around the sustainable energy work opportunities within the state. 97% of sustainable energy resources comes from Tasmania, with major projects due to happen in the North West in the coming years.

Other industry/career pathways he touched on were:

- . engineering/project managers/supervisors etc
- . paraprofessionals, with skilled experience that transfers to other areas of the industry – team management etc; VET courses in demand, trainee, and apprenticeship opportunities with on the job training.

Damien explained opportunities in the construction industry are increasing due to an increase in infrastructure building. Employment in the disability and aged care sector are increasing, whilst hospitality has been slower with a decrease in backpackers/international travellers to the state, but it is anticipated that this will pick up with people holidaying at home.

The Department of Health and Department of Education are the two biggest employers in the state.

*How do I transition from education to employment* – When considering how to transition from school to employment and how to be the one that gets selected for the job, some suggestions that were provided include:

- . volunteering;
- . build your network (often it is the invisible market where jobs are found. Employers seek recommendations from their network i.e. word of mouth, reputation etc.)
- . online learning; and
- . networking – through community organisations, workplace experiences.

Question were asked about the Australian Defence Forces (ADF) – ADF are recruiting regularly, interesting to note that the ADF qualifications now align to and are considered like for like with other civilian qualifications/certifications.

## 6 YOUTH VOICE

Youth Network of Tasmania (YNOT) – At the meeting held on 30 July 2020 Central Coast Youth Leaders Council, requested that questions raised at the meeting be forwarded as suggestions for the Tasmanian Youth forum. Students were encouraged to register for the forum through their school, there was no representatives from the North West.



The questions were forwarded to the YNOT forum. Melissa Budgeon to request feedback on the questions sent. Melissa to arrange a copy of the link to be circulated to Schools.

## **7 YOUTH LEADERSHIP**

The meeting discussed the running of the major event in November and the restriction COVID had placed on such an event. The meeting agreed that the current restrictions would allow the running of the MND Waterslide event only.

The meeting discussed giving the event a name and came up with '*Plunge 4 a Pledge*', the event to also include something to do with 27 e.g. holding the event on 27 November 2020. The student representatives were asked to come up with a poster design for the event and to email this to the Council.

Melissa Budgeon has spoken to the MND fundraising organisation who will work with the Youth Council on the event e.g. merchandise, posters extra.

Melissa is to meet with Bonnie Austin and Nakita Paul from Leighland Christian School to organise a radio interview for the event.

Student representatives to discuss with their school leadership group to run promotional events at their school a week or two prior to the event. Penguin District school has set up MND Week. 16 to 20 November

Youth Leadership Council representatives were asked to put together names of high-profile people to be invited to participate in the Plunge 4 a Pledge.

Melissa Budgeon to put together a list of jobs to be sent out to each school. School can then nominate jobs they would like to get involved with to help the event take form. E.g. advertising, live streaming, videoing, contacting service clubs for assistance extra.

## **8 STUDENT REPORTING TO THE TEMPLATE**

Student reports were handed out.

Bonnie Austin reported that Leighland Christian School held a defense forces day and representatives from the Australian Defense Forces attended.

## **9 GENERAL BUSINESS**

Glen Lutwyche, Principal USC handed out promotional material on the Endless Education campaign. Glen advised that schools could arrange to have their individual school logo placed on the poster.

## **10 NEXT MEETING**

The next meeting to be held on Thursday, 29 October 2020 at the Gnomon room, Ulverstone Wharf Precinct, commencing at 9.15am.

As there was no further business to discuss the meeting concluded at 10.30am.



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# Annual Plan 2020-2021

Quarterly Update  
Central Coast Council



## ACTION PLANS



At least 90% of action target achieved



Between 40% and 90% of action target achieved



Less than 40% of action target achieved




No target set


\* Dates have been revised from the Original dates


## Community Services

## Community Services


## Community Development

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.7.1 Review and update the Central Coast Cycle Strategy 2014-2019 including Cycling Tourism	Paul West - Strategic Projects and Planning	Not Started	01-Sep-2020	30-Apr-2021	0.00%	10.00%	 RED
<b>ACTION PROGRESS COMMENTS:</b> The detailed review will commence in early November, with a view that a Draft Strategy is discussed at a Councillors Workshop in February 2021 Last Updated: 07-Oct-2020							


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.3.1 Undertake assessment of the viability of a Research Youth First Employment program within Central Coast.	Melissa Budgeon - Community Wellbeing Officer	In Progress	01-Aug-2020	31-Dec-2020	100.000%	40.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Review undertaken and report provided to the Community Development Leader Group Leader. It has been identified that other organisations provide services in this area and any council involvement would essentially a duplication of effort. No further action is proposed.  Last Updated: 14 October-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
3.3.4.3 Develop an exhibition and public education program for the Ulverstone History Museum and Science Centre	Brittany Trubody - Cultural Facilities & Events Officer	In Progress	01-Jul-2020	31-Mar-2021	30.00%	30.00%	
Last Updated: 03-Aug-2020							
<b>ACTION PROGRESS COMMENTS:</b> Exhibition design is in progress for the Museum’s inaugural installation. The timeline represents 1820-2020 and corresponding events that occurred locally, state-wide, nationally, and internationally for contextual interpretation. The museum collection is represented throughout this timeline and the co-curation elements for supplemental artefacts are being identified. Last Updated: 09- Oct-2020							


## Community Services and Facilities

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.1.1 Update venue management plans and promote on the Council's website and relevant events literature	Simon Angilley - Community Development Group Leader	Not Started	01-Aug-2020	31-May-2021	20.00%	55.00%	 RED
Last Updated: 03-Aug-2020							
<b>ACTION PROGRESS COMMENTS:</b> Project scope completed. Includes distinct elements of the existing internal management documents/procedures and roles, and the public-facing information and advertising. Initial review target completion for end-October 2020. Last Updated: 09- Oct-2020							

## Recreation Facilities


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.1.7 Complete Showground Sports and Community Precinct Master Plan	Paul West - Strategic Projects and Planning	Completed	01-Jul-2020	31-Aug-2020	100.00%	100.00%	
<b>ACTION PROGRESS COMMENTS:</b> Report provided to the Council meeting in August 2020. Agreed to defer adoption of the Draft Master Plan at this stage. Budget provision to be considered in 2021/22 to have a review undertaken of the Sports and Leisure Centre. Council agreed to support installation of light towers for the Soccer Club and also to provide land if Slipstream successful in obtaining a grant for a new facility. Soccer Club is to arrange and project manage the installation of the lights as the 'grantee' of the funds. At completion, the light infrastructure will be donated to Council as an asset. Last Updated: 29-Sep-2020							

## Visitor Services


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.1.17 Implement an RV/Visitor Strategy including By-law	Paul West - Strategic Projects and Planning	In Progress	01-Jul-2020	30-Jun-2021	45.00%	24.00%	
<b>ACTION PROGRESS COMMENTS:</b> A draft Bylaw and Regulatory Impact Statement prepared. Matters relating to the locations to be regulated to be further considered following the introduction of the new Planning Scheme. Last Updated: 29-Sep-2020							

## Land Use Planning


## Planning Authority

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.1.2 Implement the Tasmania Planning Scheme	Mary-Ann Edwards - Land Use Planning Group Leader	In Progress	01-Jul-2020	31-Oct-2020	50.00%	80.00%	 AMBER
<p><b>ACTION PROGRESS COMMENTS:</b></p> <p>The Central Coast draft Local Provisions Schedule (LPS) is with the Tasmanian Planning Commission (TPC) for consideration and determination. The TPC has held four hearings into representations made to the draft LPS. A Direction from the TPC is anticipated. A Direction from the TPC would be to:</p> <ul style="list-style-type: none"> <li>(i) adopt the draft LPS, with some changes, as informed by the hearings; or</li> <li>(ii) to readvertise matters that would be considered by the TPC to be 'substantial modifications' to the LPS that was placed on public exhibition in 2019.</li> </ul> <p>Last Updated: 07-Oct-2020</p>							

## Strategic Land Use Planning


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.3.1.2 Identify further commercial/industrial land for future growth	Mary-Ann Edwards - Land Use Planning Group Leader	Not Started	01-Aug-2020	30-Nov-2020	0.00%	50.00%	 RED
<b>ACTION PROGRESS COMMENTS:</b> Land use planning to workshop project plan with Council.							

Last Updated: 01-Sep-2020


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.3.1.1 Review and update the Central Coast Local Settlement Plan.	Paul West - Strategic Projects and Planning	In Progress	01-Aug-2020	30-Jun-2021	25.00%	25.00%	
<b>ACTION PROGRESS COMMENTS:</b> Planning Consultant has been engaged to prepare a draft settlement strategy for discussion with Councillors. An update for discussion purposes is proposed to be included for a Workshop session in December 2020. Last Updated: 29-Sep-2020							

## Regulatory Services


## Public Health

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.1.5 Review and develop the Mobile Food Business Roadside Vending Policy	Bill Hyndes - Regulatory Services Group Leader	In Progress	01-Sep-2020	31-Dec-2020	5.00%	25.00%	 RED
<b>ACTION PROGRESS COMMENTS:</b> A review of the Policy has commenced. Last Updated: 07-Sep-2020							

## Asset Management


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.3.1 Complete the Perry-Ling Gardens Master Plan, incorporating a management and implementation plan	Mark Wisniewski - Assets Group Leader	In Progress	01-Jul-2020	31-Jan-2021	45.00%	65.00%	 AMBER
<b>ACTION PROGRESS COMMENTS:</b> Tasks completed in the latter of last financial year include engaging Inspiring Place to commence community engagement and who have; <ul style="list-style-type: none"> <li>• read through the documents provided including the "Discussion Paper", the Tasmanian Heritage Register listing for the site and miscellaneous correspondence between/within Council and TasRail and the Tasmanian Heritage Council.</li> <li>• prepared a suite of diagrams that identify existing drainage lines, pedestrian crossings of rail line, the location of seating and signage and the location of the heritage boundary overlay</li> <li>• spent a day on site with Council, Council's maintenance crew (Pete and Kyle), representatives of TasRail and several adjacent neighbours including walking the length of the site and creating a photographic record of it;</li> <li>• Provided briefing on issue, discussion and recommendations.</li> <li>• Undertook community survey in June 2020, with first draft of results/report delivered to Council in July for review and feedback/edits provided back from Council in August. Further editing was undertaken by Council in September with the final version hopefully ready in early October.</li> </ul> Some early results highlight; <ul style="list-style-type: none"> <li>• 90% visitors elsewhere in Penguin or from outer town</li> <li>• 89% agree gardens significant or highly significant</li> <li>• 63% requested improved pathways</li> <li>• 48% access garden from western end (35% Lions Park)</li> <li>• 67% thought gardens maintained from moderate to high standard</li> </ul> Only 34% supported reducing the garden size and similar planting scheme elsewhere. The next stage will be to engage existing stakeholders with the community survey results to discuss actions and forward planning.							
Last Updated: 30-Sep-2020							





ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.5.2 Conduct analysis and investigation of stormwater systems in accordance with the Council's Stormwater Systems Management Plan	Paul Breaden - Director Infrastructure Services	In Progress	01-Jul-2020	30-Jun-2021	15.00%	24.00%	 <b>AMBER</b>
<b>ACTION PROGRESS COMMENTS:</b> Investigation and analysis for the first iteration on the analysis of the Sulphur Creek catchment has been completed. West Ulverstone and Ulverstone are approximately 40% of the way to completion of first iteration. Last Updated: 30-Sep-2020							


## Engineering


## Roads, Bridges and Drainage


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.1 Assist with the implementation of the Cradle Coast Shared pathway within the Central Coast area	Paul Breaden - Director Infrastructure Services	In Progress	01-Jul-2020	30-Jun-2021	8.00%	24.00%	 RED
<b>ACTION PROGRESS COMMENTS:</b> August 2020 - The Sulphur Creek to Penguin section design and documentation has been sent to Crown Land for permission to submit the Development Application to Council. A concurrent risk assessment due to the proximity of the rail corridor is also being undertaken to resolve outstanding TasRail issues.							
Last Updated: 30-Sep-2020							


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.2.2.2 Construction of the Turners Beach to Leith Shared Pathway including the old railway bridge	Engineering Group Leader	In Progress	01-Jul-2020	31-Mar-2021	15.00%	55.00%	 RED
Last Updated: 04-Aug-2020							


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.1.2 Finalise design of the North Reibey Street car park and Carpark Lane areas	Engineering Group Leader	In Progress	01-Jul-2020	31-Dec-2020	20.00%	60.00%	 RED
Last Updated: 04-Aug-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.1.6 Conduct a road signage audit, create an asset database and prepare signage upgrade and replacement program	Engineering Group Leader	In Progress	01-Jul-2020	30-Jun-2021	15.00%	20.00%	 AMBER
Last Updated: 23-Jul-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.1.9 Complete footpath surveys (visual), determine repair and replacement program and update the Long-term Financial Plan	Engineering Group Leader	Not Started	01-Aug-2020	30-Apr-2021	0.00%	20.00%	 RED
Last Updated: 18-Jun-2020							


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.1.11 Conduct a facilities audit of Council buildings	Mark Wisniewski - Assets Group Leader	In Progress	01-Jul-2020	30-Jun-2021	10.00%	24.00%	
<b>ACTION PROGRESS COMMENTS:</b> Discussion with Building and Facilities Maintenance Officer; - facilities to be included; - undertake comprehensive building inspection incorporating capital and maintenance renewing requirements for LTFF. - Review operational facility function for current requirements and future requirements. Buildings and Facilities Maintenance Officer to trial audit in early October from a previously utilised assessment template and provide feedback to the Assets Group Leader. Last Updated: 30-Sep-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.1.13 Prepare an integrated Turners Beach Pathway, Streetscaping and Traffic Management Plan	Paul Breden - Director Infrastructure Services	Not Started	01-Jul-2020	31-Dec-2020	0.00%	40.00%	 RED
Last Updated: 18-Jun-2020							


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.1.14 Refine the Asset Management Plans and update the Policy	Mark Wisniewski - Assets Group Leader	In Progress	01-Jul-2020	30-Jun-2021	15.00%	24.00%	 AMBER
<b>ACTION PROGRESS COMMENTS:</b> The Assets Group Leader recently completed the IPWEA Professional Certificate in Asset Management Planning which included the drafting of the Asset Management Plan for Drainage. Both the Director Infrastructure Services and Assets Group Leader completed the Strategic Asset Management Plan (SAMP) workshop organised by LGAT with the outcome highlighting							


the need to complete the individual Asset Management Plans before the SAMP can be completed. Discussion on the number of assets Council should develop plans for being undertaken.

Last Updated: 30-Sep-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.3.1.15 Review of the Council's arterial roads	Engineering Group Leader	Not Started	01-Jul-2020	30-Jun-2021	0.00%	24.00%	 RED
Last Updated: 18-Jun-2020							


## Waste Management

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.4.2.1 Complete upgrade of leachate collection and treatment facilities at the Lobster Creek Resource Recovery Centre (final stage)	Mark Wisniewski - Assets Group Leader	In Progress	01-Jul-2020	30-Apr-2021	5.00%	20.00%	 RED
<b>ACTION PROGRESS COMMENTS:</b> Recent discussion and site visit between TasWater, Council's Director Infrastructure, Services Group Leader and Assets Group Leader led to the possibility that other potential positive outcomes might be possible. Assets Group Leader has been in contact with EPA to ask the questions and the advice is for Council to submit a formal request to the EPA Director for review and risk management considerations. Last Updated: 07-Sep-2020							


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
4.4.2.2 Development of a Central Coast Waste Strategy	Paul Breden - Director Infrastructure Services	Not Started	01-Sep-2020	28-Feb-2021	0.00%	16.00%	 RED
Last Updated: 18-Jun-2020							


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
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ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.1.9 Implement 'Lean' across the organisation (Stage 1)	Sandra Ayton - General Manager	In Progress	01-Jul-2020	30-Jun-2021	24.00%	24.00%	
<b>ACTION PROGRESS COMMENTS:</b> The Operational Leadership Team have committed to this project. Currently looking at all of OLT undertaking the Lean Leader Program in a simulated leader environment. Looking at a Local Government group including staff from other Councils in the week of 17 November 2020. The training will be through Productivity Improvers. Last Updated: 09-Oct-2020							

## Strategic Projects

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.3.1 Completion of business plan and estimates to ascertain feasibility of consolidation of equestrian activities to Batten Park	Paul West - Strategic Projects and Planning	Completed	01-Jul-2020	31-Oct-2020	100.00%	80.00%	 GREEN
<b>ACTION PROGRESS COMMENTS:</b> Council has agreed through Workshop processes that it is not a high priority at this time to pursue the development of new Regional Equestrian Facility. At the Workshop on 31 August a presentation was provided which outlines the consultation to be undertaken with user groups to update on potential future use and improvement of facilities for current users of Batten Park. Last Updated: 29-Sep-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.5.2 Participate in the development of a Dial Range Joint Recreation and Land Management Plan	Heidi Willard - Strategy & Policy Officer	In Progress	01-Jul-2020	31-Jan-2021	61.00%	30.00%	
<b>ACTION PROGRESS COMMENTS:</b> The Engagement Report for the Dial Range Recreation Management Plan was reviewed 28 July. The Parks and Wildlife Service are finalising the draft Recreation Map. The third meeting of the Project Reference Group is under arrangement. The Group will consider the draft vision statement, guiding principles, responses to key issues and the draft recreation map. The Project Reference Group will meet at 12.30pm on 30 September. Results of the Project Reference Group meeting will help inform the preparation of the Dial Range Recreation Management Plan. The third Project Reference Group meeting was well attended with good representation from a range of Dial Range user groups and NRM representatives. Inspiring Place's Engagement report was discussed to ensure the community's and user group's key points had been captured. Last Updated: 02-Oct-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.2.1 Continuation of Memory Café concept in Central Coast for dementia clients and carers	Heidi Willard - Strategy & Policy Officer	In Progress	01-Sep-2020	30-Jun-2021	22.00%	11.00%	
<b>ACTION PROGRESS COMMENTS:</b> The Connect Cafés safe reopening occurred on Tuesday 1 September and the Delta Society’s Delta dog team visits commenced. Last Updated: 02-Oct-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.2.2 Upgrade signage in Ulverstone and Penguin CBDs as part of the Dementia Friendly framework	Heidi Willard - Strategy & Policy Officer	In Progress	01-Jul-2020	31-Jan-2021	28.00%	24.00%	 GREEN


**ACTION PROGRESS COMMENTS:**

A Dementia-Friendly Wayfinding/Signage Framework is under development to guide implementation of upgraded signage in Ulverstone and Penguin CBDs.

In July, it was planned that direct consultation with a person with dementia or their family/carer will help identify problematic wayfinding routes to key goods and services, such as banks.

It is planned that a Penguin group and Ulverstone group be formed, including expertise provided by a representative from the Tasmanian Health Service. The Groups will assess key paths of travel around the Penguin and Ulverstone CBDs using a localised tool adapted from a Dementia Australia resource.

Last Updated: 04-Sep-2020

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.3.7.1 Implement Stage 1 of the Reconciliation Action Plan	Melissa Budgeon - Community Wellbeing Officer	In Progress	01-Jul-2020	30-Jun-2021	15.00%	24.00%	 AMBER


**ACTION PROGRESS COMMENTS:**

Reconciliation Action Plan (RAP) development proposal submitted by Reconciliation Tasmania has been used to create a Project Business Plan for approval by the General Manager. Meeting with Mark Redmond - RT and Mel Bird - No.34 to define the project and discuss the template document and mandated requirements of the RAP. Initial requirement is the coordination of a RAP Working group to be developed through an EOI. The Working group to include members of Staff identifying as Aboriginal or Torres Strait Islanders from across departments and management levels.

Partnering with No. 34 to hold a community meeting with Aboriginal and Torres Strait Islander community members has been suggested for late September.


EOI to be circulated to all staff to be involved in the RAP Working group is in draft, awaiting approval.

Last Updated: 18-Aug-2020


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.4.4.1 Create 'Birds of Leven Canyon' brochure	Heidi Willard - Strategy & Policy Officer	Not Started	01-Sep-2020	31-Dec-2020	0.00%	25.00%	 RED


Last Updated: 03-Jun-2020




ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.5 Develop and implement a Risk Management Framework	Ian Stoneman - Director Organisational Services	In Progress	01-Jul-2020	30-Apr-2021	15.00%	40.00%	
ACTION PROGRESS COMMENTS:							


- Inaugural Risk Committee meeting held in July.
- Risk Management Policy completed.
- Risk Management Plan drafted.
- Request for information put to Group Leaders in late August. Three responses received to date. Further input required to progress the Risk Management Framework.


ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.1.3.7 Prepare a Risk Management Plan	Ian Stoneman - Director Organisational Services	In Progress	01-Jul-2020	30-Nov-2020	25.00%	70.00%	 RED
<b>ACTION PROGRESS COMMENTS:</b> Risk Management Plan drafted. Draft plan to be distributed to Risk Committee in October. Last Updated: 08-Oct-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.1.14 Review Information and Communication Technology equipment inventory ensuring an effective mobile workforce	Stuart Arnot - Corporate Services Group Leader	In Progress	01-Jul-2020	31-Dec-2020	85.00%	45.00%	
<b>ACTION PROGRESS COMMENTS:</b> Laptops have been purchased to replace all existing desktops with the exception of drafting workstations. These are currently being rolled out with the program to be completed by the end of November 2020. The mobile phone fleet has been assessed and council will standardise on iPhones. As phones will be changed over as they need replacing. Last Updated: 30-Sep-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.1.15 Undertake an Enterprise Wide Risk Assessment	Ian Stoneman - Director Organisational Services	In Progress	01-Sep-2020	31-Oct-2020	10.00%	50.00%	 RED
<b>ACTION PROGRESS COMMENTS:</b> Template Register of Controls provided to staff to populate. Last Updated: 03-Sep-2020							

## Finance

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.1.4 Review framework for calculation of Fees and Charges	Paul West - Strategic Projects and Planning	Not Started	01-Jul-2020	28-Feb-2021	0.00%	40.00%	 RED
<b>ACTION PROGRESS COMMENTS:</b> To commence review in December 2020 with information to be provided to Council at Workshop in January 2021 Last Updated: 01-Sep-2020							

ACTION	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
5.2.1.11 Implement a new Payroll System using Microsoft Dynamics framework	Yvonne Edwards - Finance Group Leader	In Progress	01-Sep-2020	30-Jun-2021	3.00%	15.00%	 RED
<b>ACTION PROGRESS COMMENTS:</b> Initial planning and implementation meeting with vendor have been scheduled. Project plan and scope currently being reviewed between Council and Open Office (software provider). Last Updated: 28-Sep-2020							

# 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](mailto: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:

.....

# 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"> <li>· Council Policy;</li> <li>· Issues of a political nature; and</li> <li>· Highly significant and/or sensitive matters or projects affecting the Council or the entire Local Government Area.</li> </ul>	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"> <li>Fact sheet</li> <li>Website information</li> </ul>	<ul style="list-style-type: none"> <li>Survey</li> <li>Comment form</li> <li>Focus group</li> </ul>	<ul style="list-style-type: none"> <li>Workshop</li> <li>Working group</li> <li>Representative committee</li> </ul>	<ul style="list-style-type: none"> <li>Co-design</li> <li>Co-production</li> <li>Community of practice</li> </ul>	<ul style="list-style-type: none"> <li>Collective impact</li> <li>By decision of Council.</li> </ul>

*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:            /            /

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

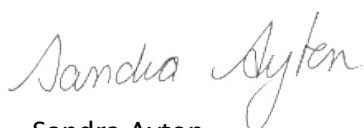
Sandra Ayton  
GENERAL MANAGER

## 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



Sandra Ayton  
GENERAL MANAGER



## SCHEDULE OF CONTRACTS AND AGREEMENTS

(Other than those approved under the Common Seal)

Period: 22 September to 19 October 2020

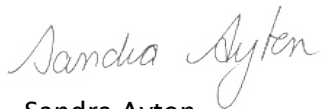
### *Contracts*

- . 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 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)



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**

<b>ADDRESS</b>	<b>PROPERTY ID</b>
1 Southwood Avenue, Penguin	403580.0002

### **Kennel Licence issued**

<b>ADDRESS</b>	<b>OWNER</b>
22 Elliot Street, West Ulverstone	Chris Smith

### **Permits issued under Animal By-Law 1 – 2018**

<b>ADDRESS</b>	<b>PERMIT ISSUED FOR</b>
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
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### 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

## Dog Management Policy amendments

### Buttons Beach and Turners Beach – October 2020 Submissions

Turners Beach	Buttons Beach/East Ulverstone	General Comments	Buttons Beach/Turners Beach
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No.	Location	Submission Comments	Summary
1	Turners Beach	<p>Well done on making a common sense decision and finally listening to the community. I am definitely in favour of the beach area from Boyes Street to the bridge being changed from prohibited to restricted, though it does still seem unfair that those of us that live at the river end of the beach have to trek to the top end of the beach to be able to exercise our dogs off the lead.</p> <p>Everyone was living in harmony and most put there dogs back on their leads if other dogs come onto the beach they don't know, or kids are about. What the problem was is your rangers not enforcing those that don't pick up after their dogs or those that have them off the lead up on the street, only filling up the poo bags, having a brief look up the beach and then going for a coffee for a few hours!</p> <p>It would be beneficial if you could actually put bins down on the beach, I suspect more people will do the right thing if they are on the beach.</p> <p>... Unrelated dog matter was reported and dealt with by relevant Department.</p>	Supports amendment.
2	Buttons Beach/East Ulverstone	<p>I am writing to express my full support of the amendments made on 21 September 2020 to the Dog Management Policy.</p> <p>Thank you for considering the views of the regular dog walkers at East Buttons Beach in particular, and making these compromises. While we lose a little bit of our usual walk, we can cope with this and my dog and I can now continue to enjoy one of our favourite beaches and the social network we have built up there.</p>	Supports amendment.
3	Turners Beach	<p>After reading the Update on Council's Facebook page regarding Amendments to the Dog Policy changes, I am extremely pleased to note that the Forth river beach area (Western side) at Turners Beach, has now been changed to "Restricted." I hope I understand that correctly.</p> <p>As this is what I asked to happen in my email dated – 11th September 2020, which is attached, I re-submit the email in favour of this sensible Amendment. I believe that, with dogs restricted on-lead while walking on the river beach, this should put to rest any fears that some Residents may have concerning wildlife (or sealife as in Penguins) being attacked by dogs. It will be of course, up to Council to make sure that the "on-lead" Rule is always applied. At the moment, too many dogs are not on lead. It is hoped that those who wish to let their dogs off lead, will use the new designated beach area (15). Thank you for the Amendment to the Forth river beach area. It will allow me to still enjoy the beach with my "best furry friend."</p>	Supports amendment.
4	Buttons Beach/Turners Beach	<p>Thank you for your response to my concerns and to the council for making some adjustments to accommodate our dogs needs fs for some freedom on our local beaches (especially when they are so used to freedom there). I really appreciate knowing there is a section where my dog can play with friends and swim in the sea, chase a stick, etc.</p> <p>*A separate submission was received from this community member prior to the 21 September 2020 Council meeting also.</p>	Supports amendment.
5	Buttons Beach/East Ulverstone	<p>Could you pass on my thanks to council for allowing us some off leash exercise area on Buttons Beach East. Thank you.</p>	Supports amendment.
6	General comment	<p>I am so happy that my Lab can still go for a swim. As his father is a Golden Retriever, mum a Lab you understand how happy we are.</p> <p>We understand that further along, penguins have nested in a garden, as animal lovers we quite agree to saving birds etc, as we love all animals.</p> <p>I wish to thank the Council for listening to all dog owners, and making amendments to the Dog Management Policy.</p> <p>We as an older couple are in agreement with the Council.</p> <p>Once again may we both thank you.</p>	Supports amendment.
7	Buttons Beach/East Ulverstone	<p>Hello, I read in CCCNews (Central coast Voice) that Council will continue taking written submissions in regard to the Dog Management Policy up until Friday. However I am unsure if this is meant to be hand written and/or if email is OK and to whom? Meanwhile I trust this email will be directed to the correct division.</p>	Supports amendment.

No.	Location	Submission Comments	Summary
		<p>My main purpose of writing is to thank Council for listening to the community and designating the eastern portion of East Buttons Beach, from the east of the over flow camping to the last beach access point as EXERCISE. My self and my dog appreciate this so very much.</p> <p>To humans and animals alike variety and choice of beautiful aspects are so important for overall health. The eastern beach provides a very different and expansive vista and perspective which is wonderful to enjoy with a controlled off lead companion dog.</p> <p>I still do have concern for less fortunate who have ambulatory problems to access the beach and/or disability, both on Buttons and the western side. I feel to be an inclusive community to ratepayers and visitors access does need improvement and perhaps some relaxation to off lead even if ever so small an area particularly over West Ulverstone as those residents must/have no choice but to drive to access off leash areas. I am hopeful there could be considerations here. The area directly east of Buttons Creek seems to be the only flat access point as well for parking and accessing the beach.</p> <p>There are still owners whose position on 'under effective control' and 'picking up/disposing of faeces' is negligible and plain uncooperative. I realise there will always be accidents and misgivings but some by their actions reduce enjoyment for others. For this I can only suggest further positive directives at registration and community times/events and along with dog training incentives.</p> <p>I also feel if the beach walkers could be advised of beach wildlife, plant and dune activity then enhanced education would result in enriched pride and care of the beautiful foreshore. As it is I am unaware of local research or projects and would be grateful to learn. I have seen two dead bandicoots along the foreshore in the past two weeks. Very sad.</p> <p>My dog walking is primarily at low tide so that the vast section of flat beach is available. I believe much impact upon wildlife can occur when the delicate forsake above high tide is disturbed so I try to keep away as often and far as is possible.</p> <p>Once agin, thank you for the opportunity to comment and also to let you know the difference in joy and health having east of east Buttons back again has made.</p>	
	General comments	<p>Hello, just a query on the updated Dog Policy for CCC 2020,</p> <p>I fail to see where West Ulverstone residents can take their dogs off leash on a beach in the West Ulverstone area. Yes there is an exercise yard (not a beach) being the Ulverstone Sports Complex, Flora Street, Ulverstone: The fenced off area at the northern end only.</p> <p>East Ulverstone have 2 areas, Penguin have 1 area, Turners Beach have 1 area, BUT West Ulverstone 0.</p> <p>So residents of West Ulverstone have to transport their dogs (if transport is available) to one of these other areas or not allow their dog/s to have a have an off lead experience at a local beach (as other non-residents of CC do).</p> <p>Question:</p> <p>Why are all other areas of Central Coast have an opportunity to take their dogs to an un-restricted area for a leash free run/experience on a beach but West Ulverstone residents don't.</p> <p>Is transport going to be made available to West Ulverstone residents who do not have access to a vehicle to transport themselves and their dog/s to one of these other areas so we have the same opportunities as all other residents within the municipality; are we going to see a reduction in our rates to compensate us for not having the same parameters as the rest of the CC community.</p> <p>Why are WEST ULVERSTONE residents being denied an area to walk their dogs on a beach un leashed for exercise : It's a clear case of being discriminated against because of your address.</p> <p>All Ulverstone residents SHOULD be given the same opportunities regardless of where they reside, but this clearly not the case.</p> <p>Before this controversial Policy was put under review West Ulverstone residence had West Beach available from April till September for unrestricted exercise but now we have none.</p> <p>I am more than happy to discuss this issue further either by phone or in person.</p> <p>Ps. I would be very interested in what the CCC is doing about the ever growing problem of feral cats decimating our local fauna.</p>	Submission was outside of the advertised scope, however feedback provided.

# 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:<br>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](http://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 –

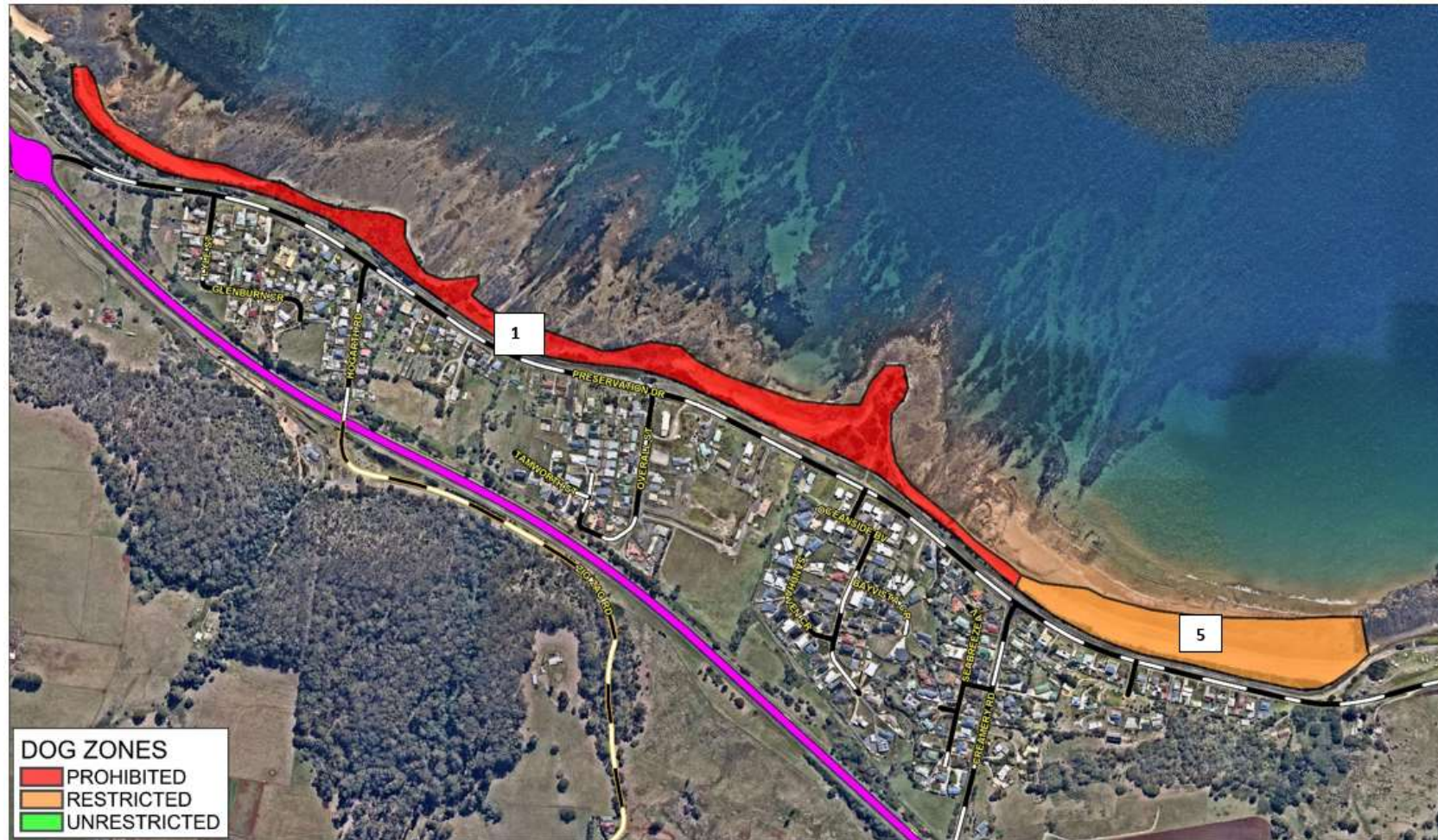
- (a) in the case of a registered dog, the person in whose name the dog is registered; or
- (b) in the case of an unregistered dog, the person who ordinarily keeps the dog; or
- (c) in the case of a child's pet, the child's parent or guardian.

SANDRA AYTON  
GENERAL MANAGER

Date of approval:            /            /

Approved by:

.....



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### Disclaimer

This map is not a precise surveying document. It is only to be used in the preparation of a plan. Central Coast Council accepts no responsibility for any errors, omissions or inaccuracies. The information contained within this plan is for general representation only. Do not scale. Accurate measurement should be undertaken by survey.

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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 (GDA84) coordinates based on the World Geodetic Datum 1984 (WGS84), are the same.



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Date: 07/07/2020  
Drawn By: GAB

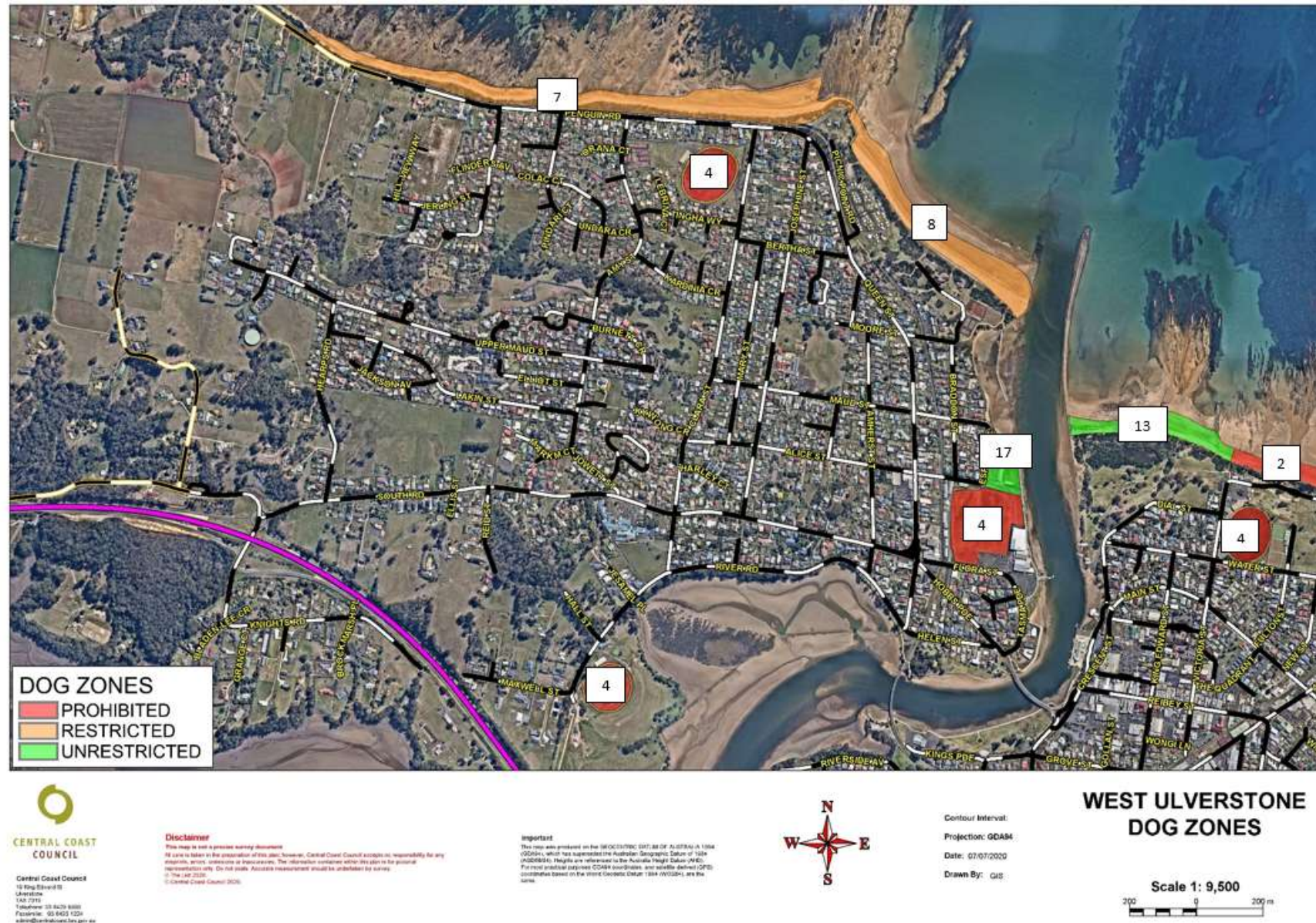
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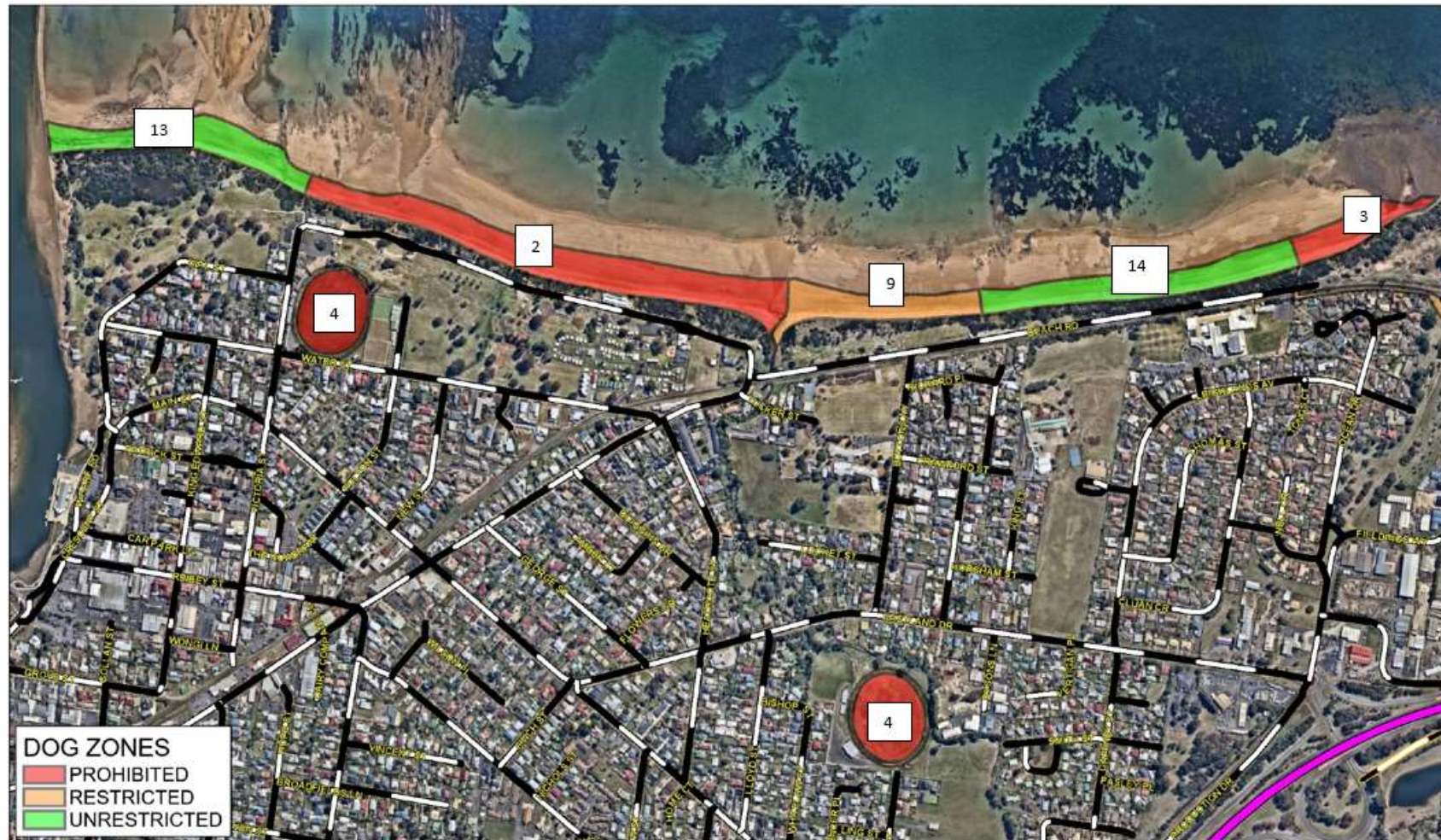












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 email: info@centralcoast.tas.gov.au

#### Disclaimer

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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 Grids of 1966 or 1984. For more information, please refer to the Australian Mapping Grids of 1966 or 1984. For more information, please refer to the Australian Mapping Grids of 1966 or 1984.



Contour Interval:

Projection: GDA84

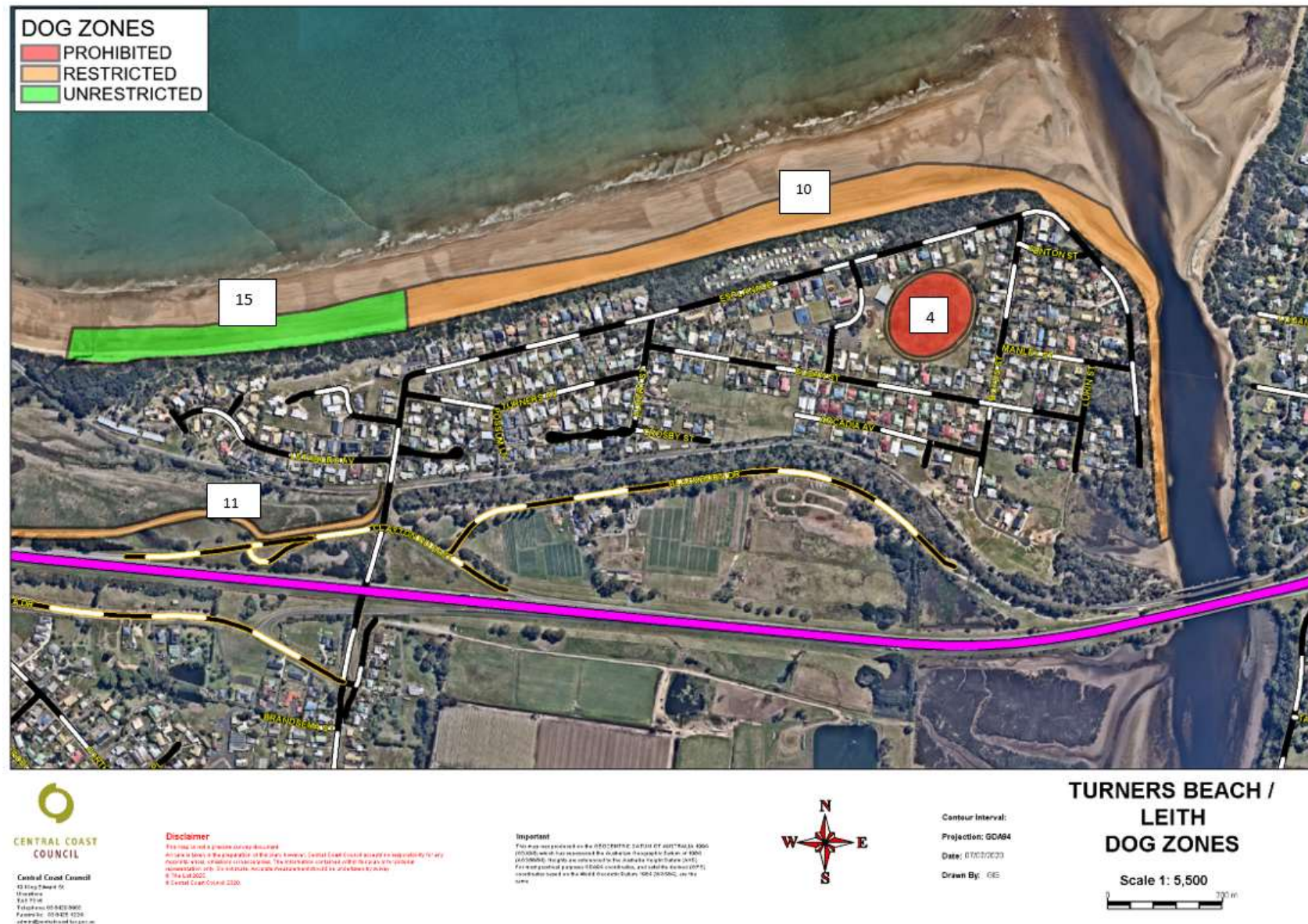
Date: 07/07/2020

Drawn By: GCS

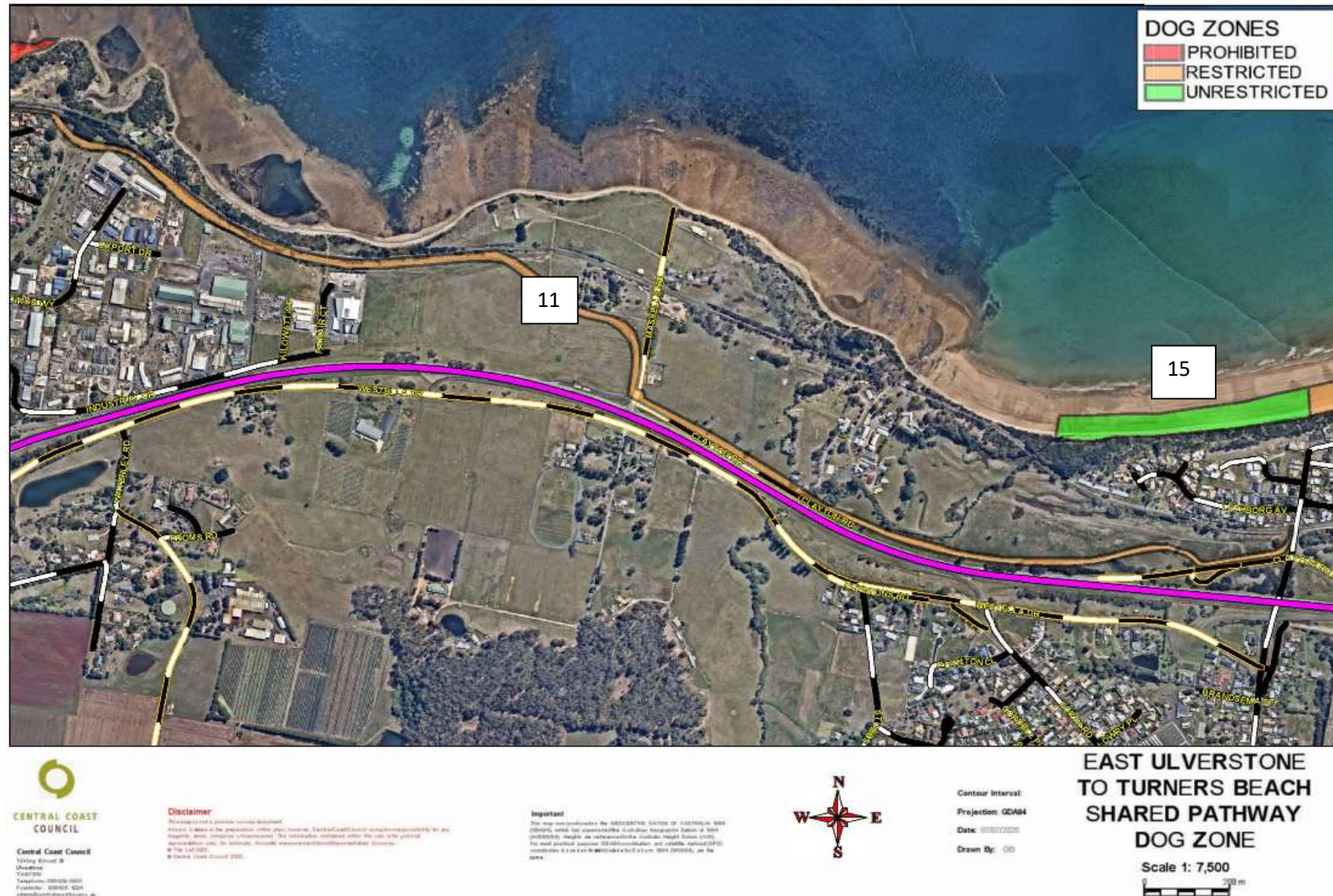
## EAST ULVERSTONE DOG ZONES

Scale 1: 6,500  
 0 100 200 m













**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**



Central Coast Council  
10 King Street St  
Ulverstone  
TAS 7250  
Telephone: (08) 6433 6000  
Facsimile: (08) 6433 1234  
admin@centralcoast.tas.gov.au

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(GDA84), which has superseded the Australian Geodetic Datum of 1984  
(AGD84). Heights are referenced to the Australian Height Datum (AHD).  
For most ground at purpose (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**

# \*Fees and Charges extract

For the year ending 30 June 2021

# FEES AND CHARGES

## COMMUNITY SERVICES

	2019-2020 \$	2020-2021 \$
<b>IMPOUNDING (cont.)</b>		
<i>Impounding Notice/Charges</i>		
. For preparation and delivery to an owner	55.00	55.00
. For preparation and insertion in a newspaper	Cost of notice plus 10% administration fee	Cost of notice plus 10% administration fee
<b>ANIMAL CONTROL BY-LAW</b>		
. Permit cost	20.00	20.00
. Offences under By-law		
. 1 penalty unit offences	168.00	172.00
. 2 penalty unit offences	336.00	344.00
. 5 penalty unit offences	840.00	860.00
<b>OUTDOOR ENTERTAINMENT CENTRE</b>		
. Maximum daily fee	140.00	140.00
. Minimum daily fee	85.00	85.00
. Hourly fee	30.00	30.00
<b>CULTURAL ACTIVITIES</b>		
<i>Ulverstone History Museum</i>		
. Entrance fees		
. Adults	7.00	n/a
. Children up to 16 years of age	2.50	n/a
. Groups 15-30 (per adult)	5.00	n/a
. Pensioner	5.00	n/a
<b>PARKING CONTROL</b>		
<i>Traffic Infringement Notices</i>		
Traffic Infringements are determined by the number of penalty units allocated to the infringement as listed by the Department of Justice in the <i>Penalty Units and Other Penalties Act 1987</i> .		
The value of a penalty unit for 2020-2021 is \$172.00.		
A list of infringements and associated penalty units is available on the Department of Justice website.		
<b>BUILDING PERMIT AUTHORITY FEES</b>		
<i>Application for a Building Permit (including Certificate of Completion)</i>		
. Certified as complying with the provisions of the Building Code of Australia (cost of work between \$5,000 and \$500,000)*	290.00	290.00
. Certified as complying with the provisions of the Building Code of Australia (cost of work greater than \$500,000)*	402.00	402.00

(continued over page)

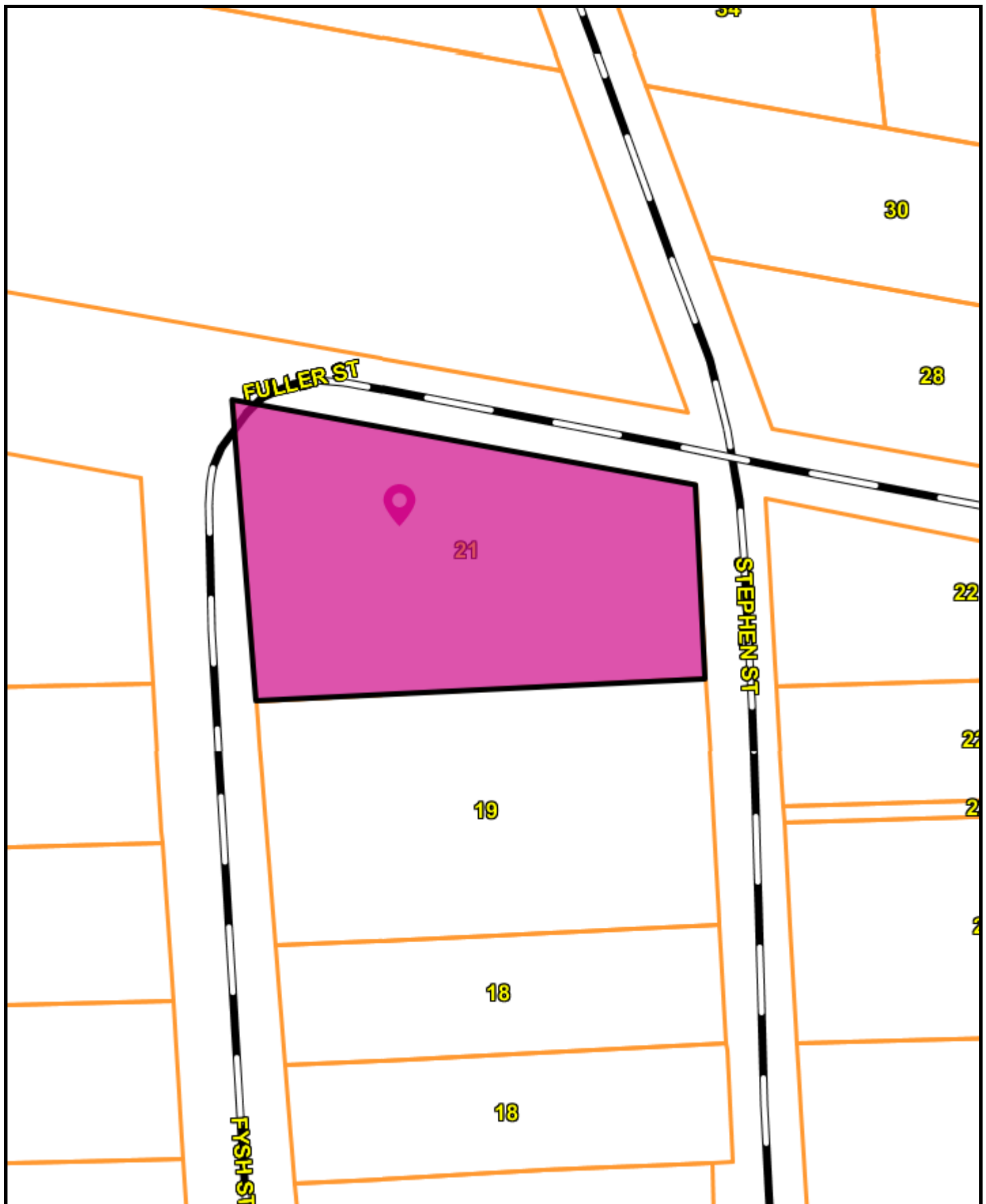
# FEES AND CHARGES

## COMMUNITY SERVICES

	2019-2020 \$	2020-2021 \$
<b>BUILDING PERMIT AUTHORITY FEES (cont.)</b>		
<i>Levies</i>		
· As prescribed under Part 3 of the Building and Construction Industry Training Fund Act 1990 which applies for value of work more than \$20,000	0.2% of estimated cost of works	0.2% of estimated cost of works
· As prescribed under Section 296 of the Building Act 2016 which applies for value of work more than \$20,000	0.1% of estimated cost of works	0.1% of estimated cost of works
<i>Other Council Fees</i>		
· Application for a Building Certificate*	299.00	299.00
· Each additional building inspection*	180.00	180.00
<i>Other Permit Authority Fees</i>		
· Application for Permit of Substantial Compliance*	435.00	435.00
· Processing amended plans*	108.00	108.00
· Provision of a copy of a plan or other documents in respect of a building	35.00	35.00
· Application for building permit extension of time for building permit*	155.00	155.00
· Receipt of a Certificate of Likely Compliance (Notifiable Building or Demolition Work)*	165.00	165.00
· Receipt of Notification of Low Risk Work (Building or Plumbing)*	52.00	52.00
<b>PLUMBING AND DRAINAGE</b>		
· Application for a Plumbing Permit*	205.00	205.00
· Application for a Plumbing Certificate of Likely Compliance*	310.00	310.00
· EHO consent to issue Plumbing Permit (on-site wastewater management system)*	205.00	205.00
· Each additional plumbing inspection*	125.00	125.00
· Provision of a copy of an 'as constructed' plumbing plan	10.00	10.00
· Application for an extension of time for Plumbing Permit or Certificate of Likely Compliance	153.00	153.00
<b>ENVIRONMENT AND HEALTH</b>		
<i>Roadside Vending Permits</i>		
· Unprocessed local produce vendors fee*	150.00	150.00
· Processed food van vendors fee*	300.00	300.00
· Assessment of an application for issue of registration of food business 12 months*	220.00	220.00
· Application for registration of a food business for up to 3 months*	55.00	55.00
· School canteens (not for profit)*	95.00	95.00
· Mobile food business registration (1 day)*	35.00	35.00
· Mobile food business registration (up to 5 days)*	68.00	68.00

(continued over page)

\* GST does not apply



20 m

CENTRAL COAST  
COUNCILScale = 1 :  
653.940Central Coast Council  
19 King Edward St  
Uiversdale  
TAS 7315  
Telephone: 03 6429 8800  
Facsimile: 03 6425 1224  
admin@centralcoast.tas.gov.au

10-Sep-2020

**Important**

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21 STEPHEN STREET,  
FORTH  
DA2020250



# Annexure 2

## CENTRAL COAST COUNCIL

PO Box 220

19 King Edward Street

ULVERSTONE TASMANIA 7315

Ph: (03) 6429 8900

Email: [planning@centralcoast.tas.gov.au](mailto:planning@centralcoast.tas.gov.au)

www: [centralcoast.tas.gov.au](http://centralcoast.tas.gov.au)



CENTRAL COAST COUNCIL

### Land Use Planning and Approvals Act 1993

### Central Coast Interim Planning Scheme 2013

### PLANNING PERMIT APPLICATION

#### Office Use Only

Application No \_\_\_\_\_

Date Received \_\_\_\_\_

Zone \_\_\_\_\_

Fee \$ \_\_\_\_\_

Permitted ☐

Discretionary ☐

NPR ☐

#### Use or Development Site:

Site Address

21 STEPHEN STREET, FORTH

Certificate of  
Title Reference

PID 6379242

CT42149/1

Land Area

1,871m<sup>2</sup>

Heritage Listed Property

NO ☒

☐

#### Applicant/s

First Name

MATTHEW SMITH  
AMY ROSE LANGMAID

Middle  
Name

Surname or  
Company name

Mobile

0459 667 333

Postal Address:

180 ALLPORT STREET EAST

Phone No:

LEITH

7315

Email address:

mattsmith90@gmail.com / amyroselangmaid23@gmail.com

☐

Please tick box to receive correspondence and any relevant information regarding your application via email.

#### Owner (Note – if more than one owner, all names must be indicated)

First  
Name

AMY ROSE

Middle  
Name

Surname

LANGMAID

Phone No

0477 282282

Postal Address:

180 ALLPORT STREET EAST

LEITH

7315

**PERMIT APPLICATION INFORMATION**

(If insufficient space for proposed use and development, please attach separate documents)

"USE" is the purpose or manner for which land is utilised.

Proposed Use

PRIVATE RESIDENCE

Use Class

Office use only

"Development" is the works required to facilitate the proposed use of the land, including the construction or alteration or demolition of buildings and structures, signs, any change in ground level and the clearing of vegetation.

**Proposed Development** (please submit all documentation in PDF format to [planning@centralcoast.tas.gov.au](mailto:planning@centralcoast.tas.gov.au) separating A4 documents & forms from A3 documents).

CONSTRUCT NEW SPLIT LEVEL RESIDENCE &

DETACHED STORAGE SHED. RESIDENCE CONSTRUCTED

ABOVE NATURAL GROUND LEVELS, SHED CONSTRUCTED

IN CUT EXCAVATION.

**Value of the development** – (to include all works on site such as outbuildings, sealed driveways and fencing)

\$.....150,000..... Estimate/ Actual

Total floor area of the development .....350.....m<sup>2</sup> 248 + 102

**Notification of Landowner****If land is NOT in the applicant's ownership**

I, AMY ROSE LANGMAID, declare that the owner/each of the owners of the land has been notified of the intention to make this permit application.

Signature of Applicant



Date

22/08/20

**If the application involves land within a Strata Corporation**

I, \_\_\_\_\_, declare that the owner/each of the owners of the body corporation has been notified of the intention to make this permit application.

Signature of Applicant

Date

**If the application involves land owned or administered by the CENTRAL COAST COUNCIL**

Central Coast Council consents to the making of this permit application.

General Managers Signature \_\_\_\_\_ Date \_\_\_\_\_

**If the permit application involves land owned or administered by the CROWN**

I, \_\_\_\_\_ the Minister

responsible for the land, consent to the making of this permit application.

Minister (Signature) \_\_\_\_\_ Date \_\_\_\_\_

*NB: If the site includes land owned or administered by the Central Coast Council or by a State government agency, the consent in writing (a letter) from the Council or the Minister responsible for Crown land must be provided at the time of making the application - and this application form must be signed by the Council or the Minister responsible.*

**Applicants Declaration**

I/ we MARTHEEN SMITH & AMY ROSE LANGMAID  
declare that the information I have given in this permit application to be true and correct to the best of my knowledge.

Signature of Applicant/s   Date 29/08/20

Office Use Only	
Planning Permit Fee	\$ .....
Public Notice Fee	\$ .....
Permit Amendment / Extension Fee	\$ .....
No Permit Required Assessment Fee	\$ .....
<b>TOTAL</b>	<b>\$ .....</b>
Validity Date	

# Central Coast Council

## Development Application Checklist

Property Address:

Applicant Name & Address

Date:

21 STEPHEN STREET, FORTH  
MATTHEW SMITH & AMY ROSE LAMONTAGNA,  
180 ALLPORT STREET EAST, LEITH 7315  
22/02/20.

### Development Application Checklist for Dwellings, Sheds etc

#### ALL PLANS TO BE A3 AND TO SCALE

Does your paperwork include the following (minimum) information?

Yes

- |     |   |                                     |
|-----|---|-------------------------------------|
| (1) | Site Plan drawn to scale - to include all existing and proposed buildings on the site, Title boundaries and vehicle access to the road.   | <input checked="" type="checkbox"/> |
| (2) | Floor Plans   | <input checked="" type="checkbox"/> |
| (3) | Elevations (including proposed cut and fill over the site)  | <input checked="" type="checkbox"/> |
| (4) | Copy of Certificate of Title, including Schedule of Easements   | <input checked="" type="checkbox"/> |
| (5) | Drainage Plan (showing old and new stormwater and sewer connections).   | <input type="checkbox"/>            |
| (6) | Waste Water and Stormwater Management. Where the site is not connected to reticulated sewer, water and stormwater systems, a separate Drainage Plan must be submitted showing on- site wastewater system location, stormwater system location and water tanks. A Wastewater & Stormwater Management Plan by a suitably qualified person will most likely be required. | <input type="checkbox"/>            |
| (7) | A written description on the Use of the Land.   | <input type="checkbox"/>            |
| (8) | Geotechnical Report / Landslide Risk Report/ Flooding Report (if required)  | <input type="checkbox"/>            |
| (9) | Agricultural Consultant Report (if required)  | <input type="checkbox"/>            |

### Development Application Checklist for Subdivisions

Does your paperwork include the following information?

Yes

- |     |   |                          |
|-----|---|--------------------------|
| (1) | <b>Draft Survey Plan</b>  | <input type="checkbox"/> |
| (2) | <b>Site Plan</b> to scale (including lot numbers and the area of each lot)<br>(a) Position of existing and proposed boundaries<br>(b) Location of all existing and proposed services<br>(c) Topographic information (creek lines/ forests etc). | <input type="checkbox"/> |
| (3) | Copy of <b>Certificate of Title, Including Schedule of Easements</b>  | <input type="checkbox"/> |
| (4) | Has this proposal been discussed with the Road Authority and Stormwater Authority<br>( <b>Central Coast Council Infrastructure Services</b> ) ph: 6429 8970)?   | <input type="checkbox"/> |

**NB:** For Engineering Design & Construction for all Subdivision referral should be made to the **Tasmanian Subdivision Guidelines dated October 2013.**



## Checklist for Plans Required

**Each Set of Plans/ Drawings submitted to the Council require the following details:**

	Yes
COVER SHEET - detailing Client Name, development address, Plan Schedule, Drafting/ Designer name and contact details.	<input type="checkbox"/>
PROJECT NUMBER OR DRAWING NUMBER – ie.. The number that is consistent on all sheets.	<input type="checkbox"/>
SHEET NAME – eg Site Plan/Floor Plan/ Drainage Plan.	<input type="checkbox"/>
REVISION NUMBER – eg Rev .	<input type="checkbox"/>
DATE OF DRAWING – eg 20/-6/2016.	<input type="checkbox"/>
SCALE OF PLAN AND PRINT SCALE – eg 1:100 (A3).	<input type="checkbox"/>
NORTH POINT.	<input type="checkbox"/>

**NB: All revised or amended plans and reports are to show revision number and date of revision.**

### Please Note:

- (1) This checklist has been developed to help the applicant ensure the minimum requirements are provided to the Planning Department for a preliminary assessment to be undertaken.
- (2) If you wish to make an appointment to see one of our Planning Staff, please log onto our website at [www.centralcoast.tas.gov.au](http://www.centralcoast.tas.gov.au) to make a suitable date and time or alternatively contact Planning Services on 6429 8952.
- (3) Sufficient information is required to demonstrate compliance with all relevant legislation. A more detailed list of application requirements is given under Section.8.1 of the *Central Coast Interim Planning Scheme 2013*.

## SEARCH OF TORRENS TITLE

VOLUME 42149	FOLIO 1
EDITION 8	DATE OF ISSUE 15-Dec-2017

SEARCH DATE : 20-Jul-2020

SEARCH TIME : 03.28 PM

DESCRIPTION OF LAND

City of DEVONPORT

Lot 1 on Diagram 42149

Being the land described in Conveyance No. 65/8894

Derivation : Part of 300 Acres Gtd. to E. Martin.

Prior CT 4623/77

SCHEDULE 1

M668226    TRANSFER to AMY ROSE LANGMAID    Registered  
15-Dec-2017 at noon


SCHEDULE 2

Reservations and conditions in the Crown Grant if any

E117368    MORTGAGE to Australia and New Zealand Banking Group  
Limited    Registered 15-Dec-2017 at 12.01 PM

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

APPROVED  RECORDER OF TITLES	<b>CONVERSION PLAN</b> CONVERTED FROM 64/9386	REGISTERED NUMBER <b>D. 42149</b>
FILE NUMBER Y.11101	GRANTEE PART OF 300-0-0 GTD. TO EDWARD MARTIN	DRAWN A. Horsey 6-12-89.

05-K 2082

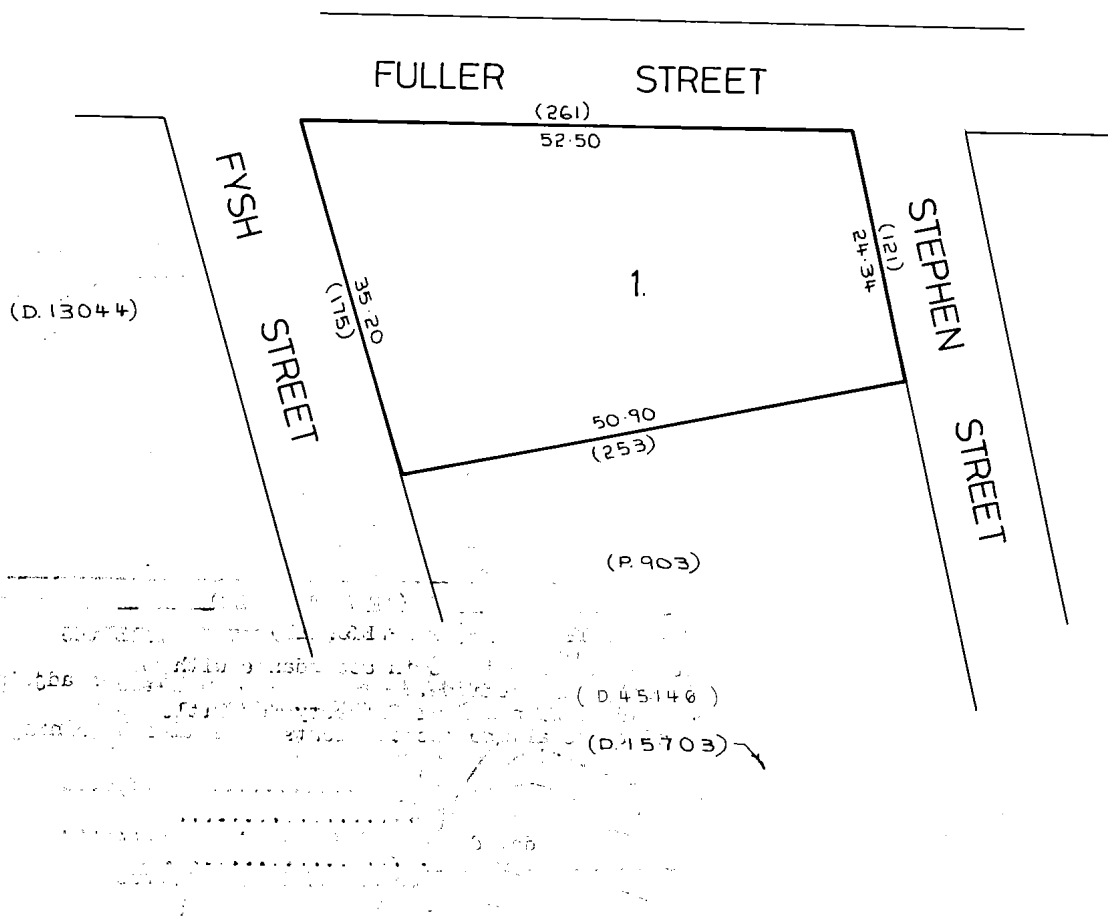
SKETCH BY WAY OF ILLUSTRATION ONLY

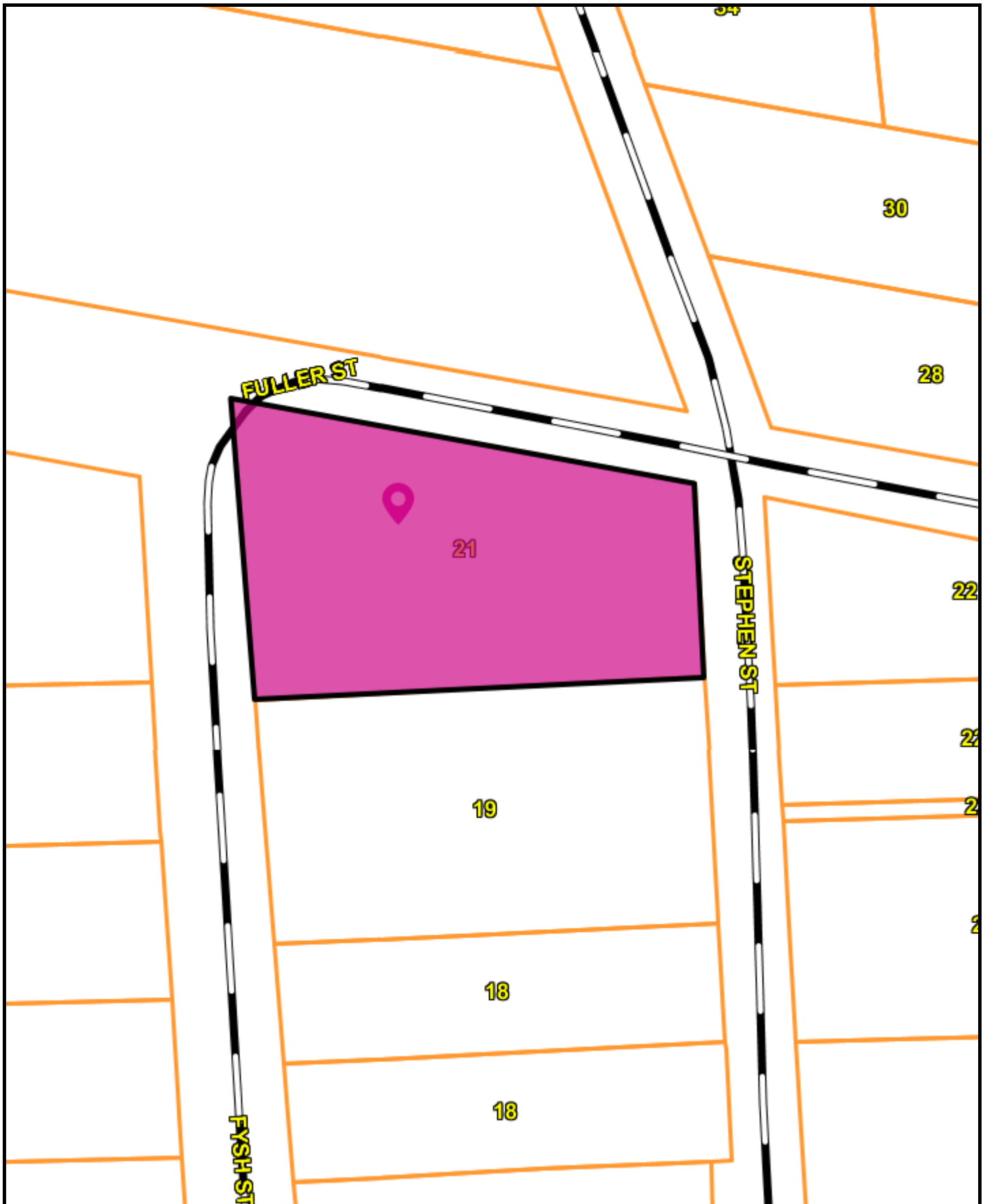
CITY/TOWN OF DEVONPORT

LAND DISTRICT OF

PARISH OF

LENGTHS ARE IN METRES. NOT TO SCALE.  
LENGTHS IN BRACKETS IN LINKS/FEET & INCHES.





20 m



CENTRAL COAST  
COUNCIL

Scale = 1 :  
653.940

Central Coast Council  
19 King Edward St  
Uiversdale  
TAS 7315  
Telephone: 03 6429 8800  
Facsimile: 03 6425 1224  
admin@centralcoast.tas.gov.au



10-Sep-2020

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**21 STEPHEN STREET,  
FORTH  
DA2020250**



Carolyn Harris  
Central Coast Council  
PO Box 220  
Ulverstone 7315

**RE: 21 Stephen Street, Forth. DA.**

Dear Carolyn

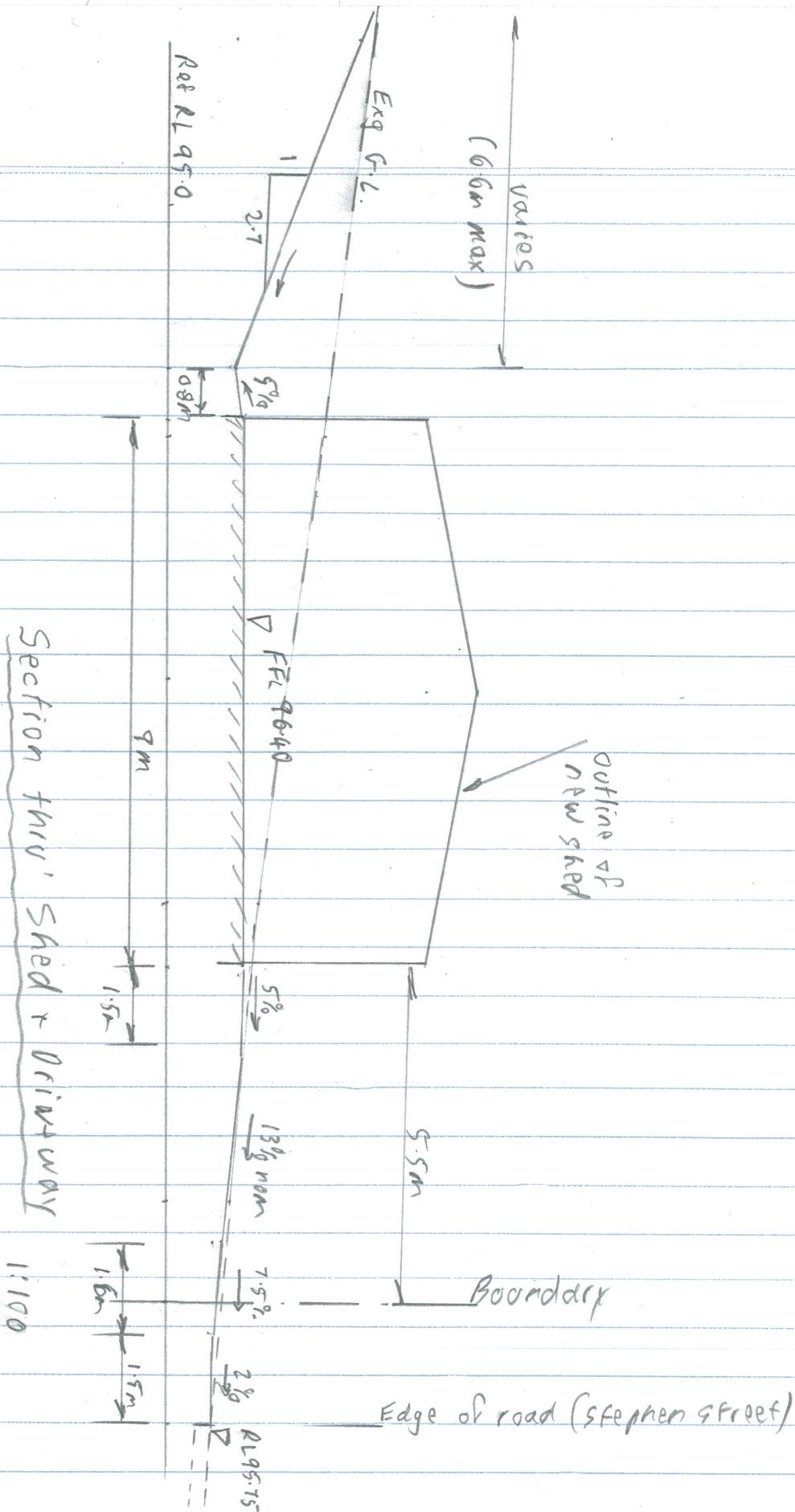
With regard to the height of the proposed residence at 21 Stephen Street, Forth.  
We are seeking an exemption to the Central Coast Interim Planning Scheme (F1.7.1 – (P2)) to exceed the maximum building height of 5.5 metres.

Our reason for exceeding this 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 drainage 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 in to the general area.

Yours Sincerely.

Amy-Rose Langmaid and Matthew Smith



Donal S. Anderson - Consulting Engineer  
 23 Nicholls Street, Devonport Tas. 7310  
 Phone: 03 6423 3583  
 Fax: 03 6423 1422

Proposed Residence  
 For Mr. M. Smith & Mrs. A. Langmaid  
 21 Stephen Street, Forth

Section - Shed + Access Driveway

03-09-20

S/3478-SK1

# Architectural Drawings

Project Number 1718-65  
Revision 03 - Level Alterations - 28-08-2020

- 01 Cover Sheet
- 02 Site Plan
- 03 Lower Floor Plan
- 04 Upper Floor Plan
- 05 Elevations 01
- 06 Elevations 02



# Proposed Residence and Shed

## 21 Stephen Street

## Forth

## Matt Smith and Amy-Rose Langmaid

PROJECT INFORMATION	
BUILDING DESIGNER	STEVEN PENTON
ACCREDITATION NUMBER	CC491K
TITLE REFERENCE	PID 6379242 CT 42149/1
FLOOR AREA RESIDENCE	248 m2
FLOOR AREA SHED	108 m2
SITE AREA	1871 m2
DESIGN WIND SPEED	N2
SOIL CLASSIFICATION	To be determined
CLIMATE ZONE	7
BUSHFIRE RATING	LOW
ALPINE AREA	NO
CORROSION ENVIRONMENT	LOW

*Donal S. Anderson*  
Consulting Engineer

Accreditation CC822J  
ABN 50 078 335 231  
23 Nicholls Street  
Devonport  
Tel (03) 64 233 583  
Fax (03) 64 231 422

ABN – 84 530 588 051



Tammy Smith  
Energy

Thermal performance assessor - VIC/BDAV/12/1448  
Bushfire practitioner - BFP-126  
PO Box 1218 Devonport Tasmania 7310  
6428 6634

ABN – 84 530 588 051

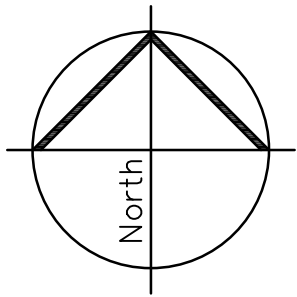
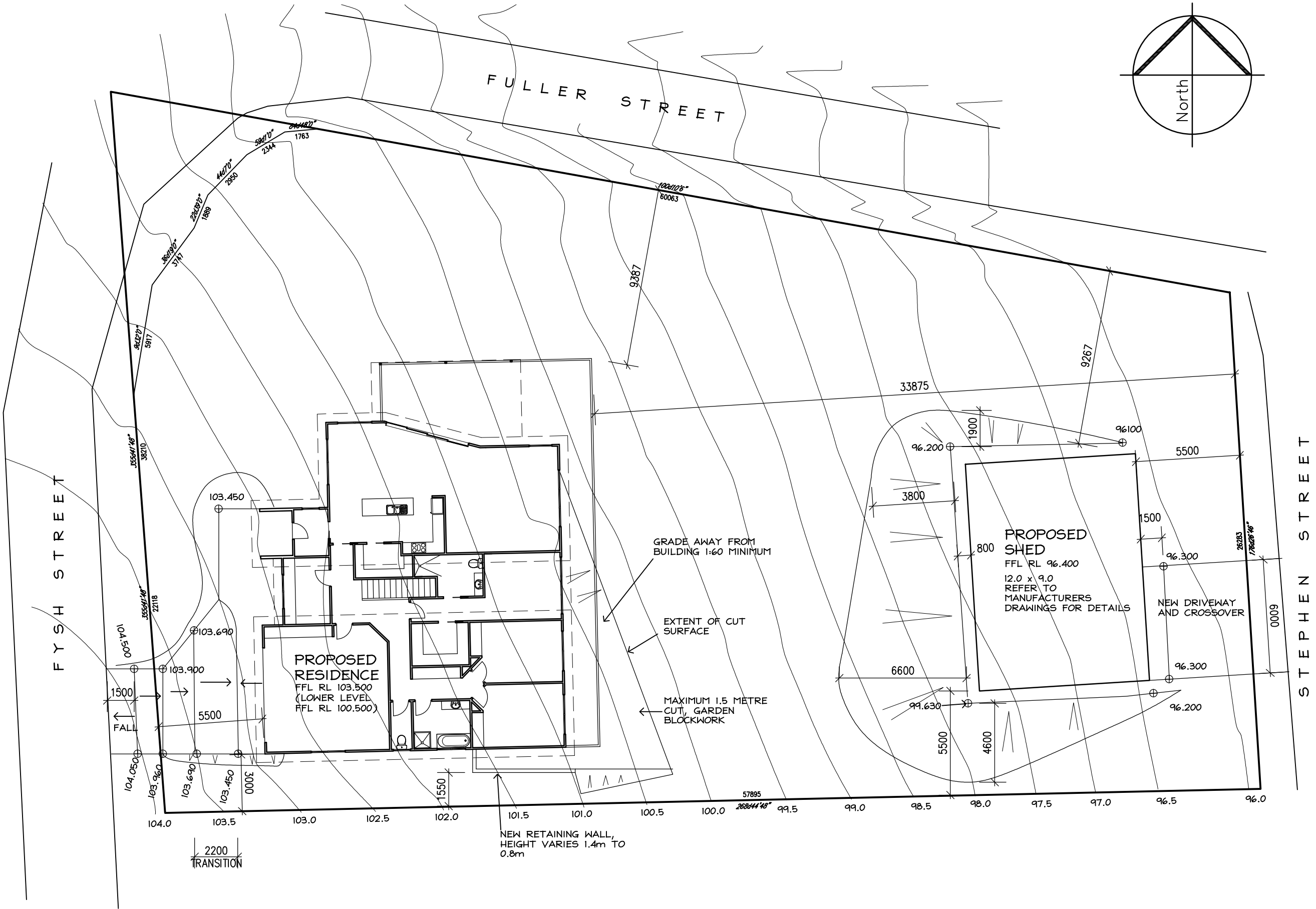


Steven Penton  
Building Design

PO Box 1218 Devonport Tasmania 7310  
6428 6634  
Accreditation CC491K

28/08/2020 4:11:30 PM

Notes:  
ALL DIMENSIONS ARE TO BE CHECKED ON SITE  
BY BUILDER PRIOR TO COMMENCING WORK.



Steven Penton  
Building Design  
Accreditation. CC491K  
PO Box 1218 Devonport  
Tasmania 7310  
6428 6634  
ABN - 84 530 588 051

Revision:		24-03-2020	20-07-2020	28-08-2020
01	PRELIMINARY			
02	PLANNING			
03	LEVEL ALTERATIONS			

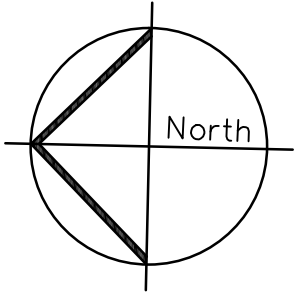
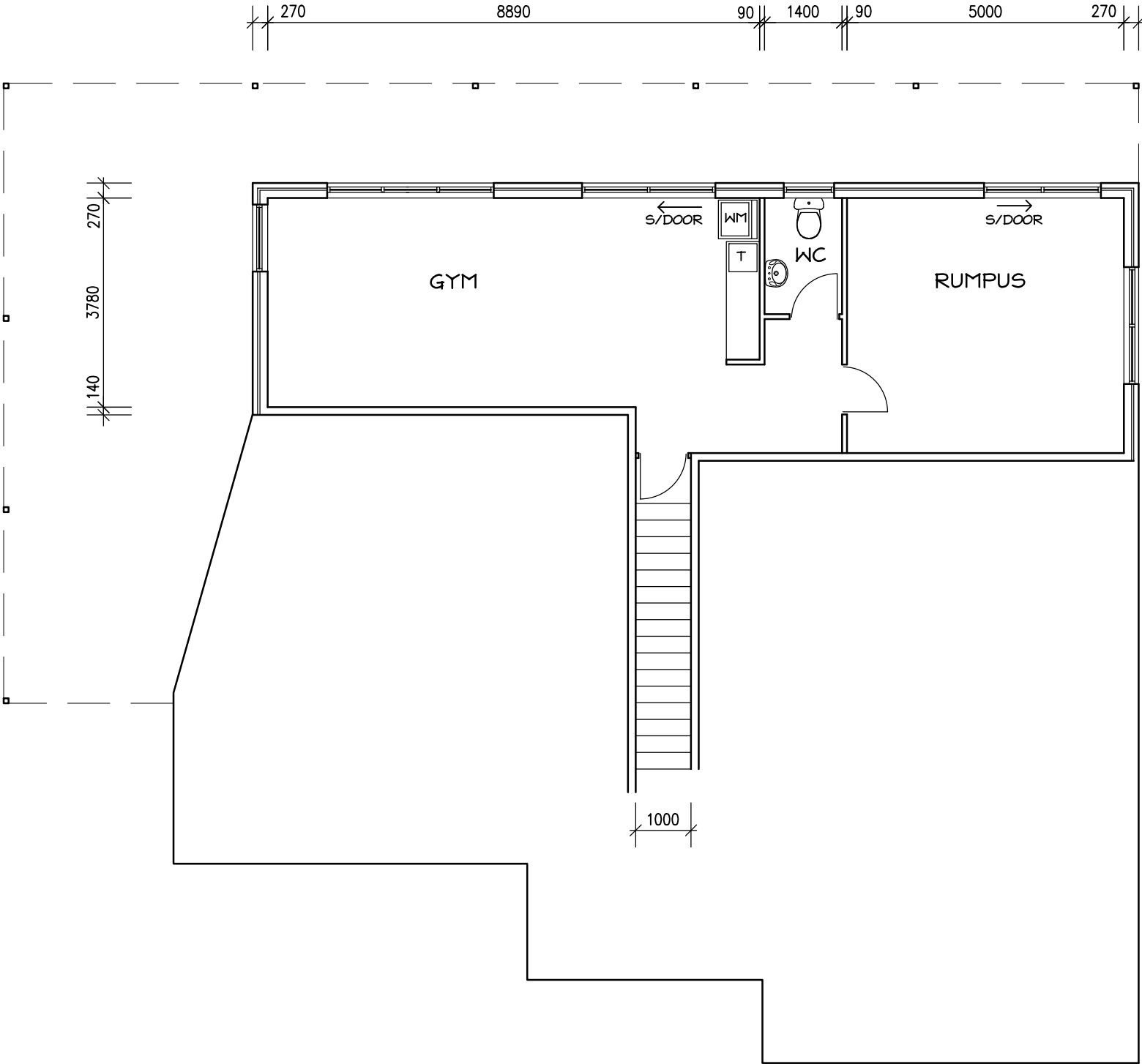
Proposed Residence  
21 Stephen Street  
Forth  
Matt Smith & Amy-Rose Langmaid  
Site Plan

Project No.:  
1718-65  
Drawn:  
Penton  
Scale at A3:  
1:200

Revision:  
03  
Drawing No.:  
02  
of 06

28/08/2020 4:11:30 PM

Notes:  
ALL DIMENSIONS ARE TO BE CHECKED ON SITE  
BY BUILDER PRIOR TO COMMENCING WORK.



Steven Penton  
Building Design  
Accreditation. CC491K  
PO Box 1218 Devonport  
Tasmania 7310  
6428 6634  
ABN - 84 530 588 051

Revision:		24-03-2020	20-07-2020	28-08-2020				
01	PRELIMINARY							
02	PLANNING							
03	LEVEL ALTERATIONS							

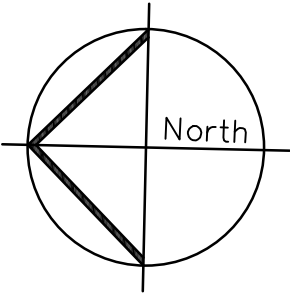
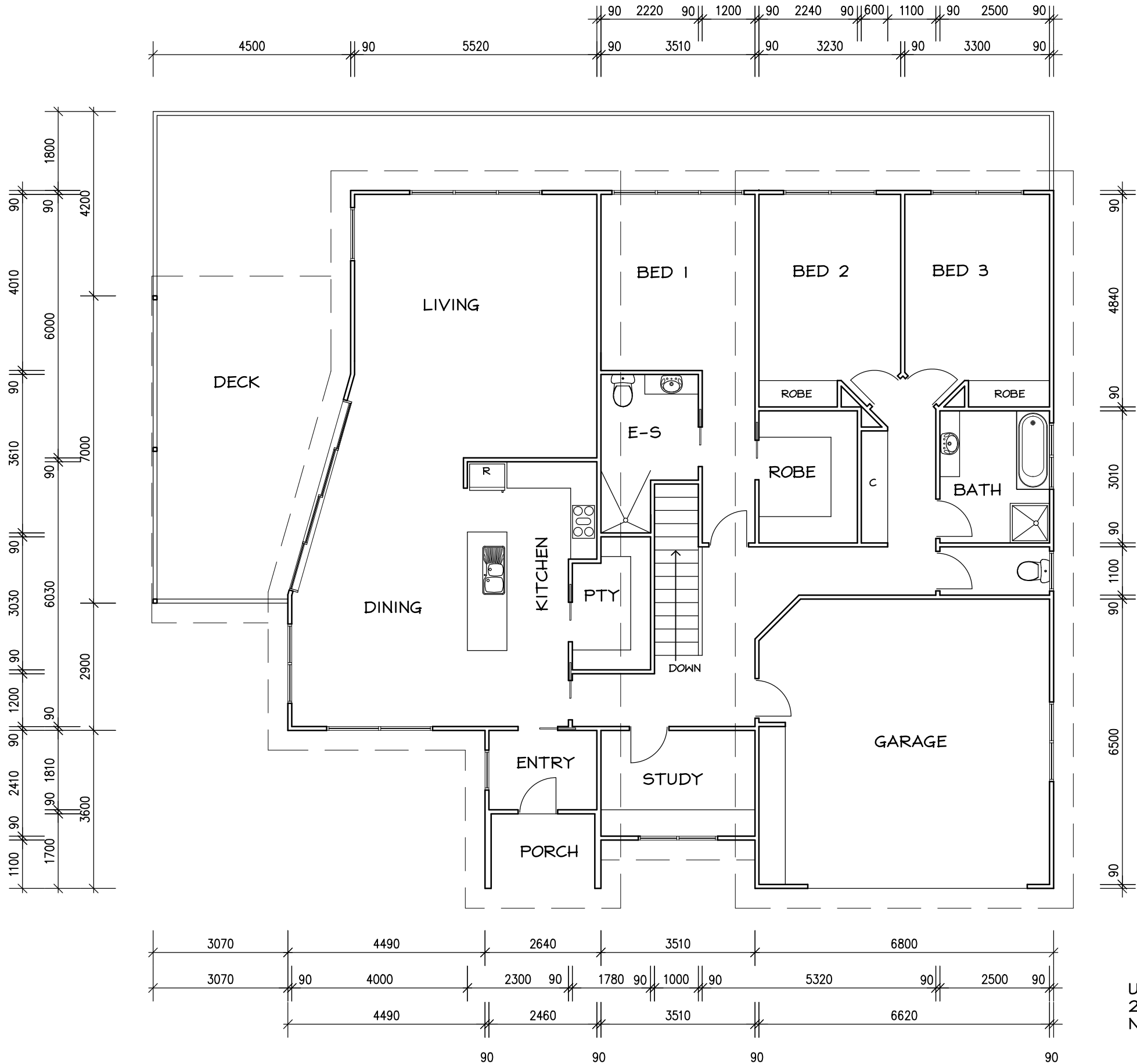
Proposed Residence  
21 Stephen Street  
Forth  
Matt Smith & Amy-Rose Langmaid  
Lower Floor Plan

Project No.:  
1718-65  
Drawn:  
Penton  
Scale at A3:  
1:100

Revision:	Drawing No.:
03	03 of 06

28/08/2020 4:11:30 PM

Notes:  
ALL DIMENSIONS ARE TO BE CHECKED ON SITE  
BY BUILDER PRIOR TO COMMENCING WORK.



UPPER FLOOR AREA  
248 m2  
NOT INCLUDING DECK



Steven Penton  
Building Design  
Accreditation. CC491K  
PO Box 1218 Devonport  
Tasmania 7310  
6428 6634  
ABN - 84 530 588 051

Revision:		24-03-2020	20-07-2020	28-08-2020				
01	PRELIMINARY							
02	PLANNING							
03	LEVEL ALTERATIONS							

Proposed Residence  
21 Stephen Street  
Forth  
Matt Smith & Amy-Rose Langmaid  
Upper Floor Plan

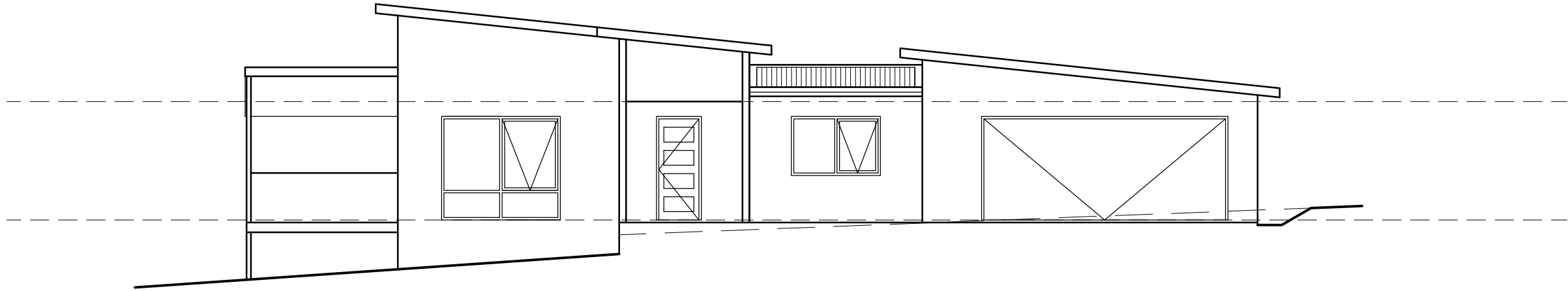
Project No.:  
1718-65  
Drawn:  
Penton  
Scale at A3:  
1:100

Revision:	Drawing No.:
03	04 of 06

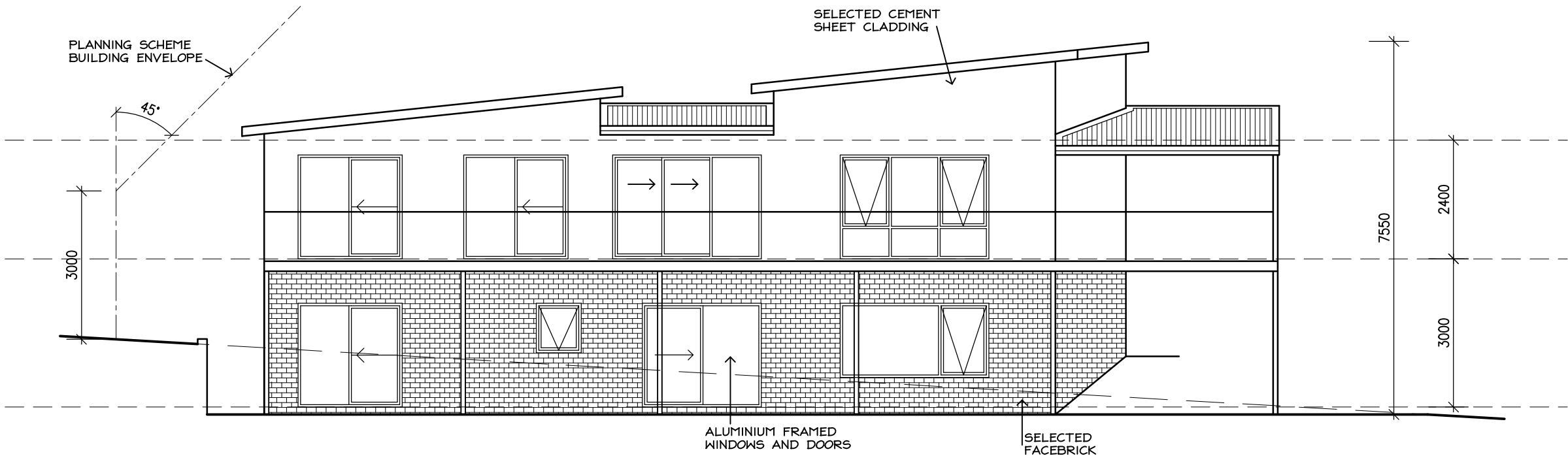


28/08/2020 4:11:31 PM

Notes:  
ALL DIMENSIONS ARE TO BE CHECKED ON SITE  
BY BUILDER PRIOR TO COMMENCING WORK.



WEST ELEVATION



EAST ELEVATION



Steven Penton  
Building Design  
Accreditation. CC491K  
PO Box 1218 Devonport  
Tasmania 7310  
6428 6634  
ABN - 84 530 588 051

Revision:	24-03-2020		20-07-2020		28-08-2020					
	PRELIMINARY		PLANNING		LEVEL ALTERATIONS					
	01		02		03					

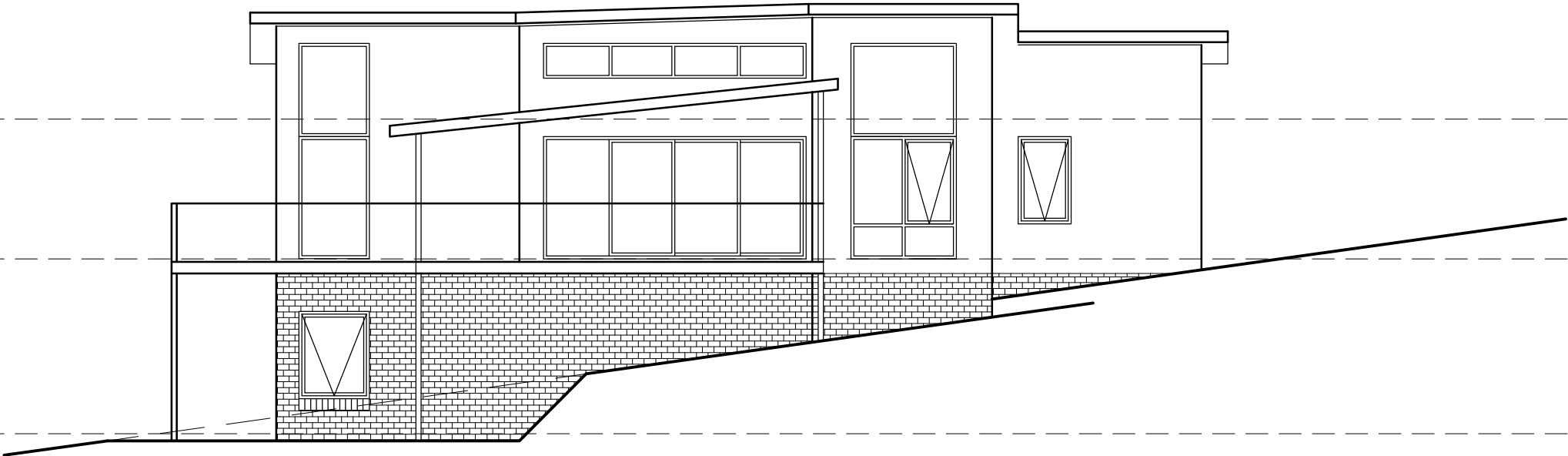
Proposed Residence  
21 Stephen Street  
Forth  
Matt Smith & Amy-Rose Langmaid  
Elevations 01

Project No.:  
1718-65  
Drawn:  
Penton  
Scale at A3:  
1:100

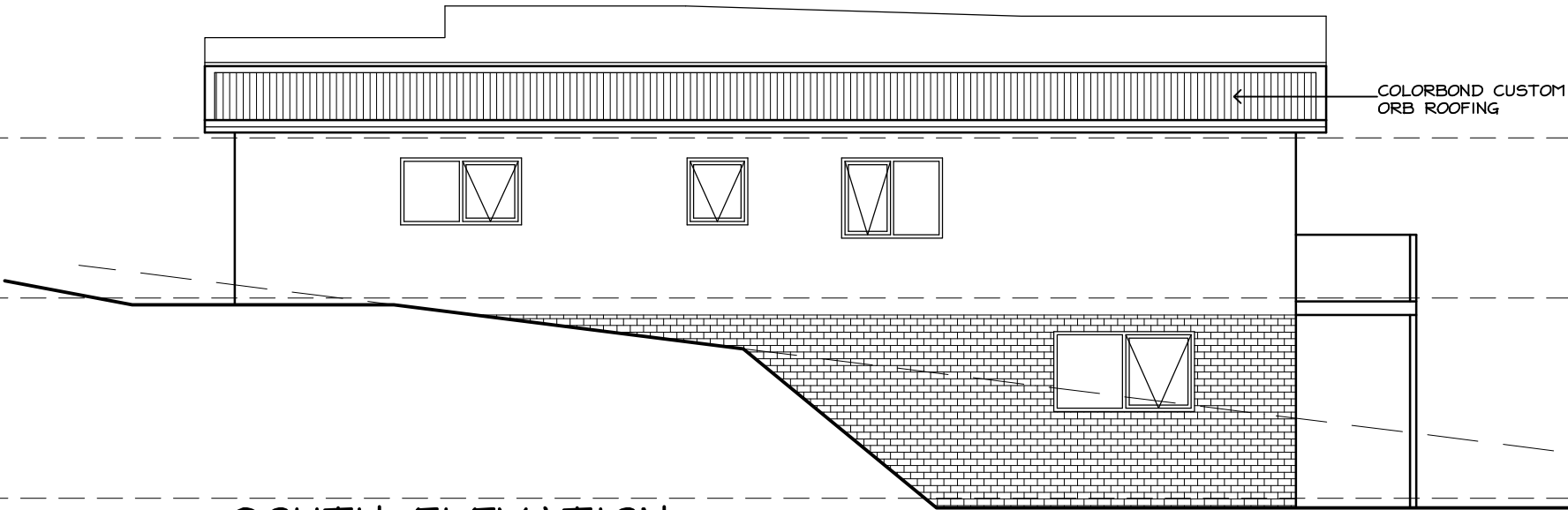
Revision:  
**03**  
Drawing No.:  
**05**  
of 06

28/08/2020 4:11:31 PM

Notes:  
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NORTH ELEVATION



SOUTH ELEVATION



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Revision:									
01	PRELIMINARY								24-03-2020
02	PLANNING								20-07-2020
03	LEVEL ALTERATIONS								28-08-2020

Proposed Residence  
21 Stephen Street  
Forth  
Matt Smith & Amy-Rose Langmaid  
Elevations 02

Project No.:  
1718-65  
Drawn:  
Penton  
Scale at A3:  
1:100

Revision:  
03  
Drawing No.:  
06  
of 06



GENERAL NOTES

These documents show the general arrangement of the building and include some items not supplied (refer to the quotation for nomination of all items to be provided). All items not nominated therein shall be supplied and installed by others.

The plans provided here are the latest at the time of print. Earlier plans provided may have become outdated due to engineering changes and should not be used. The plans and drawings are extensive and give all the information needed for a competent person to erect the building. The building is not designed to stand up by itself when it is partially complete. Consequently, construction bracing is critical during erection.

The owner has been requested to check off the BOM after the building delivery. You should check that you are able to locate all materials nominated in the BOM. You should also confirm that the length and size (including thickness), nominated in the BOM is what has been provided. Any missing items are the responsibility of the client once correct delivery has been confirmed as per Terms and Conditions of Sale.

DESIGN CRITERIA

These building plans have been prepared to comply with the standards nominated in the engineer's letter. All plans are not to Scale.

ADDITIONAL DOCUMENTATION TO BE SUPPLIED BY PURCHASER/OWNER

The Purchaser/Owner is responsible for:

\*Provision of Soils Report for the site and in the building area on which the building is to be erected

\*Site/Drainage Plans

\*Any other plans not covered by these engineering plans requested by the local Council or the authority

BUILDING CONSTRUCTION REQUIREMENTS

The Purchaser/Owner is to be ensured that all building construction is carried out in accordance with the Plans, the Construction Manual and the Bill of Materials (BOM).

SLAB AND/OR PIER DETAILS - GENERAL

\* The minimum size of Piers under the columns and End Wall Mullions are nominated on the Material Specifications Plan. When the slab and piers are poured as one pour, the depth of the pier is to the bottom of the slab.

\* Pier Reinforcement: for any piers over 1100mm, deformed bar to within 100mm of base and minimum 75mm top cover. Minimum side cover 75mm, maximum 100mm. Rod to be caged horizontally at least twice and at a maximum of 300mm spacing.Tie with a minimum of 6mm diameter cage tie. Where pier diameter is less than 450mm diameter, use 4 N12. For diameters equal to and over 450mm, use 4 N16.\* Where columns or end wall mullions have been removed, piers are not required.

\* End wall mullion spacing may move due to location of openings or doors. Check layout and component position plan, and relocate piers as required.

- \* The Slab Plan indicates those parts of the slab which are 50mm below main slab/piers.
- \* Footings and slabs, including internal and edge beams, must be founded on natural soil with a minimum allowable bearing capacity of 100kPa. Design covers soil classifications of A, S, M, H1 or H2 for a class 10 building.
- \* The footing designs have been calculated with adhesion values of 0kPa, 25kPa and 50kPa for clay soils and dense sand soils only.
- \* A site specific geotechnical investigation has not been performed. The builder will need to verify the soil type and conditions.
- \* Site conditions different to those specified require a modified design.
- \* Sub grade shall be excavated and compacted to a minimum of 100% standard dry density ratio and within 2% of the OMC to comply with AS2159.
- \* Designs are in accordance with AS 3600:2018
- \* All concrete to be in accordance with AS 3600:2018. Minimum 25 Mpa, with 80mm slump.
- \* Concrete should be cured for 7 days before commencing construction of the building.

Concrete Slab

For Class A, S or M Sites

\* Slab thickness to be a minimum of 100mm with SL 72 mesh and 40mm top cover.

\* Concrete piers under Roller Door Jambs to be a minimum size as below:

C15015 - 300mm dia x 375mm deep, centered to the C Section

Where heavy traffic is to go through the roller door, it is recommended that the slab edge should be thickened to 200mm deep by 300mm wide for the length between the mullions. Place an additional section of SL 72 mesh, 50mm from the base in all thickenings.

For Class H1 or H2 Sites

\* Slab thickness to be a minimum of 100mm with SL 82 mesh and 40mm top cover.

\* Perimeter beams 400mm deep x 300mm wide with Y12 3 bar Trench Mesh to the perimeter of the building.

\* Internal beams 400mm deep by 300mm wide with Y12 3 bar Trench Mesh at a max spacing of 6.2m.

\* Concrete piers under Roller Door Jambs to be a minimum size as below:

C15015 - 300mm dia x 500mm deep, centered to the C Section

Concrete Piers Only

For Class A, S or M Sites

\* Concrete piers under Roller Door Jambs to be a minimum size as below:

C15015 - 300mm dia x 750mm deep, centered to the C Section

For Class H1 or H2 Sites

\* Concrete piers under Roller Door Jambs to be a minimum size as below:

C15015 - 300mm dia x 1000mm deep, centered to the C Section

BRACING NOTES

- \* Refer to Connection Details.
- \* Knee bracing clearance from FFL is X = Main Building: 1.554m.
- \* All Cross Bracing is achieved with 1.2mm Strap G450.
- \* Cross bracing is to be fixed taut and secured with 14.20 x 22 frame screws at each end, quantity as per connection details.
- \* Fly bracing to be fixed to the purlins/girts on all mid portal rafters, columns and end wall mullions. Fly bracing is to be fitted to every second purlin/girt, or, on every one, where the spacing between fly braces would exceed the maximum specified below for the relevant column/rafter size:

- C150 - maximum 1800mm spacing
- C200, C250 - maximum 2200mm spacing
- C300 - maximum 2800mm spacing
- C350 - maximum 2800mm spacing
- C400 - maximum 2800mm spacing

Initial measurement is from the haunch of the column/rafter, and from the rafter for any end wall mullions.

\* All bracing strap ends to be located as close as practical to structural member's (columns, rafters, mullions) centerline.

BOLTS


- \* Unless otherwise nominated, all bolts are grade 4.6
- \* All tensioned bolts shall be tensioned using the part turn method (refer to AS4100). For the erector, full details are in the construction manual.

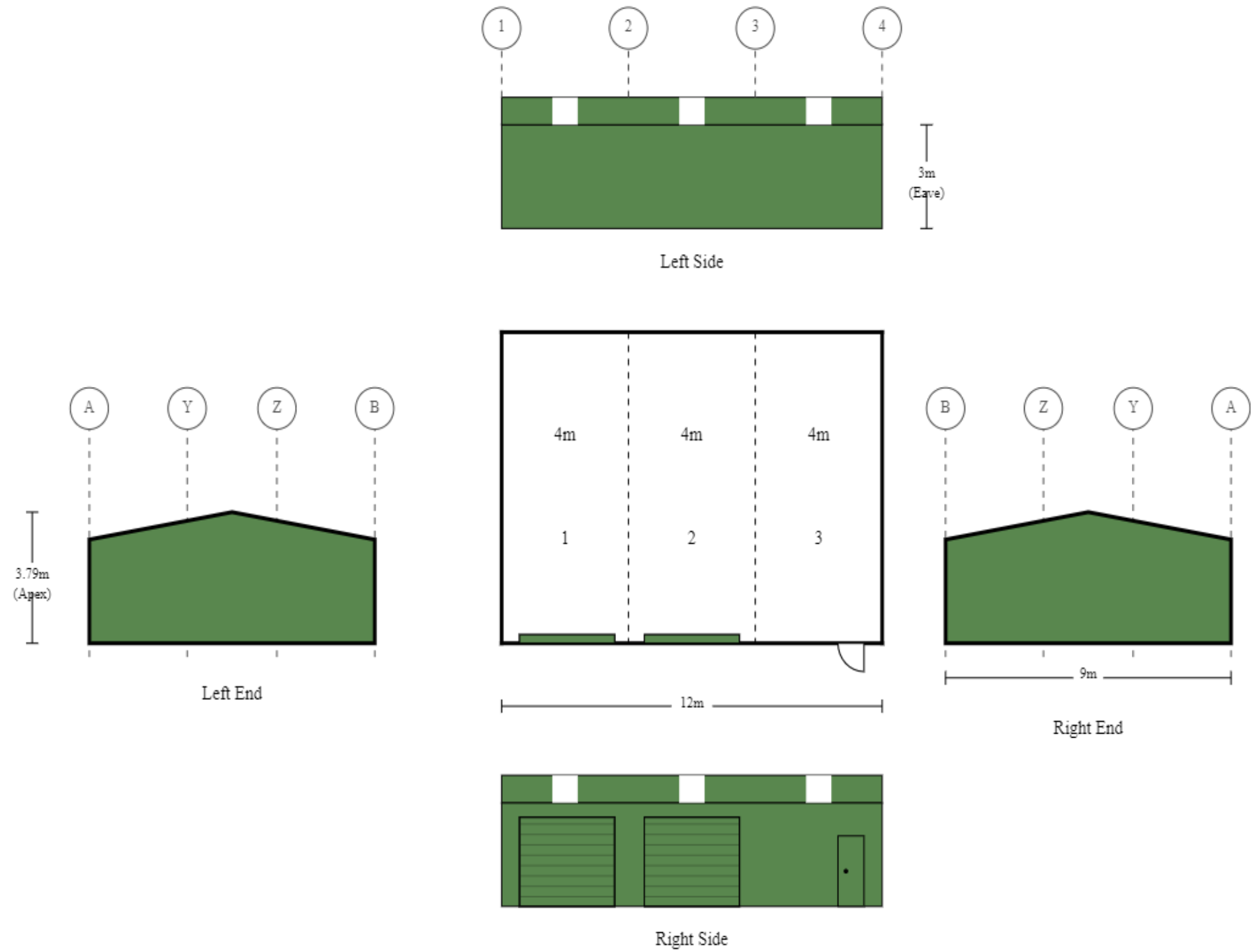
Roller Doors

All comments regarding roller doors are based from inside the building looking out.

OTHER MATERIALS NOTES

- \* All Sheeting, Flashing and framing screws are Climaseal 4.
- \* All purlin material has Z350 zinc coating with minimum strength of 450MPa.

Revision	Date	Initial	Purchaser Name: Matthew Smith		<div>General Notes</div> <div>NOT FOR CONSTRUCTION</div> <div>Page 1 of 1</div> <div>©Copyright Steelx IP Pty Ltd</div>	<div>Seller: Sheds n Homes North West</div> <div>Name: Hubbard Construction Company Pty Ltd aft the Handellet Family Trust</div> <div>Phone: 0418 143 439</div> <div>Fax:</div> <div>Email: andrew.hubbard@shedsnhomes.com.au</div>	<div>TNC ENGINEERING PTY LTD</div> <div>ACN: 610 855 260</div> <div>MIE Aust. (Registered NER Structural &amp; Civil) 2741240</div> <div>QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;</div> <div>Practising Professional Structural &amp; Civil Engineers</div> <div>Signature:  R. Nancarrow</div> <div>Date: 09/09/20</div>
			Site Address: 21 Stephen Street Forth TAS 7310 Australia				
			Drawing # SNWT200064 - 2	Print Date: 9/09/2020			



Purchaser Name: Matthew Smith

Site Address: 21 Stephen Street Forth TAS 7310 Australia

Drawing # SNWT200064 - 3

Print Date: 09/09/20

**Layout**  
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 Practising Professional Structural & Civil Engineers

Signature:  R. Nancarrow  
 Date: 09/09/20

MATERIAL SPECIFICATIONS

For further information regarding the tabulated values shown, refer to the General Notes

Building Dimensions

Categories	Span	Length	Pitch	Height	Grid(s)	Portal(s)
Main Building	9	12	10	3	A - B	1 - 4

Portal Frame Elements

Grid / Portal Number		1	2	3	4
Columns	A	C15012	C15015	C15015	C15012
	B	C15012	C15015	C15015	C15012
Rafters	A - Apex	C15012	C15012	C15012	C15012
	Apex - B	C15012	C15012	C15012	C15012
End Wall Mullions	Y	C15012	-	-	C15012
	Z	C15012	-	-	C15012
Apex Braces	Apex	-	C15012 @ 2.7m	C15012 @ 2.7m	-
Knee Braces	A - Apex		C15012 @ 2m	C15012 @ 2m	
	Apex - B		C15012 @ 2m	C15012 @ 2m	

Bay Section Elements


Grid / Bay Number		1	2	3	Maximum
Bay Widths		4	4	4	
Roof Purlins (refer to Purlin And Girt Plan)		Z100	Z100	Z100	
Roof Purlin Spacing (End)	A - Apex	1.098	1.098	1.098	1.400
	Apex - B	1.098	1.098	1.098	1.400
Roof Purlin Spacing (Internal Spans)	A - Apex	1.098	1.098	1.098	1.550
	Apex - B	1.098	1.098	1.098	1.550
Eave Purlin	A	C10010	C10010	C10010	
	B	C10010	C10010	C10010	
Side Girts (refer to Purlin And Girt Plan)		Z100	Z100	Z100	
Side Girt Bridging (Rows)	B	-	-	YES (1)	
Side Girts Spacing (End)	A	1.385	1.385	1.385	1.700
	B	1.385	1.385	1.385	1.700
Side Girts Spacing (Internal)	A	1.385	1.385	1.385	1.700
	B	1.385	1.385	1.385	1.700
Roller Door Header	B	C10010	C10010	-	
Roller Door Jambs	B	C15015	C15015	-	
PA Door Header	B	-	-	C10010	
PA Door Jambs	B	-	-	C10012	

End Bay Section Elements

Grid / Portal Number		1	4	Maximum
End Girts (refer to Purlin And Girt Plan)		Z100	Z100	
End Girts Spacing (End)	A - Y	1.385	1.385	1.700
	Y - Z	1.385	1.385	1.700
	Z - B	1.385	1.385	1.700
End Girts Spacing (Internal)	A - Y	1.385	1.385	1.700
	Y - Z	1.385	1.385	1.700
	Z - B	1.385	1.385	1.700

Cladding Elements


Category	Colour	Product
Roof Sheeting	DeepOcean	TRIMCLAD® 0.42 BMT (0.47TCT)
Roof Flashings	COLORBOND® steel	BlueScope 0.55 BMT
Wall Sheeting	DeepOcean	TRIMCLAD® 0.42 BMT (0.47TCT)
Wall Flashing	COLORBOND® steel	BlueScope 0.55 BMT

Revision	Date	Initial	Purchaser Name: Matthew Smith		<div>Specification Sheet</div> <div>NOT FOR CONSTRUCTION</div> <div>Page 1 of 2</div> <div>©Copyright Steelx IP Pty Ltd</div>	<div>Seller: Sheds n Homes North West</div> <div>Name: Hubbard Construction Company Pty Ltd aft the Handellet Family Trust</div> <div>Phone: 0418 143 439</div> <div>Fax:</div> <div>Email: andrew.hubbard@shedsnhomes.com.au</div>	<div>TNC ENGINEERING PTY LTD</div> <div>ACN: 610 855 260</div> <div>MIE Aust. (Registered NER Structural &amp; Civil) 2741240</div> <div>QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;</div> <div>Practising Professional Structural &amp; Civil Engineers</div> <div>Signature:  R. Nancarrow</div> <div>Date: 09/09/20</div>
			Site Address: 21 Stephen Street Forth TAS 7310 Australia				
			Drawing # SNWT200064 - 4	Print Date: 9/09/2020			

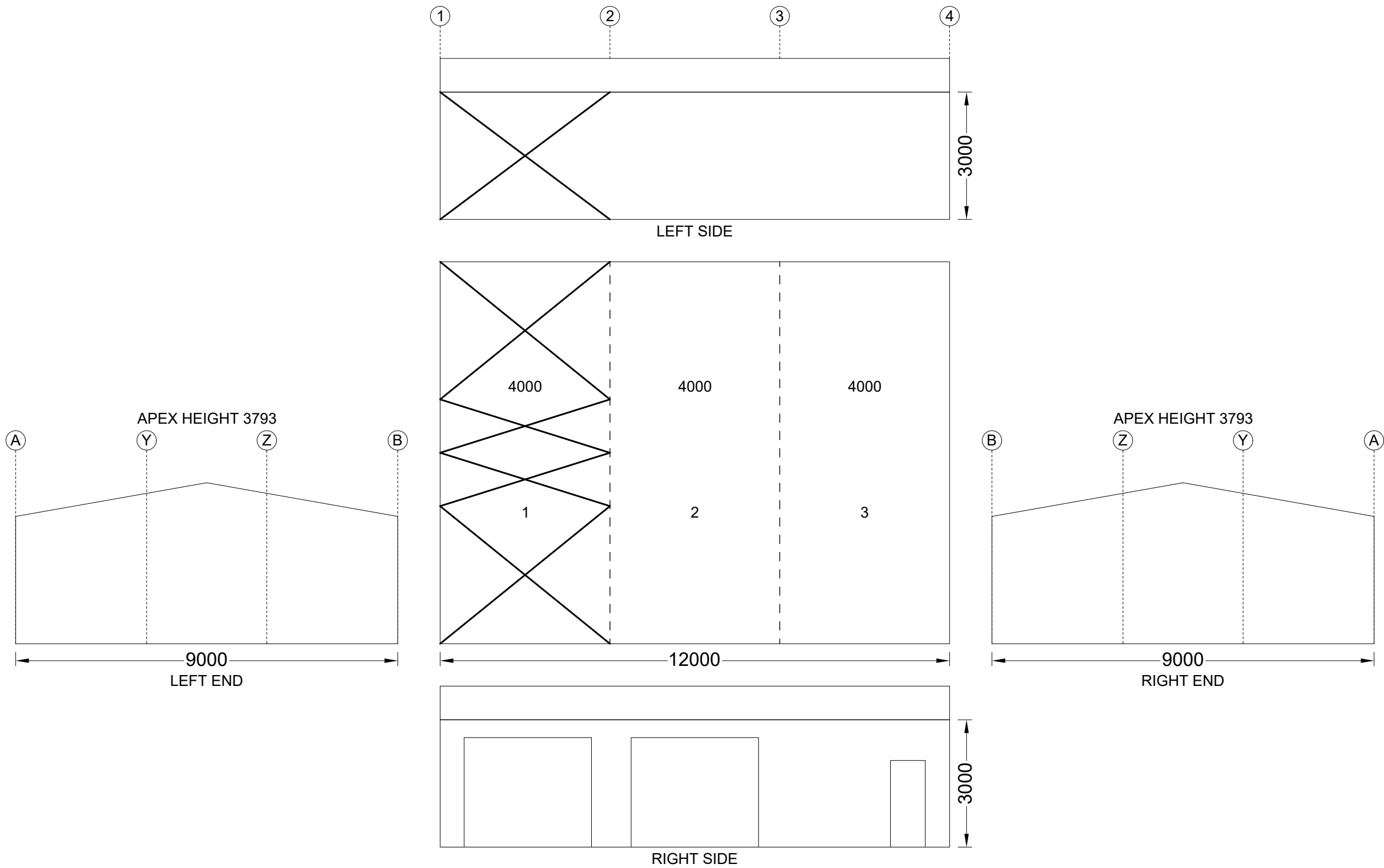
MATERIAL SPECIFICATIONS

For further information regarding the tabulated values shown, refer to the General Notes

Pier Sizes			Depth - when NO Slab		Depth - with Slab	
Adhesion (kPa)	Soil Description	Diameter (mm)	BP1 (mm)	BP2 (mm)	BP1 (mm)	BP2 (mm)
0	Sandy Soil	300	1100	1400	450	450
		450	800	1000	450	450
		600	600	800	450	450
25	Soft to Firm Clay	300	700	800	450	450
		450	700	800	450	450
		600	600	800	450	450
50	Stiff to Very Stiff Clay	300	700	800	450	450
		450	700	800	450	450
		600	600	800	450	450

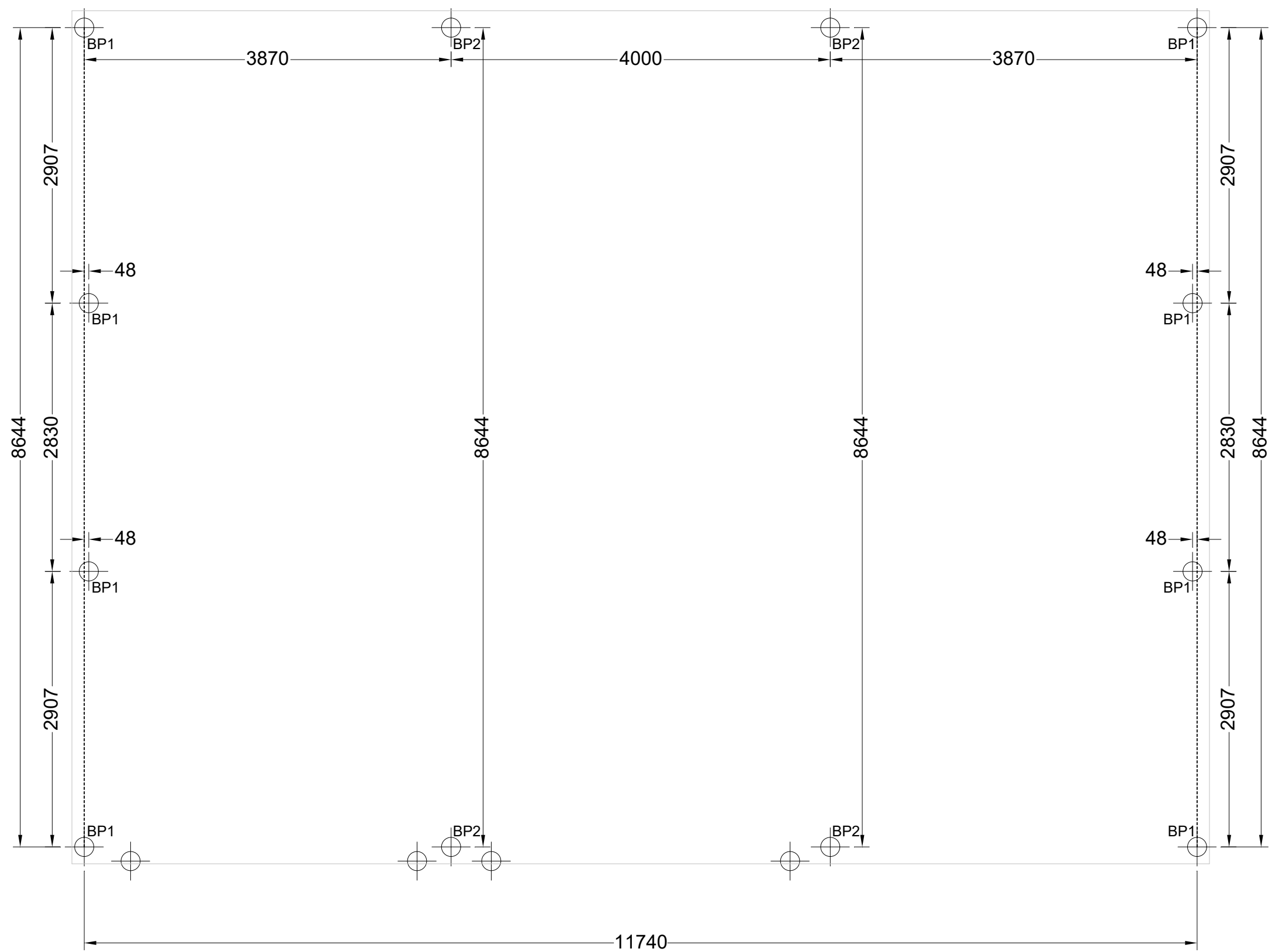
Revision	Date	Initial	Purchaser Name: Matthew Smith		Specification Sheet  NOT FOR CONSTRUCTION   Page 2 of 2  ©Copyright Steelx IP Pty Ltd	Seller: Sheds n Homes North West  Name: Hubbard Construction Company Pty Ltd Ltd aft the Handellet Family Trust Phone: 0418 143 439  Fax:  Email: andrew.hubbard@shedsnhomes.com.au	TNC ENGINEERING PTY LTD ACN: 610 855 260 MIE Aust. (Registered NER Structural & Civil) 2741240 QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES; Practising Professional Structural & Civil Engineers  Signature:  R. Nancarrow  Date: 09/09/20
			Site Address: 21 Stephen Street Forth TAS 7310 Australia				
			Drawing # SNWT200064 - 4	Print Date: 9/09/2020			


Cross Bracing is achieved with 1.2mm Strap. Refer to Connection Details.  
Cross bracing in the roof is to the purlin nearest to the end wall mullions, where applicable.



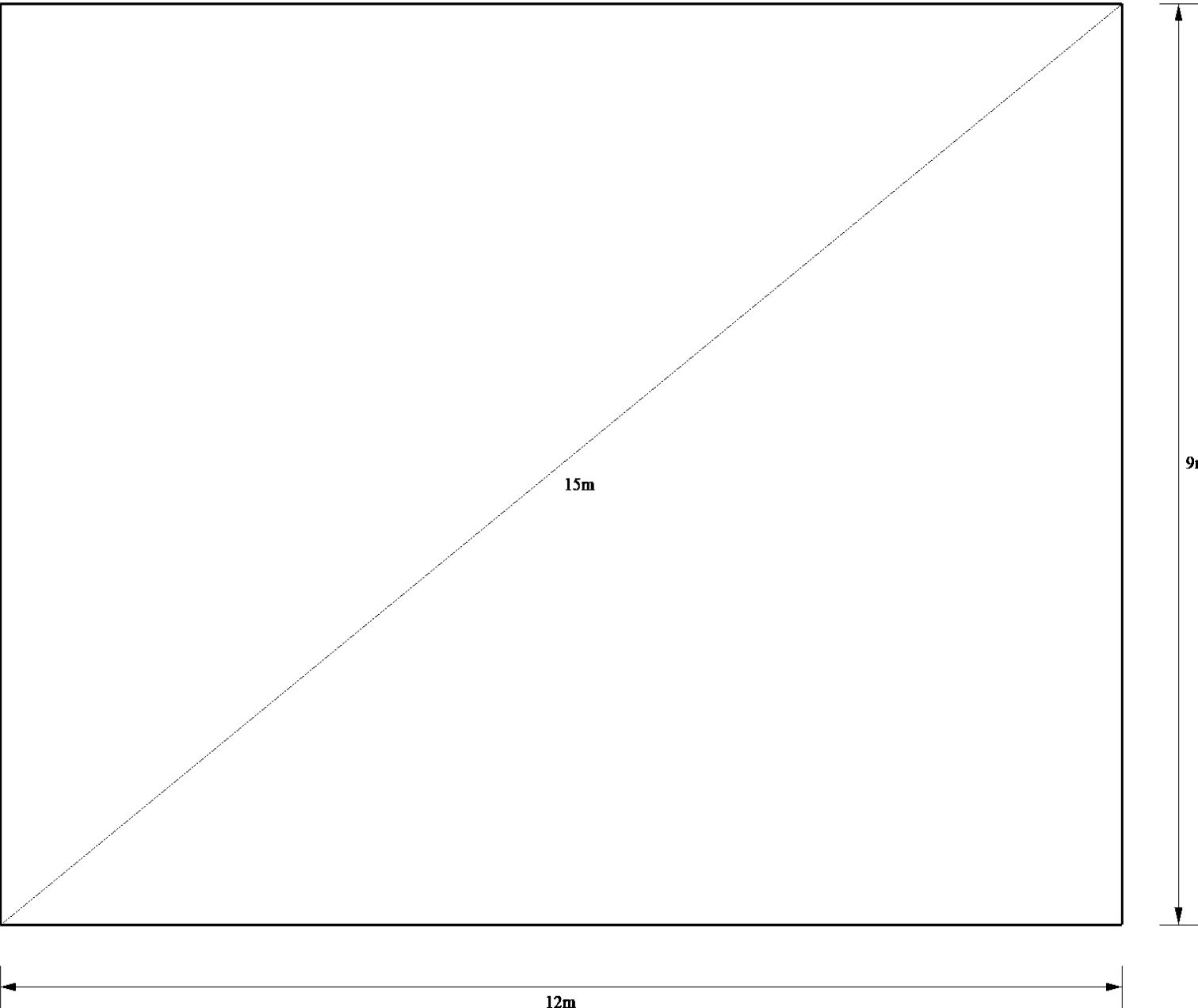
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			Drawing # SNWT200064 - 5	Print Date: 9/09/2020			

These dimensions are provided as a guide only. It is the responsibility of the concreter to confirm that all dimensions are correct.  
Refer to Material Specifications Plan for BP dimensions.



Revision	Date	Initial	Purchaser Name: Matthew Smith		<div>Concrete Piers</div> <div>PIER MEASUREMENT ONLY. NOT FOR CONSTRUCTION</div> <div>NOT TO SCALE</div> <div>Page 1 of 1</div> <div>©Copyright Steelx IP Pty Ltd</div>	<div>Seller: Sheds n Homes North West</div> <div>Name: Hubbard Construction Company Pty Ltd aft the Handellet Family Trust</div> <div>Phone: 0418 143 439</div> <div>Fax:</div> <div>Email: andrew.hubbard@shedsnhomes.com.au</div>	<div>TNC ENGINEERING PTY LTD</div> <div>ACN: 610 855 260</div> <div>MIE Aust. (Registered NER Structural &amp; Civil) 2741240</div> <div>QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;</div> <div>Practising Professional Structural &amp; Civil Engineers</div> <div>Signature:  R. Nancarrow</div> <div>Date: 09/09/20</div>
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			Drawing # SNWT200064 - 6				
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These dimensions are provided as a guide only. It is the responsibility of the concreter to confirm that all dimensions are correct.



Purchaser Name: Matthew Smith

Site Address: 21 Stephen Street Forth TAS 7310 Australia

Drawing # SNWT200064 - 7

Print Date: 09/09/20

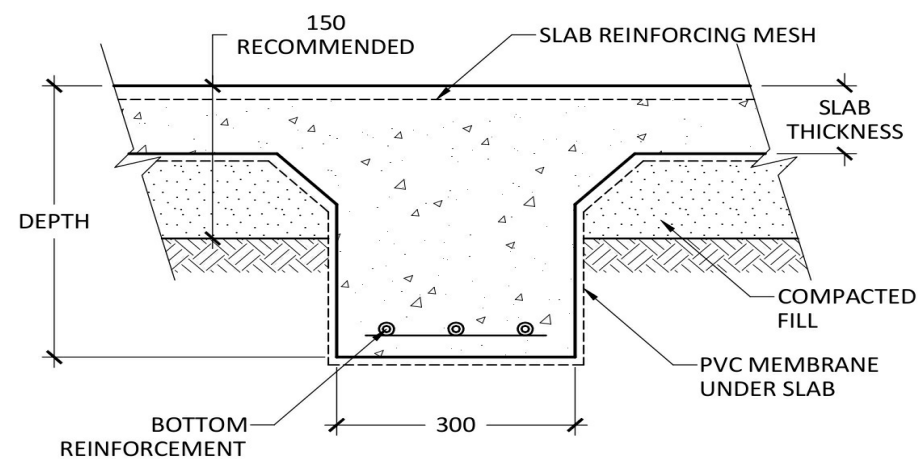
**Slab Dimensions**  
**Also refer to Concrete Piers Plan. NOT FOR CONSTRUCTION**  
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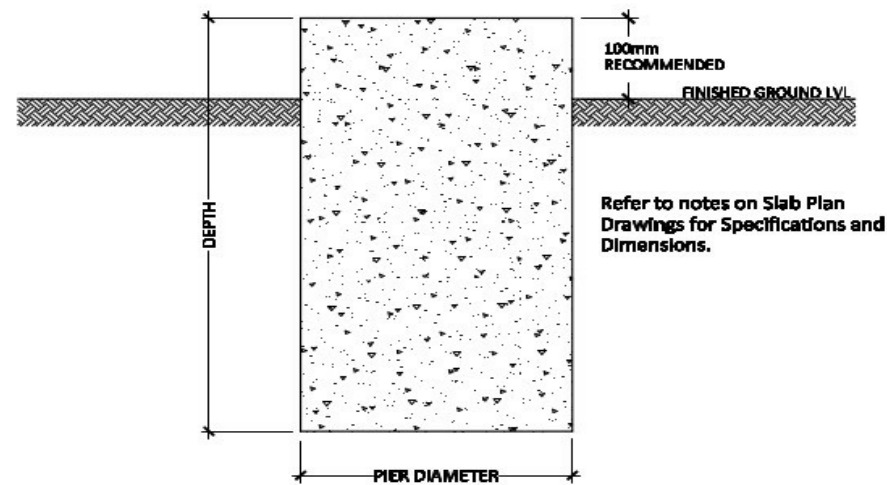
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Signature:  R. Nancarrow  
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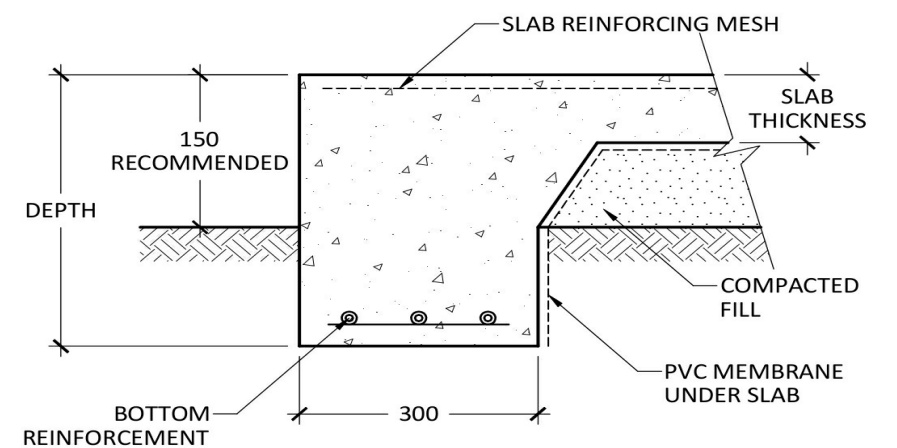




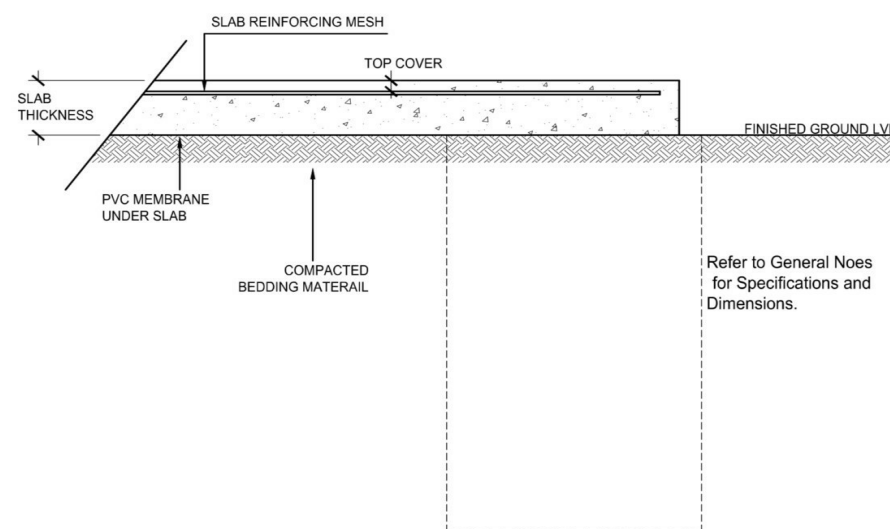
**INTERNAL BEAM  
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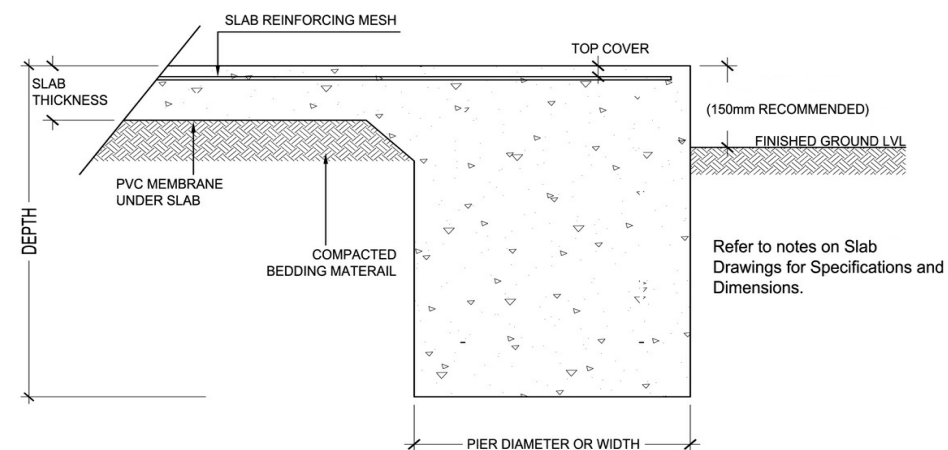
**BORED PIER**



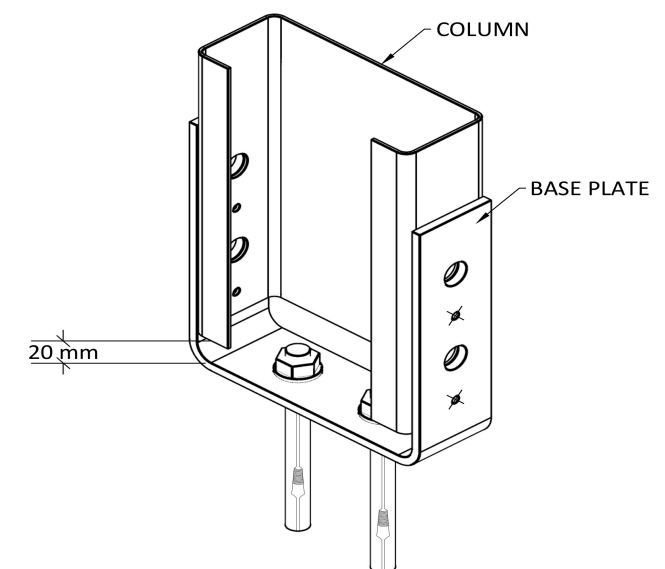
**PERIMETER BEAM  
(H1 & H2 SOIL TYPE ONLY)**



**SLAB DETAIL BETWEEN PIERS  
(Class A , S & M)**



**SLAB AND PIER DETAIL**



- FIXING BOLTS - 2 of M12 x 80 TRUEBOLT
- FIXING BOLTS - 4 of M12 x 30
- × FIXING SCREWS - 4 of 12.14 x 22 Hex

**C150 COLUMN FIXING**

Purchaser Name: Matthew Smith

Site Address: 21 Stephen Street Forth TAS 7310 Australia

Drawing # SNWT200064 - 8

Print Date: 09/09/20

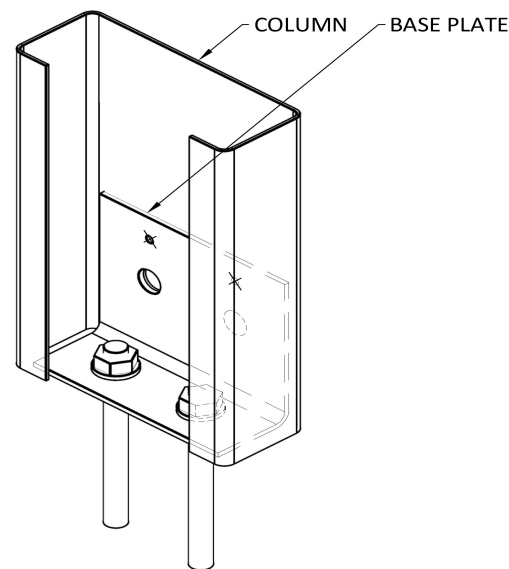
**Connection Details**  
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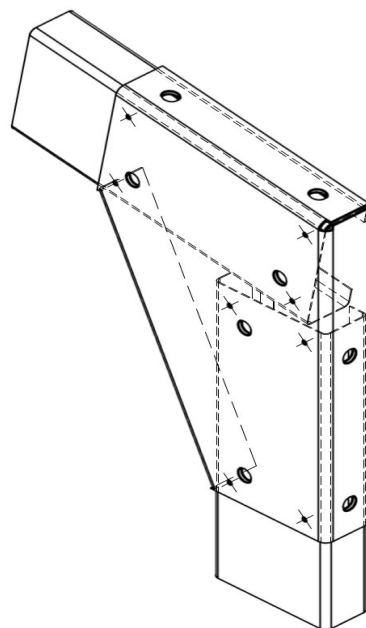
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Date: 09/09/20





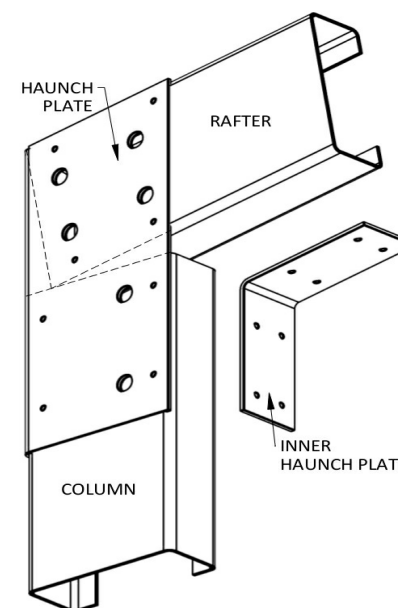
- FIXING BOLTS - 2 of M12 x 80 TRUEBOLT
- FIXING BOLTS - 2 of M12 x 30
- × FIXING SCREWS - 2 of 14.20 x 22

**C150 MULLION BASE PLATE**



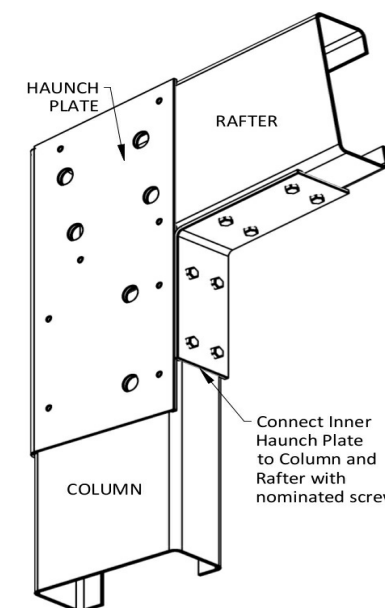
- FIXING BOLTS - 8 of M12 x 30
- × FIXING SCREWS - 8 of 14.20 x 22

**HAUNCH BRACKET - C150, 10°**

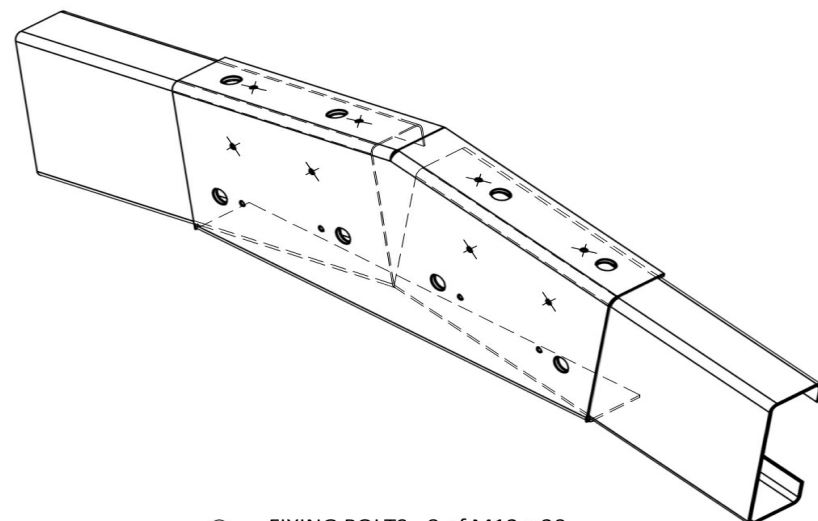


- × FIXING SCREWS - 8 of 14.20 x 22

**INNER HAUNCH BRACKET - SINGLE RAFTER**

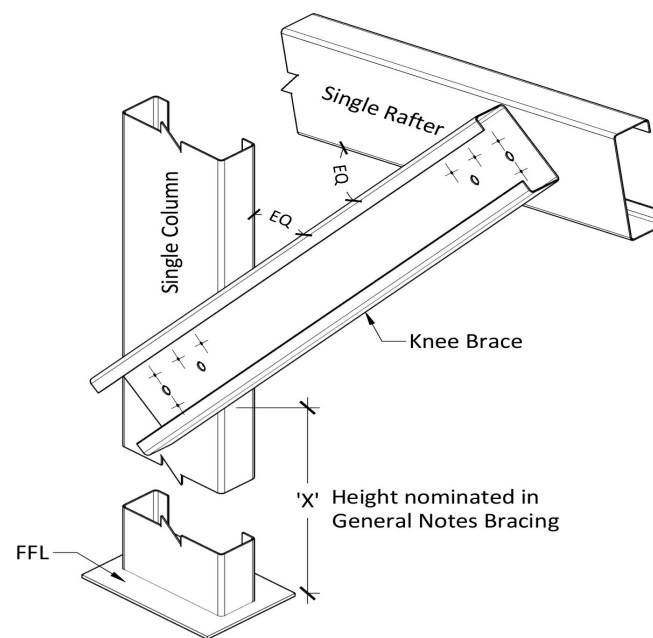


Connect Inner Haunch Plate to Column and Rafter with nominated screws



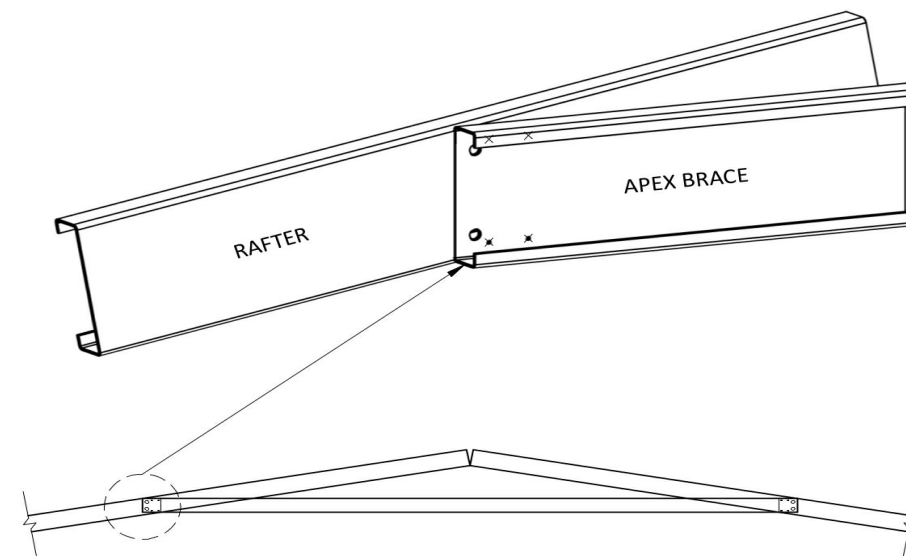
- FIXING BOLTS - 8 of M12 x 30
- × FIXING SCREWS - 8 of 14.20 x 22

**APEX PLATE, C150, 10°**



- FIXING BOLTS - 4 of M12 x 30
- × FIXING SCREWS - 8 of 14.20 x 22

**C150 KNEE BRACE FOR SINGLE COLUMN + SINGLE RAFTER**



- FIXING BOLTS - 2 of M12 x 40
- × FIXING SCREWS - 4 of 14.20 x 22

**APEX BRACE FOR SINGLE RAFTER - C150**

Purchaser Name: Matthew Smith

Site Address: 21 Stephen Street Forth TAS 7310 Australia

Drawing # SNWT200064 - 8

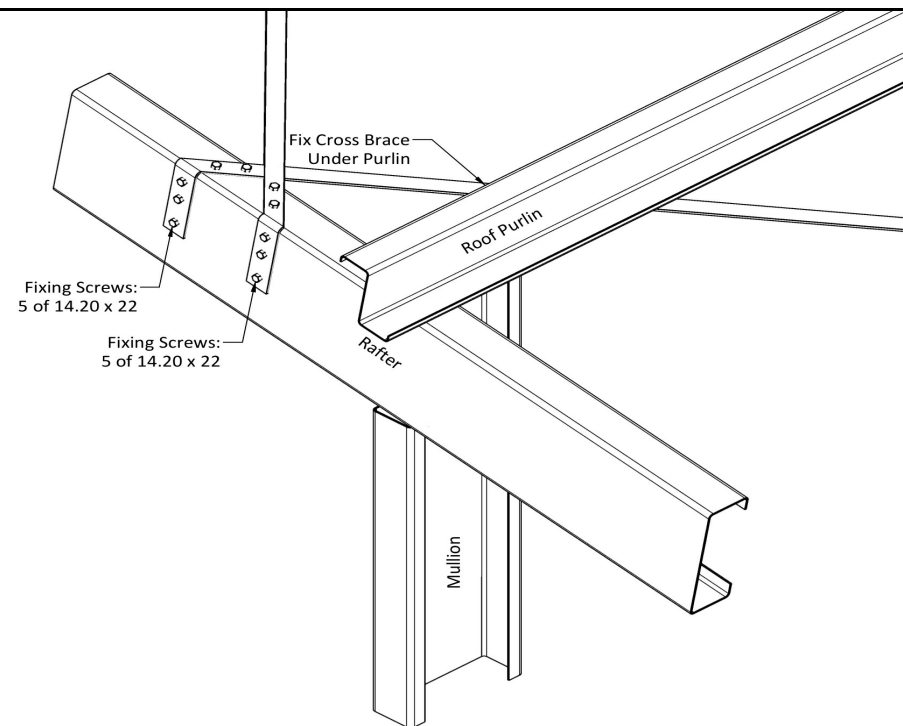
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**Connection Details**  
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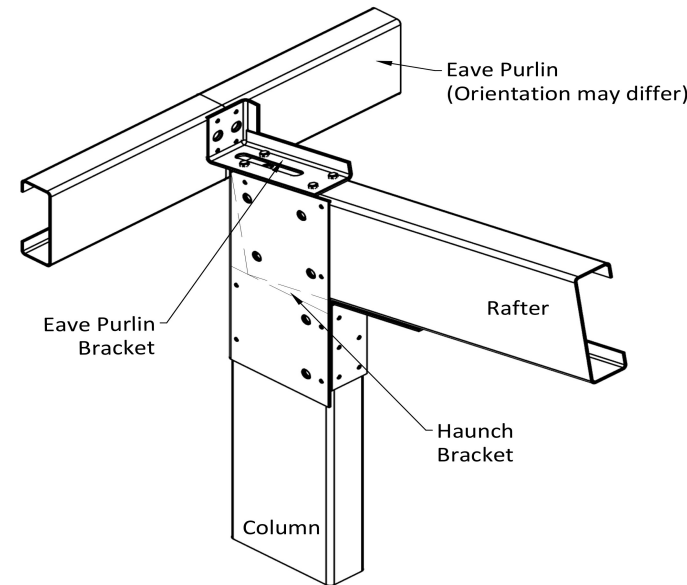
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 ME Aust. (Registered NER Structural & Civil) 2741240  
 QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;  
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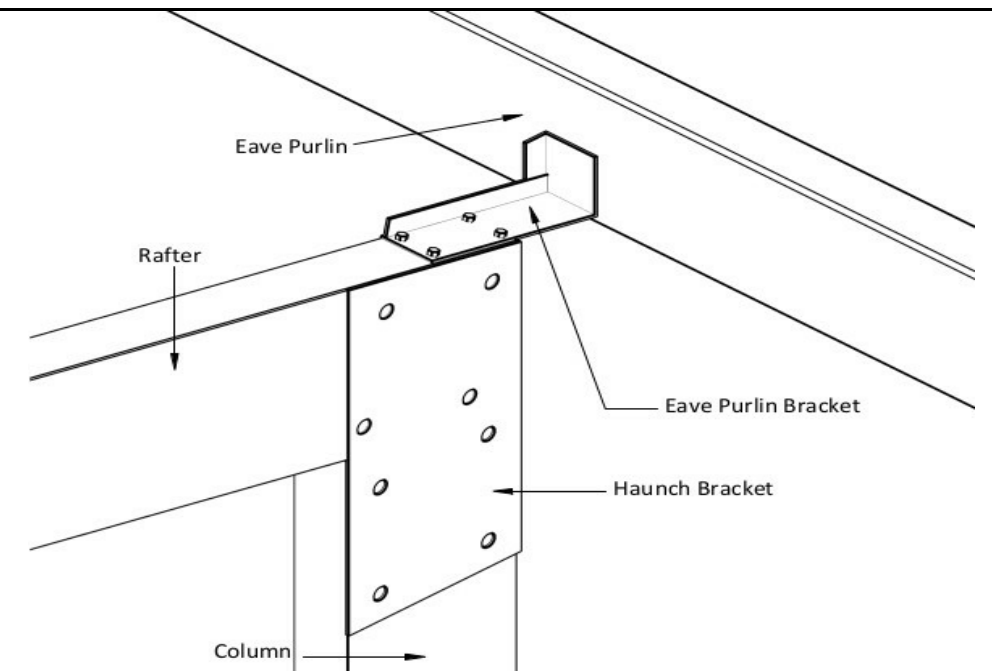
Signature:  R. Nancarrow  
 Date: 09/09/20



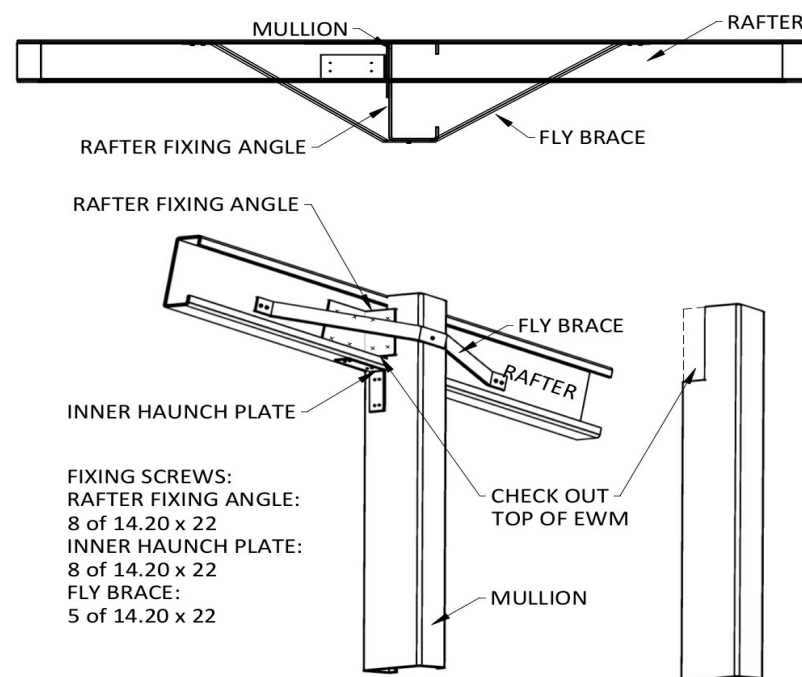
**BRACING CONNECTION**



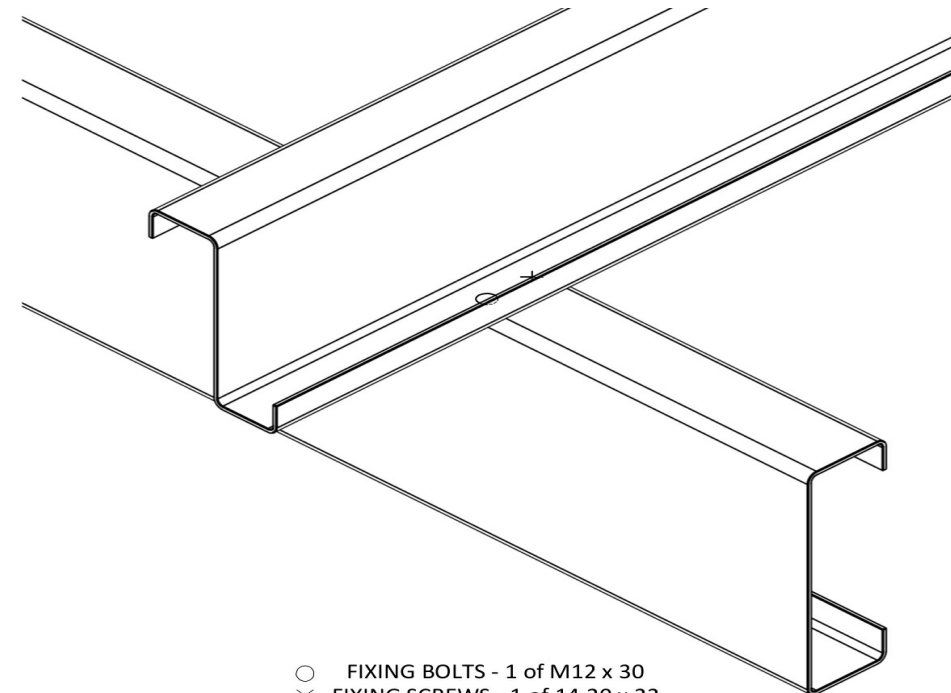
× FIXING SCREWS - 4 of 14.20 x 22  
**EAVE PURLIN BRACKET TO RAFTER**



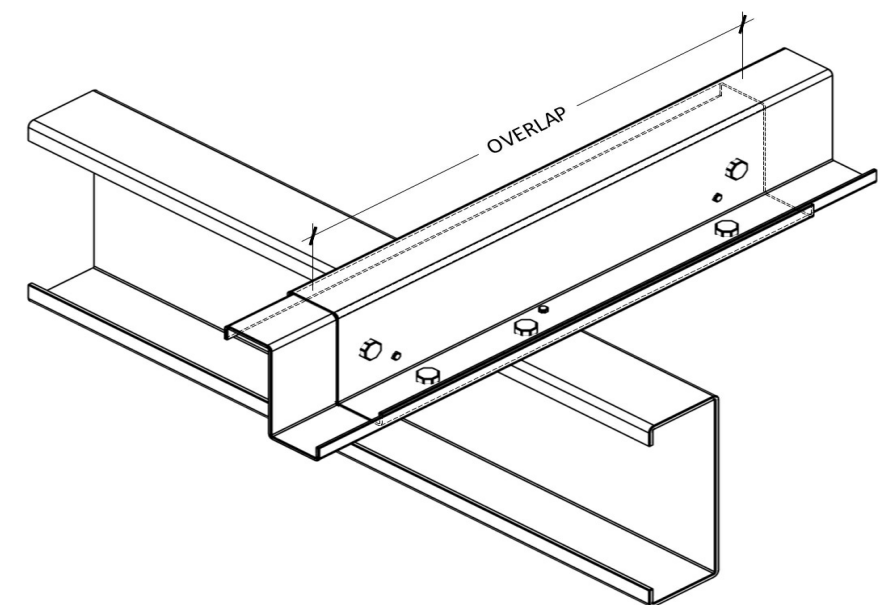
FIXING SCREWS - 4 of 14.20 x 22  
**EAVE PURLIN BRACKET TO RAFTER**



**END WALL MULLION TO RAFTER**



**PURLIN & SIDE GIRT END WALL FIXING - Z PURLIN  
SINGLE COLUMN OR RAFTER**



**PURLIN/GIRT FIXING  
SINGLE C SECTION COLUMNS OR RATERERS**

Purchaser Name: Matthew Smith

Site Address: 21 Stephen Street Forth TAS 7310 Australia

Drawing # SNWT200064 - 8

Print Date: 09/09/20

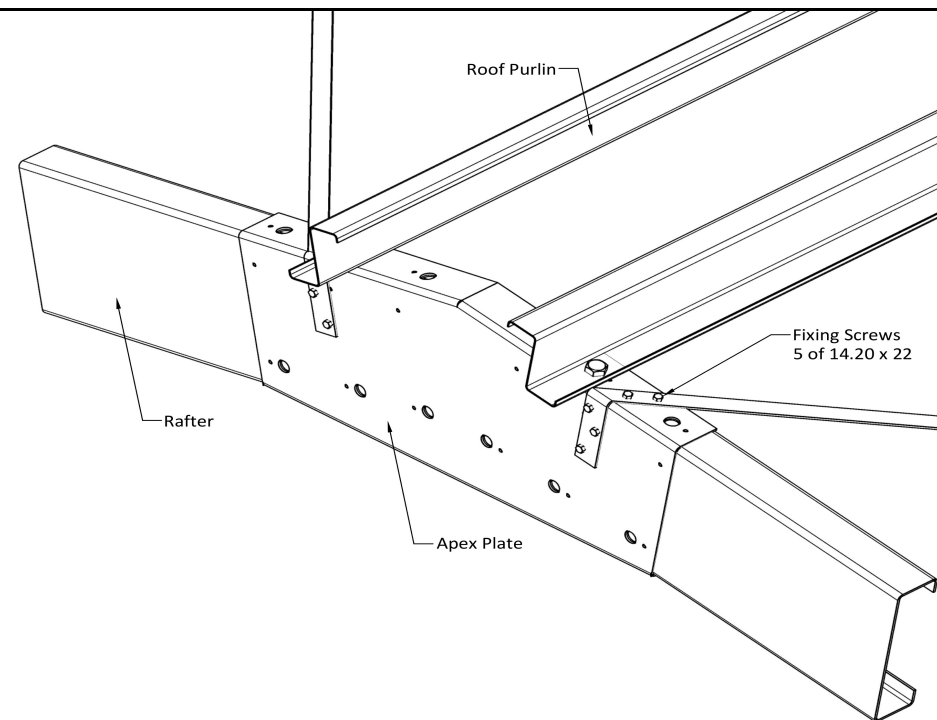
**Connection Details**  
**NOT FOR CONSTRUCTION**  
Not to Scale  
Page 3 of 7  
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Seller: Sheds n Homes North West  
Hubbard Construction Company Pty Ltd aft the Handellet Family Trust  
Phone: 0418 143 439  
Fax:  
Email: andrew.hubbard@shedsnhomes.com.au

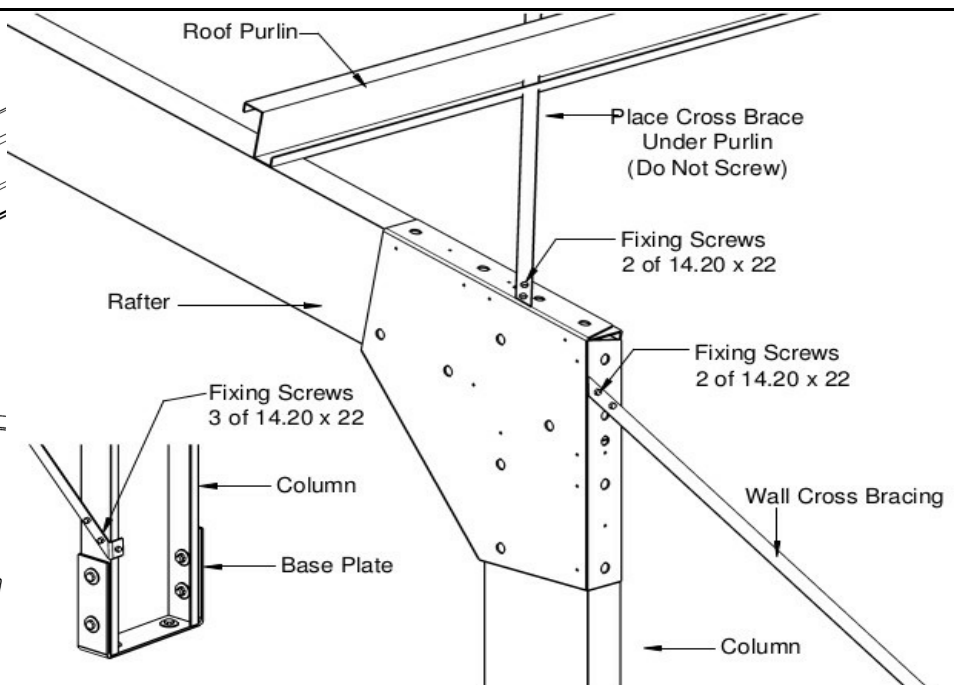
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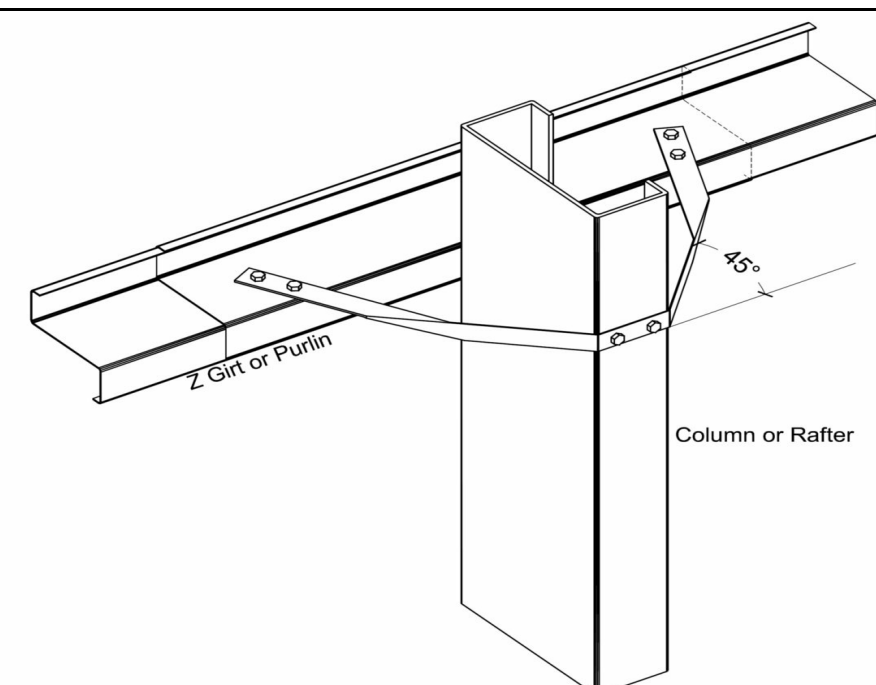




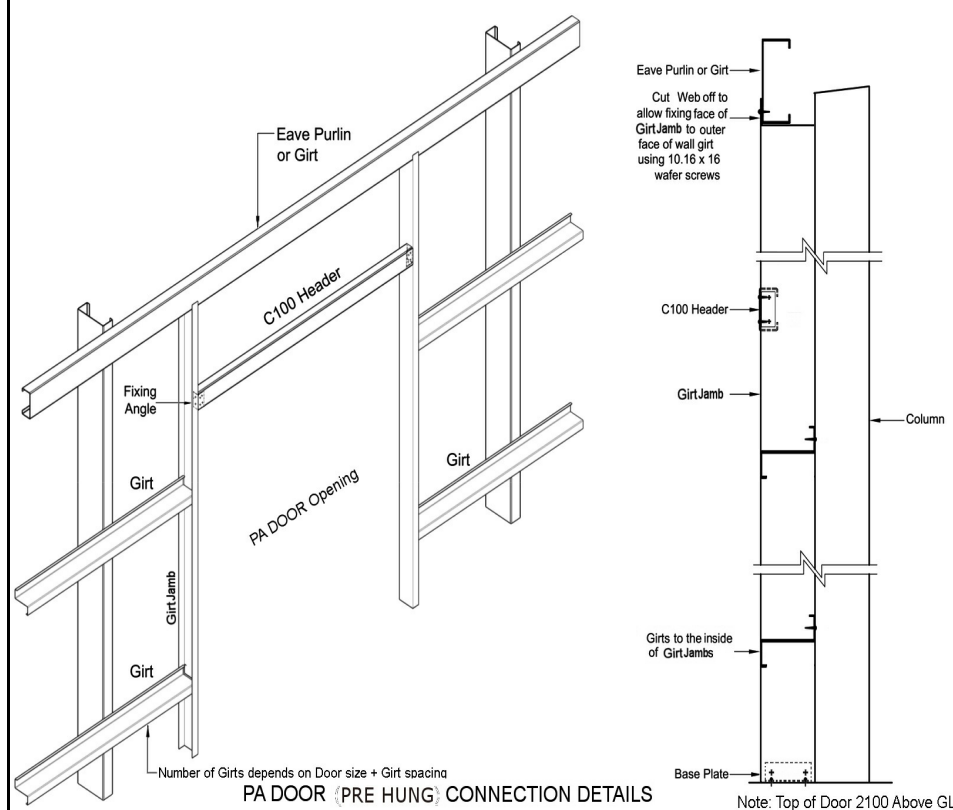
BRACING CONNECTION AT APEX



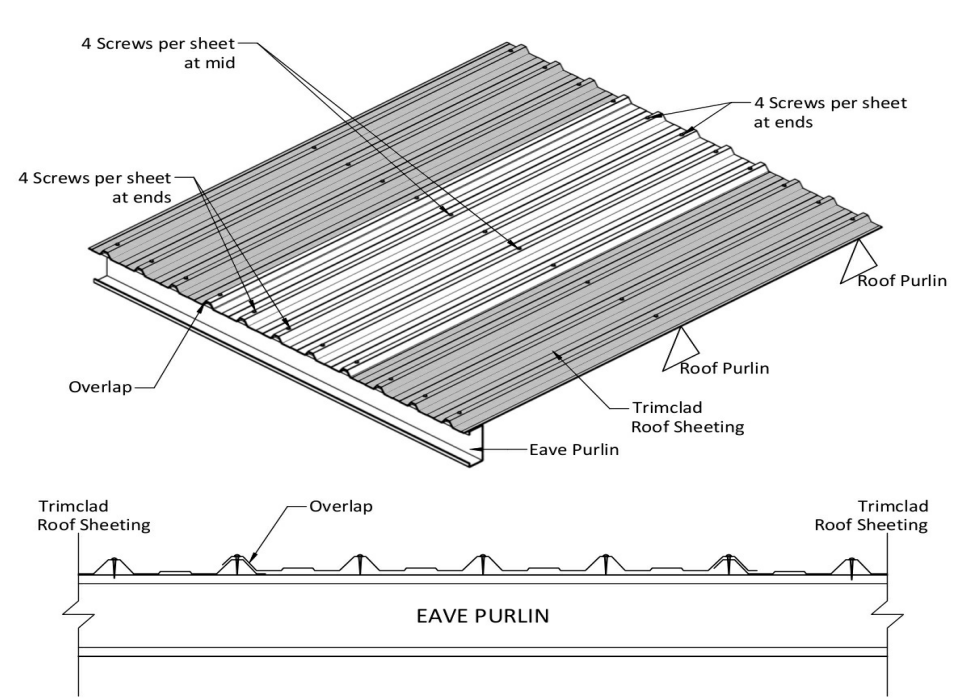
BRACING CONNECTION



FIXING SCREWS - 6 of 14.20 x 22  
FLY BRACING

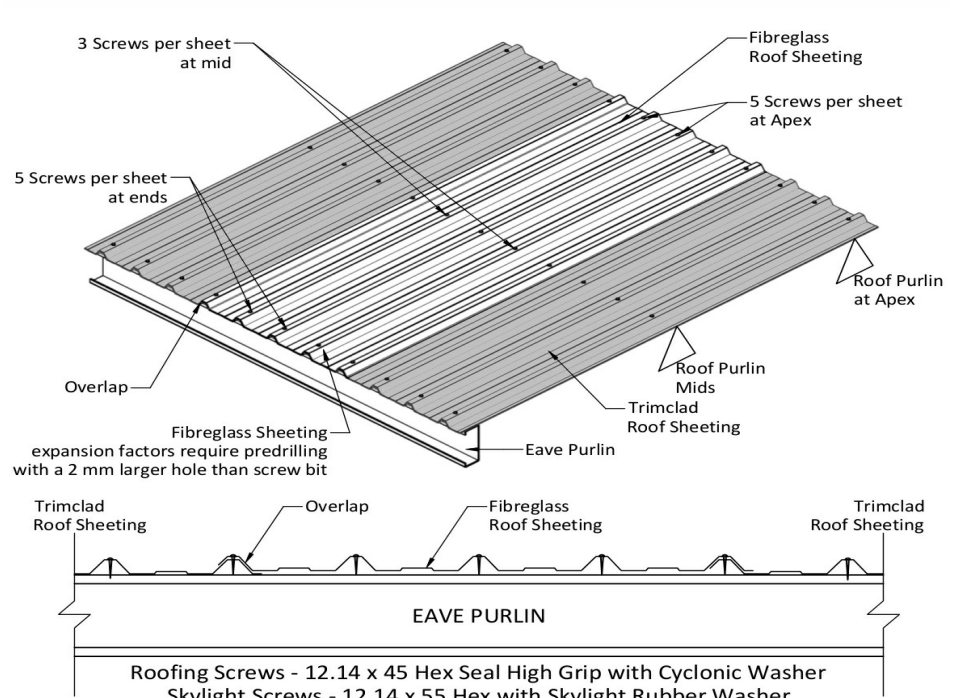


PA DOOR (PRE HUNG) CONNECTION DETAILS



Roofing Screws - 12.14 x 45 Hex Seal High Grip with Cyclonic Washer

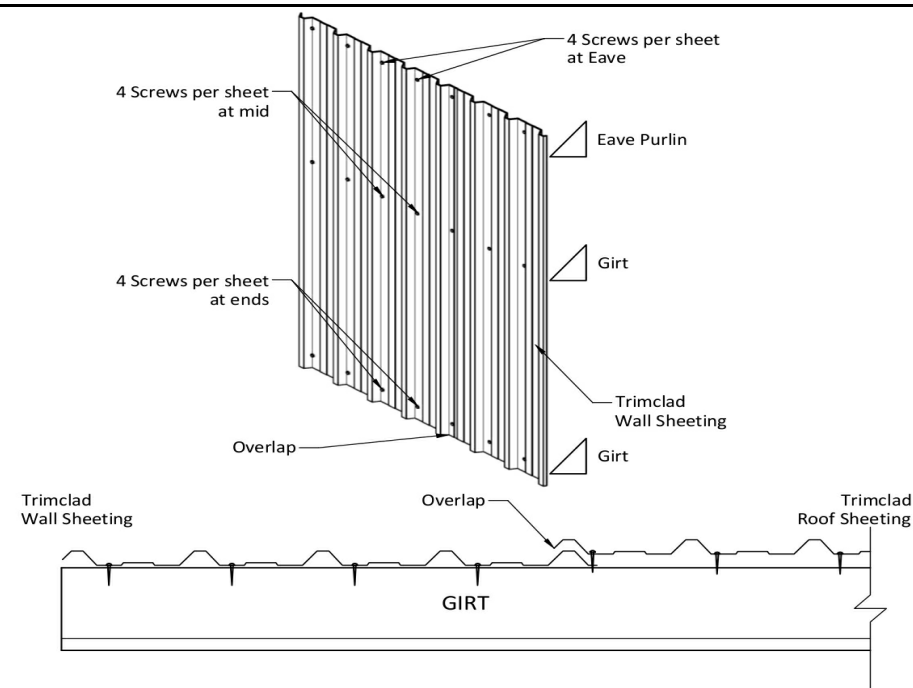
TRIMCLAD ROOF SHEET FIXING



Roofing Screws - 12.14 x 45 Hex Seal High Grip with Cyclonic Washer  
Skylight Screws - 12.14 x 55 Hex with Skylight Rubber Washer  
Safety Mesh required as per AS 4389

TRIMCLAD ROOFING + SKYLIGHT FIXING

Purchaser Name: Matthew Smith	<div> <p><b>Connection Details</b></p> <p><b>NOT FOR CONSTRUCTION</b></p> <p>Not to Scale</p> <p>Page 4 of 7</p> <p>© Copyright Steelx IP Pty Ltd</p> </div>		Seller: Sheds n Homes North West Hubbard Construction Company Pty Ltd aft the Handellet Family Trust Phone: 0418 143 439 Fax: Email: andrew.hubbard@shedsnhomes.com.au	<div> <p>TNC ENGINEERING PTY LTD</p> <p>ACN: 610 855 260</p> <p>ME Aust. (Registered NER Structural &amp; Civil) 2741240</p> <p>QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;</p> <p>Practising Professional Structural &amp; Civil Engineers</p> </div> <div> <p>Signature:  R. Nancarrow</p> <p>Date: 09/09/20</p> </div>
Site Address: 21 Stephen Street Forth TAS 7310 Australia				
Drawing # SNWT200064 - 8	Print Date: 09/09/20			



WALL SHEETING CONNECTION DETAILS

Purchaser Name: Matthew Smith

Site Address: 21 Stephen Street Forth TAS 7310 Australia

Drawing # SNWT200064 - 8

Print Date: 09/09/20

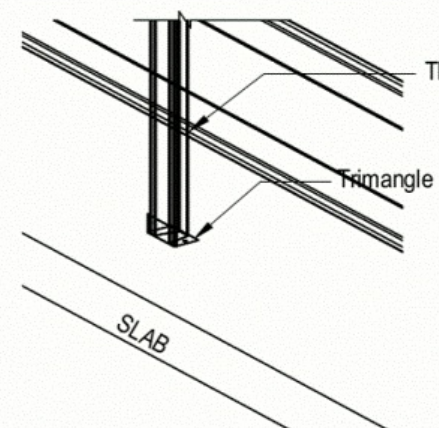
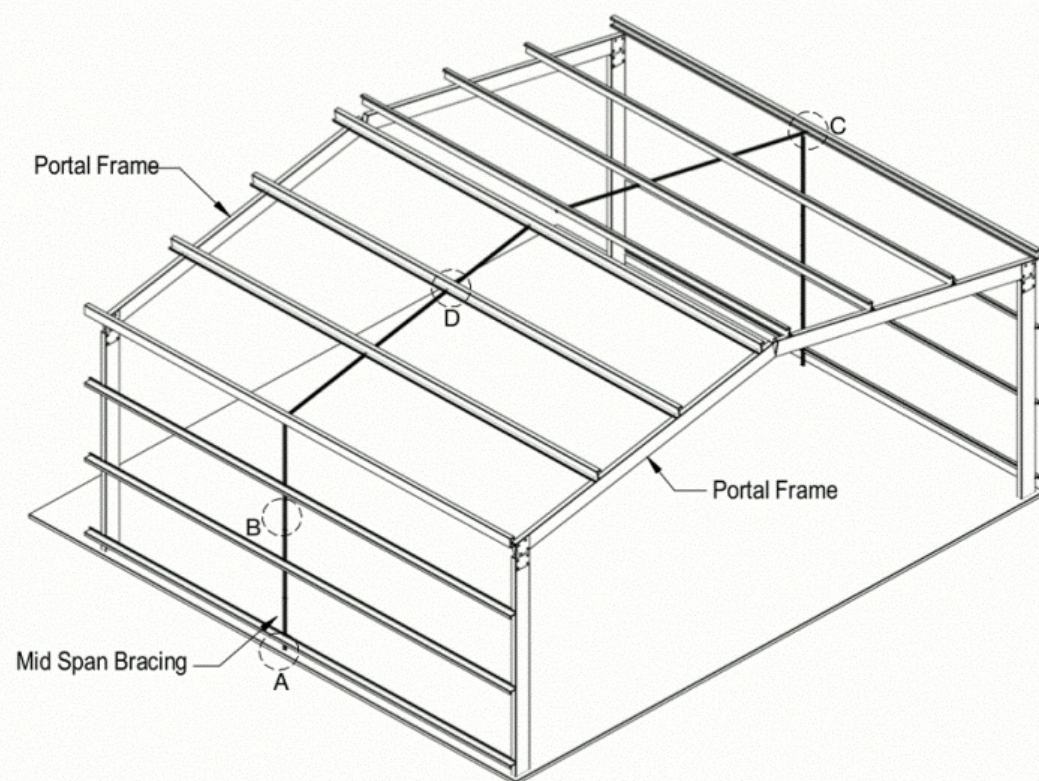
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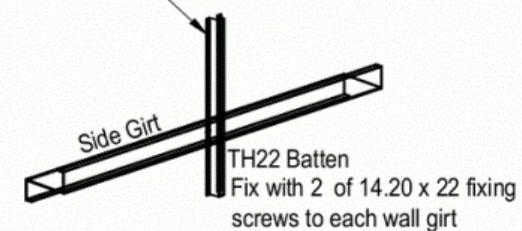
Signature:  R. Nancarrow  
Date: 09/09/20



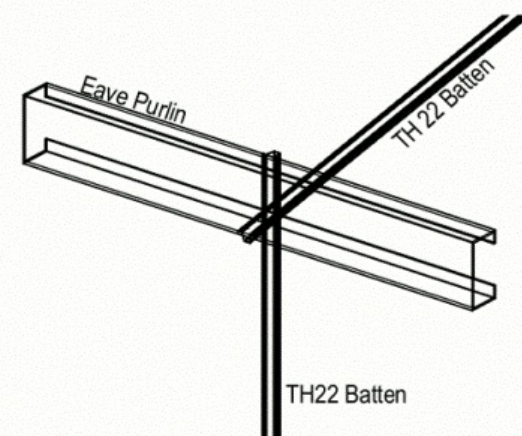


### Detail at A

Fix to bracket with 2 of 14.20 x 22 fixing screws  
Fix to concrete with 2 x M8-40 Dynabolts  
PIERS ONLY FINISH @BOTTOM GIRT

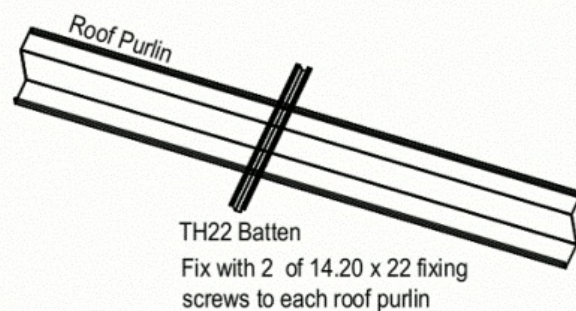


### Detail at B

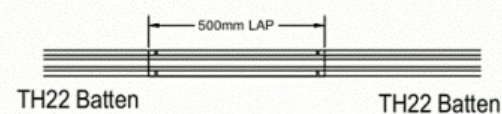


### Detail at C

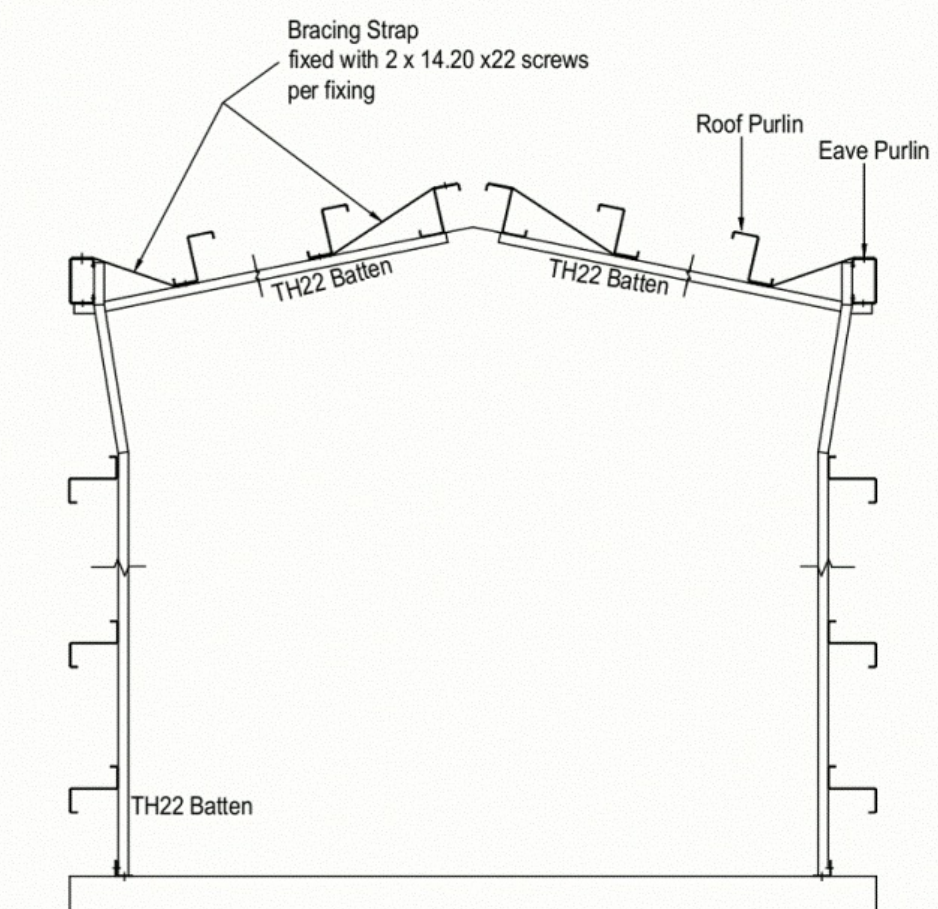
Fix Rafter batten with 2 of 14.20 x 22 screws to Eave Purlin  
Fix vertical batten with 2 of 14.20 x 22 screws to each eave purlin lip



### Detail at D



### Batten Overlap



Note: Fix Bracing Strap First, then fix batten over bracing strap to maintain line.

Note: Mid Span Bracing is located midbay equidistant from each portal frame.  
To extend battens, Lap battens 50mm with 4 screws

Purchaser Name: Matthew Smith

Site Address: 21 Stephen Street Forth TAS 7310 Australia

Drawing # SNWT200064 - 8

Print Date: 09/09/20

### Connection Details NOT FOR CONSTRUCTION

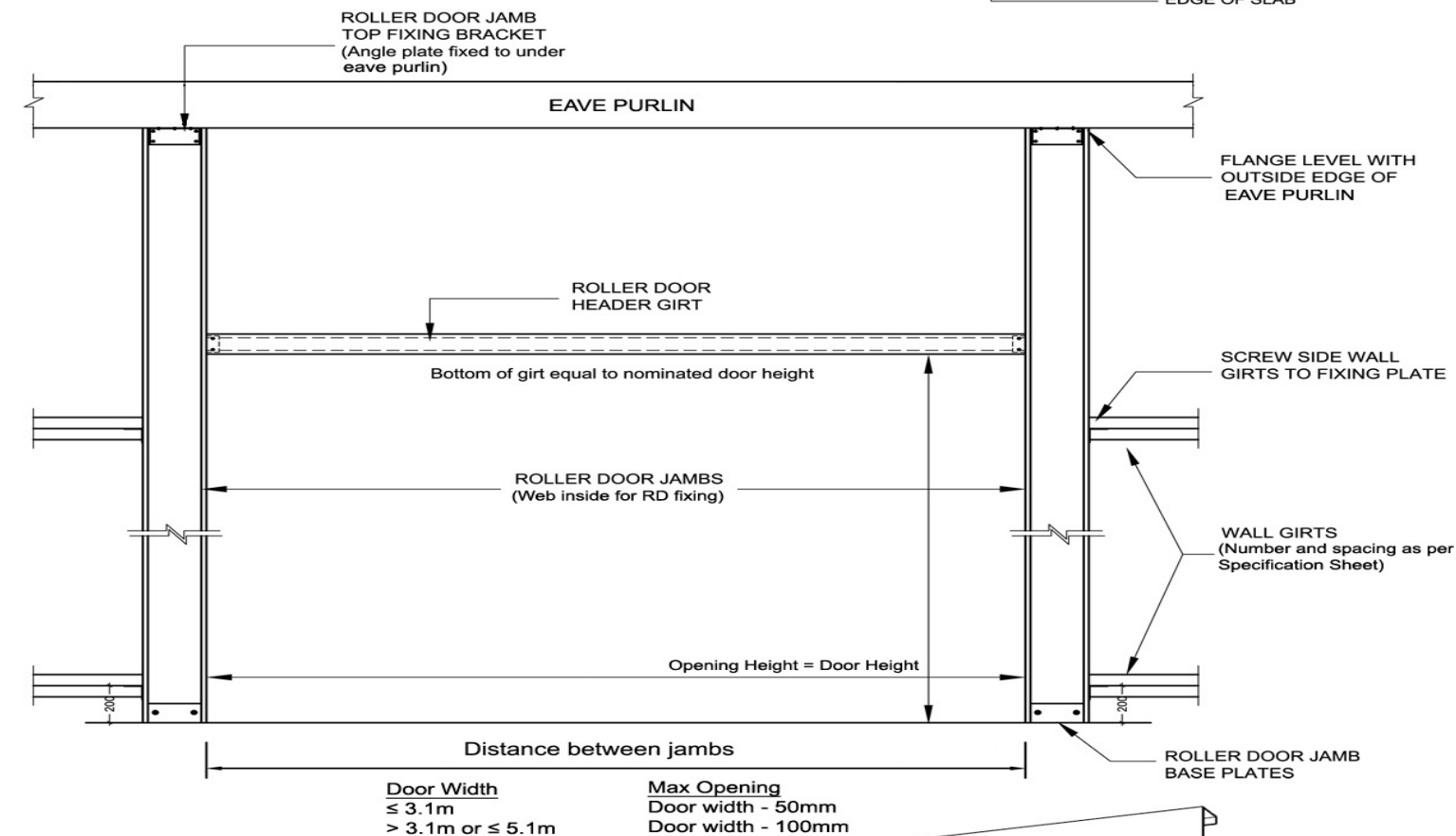
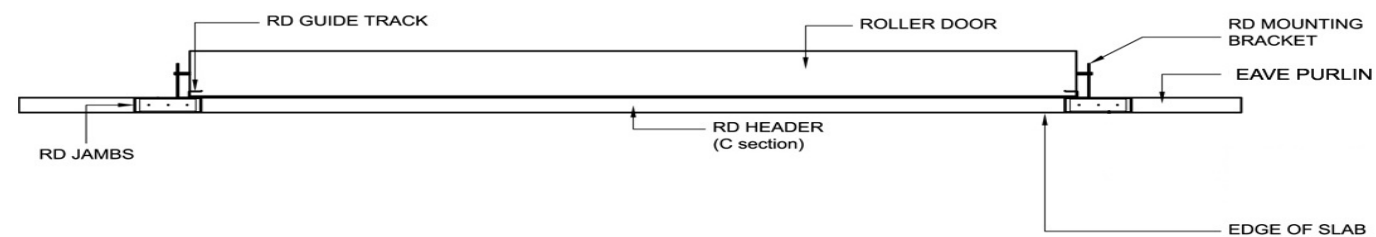
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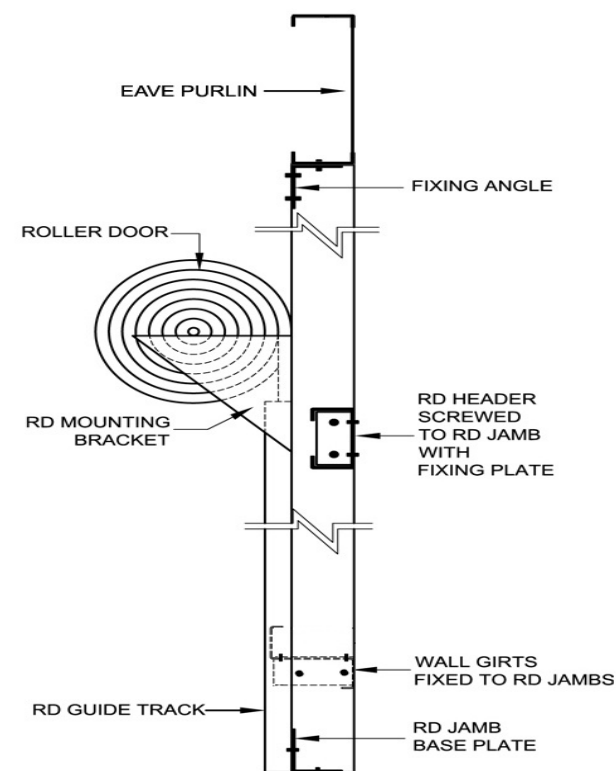
Signature:  R. Nancarrow  
Date: 09/09/20





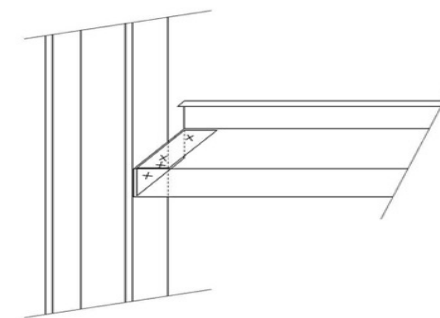
○ FIXING BOLTS - NIL  
 × FIXING SCREWS - 7 x 14.20 x 22

ROLLER DOOR JAMB TOP FIXING

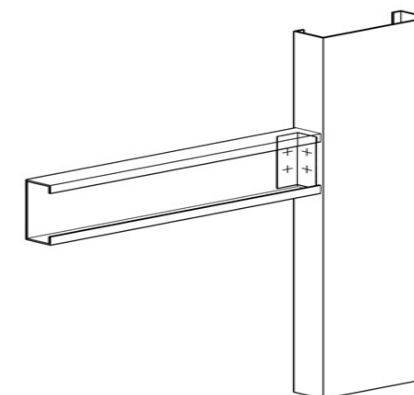


× FIXING SCREWS - 2 of 14.20 x 22  
 ○ FIXING BOLTS - 2 of M12 x 30 - FOR C150 & C200 JAMBS  
 ○ FIXING BOLTS - 2 of M16 x 30 - FOR C250 & C300 JAMBS  
 2 of M12 x 75 DYNABOLTS - FOR C150 & C200 JAMBS  
 2 of M16 x 110 DYNABOLTS - FOR C250 & 300 JAMBS

ROLLER DOOR JAMB BASE PLATE



× FIXING SCREWS - 4 of 14.20 x 22  
 GIRT FIXING TO ROLLER DOOR JAMBS



× FIXING SCREWS - 4 of 14.20 x 22  
 ROLLER DOOR HEADER FIXING

## ROLLER DOOR DETAILS

Side walls ONLY

Purchaser Name: Matthew Smith

Site Address: 21 Stephen Street Forth TAS 7310 Australia

Drawing # SNWT200064 - 8

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### Connection Details

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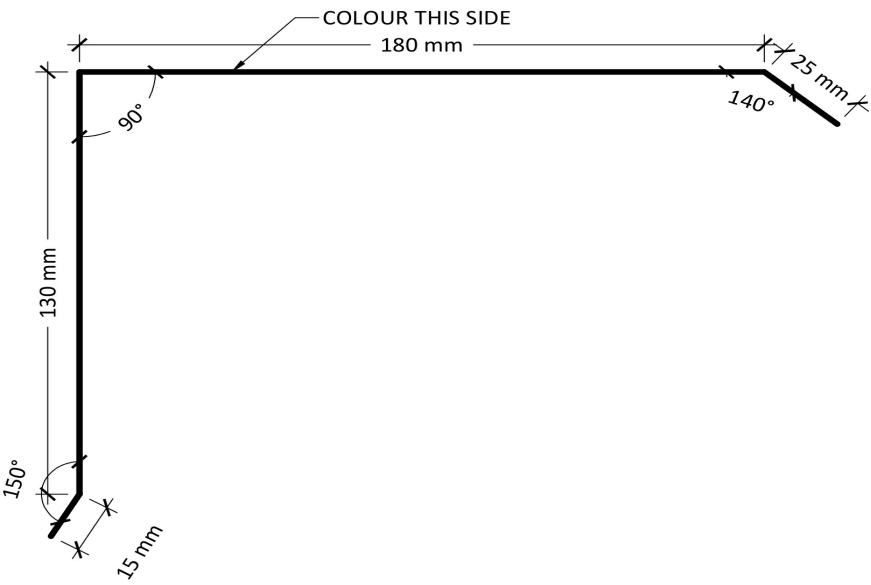
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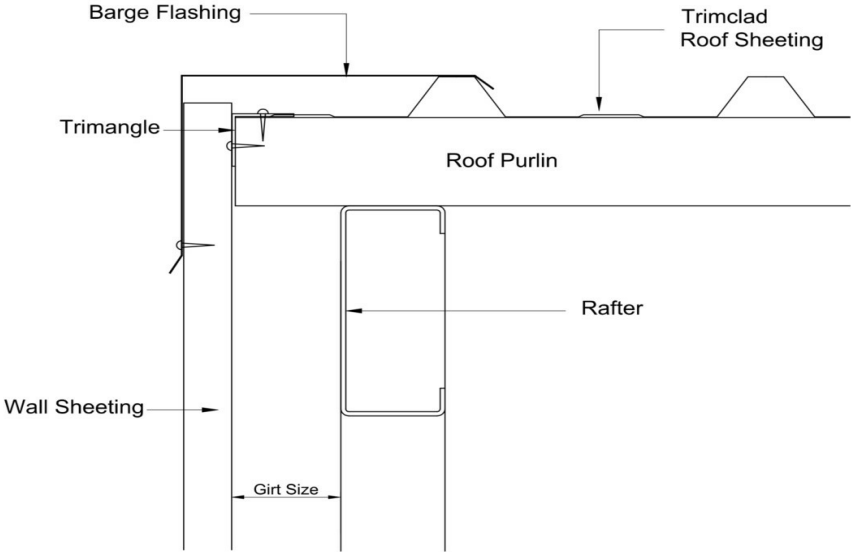
Signature: R. Nancarrow

Date: 09/09/20

Barge Capping - Trimclad

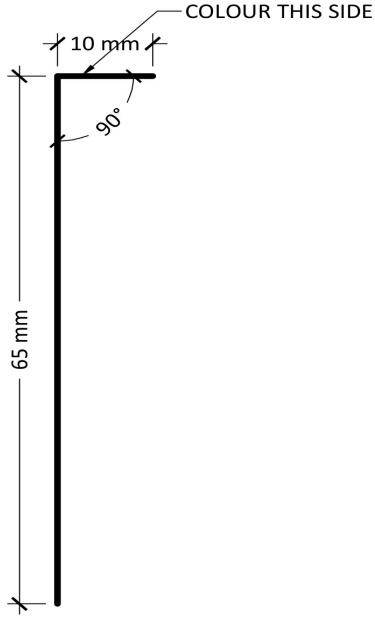


XF11



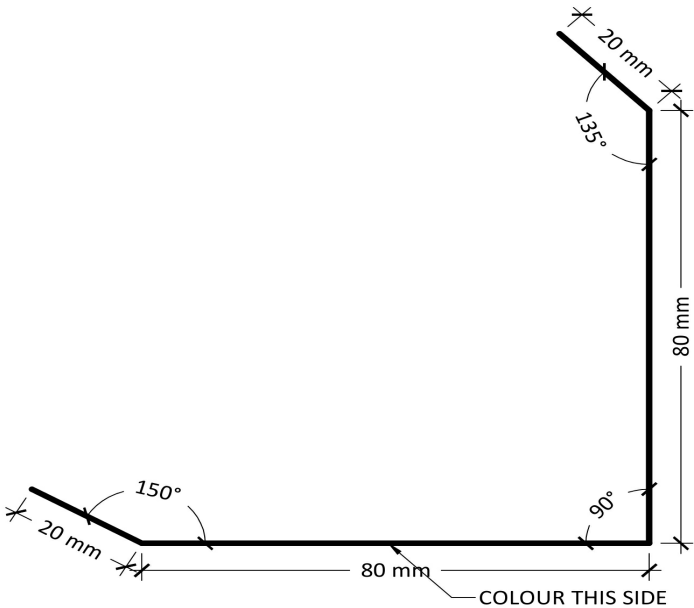
Barge Flashing XF11 - Sheeting Gable

RD Side - Cover Flash

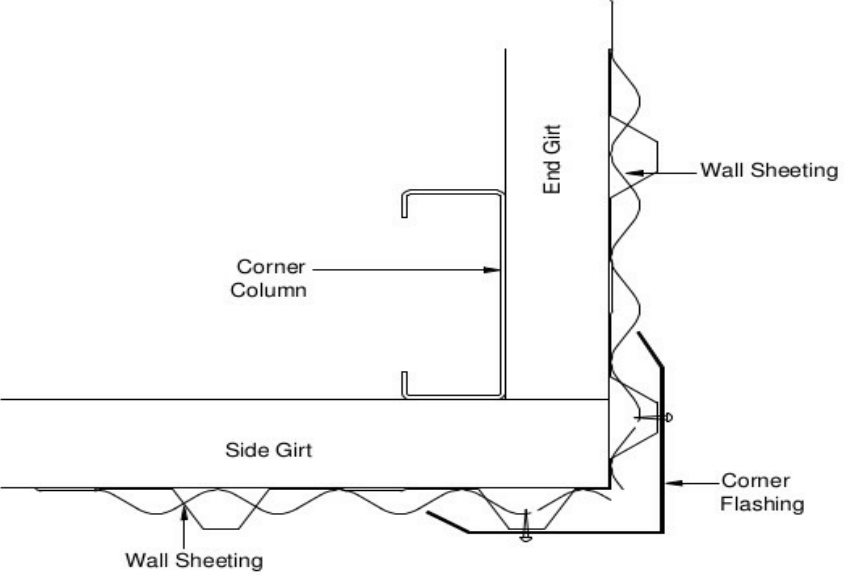


XF18

100 x 100 - Corner Flashing

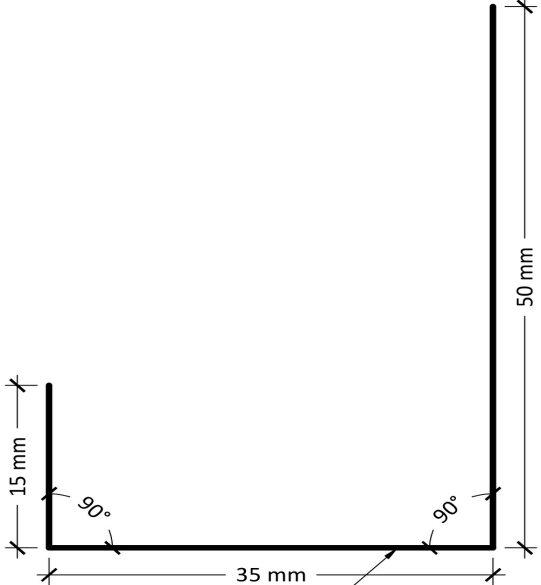


XF21



Corner Flashing XF21 - Connection

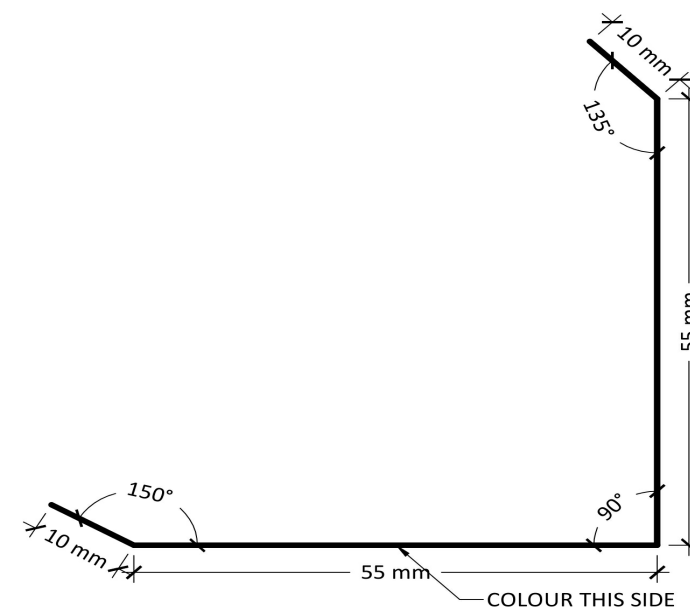
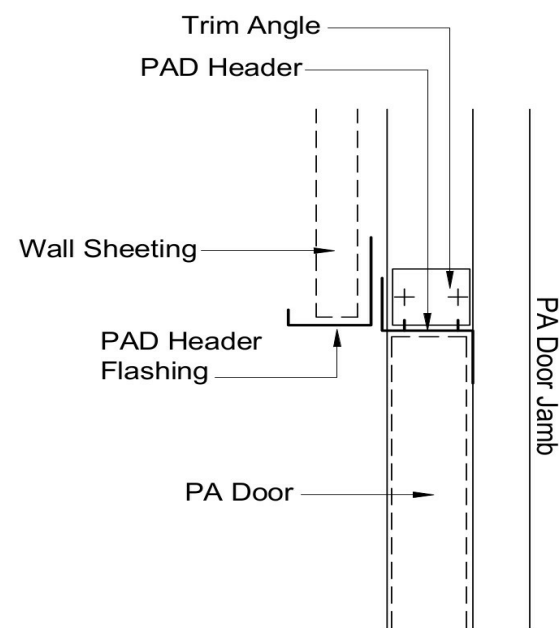
PA Door - RD Header Flashing



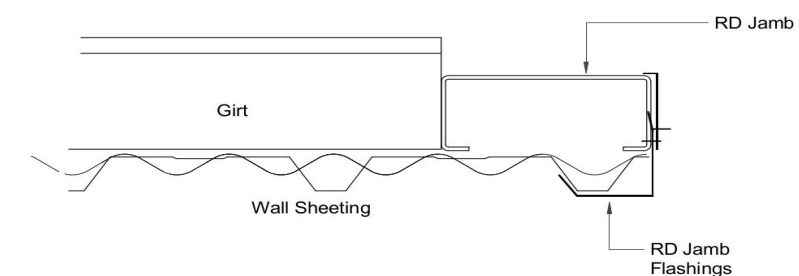
XF24

Purchaser Name: Matthew Smith		<div>Flashing Fixing Details</div> <div>NOT FOR CONSTRUCTION</div> <div>Not to Scale</div> <div>Page 1 of 2</div> <div>© Copyright Steelx IP Pty Ltd</div>	<div>Seller: Sheds n Homes North West</div> <div>Hubbard Construction Company Pty Ltd aft the Handellet Family Trust</div> <div>Phone: 0418 143 439</div> <div>Fax:</div> <div>Email: andrew.hubbard@shedsnhomes.com.au</div>	<div>TNC ENGINEERING PTY LTD</div> <div>ACN: 610 855 260</div> <div>ME Aust. (Registered NER Structural &amp; Civil) 2741240</div> <div>QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;</div> <div>Practising Professional Structural &amp; Civil Engineers</div>
Site Address: 21 Stephen Street Forth TAS 7310 Australia				
Drawing # SNWT200064 - 9	Print Date: 09/09/20			
		<div>Signature: </div> <div>R. Nancarrow</div> <div>Date: 09/09/20</div>		

65 x 65 - Corner Flashing



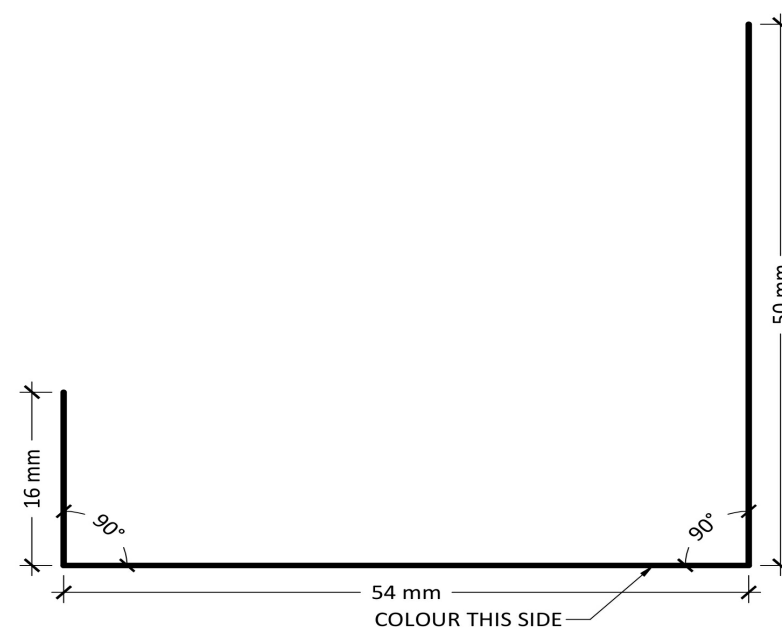
XF28



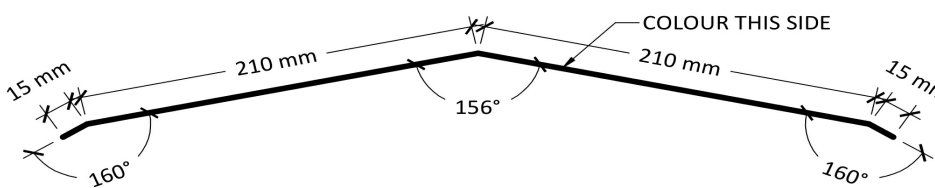
Wall RD Jamb Flashing XF28/18

C100 RD Head Cover Flashing

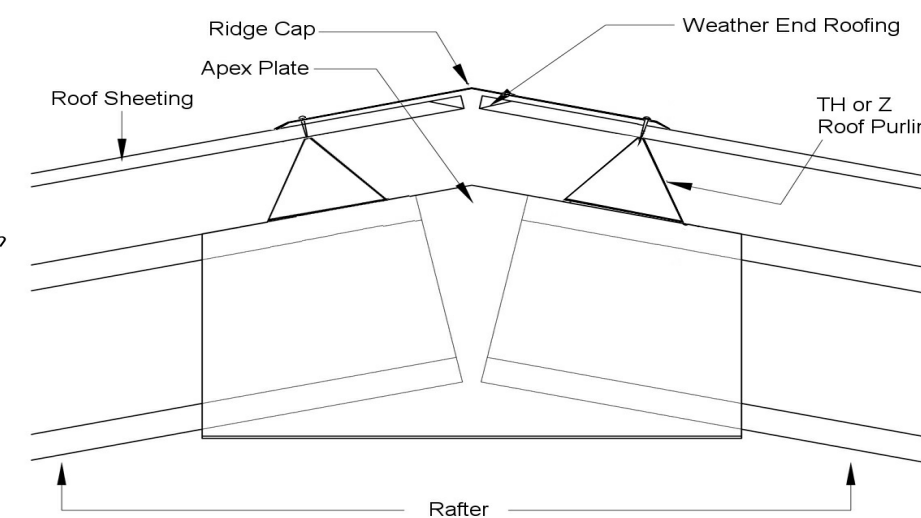
12° Ridge Flashing (225)



XF55



XF83



Ridge Cap - XF 83

Purchaser Name: Matthew Smith

Site Address: 21 Stephen Street Forth TAS 7310 Australia

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**Flashing Fixing Details**  
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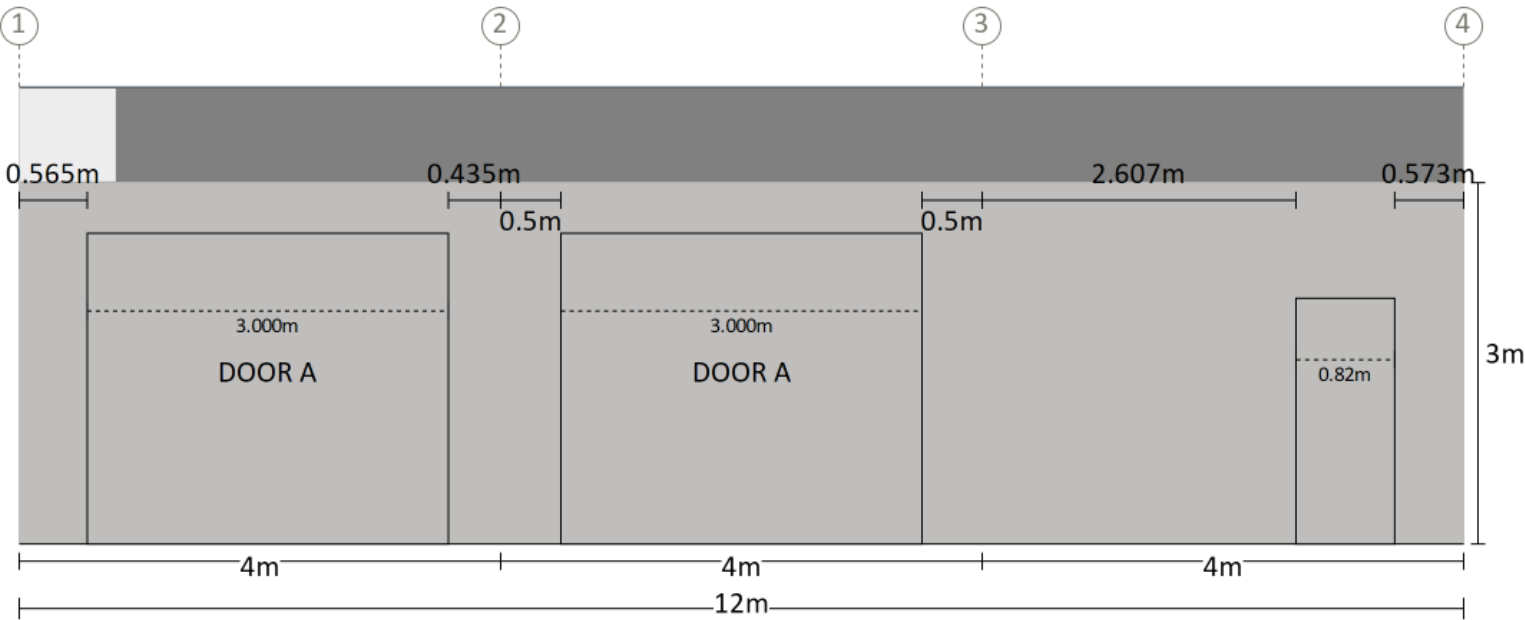
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Practising Professional Structural & Civil Engineers

Signature:  R. Nancarrow  
Date: 09/09/20



This setout is provided as a guide only. It is the responsibility of the concreter/erector to confirm that all dimensions are correct.

Right Side



Measurements are from the outside of end girts (end bays) and/or centre of columns (mid bays) to inside of component opening size.

Purchaser Name: Matthew Smith		<div>Component Position</div> <div>NOT FOR CONSTRUCTION</div> <div>Not to Scale</div> <div>Page 1 of 1</div> <div>© Copyright SteelxIP Pty Ltd</div>	<div>Seller: Sheds n Homes North West</div> <div>Hubbard Construction Company Pty Ltd aft the Handellet Family Trust</div> <div>Phone: 0418 143 439</div> <div>Fax</div> <div>Email: andrew.hubbard@shedsnhomes.com.au</div>	<div>TNC ENGINEERING PTY LTD</div> <div>ACN: 610 855 260</div> <div>ME Aust. (Registered NER Structural &amp; Civil) 2741240</div> <div>QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;</div> <div>Practising Professional Structural &amp; Civil Engineers</div> <div>Signature:  R. Nancarrow</div> <div>Date: 09/09/20</div>
Site Address: 21 Stephen Street Forth TAS 7310 Australia				
Drawing # SNWT200064 - 10	Print Date: 09/09/20			

ROOF (TOP VIEW)

Notes:  
Brackets are not shown. Refer to Specification Details  
for more information. Opening members not labeled.

LEFT SIDE

LEFT END

RIGHT END

RIGHT SIDE

Revision	Date	Initial	Purchaser Name: Matthew Smith		<p>Purlin and Girt Plan</p> <p>NOT FOR CONSTRUCTION</p> <p>NOT TO SCALE</p> <p>Page 1 of 4</p> <p>©Copyright Steelx IP Pty Ltd</p>	<p>Seller: Sheds n Homes North West</p> <p>Name: Hubbard Construction Company Pty Ltd aft the Handellet Family Trust</p> <p>Phone: 0418 143 439</p> <p>Fax:</p> <p>Email: andrew.hubbard@shedsnhomes.com.au</p>	<p>TNC ENGINEERING PTY LTD</p> <p>ACN: 610 855 260</p> <p>MIE Aust. (Registered NER Structural &amp; Civil) 2741240</p> <p>QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;</p> <p>Practising Professional Structural &amp; Civil Engineers</p> <p>Signature:  R. Nancarrow</p> <p>Date: 09/09/20</p>
			Site Address: 21 Stephen Street Forth TAS 7310 Australia				
			Drawing # SNWT200064 - 11	Print Date: 9/09/2020			



## Funeral Services

**BYE (nee Sherriff)**  
Thelma Jean

31st May 1931 - 5th September 2020  
Most dearly loved and loving wife of  
Graham Lawrence Bye (dec).  
Precious mother of Graham, Steven,  
Helen, Rosalie, Sallie, Jo.

Treasured Nanna and Nanna Thelma of all  
her grandchildren and great grandchildren.

Daughter of Joseph George Sherriff and  
Thelma Ellen Sherriff (nee Young, both dec).  
Loved sister and sister-in-law of  
Ben (dec) and Shirley,  
Ellen (dec) and Alex White, Ted and Marion,  
Bob (dec) and Pat, Dorothy and Phil Tabe,  
Joe and Joan, Harry and Raelene,  
John and Pam (dec).

Reunited with Graham

"...I desire to depart and be with Christ,  
which is far better."  
Philippians 1:23



Relatives and friends are respectfully invited to  
attend the Service to Celebrate the life of Mrs.  
Thelma Jean Bye at the Punchbowl Christian  
Centre, 100 Punchbowl Road, Launceston on  
Friday 18th September, 2020, commencing at  
11 am.

The Interment in the Carr Villa Ltd. Mon.  
Cemetery will follow a time of refreshments at  
approx. 2pm

**T M FOLEY**  
FUNERAL DIRECTORS  
**NICHOLAS LEE**  
Ph. 6334 3388

## Return Thanks

**HODGETTS, Phyllis**

12.06.1938 - 01.04.2020

Max (Toby) and all the family would like to  
express our heartfelt appreciation to our wider  
family and friends for the flowers, cards,  
phone calls, texts, visits, cooking, offers of  
assistance with care for Phyllis during her  
illness and for your attendance at the memorial  
service that was held.

Your support and thoughts during this difficult  
time have been a great comfort to us all.

Special thanks also to Breast Care Nurse  
Tracey Beattie, NW Private Hospital staff and  
to all the Community Nursing team.

**HOLLOWAY, Stanley Alfred**

30.4.1921 - 14.8.2020

Maxine, Peter, John, Vicki and families  
sincerely thank our friends and family for their  
love, support, cards, flowers and phone calls  
on the passing of their beloved father Stan.

Thank you to all who attended the celebration  
of Stan's wonderful life, so thoughtfully given  
by Rennie and team at Parkside Funerals.

Thank you to the doctors and staff at North  
West General and Mersey hospitals for their  
kindness and support over Stan's last six  
weeks. Reunited with Mum.

Always loved, forever in our hearts.

**Wallace Dudley Oliver "Wally"**

18/12/1941 - 13/06/2020

June, Kyle, Juanita and Jack wish to convey  
their sincere gratitude to relatives and friends  
who sent flowers, cards and messages of  
condolence on the sudden loss of a much  
treasured partner, father and grandfather.

Special thanks to Dr Elizabeth Grey who was  
always on call for Wally, Dr Cyril Latt and Staff  
at St Mary's Palliative Care Unit for making  
Wally's last hours comfortable and dignified.  
Thank you Tamara Richardson and Nicki  
Tregloan of Harris Funerals for their help and  
kindness over the last few months and Jan  
Leslie for the superb catering after the Service.

To our families and special friends,  
your continued support has been  
greatly appreciated.

**HONOUR LOVED ONES AND  
SHARE THEIR STORY**

All notices (Death, Funeral and In Memoriam) placed in print also appear  
online with an accompanying Guest Book to enable family and friends from  
any location to share their own messages and memories with you.

To visit our Tributes page,  
go to our website,  
click on the Classifieds Tab and  
select "Tributes"

Connect with  
**Classifieds**



## Return Thanks

**WALFORD**  
Suzanne

Adrian and Donna and their families sincerely  
thank relatives and friends for flowers, cards  
and the love and support shown following the  
sudden loss of our beloved Suzie. Thank you  
to everyone who assisted. Mum from the  
various health and home services, those who  
attended the funeral services, Colin and  
Vincent's Funerals, donations to the NW Renal  
Unit and the Queenstown RSL. The support  
given was overwhelming but comforting to  
know how loved Suzie Wong was. Please  
accept this as our personal thank you.

'Shine brightly Mum from heaven above as you  
did in life' xxxx

## In Memoriam

**WHILEY**

Barry Ernest (Snow)

14.8.1935 - 12.9.1995

25 years has passed.

Always with us.

Lesley, Grant, Scott,

Shelley and Russell.

## Condolences

**ADDISON**

Lindsay

The President and members of the Devonport  
Agricultural & Pastoral Society wish to send  
their condolences to Colleen, and all family  
members, on the passing of Lindsay Addison.  
Lindsay was an outstanding Committee  
Member, Past President and Life Member of  
DAPS. His contribution over many years is  
greatly appreciated.

## For Sale

**Honda 5.5hp**

Aussie pump with  
suction and fire hose;  
**HONDA GENERATOR**  
E U 2 2 P h  
0497 422 918.

**SILAGE**

top quality \$110 incl  
GST. Phone David  
0438 584 532.

**TIME SHARE**

2 floating weeks studio,  
sleeps 4, management  
fees paid to July 2021.  
Shearwater Resort.  
Good facilities, golf  
course on-site, \$200  
p.w. or \$300 for the 2  
weeks. .0447 456 894.

**VHS TO DIGITAL**

Convert VHS tapes to  
digital or DVD, ring for  
pricing 0413 315 412.

## Garage Sales

**BURNIE GUIDE HALL**

15 Howe Street  
8.30am - 2.30pm  
Varied items  
New Girl Guide  
biscuits

**DEVONPORT**

120 Watkinson St.  
Toys, books, records,  
household items, some  
furniture, more.  
7.30 - 10.30am.

**WYNARD**

Shed clean out and  
left behind storage  
unit stock. Large  
amount of windows  
and building  
materials.

8AM Start. 21-23  
Reservoir Drive  
Wynyard - Workshop  
2

## Garage Sales

**EAST DEVONPORT**

38 Mary Street. Kids  
bikes/toys, electric  
ride-in car, vinyl  
records, household  
items. 8am start.

**LATROBE**

MOVING SALE  
12 Marinka Court.  
Household items, plus  
variety other items.  
8am - 12 noon.

**PENGUIN**

36 IRONCLIFFE RD  
Furniture, porcelain  
dolls, Olaf beads,  
plants, much more.  
From 9am - 2pm.

**PENGUIN**

37 Coroneagh Street.  
8am - 2pm. Many  
house hold items, com-  
pressor, and more.

**QUOIBA**

13 Stony Rise Rd, from  
7am. Bric-a-brac, some  
furniture, all must go!  
Undercover, cheap.

**SULPHUR CREEK**

4 Tamworth St. (Go to  
end of Overall St). 8am  
Start. Moving out sale.  
All must go.

## Wanted to Buy

ANY Military Uniforms,  
Hats, badges, medals  
Top prices  
Ph. Jim 0439 501 697.

EARLY hi-fi 1950-1985,  
Valves & Parts, Ex The-  
atre & Broadcast Sound  
Equipment for Display.  
Lloyd 0420 676 751.

**OLD BOTTLES**

all types, whole collec-  
tions. Ph 0428 372 453.

## Auctions

**SHERWOOD AUCTIONS**  
Incorporating ELDERS REAL ESTATE

60 Reibey Street, Ulverstone

"The no buyers premium auctioneers"



AUCTION SATURDAY 19th SEPTEMBER - On Site 336 Barrington Road, Barrington

10.30am start, viewing from 9.00am morning of sale

Farm clearance due to sale of property on behalf of John Gribble

Tractor, truck, flat tray ute, machinery and general

**Main Items:** John Deere 640 loader tractor. International truck with alum. flat tray sides.  
1999 Toyota Hilux 4WD, 3lt. diesel flat tray (295000kms). Car trailer (with cage). 2 x 20'  
shipping containers. Small farm trailer. Colchester England metal lathe with attachment  
tools. Heavy duty RSJ shed frame. Asst vintage machinery incl Adcock & Shipley drill  
press, Hercus power hacksaw, Crabtree power unit, irrigation unit, stationary motors.  
Endless chain blocks. Animal feeders. Irrigation pipe. Qty asst hardware (new & used).  
Large qty electric cable & wire. Electric fence gear. Asst vintage tools. Welders. Power  
tools. Qty metal shelving. Echo chainsaw. Engine crane. Qty asst timber. Fridges. Washing  
machine. Books. Cookware. Stereo units. Outdoor settings. Collectables & more.

IF YOU CAN'T ATTEND ANY OF OUR AUCTIONS, TALK TO US ABOUT ABSENTEE BIDS

Telephone: DAVID COUSINS 0407 479 898

Email: sherwoodauctions@gmail.com

Website: www.sherwoodauctions.com.au



## Motor Vehicles

**Datsun Wanted.**

Any Condition.  
240K. 1973-1977.  
Skyline 1978-1985,  
280ZX.  
Ph. 0411 813 795

## For Lease

**WANTED TO LEASE**

for grazing, 5 - 15  
acres, Peng. Sprent, Ulv  
area. Ph. 0476 196 873.

## Pets and Pet Care

**BEAGLES** Purebred.  
Vaccinated & wormed.  
4x F left. \$900ea. Ready  
in 4 wks. 0499 554 316

## Livestock

**Ulverstone Pet Food**

Stock wanted, suitable  
for pet food.  
Ph. 6425 5822 or  
0408 141 972 (AH).

## Church Notices

**ST DAVID'S**

7 Hamilton St, Latrobe  
Sunday Worship 5pm  
Speaker: Mathew  
Gadsby  
Friday Youth Clubs  
Juniors 4pm Seniors 7pm  
Bible Study: Monday 7pm  
Phone 0417 524 609  
Independent Presbyterian

## Community Services

**MEDITATION**

4 free classes Tuesdays  
7pm - 22 & 29 Sept, 6 &  
13 October. D'port Rec  
Centre, meeting rm.  
Donation welcome.  
0400 518 413 to reg.

## General Notices

**ENGAGEMENT**

**CURRIE**  
**ARMSTRONG**  
Mal and Jann  
Armstrong of  
Malanda, QLD, are  
pleased to announce  
the engagement of  
their daughter Laurie  
to Richard, son of  
Lance and Beverley  
Currie of Devonport,  
TAS.

## To Let &amp; Wanted

WANTED SHED in Ul-  
verstone for household  
storage. Ph. 6425 1995  
or 6394 4076.

**SAVE TIME, SUBMIT ONLINE**

Place your classified ad anytime 24/7

advertisers.com.au



## Tenders

**LATROBE COUNCIL****STORMWATER DRAIN UPGRADE &  
ENCLOSING**

**JAMES STREET, LATROBE**  
**TENDER NUMBER 200908**

Tenders are invited for the design and construction  
of a section of enclosed rectangular concrete  
drain in James Street, Latrobe near the junction of  
Thomas Street.

Technical enquiries and documentation /  
specifications are available by contacting the  
Manager Infrastructure & Assets - Jonathan Magor  
on 6426 4444.

Tenders must be lodged as specified in the tender  
document by 2pm Wednesday 14 October 2020.

Jonathan Magor  
**MANAGER INFRASTRUCTURE & ASSETS**

## Local Government



19 King Edward Street  
Ulverstone Tasmania 7315  
Tel. 03 6429 8900  
www.centralcoast.tas.gov.au

## COMMUNITY &amp; BUSINESS RECOVERY GRANTS SCHEME

The Council is inviting applications from local busi-  
nesses, community groups and organisations, for  
projects and activities which support community and  
business resilience, or encourage inclusive community  
participation, within the Central Coast municipal area.

Guidelines and application forms are available from  
the Council's website www.centralcoast.tas.gov.au,  
the Administration Centre, 19 King Edward Street,  
Ulverstone, or by contacting a Community Services  
Officer on tel. (03) 6429 8900.

Applications close at 4pm on Friday 2 October 2020.

## APPLICATIONS FOR PLANNING PERMITS

5.57 Land Use Planning and Approvals Act 1993.

The following applications have been received:

Location: 562 Preston Road, North Motton  
Proposal: Residential (dwelling) - variation to  
area required for stormwater disposal  
and setback of utility infrastructure  
from side, front and rear boundaries  
Application No.: DA2020245

Location: 41 Clayton Road, Ulverstone  
Proposal: Residential (extensions to accommo-  
dation building) - variation to location  
of a sensitive use  
Application No.: DA2020249

Location: 21 Stephen Street, Forth  
Proposal: Residential (dwelling and outbuilding -  
shed) - variation to location of out-  
building, location of private open  
space and height of building under  
the Forth Specific Area Plan  
Application No.: DA2020250

The applications may be inspected at the Administration  
Centre, 19 King Edward Street, Ulverstone during  
office hours (Monday to Friday 8.00am to 4.30pm)  
and on the Council's website. Any person may  
make representation in relation to the applications  
(in accordance with s.57(5) of the Act) by writing to  
the General Manager, Central Coast Council,  
PO Box 220, Ulverstone 7315 or by email to  
admin@centralcoast.tas.gov.au and quoting the  
Application No. Any representations received by  
the Council are classed as public documents and  
will be made available to the public where applicable  
under the Local Government (Meeting Procedures)  
Regulations 2015. Representations must be made  
on or before 28 September 2020.

Date of notification: 12 September 2020.

SANDRA AYTON  
General Manager



CENTRAL COAST COUNCIL

Division .....  
Rec'd            28 SEP 2020  
File No .....  
Doc. Id .....

Attention: General Manager  
Central Coast Council  
19 King Edward St, Ulverstone, TAS. 7315

Re: Proposed Planning Permit Application - DA2020250 - 21 Stephen Street Forth TAS 7310.

Query submission on behalf of Mario Cardile and Deby Adair.

Dear General Manager,

This submission is on behalf of Mario Cardile – present owner of 19 Fysh Street Forth, TAS - and the permanent resident of same address, Deby Adair.

We have reviewed the application submitted to Cradle Coast Council and read the exemption application made by Matthew Smith and Amy Rose Langmaid to extend the height of their house build.

It is our understanding, as per Council literature, and in accordance with Council regulation, that 5.5 metres is the height which is in accordance with Council regulation for residences to be built in Forth.

We are tendering this submission to query the variance to the height of the above proposed DA2020250.

It appears that the previous DA for this land site had requested a height rise to 6 metres, yet DA2020250, in our understanding, has an exemption request that we have been informed will be going to the height of 7.6 metres. That is a significant height difference from both council

regulation and the previous application. We feel a need to question the validity of this height and to raise concerns to the impact it could have on our home.

(At this time Mario Cardile is in NSW, however he may be contacted as per below to validate his agreement in submitting this letter for query.)

Kind regards,

Deby Adair



Deby Adair

0403847076

[deby@hotmail.com](mailto:deby@hotmail.com)

19 Fysh Street

Forth TAS 7310

Mario Cardile

150 Fourteenth Avenue

Austral NSW 2179

[mariocardile@hotmail.com](mailto:mariocardile@hotmail.com)

0408490776

## Kellie Malone

---

**From:** AussieForms <no-reply@aussieforms.com.au>  
**Sent:** Sunday, 27 September 2020 9:33 AM  
**To:** Admin  
**Subject:** New response from Central Coast Council General Enquiry Form

Hi there,

Your Central Coast Council General Enquiry Form has a new response:

Name?
Debra
Your email address?
<a href="mailto:inspirelake@hotmail.com">inspirelake@hotmail.com</a>
Your message or comments?
DA2020250 – 21 Stephen Street, Forth. I would like to know why, in a street area with historical cottages and small homes, council has allowed this out of complete character building to be approved? I thought this was a village, not a Sydney suburb. The home is also somehow creeping well past height allowance. This is a very discouraging and for some residents, at least 4 affected homes, of Stephen Street and adjoining Fysh Street, somewhat distressing decision. It doesn't make a loud welcome to new residents happen with ease. This house is taking away views, out of character for the street and should have been carefully challenged by COUNCIL ITSELF.

Have a nice day :)  
AussieForms Team

AussieForms sent you this email on behalf of an AussieForms creator. We aren't responsible for its content. If you suspect abuse, like suspicious links, please report it [here](#).

**Kellie Malone**

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**From:** Kate Reynolds <reynoldskate@me.com>  
**Sent:** Sunday, 27 September 2020 10:51 AM  
**To:** Admin  
**Subject:** Development application: DA2020250

Dear General Manager,

We are writing in regards to the development application at 21 Stephen Street Forth. As the owner of land adjoining the above land we have the following concerns.

1. Variation to location of out building:

The plan says the shed will be located 5.5 metres from the southern boundary fence and our shed fence. We are concerned that there are pegs in the ground currently that are not positioned 5.5 metres from this boundary. They are much closer to our fence than this. We wish to ensure the shed is positioned at least 5.5m from our fence. We are also concerned about such a large commercial sized shed being located in front of their home residence in a residential area. Surely a shed of that size is not common in this area and not in alignment with the village feel of the Forth community.

The position of the shed according to the plans will also mean that a very large red flowering tree will have to be removed for access on Stephen Street. Is the access able to be changed to ensure the tree remains in our street.

2. Variation to the height of the residential building under the Forth Specific Area Plan:

According to Carolyn Harris, the height of the plans is 7.6 metres which is 2.1 metres above the plan for Forth. We are concerned about shadows of such a tall building impacting on our block. Furthermore, we are concerned the height of the building's impact on the look and feel of the community. We wonder what the limit is in Forth and would like a reply about what the legal height limit is.

Regards

Kate Reynolds & Kylie Waters  
19 Stephen Street Forth TAS  
Phone: 0429727483

Sent from my iPad



## Annexure 4



21 Stephen Street, Forth.



21 Stephen Street, Forth.





Photo of site from Stephen Street looking west up the site. Tree to be removed can be seen in the photo.



Photo of site from Stephen Street looking west up the site. Tree to be removed can be seen in the photo.



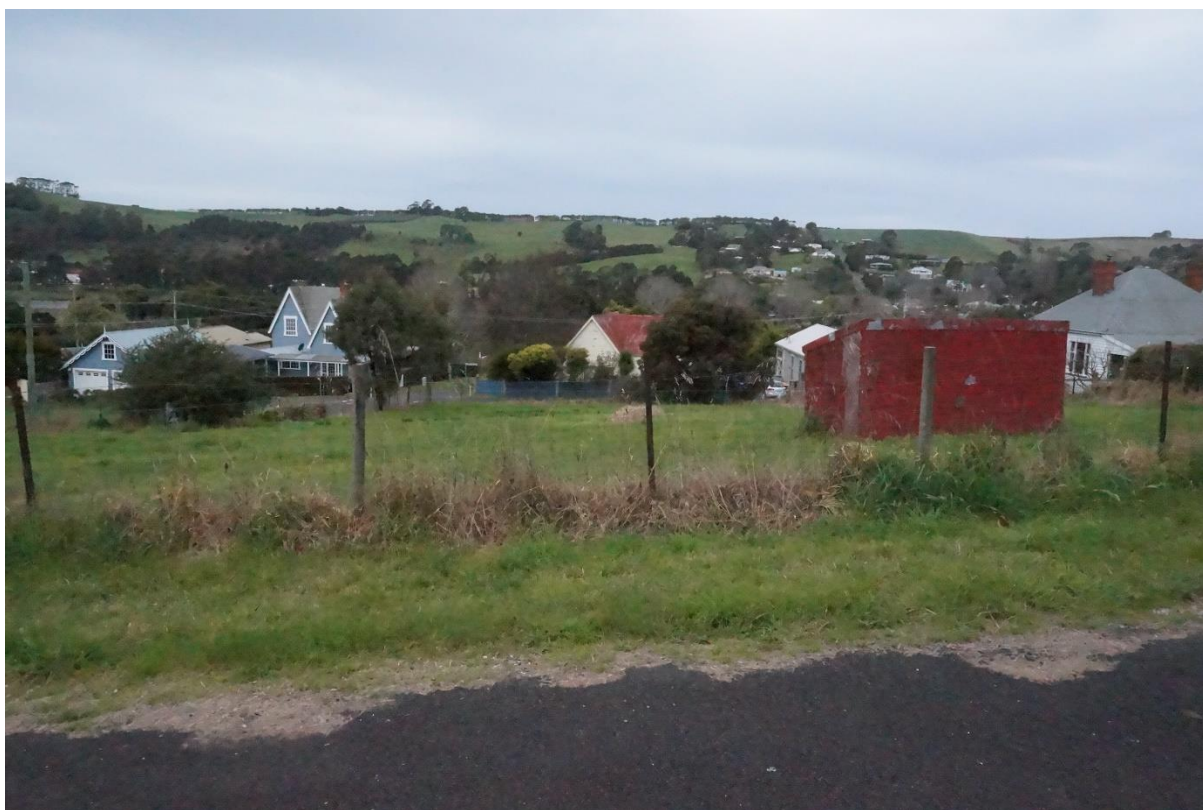


Photo from Fysh Street looking down east across the site.



Photo from Fysh Street looking down south-east across the site.



Photo from Fysh Street looking towards 19 Fysh Street.



Photo from Fysh Street looking towards 21 Fysh Street.



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

Note		Budget Annual \$	YTD Budget \$	Actual YTD \$	Variance \$
<b>Income</b>					
<b>Recurrent Income</b>					
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	-	-	-
		<b>26,422,919</b>	<b>18,480,095</b>	<b>18,771,037</b>	<b>290,942</b>
<b>Capital income</b>					
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
		<b>21,817,298</b>	<b>1,118,395</b>	<b>1,144,225</b>	<b>25,830</b>
	<b>Total Income</b>	<b>48,240,217</b>	<b>19,598,490</b>	<b>19,915,262</b>	<b>316,772</b>
<b>Expenses</b>					
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
	<b>Total expenses</b>	<b>27,072,856</b>	<b>6,614,960</b>	<b>6,501,040</b>	<b>(113,920)</b>
	<b>Operating result</b>	<b>21,167,361</b>	<b>12,983,531</b>	<b>13,414,222</b>	<b>(430,692)</b>
<b>Other comprehensive income</b>					
<b>Items that will not be reclassified to surplus or deficit</b>					
	Net asset revaluation increment/(decrement) Council	-	-	-	-
	Net asset revaluation increment/(decrement) Associates	-	-	-	-
	Fair Value adjustment on equity investment	-	-	-	-
	<b>Total Other Comprehensive Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Comprehensive Income</b>	<b>21,167,361</b>	<b>12,983,531</b>	<b>13,414,222</b>	<b>(430,692)</b>

**Notes**

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

**Recurrent Income**

- 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**

- 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
		\$	\$	\$
<b>Assets</b>				
<b>Current assets</b>				
	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)
	<b>Total current assets</b>	<b>12,752,872</b>	<b>22,903,368</b>	<b>10,150,496</b>
<b>Non-current assets</b>				
	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	-
	<b>Total non-current assets</b>	<b>522,761,272</b>	<b>524,196,715</b>	<b>1,435,442</b>
	<b>Total assets</b>	<b>535,514,144</b>	<b>547,100,083</b>	<b>11,585,939</b>
<b>Liabilities</b>				
<b>Current liabilities</b>				
	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	-
	<b>Total current liabilities</b>	<b>8,720,459</b>	<b>6,996,529</b>	<b>1,723,930</b>
<b>Non-current liabilities</b>				
	Provisions	2,284,055	2,179,715	104,340
	Interest bearing liabilities	10,761,323	10,761,323	-
	Lease liabilities	161,482	161,482	-
	<b>Total non-current liabilities</b>	<b>13,206,860</b>	<b>13,102,520</b>	<b>-</b>
	<b>Total liabilities</b>	<b>21,927,319</b>	<b>20,099,049</b>	<b>(1,828,270)</b>
	<b>Net Assets</b>	<b>513,586,825</b>	<b>527,001,034</b>	<b>13,414,209</b>
<b>Equity</b>				
15	Accumulated surplus	# 253,508,410	265,709,354	12,200,944
16	Reserves	260,078,415	261,291,680	1,213,265
	<b>Total Equity</b>	<b>513,586,825</b>	<b>527,001,034</b>	<b>13,414,209</b>
<b>Notes</b>				

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			

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
	<b>Capital Works 2020-2021</b>	<b>\$35,284,298</b>	<b>\$1,929,009</b>												
	<b>CAPITAL WORKS PROGRAM 2020-2021</b>	<b>\$35,284,298</b>	<b>\$1,929,009</b>												
	<b>Strategic Projects</b>	<b>\$24,296,000</b>	<b>\$1,020,086</b>												
	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												
	<b>Property Management</b>	<b>\$932,712</b>	<b>\$129,660</b>												
	Dial Road Development	\$400,000	\$129,660												
	Ulverstone Cultural Precinct - contribution	\$432,712	\$0												
	East Ulverstone Industrial Estate - Stage 2	\$100,000	\$0												
	<b>Works Depot</b>	<b>\$234,000</b>	<b>\$2,688</b>												
	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												
	<b>Emergency Services</b>	<b>\$15,000</b>	<b>\$0</b>												
	SES Equipment Upgrade	\$15,000	\$0												
	<b>Roads - Urban Sealed</b>	<b>\$2,140,000</b>	<b>\$186,306</b>												
	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												
	<b>Roads - Rural Sealed</b>	<b>\$1,675,000</b>	<b>\$96,481</b>												
	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												
	<b>Footpaths</b>	<b>\$460,000</b>	<b>\$202,891</b>												
	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												
	<b>Bridges</b>	<b>\$1,080,000</b>	<b>\$23,396</b>												
	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												
	<b>Car Parks</b>	<b>\$253,000</b>	<b>\$159,026</b>												
	Church of England carpark - Kings Parade	\$40,000	\$159,026												
	Haywoods Reserve carpark	\$50,000	\$0												
	<b>Drainage</b>	<b>\$457,000</b>	<b>\$0</b>												
	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												
	<b>Household Garbage</b>	<b>\$356,000</b>	<b>\$18,707</b>												
	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												
	<b>Parks</b>	<b>\$1,584,586</b>	<b>\$28,021</b>												
	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												
	<b>Public Amenities</b>	<b>\$78,000</b>	<b>\$2,681</b>												
	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												
	<b>Cemeteries</b>	<b>\$95,000</b>	<b>\$0</b>												
	Memorial Park - grave shoring units	\$60,000	\$0												
	Memorial Park - garden	\$30,000	\$0												
	Memorial Park - Master Plan	\$5,000	\$0												
	<b>Administration Centre</b>	<b>\$30,000</b>	<b>\$8,228</b>												
	Administration Centre - lighting	\$5,000	\$0												
	Administration Centre - heat pump renewals	\$5,000	\$8,228												
	Administration Centre - electrical upgrade - (RCD Protection)	\$14,000	\$0												
	<b>Cultural Activities</b>	<b>\$77,000</b>	<b>\$0</b>												
	Ulverstone Band - purchase instruments	\$47,000	\$0												
	Reibey Street, Ulverstone - curation (fire pots etc)	\$20,000	\$0												
	Festive Decorations - new	\$10,000	\$0												
	<b>Housing</b>	<b>\$173,000</b>	<b>\$50,838</b>												
	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												
	<b>Cultural Amenities</b>	<b>\$30,000</b>	<b>\$0</b>												
	Ulverstone Wharf precinct - reclad southern end roof	\$30,000	\$0												
	<b>Public Halls and Buildings</b>	<b>\$570,000</b>	<b>\$0</b>												
	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												
	<b>Caravan Parks</b>	<b>\$15,000</b>	<b>\$0</b>												
	Ulverstone Caravan Park - electrical upgrade	\$10,000	\$0												
	Ulverstone Caravan Park - painting program	\$5,000	\$0												
	<b>Swimming Pool and Waterslide</b>	<b>\$35,000</b>	<b>\$0</b>												
	Ulverstone Waterslide - surrounds	\$35,000	\$0												
	<b>Active Recreation</b>	<b>\$143,000</b>	<b>\$0</b>												
	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												
	<b>Recreation Centres</b>	<b>\$75,000</b>	<b>\$0</b>												
	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												
	<b>Child Care</b>	<b>\$35,000</b>	<b>\$0</b>												
	Ulverstone Childcare Internal/External Painting	\$10,000	\$0												
	Ulverstone Child Care Centre - gutter	\$25,000	\$0												
	<b>LEGEND</b>	<b>\$0</b>	<b>\$0</b>												
	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												