

Notice of Ordinary Council Meeting and

Agenda

22 JANUARY 2024

To all Councillors

NOTICE OF MEETING

In accordance with the *Local Government (Meeting Procedures) Regulations 2015*, notice is given of the next ordinary meeting of the Central Coast Council which will be held in the Council Chamber at the Administration Centre, 19 King Edward Street, Ulverstone on 22 January 2024. The meeting will commence at 6.00pm.

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 6 January 2024.

A livestream of the meeting will be available on the Central Coast Council – TAS YouTube page via a link on Council's website and Facebook page.

Dated at Ulverstone this 17th day of January 2024.

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



Ian Brunt
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.



Barry Omundson
CHIEF EXECUTIVE OFFICER

AGENDA

COUNCILLOR ATTENDANCE

COUNCILLOR APOLOGIES

EMPLOYEE ATTENDANCE

GUEST(S) OF THE COUNCIL

MEDIA ATTENDANCE

PUBLIC ATTENDANCE

LEGISLATIVE TERMINOLOGY – GENERAL MANAGER

At the Central Coast Council, the title Chief Executive Officer is a term of reference for the General Manager as appointed by Council pursuant to section 61 of the *Local Government Act 1993*; and carries the same meaning for the purposes of the *Local Government Act 1993* and all other legislation administered by or concerning the Council.

DIGITAL RECORDING OF COUNCIL MEETINGS

At the commencement of the meeting, the Chairperson is to notify those present that the meeting will be digitally recorded and made publicly available through the Council's website.

Digital recordings will be conducted in accordance with Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015* and the Council's Digital Recording Policy (109/2022).

ACKNOWLEDGEMENT OF COUNTRY

The Central Coast Council acknowledges and pays respect to the traditional owners of lutrawita (Tasmania), the palawa/pakana people.

We acknowledge the Punnilerpanner tribe of this Northern Country, and in doing so, we celebrate one of the world's oldest continuing cultures.

STATEMENT OF VALUES

Guided by the diverse beliefs, experiences and backgrounds of the people we represent, we strive to make inspired and respectful decisions today that will build a better tomorrow.

BUSINESS

See Contents – Page 3

Contents

1	CONFIRMATION OF MINUTES OF THE COUNCIL	6
1.1	Confirmation of minutes	6
2	COUNCIL WORKSHOPS	6
3	MAYOR'S COMMUNICATIONS	7
3.1	Mayor's communications	7
3.2	Mayor's diary	7
3.3	Declarations of interest	8
4	COUNCILLOR REPORTS	8
4.1	Councillor reports	8
5	APPLICATIONS FOR LEAVE OF ABSENCE	9
5.1	Leave of absence	9
6	DEPUTATIONS	9
6.1	Deputations	9
7	PETITIONS	9
7.1	Petitions	9
8	COUNCILLORS' QUESTIONS	10
8.1	Councillors' questions without notice	10
8.2	Councillors' questions on notice	11
9	PUBLIC QUESTION TIME	12
9.1	Public question time	12

9.2	Public questions taken on notice	13
10	DEPARTMENTAL BUSINESS	14
	OFFICE OF THE CEO AND MAYOR	14
10.1	Minutes and notes of committees of the Council and other organisations	14
10.2	Annual General Meeting for the year ended 30 June 2023	14
10.3	Cradle Coast Waste Management Group – extending membership to the West Coast and Kind Island Councils	16
10.4	Cradle Coast Waste Management Group – rollout of regional Food Organics Green Organics (FOGO) service and communication strategy	24
10.5	Common seal	27
10.6	Contracts and agreements	28
10.7	Correspondence addressed to the Mayor and Councillors	28
	COMMUNITY, GROWTH AND DEVELOPMENT	29
10.8	Safeguarding Children and Young People – interim Policy and Complaints Handling Procedure	29
10.9	Development application determinations	33
10.10	Council acting as a planning authority	33
10.11	Community Meeting and Entertainment – function centre and signage; Discretionary use; and reliance on <i>C1.0 Signs Code</i> and <i>C2.0 Parking and Sustainable Transport Code</i> at 385 South Road, West Ulverstone – Application No. DA2023246	34
	INFRASTRUCTURE SERVICES	79
10.12	Infrastructure Services determinations	79
	CORPORATE SERVICES	80
10.13	Statutory determinations	80
10.14	Quarterly financial statements	80

11	CLOSURE OF MEETING TO THE PUBLIC	81
11.1	Meeting closed to the public	81
11.2	Confirmation of closed session minutes	83
	OFFICE OF THE CEO AND MAYOR	84
11.3	Minutes and notes of other organisations and committees of the Council	84

1 CONFIRMATION OF MINUTES OF THE COUNCIL

1.1 Confirmation of minutes

The Executive Services Officer reports as follows:

“The minutes of the ordinary meeting of the Council held on 11 December 2024 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 ordinary meeting of the Council held on 11 December 2024 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.

- 15 January 2024 – Civic Centre review; West by North West marketing proposal; Child and Youth Safeguarding Framework; Bass Straight offshore wind zone; proposed development in Reibey Street.

This information is provided for the purpose of record only. A suggested resolution is submitted for consideration.”

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

3.1 Mayor's communications

The Mayor to report:

3.2 Mayor's diary

The Mayor reports as follows:

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

- . Penguin Playground Opening;
- . Penguin Visitor Centre and Hive's Volunteer Christmas Party;
- . Judging of Chamber of Commerce Christmas Window Competition;
- . Chamber of Commerce Christmas Drinks;
- . Penguin Men's Shed Christmas Lunch;
- . Ulverstone Christmas Parade;
- . Apex and Ulverstone Repertory Theatre Society Christmas Carols;
- . Opening for Leith to Don Heads Shared Pathway;
- . Ulverstone Secondary College Presentation Assembly;
- . Morning Tea at the Central Coast Adult Day Centre;
- . Don Irrigation Scheme Official Opening;
- . Penguin Senior Citizens Christmas Luncheon; and
- . 70th Birthday Celebration for Ulverstone Memorial Clock."

Cr Diprose reports as follows:

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

- . Penguin District School Assembly."

The Executive Services Officer reports as follows:

"A suggested resolution is submitted for consideration."

- "That the Mayor's and Councillor's reports be received."

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.”

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.”

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>
.....
.....

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.

(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.”

9 PUBLIC QUESTION TIME

9.1 Public question time

The Mayor reports as follows:

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

Public question time will be conducted in accordance with the *Local Government (Meeting Procedures) Regulations 2015* and the supporting procedures adopted by the Council in its Meeting Procedures – Public question time (Minute No. 133/2014). Some of these procedures include:

- No more than two questions may be asked by a member of the public.
- The meeting procedures do not allow for statements or debate, only questions.
- A questioner is to identify themselves before asking a question and direct their question/s to the Chairperson, who may invite another Councillor or Council employee to respond.
- To assist with the accurate recording of the minutes, a form has been provided for the questioner to record their question/s, name and contact details.
- If an item on the agenda has not been dealt with prior to public question time, questions about that item will not be taken for the reason that a response could compromise the Council’s subsequent consideration of that item.
- If it is not possible for an answer to be provided to a question at the meeting, then a written answer will be provided subsequent to the meeting.
- The Chairperson may refuse to accept a question. If the Chairperson refuses to accept a question, the Chairperson is to give reason for doing so.
- Protection of parliamentary privilege does not apply to local government and any statements in the Council Chambers, or any document produced, are subject to the laws of defamation.
- Public questions and their responses at the meeting will be recorded in the minutes, and via digital recording, which will be publicly available.”

9.2 Public questions taken on notice

The Executive Services Officer reports as follows:

“At the 11 December 2023, Mr Michael Haney asked the following question without notice, which was responded to by the Director Infrastructure Services who advised that matter would be investigated, and a response provided.

Question –

My question is in relation to the Fairway Park carpark and access to other users. When cars are parked in designated parking spaces, they are blocking access to more direct footpaths for mobility scooters and prams. The placement of disabled parking or access signs in these areas would help rectify the situation.

I would also like to thank the Councillors for all the good work you have done, including the community conversations.

Response –

The Director Infrastructure Services provided an initial response to Mr Haney at the 11 December 2023 Council meeting and advised that the matter would be investigated.

Following investigation, a sign to indicate the disability space at the Fairway Park carpark is to be installed prior to the end of January 2024.

In addition, yellow diagonal linemarking to delineate the area beside this as a shared no parking area will also be applied.

This information is provided for the purpose of record only. A suggested resolution is submitted for consideration.”

- “That the Officer’s report be received.”
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10 DEPARTMENTAL BUSINESS

OFFICE OF THE CEO AND MAYOR

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

The Chief Executive Officer 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 Council Audit Panel – meeting held 27 November 2023; and
- Central Coast Community Safety Partnership Committee – meeting held 6 December 2023.

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 General Meeting for the year ended 30 June 2023

The Executive Services Officer reports as follows:

“PURPOSE

The purpose of this report is to allow the Council to consider its Annual General Meeting (AGM) for the year ended 30 June 2023 and the motions passed at the AGM.

BACKGROUND

In compliance with section 72B of the *Local Government Act 1993* (the Act), the Central Coast Council AGM was held on Monday 11 December 2023 in the Council Chamber, Administration Centre, Ulverstone.

Notice of the meeting was published in The Advocate newspaper on Wednesday 22 November 2023.

DISCUSSION

A quorum of Council was present at the AGM.

No submissions in respect of the 2022–2023 Annual Report were received.

The following motions were passed at the AGM:

- 1 That the minutes of the Annual General Meeting of the Council held on 6 December 2022 be confirmed (moved Cr Hiscutt and seconded Cr Wylie).
- 2 That the Council receive the Annual Report 2022–2023 (moved Cr Viney and seconded Cr Beswick).

Section 72B(6) of the Act requires that a motion passed at the AGM is to be considered at the next meeting of Council.

A copy of the minutes of the AGM are appended to this report.

CONSULTATION

Consultation is not required in respect of this report.

RESOURCE, FINANCIAL AND RISK IMPACTS

This matter does not impact on resources.

CORPORATE COMPLIANCE

The holding of the AGM is a statutory requirement under the Act. Section 72B(6) of the Act requires that a motion passed at the AGM is to be considered at the next meeting of Council.

The Central Coast Strategic Plan 2014–2024 includes the following strategy and key action:

Council Sustainability and Governance

- . Effective communication and engagement
- . Improve corporate governance

CONCLUSION

It is recommended that the Council confirm the following motions passed at its AGM for the year ended 30 June 2023:

- 1 That the minutes of the Annual General Meeting of the Council held on 6 December 2022 be confirmed.
- 2 That the Council receive the Annual Report 2022–2023.

A copy of the minutes of the AGM for the year ended 2023 having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

■ “That the Council confirm the following motions passed at its Annual General Meeting for the year ended 30 June 2023:

- 1 That the minutes of the Annual General Meeting of the Council held on 6 December 2022 be confirmed.
 - 2 That the Council receive the Annual Report 2022–2023.”
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10.3 Cradle Coast Waste Management Group – extending membership to the West Coast and King Island Councils

The Chief Executive Officer reports as follows:

“The Executive Services Officer has adapted the following report provided by the Cradle Coast Waste Management Group (CCWMG):

‘PURPOSE

The purpose of this report is to allow the Council to consider the endorsement of the revised Terms of Reference (TOR) of the CCWMG which extend membership of the CCWMG to the King Island and West Coast Councils.

The CCWMG has provided all member Councils with a model report, which has been adapted to form this report.

BACKGROUND

The CCWMG was formed in 2007 to improve waste management from a regional perspective, providing efficiencies and economies of scale and sourcing specialty waste reduction services in North West Tasmania. The CCWMG currently represents seven North West Tasmanian Councils: Burnie City, Central Coast, Circular Head, Devonport City, Latrobe, Kentish and Waratah-Wynyard.

Over the last year the group has been working with King Island and West Coast Councils on a range of matters and these two Councils are seeking to become formal members of the group.

CCWMG membership is governed by the TOR, signed by representatives of participating Councils. In the 2022 update of this document, the TOR noted that:

‘West Coast and King Island Councils do not currently participate, however, opportunity for participation is open.’

Following investigations by these Councils into the opportunities available from formal membership of the group, both Councils confirmed the desire to join the CCWMG. An amendment to the group’s 2023–24 Annual Plan and budget was drafted, together with changes to the TOR to formally include both local government areas. In joining the CCWMG, this ensures all Tasmanian Councils belong to one of the three regional waste groups.

A copy of the CCWMG’s current TOR and a copy of their revised TOR are appended to this report.

DISCUSSION

Membership of CCWMG –

The CCWMG currently consists of the General Managers of the participating Councils.

The group is supported by Cradle Coast Waste Services, part of the Dulverton Regional Waste Management Authority (DWM), providing project management support and waste expertise.

At a meeting of the CCWMG on 19 April 2023, it was agreed that to extend the membership to King Island and West Coast Councils the following process would apply:

1. Exchange of documentation requesting and approving admission to the Group.
2. Negotiation between CCWMG and the new Councils regarding financial contribution to the group, including start dates for service delivery, as well as revision of the group's annual plan and budget to incorporate the additional funding and projects to be presented and agreed by all members.
3. Endorsement from the additional member Councils to accept the CCWMG Strategic Plan, with any amendments agreeable to members relative to the new Councils needs or modifications to current projects to support broader participation.
4. Resolution of approval minuted in CCWMG meeting.
5. Update of the TOR to include the new member Councils and ensure rules match the requirements of the group.
6. All Councils sign updated TOR.
7. The Department of Natural Resources and Environment (NRE) and the Waste and Resource Recovery Board be advised of the change in membership, at the completion of Steps 1–6.

Steps 1–5 have now been addressed and the proposed changes are provided to the TOR in the attachment. The primary changes proposed to the TOR relate to:

1. The TOR specifies certain rules based on the number of Councils currently members. For example: number of Voting Members as seven, quorum amount as four and similar. The TOR is updated to incorporate additional Council membership and amend the majority required for a quorum.
2. State Landfill Levy funding agreements are set up with distinct service areas in mind and remote areas have been offered funding under separate terms than those offered to waste management groups. Due to this, additional Councils outside of current CCWMG borders will need to have payment arrangements to CCWMG to cover regional services in these areas. Provision for this arrangement, and transparency on the use of funds is provided in the revised TOR.
3. The TOR identifies the CCWMG Strategic Plan as the primary driver for the projects and operations of the group. All members are expected to work toward alignment between Councils' goals or strategies and the CCWMG goals.

If these changes are supported by the current members, then the revised TOR can be endorsed, with any amendments required.

Impact on the CCWMG 2023–24 Annual Plan and Budget –

Whilst the proposed two new member Councils have several unique issues, related to the remoteness of these communities, both are working towards supporting their communities to increase resource recovery and manage the cost and environmental impact of waste disposal.

The process so far has been that both Councils have formally sought to join the group. At the April 2023 CCWMG meeting it was agreed in principle to include these Councils as members, subject to developing an approach to the funding and project delivery that the Councils would participate in. The current CCWMG funding agreement does not include return of waste levy for tonnages disposed of by either of these municipalities.

Consequently, it is proposed to charge an equivalent rate for the estimated tonnes generated annually by each Council. This generates a combined additional income for the group of \$76,930.

Program delivery for 2023–24 will seek to see both communities gain access to education and support to increase the recycling and recovery of materials through:

- Provision of three days for the schools program in each new Council area. This will be delivered in a block rather than the usual spread of days to minimize cost and maximize learning outcomes.
- Access to the updated recycling education material to be developed to support the new FOGO and recycling contract commencing in July 2024.
- Provision of community hubs for resource recovery of common household waste streams at one location on King Island and three locations in West Coast, together with formalising the logistics for the recovery of items presented.
- King Island will take on the use of the Mandalay program at its landfill and Waste Transfer Station.
- Development of a feasibility study to assess capacity for West Coast to be included within the regional FOGO and recycling tender, addressing logistics, benefits to all member Councils for increased throughput and expected impact on diversion rates.

The Councils will also gain access to several other existing programs and contribute towards the administration costs of the organisation. The proposed changes to the CCWMG Project Task List and Budget have been endorsed by

both Councils and approved in principle by the CCWMG at its December 2023 meeting.

Looking to the future, discussions will be held with NRE to determine if it is simpler to retain the current invoicing approach or amend the grant agreement for the CCWMG for the 2025 financial year.

Policy Considerations –

The CCWMG's strategic vision is to:

‘Deliver a sustainable community in the Cradle Coast region of Tasmania by implementing strategies which minimise waste through increases in waste diversion and recovery.’

CCWMG prepares a five-yearly Strategic Plan which details projects and strategies for improvements in resource recovery and waste reduction for member councils and the region's residents and businesses. This Annual Plan and Budget marks the second year of the CCWMG 2022–23 to 2027–28 Strategic Plan Actions.

The objectives of the CCWMG Strategic Plan 2023–2028 are:

1. By 2028, establish regionally consistent practices for waste management in all member council areas for consistent waste contracts, services and best practice principles.
2. By 2028, target 60% MSW resource recovery.
3. By 2028, target <10% contamination rate in kerbside recycling bins (based on annual kerbside recycling auditing).
4. By 2028, phase out priority single-use plastics.

The implementation of the regional FOGO collection service across the northwest from mid-2024 will be instrumental in reducing the amount of materials bound for landfill and achieving the 2028 target of 60% of municipal waste being recovered and reused.

By joining the CCWMG, King Island and West Coast Councils strengthen their commitment to increase recycling and manage all waste streams more effectively into the future. These Councils will benefit from the existing programs operated by the groups as well as having access to advice on their relatively unique challenges, compared to the rest of the region.

Financial Considerations –

Until 2022–23, the CCWMG was funded by a voluntary levy for waste collected at the region's three landfills: Dulverton (DWM), Port Latta and Lobster Creek. During 2021–22 this levy was charged at a rate of \$5.50 per Tonne and was scheduled to increase by \$0.50 per year for the next ten years.

On 1 July 2022, the Tasmanian State Government initiated a State Landfill Levy of \$20.00 per Tonne, which superseded the regional voluntary levy collection method as ongoing funding for all regional groups was promised from the State. This levy will increase to more than \$60.00 per Tonne by 2026–27.

The Landfill Levy is managed by the Waste and Resource Recovery Board (WRRB), which is developing a clear path for supporting Statewide infrastructure and circular economy projects and released its strategy in November 2023.

WRRB funding is delivered through a three-year grant linked to average tonnages over the previous three years. This creates a smoothing function for significant landfill changes, such as the introduction of a FOGO service. The 2022–23 funding amount has been included in the grant deed as a base minimum for future years to maintain a baseline in case of tonnage reductions. The 2023–24 CCWMG grant income for 2023–24 is \$690,990. The inclusion of the two additional Council areas will increase the group's income to \$767,920.

Risk Management –

The rates of waste generation per person, together with the costs for disposal and the requirements to manage the environmental and social impacts have become increasingly demanding for many communities to manage. At a regional level, joint contracts provide the ability to increase market competition, when compared to individual Council purchasing. Also, for most Councils in the region, staff may not have specialist knowledge or have an already full workload, limiting their ability to source the best outcomes.

For the new member Councils, participation in CCWMG provides both direct and indirect benefits to enhance waste and resource recovery outcomes and reduce exposure to risks. For the existing members of the CCWMG, increased funding will support the programs offered into the future, as well as have the potential to build throughput in some contracts that lower the unit price for processing collected materials for all.

Stakeholder Communication –

The member Councils, staff and General Managers, together with community groups have been instrumental in making the CCWMG the most mature and stable waste management group in the state. The commitment to the voluntary levy and the capacity to work together has driven many changes in the last 15 years.

Broadening the membership will spread the benefits of this work further across the region. When the TOR is endorsed by all Councils, the State Government and the Waste and Resource Recovery Board will be advised of this change.

RESOURCE, FINANCIAL AND RISK IMPACTS

The resource, financial and risk impacts have been addressed in the preceding sections of this report.

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
- . Strengthen local–regional connections.

CONCLUSION

It is recommended that the Council endorse the revised TOR of the CCWMG, which includes extending membership of the CCWMG to include the King Island and West Coast Councils.’

The Chief Executive Officer supports the report and recommends that the Council accept the advice of the CCWMG and approves the new Terms of Reference to include the West Coast and Kind Island Councils in the CCWMG.”

The Executive Services Officer reports as follows:

A copy of CCWMG’s revised TOR having been circulated to all Councillors, a suggested resolution is submitted for consideration.”

- “That the Council approve the revised Cradle Coast Waste Management Group Terms of Reference (a copy being appended to and forming part of the minutes), which include extending the membership of the Cradle Coast Waste Management Group to include the West Coast and King Island Councils.”
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10.4 Cradle Coast Waste Management Group – rollout of regional Food Organics Green Organics (FOGO) service and communication strategy

The Chief Executive Officer reports as follows:

“The Executive Services Officer has adapted the following report provided by the Cradle Coast Waste Management Group (CCWMG):

‘PURPOSE

The purpose of this report is to allow the Council to consider the rollout of the regional Food Organics Green Organics (FOGO) service, and associated communications strategy, across North West Tasmania in mid-2024.

The CCWMG has provided all member Councils with a model report, which has been adapted to form this report.

BACKGROUND

The CCWMG has appointed a communications firm to develop information for households around the commencement of the regional FOGO service in mid-2024. This report provides an overview of how the community across the region can expect the delivery of this new service to occur.

DISCUSSION

The Central Coast Council was an early adopter of the FOGO service. In October 2019 the Central Coast was the first Council in the North West of Tasmania to establish the waste service, paving the way for the regional uptake now evidenced in this report.

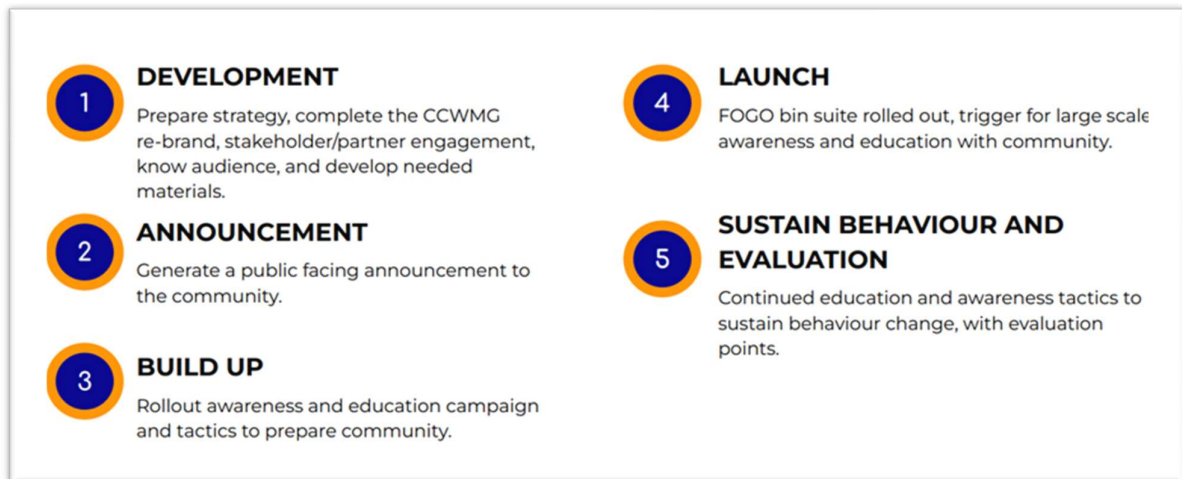
The North West region will be at the forefront in resource recovery in the State with the proposed commencement of the FOGO service from July 2024.

To ensure people know how to effectively use the new green bin that will be delivered to most residents, information is being developed for presentation across a wide range of platforms. This work will be guided by the development of the communications strategy, professionally prepared and overseen by a group comprising Councillors and staff from each of the Councils in the regional FOGO collection contract.

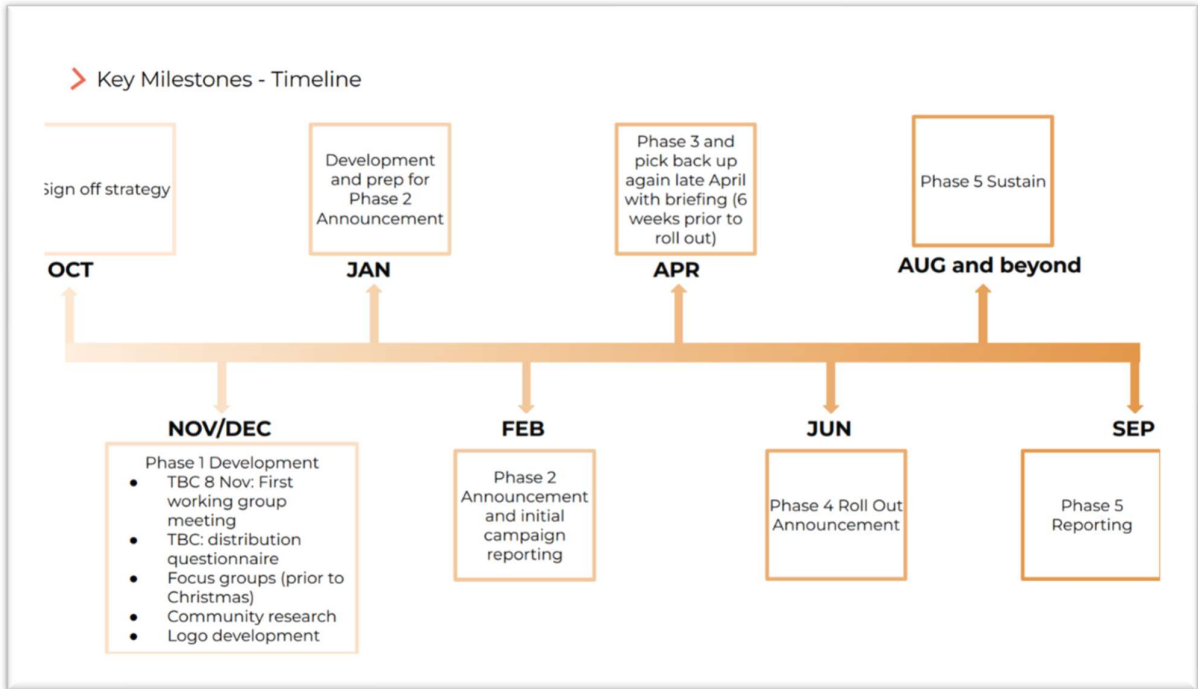
The objectives of the communications work are to:

- Drive awareness of the new FOGO service and how to utilise the bin effectively;
- Educate the community on why FOGO is an important element of waste diversion; and
- Inspire/promote participation by households.

The delivery of the communications strategy has five key stages which are depicted below:



It is anticipated that the delivery of the project will be as follows:



The first meeting of the Council Engagement Group for this project was held on 9 November 2023. The meeting worked through the stages for the delivery of the communication plan and attendees provided feedback to the consultants on issues that are anticipated to arise.

Following from the session the participants collated a list of local events where information about the new regional service might be showcased between April and June 2024.

The next meeting of the group is planned for late January 2024 to continue developing the materials households will need to utilise the new bin system.

CONSULTATION

Implementing the service in a way that maximises the amount of organic material collected and minimises contamination is a key goal. It is anticipated that a range of formats and places to collect information on how to use the green bin will be available as the communications project evolves. Materials with the bin, online, available in person and at community sites are all likely to be elements of the project.

RESOURCE, FINANCIAL AND RISK IMPACTS

The CCWMG's strategic vision is to:

'Deliver a sustainable community in the Cradle Coast region of Tasmania by implementing strategies which minimise waste through increases in waste diversion and recovery.'

The objectives of the CCWMG Strategic Plan 2023–2028 include achieving a 60% resource recovery from municipal waste by 2028. This target sits within the state and national targets for the reduction in landfilling.

The implementation of the regional FOGO collection service across the North West from mid-2024 will be instrumental in reducing the amount of material bound for landfill.

Whilst each Council in the regional contract bears the cost of the FOGO service, this cost is offset in part by savings in the state waste levy that currently apply to the disposal of this material to landfill.

The communications project is funded by the regional waste management group, which receives its primary funding from the state Waste and Resource Recovery Board.

The commencement of the regional service is set to coincide with the delivery of processing capacity in the region at the new Dulverton Waste Management composting facility. This reduces the transport costs for materials collected from the green bins.

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
- . Strengthen local–regional connections.

CONCLUSION

It is recommended that the Council note the planned regional delivery of the FOGO service across North West Tasmania from mid-2024, and the Cradle Coast Waste Management Group's associated communications strategy.'

The Chief Executive Officer supports the report and recommendation of the CCWMG."

The Executive Services Officer reports as follows:

A suggested resolution is submitted for consideration."

- "That the Council note the planned regional delivery of the Food Organics Green Organics (FOGO) service across North West Tasmania from mid-2024, and the Cradle Coast Waste Management Group's associated communications strategy."
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10.5 Common seal

The Chief Executive Officer reports as follows:

"A Schedule of Documents for Affixing of the Common Seal for the period 12 December 2023 to 22 January 2024 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."
-
-

10.6 Contracts and agreements

The Chief Executive Officer reports as follows:

“A Schedule of Contracts and Agreements (other than those approved under the common seal) entered into for the period 12 December 2023 to 22 January 2024 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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10.7 Correspondence addressed to the Mayor and Councillors

The Chief Executive Officer reports as follows:

“A Schedule of Correspondence addressed to the Mayor and Councillors for the period 12 December 2023 to 22 January 2024 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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COMMUNITY, GROWTH AND DEVELOPMENT

10.8 Safeguarding Children and Young People – interim Policy and Complaints Handling Procedure

The Director Community, Growth and Development reports as follows:

“PURPOSE

The purpose of this report is to allow the Council to consider the Safeguarding Children and Young People Policy and Complaints Handling Procedure for adoption.

Copies of the Safeguard Children and Young People Policy and Complaints Handling Procedure are appended to this report.

BACKGROUND

In response to the recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse (2018), the State Government initiated and developed its Child and Youth Safe Organisations Bill.

On 13 June 2023, the *Child and Youth Safe Organisations Act 2023* (the Act) was passed by Parliament. The Act legislates new requirements for organisations, including councils, in regard to child and youth safety, specified in the Child and Youth Safe Organisations Framework (the Framework).

The Framework consists of four key elements:

- the Child and Youth Safe Standards;
- the Reportable Conduct Scheme;
- the Independent Regulator; and
- information sharing provisions.

Council has been liaising with the Local Government Association of Tasmania (LGAT), who have been advocating for the State Government to provide support to councils for the implementation of policies and procedures, with the belief it is essential that councils should have a consistent approach to how we respond to these new obligations.

Council's Children's Services function adopted an equivalent policy in October 2023. As with other Children's Services policies, this was facilitated through an external service that Council subscribes to.

Under the arrangement, Children's Services' policies are reviewed monthly for legislative compliance and all employees are required to read and sign any new versions. Compliance with relevant legislation is a focus of the Assessment and Rating audits carried out by the State Government.

Having said that, the involvement of the Manager Children's Services in the Child Safe Organisation working group proposed in this report will ensure consistency across the organisation to the greatest extent possible, as well as providing opportunities for learning.

DISCUSSION

Effective from 1 January 2024, councils have certain responsibilities under the Act, including implementation of the Child and Youth Safe Standards and participation in the Reportable Conduct Scheme.

Appointment of an Independent Regulator, who is integral to the Reportable Conduct Scheme, was announced on 19 December 2023, and it is hoped that councils will soon be provided with more information and greater support. As new information comes to light, the interim policy and procedure may require change.

Acknowledging that State Government support was unlikely to be received prior to 1 January 2024, LGAT recommended in November 2023 that councils prioritise the following actions:

1. Introduce an interim safeguarding children policy along the lines of that developed by Derwent Valley Council.
2. Develop an allegation and complaints handling procedure (utilising Page Seager Lawyers where appropriate, as negotiated by LGAT).
3. Establish an internal Child Safe Organisation working group (outlined in the proposed policy).

The proposed interim Safeguarding Children and Young People Policy and Complaints Handling Procedure is based on the Derwent Valley Council's policy and procedure, adopted in November 2023. Documents provided by the Brighton Council have also been used to inform this work. The Complaints Handling Procedure has been drafted using the Australian Government – National Office for Child Safety Guidelines for creating a child safe organisation and recommendations provided by Page Seager

Lawyers as part of a LGAT Special Interest Group seminar, specifically on the implementation of the Child and Youth Safe Framework for councils in Tasmania.

An internal Child Safe Organisation working group will be established following the adoption of the interim Policy and Procedure. An action plan for the implementation of the Framework will then be developed by the working group. This is expected to impact on the workload and priorities of several Council officers across the organisation, particularly within the first year of operation.

The adoption of the Policy alone does not mean that the Council will satisfy all obligations under the Act. Significant work is still required including reviewing and updating a number of internal policies and procedures, delivering staff and elected member training, and embedding child and youth safe practices across all aspects of the organisation.

CONSULTATION

Consultation within the local government sector has been addressed in the Discussion section of this report. This matter was discussed at the 15 January Councillor Workshop.

RESOURCE, FINANCIAL AND RISK IMPACTS

Failure to comply with the Act risks harm to children and young people. Organisations can be subject to a fine of up to \$70,200 for every breach, and in the case of the Chief Executive Officer failing to make a report, a fine of up to \$23,400 can be issued.

Implementation of the Framework and other legislative requirements will require significant staff time and resources. Indicative investigation costs, based on working with an external investigator are estimated to be \$2,500–\$15,000, depending on the complexity of the investigation.

CORPORATE COMPLIANCE

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

Council Sustainability and Governance

- Improve corporate governance

CONCLUSION

Under the new Act, the Council is required to ensure the safety and wellbeing of children and young people using its services or facilities. The Safeguarding Children and Young People Policy and Complaints Handling Procedure outlines the Council's

position and responsibilities in relation to this. It represents the first step in what will be an ongoing commitment to complying with the Act and maintaining our long standing commitment to the safety and wellbeing of young people.

It is recommended that the Council:

- 1 adopt the interim Safeguarding Children and Young People Policy, subject to additional work being undertaken in 2024;
- 2 adopt the interim Complaints Handling Procedure, subject to additional work being undertaken in 2024; and
- 3 establish an internal Child Safe Organisation working group to begin monitoring Council's implementation of the Child and Youth Safe Framework."

The Executive Services Officer reports as follows:

"Copies of the Safeguarding Children and Young People Policy and Complaints Handling Procedure having been circulated to all Councillors, a suggested resolution is submitted for consideration."

■ "That the Council:

- 1 adopt the interim Safeguarding Children and Young People Policy (a copy being appended to and forming part of the minutes), subject to further work being undertaken in 2024;
- 2 adopt the interim Complaints Handling Procedure (a copy being appended to and forming part of the minutes), subject to further work being undertaken in 2024; and
- 3 establish an internal Child Safe Organisation working group to begin monitoring Council's implementation of the Child and Youth Safe Framework."

10.9 Development application determinations

The Director Community, Growth and Development reports as follows:

“A Schedule of Development Application Determinations made during the month of December 2023 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 Development Application Determinations (a copy being appended to and forming part of the minutes) be received.”
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10.10 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 10.11, 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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10.11 Community Meeting and Entertainment – function centre and signage; Discretionary use; and reliance on *C1.0 Signs Code* and *C2.0 Parking and Sustainable Transport Code* at 385 South Road, West Ulverstone – Application No. DA2023246

The Director Community, Growth and Development reports as follows:

“The Planning Consultant has prepared the following report:

<i>‘DEVELOPMENT APPLICATION NO.:’</i>	DA2023246
<i>PROPOSAL:</i>	Community Meeting and Entertainment – function centre and signage; Discretionary use; and reliance on <i>C1.0 Signs Code</i> and <i>C2.0 Parking and Sustainable Transport Code</i>
<i>APPLICANT:</i>	Andrew Smith Architects
<i>LOCATION:</i>	385 South Road, West Ulverstone
<i>ZONE:</i>	Rural
<i>PLANNING INSTRUMENT:</i>	<i>Tasmanian Planning Scheme – Central Coast</i> (the planning scheme)
<i>ADVERTISED:</i>	11 November 2023
<i>REPRESENTATIONS EXPIRY DATE:</i>	27 November 2023
<i>REPRESENTATIONS RECEIVED:</i>	One
<i>42-DAY EXPIRY DATE:</i>	19 December 2023 (extension of time granted until 22 January 2024)
<i>DECISION DUE:</i>	22 January 2024
<i>PURPOSE</i>	

The purpose of this report is to consider an application for a change of use of an existing outbuilding (currently forming part of the existing Residential use) to Community Meeting and Entertainment (function centre) and additional signage (retrospective) at 385 South Road, West Ulverstone.

Accompanying the report are the following documents:

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

BACKGROUND

Development description –

Application is made for a change of use for an existing outbuilding to Community Meeting and Entertainment (function centre) to host private functions. The application includes retrospective considerations for two ground based signs.

Site description and surrounding area –

Certificate of Title 15995/1 (385 South Road, West Ulverstone) has a land area of 6.658ha and is zoned Rural. The site is subject to the Bushfire-Prone Areas overlay, however as it is not a vulnerable nor a hazardous use as defined in *C13.0 Bushfire-Prone Areas Code*, the provisions of the Code are not applicable.

The site also contains areas within the low and medium landslip hazard bands under *C15.0 Landslip Hazard Code*, as well as areas within the priority vegetation area under *C7.0 Natural Assets Code*. The development area does not encroach into either the landslip area or the priority vegetation areas and these two Codes are not applicable.

The site is cleared and currently contains a dwelling and a number of outbuildings, including that for which the change of use is proposed. Road access is off South Road, via a frontage of just over 20m.

The property at 385 South Road, West Ulverstone is adjoined to the west by land in the Rural Living Zone A, the majority of which has been developed with single dwellings. The adjoining land to the east and south is within the Rural Zone. The property to the east contains established vegetation, as well as an operating quarry in Mining Lease 1707P/M. Land immediately to the south is in the same ownership as the development site and contains additional rural sheds.

The development site is not connected to reticulated services.

History –

Property known as 385 South Road, West Ulverstone has been the subject of a previous permit for the outbuilding as a farm shed (DA2022080) and is the site of a registered Food Service under the provisions of a home-based business.

DISCUSSION

The following Table is the Planning Consultant's assessment against the Planning Scheme provisions:

20.0 Rural Zone

20.1 Zone Purpose

The purpose of the Rural Zone is:

- 20.1.1 To provide for a range of use or development in a rural location:
- (a) where agricultural use is limited or marginal due to topographical, environmental or other site or regional characteristics;
 - (b) that requires a rural location for operational reasons;
 - (c) is compatible with agricultural use if occurring on agricultural land;
 - (d) minimises adverse impacts on surrounding uses.
- 20.1.2 To minimise conversion of agricultural land for non-agricultural use.
- 20.1.3 To ensure that use or development is of a scale and intensity that is appropriate for a rural location and does not compromise the function of surrounding settlements.

Planners comment

The proposal satisfies the Zone Purpose in that it would provide for an alternative use where agricultural use is limited or marginal. The site is suited to grazing, and this use is able to continue with the proposed development. As such, the proposed use is considered to be in accordance with (c) – compatible with agricultural use occurring on the land.

No agricultural land is being converted as a result of the development.

The function of the main settlements (Ulverstone and Penguin) is not considered to be compromised as a result of the development.

20.0 Rural Zone

CLAUSE		COMMENT
20.3 Use Standards		
20.3.1 Discretionary uses	Not Applicable	Assessment
<p>20.3.1 –(A1)</p> <p>A use listed as Discretionary, excluding Residential, is for an alteration or extension to an existing use, if:</p> <p>(a) the gross floor area does not increase by more than 30% from that existing at the effective date; and</p> <p>(b) the development area does not increase by more than 30% from that existing at the effective date.</p>	<input type="checkbox"/>	<p>(a) Compliant. The floor area is not increasing.</p> <p>(b) Compliant. The development area is not increasing.</p>
<p>20.3.1 –(A2)</p> <p>No acceptable solution.</p>	<input type="checkbox"/>	<p>Non-compliant. Community Meeting and Entertainment is a Discretionary use within the Rural Zone.</p> <p>Refer to the “Issues” section of this report.</p>
<p>20.3.1 –(A3)</p> <p>No acceptable solution.</p>	<input type="checkbox"/>	<p>Non-compliant. Community Meeting and Entertainment is a Discretionary use within the Rural Zone.</p> <p>Refer to the “Issues” section of this report.</p>
<p>20.3.1 –(A4)</p> <p>No acceptable solution.</p>	<input type="checkbox"/>	<p>Non-compliant. Community Meeting and Entertainment is a Discretionary use within the Rural Zone.</p> <p>Refer to the “Issues” section of this report.</p>
20.4 Development Standards for Buildings and Works		
20.4.1 Building height	Not Applicable	Assessment
<p>20.4.1 –(A1)</p> <p>Building height must be not more than 12m.</p>	<input type="checkbox"/>	<p>Compliant. No building works are proposed.</p>

20.4.2 Setbacks	Not Applicable	Assessment
<p>20.4.2 –(A1)</p> <p>Buildings must have a setback from all boundaries of:</p> <p>(a) not less than 5m; or</p> <p>(b) if the setback of an existing building is within 5m, not less than the existing building.</p>	<input type="checkbox"/>	Compliant. No building works are proposed.
<p>20.4.2 –(A2)</p> <p>Buildings for a sensitive use must be separated from an Agriculture Zone a distance of:</p> <p>(a) not less than 200m; or</p> <p>(b) if an existing building for a sensitive use on the site is within 200m of that boundary, not less than the existing building.</p>	<input type="checkbox"/>	Compliant. No building works are proposed.
20.4.3 Access for new dwellings	Not Applicable	Assessment
<p>20.4.3 –(A1)</p> <p>New dwellings must be located on lots that have frontage with access to a road maintained by a road authority.</p>	<input checked="" type="checkbox"/>	No new dwellings are proposed.
20.5 Development Standards for Subdivision		
20.5.1 lot design	Not Applicable	Assessment
<p>20.5.1 –(A1)</p> <p>Each lot, or a lot proposed in a plan of subdivision, must:</p> <p>(a) be required for public use by the Crown, a council or a State authority;</p> <p>(b) be required for the provision of Utilities or irrigation infrastructure;</p>	<input checked="" type="checkbox"/>	No subdivision is proposed.

<p>(c) be for the consolidation of a lot with another lot provided each lot is within the same zone; or</p> <p>(d) be not less than 40ha with a frontage of no less than 25m and existing buildings are consistent with the setback and separation distance required by clause 20.4.2 A1 and A2.</p>		
<p>20.5.1 –(A2)</p> <p>Each lot, or a lot proposed in a plan of subdivision, must be provided with a vehicular access from the boundary of the lot to a road in accordance with the requirements of the road authority.</p>	<p><input checked="" type="checkbox"/></p>	<p>No subdivision is proposed.</p>

CODES

CODES		
CODE	NOT APPLICABLE	APPLICABLE
C1.0 Signs Code	<input type="checkbox"/>	Refer to table below.
C2.0 Parking and Sustainable Transport Code	<input type="checkbox"/>	Refer to table below.
C3.0 Road and Railway Assets Code	<input type="checkbox"/>	Refer to table below.
C4.0 Electricity Transmission Infrastructure Protection Code	<input checked="" type="checkbox"/>	
C5.0 Telecommunications Code	<input checked="" type="checkbox"/>	
C6.0 Local Historic Heritage Code	<input checked="" type="checkbox"/>	
C7.0 Natural Assets Code	<input checked="" type="checkbox"/>	
C8.0 Scenic Protection Code	<input checked="" type="checkbox"/>	
C9.0 Attenuation Code	<input checked="" type="checkbox"/>	
C10.0 Coastal Erosion Hazard Code	<input checked="" type="checkbox"/>	
C11.0 Coastal Inundation Hazard Code	<input checked="" type="checkbox"/>	
C12.0 Flood-Prone Areas Hazard Code	<input checked="" type="checkbox"/>	
C13.0 Bushfire-Prone Areas Code	<input checked="" type="checkbox"/>	
C14.0 Potentially Contaminated Land Code	<input checked="" type="checkbox"/>	
C15.0 Landslip Hazard Code	<input checked="" type="checkbox"/>	
C16.0 Safeguarding of Airports Code	<input checked="" type="checkbox"/>	

C1.0 Signs Code

CLAUSE		COMMENT
C1.5 Use Standards		
There are no use Standards in this code.		
C1.6 Development Standards for Buildings and Works		
C1.6.1. Design and Siting of Signs	Not Applicable	Assessment
<p>A1</p> <p>A sign must :</p> <p>(a) be located within the applicable zone for the relevant sign type set out in Table C1.6; and</p> <p>(b) meet the sign standards for the relevant sign type set out in Table C1.6, excluding for the following sign types, for which there is no Acceptable Solution:</p> <p>(i) roof sign;</p> <p>(ii) sky sign; and</p> <p>(iii) billboard.</p>	<input type="checkbox"/>	<p>(a) Compliant. Ground based signs are able to be located in all zones.</p> <p>Ground based signs, in accordance with Table C1.6 must:</p> <p>(a) be limited to 1 ground based sign for each 20m of frontage or part thereof;</p> <p>Compliant. The frontage is 22m. This allows for two signs, as the provision incorporates consideration of "part thereof". It is noted that the submission against the <i>C1.0 Signs Code</i> states that this does not comply. This is not assessed to be the case.</p> <p>(b) not be higher than 2.4m above the ground; and</p> <p>Compliant. Site inspection and measurements taken on 25 September 2023 confirm that both of the</p>

		<p>signs sit below 2.4m from the ground level.</p> <p>(c) have a supportive structure that does not project above the sign face unless it forms a feature or is incorporated into the sign design.</p> <p>Compliant. Neither signs would have supports that project above the sign face.</p> <p>(b) Compliant.</p> <p>(i) Not applicable. Proposal is for ground based signage.</p> <p>(ii) Refer to (i).</p> <p>(iii) Refer to (i).</p>
<p>A2</p> <p>A sign must be not less than 2m from the boundary of any lot in the General Residential Zone, Inner Residential Zone, Low Density Residential Zone, Rural Living Zone or Landscape Conservation Zone.</p>	<input type="checkbox"/>	<p>Compliant. The signs are not within the listed zones.</p>
<p>A3</p> <p>The number of signs for each business or tenancy on a road frontage of a building must be no more than:</p> <p>(a) 1 of each sign type, unless otherwise stated in Table C1.6;</p> <p>(b) 1 window sign for each window;</p> <p>(c) 3 if the street frontage is less than 20m in length; and</p>	<input type="checkbox"/>	<p>(a) Compliant. Table 1.6 provides for 1 sign per 20m of frontage or part thereof. One sign is to represent the catering business, the other sign locates the dwelling and/or proposed Community Meeting and Entertainment business. Each business is proposed to have 1 sign.</p>

<p>(d) 6 if the street frontage is 20m or more, excluding the following sign types, for which there is no limit:</p> <p>(i) name plate; and</p> <p>(ii) temporary sign.</p>		<p>(b) Compliant. No window signs are proposed.</p> <p>(c) Compliant. Two signs are being applied for.</p> <p>(d)(i) Compliant. Refer to (c)</p> <p>(d)(ii) Compliant. Refer to (c). No temporary signage or nameplates are proposed.</p>
C1.6.2- Illuminated signs	Not Applicable	Assessment
<p>A1</p> <p>No Acceptable Solution.</p>	<input checked="" type="checkbox"/>	No illuminated signage is proposed.
<p>A2</p> <p>An illuminated sign visible from public places in adjacent roads must not create the effect of flashing, animation or movement, unless it is providing direction or safety information.</p>	<input checked="" type="checkbox"/>	No illuminated signage is proposed.
C1.6.3 Third party sign	Not Applicable	Assessment
<p>A1</p> <p>No Acceptable Solution.</p>	<input type="checkbox"/>	<p>Non-compliant. The sign for the catering business relates to a home-based business, with goods that are not available on the land to which the sign is attached. This has been assessed as a third party sign.</p> <p>A third party sign is defined as “a sign that does not relate to the goods or services available on the premises or land to which it is attached”.</p> <p>Refer to the “Issues” section of this report.</p>
C1.6.4 Signs on local heritage places and in a local heritage precinct and local heritage landscape precincts.	Not Applicable	Assessment
A1	<input checked="" type="checkbox"/>	The property is not one of those listed in Clause C1.6.4-(A1).

<p>A sign located on a site that is a local heritage place, in a local heritage precinct or local historic landscape precinct listed under the Local Historic Heritage Code, must:</p> <p>(a) be not more than 0.2m²;</p> <p>(b) not be an illuminated sign; and</p> <p>(c) there must be not more than 1 sign per site.</p>		
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C2.0 Parking and Sustainable Transport Code

CLAUSE		COMMENT
C2.5 Use Standards		
C2.5.1 Car parking numbers	Not Applicable	Assessment
C2.5.1–(A1) The number of on-site car parking spaces must be no less than the number specified in Table C2.1, excluding if: (a) the site is subject to a parking plan for the area adopted by council, in which case parking provision (spaces or cash-in-lieu) must be in accordance with that plan; (b) the site is contained within a parking precinct plan and subject to Clause C2.7; (c) the site is subject to Clause C2.5.5; or (d) it relates to an intensification of an existing use or development or a change of use where: (i) the number of on-site car parking spaces for the existing use or development specified in Table C2.1 is greater than the number of	<div><input type="checkbox"/></div>	<p>Compliant. Table C2.1 requires that Community Meeting and Entertainment use class (function centre) provide the following spaces:</p> <p>One space per 15m² of floor area, or 1 space per 3 seats; whichever is greater.</p> <p>The use proposed is for 300m² (300/15= 20 spaces), or a maximum of 140 people (140/3= 46.67 spaces).</p> <p>Thus, the required car parking would be 47 spaces. The proposal includes provision for 50 car parking spaces and, as such, complies with the requirements of Table 2.1 (car parking).</p> <p>The proposal complies with C2.5.1.</p> <p>(a)–(d) Not applicable to this application.</p>

<p>(ii) car parking spaces specified in Table C2.1 for the proposed use or development, in which case no additional on-site car parking is required; or</p> <p>the number of on-site car parking spaces for the existing use or development specified in Table C2.1 is less than the number of car parking spaces specified in Table C2.1 for the proposed use or development, in which case on-site car parking must be calculated as follows:</p> <p>$N = A + (C - B)$</p> <p>N = Number of on-site car parking spaces required</p> <p>A = Number of existing on site car parking spaces</p> <p>B = Number of on-site car parking spaces required for the existing use or development specified in Table C2.1</p> <p>C = Number of on-site car parking spaces required for the proposed use or development specified in Table C2.</p>		
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C2.5.2 Bicycle parking numbers	Not Applicable	Assessment
<p>C2.5.2-(A1)</p> <p>Bicycle parking spaces must:</p> <p>(a) be provided on the site or within 50m of the site; and</p> <p>(b) be no less than the number specified in Table C2.1.</p>	<input type="checkbox"/>	<p>Compliant by condition.</p> <p>Table C2.1 requires that the proposed development provide for 1 bicycle space per 50m² floor area (300m²/ 50 = 6) or 1 space per 40 seats (140/40 = 3.5); whichever is greater. Thus, the proposal is required to provide 6 bicycle spaces. There is sufficient room on-site to provide 6 bicycle spaces.</p>
C2.5.3 Motorcycle parking numbers	Not Applicable	Assessment
<p>C2.5.3-(A1)</p> <p>The number of on-site motorcycle parking spaces for all uses must:</p> <p>(a) be no less than the number specified in Table C2.4; and;</p> <p>(b) if an existing use or development is extended or intensified, the number of on-site motorcycle parking spaces must be based on the proposed extension or intensification provided the existing number of motorcycle parking spaces is maintained.</p>	<input type="checkbox"/>	<p>(a) Compliant. The proposed development requires the provision of 47 parking spaces. On-site motorcycle spaces must be provided at the rate of 1 space for the first 40 car parking spaces and then 1 additional motorcycle space for every additional 20 car parking spaces. This brings the total requirement to 2. There is sufficient room on the site to provide for 2 motorcycle parking spaces. These can be accommodated within the proposed car parking spaces.</p> <p>(b) Refer to (a).</p>
C2.5.4 - Loading bays	Not Applicable	Assessment
<p>C2.5.4-(A1)</p> <p>A loading bay must be provided for uses with a floor area of more than 1000m² in a single occupancy.</p>	<input checked="" type="checkbox"/>	<p>The use proposed is to be within a building of 300m² floor area.</p>


C2.5.5 - Number of car parking spaces within General Residential Zone and Inner Residential Zone	Not Applicable	Assessment
<p>C2.5.5–(A1)</p> <p>Within existing non-residential buildings in the General Residential Zone and Inner Residential Zone, on-site car parking is not required for:</p> <p>(a) Food Services uses up to 100m² floor area or 30</p> <p>(b) seats, whichever is the greater; and</p> <p>(c) General Retail and Hire uses up to 100m² floor area, provided the use complies with the hours of operation specified in the relevant Acceptable Solution for the relevant zone.</p>	<input checked="" type="checkbox"/>	Development is not within the General Residential Zone or Inner Residential Zone.
C2.6 Development Standards for Buildings and Works		
C2.6.1 Construction of parking areas	Not Applicable	Assessment
<p>C2.6.1–(A1)</p> <p>(a) be constructed with a durable all weather pavement;</p> <p>(b) be drained to a public stormwater system, or contain stormwater on the site; and</p> <p>(c) excluding all uses in the Rural Zone, Agriculture Zone, Landscape Conservation Zone, Environmental Management Zone, Recreation Zone and Open Space Zone, be surfaced by a spray seal, asphalt, concrete, pavers or equivalent material to restrict abrasion from traffic and minimise entry of water to the pavement.</p>	<input type="checkbox"/>	<p>(a) Compliant by condition.</p> <p>(b) Compliant by condition.</p> <p>(c) Not applicable. Site is zoned Rural.</p>

C2.6.2 Design and layout of parking areas	Not Applicable	Assessment
<p>C2.6.2-(A1)</p> <p>Parking, access ways, manoeuvring and circulation spaces must either:</p> <p>(a) comply with the following:</p> <ul style="list-style-type: none"> (i) have a gradient in accordance with <i>Australian Standard AS 2890 – Parking facilities, Parts 1-6</i>; (ii) provide for vehicles to enter and exit the site in a forward direction where providing for more than 4 parking spaces; (iii) have an access width not less than the requirements in Table C2.2; (iv) have car parking space dimensions which satisfy the requirements in Table C2.3; (v) have a combined access and manoeuvring width adjacent to parking spaces not less than the requirements in Table C2.3 where there are 3 or more car parking spaces; (vi) have a vertical clearance of not less than 1m above the parking surface level; and (vii) excluding a single dwelling, be delineated by line marking or other clear physical means; or <p>(b) comply with <i>Australian Standard AS 2890- Parking facilities, Parts 1-6</i>.</p>	<input type="checkbox"/>	<p>Compliant. The Traffic Impact Assessment provided with the application, as well as the swept path analysis, demonstrates compliance with (a) and (b).</p>

<p>C2.6.2–(A1.2)</p> <p>Parking spaces provided for use by persons with a disability must satisfy the following:</p> <ul style="list-style-type: none"> (a) be located as close as practicable to the main entry point to the building; (b) be incorporated into the overall car park design; and (c) be designed and constructed in accordance with <i>Australian/New Zealand Standard AS/NZS 2890.6:2009 Parking facilities, Off-street parking for people with disabilities</i>.¹ <p>¹ Requirements for the number of accessible car parking spaces are specified in part D3 of the National Construction Code 2016</p>	<input type="checkbox"/>	<p>Compliant. The development would require 1 accessible space per 50 parking spaces, for a total of 1 space. The parking design is sufficient to achieve this requirement.</p>
<p>C2.6.3 Number of accesses for vehicles</p>	<p>Not Applicable</p>	<p>Assessment</p>
<p>C2.6.3–(A1)</p> <p>The number of accesses provided for each frontage must:</p> <ul style="list-style-type: none"> (a) be no more than 1; or (b) no more than the existing number of accesses whichever is the greater. 	<input type="checkbox"/>	<ul style="list-style-type: none"> (a) Compliant. Site has one access. (b) Refer to (a).
<p>C2.6.3–(A2)</p> <p>Within the Central Business Zone or in a pedestrian priority street no new access is provided unless an existing access is removed.</p>	<input checked="" type="checkbox"/>	<p>Not Central Business Zone.</p>

C2.6.4 Lighting of parking areas within the General Business Zone and Central Business Zone	Not Applicable	Assessment
<p>C2.6.4-(A1)</p> <p>In car parks within the General Business Zone and Central Business Zone, parking and vehicle circulation roads and pedestrian paths serving 5 or more car parking spaces, which are used outside daylight hours, must be provided with lighting in accordance with clause 3.1 “Basis of Design” and Clause 3.6 “Car parks” in Australian Standards/ New Zealand Standard AS/NZS 1158.3.1:2005 Lighting for roads and public spaces Part 3.1: Pedestrian area (Category P) lighting – Performance and design requirements.</p>	<input checked="" type="checkbox"/>	Site is Rural Zone.
C2.6.5 Pedestrian access	Not Applicable	Assessment
<p>C2.6.5-(A1.1)</p> <p>Uses that require 10 or more car parking spaces must:</p> <p>(a) have a 1m wide footpath that is separated from the access ways or parking aisles, excluding where crossing access ways or parking aisles by:</p> <p>(i) a horizontal distance of 2.5m between the edge of the footpath and the access way or parking aisle; or</p> <p>(ii) protective devices such as bollards, guard rails or planters between the footpath and the access way or parking aisle; and</p>	<input type="checkbox"/>	<p>Non-compliant. The proposal requires more than 10 parking spaces.</p> <p>Refer to the “Issues” section of report.</p>

<p>(b) be signed and line marked at points where pedestrians cross access ways or parking aisles; and</p> <p>C2.6.5-(A1.2)</p> <p>In parking areas containing accessible car parking spaces for use by persons with a disability, a footpath having a width not less than 1.5m and a gradient not steeper than 1 in 14 is required from those spaces to the main entry point to the building.</p>		
C2.6.6 Loading bays	Not Applicable	Assessment
<p>C2.6.6-(A1)</p> <p>The area and dimensions of loading bays and access way areas must be designed in accordance with <i>Australian Standard AS 2890.2-2002 Parking Facilities Part 2: Parking facilities- Off-street commercial vehicle facilities</i>, for the type of vehicles likely to use the site.</p>	<input checked="" type="checkbox"/>	Loading bays are not required.
<p>C2.6.6-(A2)</p> <p>The type of commercial vehicles likely to use the site must be able to enter, park and exit the site in a forward direction in accordance with <i>Australian Standard AS2890. 2- 2002 Parking Facilities Part 2: Parking facilities- Off-street commercial vehicle facilities</i>.</p>	<input checked="" type="checkbox"/>	Loading bays are not required.
C2.6.7 Bicycle parking and storage facilities within the General Business Zone and Central Business Zone	Not Applicable	Assessment
<p>C2.6.7-(A1)</p> <p>Bicycle parking for uses that require 5 or more bicycle spaces in Table C2.1 must:</p>	<input checked="" type="checkbox"/>	Site is not within listed zones.

<p>(a) be accessible from a road, cycle path, bicycle lane, shared path or access way;</p> <p>(b) be located within 50m from an entrance;</p> <p>(c) be visible from the main entrance or otherwise signed; and</p> <p>(d) be available and adequately lit during the times they will be used, in accordance with Table 2.3 of <i>Australian/New Zealand Standard AS/NZS 1158.3.1: 2005 Lighting for roads and public spaces - Pedestrian area (Category P) lighting - Performance and design requirements</i>.</p>		
<p>C2.6.7-(A2)</p> <p>Bicycle parking spaces must:</p> <p>(a) have dimensions not less than:</p> <ul style="list-style-type: none"> (i) 1.7m in length; (ii) 1.2m in height; and (iii) 0.7m in width at the handlebars; <p>(b) have unobstructed access with a width of not less than 2m and a gradient not steeper than 5% from a road, cycle path, bicycle lane, shared path or access way; and</p> <p>(c) include a rail or hoop to lock a bicycle that satisfies <i>Australian Standard AS 2890.3-2015 Parking facilities - Part 3: Bicycle parking</i>.</p>		<p>Site is not within listed zones.</p>

C2.6.8 Siting of parking and turning areas	Not Applicable	Assessment
C2.6.8-(A1) Within an Inner Residential Zone, Village Zone, Urban Mixed Use Zone, Local Business Zone or General Business Zone, parking spaces and vehicle turning areas, including garages or covered parking areas must be located behind the building line of buildings, excluding if a parking area is already provided in front of the building line.	<input checked="" type="checkbox"/>	Site is Rural Zone.
C2.6.8-(A2) Within the Central Business Zone, on-site parking at ground level adjacent to a frontage must: <ul style="list-style-type: none"> (a) have no new vehicle accesses, unless an existing access is removed; (b) retain an active street frontage; and (c) not result in parked cars being visible from public places in the adjacent roads. 	<input checked="" type="checkbox"/>	Site is Rural Zone.
C2.7 Parking Precinct Plan		
C2.7.1 Parking precinct plan	Not Applicable	Assessment
C2.7.1-(A1) Within a parking precinct plan, on-site parking must: <ul style="list-style-type: none"> (a) not be provided; or (b) not be increased above existing parking numbers. 	<input checked="" type="checkbox"/>	Parking precinct plan does not apply to the site.

C3.0 Road and Railway Assets Code

CLAUSE	COMMENT
C3.5 Use Standards	
C3.5.1 Traffic generation at a vehicle crossing, level crossing or new junction	Not Applicable Assessment
<p>A1.1</p> <p>For a category 1 road or a limited access road, vehicular traffic to and from the site will not require</p> <p>(a) a new junction; (b) a new vehicle crossing; or (c) a new level crossing; or</p> <p>A1.2</p> <p>For a road, excluding a category 1 road or a limited access road, written consent for a new junction, vehicle crossing, or level crossing to serve the use and development has been issued by the road authority; or</p> <p>A1.3</p> <p>For the rail network, written consent for a new private level crossing to serve the use and development has been issued by the rail authority; and</p> <p>A1.4</p> <p>Vehicular traffic to and from the site, using an existing vehicle crossing or private level crossing, will not increase by more than:</p> <p>(a) the amounts in Table C3.1; or (b) allowed by a licence issued under Part IVA of the <i>Roads and Jetties Act 1935</i> in respect to a limited access road; and</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p>A1.1</p> <p>(a) Not applicable. Access is not via a limited access or category 1 road. (b) Refer (a). (c) Refer (a).</p> <p>A1.2</p> <p>Not applicable. No new junction, vehicle crossing, or level crossing is proposed.</p> <p>A1.3</p> <p>Not applicable.</p> <p>A1.4</p> <p>(a) Non-complaint. Traffic will exceed these amounts. Refer to the "Issues" section of report. (b) Refer to (a).</p> <p>A1.5</p> <p>Not applicable. Site does not access a major road.</p>

<p>A1.5</p> <p>Vehicular traffic must be able to enter and leave a major road in a forward direction.</p>		
<p>C3.6 Development Standards for Buildings and Works</p>		
<p>C3.6.1. Habitable buildings for sensitive uses within a road or railway attenuation area.</p>	<p>Not Applicable</p>	<p>Assessment</p>
<p>A1</p> <p>Unless within a building area on a sealed plan approved under this planning scheme, habitable buildings for a sensitive use must be:</p> <p>(a) within a row of existing habitable buildings for sensitive uses and no closer to the existing or future major road or rail network than the adjoining habitable building;</p> <p>(b) an extension which extends no closer to the existing or future major road or rail network than:</p> <p>(i) the existing habitable building; or</p> <p>(ii) an adjoining habitable building for a sensitive use; or</p> <p>(c) located or designed so that external noise levels are not more than the level in Table C3.2 measured in accordance with Part D of the <i>Noise Measurement Procedures Manual 2nd edition July 2008</i>.</p>	<p><input checked="" type="checkbox"/></p>	<p>No new buildings are proposed.</p>

C3.7 Development Standards for Subdivision		
C3.7.1 Subdivision for sensitive uses within a road or railway attenuation area	Not Applicable	Assessment
A1 A lot, or a lot proposed in a plan of subdivision, intended for a sensitive use must have a building area for the sensitive use that is not within a road or railway attenuation area.	<input checked="" type="checkbox"/>	No subdivision proposed.

SPECIFIC AREA PLANS	NOT APPLICABLE	APPLICABLE
CCO-S1.0 Forth Specific Area Plan	<input checked="" type="checkbox"/>	
CCO-S2.0 Leith Specific Area Plan	<input checked="" type="checkbox"/>	
CCO-S3.0 Penguin Specific Area Plan	<input checked="" type="checkbox"/>	
CCO-S4.0 Revell Lane Specific Area Plan	<input checked="" type="checkbox"/>	
CCO-S5.0 Turners Beach Specific Area Plan	<input checked="" type="checkbox"/>	

CCO CODE LISTS	
CCO-Table C3.1 Other Major Roads	This table is not used in this Local Provisions Schedule.
CCO-Table C6.1 Local Heritage Places	This table is not used in this Local Provisions Schedule.
CCO-Table C6.2 Local Heritage Precincts	This table is not used in this Local Provisions Schedule.
CCO-Table C6.3 Local Historic Landscape Precincts	This table is not used in this Local Provisions Schedule.
CCO-Table C6.4 Places or Precincts of Archaeological Potential	This table is not used in this Local Provisions Schedule.
CCO-Table C6.5 Significant Trees	This table is not used in this Local Provisions Schedule.
CCO-Table C8.1 Scenic Protection Areas	Not applicable to this application.
CCO-Table 8.2 Scenic Road Corridors	This table is not used in this Local Provisions Schedule.
CCO-Table C11.1 Coastal Inundation Hazard Bands AHD levels	Not applicable to this application.
CCO-Applied, Adopted or Incorporated Documents	This table is not used in this Local Provisions Schedule.
CCO-Site-Specific Qualifications	This table is used in this Local Provisions Schedule.

Issues –

1 Clause 20.3.1–(P2) – Discretionary use –

As stated in the planning scheme’s Clause 5.6.4, the planning authority may consider the relevant Objective in an applicable standard to determine whether a use or development satisfies the Performance Criterion for that standard.

The Objective for Clause 20.3.1 states that the location, scale and intensity of a use listed as Discretionary:

- (a) is required for operational reasons;
- (b) does not unreasonably confine or restrain the operation of uses on adjoining properties;
- (c) is compatible with agricultural use and sited to minimise conversion of agricultural land; and
- (d) is appropriate for a rural location and does not compromise the function of surrounding settlements.

Planner’s comment: The application states that the proposed development will “make use of the existing farm aesthetic”. The adjoining land uses include rural lifestyle and quarrying uses. No agricultural land is being converted as a result of the proposed development.

There is no Acceptable Solution for Clause 20.3.1–(A2). The application is therefore discretionary and relies on assessment against the Performance Criteria.

The planning scheme’s Performance Criteria for Clause 20.3.1–(P2) states that a use listed as Discretionary must not confine or restrain existing use on adjoining properties, having regard to:

- (a) The location of the proposed use;

Planner’s comments: The proposed Community Meeting and Entertainment use would be located in an existing shed on the property.

- (b) The nature, scale and intensity of the use;

Planner's comments: The proposal is for a wedding venue, with up to 140 guests on weekend events and 30 on weekdays. The applicant has confirmed a maximum of 50 events per year with no more than 8 events held in any 28-day period. This is a condition on the Permit.

- (c) The likelihood and nature of any adverse impacts on adjoining uses;

Planner's comments: Standard condition(s) for maintenance of the driveway have been recommended. It is noted that application documentation limits events to within 2.00pm to midnight and the application is being assessed on this premise.

The development has been designed to minimise traffic movements during times that the quarry is operating (weekdays).

The closest property to the internal access of the development site would be the adjoining western property (387 South Road, West Ulverstone). The actual dwelling on the adjoining western property is separated by approximately 51m and is buffered by an established line of vegetation. This vegetation would act as a buffer to activities that would occur on the development site. Additional buffering through vegetation is proposed for any permit issued, via condition, in keeping with the Zone Purpose which allows for consideration of the "adverse impacts" on surrounding uses.

Furthermore, a condition on the Permit will be for a Part 5 Agreement to create a buffer along the common property between the development site and 387 South Road, West Ulverstone which will assist further to reduce adverse impacts such as noise and privacy.

- (d) Whether the proposed use is required to support a use for security or operational reasons; and

Planner's comments: Application documentation includes the statement that the proposed use is required to "support and secure the catering business of the owner".

- (e) Any off site impacts from adjoining uses.

Planner's comments: There are no expected off-site impacts from adjoining uses outside the potential for the quarrying activities to impact the amenity of the proposed events. It is noted that Clause 20.3.1-(P2) considers whether a use confines or restricts an adjoining use. The quarry has existing use rights and it is not expected that the proposed development would result in restriction to those operations.

Conclusion: It is considered that the application has demonstrated compliance with the mandatory Performance Criterion in relation to restraining existing use on adjoining properties. This is centred around the Objective for this Clause, which considers the operation of adjoining uses, but provides no consideration for amenity of the adjoining uses.

20.3.1-(P3) – Discretionary use –

There is no Acceptable Solution for Clause 20.3.1-(A3). The application is therefore discretionary and relies on assessment against the Performance Criteria.

The planning scheme's Clause 20.3.1-(P3) states that a use listed as Discretionary, located on agricultural land, must minimise conversion of agricultural land to non-agricultural use and be compatible with agricultural use, having regard to:

- (a) The nature, scale and intensity of the use;

Planner's comments: The proposal is for a wedding venue, with up to 140 guests on weekend events and 30 on weekdays.

- (b) The local or regional significance of the agricultural land; and

Planner's comments: The application is accompanied by an agricultural consultant's report stating that the proposal "supports existing agricultural activities" and "does not provide any negative impact on current or future agricultural activities at the property".

- (c) Whether agricultural use on adjoining properties will be confined or restrained.

Planner's comments: The adjoining properties contain residential and quarrying activities, rather than agricultural activities.

Conclusion: It is considered that the application has demonstrated compliance with the mandatory Performance Criterion in relation to conversion of agricultural land. The proposed use will allow existing minor agricultural activities to continue on the subject land.

It is noted that the agricultural report refers to traffic and infrastructure impacts in relation to this Performance Criteria. These comments within the agricultural report are not relevant, as this Performance Criteria provides no consideration of traffic or infrastructure. The application is assessed for traffic and infrastructure under the applicable scheme provisions. The agricultural report states that the agricultural activity that occurs on the site (grazing) will continue, with the addition of the proposed new use, with no mention of the limitation of events.

20.3.1-(P4) – Discretionary use –

There is no Acceptable Solution for Clause 20.3.1-(A4). The application is therefore discretionary and relies on assessment against the Performance Criteria.

The planning scheme's Clause 20.3.1-(P4) states that a use listed as Discretionary must be appropriate for a rural location, having regard to:

- (a) The nature, scale and intensity of the proposed use;

Planner's comments: The proposal is for a wedding venue, with up to 140 guests on weekend events and 30 on weekdays. The applicant has confirmed a maximum of 50 events per year with no more than 8 events held in any 28-day period. This is a condition on the Permit.

- (b) Whether the use will compromise or distort the activity centre hierarchy;

Planner's comments: The proposal is for a Community Meeting and Entertainment use outside the town centre. The planning scheme defines the activity centre hierarchy as "the activity

centre network or hierarchy referred to in a relevant land use strategy”.

Ulverstone is classified in the Cradle Coast Regional Land Use Strategy as a District Activity Centre, providing “services and facilities which meet needs of the local community...and may also contain some activity which is of a regional scale...offer a range of services in...culture and entertainment...where sustainable service levels can be supported across a number of sites”. No town boundaries are prescribed in this Strategy.

It is noted that the golf course and associated function centre is located in the vicinity of this site, providing Community Meeting and Entertainment use outside of the town centre, albeit in a different land zoning. Windows on Westella is also located outside the town centre and within the Rural Zone.

- (c) Whether the use could reasonably be located on land zoned for that purpose;

Planner’s comments: The planning scheme provides for Community Meeting and Entertainment of this nature as a Permitted use within the Village Zone, Urban Mixed Use Zone, Local Business Zone, General Business Zone, Central Business Zone, Major Tourism Zone and Community Purpose Zone. A number of these are not used within the Central Coast Municipal area. The application includes a statement that “the location and rural style again is not able to be located in other land zoned for Community Meeting and Entertainment”.

- (d) The capacity of the local road network to accommodate the traffic generated by the use; and

Planner’s comments: The application includes a traffic impact assessment by a qualified traffic engineer stating that the proposal will provide for parking that as per the applicable standard and is “adequate to cater for the parking demand generated” and that the trips generated “can be accommodated at nearby intersections without affecting intersection performance or increasing delays and queues”.

- (e) Whether the use requires a rural location to minimise impacts from the use, such as noise, dust and lighting.

Planner's comments: This provision implies that a use which results in noise, dust or lighting emissions is suited to a rural setting. It is noted that the Environmental Health Officer raised the issue of noise impacts on the nearby sensitive use(s). The *C9.0 Attenuation Code* in the planning scheme does not provide for consideration of Community Meeting and Entertainment use class, nor do the provisions for a discretionary use provide for consideration of the amenity of adjoining use classes. As such, no noise report was requested and any nuisance complaint, such as noise, would need to be addressed with reference to *Environmental Management and Pollution Control Act 1994*.

2 *Clause C1.6.3-(P1) – Third Party Sign –*

One of the signs can be classified as a third party sign, as the services being advertised are not provided on the site containing the sign. It is noted that all signage included in this application is existing and consideration is of a retrospective nature.

The Objective for the planning scheme's Clause C1.6.3 allows for third party signs where they:

- (a) provide for third party signs that are compatible with the streetscape and the character of the area in which it is proposed to be located;
Planner's comments: The signage is to advertise the catering business based out of the property. The area is a peri-urban setting.
- (b) manage the cumulative impact of third party signs on the character of an area; and
Planner's comments: These are the only third party signs visible along this section of South Road.
- (c) minimise any potential impact of third party signs on road safety.
Planner's comments: The signage is to be located on an internal fence. There is no potential to impact road safety.

There is no Acceptable Solution for Clause C1.6.3-(A1). The application is therefore discretionary and relies on assessment against the Performance Criteria.

The planning scheme's Performance Criteria for Clause C1.6.3-(P1) states that a third party sign must be compatible with the natural and built environment of the surrounding area, having regard to:

- (a) The content of the sign;
Planner's comments: The sign is intended to advertise the catering business based at the subject property.
- (b) The necessity for the advertisement to be in the location;
Planner's comments: The signage is intended to advertise the catering business that operates in no fixed location.
- (c) Opportunities for alternative locations or other methods to achieve the intended purpose (e.g. eligibility for Tasmanian Visitor Information System signs); and
Planner's comments: The new use may be eligible for such signage. The catering business would not be eligible.
- (d) The likely impact on the operation and safety of a railway, road, footpath, or navigable water; and
Planner's comments: The signage is located back from the property boundary. There are no railways, footpaths or navigable waterways in the area.
- (e) Any advice from a State authority.
Planner's comments: No referrals to a State authority were required.

Conclusion: It is logical that the sign be located on this property, due to this being the base for the catering business. There is no potential impact on infrastructure operation. The natural environment in this location is heavily modified for rural activities and it is not considered that the sign proposed is in conflict with this setting.

3 *C2.6.5-(P1) - Pedestrian access -*

The Objective for Clause C2.6.5 provides that pedestrian access within parking areas is provided in a safe and convenient manner.

Where a development requires 10 or more parking spaces, the Acceptable Solution provides for inclusion of footpaths to separate the car parking from pedestrian movements. The proposal does not include footpaths and the Performance Criteria are applicable.

The planning scheme's Performance Criteria for Clause C2.6.5-(P1) requires that safe and convenient pedestrian access must be provided within parking areas, having regard to:

- (a) The characteristics of the site;
Planner's comments: The site is in a rural setting, with limited infrastructure.
- (b) The nature of the use;
Planner's comments: The proposal is for a wedding venue, with up to 140 guests on weekend events and 30 on weekdays.
- (c) The number of parking spaces;
Planner's comments: The development includes the provision of 50 car parking spaces.
- (d) The frequency of vehicle movements;
Planner's comments: The frequency of vehicle movements is considered in the traffic impact assessment provided with the application.
- (e) The needs of persons with a disability;
Planner's comments: Dedicated disabled parking space is provided in close proximity to the building. No traffic flow is needed to be crossed when utilising this space.
- (f) The location and number of footpath crossings;
Planner's comments: No footpath crossings would result from the development.
- (g) Vehicle and pedestrian traffic safety;
Planner's comments: The traffic impact assessment provided with the application reviews safety and states that the "car parking design is compliant with the specific requirements" in the Australian Standards.
- (h) The location of any access ways or parking aisles; and
Planner's comments: No new access ways or parking aisles are proposed.
- (i) Any protective devices proposed for pedestrian safety.
Planner's comments: The traffic impact assessment states that controls to separate pedestrians and cars "should be considered for the site".

Conclusion: The application is accompanied by a traffic impact assessment that addresses the Code. Additional conditions are provided by Council's Infrastructure Services as per standard conditions. The application is considered to be compliant with this Performance Criteria.

4 *C3.5.1 – (P1) – Traffic generation at a vehicle crossing, level crossing or new junction –*

The Objective for Clause C3.5.1 is intended to minimise any adverse effects on the safety and efficiency of the road or rail network from vehicular traffic generated from the site at an existing or new vehicle crossing. The proposal exceeds the Acceptable Solution for the number of traffic movements generated by the development and is reliant upon the Performance Criteria.

The planning scheme's Performance Criteria for Clause C3.5.1–(P1) requires that traffic to and from the site must minimise any adverse effects on the safety of a junction...or safety or efficiency of the road network, having regard to:

- (a) Any increase in traffic caused by the use;
Planner's comments: The proposal is accompanied by a traffic impact assessment stating that the maximum movements will be 36 movements, twice a day.
- (b) The nature of the traffic generated by the use;
Planner's comments: The traffic impact assessment accompanying the application states that the traffic generated will be one bus and 35 cars, twice a day.
- (c) The nature of the road;
Planner's comments: The road is a Council maintained, local, sealed road.
- (d) The speed limit and traffic flow of the road;
Planner's comments: The road has a speed limit of 60km/hr at this point. Traffic is bi-directional.
- (e) Any alternative access to a road;
Planner's comments: There is no alternative access to a road.
- (f) The need for the use;

Planner's comments: The application is being assessed based on the documentation provided.

- (g) Any traffic impact assessment; and
Planner's comments: The application is accompanied by a traffic impact assessment by AusWide Consulting, stating that the development "is not envisaged to have adverse impacts on the surrounding traffic or parking conditions".
- (h) Any advice received from the rail or road authority.
Planner's comments: Standard conditions from Infrastructure Services are to be included on any permit issued.

Conclusion: The application is accompanied by a traffic impact assessment by a qualified traffic engineer stating that the development "is not envisaged to have adverse impacts on the surrounding traffic or parking conditions". The proposal is determined to comply with this Performance Criteria.

Referral advice –

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

SERVICE	COMMENTS/CONDITIONS
Environmental Health	Additional permits may be required for waste disposal and food business registration. Raised the matter of noise to a nearby sensitive receptor (dwelling).
Building	Referral not required.
Engineering	An updated Traffic Impact Assessment report was requested as the access proposed in the initial report was not considered to be sufficient. The modified proposal was considered to be sufficient, subject to conditions and notes to be included on any permit issued.
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	Referral not required.

CONSULTATION

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

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

Representations –

One representation was received, a copy of which is provided at Annexure 4.

The representation is summarised and responded to as follows:

REPRESENTATION NO. 1	
1 No cap on number of events.	<p>The application documentation limits events based on traffic interactions with the adjoining quarry operation. The proposed limit is to include events with up to 30 people on weekdays and events with up to 140 guests on weekends.</p> <p>Application documentation states that events are to finish at midnight.</p> <p>The applicant has confirmed a maximum of 50 events per year with no more than 8 events held in any 28-day period. This is a condition on the Permit.</p>
2 Increased traffic noise, environmental noise pollution.	<p>The planning scheme provides for consideration of noise in assessing this application in relation to whether a proposed new use will confine or restrain an existing adjoining use. Clauses 20.3.1–(P2) and (P4) as well as the Zone Purpose are assessed in the detail in this report to address this consideration.</p>

3 Reduction in privacy.	<p>The Rural Zone provisions do not provide for protection of consideration of privacy for adjoining landowners. It is noted that much of the adjoining properties are visible from the Bass Highway.</p> <p>The closest property to the internal access of the development site would be the adjoining western property (387 South Road, West Ulverstone). The actual dwelling on the adjoining western property is separated by approximately 51m and is buffered by an established line of vegetation. This vegetation would act as a buffer to activities that would occur on the development site.</p> <p>Furthermore, a condition on the Permit will be for a Part 5 Agreement to create a buffer along the common property between the development site and 387 South Road, West Ulverstone which will assist further to reduce adverse impacts such as noise and privacy.</p>
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RESOURCE, FINANCIAL AND RISK IMPACTS

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

CORPORATE COMPLIANCE

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

The Environment and Sustainable Infrastructure

- . Develop and manage sustainable built infrastructure.

CONCLUSION

The representation does not hold sufficient merit to warrant refusal of the application for a new use of Community Meeting and Entertainment – function

centre and signage. Council's Infrastructure Services have advised that the revised Traffic Impact Assessment accompanying the application is adequate and the Road Authority is satisfied with the suitability of South Road for the anticipated level of traffic that would be using the road.

No agricultural land is being converted, nor would the proposal fetter current or future primary industry activity on the subject or adjoining land.

It is considered that the proposed use of the rural property for Community Meeting and Entertainment adequately satisfies the planning scheme's relevant Performance Criteria.

The grant of a Permit, subject to conditions, is considered to be justified.

Recommendation –

It is recommended that application DA2023246 for Community Meeting and Entertainment – function centre and signage; Discretionary use; and reliance on *C1.0 Signs Code* and *C2.0 Parking and Sustainable Transport Code* at 385 South Road, West Ulverstone be approved, subject to the following conditions:

- 1 The development must be substantially in accordance with the plans by Andrew Smith Architects, Project 00814, dated 26 October 2023:
 - (a) Sheet A.01A, dated 26 October 2023;
 - (b) Sheet A.02A, dated 26 October 2023; and
 - (c) Sheet A.09A, dated 26 October 2023.
- 2 The use must not exceed 140 guests on weekend events and 30 guests on weekday events.
- 3 Events are limited to a maximum of 50 events per year with no more than 8 events held in any 28-day period.
- 4 The operators of the business must keep a record of the number of guests per function including frequency of events and provide a copy to the Council if requested.
- 5 Prior to the commencement of the use, the owner of the land must submit and enter into a Part 5 Agreement with the Central Coast Council under section 71 of the *Land Use Planning and Approvals Act*

1993. The Part 5 Agreement is to set out the following matters to the satisfaction of the Director Community, Growth and Development.

- (a) A vegetation buffer must be established and maintained along the northern boundary of the site which forms a common boundary with 387 South Road, West Ulverstone.
 - (b) The vegetation must be of vegetation with a minimum final growth height of 4m in height for the duration of the approved use.
 - (c) All vegetation must be located wholly inside the property boundary of CT159955/1 and must make allowance for the final width of the vegetation so as not to impede onto adjoining land.
 - (d) Plantings must be completed prior to the commencement of the proposed use.
 - (e) A landscape plan must be submitted and approved by Council's Director Community, Growth and Development prior to the commencement of works and be an annexure of the Part 5 Agreement. The plan must be to scale and show:
 - (i) a north point;
 - (ii) existing and proposed vegetation; and
 - (iii) details of proposed plantings including botanical names, and the height and spread of canopy at maturity.
- 6 Execution of the Part 5 Agreement, including drafting and registration of the Agreement against the respective Title, must be at the developer's cost.
- 7 All lighting is to be baffled to ensure there is no overspill onto adjoining properties.
- 8 The development must be in accordance with the statement provided by Andrew Smith Architects, ref: 00814, dated Friday, 8 September 2023.
- 9 The development must be in accordance with the Agricultural Assessment Report by WalkerAg Consultancy, dated 14 August 2023.

- 10 The development must be in accordance with the TNC ENGINEERING PTY LTD plans, Drawing No. SNWT190073-2, SNWT190073-3, SNWT190073-5, Print Date 22 November 2019.
- 11 The development must be in accordance with the Traffic Impact Assessment by AusWide Consulting, Revision 2.0, dated October 2023.
- 12 The development must be in accordance with the Swept Path Assessment by AusWide Consulting, Project No. AW385SR01, Drawing Nos. AWS385SRV01 (2 pages) to AWS385SRV13 inclusive, dated 30 August 2023.
- 13 One carpark must be designed and constructed in accordance with *Australian/New Zealand Standard AS/NZS 2890.6:2009 Parking facilities, Off-street parking for people with disabilities*.
- 14 A minimum of 48 parking spaces are to be provided, retained and maintained, including six (6) bicycle spaces and one (1) disabled space and must comply with the *Australian Standard AS 2890 – Parking facilities, Parts 1–6*.
- 15 All parking, access ways, manoeuvring and circulation spaces must:
 - (a) be constructed with a durable all-weather pavement; and
 - (b) be drained to the public stormwater system.

Infrastructure Services:

- 16 Existing crossover and driveway apron from South Road must be used as road access to the development.
- 17 Damage or disturbance to roads, stormwater infrastructure, footpaths, kerb and channel, nature strips or street trees resulting from activity associated with the development must be rectified to the satisfaction of the Council's Director Infrastructure Services and at the developer's cost.
- 18 Stormwater run-off from buildings and hard surfaces, including vehicle parking and manoeuvring areas must be collected and managed on-site in accordance with the *National Construction Code 2019* to ensure it does not cause nuisance to the neighbouring properties.
- 19 During works and until all exposed soil areas are permanently stabilised against erosion, the developer must minimise on-site erosion and the release of sediment or sediment laden stormwater

from the site and work areas in accordance with the 'Soil and Water Management on Standard Building and Construction Sites – Fact Sheet 2' published by the Environment Protection Authority.

- 20 All works or activity listed above must be at the developer's cost.

Please Note:

- 1 A Planning Permit remains valid for two years. If the use and/or development has not substantially commenced within this period, an extension may be granted if a request is made before this period expires. If the Permit lapses, a new application must be made.
- 2 "Substantial commencement" is the submission and approval of a Building Permit and the physical commencement of infrastructure works on the site, or bank guarantee to undertake such works.
- 3 Prior to the commencement of work, the applicant is to ensure that the category of work for any proposed building, plumbing and/or demolition work is defined using the Determinations issued under the *Building Act 2016* by the Director of Building Control. Any notifications or permits required in accordance with the defined category of work must be attained prior to the commencement of work. It is recommended the Council's Building Permit Authority or a Building Surveyor be contacted should clarification be required.
- 4 With food intended to be supplied as part of the proposed use or for an event, the water supply must comply with the Food Standards. If food is supplied as part of an event, the operator will require a Food Business Registration, or upgraded registration.

Infrastructure Services:

- 5 Prior to commencement of works in the road reservation, the developer must obtain a "Works in Road Reservation (Permit)".
- 6 Prior to commencement of works, the developer must submit an application for 'Roadworks Authority' (or a 'Private Works Authority'). Roadworks Authority rates as listed in the Council's Fees and Charges register apply.
- 7 Works associated with roads, stormwater infrastructures, footpaths, kerb and channel, nature strips or street trees must be undertaken by

the Council, unless alternative arrangements are approved by the Council's Director Infrastructure Services, at the developer's cost.'

The report is supported."

The Executive Services Officer reports as follows:

"A copy of the Annexures referred to in the Planning Consultant's report having been circulated to all Councillors, a suggested resolution is submitted for consideration."

■ "That application DA2023246 for Community Meeting and Entertainment – function centre and signage; Discretionary use; and reliance on *C1.0 Signs Code* and *C2.0 Parking and Sustainable Transport Code* at 385 South Road, West Ulverstone be approved, subject to the following conditions:

- 1 The development must be substantially in accordance with the plans by Andrew Smith Architects, Project 00814, dated 26 October 2023:
 - (a) Sheet A.01A, dated 26 October 2023;
 - (b) Sheet A.02A, dated 26 October 2023; and
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- 2 The use must not exceed 140 guests on weekend events and 30 guests on weekday events.
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- 4 The operators of the business must keep a record of the number of guests per function including frequency of events and provide a copy to the Council if requested.
- 5 Prior to the commencement of the use, the owner of the land must submit and enter into a Part 5 Agreement with the Central Coast Council under section 71 of the *Land Use Planning and Approvals Act 1993*. The Part 5 Agreement is to set out the following matters to the satisfaction of the Director Community, Growth and Development.
 - (a) A vegetation buffer must be established and maintained along the northern boundary of the site which forms a common boundary with 387 South Road, West Ulverstone.
 - (b) The vegetation must be of vegetation with a minimum final growth height of 4m in height for the duration of the approved use.

- (c) All vegetation must be located wholly inside the property boundary of CT159955/1 and must make allowance for the final width of the vegetation so as not to impede onto adjoining land.
 - (d) Plantings must be completed prior to the commencement of the proposed use.
 - (e) A landscape plan must be submitted and approved by Council's Director Community, Growth and Development prior to the commencement of works and be an annexure of the Part 5 Agreement. The plan must be to scale and show:
 - (i) a north point;
 - (ii) existing and proposed vegetation; and
 - (iii) details of proposed plantings including botanical names, and the height and spread of canopy at maturity.
- 6 Execution of the Part 5 Agreement, including drafting and registration of the Agreement against the respective Title, must be at the developer's cost.
- 7 All lighting is to be baffled to ensure there is no overspill onto adjoining properties.
- 8 The development must be in accordance with the statement provided by Andrew Smith Architects, ref: 00814, dated Friday, 8 September 2023.
- 9 The development must be in accordance with the Agricultural Assessment Report by WalkerAg Consultancy, dated 14 August 2023.
- 10 The development must be in accordance with the TNC ENGINEERING PTY LTD plans, Drawing No. SNWT190073-2, SNWT190073-3, SNWT190073-5, Print Date 22 November 2019.
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- 13 One carpark must be designed and constructed in accordance with *Australian/New Zealand Standard AS/NZS 2890.6:2009 Parking facilities, Off-street parking for people with disabilities*.

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- 15 All parking, access ways, manoeuvring and circulation spaces must:
 - (a) be constructed with a durable all-weather pavement; and
 - (b) be drained to the public stormwater system.

Infrastructure Services:

- 16 Existing crossover and driveway apron from South Road must be used as road access to the development.
- 17 Damage or disturbance to roads, stormwater infrastructure, footpaths, kerb and channel, nature strips or street trees resulting from activity associated with the development must be rectified to the satisfaction of the Council's Director Infrastructure Services and at the developer's cost.
- 18 Stormwater run-off from buildings and hard surfaces, including vehicle parking and manoeuvring areas must be collected and managed on-site in accordance with the *National Construction Code 2019* to ensure it does not cause nuisance to the neighbouring properties.
- 19 During works and until all exposed soil areas are permanently stabilised against erosion, the developer must minimise on-site erosion and the release of sediment or sediment laden stormwater from the site and work areas in accordance with the 'Soil and Water Management on Standard Building and Construction Sites – Fact Sheet 2' published by the Environment Protection Authority.
- 20 All works or activity listed above must be at the developer's cost.

Please Note:

- 1 A Planning Permit remains valid for two years. If the use and/or development has not substantially commenced within this period, an extension may be granted if a request is made before this period expires. If the Permit lapses, a new application must be made.
- 2 "Substantial commencement" is the submission and approval of a Building Permit and the physical commencement of infrastructure works on the site, or bank guarantee to undertake such works.
- 3 Prior to the commencement of work, the applicant is to ensure that the category of work for any proposed building, plumbing and/or demolition work is defined using

the Determinations issued under the *Building Act 2016* by the Director of Building Control. Any notifications or permits required in accordance with the defined category of work must be attained prior to the commencement of work. It is recommended the Council's Building Permit Authority or a Building Surveyor be contacted should clarification be required.

- 4 With food intended to be supplied as part of the proposed use or for an event, the water supply must comply with the Food Standards. If food is supplied as part of an event, the operator will require a Food Business Registration, or upgraded registration.

Infrastructure Services:

- 5 Prior to commencement of works in the road reservation, the developer must obtain a "Works in Road Reservation (Permit)".
 - 6 Prior to commencement of works, the developer must submit an application for 'Roadworks Authority' (or a 'Private Works Authority'). Roadworks Authority rates as listed in the Council's Fees and Charges register apply.
 - 7 Works associated with roads, stormwater infrastructures, footpaths, kerb and channel, nature strips or street trees must be undertaken by the Council, unless alternative arrangements are approved by the Council's Director Infrastructure Services, at the developer's cost."
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INFRASTRUCTURE SERVICES

10.12 Infrastructure Services determinations

The Director Infrastructure Services reports as follows:

“A Schedule of Infrastructure Services Determinations made during the month of December 2023 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 Infrastructure Services Determinations (a copy being appended to and forming part of the minutes) be received.”

CORPORATE SERVICES

10.13 Statutory determinations

The Director Corporate Services reports as follows:

“A Schedule of Statutory Determinations made during the month of December 2023 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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10.14 Quarterly financial statements

The Director Corporate Services reports as follows:

“The following Council quarterly financial reports, including commentary, for the period ended 31 December 2023 are submitted for consideration:

- . Summary of Rates and Fire Service Levies;
- . Statement of Comprehensive Income;
- . Statement of Financial Position;
- . Statement of Cash Flows;
- . Summary of Cash and Investments;
- . Summary of Capital Delivery Performance; and
- . Summary of Employee Numbers.”

The Executive Services Officer reports as follows:

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

- “That the quarterly financial reports for the period ended 31 December 2023 (copies being appended to and forming part of the minutes) be received.”
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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:

Matter	<i>Local Government (Meeting Procedures) Regulations 2015</i> reference
Confirmation of closed session minutes	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential
Minutes and notes of other organisations and committees of the Council <ul style="list-style-type: none">Mersey-Leven Municipal Emergency Management Committee – meeting held 13 September 2023	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:

Matter	<i>Local Government (Meeting Procedures) Regulations 2015</i> reference
Confirmation of closed session minutes	15(2)(g) Information of a personal and confidential nature or information provided to

	the council on the condition it is kept confidential”
Minutes and notes of other organisations and committees of the Council	15(2)(g) Information of a personal and confidential nature or information provided to the council on the condition it is kept confidential.”
• Mersey-Leven Municipal Emergency Management Committee – meeting held 13 September 2023	

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.”

Associated Reports And Documents

**CENTRAL COAST COUNCIL
AUDIT PANEL
UNCONFIRMED MINUTES OF MEETING**

Minutes of meeting held on Monday 27 November 2023 at HIVE, 50 Main Street, Ulverstone commencing at 1.03pm.

1 Present

Members – Steve Allen (Chairperson), Ken Clarke, Cr Philip Viney and Cr John Beswick (as proxy for Cr Garry Carpenter).

Officers – Barry Omundson (General Manager), Samantha Searle (Director Corporate Services), Adrian Smith (Manager Organisational Services) and Rosanne Brown (admin support).

Jessica O’Grady and Chloe Becher, Tasmanian Audit Office (TAO) attended via Teams for item 3.1.

2 Apologies

Stephen Morrison and Simone Lee, Tasmanian Audit Office (TAO).

As the representatives from TAO were in attendance agenda items were taken out of order and started with the item related to Annual Audit & Reporting.

3. Financial

3.1 Annual Audit & Reporting

Jessica O’Grady and Chloe Becher, Tasmanian Audit Office (TAO) attended via Teams for this item.

Review of Audit Report for year ended 30 June 2023. The following documents were provided with the agenda:

- (a) Tasmanian Audit Office (TAO) – Letter to Mayor – dated 28 September 2023;
- (b) Tasmanian Audit Office – Report to Those Charged with Governance for the year ended 30 June 2023 – dated 28 September 2023;
- (c) Tasmanian Audit Office – Memorandum of audit findings for the year ended 30 June 2023 – dated 16 October 2023.

Jess outlined the misstatements outlined in the Report to Those Charged with Governance and advised management responses had been provided. The items related to assets and one to investment associated with Dulverton. Noted that the items are immaterial and below the materiality threshold. Acknowledged that asset valuation process is to be reviewed.

The Memorandum of audit findings was discussed. New findings were discussed, and the following noted:

- Provision for landfill restoration (moderate risk) – Steve to provide information on estimates for landfill restoration works;
- Payroll control improvements (low risk) – information outlining the reconciliation of payroll to the general ledger and how the new finance system will enable this to be provided;
- Related party declarations (low risk) – policies and practices to be reviewed to ensure consistency, include checklists and future declarations are done prospectively not retrospectively;
- Year-end adjustments for financial statement purposes (low risk) – new finance system will eliminate manual end of year adjustments;
- Bank signatories (low risk) – checklists for terminating employees – these have been updated;
- Delays in capitalisation of work-in-progress – A new Policy has been developed for capitalisation of assets. Work between the Infrastructure Services Department and Corporate Services Department is ongoing to improve quality and timing of accounting for assets.

Unresolved previously reported findings:

- Documentation of IT Policies and Procedures (moderate risk) – policies and procedures with changed password requirements being implemented. Business Continuity Plan & Disaster Recovery Plan to be developed;
- Management oversight of valuation process and assessment of valuation result including assets' useful lives (moderate risk) – part of asset revaluation review to be completed;
- Assets excluded in revaluation of Recreation, Parks & Environmental asset classes (low risk) – part of asset revaluation review to be completed;
- Documentation of financial procedures and control activities (low risk) – to be updated as part of the new general ledger system;
- Asset Capitalisation Policy (low risk) – Policy waiting for approval.

Steve thanked the TAO Officers for their work and the comprehensiveness of the findings. Feedback is to be provided to TAO for briefing sessions to be held online rather than in Hobart.

TAO Officers left the Teams meeting at 1.54pm.

The Panel discussed the findings and noted most related to assets. Barry outlined some changes to be implemented to resourcing to assist.

The Panel requested that updates on all unresolved matters be provided each meeting until resolved and that the Asset Capitalisation Policy and Related Parties Policy be presented at the next meeting.

4 Confirmation of Minutes

Moved by Cr Viney and seconded by Ken Clarke that the minutes of the meeting held on 17 August 2023 be confirmed as true and correct. Resolved unanimously.

5 Declarations of Interest

Nil.

6 Business Arising

6.1 Extreme Risk Rating Items (Minute Item 7.2 – 17.08.2023)

Listed at item 8.2 below.

6.2 Operational Risk Register – Internal Audit Program (Minute Item 7.4 – 17.08.2023)

Listed at item 8.4 below.

6.3 Compliance Review (Minute Item 8.2 – 17.08.2023)

Listed at item 8.5 below.

7 Financial

7.1 Financial Report for quarter ended 30 September 2023

A copy of the Financial Report for the period ended 30 September 2023 presented to the Council meeting on 16 October 2023 was provided with agenda.

The report was considered, and Steve thanked the Manager of Organisational Services for the commentary provided in the report.

7.2 Annual Budget Program – Budget Reset Document

The Council adopted a reset of the Annual Budget at its November meeting. A copy of the revised Annual Budget 2023–2024 was provided with the agenda for information.

Barry and Sam outlined reasons for budget reset and plans for future budgeting and capital works program. It was noted that future reporting will be based on the revised budget.

The Panel complimented the Council on its financial management and the budget reset and endorsed their actions.

8 Risk Management & Insurance

8.1 Insurance

Noted insurance claims included in the GM's Certification.

8.2 Extreme Risk Register (Minute item 7.2 – 17.08.2023)

Item listed as per the previous Chairperson's request that the Extreme Risk Register be included on agenda for future meetings until the two items (No's 18 & 19) are moved from the Extreme Risk Rating.

A report (further considered at item 8.4) prepared by the Council's Risk Officer was provided with the agenda. The Report detailed the mid-year risk review undertaken in August–September 2023.

Noted that OR–18 (information Security) and OR–19 (ICT Systems) had been reduced from Extreme to High.

8.3 WHS Incident Reports

As per Annual Work Plan 2022–2023, the Audit Panel is to review the WHS Incident Reports.

A report provided by the Council's WHS Officer was circulated with the agenda.

The General Manager advised that the budget reset has provided for additional resources for the WHS area.

Report noted.

8.4 Operational Risk Register (Minute item 7.4 – 17.08.2023)

Internal audit program – noted that the Council had provided \$20,000 for internal audit in the budget. Director Corporate Services to email a copy of the internal audit plan to Panel members. Procurement training is to be provided to approximately 20 staff members.

Cyber Security Audit report – a copy of the ICT Baseline Report provided by Intuit Technologies in September 2023 was provided with the agenda. Report noted and actions being implemented – will be a 12–24 month program. Panel members encouraged discussions on shared resources for IT.

Operational Risk Register report and Heatmap report – report noted. Risk Management framework to be presented to the next meeting.

9 Legislative & Compliance

9.1 Annual Report & AGM

A copy of the Annual Report for the year ended 30 June 2023 was provided with the agenda. The Council's Annual General Meeting is to be held on Monday 11 December 2023. The Annual Report is also available on the Council's website.

Report noted.

9.2 New Term Plan – Our Place – Our Future: First Steps

The Council adopted its term plan *Our Place – Our Future: First Steps* at the 16 October 2023 meeting. A copy of the term plan was provided with the agenda for information.

Report noted.

9.3 Strategic Asset Management Plan

The Strategic Asset Management Plan was adopted by the Council at its meeting on 20 November 2023. A copy of the Plan was provided with the agenda for the Panel's information.

Director Corporate Services advised that the Asset Management Plan and the Long-term Financial Plan will be presented to the Panel in detail at the March meeting.

9.4 Management/Performance Report

A copy of the Council's CAMMS Strategy Actions & Tasks Progress Report as at 30 September 2023 was provided with the agenda.

Report noted.

9.5 Compliance Review

At the August Audit Panel meeting, the General Manager offered to provide a copy of the Register of Policies to the Panel to enable the Panel to consider which Policies would be appropriate for their input prior to formal consideration by the Council.

A copy of the Register of Policies was provided with the agenda for the Panel's consideration.

The Council had not considered any Policies since the August Audit Panel meeting.

Register noted and continue to list policies considered by Council.

9.6 Review Annual Work Plan

A copy of the 2023 Work Plan was provided with the agenda. Steve and Rosanne to prepare Work Plan for 2024.

10 Items to Note

10.1 General Manager's Certification

Copy provided with agenda for period ended 31 October 2023.

Noted.

10.2 Risk Management Committee

No meeting since 17 March 2022.

Director Corporate Services to update terms of reference in line with risk management framework.

10.3 Audit Panel Status Report

Report provided with agenda. Report noted.

10.4 Financial Policies – Investment reports

Report provided with agenda detailing Council's investments. Noted that the investment outside the Policy had been approved by the General Manager.

Report noted.

10.5 Credit Cards – Schedule of Payments

Report provided with agenda. Report noted.

10.6 Excess Leave Report

Report provided with agenda. Report noted.

10.7 Private Works – Tasmanian Audit Office Review

A copy of the Tasmanian Audit Office Preliminary Findings Report (Central Coast Council) and Summary of Preliminary Findings (All Councils) was provided with agenda.

Noted that findings are same as other councils. Director Corporate Services advised that private works will be reviewed with the Fees and Charges Policy.

Report noted.

11 General Business

11.1 Audit Panel Assessment (Minute Item 9.7 – 17.08.2023)

Steve will prepare an online survey to be circulated to all Panel members and relevant Council officers.

12 Meeting Closed: 3.17pm

Next Meeting: Thursday 21 March 2024

Central Coast Community Safety Partnership Committee

Minutes of a meeting held in the Council Chambers

Wednesday, 6 December 2023 – Commencing at 10.15am

1 PRESENT

Council Representatives: Cr Cheryl Fuller (Mayor)
Paul Breaden (Director Infrastructure Services)
Chris Clark (Manager Community Development)
Melissa Budgeon (Community Wellbeing Officer)
Tracey Clark (Administrative Support)
Laura Wiggers (Communication and Relationships)

Community Representatives: Garth Johnston (Community – Penguin)
Lynn Norton-Smith (Community – Turners Beach)
Alex Bonde (Tasmania Police)
Simon Douglas (Ulverstone Neighbourhood House)
Simon Dent (Ulverstone Secondary College)

2 WELCOME

The Mayor, Cr Cheryl Fuller, welcomed everyone to the meeting and read the Acknowledgement of Country.

The Council acknowledges and pays respect to the traditional owners of lutruwita (Tasmania), the palawa/pakana people. We acknowledge the Punnilerpanner tribe of this Northern Country, and in doing so, we celebrate one of the world's oldest continuous cultures.

3 APOLOGIES

Sam van der Meulen (Housing Choices), and Jenelle Wells (Health Promotion Consultant). Daryl Connelly (Director Community, Growth and Development), Cr Kate Wylie (Councillor) Robert Tucker (CCCCI)

4 MINUTES OF PREVIOUS MEETING

Lynn Norton-Smith moved, and Simon Dent seconded, "That the minutes from the meeting held on Wednesday, 23 August 2023 be confirmed as a true and correct record".

Carried

5 ACTIONS FROM PREVIOUS MEETING

Red Bench Project: Paul Breaden reported that four potential locations have been identified.

- Johnsons Beach, Penguin – install a new bench near playground and BBQ area
- Penguin foreshore – repaint or replace the bench behind the Big Penguin
- Reibey Street, Ulverstone – repaint or replace seat outside Thompsons Pharmacy/Maveric
- Reibey Street, Ulverstone – repaint or replace seat outside Apex Park/Olivers.

Alex Bonde suggested the bus exchange could be a good alternative option. The Group discussed the benefits of this and decided it was not a suitably prominent location, however, there is potential to install some signage at the bus interchange to share community messages.

Garth Johnstone suggested the bench outside the library in Penguin as an alternative to the one behind the Penguin.

Simon Dent asked if the plan was to have one in each location. Paul confirmed that it is possible to do two if required. Simon also suggested that the bench could be moved every few years to reinvigorate interest.

The group agreed to two benches:

- Penguin – near the library or elsewhere in the main street
- Ulverstone – outside Olivers.

A launch event should be held in early 2024 when the benches are in place. Melissa suggested that Senior Constable Kathleen Parker be invited to participate.

Committee Charter: Chris Clark provided the group with a draft of the updated charter. References to the community safety plan have been removed. The scope of the charter is quite broad to allow the group to be responsive to the needs of the community. Discussions are needed to confirm the membership and Council staff representation, with a complete draft to be provided to the committee at the next meeting.

Community Safety Champion: Melissa provided the group with the updated criteria for the Safety Champion award, which has been designed to recognise community members who have demonstrated an exceptional commitment to community safety.

Garth Johnstone questioned the ability to self-nominate. The group agreed that this should be removed.

The award will be promoted publicly in 2024, with the launch of the Red Seat Project. The award will then be a standing agenda item for future meetings, with the group to review any nominations received.

6 2024 MEETING DATES

Tracey Clark provided a list of dates for 2024.

ACTION: Tracey Clark to send calendar invites for the 2024 dates.

7 ROUNDTABLE DISCUSSION

Melissa Budgeon <i>Central Coast Council</i>	Australia Day Awards close tomorrow. Nomination forms are online or available from the Administration Centre.
Mayor Cheryl Fuller <i>Central Coast Council</i>	<p>Campers at Midway Point are being monitored daily to ensure compliance with the rules.</p> <p>Leith to Devonport Pathway is officially being opened next week.</p> <p>Introduced Council's Coordinator Communication and Relationships, Laura Wiggers.</p> <p>YMCA have approached the Council to do a presentation in 2024.</p> <p>Provided the group with copies of the Our Place Our Future Term Plan.</p>
Simon Douglas <i>Ulverstone Neighbourhood House</i>	<p>Antisocial behaviour has dropped off and noted young people in the community appear to be happier. Also noted the issues with child safety frameworks for schools making it harder to engage.</p> <p>The Neighbourhood House Christmas Party is expected to be well-attended.</p>
Lyn Norton Smith <i>Community Rep (Turners Beach)</i>	<p>Turners Beach Community Christmas Party on 17 December, is expected to be a fantastic family day, with live music, food vans, activities, face painting and Santa. The event takes place in and around the Community Hall.</p> <p>The pathway is great, but the lights are not working in the tunnel under the highway. Paul Breaden noted he was aware of the issue and has notified the Department of State Growth as it is their responsibility.</p> <p>Some states have an annual hard rubbish collection – can we consider this here? The Mayor reported this has been considered often during waste discussions. The cost of providing this service is prohibitive.</p>

Garth Johnston <i>Community Rep (Penguin)</i>	<p>White lines on Old Coast Road (Penguin Road) is still a problem. Potential to install rumble strip to warn people when they cross the centre line. Paul Breden noted that responsibility for road marking was raised with LGAT. Traditionally State Growth work through a list of priorities in their own way based on the suggestions Council submits.</p> <p>ACTION: Paul Breden to check that it is on the list.</p>
Simon Dent <i>Ulverstone Secondary College</i>	<p>Continued decrease in suspensions and misbehaviour and increase in the sense of community within the school.</p> <p>Will attempt to get updates from other schools for the next meeting. The Mayor noted that there would be a benefit in convening a roundtable with School Associations and principals.</p> <p>Flagged that there has been an increase in the red tape for schools organising events and outings and there could be a point where schools or providers decide it's just too hard to do these things within the frameworks.</p>
Alex Bonde <i>Tasmania Police</i>	<p>Youths are pretty settled, flow on effect from the school.</p> <p>Nothing of great concern within the community.</p> <p>Noted that one of the recommendations from the State Governments Commission of Inquiry is that the age of criminality be raised from 10 to 14. The State Government has committed to working towards endorsing all recommendations.</p> <p>Key message for the Christmas period: Be kind to each other. Tasmania Police will be promoting messaging around alcohol and road safety.</p> <p>Forth Pub 151: last year's event was run very well from a road closure perspective with only minor problems on the first night that were rectified for the second night. It is expected that this year will be even smoother.</p>

8 CERTIFICATES OF APPRECIATION

The Mayor presented group members with a Certificate of Appreciation for their work on the Committee during 2023.

9 NEXT MEETING

The next meeting is to occur on Wednesday, 7 February 2024 at 10.00am.

As there was no further business the meeting closed at 11.37am.

Minutes of the Annual General Meeting of the Central Coast Council held in the Council Chamber at the Administration Centre, 19 King Edward Street, Ulverstone on Monday, 11 December 2023 commencing at 7.00pm.

Councillor attendance

Cr Cheryl Fuller (Mayor)
Cr Garry Carpenter
Cr Sophie Lehmann
Cr Philip Viney

Cr John Beswick (Deputy Mayor)
Cr Casey Hiscutt
Cr Michael Smith
Cr Kate Wylie

Councillor apologies

Cr Amanda Diprose

Employee attendance

General Manager (Mr Barry Omundson)
Director Community Services (Mr Daryl Connelly)
Director Corporate Services (Mrs Samantha Searle)
Director Infrastructure Services (Mr Paul Breaden)
Executive Services Officer (Mr Ian Brunt)

Media attendance

The media was not represented.

Public attendance

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

388/2023 Welcome by the Mayor

Digital recording of Council meetings

At the commencement of the meeting, the Mayor notified those present that the meeting will be digitally recorded and made publicly available through the Council's website.

Digital recordings will be conducted in accordance with Regulation 33 of the *Local Government (Meeting Procedures) Regulations 2015* and the Council's Digital Recording Policy (109/2022).

Acknowledgement of Country

Deputy Mayor stated as follows:

"The Central Coast Council acknowledges and pays respect to the traditional owners of lutrawita (Tasmania), the palawa/pakana people.

We acknowledge the Punnilerpanner tribe of this Northern Country, and in doing so, we celebrate one of the world's oldest continuing cultures."

Statement of Values

Deputy Mayor stated as follows:

Guided by the diverse beliefs, experiences and backgrounds of the people we represent, we strive to make inspired and respectful decisions today that will build a better tomorrow.

Annual General Meeting 2023

The Annual General Meeting (AGM) has been called in accordance with the requirements of the *Local Government Act 1993*.

Notice of the AGM was given in The Advocate newspaper on Wednesday 22 November 2023.

389/2023 Confirmation of minutes

The Executive Services Officer reported as follows:

"The minutes of the Annual General Meeting of the Council held on 6 December 2022 have already been circulated. The minutes are required to be confirmed for their accuracy.

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

- Cr Hiscutt moved and Cr Wylie seconded, "That the minutes of the Annual General Meeting of the Council held on 6 December 2022 be confirmed."

Carried unanimously

390/2023 Annual Report 2022–2023

The General Manager reported as follows:

"PURPOSE

The purpose of this report is to allow the Council to receive the Annual Report 2022–2023.

BACKGROUND

The *Local Government Act 1993* requires that Council prepare an Annual Report each year and invite the community to make submissions on its report for consideration at its Annual General Meeting (AGM).

On Wednesday 22 November 2023, the Council published its Annual Report 2022–2023 alongside a notice inviting public submissions on the report for consideration at its AGM.

The Annual Report was available from its Administration Centre and on the Council's website. Electors were invited to lodge written submissions by 4.00pm, 5 December 2023.

No submissions were received.

DISCUSSION

Discussion has been provided for within the Annual Report.

A short Annual Report 2022–2023 video will be played at the AGM, highlighting some of the key aspects of the report and the 2022–2023 year for the Central Coast Council.

CONSULTATION

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

The Audit Office accepted the financial reporting included in the Annual Report 2022–2023.

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

It is recommended that the Council receive the Annual Report.”

The Executive Services Officer reported as follows:

“A copy of the Annual Report 2022–2023 has been circulated to all Councillors.”

■ Cr Viney moved and Cr Beswick seconded, “That the Council receive the Annual Report 2022–2023.”

Carried unanimously

391/2023 General business

The Mayor invited the consideration of any further business appropriate to the AGM.

Cr Carpenter commented on the Hive statistics in the Annual Report 2022–2023 and noted the impressive rates of visitation that vindicate the Council’s investment, and the potential for the continued growth of this Council asset.

CLOSURE

There being no further business, the Mayor declared the meeting closed at 7.11 pm.

Terms of Reference

Cradle Coast Waste Management Group

1. Overview

1.1 Background

The Cradle Coast Waste Management Group (CCWMG) was established to:

- Provide an integrated regional approach to waste management; and
- Implement strategies which minimise waste by using the waste hierarchy actions.

The CCWMG was established by 7 northwest Tasmanian municipal councils (the “Participating Councils”) who agreed to participate in a voluntary waste levy scheme in 2007.

The Participating Councils are:

- Burnie City Council;
- Central Coast Council;
- Circular Head Council;
- Devonport City Council;
- Kentish Council;
- Latrobe Council; and
- Waratah-Wynyard Council.

In June 2023, the Participating Councils resolved that King Island Council and West Coast Council join the group.

The CCWMG works closely with the Northern Tasmanian Waste Management Group and the Southern Tasmanian Regional Waste Authority in the development and delivery of waste management programs and in the sharing of resources and services.

The original Participating Councils agreed to implement a voluntary waste levy, charged on a per tonne basis, for all waste disposed of to landfill. An Agreement covering the administration and management of the voluntary waste levy was made on 23rd November 2007 between Dulverton Waste Management (DWM), Circular Head Council, Central Coast Council and Burnie City Council. In November 2012, the Burnie City Council decommissioned their landfill and are no longer responsible for the collection of a voluntary waste levy.

Landfills subject to the collection of the voluntary waste levy were:

- Dulverton Regional Waste Management Authority's Landfill;
- Central Coast Council's Resource Recovery Centre and Landfill; and
- Circular Head Council's Port Latta Landfill.

In March 2022, the Tasmanian State Government endorsed the Waste and Resource Recovery Bill 2022. This legislation introduced a State-wide Landfill Levy which replaced the Voluntary Waste Levy Agreement. Funding for the CCWMG is now contingent on Waste and Resource Recovery Board grant agreements.

1.2 Existing Agreements

This Terms of Reference replaces the following agreements:

- Interim MOU between DWM and Burnie City, Central Coast, Circular Head, Devonport City, Kentish, Latrobe & Waratah Wynyard Councils for Waste Levy Collection, Financial Management & Project Delivery.
- MOU between the CCA and DWM for the CCWMG Financials Management.
- MOU between the CCA, CCWMG and DWM for administrative arrangements.
- Previous versions of this Terms of Reference.

A Memorandum of Understanding (MOU) exists as an agreement between Tasmania's three regional waste management authorities for joint waste reduction and resource recovery communication activities. The three authorities are:

- Cradle Coast Waste Management Group;
- Northern Tasmanian Waste Management Group; and
- Southern Tasmanian Regional Waste Authority (previously Southern Tasmanian Waste Management Group).

2. Term

This Terms of Reference is effective from 6 December 2023 and will be reviewed on 30th June 2025, and thereafter biennially or as required by the CCWMG.

This Terms of Reference supersedes the Terms of Reference dated 18th May 2022.

This Terms of Reference may be amended, varied or modified after consultation and agreement by the CCWMG members.

3. Membership

3.1 CCWMG Representation

The CCWMG will operate with membership being the General Managers from the Participating Councils.

Group membership comprises of the following arrangement:

3.1.1 Council Members:

The CCWMG will comprise the General Manager from each Participating Council or their nominated proxy who will attend meetings during periods of leave by the General Manager.

In cases where the General Manager works for more than one council then that General Manager will represent each individual council and vote for each council.

General Managers will also be responsible for ensuring that:

- Technical staff respond to requests for information, participate in groups as requested, and undertake works as agreed;
- The activities of the Group are effectively communicated to elected members; and
- may appoint a proxy where attendance at a meeting is not possible.

3.1.2 Chairperson:

The Chairperson shall be a member of the CCWMG appointed by the members of the Participating Councils. Appointment is for a term of two years, unless otherwise determined by the members. If the exiting Chairperson is re-nominated, subsequent terms of appointment are permitted.

3.1.3 Deputy Chairperson:

The Deputy Chairperson will be appointed by a vote of the CCWMG. Appointment is for a term of two years, unless otherwise determined by the members.. If the exiting Deputy Chairperson is re-nominated, subsequent terms of appointment are permitted.

Any reference to the Chairperson in this document will apply to the Deputy Chairperson in the absence of the Chairperson.

3.1.4 Dulverton Waste Management:

DWM will manage the CCWMG financial reporting, provide administration assistance as well as provide technical and project management expertise and assistance.

DWM will be represented by its CEO and/or designated officers on an ex-officio basis with no voting rights.

3.2 CCWMG Financial membership

Since 1 July 2022 the operation of the group has been funded by the state utilising the waste levy funding. The current multi-year agreement is between NRE and DWM to deliver the CCWMG approved Annual Plan and Budget.

King Island and West Coast Council are separately funded by the state from the waste levy.

To ensure equity, these Councils agree to contribute to the CCWMG based on the estimated annual tonnes of waste collected on which levy is due. This amount will be invoiced separately by DWM following the Councils receipt of payment from the state.

The Annual Plan and Budget will identify the regional projects the group will participate in, together with any specific projects to be delivered utilising these funds to ensure transparency for all parties.

4. Objectives

4.1 Objectives of the CCWMG

- a) To develop strategies and plans to manage waste sustainability including a:
- 5-year CCWMG Strategic Plan;
 - Annual Plan & Budget; and
 - 10 Year financial management plan.

The CCWMG plans and activities will seek to advance the state and national waste goals, as well as those expectations of the member Councils and the communities they represent.

- b) To monitor the implementation of actions contained in the Strategic Plan and Annual Plan & Budget, including monitoring and management of the budget;
- c) To provide a regional voice to the State and Federal Government and Industry in relation to waste management issues, policies and practices;
- d) To source and administer State and/or Federal Government funding for agreed waste management initiatives and projects;
- e) To provide a forum for high level dialogue and communication sharing of information between councils, industry and community; and

- f) To be the central contact and reference point for waste management issues and communications affecting the cradle coast region.

5. Reporting Responsibilities

5.1 Strategic Plan

- a) The CCWMG Members are responsible for developing a Strategic Plan at least every five years.
- b) Preparation of a new plan is to commence one year prior to expiry of the current one, unless an early review is warranted by the change in the waste and resource recovery sector that undermines the current Strategic Plan.
- c) The Strategic Plan is to be presented to the Participating Councils for endorsement.
- d) The endorsed Strategic Plan is to be submitted to the CCWMG for adoption.
- e) The adopted Strategic Plan is to be forwarded to Participating Councils, DWM and the Waste and Resource Recovery Board for information and published on the Cradle Coast Authority website.
- f) Participating Councils will report to the CCWMG any significant deviations between Council operations/strategy and the Strategic Plan, so that these variances can be acknowledged, reviewed, and if agreed adopted by all.

5.2 Annual Plan and Budget

- a) The CCWMG Members are responsible for developing an Annual Plan and Budget.
- b) The Annual Plan and Budget is to be finalised and adopted, prior to 30 June each year. The AP&B will clearly identify any projects that serve only a sub-set of the regional group.
- c) A copy of the adopted Annual Plan and Budget will be forwarded to Participating Councils, DWM and the Waste and Resource Recovery Board for information.
- d) CCWMG Members will be responsible for ensuring that the projects and actions are delivered in accordance with the Annual Plan and Budget.

5.3 Annual Report

- a) CCWMG Members are responsible for developing an Annual Report.
- b) An Annual Report will be adopted prior to 30 November each year and is to include reporting against that year's Annual Plan and Budget.
- c) The adopted Annual Report will be forwarded to Participating Councils, DWM, other regional waste management groups and the Waste and Resource Recovery Board for information.

5.4 Other

- a) DWM is to prepare quarterly financial reports to be forwarded to the CCWMG Chair within 30 days of the end of the quarter. The most current financial reports are to be included in the CCWMG meeting agenda.
- b) DWM is to prepare the documentation required to acquit the state grant at the designated milestones specified in the grant agreement.
- c) Participating Councils are to update the Data Collections Portal monthly with Council waste data. DWM is to then prepare quarterly reporting of the collected data to members at each CCWMG meeting.
- d) DWM is to maintain a Report and Resources List annually.

6. Conflict of Interest

Members are to act in the best interest of the region and will perform their responsibilities in good faith, honestly and impartially and avoid situations which may compromise their integrity or otherwise lead to conflicts of interest. Proper observation of these principles will protect the group and its members and will enable public confidence to be maintained.

When members are aware of a conflict of interest, either real or perceived, on a subject that may prevent them from reaching an impartial decision or undertaking an activity consistent with the group's functions, this is to be declared to the Chairperson at the start of the meeting and the member should withdraw themselves from the discussion and/or activity.

7. Meetings

Meetings can be held in person, via video conference or tele conference, or a combination thereof, as agreed by the majority of members.

7.1 Frequency of Meetings

- a) Meetings will be held at a frequency and location determined by the CCWMG.
- b) Meeting dates are generally to be set a minimum of eight 8 weeks in advance by the group; however changes to the dates may be made with lesser notice, with the support of the majority of members with the aim to maximise participation.

7.2 Agendas and Minutes

Protocols for the preparation and distribution of agendas and minutes are detailed under Attachment 2.

7.3 Quorum

A meeting quorum will be a minimum attendance of five voting members of the CCWMG. If a quorum is not present prior to the scheduled meeting start time, then the meeting may proceed; however any proposed actions have no effect until confirmed at the following meeting or by circular resolution by the majority of Members.

Members may nominate a proxy to attend the meeting on their behalf, either as a one-off or on an on-going basis. All proxies are to have adequate delegated authority to fulfil the position of Member.

7.4 Urgent Matters

A meeting may be called by the Chairperson to discuss specific matters for urgent attention which cannot wait until the next regular meeting. Any notice of the meeting is satisfactory, so long as the proposed time and date for the meeting is accepted by and attended by a majority of members.

7.5 Circular Resolution

A circular resolution may be instigated by the Chairperson if a decision is required between meetings. Circular resolutions should be used sparingly and should be limited to use for:

- procedural matters;
- non-controversial matters or for matters that have had prior discussions in meetings;
- matters that do not require further discussion and
- matters which cannot be deferred to the next meeting.

Circular resolutions should not be used for dealing with urgent or controversial matters that arise of which the Members are previously unaware.

A circular resolution is a documented resolution which is signed by Members with wording to signify they are in favour of the resolution. Acceptable forms of signed documentation can include:

- printed copy with original signature;
- scanned signed copy received by electronic mail (email); or
- consent received by email.

The circular resolution is determined by an absolute majority of Members in favour of the resolution.

8. Publicity / Media

Only the Chairperson, or their delegate, may make or issue public statements in relation to the decisions of the CCWMG, unless otherwise determined by resolution of the group.

9. Dispute Resolution

If a dispute arises between any of the Members or any Member/s and DWM in connection with this Term of Reference, any party may give the other party a written notice setting out full details of the Dispute (“Notice of Dispute”).

A Member, or Council or DWM, may not commence any court or arbitration proceedings in relation to a Dispute unless a Notice of Dispute has been served (either by or on that party) and that party has made all reasonable attempts to resolve the Dispute in accordance with this section.

The parties must attempt to resolve any dispute promptly by negotiating in good faith. If the parties are unable to resolve the dispute within ten business days after a Notice of Dispute is served, each party must agree to engage the services of an independent person to support all parties participation in informal resolution processes. This independent person will assist the parties in discussing available options, or may facilitate any other necessary arrangements to support the best possible outcomes. This independent person must have an appropriate skill set within the local government context, experience in issues resolution and interpersonal skills which can assist in resolving matters of conflict.

If the dispute is not resolved, or the parties have not agreed on any alternative method to resolve the dispute, within twenty days after a Notice of Dispute is served, then either party may commence arbitration proceedings before a single arbitrator appointed by agreement between the parties (or failing agreement, appointed by the President of the Law Society of Tasmania) to arbitrate a resolution of the dispute and the decision of the arbitrator shall be binding on both parties.

Nothing in this Terms of Reference prevents a party from seeking injunctive or urgent declaratory relief at any time.

Each party must continue to perform its obligations under this Terms of Reference despite the existence of any dispute.

10. Administrative Arrangements

Attachment 1 details the roles and responsibilities of the members.

Attachment 2 details the protocols for the development and distribution of meeting agendas and minutes.

Attachment 3 details the CCWMG's financial management protocols.

11. Procurement

The CCWMG cannot procure goods and services directly. DWM is the preferred supplier of services to the CCWMG.

Goods and services will be procured in accordance with the adopted policies and practices of the organisation procuring the services so long as they do not breach any statutory obligations.

The procuring organisation is responsible for the administration and management of contractors in accordance with the organisations adopted policies and practices so long as they do not breach any statutory obligations.

DWM procurement policies can be provided on request and are available on the business' website.

12. Dissolution of the CCWMG

The CCWMG can only be dissolved when an absolute majority of the Participating Councils have resolved the dissolution.

In the event the CCWMG is dissolved:

- a) the balance of prepaid income accumulated prior to 1 July 2022 will be split among the Participating Councils contributing to the funding prior to that date and in proportion to ABS Estimated Resident Population for each Participating Council for the most recent year data is available; and
- b) Unspent state funding received under the grant agreement will be returned as required by that agreement and any negotiation with the state in relation to work in progress.

13. Confidentiality

All Participating Councils and DWM agree to maintain the confidentiality of information shared and developed within the group and will only release any information gathered as required by law or with the written permission of the group.

14. Signatories

Council	Signature	Date
Burnie City Council		
Central Coast Council		
Circular Head Council		
Kentish Council		
King Island Council		
Latrobe Council		
West Coast Council		
Waratah-Wynyard Council		
Dulverton Waste Management		

15. Attachment 1 – Roles and Responsibilities

15.1 Chairperson

15.1.1 General:

- a) Provide leadership.
- b) Set meeting Agendas.
- c) Oversee the CCWMG's activities.
- d) Act as the CCWMG's spokesperson.

15.1.2 Meetings:

- a) The Chairperson is the chair for every meeting.
- b) Undertake any necessary preparation prior to the meeting.
- c) Ensure a quorum is present.
- d) Start the meeting on time.
- e) Control the meeting and keep to the Agenda.
- f) Allow fair and open discussion on matters so that decisions can be made.
- g) Re-focus discussion that has wandered off topic.
- h) Conclude one point and lead into the next.
- i) Clarify any misunderstandings.
- j) Pace the meeting ensuring it runs on time.

15.2 Members

15.2.1 General:

- a) Promote and support the CCWMG activities.
- b) Ensure timely response of information is provided by their council.
- c) Be the waste spokesperson between their council and the CCWMG.
- d) Have the authority to make decisions on behalf of their councils.

15.2.2 Meetings:

- a) Undertake any necessary preparation prior to the meeting.
- b) Arrive on time.
- c) Participate but do not interrupt each other.
- d) All remarks are addressed through the Chairperson.
- e) Speak honestly and frankly. Be prepared to challenge the status quo, and equally, to compromise for the benefit of the region.
- f) A vote is taken if consensus is not reached. The majority wins the vote, and all Members are to accept the majority decision.

- g) Note down any action agreed upon.
- h) After the meeting, undertake any agreed action and brief others as appropriate.

15.3 Dulverton Waste Management

- a) To provide executive, administrative, financial and communication support to the group.
- b) To deliver actions arising from the Cradle Coast Waste Management Strategy allocated by the CCWMG, within agreed budget and timeframes.
- c) To provide technical support to the CCWMG.
- d) To attend CCWMG meetings and provide project status reports, including up to date costings.
- e) Procure goods and services in relation to agreed projects, in compliance with all legal and regulatory requirements, work health and safety environmental legislation and statutory requirements and DWM's procurement policies.

15.4 CCWMG

- a) Responsible for ensuring that projects and actions are delivered in accordance with the Annual Plan and Budget.
- b) Agree to the Terms of Reference being amended, varied or modified following a majority vote of the Participating Council members.
- c) Appoint the Chairperson who shall be a member of the CCWMG and this appointment is for a term of two (2) years.
- d) Adopt the Annual Plan and Budget prior to 30th June each year.
- e) Can dissolve the CCWMG when a majority of the Participating Councils have approved the dissolution.

16. Attachment 2 – Agenda & Minute Protocol

16.1 Agendas / Notice of Meetings

- a) DWM is responsible for coordinating meeting Agendas.
- b) DWM is to request Agenda Items from CCWMG Members no less than seven business days prior to the Agenda due date.
- c) Members are to provide DWM with Agenda Items (including attachments) no less than five business days prior to the Agenda due date.
- d) DWM is to provide the Chairperson with the final draft Agenda for approval, no less than two business days prior to the Agenda due date.
- e) The Chairperson is to review the Agenda within one business days and advise the DWM of any changes.
- f) DWM is to issue all CCWMG Members with the Agenda no less than one week prior to the meeting date.

16.2 Minutes

- a) At each meeting, DWM is to takes notes for the purpose of drafting Minutes.
- b) Within five business days of the meeting, DWM is to issue the Chairperson with the draft Minutes for review.
- c) Within ten business days of the meeting, the Chairperson is to review the draft Minutes, obtain feedback from members if necessary and advise DWM of any changes.
- d) Within 15 business days of the meeting, DWM is to release the draft Minutes as Unconfirmed Minutes to all CCWMG Members, and also the Executive Assistants of each Participating Council (as requested) for inclusion as an open Agenda Item at Council Meetings.
- e) In preparation for the next meeting, DWM is to list the Unconfirmed Minutes on the Agenda for confirmation.
- f) Within two business days following the conclusion of the next meeting, DWM is to provide the Confirmed Minutes to Participating Councils for their records.

17. Attachment 3 – Financial Management Protocols

17.1 Dulverton Waste Management

- a) The Participating Councils appoint DWM for the management of funds.
- b) DWM will maintain a ledger system which allows discreet project costs to be easily monitored and reported to Participating Councils and the Waste and Resource Recovery Board.
- c) DWM will handle and process accounts payable in relation to project expenses.
- d) DWM will on-charge recoverable project expenses to relevant parties as required.
- e) Income will be deemed not to be earned by DWM until services have been rendered in accordance with the terms of this agreement. The balance of unearned income will be accounted for as a liability and be ultimately refundable to the Participating Councils in accordance with the provisions of clause 12 of this agreement.
- f) DWM will not be responsible to the Participating Councils for any liability, cost or expense (including legal fees) that the parties may incur arising out of the activities undertaken as part of the Regional Waste Management Strategy or the activities of DWM in performing its duties under this agreement, except to the extent that the liability costs or expenses arose directly from the DWM's wilful misconduct, bad faith or negligence.
- g) The Participating Councils irrevocably and unconditionally indemnify DWM from any liability cost or expense (including legal fees) in performing its financial management, except to the extent that the liability cost or expense arose directly from DWM's wilful misconduct, bad faith or negligence.



Terms of Reference

Cradle Coast Waste Management Group

1. Overview

1.1 Background

The Cradle Coast Waste Management Group (CCWMG) was established to:

- Provide an integrated regional approach to waste management; and
- Implement strategies which minimise waste by using the waste hierarchy actions.

The CCWMG ~~was established by~~ represents seven (7) northwest Tasmanian municipal councils (the "Participating Councils") who agreed to participate in a voluntary waste levy scheme in 2007.

The Participating Councils are:

- Burnie City Council;
- Central Coast Council;
- Circular Head Council;
- Devonport City Council;
- Kentish Council;
- Latrobe Council; and
- Waratah-Wynyard Council.

~~In June 2023, the Participating Councils resolved that King Island Council and West Coast Council joined the group.~~

~~The CCWMG membership consists of the General Managers from the Participating Councils or appointed Proxy.~~

~~West Coast and King Island Council's do not currently participate, however, opportunity for participation is open. The CCWMG will aim to share intellectual property with non-participating Councils if requested.~~

The CCWMG works closely with the Northern Tasmanian Waste Management Group and the Southern ~~Tasmania~~ Tasmanian Regional Waste ~~Management Joint~~ Authority in the development and delivery of waste management programs and in the sharing of resources and services.



The original Participating Councils agreed to implement a voluntary waste levy, charged on a per tonne basis, for all waste disposed of to landfill. An Agreement covering the administration and management of the voluntary waste levy was made on 23rd November 2007 between Dulverton Waste Management (DWM), Circular Head Council, Central Coast Council and Burnie City Council. In November 2012, the Burnie City Council decommissioned their landfill and are no longer responsible for the collection of a voluntary waste levy.

Landfills subject to the collection of the voluntary waste levy were:

- Dulverton Regional Waste Management Authority's Landfill;
- Central Coast Council's Resource Recovery Centre and Landfill; and
- Circular Head Council's Port Latta Landfill.

In March 2022, the Tasmanian State Government endorsed the Waste and Resource Recovery Bill 2022. This legislation introduced a State-wide Landfill Levy which replaced the Voluntary Waste Levy Agreement. Funding for the CCWMG is now contingent on Waste and Resource Recovery Board grant agreements.



1.2 Existing Agreements

~~The original Participating Councils agreed to implement a voluntary waste levy, charged on a per tonne basis, for all waste disposed of to landfill. An Agreement covering the administration and management of the voluntary waste levy was made on 23rd November 2007 between Dulverton Waste Management (DWM), Circular Head Council, Central Coast Council and Burnie City Council. In November 2012, the Burnie City Council decommissioned their landfill and are no longer responsible for the collection of a voluntary waste levy.~~

~~Landfills subject to the collection of the voluntary waste levy were:~~

- ~~• Dulverton Regional Waste Management Authority's Landfill;~~
- ~~• Central Coast Council's Resource Recovery Centre and Landfill; and~~
- ~~• Circular Head Council's Port Latta Landfill.~~

~~In late 2021, the Tasmanian State Government introduced the Waste and Resource Recovery Bill 2021. This legislation introduces a State-wide waste Landfill Levy which will replace the current Voluntary Waste Levy Agreement. Funding for the CCWMG is now contingent on Waste and Resource Recovery Board agreements. The Waste Levy Agreement will continue until State Levy fees are introduced.~~

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This Terms of Reference replaces the following agreements:

- Interim MOU between DWM and Burnie City, Central Coast, Circular Head, Devonport City, Kentish, Latrobe & Waratah Wynyard Councils for Waste Levy Collection, Financial Management & Project Delivery;
- MOU between the CCA and DWM for the CCWMG Financials Management; and
- MOU between the CCA, CCWMG and DWM for administrative arrangements.
- [Previous versions of this Terms of Reference.](#)

~~An Agreement covering the administration and management of the voluntary waste levy was made on 23rd November 2007 between Dulverton Waste Management (DWM), Circular Head Council, Central Coast Council and Burnie City Council. In November 2012, the Burnie City Council decommissioned their landfill and are no longer responsible for the collection of a voluntary waste levy.~~

~~In late 2021, the State Government introduced the Waste and Resource Recovery Bill 2021. This legislation introduces a State-wide waste Levy which will replace the current Voluntary Waste Levy Agreement. The Waste Levy Agreement will continue until State Levy fees are introduced.~~

A Memorandum of Understanding (MOU) exists as an agreement between Tasmania's three regional waste management authorities for joint waste reduction and resource recovery communication activities. The three authorities are:

- Cradle Coast Waste Management Group;
- Northern Tasmanian Waste Management Group; and
- [Southern Tasmanian Regional Waste Management Authority \(previously Southern Tasmanian Waste Management Group\)](#).



2. Term

This Terms of Reference is effective from ~~14⁶³⁰th June~~~~December 2023~~³² and will be reviewed on 30th June 2024⁵, and thereafter biennially or as required by the CCWMG.

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This Terms of Reference supersedes the Terms of Reference dated ~~1st November 2020~~^{18th May 2022}.

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This Terms of Reference may be amended, varied or modified after consultation and agreement by the CCWMG members.

3. Membership

3.1 CCWMG ~~Representation~~ Membership

The CCWMG will operate with membership being the General Managers from the Participating Councils.

Group membership comprises of the following arrangement:

3.1.1 Council Members:

The CCWMG will comprise the General Manager from each Participating Council or their nominated proxy who will attend meetings during periods of leave by the General Manager.

In cases where the General Manager works for more than one council then that General Manager will represent each individual council and vote for each council.

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General Managers will also be responsible for ensuring that:

- Technical staff respond to requests for information, participate in groups as requested, and undertake works ~~as agreed etc~~;
- The activities of the Group are effectively communicated to elected members; and
- may appoint a proxy where attendance at a meeting is not possible.-

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3.1.2 Chairperson:

The Chairperson shall be a member of the CCWMG appointed by the members of the Participating Councils. Appointment is for a term of two ~~(2)~~ years, unless otherwise determined by the members. If the exiting Chairperson is re-nominated, subsequent terms of appointment will be permitted.



3.1.3 Deputy Chairperson:

The Deputy Chairperson will be appointed by a vote of the CCWMG. Appointment is for a term of two ~~(2)~~ years, unless otherwise determined by the members. If the exiting Deputy Chairperson is re-nominated, subsequent terms of appointment ~~will be~~ are permitted.

Any reference to the Chairperson in this document will apply to the Deputy Chairperson in the absence of the Chairperson.

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3.1.4 Dulverton Waste Management:

DWM will manage the CCWMG financials reporting, provide administration assistance as well as, provide technical and project management expertise and assistance.

DWM will be represented by its CEO and/or designated officers on an ex-officio basis with no voting rights.

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3.2 Voting Members

Voting Members are the seven (7) Council Members, with each Council having a single vote.

3.2 CCWMG Financial membership

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Since 1 July 2022 the operation of the group has been funded by the state utilising the waste levy funding. The current multi-year agreement is between NRE and DWM to deliver the CCWMG approved Annual Plan and Budget.

King Island and West Coast Council are separately funded by the state from the waste levy.

To ensure equity, these Councils agree to contribute to the CCWMG based on the estimated annual tonnes of waste collected on which levy is due. This amount will be invoiced separately by DWM following the Councils receipt of payment from the state.

The Annual Plan and Budget will identify the regional projects the group will participate in, together with any specific projects to be delivered utilising these funds to ensure transparency for all parties.

4. Objectives

4.1 Objectives of the CCWMG

a) To develop strategies and plans to manage waste sustainability including a:

- 5-year CCWMG Strategic Plan;
- Annual Plan & Budget; and
- 10 Year financial mManagement pPlan.



♦ The CCWMG plans and activities will seek to advance the state and national waste goals, as well as those expectations of the member Councils and the communities they represent.

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- b) To monitor the implementation of actions contained in the Strategic Plan and Annual Plan & Budget, including monitoring and management of the budget;
- c) To provide a regional voice to the State and Federal Government and Industry in relation to waste management issues, policies and practices;
- d) To source and administer State and/or Federal Government funding for agreed waste management initiatives and projects;
- e) To provide a forum for high level dialogue and communication sharing of information between councils, industry and community; and
- f) To be the central contact and reference point for waste management issues and communications affecting the cradle coast region.

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5. Reporting Responsibilities

5.1 Strategic Plan

- a) The CCWMG Members are responsible for developing a Strategic Plan at least -
- b) ~~A Strategic Plan is to be adopted~~ every five ~~(5)~~ years.
- c) Preparation of a new plan is to commence one ~~(1)~~ year prior to expiry of the ~~previous~~ current one, unless an early review is warranted by the change in the waste and resource recovery sector that undermines to current Strategic Plan.
- d) The Strategic Plan is to be presented to the Participating Councils for endorsement.
- e) The endorsed Strategic Plan is to be submitted to the CCWMG for adoption.
- e) The adopted Strategic Plan is to be forwarded to Participating Councils, ~~and~~ DWM and the Waste and Resource Recovery Board for information and published on the Cradle Coast Authority website.
- f) Participating Councils will report to the CCWMG any significant deviations between Council operations/strategy and the Strategic Plan, so that these variance can be acknowledged, reviewed, and if agreed adopted by all.

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5.2 Annual Plan and Budget

- a) The CCWMG Members are responsible for developing an Annual Plan and Budget.
- b) The Annual Plan and Budget is to be ~~will be submitted to the CCWMG for adoption~~ finalised and adopted, prior to 30~~th~~ June each year. The AP&B will clearly identify any projects that serve only a sub-set of the regional group.
- c) A copy of the adopted Annual Plan and Budget will be forwarded to Participating Councils, ~~and~~ DWM and the Waste and Resource Recovery Board for information.
- d) ~~The~~ CCWMG Members will be responsible for ensuring that the projects and actions are delivered in accordance with the Annual Plan and Budget.

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5.4.3 Annual Report

- a) ~~The~~ CCWMG Members are responsible for developing an Annual Report.
- b) An Annual Report will be adopted prior to 30~~th~~ November each year and is to include reporting against the eat year's Annual Plan and Budget.
- c) The adopted Annual Report will be forwarded to Participating Councils, ~~and~~ DWM, other regional waste management groups and the Waste and Resource Recovery Board for information.

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5.5.4 Other

a) DWM is to prepare quarterly financial reports to be forwarded to the CCWMG Chair within 30 days of the end of the quarter. The most current financial reports are to be included in the CCWMG meeting agenda.

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b) DWM is to prepare the documentation required to acquit the state grant at the designated milestones specified in the grant agreement.

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a) —

b) Participating Councils are to update the Data Collections Portal monthly with Council waste data. DWM is to then prepare quarterly reporting of the collected data to members at each CCWMG meeting.

c) DWM is to maintain a Report and Resources List annually.

6. Conflict of Interest

Members are to act in the best interest of the region and will perform their responsibilities in good faith, honestly and impartially and avoid situations that might which may compromise their integrity or otherwise lead to conflicts of interest. Proper observation of these principles will protect the group and its members and will enable public confidence to be maintained.

When members believe they have are aware of a conflict of interest, either real or perceived, on a subject that will may prevent them from reaching an impartial decision or undertaking an activity consistent with the group's functions, they will declare a conflict of interest this is to be declared to the Chairperson at the start of the meeting and the member should withdraw themselves from the discussion and/or activity.



7. Meetings

Meetings can be held in person, via video conference or tele conference, or a combination thereof, as agreed by the majority of members.

7.1 Frequency of Meetings

- a) Meetings will be held at a frequency and location determined by the CCWMG.
- b) Meeting dates are generally to be set a minimum of eight {8} weeks in advance by the group; however changes to the dates may be made with lesser notice, with the support of the majority of members with the aim to maximise participation.

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7.2 Agendas and Minutes

Protocols for the preparation and distribution of agendas and minutes are detailed under Attachment 2.

7.3 Quorum

~~a)~~ — A meeting quorum will be four (4) a minimum attendance of five (5) voting members of the CCWMG. If a Member is representing more than one council.....

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If a quorum is not present prior to the scheduled meeting start time, then the meeting may proceed; however any proposed actions have no effect until confirmed at the following meeting or by circular resolution by the majority of Members

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~~b) a)~~ is to be abandoned.

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— Members may nominate a proxy to attend the meeting on their behalf, either as a one-off or on an on-going basis, during periods of leave by the member.

~~c) b)~~ All proxies are to have adequate delegated authority to fulfil the position of Member.

7.4 Urgent Matters

A meeting may be called by the Chairperson to discuss specific matters for urgent attention that can't which is unsuitable to cannot wait until the next regular meeting. Any notice of the meeting is satisfactory, so long as the proposed time and date for the meeting is accepted by and attended by ~~a~~ absolute majority of members.

7.5 Circular Resolution

A circular resolution may be instigated by the Chairperson if a decision is required between meetings. Circular resolutions should be used sparingly and should be limited to use for:



- procedural matters;
- non-controversial matters or for matters that have had prior discussions in meetings;
- matters that do not require further discussion and
- matters which cannot be deferred to the next meeting.

Circular resolutions should not be used for dealing with urgent or controversial matters that arise of which the Members are previously unaware.

A circular resolution is a documented resolution which is signed by Members with wording to signify they are in favour of the resolution. Acceptable forms of signed documentation can include:

- printed copy with original signature;
- scanned signed copy received by electronic mail (email); or
- consent received by email.

The circular resolution is determined by an absolute majority of Members in favour of the resolution.

8. Publicity / Media

Only the Chairperson, or their delegate, may make or issue public statements in relation to the decisions of the CCWMG, unless otherwise determined by resolution of the group.

9. Dispute Resolution

If a ~~difference or~~ dispute arises between any of the Members or any Member/s and DWM in connection with this Term of Reference, any party may give the other party a written notice setting out full details of the Dispute ("Notice of Dispute").

A Member, or Council or DWM, may not commence any court or arbitration proceedings in relation to a Dispute unless a Notice of Dispute has been served (either by or on that party) and that party has made all reasonable attempts to resolve the Dispute in accordance with this section.

The parties must attempt to resolve any dispute promptly by negotiating in good faith. If the parties are unable to resolve the dispute within ten ~~business~~(10) days after a Notice of Dispute is served, each party must agree to engage the services of an independent person to support all parties participation in informal resolution processes. This independent person will assist the parties in discussing available options, or may facilitate any other necessary arrangements to support the best possible outcomes. This independent person must have an appropriate

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skill set within the local government context, experience in issues resolution and interpersonal skills which can assist in resolving matters of conflict.

If the dispute is not resolved, or the Members-parties have not agreed on any alternative method to resolve the dispute, within twenty ~~(20)~~ days after a Notice of Dispute is served, then either party may commence arbitration proceedings before a single arbitrator appointed by agreement between the parties (or failing agreement, appointed by the President of the Law Society of Tasmania) to arbitrate a resolution of the dispute and the decision of the arbitrator shall be binding on both parties.

Nothing in this Terms of Reference prevents a Member-party from seeking injunctive or urgent declaratory relief at any time.

Each Member-party must continue to perform its obligations under this Terms of Reference despite the existence of any dispute.

10. Administrative Arrangements

Attachment 1 details the roles and responsibilities of the members.

Attachment 2 details the protocols for the development and distribution of meeting agendas and minutes.

Attachment 3 details the CCWMG's financial management protocols.

11. Procurement

The CCWMG cannot procure goods and services directly. DWM is the preferred supplier of services to the CCWMG.

Goods and services will be procured in accordance with the adopted policies and practices of the organisation procuring the services so long as they do not breach any statutory obligations.

The procuring organisation is responsible for the administration and management of contractors in accordance with the organisations adopted policies and practices so long as they do not breach any statutory obligations.

DWM procurement policies can be provided on request [and are available on the business' website.](#)

12. Dissolution of the CCWMG

The CCWMG can only be dissolved when an absolute majority of the Participating Councils have resolved the dissolution.

In the event the CCWMG is dissolved:

- a) the balance of prepaid income accumulated prior to 1 July 2022 will be split among the Participating Councils contributing to the funding prior to that date and in proportion to prior financial year's contribution of municipal solid waste levy funds (Council contribution, not landfill contribution). ABS Estimated Resident Population for each Participating Council for the most recent year data is available; and
- b) Unspent state funding received under the grant agreement will be returned as required by that agreement and any negotiation with the state in relation to work in progress.

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13. Confidentiality

~~This~~ All Participating Councils and DWM agree to maintain the ~~Terms of Reference is a contract for confidentiality among the Members of the group to maintain security and confidentiality of the CCWMG's communications and information of information shared and developed within the group and will only release any information gathered as required by law or with the written permission of the group.~~

14. Signatories

<u>Council</u>	<u>Signature</u>	<u>Date</u>
<u>Burnie City Council</u>		
<u>Central Coast Council</u>		
<u>Circular Head Council</u>		
<u>Kentish Council</u>		

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King Island Council		
Latrobe Council		
West Coast Council		
Waratah-Wynyard Council		
Dulverton Waste Management		

14.15. Attachment 1 – Roles and Responsibilities

14.15.1 Chairperson

14.1.15.1.1 General:

- a) Provide leadership.
- b) Set meeting Agenda's.
- c) Oversee the CCWMG's activities.
- d) Act as the CCWMG's spokesperson.

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14.1.215.1.2 Meetings:

- a) The Chairperson is the chair for every meeting.
- b) Undertake any necessary preparation prior to the meeting.
- c) Ensure a quorum is present.
- d) Start the meeting on time.
- e) Control the meeting and keep to the Agenda.
- f) Allow fair and open discussion on matters so that decisions can be made.
- g) Re-focus discussion that has wandered off topic.
- h) Conclude one point and lead into the next.
- i) Clarify any misunderstandings.
- j) Pace the meeting ensuring it runs on time.

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14.215.2 Members

14.2.115.2.1 General:

- a) Promote and support the CCWMG activities.
- b) Ensure timely response of information is provided by their council.
- c) Be the waste spokesperson between their council and the CCWMG.
- d) Have the authority to make decisions on behalf of their councils.

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14.2.215.2.2 Meetings:

- a) Undertake any necessary preparation prior to the meeting.
- b) Arrive on time.
- c) Participate but do not interrupt each other.
- d) All remarks are addressed through the Chairperson.
- e) Speak honestly and frankly. Be prepared to challenge the status quo, and equally, to compromise for the benefit of the region.
- f) A vote is taken if consensus is not reached. The majority wins the vote, and all Members are to accept the majority decision.

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- g) Note down any action agreed upon ~~n, and~~
- h) After the meeting, undertake any agreed action and brief others as appropriate.

~~14.3~~15.3 Dulverton Waste Management

- a) To provide executive, administrative, financial and communication support to the group.;
- ~~b) To collect and distribute the waste management levy;~~
- ~~c) To project manage~~ deliver actions arising from the Cradle Coast Waste Management Strategy allocated by the CCWMG, within agreed budget and timeframes.;
- ~~d) To provide technical support to the CCWMG.;~~
- ~~e) To attend CCWMG meetings and provide project status reports, including up to date costings.;~~ and
- ~~f) When procuri~~Procureng goods and services in relation to agreed projects, ~~to do so~~ in compliance with all legal and regulatory requirements, work health and safety environmental legislation and statutory requirements and DWM's procurement policies.

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~~14.4~~15.4 CCWMG

- a) ~~Will be r~~Responsible for ensuring that ~~the~~ projects and actions are delivered in accordance with the Annual Plan and Budget.;
- ~~Will a~~Agree to the Terms of Reference being amended, varied or modified following a majority vote of the Participating Council members.;
- ~~Will a~~Appoint the Chairperson who shall be a member of the CCWMG and this appointment is for a term of two (2) years.;
- ~~Will a~~Adopt the Annual Plan and Budget prior to 30th June each year, ~~and.~~
- e) Can dissolve the CCWMG when a majority of the Participating Councils have approved the dissolution.

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15.16. Attachment 2 – Agenda & Minute Protocol

15.16.1 Agendas / Notice of Meetings

- a) DWM is responsible for coordinating meeting Agenda's.
- b) DWM is to request Agenda Items from CCWMG Members no less than seven ~~(7)~~ business days prior to the Agenda due date.
- c) Members are to provide DWM with Agenda Items (including attachments) no less than five ~~(5)~~ business days prior to the Agenda due date.
- d) DWM is to provide the Chairperson with the final draft Agenda for approval, no less than two ~~(2)~~ business days prior to the Agenda due date.
- e) The Chairperson is to review the Agenda within one ~~(1)~~ business days and advise the DWM of any changes. ~~and~~
- f) DWM is to issue all CCWMG Members with the Agenda no less than one ~~(1)~~ week prior to the meeting date.

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15.16.2 Minutes

- a) At each meeting, DWM is to takes notes for the purpose of drafting Minutes.
- b) Within five ~~(5)~~ business days of the meeting, DWM is to issue the Chairperson with the draft Minutes for review.
- c) Within ten ~~(10)~~ business days of the meeting, the Chairperson is to review the draft Minutes, obtain feedback from members if necessary and advise DWM of any changes.
- d) Within ~~fifteen~~ ~~15~~ ~~(15)~~ business days of the meeting, DWM is to release the draft Minutes as Unconfirmed Minutes to all CCWMG Members, and also the Executive Assistants of each Participating Council (as requested) for inclusion as an open Agenda Item at Council Meetings.
- e) In preparation for the next meeting, DWM is to list the Unconfirmed Minutes on the Agenda for confirmation. ~~and~~
- f) Within two ~~(2)~~ business days following the conclusion of the next meeting, DWM is to provide the Confirmed Minutes to Participating Councils for their records.

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16.17. Attachment 3 – Financial Management Protocols

16.17.1 Dulverton Waste Management

- a) The Participating Councils appoint DWM for the management of funds.
- b) DWM will maintain a ledger system which allows discreet project costs to be easily monitored and reported to Participating Councils and the Waste and Resource Recovery Board.
- c) DWM will handle and process accounts payable in relation to project expenses.
- d) DWM will on-charge recoverable project expenses to relevant parties as required.
- e) Income will be deemed not to be earned by DWM until services have been rendered in accordance with the terms of this agreement. The balance of unearned income will be accounted for as a liability and be ultimately refundable to the Participating Councils in accordance with the provisions of clause 12 of this agreement.
- f) DWM will not be responsible to the Participating Councils for any liability, cost or expense (including legal fees) that the parties may incur arising out of the activities undertaken as part of the Regional Waste Management Strategy or the activities of DWM in performing its duties under this agreement, except to the extent that the liability costs or expenses arose directly from the DWM's wilful misconduct, bad faith or negligence.
- g) The Participating Councils irrevocably and unconditionally indemnify DWM from any liability cost or expense (including legal fees) in performing its financial management, except to the extent that the liability cost or expense arose directly from DWM's wilful misconduct, bad faith or negligence.

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

Period: 12 December 2023 to 22 January 2024

- . Licence of Crown Land at Mell Street, Forth
The Crown in Right of Tasmania (Licensor) and the Central Coast Council
(Licensee)
Commencement date: 1 October 2023
Term: 20 years
- . Grant deed – Safer Rural Roads Program 2022–23 – Round 1
The Crown in Right of Tasmania (Grantor) and the Central Coast Council
(Recipient)
Infrastructure treatments at Creamery Road, Sulphur Creek
Grant amount: \$100,000 (GST exclusive)
Completion date: 30 June 2024
- . Grant deed – Remote Roads Pilot Program 2023
The Crown in Right of Tasmania (Grantor) and the Central Coast Council
(Recipient)
Ironcliffe Road Upgrade, Penguin
Grant amount: \$7,520,424 (GST exclusive)
Completion date: 31 January 2025

Barry Omundson
GENERAL MANAGER



SCHEDULE OF CONTRACTS AND AGREEMENTS

(Other than those approved under the common seal)

Period: 12 December 2023 to 22 January 2024

Nil

A handwritten signature in black ink, appearing to read 'Barry Omundson'.

Barry Omundson
GENERAL MANAGER



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

Period: 12 December 2023 to 22 January 2024

- . A letter from the Hon Nic Street MP, Minister for Local Government regarding the Local Government Learning and Development Framework.
- . An email from local business owners regarding the Penguin Running Festival.



Barry Omundson
GENERAL MANAGER

Safeguarding Children and Young People

Allegation and Complaints Handling Procedure

January 2024

Table of Contents

SCOPE.....	2
OVERVIEW.....	2
EXPLANATION OF REPORTABLE CONDUCT.....	3
PROCEDURE.....	3
1 RECEIVING THE COMPLAINT.....	3
2 RECORDING THE COMPLAINT.....	3
3 ACKNOWLEDGING THE COMPLAINT.....	4
4 ASSESSING THE COMPLAINT AND ADDRESSING IMMEDIATE RISKS.....	4
5 CONDUCTING AN INVESTIGATION.....	6
6 PROVIDE REGULAR UPDATES THROUGHOUT THE COMPLAINTS PROCESS.....	6
7 PROVIDE THE FINAL OUTCOMES.....	6
8 CLOSE THE COMPLAINT AND RECORD THE OUTCOMES.....	6
9 FACILITATING ONGOING SUPPORT FOR THOSE INVOLVED IN THE COMPLAINT.....	7
CONTINUOUS IMPROVEMENT.....	7
ATTACHMENT A: OUTLINE OF COMPLAINT REPORT FORM TO BE SENT TO THE INDEPENDENT REGULATOR.....	8
ATTACHMENT B: INDICATIVE ALLEGATIONS INVESTIGATION SUPPORT.....	9

SCOPE

This Procedure does not apply to Council employees and representatives engaged in Council's Children's Services functions. Council employees and representatives engaged in Council's Children's Services functions should refer to the Children's Services Child Protection Policy.

This Procedure applies to all other Council employees and representatives, including:

- Mayor and Councillors;
- Full-time, part-time, and casual employees;
- Permanent and temporary employees performing work for Council, including work experience students, apprentices, interns, and trainees;
- Temporary and casual individuals engaged through an agency;
- Staff on secondment from another role or another council;
- Volunteers; and
- Contractors or consultants directly engaged/renumerated by Council.

The application of this Procedure is irrespective of the person's involvement in child related work or the environment where they contact children or young people (physical, face to face, verbal, written or online), and there are no exclusions to its application.

OVERVIEW

These procedures outline how allegations and complaints made under the Reportable Conduct Scheme are to be received, recorded, managed, investigated and reported to the Independent Regulator.

The Reportable Conduct Scheme and the appointment of an Independent Regulator is established in Tasmania under the *Child and Youth Safe Organisations Act 2023 (Tas)* and comes into effect from 1 January 2024.

A report must be made if Council receives a complaint regarding a 'reportable allegation' or 'reportable conviction'.

Reportable Allegation – Information that leads a person to form a reasonable suspicion that a Central Coast Council 'worker' (as defined in the Safeguarding Children and Young People Policy) has committed reportable conduct, whether or not the alleged reportable conduct occurred within the course of the worker's duties, and regardless of when the alleged reportable conduct occurred.

Reportable Conviction – A conviction for an offence that involves reportable conduct, regardless of when the conduct or conviction occurred.

The Act requires that the CEO of Council (or an officer within the organisation on behalf of the CEO) must, if they become aware of a reportable allegation or conviction against a 'worker' of Council, notify the Independent Regulator. Each

failure to report can carry a fine of up to \$23,400. Liability for the fine remains with the CEO. The Independent Regulator must be notified within three business days of a reportable allegation or reportable conviction against a 'worker' of Council.

EXPLANATION OF REPORTABLE CONDUCT

The table below provides some examples of reportable conduct. This is not an exhaustive list.

A 'relevant offence':	<ul style="list-style-type: none"> • A sexual offence. • Failing to report sexual abuse of a child. • Ill-treatment of a child. • Attempt, incitement, accessory.
Sexual misconduct:	<ul style="list-style-type: none"> • Inappropriate behaviour. • Physical contact. • Voyeurism. • Speech or other communication.
Physical violence:	<ul style="list-style-type: none"> • Intentional or reckless. • Actual physical force. • Belief of physical force.
Grooming:	<ul style="list-style-type: none"> • Intended to establish trust. • Purpose of normalising sexuality harmful behaviour or to allow an unlawful act to occur. • Pattern of behaviour. • Diversity of settings and methods.
Emotional/psychological harm:	<ul style="list-style-type: none"> • Must be significant. • Harm to a child's wellbeing or development, or both.
Neglect:	<ul style="list-style-type: none"> • Must be significant. • Deliberate or reckless failure to meet basic needs.

PROCEDURE

1 RECEIVING THE COMPLAINT

Complaints may be received in person, by phone, email, letter or social media. Details of the complaint should be recorded in Council's administrative records system as per all official correspondence with Council and forwarded in the first instance to the CEO, along with all other relevant

information provided by the complainant. Complaints may be received from a parent, carer, a child, staff member, volunteer or any other members of the community.

*** Staff should call 000 if it is apparent a child is in immediate danger.**

2 RECORDING THE COMPLAINT

The CEO or their delegate, should record the key complaint details, such as details about the complainant, any additional communication or support required; details about the subject of the complaint (including any former names or aliases of the accused worker, if known, date of birth), the complaint issues, if Tasmania Police have been notified (if a reportable allegation), how the complaint will be resolved or investigated and risks to be managed (see Attachment A: Complaint Report Form).

The Complaint Report Form must be provided to the Independent Regulator within three business days of receiving the complaint.

In the first instance and where relevant, Council staff should offer referral to support services for the person reporting the complaint and the accused 'worker'.

3 ACKNOWLEDGE THE COMPLAINT

Complaints should be acknowledged at the time of receipt or as soon as possible afterwards.

Acknowledge the complaint with the complainant within 24 hours of the complaint being received.

Nominate a contact person at Central Coast Council for the complainant.

Provide information about the complaint-handling process, the likely next steps and expected timeframe.

4 ASSESS THE COMPLAINT AND ADDRESS IMMEDIATE RISKS

The initial assessment of a complaint should involve the following questions being asked:

- Does the complaint raise any immediate risks to the safety or wellbeing of a child or young person or other person?
- What other issues does the complaint raise?
- What steps need to be taken to address and manage risks throughout the complaints process?

- Does the child or young person affected by the complaint (or other children involved or impacted) require any additional supports during the complaints process?
- What evidence needs to be immediately secured/protected/kept confidential?
- How serious, complicated or otherwise urgent are the issues raised in the complaint (from both the perspective of the complainant, involved child or young person and the organisation)?
- Are the issue/s raised within your organisation's control?
- Are the outcomes sought by the complainant viable?
- If more than one issue is raised, will they need to be separately addressed?
- What other authorities or agencies (e.g. police, health services) need to know about the issues raised by the complaint or be involved in the response?
- What type of information should the complainant be provided following your assessment?
- Is further information needed from the complainant in order to properly assess and resolve the complaint?

If the complaint is not about something your organisation can respond to, you should ensure that the complainant is told this and (wherever possible) referred to a person or organisation that can help as quickly as possible.

Checklist for when Council must report to the Independent Regulator:

- The complaint is being made against someone over the age of 18 years.
- They are engaged by the Council as 'worker' (within the meaning of the Act).
- The conduct or behaviour complained of is 'reportable conduct'.
- The conduct or behaviour complaint leads you to form a reasonable suspicion that the person has committed 'reportable conduct' OR the person has been convicted for that 'reportable conduct'.

5 CONDUCTING AN INVESTIGATION

After an initial Complaint Report is sent to the Independent Regulator, as soon as practicable, a Council Officer on behalf of the CEO must:

- Investigate the reportable allegation/reportable conviction, or engage an independent investigator to do so on Council's behalf (see Attachment B for indicative investigation support).
- Inform the Independent Regulator of the identity of the body or person who will conduct the investigation.

Select the appropriate investigative approach by looking at any statutory requirements, consulting relevant external bodies (e.g. police and child protection agencies) and considering the nature of the issue or allegations raised and the likely outcome of the investigation.

Develop an investigation plan, ensuring that, where appropriate, relevant authorities are consulted and involved in its design and implementation to ensure an organisation's actions do not compromise a police or child protection investigation.

No later than 30 days after the initial complaint is reported to the Independent Regulator via the Complaint Report Form, Council must provide the following information to the Office of the Independent Regulator:

- A copy of the findings and the reasons for those findings.
- Details of any disciplinary (or other) action Council has taken or proposes to take, and the reasons for that action.
- If no action is proposed to be taken, the reasons why no action is to be taken.

If for some reason Council is unable to investigate or engage an external investigator to investigate, it must notify the Independent Regulator as soon as practicable and give reasons for the non-compliance.

The obligation to investigate continues to apply even if the worker ceases to be employed or otherwise engaged by Council during the period in which the investigation is being conducted.

6 PROVIDE REGULAR UPDATES THROUGHOUT THE COMPLAINTS PROCESS

Let the complainant and—depending on the complainant's needs, also their family, guardian and/or support person—know what is happening with their complaint, when they can expect to hear from you and who to contact for more information or if they have questions about the process.

The frequency of updates and the nature and quantity of information provided to the complainant should be determined in accordance with their specific needs and wishes, and privacy and confidentiality obligations.

7 PROVIDE THE FINAL OUTCOMES

Report final findings to the complainant, the subject of complaint and other stakeholders, considering privacy, confidentiality and procedural fairness obligations.

Explain to the complainant and the subject of complaint—using the most appropriate communication channel and putting in place any necessary supports—the key steps taken to investigate the complaint, the outcome (including the reasons for your decision), and available avenues for review and/or appeal if they are dissatisfied with the outcome and/or the complaints process.

8 CLOSE THE COMPLAINT AND RECORD THE OUTCOME

Close the complaint and keep comprehensive records about:

- How the complaint was managed;
- The outcome; and
- Any recommendations and/or outstanding actions and how they have been addressed.

It is also a good idea to make a record of any systemic issues identified. Invite people to provide feedback at the conclusion of the complaints process.

9 FACILITATING ONGOING SUPPORT FOR THOSE INVOLVED IN THE COMPLAINT

As part of the process for finalising complaints, Council should consider whether the person who made the complaint or a child or young person involved in the complaint (or their parents/carers) is likely to need or want ongoing support. This might include support that can be provided by Council, as well as referrals that can be facilitated to other organisations where required (for example, referrals for counselling).

CONTINUOUS IMPROVEMENT

In addition to making adjustments to any systems or weaknesses identified by a specific complaint or general feedback, Council should have a system for collecting, maintaining and reviewing complaints data to identify any broader trends with the aim of improving service delivery/performance. Look for opportunities to communicate with people who have made complaints, and with stakeholders broadly, about any changes or improvements brought about through the handling of complaints, or review of complaint data. This helps people to see the tangible benefits from making complaints, and may help people to feel more comfortable about raising other concerns in the future.

Attachment A: Outline of Complaint Report Form to be sent to the Independent Regulator

Complaint Report Form

Child and Youth Safe Organisations Act 2023 (Tas)

The following information is to be provided to the Independent Regulator within 3 business days of receiving the complaint.

Date Complaint Made:

Complainant's Details:

Title: First Name: Surname:

Date of Birth:

Postal Address:

Contact Phone Number:

Email:

Details of Accused Worker:

Title: First Name: Surname:

Any known aliases:

Date of Birth:

Postal Address:

Contact Phone Number:

Email:

Details of the Complaint or Convicted Offence Reported to Council:

Contact Details of Council Officer Handling the Complaint:

Position/Title: First Name: Surname:

Postal Address:

Contact Phone Number:

Email:

List actions taken by Council to date:

(Provide written details)

Receipt of the complaint has been formally acknowledged with complainant ☐

Initial information about the complaint handling process has been provided to the complainant ☐

Complainant has been given contact details for the Council Officer handling the complaint ☐

CEO's Signature:

Date:

Attachment B: Indicative Allegations Investigation Support

- Straightforward investigation (~1-2 witnesses, single allegation, cooperative witnesses etc):
 - Approx. \$2,500 - \$3,500 plus disbursements recovered at cost (normally interview transcription)
 - This assumes a senior associate engaged for approx. 1 day interviewing witnesses and approx. 1 day preparing a report.
- Complex investigation (~ 5 or more witnesses, multiple / serious allegations, etc)
 - Approx. \$10,000 - \$15,000 plus disbursements recovered at cost (normally interview transcription)
 - This assumes a senior associate engaged for approx. 2-3 days interviewing witnesses, and 2-3 days preparing a report.

Safeguarding Children and Young People Policy

January 2024

Table of Contents

<i>PURPOSE</i>	2
<i>SCOPE</i>	2
<i>DEFINITIONS</i>	3
<i>COUNCIL'S CHILD SAFE STATEMENT OF COMMITMENT</i>	4
<i>POLICY</i>	5
<i>CHILD SAFE STANDARDS</i>	5
<i>REPORTABLE CONDUCT SCHEME</i>	7
<i>POLICY FUNCTIONS</i>	8
<i>ROLES AND RESPONSIBILITIES</i>	8
<i>RELEVANT LEGISLATION</i>	12
<i>REVIEW</i>	12

PURPOSE

The purpose of this Policy is to define Council's commitment to creating and maintaining a Child Safe Organisation, and outlines Council's position and responsibilities toward the safeguarding of children and young people in Council's physical and online environments.

SAFETY MESSAGE

If you have an urgent concern about the safety, health, or welfare of a child or young person, contact emergency services on Triple 0 (000).

If you are a child or adult who has been the victim of child abuse, or if you have information about someone else being abused, you can contact Tasmania Police anytime on 131 444.

If you have concerns for the safety or welfare of a child, contact Strong Families, Safe Kids Advice and Referral Line on 180 000 123

If you, or someone you know, requires support or education for mental health and wellbeing, contact:

- Employee Assistance Scheme –
- Lifeline – 13 11 14
- Beyond Blue – 1300 22 4636
- Suicide Callback Service – 1300 65 9467
- Kids Helpline – 1800 55 1800
- Access Mental Health Helpline – 1800 33 2388

SCOPE

This Policy does not apply to Council employees and representatives engaged in Council's Children's Services functions. Council employees and representatives engaged in Council's Children's Services functions should refer to the Children's Services Child Protection Policy.

This Policy applies to all other Council employees and representatives, including:

- Mayor and Councillors;
- Full-time, part-time, and casual employees;
- Permanent and temporary employees performing work for Council, including work experience students, apprentices, interns, and trainees;
- Temporary and casual individuals engaged through an agency;
- Staff on secondment from another role or another council;
- Volunteers; and
- Contractors or consultants directly engaged/renumerated by Council.

The application of this Policy is irrespective of the person's involvement in child related work or the environment where they contact children or young people

(physical, face to face, verbal, written or online), and there are no exclusions to its application.

DEFINITIONS

For the purposes of this Policy, the following definitions apply:

Abuse – Abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional, sexual abuse, and neglect.

Child/Children/Young Person – Any person under 18 years of age as defined by *Children, Young Persons and their Families Act 1997 (Tas)*.

Child safe – For this Policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Child Safe Organisation – Defined in the Royal Commission Final Report as an organisation that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions;
- places emphasis on genuine engagement with and valuing of children and young people;
- creates conditions that reduce the likelihood of harm to children and young people;
- creates conditions that increase the likelihood of identifying any harm; and
- responds to any concerns, disclosures, allegations, or suspicions of harm.

Note: In the context of local government, this involves referring concerns to the Independent Regulator and in the case of suspected criminal behaviour, to Tasmania Police, to respond as appropriate.

Implementation of the Child and Youth Safe Standards (which mirror the National Principles for Child Safe Organisations) gives effect to the above.

Child and Youth Safe Standards – 10 standards that specific organisations in Tasmania (including councils) must put into practice in an ongoing and simultaneous manner. These are defined under the legislation and mirror the National Principles for Child Safe Organisations.

Contractor – In the scope of this Policy means a person or company used by Council to provide services directly to children and young people, or where the contract related activities will, or are likely to involve contact with children and young people that is a usual part of and more than incidental to, the services.

Council – the Central Coast Council.

Council facilities – Properties, buildings, and facilities, including parks and sporting facilities owned and managed by Council, including those used by the public or available for hire.

Council staff – Includes Central Coast Council employees, volunteers, students on placement, contractors, consultants, elected representatives, and visitors, and anyone else who undertakes work on behalf of the Central Coast Council. This is regardless of their work related to children or young people.

Harm – Any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance, or a series or combination of acts, omissions, or circumstances.

Independent Regulator – An independent oversight body that exists to help organisations understand how to comply with Tasmania's Child and Youth Safe Framework, provide guidance and advice, and monitor compliance.

Reportable Conduct Scheme – Requires leaders of specific organisations to notify the Independent Regulator when concerns are raised about conduct related to child abuse.

Safeguarding – Taking the actions necessary to ensure children and young people feel safe and are safe. This also means that if children or young people do not feel safe, steps are taken to restore their safety.

Universal Principle for Aboriginal Cultural Safety – This applies across all 10 Child and Youth Safe Standards and means the right of Aboriginal and Torres Strait Islander children and young people to Cultural Safety must be respected.

Wellbeing – Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

COUNCIL'S CHILD SAFE STATEMENT OF COMMITMENT

- We are committed to the safety and wellbeing of children and young people while enabling their participation as valued members of our community.
- We have zero tolerance for child abuse and harm. Our people are obligated to prioritise the safety of the children they interact with in the performance of their role and to report conduct of concern.
- We recognise the importance of child safety in the provision of quality community services. All children who attend services, programs, events, and community spaces (including online environments) that are delivered, owned, contracted, or managed by Council, have the right to feel safe, be safe, and be heard.
- We recognise our legal and moral responsibilities in keeping children and young people safe and have robust policies and procedures in place to meet

this commitment that are aligned with the National Principles for Child Safe Organisations.

- We want children to thrive, be safe, happy, and empowered, and we are dedicated to ensuring their views are listened to and respected and they are given opportunities to contribute to how we plan and deliver our services that affect them.
- We are committed to being a Child Safe Organisation.

POLICY

Council is committed to the safety of Children and Young People. Council is legally required to comply with the Child and Youth Safe Organisations Framework, which aims to protect children from abuse and harm.

1 CHILD SAFE STANDARDS

The Tasmanian Child and Youth Safe Standards (the Standards) outline how an organisation can develop a culture with child safety and wellbeing at its centre. The Standards contribute to preventing abuse and harm. They require organisations to meet a benchmark that ensures children's and young people's rights to safety and wellbeing are respected and upheld.

All 10 Child and Youth Safe Standards must be put into practice in accordance with a Universal principle for Aboriginal Cultural Safety.

The Universal Principal says organisations must provide an environment that ensures that the right to Cultural Safety of Aboriginal and Torres Strait Islander children is respected. Cultural Safety can be understood as an environment or relationship where:

- Aboriginal and Torres Strait Islander children and young people feel safe to be themselves;
- Their Aboriginality is respected, and;
- Their sense of self and identity is nurtured and encouraged.

Tasmania's 10 Child and Youth Safe Standards mirror the National Principles for Child Safe Organisations, which emerged from the work of the Royal Commission into Institutional Responses to Child Sexual Abuse.

The Standards are as follows:

STANDARD	THIS MEANS:
Standard 1: Child safety and wellbeing is embedded in organisational leadership, governance, and culture.	All people in the organisation care about children and young people's safety and wellbeing above everything else, and make sure they act that way and lead others to act that way.
Standard 2: Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.	Children and young people are told about their human rights, have a say in decisions and are taken seriously.
Standard 3: Families and communities are informed and involved in promoting child safety and wellbeing.	Families, carers, and communities know about and are involved in the organisation's child and safety and wellbeing activities.
Standard 4: Equity is upheld, and diverse needs are respected in policy and practice.	The rights of every child and young person are being met, and children and young people are treated with dignity, respect, and fairness.
Standard 5: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.	People working with children and young people are safe to work with children and young people and are respectful of them. They are taught how to keep children safe and well.
Standard 6: Processes to respond to complaints and concerns are child focused.	Children, young people, families, carers, staff, and volunteers are listened to and can share problems and concerns.
Standard 7: Staff and volunteers are equipped with the knowledge, skills, and awareness to keep children and young people safe through ongoing education and training.	Staff and volunteers keep learning all the time, so they know how to keep children and young people safe and well.
Standard 8: Physical and online environments promote safety and wellbeing while minimising the	Children and young people are safe in online and physical spaces.

opportunity for children and young people to be harmed.	
Standard 9: Implementation of the Child and Youth Safe Standards is regularly reviewed and improved.	The organisation keeps reviewing and improving its child safety and wellbeing practices.
Standard 10: Policies and procedures document how the organisation is safe for children and young people.	The organisation writes down how it keeps children and young people safe and well and makes sure that everyone can see these documents.

2 REPORTABLE CONDUCT SCHEME

The Reportable Conduct Scheme (the Scheme) aligns closely with the Standards. The Scheme aims to improve how organisations respond to allegations of certain types of misconduct involving children/young people, committed by their workers and volunteers.

The Scheme imposes legal obligations on the Chief Executive Officer as head of the organisation to have systems in place to prevent child abuse and, if child abuse is alleged, to ensure allegations are brought to the attention of the appropriate persons for investigation and response.

Under the Scheme, reportable conduct is broader than suspected criminal behaviour and includes:

- Sexual offences (against, with or in the presence of, a child);
- Sexual misconduct (against, with or in the presence of, a child);
- Physical violence (against, with or in the presence of, a child);
- Grooming of a child;
- Behaviour that causes significant emotional or psychological harm;
- Significant neglect; and
- Relevant offences such as failing to report child abuse.

3 POLICY FUNCTIONS

Central Coast Council will ensure the following functions of this Policy are resourced and assigned to the relevant officers for implementation:

- Establishment of a cross-functional internal working group to monitor the Council's response to the implementation of and adherence to the Child Safe Framework.
- Providing the necessary resources to prepare and implement policy and procedural changes required to comply with the Child Safe Standards. This work includes:
 - Developing a child safe code of conduct.
 - Conducting risk assessments for Council services, programs, or facilities used by children and young people.
 - Developing allegation and complaints handling procedures.
 - Updating relevant HR policies and procedures.
 - Updates to contractor/supplier/procurement policy and procedures.
 - Documenting reporting and record-keeping procedures related to this policy.
- Provide resources for staff awareness and training in relation to this policy.
- Developing a process to deliver child safe messages at Council venues, grounds, facilities, and events.
- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).

4 ROLES AND RESPONSIBILITIES:

Safeguarding children and young people is a shared responsibility across Council.

Elected Members

- Model a culture of child safety and wellbeing.
- Understand and comply with their obligations in relation to child safety and wellbeing.

- Participate in training/education to identify, prevent, and report child abuse and harm.
- Report any concerns about child safety and wellbeing.
- Promote Council as a Child Safe Organisation and direct community members to appropriate information and resources.

Chief Executive Officer

- The Chief Executive Officer is the 'head of an entity' under the *Child and Youth Safe Organisations Act 2023* and has legal obligations (including timeframes) around the sharing of reportable conduct information. This includes reporting to the Independent Regulator any allegations of misconduct involving children and young people by Council staff.
- Ensure adequate resources and support to enable staff to effectively deliver the Safeguarding Children and Young People Policy.
- Be the first point of contact in relation to the reportable conduct scheme and investigations.
- Participate in training/education to identify, prevent, and report child abuse and harm.

Directors and Managers

- Ensure a culture of safeguarding children and young people is embedded among their team.
- Ensure safeguarding children and young people policies and procedures, and other relevant policies are implemented within the work areas they are responsible for.
- Provide team members with induction, support, supervision, and access to ongoing professional development around safeguarding children and young people relevant to each team member's role and duties.
- Conduct risk assessments, taking reasonable steps to identify any potential risks to the safety and wellbeing of children within the work remit of their team/s and remove or minimise the risks.
- Participate in regular training/education to identify, prevent, and report child abuse and harm.

Manager People and Culture

- Ensure all recruitment, selection and on boarding processes meet the

requirements of the Child and Youth Safe Standards.

- Ensure appropriate safety and screening checks are undertaken prior to engagement and maintained according to Council HR policies.
- Ensure induction of new employees includes the provision of the Safeguarding Children and Young People Policy and Procedures and training to support them in understanding their roles and responsibilities relating to child safety.
- Oversee the implementation of child safety training for new employees and refresher training for all employees on an ongoing basis and keep records of training completed.
- Manage disciplinary procedures as they relate to child safety and wellbeing.
- Responsible for providing training, capacity building and awareness-raising initiatives to ensure employees are appropriately equipped to recognise, respond to and report child abuse.

Council Staff

- Understand and comply with their roles and responsibilities in keeping children safe.
- Report any concerns about the safety and wellbeing of a child or young person.
- Obtain and maintain a Working with Vulnerable People Check where required.
- Participate in training and education in relation to safeguarding children and young people as required.
- Provide environments for children and young people where they feel safe, empowered, and can participate. Behave safely and appropriately with children and young people.

Contract Managers

- The management of contracts includes, but is not limited to, all agreements, leases, licences, grant recipients, funded partners, and labour hire. Anyone managing these contracts will ensure:
- All third-party operators are provided with a copy of Council's Child Safety Commitment Statement; and
- Contracts contain the relevant child safe clauses, including the requirement for Working with Vulnerable People Checks where

relevant and compliance with the Standards.

External Parties

Although Central Coast Council is not legally responsible for providing oversight of compliance with child safe practices outside of this organisation, it will take any reasonable steps to engage with persons who utilise Central Coast Council facilities to operate in alignment with this Policy.

Child Safe Organisation Working Group

This Working Group will provide overall governance and leadership related to this policy. The Working Group is led by the Director Community, Growth and Development and includes the following roles:

- Manager Childrens Services
- Manager Community Development
- Manager Arts and Culture
- Manager People and Culture

The purpose of the group is to monitor the Council's response to the implementation of and adherence to, the Child Safe Framework. The group will meet and report to SLPT on at least a quarterly basis.

Our approach to Royal Commission Recommendation – 6.12: The Royal Commission into Institutional Responses to Child Sexual Abuse defined a role for Local Government under Recommendation 6.12 which states:

“With support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

- a) developing child safe messages in local government venues, grounds, and facilities*
- b) assisting local institutions to access online child safe resources*
- c) providing child safety information and support to local institutions on a as needs basis*
- d) supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.”*

The Local Government Association of Tasmania (LGAT) continues to advocate to the national and state government for more support to local governments for implementation of Recommendation 6.12 (which has yet to be forthcoming). Without additional support, Recommendation 6.12 is not something Council can currently fully embrace with our current resourcing.

Central Coast Council acknowledges it has a leadership role in the community to support relevant organisations to be child safe and promote child safe practices and will work towards the functions of Recommendation 6.12.

RELEVANT LEGISLATION

- *Child and Youth Safe Organisations Act 2023 (Tas)*
- Staff Code of Conduct Policy
- Model Code of Conduct Policy (Councillors)
- Disciplinary Procedure
- Child and Youth Safe Organisations Framework (2024)
- The Reportable Conduct Scheme

REVIEW

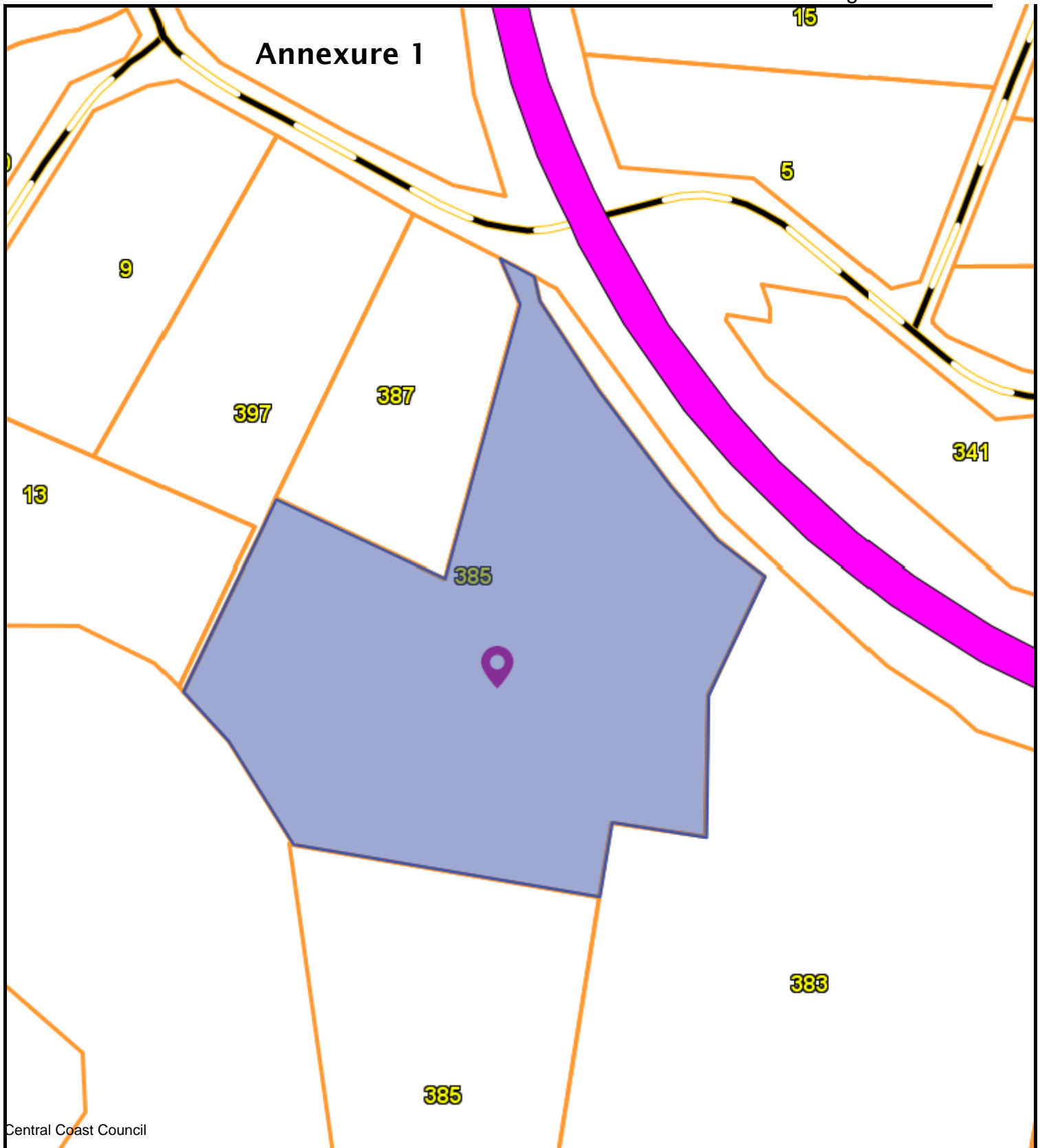
The Policy will be reviewed on a three-year basis to ensure its continuing suitability, adequacy, effectiveness, and relevance.

Central Coast Council
List of Development Applications Determined
Period from: 1 December 2023 to 31 December 2023

Application Number Display	Address	DA Type	Proposed use	Application Date	Decision Date	Day determined	Cost Of Works
DA2018020 - 1	9 Robertsons Road WEST ULVERSTONE,TAS,7315	Minor amendment of a Permit.	Residential (subdivision - two lots and dwelling)	14/11/2023	20/12/2023	30	\$0.00
DA2022235	19 & 21 Queen Street WEST ULVERSTONE and roadway comprised in CT2518719,TAS,7315	Discretionary	Residential - consolidation of titles, demolition of church and construction of multiple dwellings x 6 (including existing dwelling).	24/08/2022	11/12/2023	45	\$750,000.00
DA2022335	33 Southwood Avenue PENGUIN,TAS,7316	Discretionary	Residential - single dwelling	8/12/2022	4/12/2023	30	\$0.00
DA2023110	82 Queen Street WEST ULVERSTONE,TAS,7315	Discretionary	Subdivision - 2 residential lots and Residential - single dwelling and shed	3/05/2023	8/12/2023	29	\$500,000.00
DA2023214	9 Knights Road WEST ULVERSTONE,TAS,7315	Discretionary	Subdivision - 3 residential lots - Lot design	10/08/2023	4/12/2023	31	\$0.00
DA2023235	50 Bellingers Road ABBOTSHAM,TAS,7315	Discretionary	Subdivision - excision of existing single dwelling	30/08/2023	8/12/2023	38	\$25,000.00
DA2023236	729 Castra Road ABBOTSHAM,TAS,7315	Discretionary	Subdivision - excision of existing single dwelling	30/08/2023	6/12/2023	36	\$30,000.00
DA2023269	109 Eastland Drive ULVERSTONE,TAS,7315	Discretionary	Storage and Service Industry - prefabricated building	11/10/2023	11/12/2023	35	\$165,000.00
DA2023273	170 Main Road & 9A Seaside Crescent PENGUIN,TAS,7316	Discretionary	Subdivision - 2 residential lots into 3 (staged), including construction of a single dwelling and outbuilding	12/10/2023	11/12/2023	53	\$100,000.00
DA2023279	549 Cuprona Road CUPRONA,TAS,7316	Discretionary	Subdivision - 1 lot and balance lot	20/10/2023	4/12/2023	40	\$10,000.00
DA2023281	43 Southwood Avenue PENGUIN,TAS,7316	Discretionary	Residential - single dwelling	23/10/2023	8/12/2023	39	\$364,070.00
DA2023283	1 Lillian Court TURNERS BEACH,TAS,7315	Discretionary	Residential – retrospective application for front fence - Frontage fences for all dwellings	23/10/2023	11/12/2023	45	\$650,000.00
DA2023285	23-25 Fieldings Way ULVERSTONE,TAS,7315	Discretionary	Storage - warehouse including office	24/10/2023	7/12/2023	41	\$1,000,000.00
DA2023286	188 Copes Road & McHughes Road Camena RIANA,TAS,7316	Discretionary	Subdivision –2 lots into 3, including excision of a single dwelling - staged	25/10/2023	8/12/2023	31	\$15,000.00
DA2023287	49 & 51 Main Street ULVERSTONE,TAS,7315	Permitted	Subdivision - boundary adjustment	25/10/2023	12/12/2023	15	\$5,000.00
DA2023288	161 Hardys Road PENGUIN,TAS,7316	Discretionary	Visitor Accommodation - Visitor Accommodation	25/10/2023	20/12/2023	22	\$120,000.00
DA2023299	10 Ironcliffe Road PENGUIN,TAS,7316	Discretionary	Residential - shed (demolition of existing and construction of new shed)	7/11/2023	18/12/2023	34	\$12,000.00
DA2023300	2 Lily Lane PENGUIN,TAS,7316	Discretionary	Residential - shed	7/11/2023	18/12/2023	34	\$25,000.00
DA2023301	70 Queen Street WEST ULVERSTONE,TAS,7315	Discretionary	Residential – carport and shed with an attached carport - Setbacks and building envelope for all dwellings	7/11/2023	13/12/2023	26	\$30,000.00
DA2023304	119 Trevor Street ULVERSTONE,TAS,7315	Discretionary	Residential - single dwelling, carport and garage	8/11/2023	18/12/2023	31	\$500,000.00

DA2023308	29 Blue Wren Lane WEST ULVERSTONE,TAS,7315	Permitted	Rural - storage shed (tractor)	15/11/2023	8/12/2023	22	\$10,000.00
DA2023312	109 Queen Street WEST ULVERSTONE,TAS,7315	Permitted	Visitor Accommodation - Air BnB – short term accommodation	17/11/2023	12/12/2023	20	\$0.00
DA2023313	58A Casey Street South LEITH,TAS,7315	Discretionary	Residential - single dwelling and shed	20/11/2023	18/12/2023	26	\$600,000.00
DA2023315	19 Wynwood Road SPRENT,TAS,7315	Discretionary	Domestic Animal Breeding, Boarding or Training - retrospective application for intensification of use and development - animal boarding and training facilities	21/11/2023	15/12/2023	24	\$400,000.00
DA2023319	287 Pine Road PENGUIN,TAS,7316	Discretionary	Residential - demolition of existing single dwelling and construction of new single dwelling	17/11/2023	21/12/2023	28	\$450,000.00
DA2023321	246 Penguin Road PENGUIN,TAS,7316	Permitted	Residential - demolition of existing shed and construction of new shed	27/11/2023	12/12/2023	6	\$17,500.00
DA2023324	10 Revell Lane PENGUIN,TAS,7316	Permitted	Residential - shed	30/11/2023	12/12/2023	8	\$57,000.00
DA2023329	U 2/42 Main Street ULVERSTONE,TAS,7315	Permitted	Residential - awning	7/12/2023	19/12/2023	6	\$22,989.00

Annexure 1



Central Coast Council



CENTRAL COAST COUNCIL
19 King Edward St
Ulverstone
TAS 7315
Telephone: 03 6429 8900
admin@centralcoast.tas.gov.au



9-Nov-2023

**385 SOUTH ROAD,
WEST ULVERSTONE
DA2023246**

IMPORTANT

This map was produced on the GEOCENTRIC DATUM OF AUSTRALIA 1994 (GDA94), which has superseded the Australian Geographic Datum of 1984 (AGD66/84). Heights are referenced to the Australia Height Datum (AHD). For most practical purposes GDA94 coordinates, and satellite derived (GPS) coordinates based on the World Geodetic Datum 1984 (WGS84), are the same.

Disclaimer

This map is not a precise survey document

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50 m

Scale =
1:2940.840

Application for Planning

S.57 Land Use Planning and Approvals Act 1993

The following application has been received:

Application No.: **DA2023246**

Location: **385 South Road, West Ulverstone**

Proposal: **Community Meeting and Entertainment
- function centre and signage**

Performance Criteria: **Discretionary use; and reliance on
*C1.0 Signs Code and C2.0 Parking and
Sustainable Transport Code***

The application may be inspected at the Administration Centre, 19 King Edward Street, Ulverstone during Office hours and on the council's website: www.centralcoast.tas.gov.au. 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, 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.*

The representation must be made on or before **27 November 2023**

Date of Notification: **11 November 2023**

CENTRAL COAST COUNCIL


PO Box 220

19 King Edward Street

ULVERSTONE TASMANIA 7315

Ph: (03) 6429 8900

Email: planning@centralcoast.tas.gov.auwww: centralcoast.tas.gov.au***Land Use Planning and Approvals Act 1993******Tasmanian Planning Scheme – Central Coast*****PLANNING PERMIT APPLICATION**

	CENTRAL COAST COUNCIL LAND USE PLANNING
Received:	08/09/2022
Application No:	DA2023246
Doc ID:	464991

Office use only:

Zone:

Permit Pathway – NPR/Permitted/Discretionary

Use or Development Site:

Site Address

385 SOUTH RD, WEST ULVERSTONECertificate of
Title Reference**159955 / 1**

Land Area

11.82 ha

Heritage Listed Property

NO



YES

**Applicant(s)**

First Name(s)

ANDREW

Surname(s)

SMITHCompany name
(if applicable)**ANDREW SMITH ARCHITECTS**

Contact No:

0410034501

Postal Address:

**PO BOX 369
PENGUIN, TAS 7316**

Email address:

asarchitects@bigpond.com

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

**Owner(s)** (note – if more than one owner, all names must be indicated)

First Name(s)

**GREGORY
WENDY**

Middle Names(s)

**BRUCE
ANNE**

Surname(s)

TEMPLAR

Company name (if applicable)

Postal Address:

385 SOUTH RD, WEST ULVERSTONE, TAS 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

FUNCTION CENTRE

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 separating A4 documents & forms from A3 documents).

REFER ATTACHED

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

\$ **20,000** Estimate/ ~~Actual~~

Total floor area of the development **300** m²

Declaration of Notice to Landowner**If land is NOT in the applicant's ownership**

I **ANDREW SMITH** , declare that the owner/each of the owners of the land has been notified of the intention to make this permit application under section 52(1) of the *Land Use Planning and Approvals Act 1993*.

Signature of Applicant



Date **08.09.23**

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 **ANDREW SMITH**

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 **08.09.23**

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

SEARCH OF TORRENS TITLE

VOLUME 159955	FOLIO 1
EDITION 3	DATE OF ISSUE 14-Sep-2020

	CENTRAL COAST COUNCIL LAND USE PLANNING
Received:	08/09/2022
Application No:	DA2023246
Doc ID:	464996

SEARCH DATE : 01-Feb-2022

SEARCH TIME : 10.59 AM

DESCRIPTION OF LAND

Parish of ASHWATER Land District of DEVON

Lot 1 on Sealed Plan 159955

Derivation : Part of Lot 7977,47 Acres Gtd. to W Hall. Part of
Lot 10844 49A-0R-18Ps. Gtd. to R.L. Bickerstaffe. and Whole of
Lot 1 11.58ha Gtd. to The Crown and Whole of Lot 29 (P141986)
1897m2 The Crown

Prior CTs 143110/1, 142011/1 and 141986/29

SCHEDULE 1

M840124 TRANSFER to GREGORY BRUCE TEMPLAR and WENDY ANNE
TEMPLAR Registered 14-Sep-2020 at 12.01 PM

SCHEDULE 2

C576910, C942482 & C947865 Land is limited in depth to 15
metres, excludes minerals and is subject to
reservations relating to drains sewers and waterways
in favour of the Crown

C947865 FENCING PROVISION in Transfer

E233393 MORTGAGE to Australia and New Zealand Banking Group
Limited Registered 14-Sep-2020 at 12.02 PM

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

OWNER: H.J. & G.N. MARSHALL
THE CROWN

FOLIO REFERENCE: 27^AC942482
F.R.143110-1, F.R.142011-1,
F.R.141986-27, 28 & 29,
F.R.141986-25, 33

GRANTEE: PART OF LOT 7977 (47 Ac.) WILLIAM
HALL PUR. WHOLE OF LOTS 2931/32 THE CROWN
PART OF LOT 10844 (49 -0 -18),
RICHARD LORAIN BICKERSTAFFE PUR.
WHOLE OF LOT 1 (11.58ha) THE CROWN.

PLAN OF SURVEY

BY SURVEYOR: A.E.Dodds for
OFFICE OF THE SURVEYOR GENERAL

LOCATION: LAND DISTRICT OF DEVON
PARISH OF ASHWATER

SCALE 1: 3000

LENGTHS IN METRES

Registered Number
SP 159955

APPROVED
EFFECTIVE FROM 30 JUL 2010
Alice Kawa
Recorder of Titles

MAPSHEET MUNICIPAL
CODE No. (4843-11) 104

LAST
LPI No. GB504, 6300647

LAST PLAN P141986,
No. P142011, P143110.

ALL EXISTING SURVEY NUMBERS TO BE
CROSS REFERENCED ON THIS PLAN

LOT 1 IS COMPILED FROM F.R.143110-1 AND THIS SURVEY
LOT 2 IS COMPILED FROM F.R.141986-25 TO 34 INCLUSIVE AND THIS SURVEY
LOT 3 IS COMPILED FROM F.R.142011-1 AND THIS SURVEY

GIB0901105

COUNCIL-DELEGATE

11/3/10
DATE

<p>PLAN OF SURVEY ANNEXURE SHEET</p> <p>SHEET 1 OF 3 SHEETS</p>	<p>OWNER H.J. & G.N. MARSHALL THE CROWN</p> <p>FOLIO REFERENCE F.R.143110-1, F.R.142011-1, F.R.141986-27, 28 & 29.</p> <p>SCALE 1:1500 LENGTH IN METRES</p>	<p>Registered Number</p> <p>SP 159955</p>
<p>SIGNED FOR IDENTIFICATION PURPOSES</p> <p><i>[Signature]</i> 29/11/10 Council Delegate Date</p>	<p>THIS ANNEXURE SHEET FORMS PART OF THE ATTACHED INDEX PLAN> THE SURVEYORS CERTIFICATE EXTENDS TO THE DETAILS ON THIS SHEET</p> <p><i>[Signature]</i> 11/02/2010 Registered Land Surveyor Date</p>	<p>APPROVED EFFECTIVE FROM 30 JUL 2010</p> <p><i>Alice Kawa</i> Recorder of Titles</p>

1.
~~6.610ha~~
6.658ha.

2.
11.82ha

SOUTH ROAD

RESERVED ROAD 20.12 WIDE

LEVEN RIVER

RESERVE (SP32581)

RIGHT OF WAY

PRIVATE

SP153224

SP11190

(549/300)

(P141986)

(SP32581)

(P141986)

(SP139716)

101.02

19.57

105.50

160.30

22.02

23.49

14.03

60.87

67.81

92.81

39.75

34.01

71.25

52.08

53.89

42.68

190.62

(P204784)

(26/31)L.O.

(15/32)L.O.

(55/8)L.O.

(70/4)L.O.

(P142011)

(SEE ANNEXURE SHEET 3)

GIB0901105

<p>PLAN OF SURVEY ANNEXURE SHEET SHEET 2 OF 3 SHEETS</p>	<p>OWNER H.J. & G.N. MARSHALL THE CROWN FOLIO REFERENCE F.R.143110-1, F.R.142011-1, F.R.141986-27, 28 & 29. SCALE 1: 1500 LENGTH IN METRES</p>	<p>Registered Number SP 159955</p>
<p>SIGNED FOR IDENTIFICATION PURPOSES Council Delegate <i>[Signature]</i> Date 29/7/10</p>	<p>THIS ANNEXURE SHEET FORMS PART OF THE ATTACHED INDEX PLAN> THE SURVEYORS CERTIFICATE EXTENDS TO THE DETAILS ON THIS SHEET Registered Land Surveyor <i>[Signature]</i> Date 11/02/2010</p>	<p>APPROVED EFFECTIVE FROM 30 JUL 2010 <i>Alice Kawa</i> Recorder of Titles</p>

(SP153224) (SP11190) (549/300) (SP11190) (P153866)

SOUTH ROAD BLACKWOOD ROAD SOUTH ROAD

RESERVED ROAD 20.12 WIDE

(P141986) (P141986) (15/32)L.O. (P204784) (26/31)L.O. (70/4)L.O. (P142011)

(334° 52' 16.20") (310° 02' 12.75") (55/8)L.O. (131° 19' 17.43") (131° 27' 00" (35.10") (121° 12' 21.91") (117° 26' 19.98") (115° 145' 19.98") (114° 26' 40" 33.83") (113° 11' 15.89") (109° 07' 2.29") (19.54) (287° 08") (71.52) (274° 16' 00") (126.27) (PRIVATE)

2. 11.82ha

(SEE ANNEXURE SHEET 1) (SEE ANNEXURE SHEET 3)

GIB0901105

<p>PLAN OF SURVEY ANNEXURE SHEET</p> <p>SHEET 3 OF 3 SHEETS</p>	<p>OWNER H.J. & G.N. MARSHALL THE CROWN</p> <p>FOLIO REFERENCE F.R.143110-1, F.R.142011-1, F.R.141986-27, 28 & 29.</p> <p>SCALE 1:2000 LENGTH IN METRES</p>	<p>Registered Number</p> <p>SP 159955</p>
<p>SIGNED FOR IDENTIFICATION PURPOSES</p> <p><i>[Signature]</i> 29/7/10 Council Delegate Date</p>	<p>THIS ANNEXURE SHEET FORMS PART OF THE ATTACHED INDEX PLAN> THE SURVEYORS CERTIFICATE EXTENDS TO THE DETAILS ON THIS SHEET</p> <p><i>[Signature]</i> 11/02/2010 Registered Land Surveyor Date</p>	<p>APPROVED EFFECTIVE FROM 30 JUL 2010</p> <p><i>[Signature]</i> Alice Kawa Recorder of Titles</p>

SCHEDULE OF EASEMENTS

NOTE: THE SCHEDULE MUST BE SIGNED BY THE OWNERS & MORTGAGEES OF THE LAND AFFECTED. SIGNATURES MUST BE ATTESTED.

Registered Number

SP 159955

CENTRAL COAST COUNCIL LAND USE PLANNING	
Received:	08/09/2022
Application No:	DA2023246
Doc ID:	464999

PAGE 1 OF 2 PAGE/S

EASEMENTS AND PROFITS

Each lot on the plan is together with:-

- (1) such rights of drainage over the drainage easements shown on the plan (if any) as may be necessary to drain the stormwater and other surplus water from such lot; and
- (2) any easements or profits a prendre described hereunder.


Each lot on the plan is subject to:-

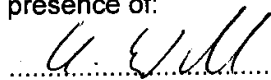
- (1) such rights of drainage over the drainage easements shown on the plan (if any) as passing through such lot as may be necessary to drain the stormwater and other surplus water from any other lot on the plan; and
- (2) any easements or profits a prendre described hereunder.

The direction of the flow of water through the drainage easements shown on the plan is indicated by arrows.

Lot 2 is subject to a right of carriageway appurtenant to the land comprised in Folio of the Register Volume 141821 Folio 1 over the land marked "Right of Way "A" (Private)" as shown on the Plan.

Signed by KAREN MIKAY STEENHUIS
being as MANAGER CROWN LAND SERVICES
prescribed in Statutory Rule No.)
187 of 2001 and pursuant to an)
Instrument of Delegation dated the)
25 day of NOVEMBER ²⁰⁰⁴ in the)
presence of:)


Signature


Signature of witness

ANDREW WELSH
Name of witness (block letters)

134 MACQUARIE ST, HOBART
Address of witness

STATE SERVANT
Occupation

(USE ANNEXURE PAGES FOR CONTINUATION)

SUBDIVIDER: <u>H.J. G.N. Marshall • The Crown</u>	PLAN SEALED BY:
FOLIO REF: <u>143110/1, 142011/1</u>	DATE:
SOLICITOR & REFERENCE: <u>Crown Solicitor 33670: LXH</u>	REF NO. Council Delegate
NOTE: The Council Delegate must sign the Certificate for the purposes of identification.	

ANNEXURE TO SCHEDULE OF EASEMENTS PAGE 2 OF 2 PAGES	Registered Number SP 159955
SUBDIVIDER: G.N. & H.J. MARSHALL & THE CROWN FOLIO REFERENCE: 143110/1, 142011/1	

Signed by **Gordon Needham**)
Marshall and Hilda Joan Marshall)
 in the presence of:

.....
 Signature of witness

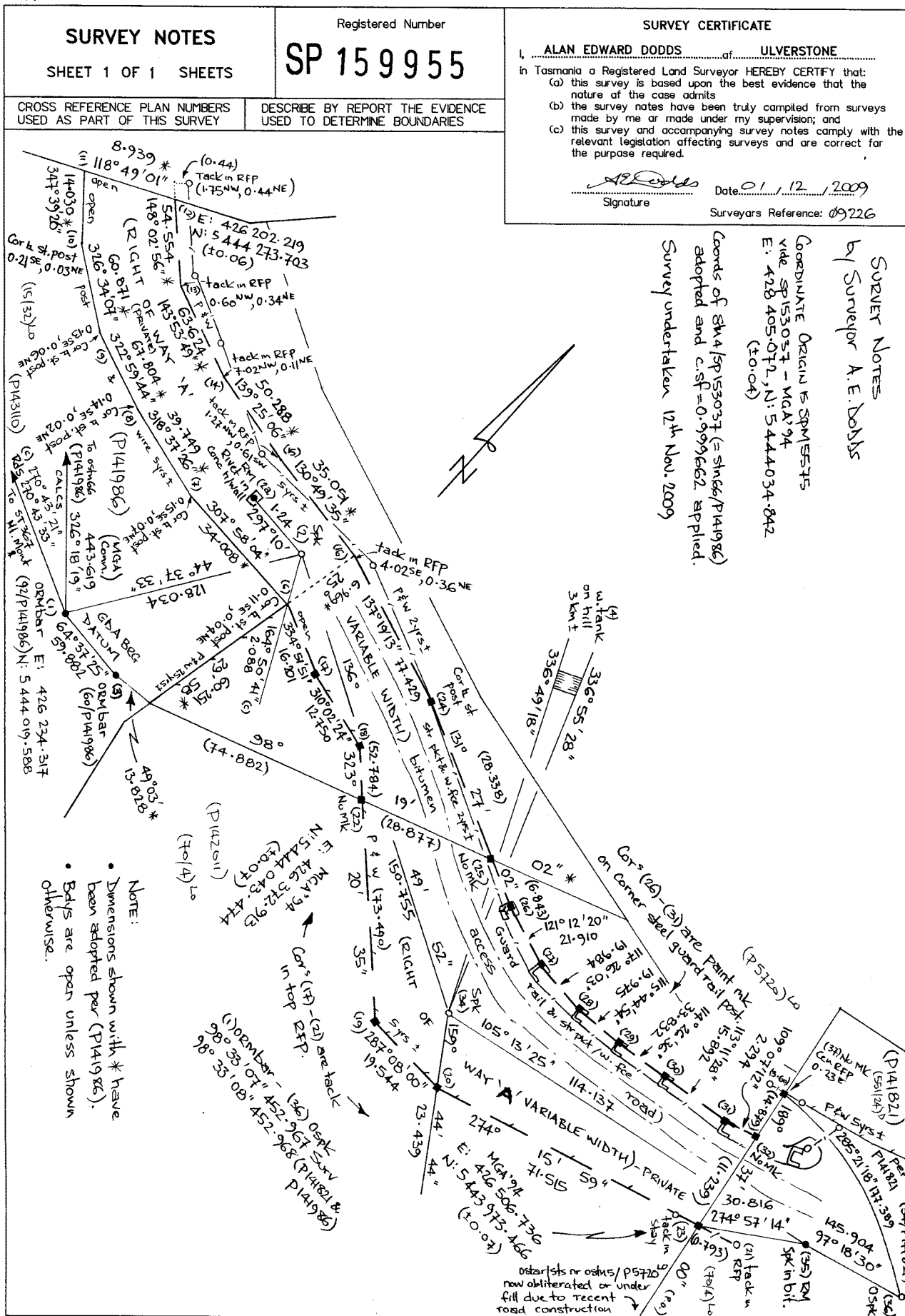
.....
 Signature

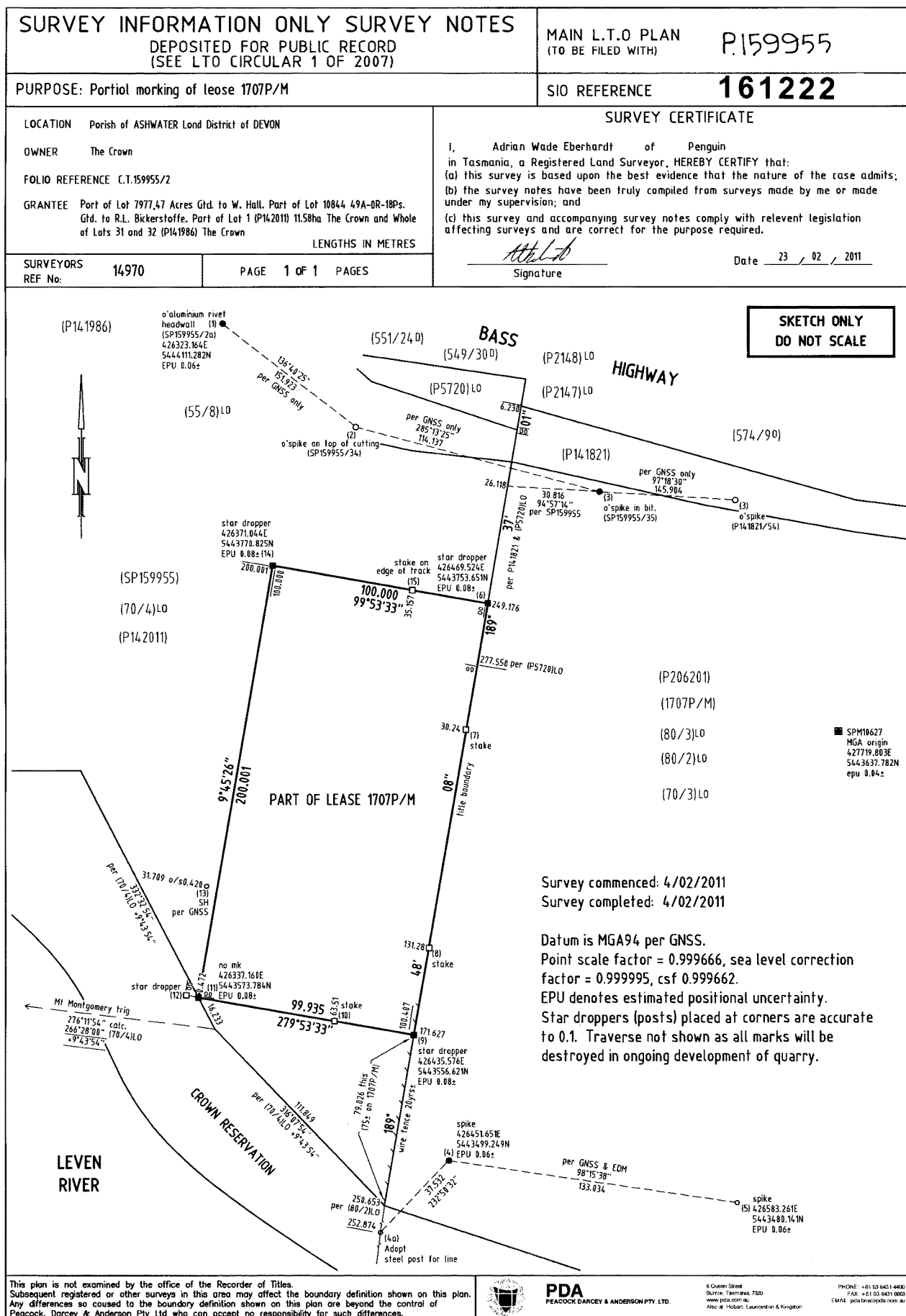
.....
 Name of witness (Block letters)
MAXWELL GEORGE HOBSON
28A KING EDWARD ST, ULVERSTONE
LAW CLERK
 Address of witness

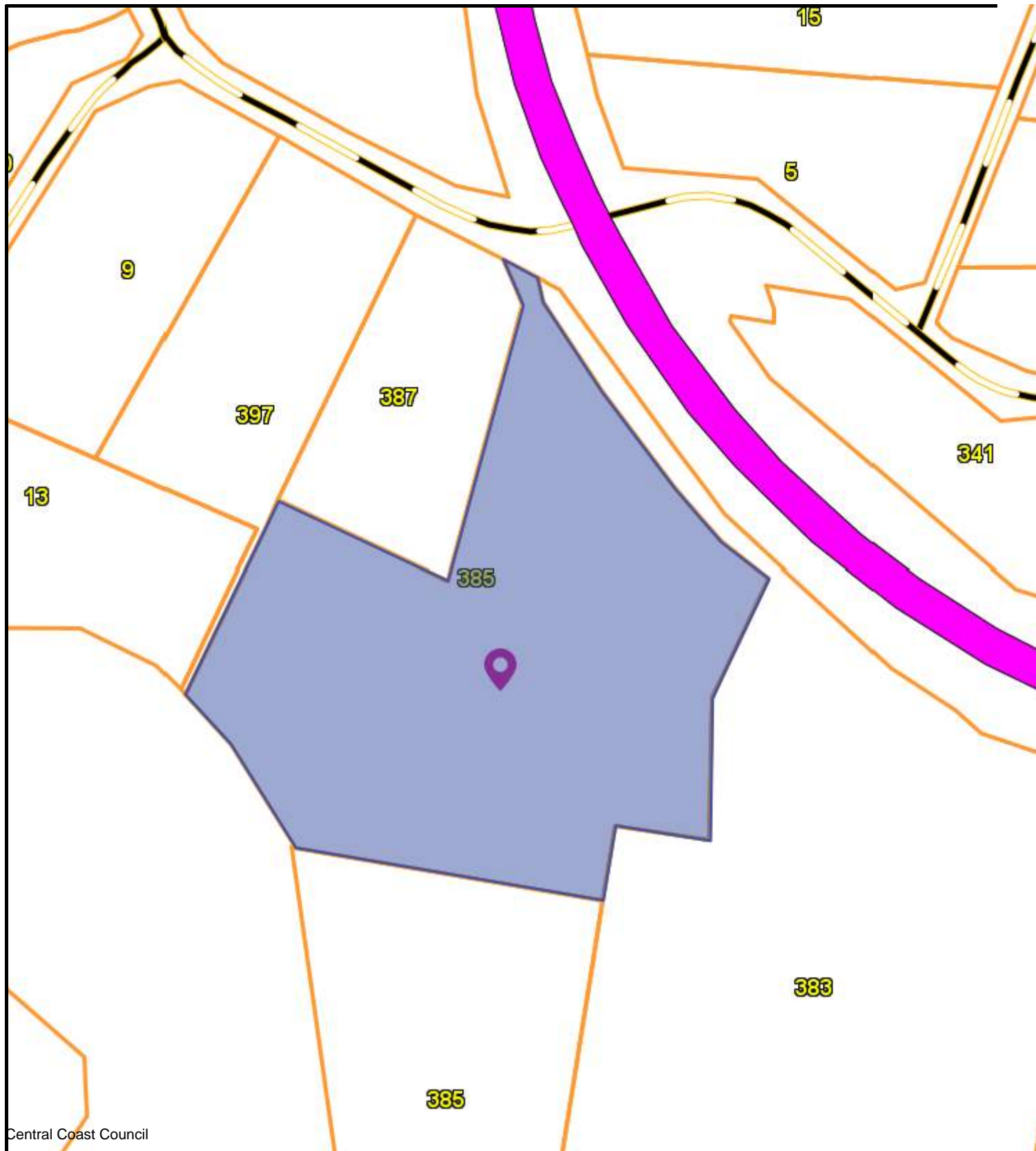
.....
 Signature

.....
 Occupation

NOTE: Every annexed page must be signed by the parties to the dealing or where the party is a corporate body be signed by the persons who have attested the affixing of the seal of that body to the dealing.







Central Coast Council



CENTRAL COAST COUNCIL
19 King Edward St
Ulverstone
TAS 7315
Telephone: 03 6429 8900
admin@centralcoast.tas.gov.au



9-Nov-2023

**385 SOUTH ROAD,
WEST ULVERSTONE
DA2023246**

IMPORTANT

This map was produced on the GEOCENTRIC DATUM OF AUSTRALIA 1994 (GDA94), which has superseded the Australian Geographic Datum of 1984 (AGD66/84). Heights are referenced to the Australia Height Datum (AHD). For most practical purposes GDA94 coordinates, and satellite derived (GPS) coordinates based on the World Geodetic Datum 1984 (WGS84), are the same.

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50 m

Scale =
1:2940.840



CENTRAL COAST COUNCIL LAND USE PLANNING	
Received:	4/10/2023
Application No:	DA2023246
Doc ID:	466845

Tel:03 6237 0440
www.auswideconsulting.com.au
info@auswideconsulting.com.au
ABN 13 143 437 432

TRAFFIC IMPACT ASSESSMENT

385 SOUTH ROAD, WEST ULVERSTONE, TASMANIA

Proposed Wedding Centre

Prepared for:	Wild One Catering
Date Prepared:	October 2023
Revision:	2.0
Central Coast Council Development Application #:	TBA

Contents

INTRODUCTION.....	5
BACKGROUND AND EXISTING CONDITIONS.....	6
Subject Site Location	6
Planning Zones & Overlay.....	8
Existing Traffic Conditions	8
Public Transport	8
Road Network	9
Existing Traffic Activity	10
PROPOSED DEVELOPMENT.....	12
TRAFFIC IMPACT ASSESSMENT	13
PROVISION OF CAR PARKING SPACES.....	14
Number of car parking spaces required for the Development	14
Car Park Arrangements	15
Number of car parking spaces required for the development	15
AS/NZS 2890.1-2004 Compliance	15
Car Space Dimensions	15
Sight Distance at Access Driveway Exit	15
Vehicle Access.....	16
SWEPT PATH DIAGRAMS	17
CONCLUSIONS.....	17
APPENDICES.....	18
Appendix A – Architectural Plans	18
Appendix B – Swept Path Analysis	20

FIGURES

FIGURE 1- SURROUNDING SUBURBS (SOURCE: WHEREIS MAPS – MAP DATA@2023)	6
FIGURE 2 - AERIAL VIEW OF SUBJECT SITE (SOURCE: GOOGLE MAPS).....	7
FIGURE 3- SUBJECT SITE PLANNING ZONES & OVERLAY (SOURCE: HTTPS://WWW.PLANBUILD.TAS.GOV.AU/)	8
FIGURE 4- SUMMARY OF PLANNING CONTROLS (SOURCE: HTTPS://WWW.PLANBUILD.TAS.GOV.AU/)	8
FIGURE 5- 190 ROUTE MAP (SOURCE - HTTPS://WWW.TASSIELINK.COM.AU/)	9
FIGURE 6- TASMANIA CLASSIFICATION MAP (SOURCE HTTPS://WWW.TRANSPORT.TAS.GOV.AU/___DATA/ASSETS/PDF_FILE/0005/108509/STATE_ROAD_HIERARCHY_DECEMBER_1.PDF)	9
FIGURE 7–BASS HIGHWAY WITHIN THE SUBURB OF ULVERSTONE (SOURCE GOOGLE MAPS)	10
FIGURE 8–SOUTH ROAD ON APPROACH TO SITE ACCESS (SOURCE GOOGLE MAPS).....	10
FIGURE 9–SITE ACCESS ON APPROACH TO SOUTH ROAD (SOURCE GOOGLE MAPS)	11
FIGURE 10–PROPOSED SITE PLAN	12
FIGURE 11: LAYOUTS FOR ANGLE PARKING SPACES (AS2890.1)	15
FIGURE 12SIGHT DISTANCE REQUIREMENTS.....	16

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Restrictions on Use

This report has been prepared specifically for **Wild One Catering** as the client. No part of this report may be referred to or quoted in any way without the written approval of the author. No party other than the Client (i.e., **Wild One Catering**) may rely upon representation in this report for any purpose whatsoever, and the author accepts no liability for any such party relying upon this report.

Limits of Report

This report considers the particular instructions and requirements of our client. AusWide Consulting has taken care in the preparation of this report. However, it neither accepts liability nor responsibility whatsoever in respect of:

- Any use of this report by a third party,
- Any third party whose interests may be affected by any decision made regarding the contents of this report, and/or
- any conclusion drawn resulting from omission or lack of full disclosure by the client, or the clients' consultants.

INTRODUCTION

AusWide Consulting was engaged by **Wild One Catering** to prepare a Traffic and Parking Impact Assessment report for the construction of a wedding centre located at 385 South Road West Ulverstone Tasmania.

The proposal involves the construction of a new warehouse style shed occupying an area of 300 sqm. The proposed unit will be used as a wedding centre operating daily. The wedding centre will be suitable to accommodate up to a maximum of 140 guests per wedding. Lastly, the proposed site will be accessible via an existing combined entry/exit accessway connecting the site with the South Road and include an on-site parking provision of up to 50 car spaces.

This report will assess the implications of the proposed development on existing traffic and transport conditions surrounding the site. The following items have been included in the subsequent sections of this report:

- Existing Traffic conditions surrounding the site;
- Expected traffic generation characteristics of the proposed development and their impact on the surrounding road network;
- Parking requirement for the proposed development;
- Suitability of the proposed access arrangements for the site; and
- Conclusions of the above findings.

The following documents were referenced for the preparation of this report:

- Central Coast Council planning scheme;
- Transport for New South Wales Guide to Traffic Generating Development (2002);
- Australian Standard for Parking Facilities Part 1: Off-Streetcar Parking (AS2890.1-2004); and
- Australian Standard for Parking Facilities Part 6: Parking facilities Off-street parking for people with disabilities (AS2890.6-2009)

BACKGROUND AND EXISTING CONDITIONS

Subject Site Location

The proposed development is addressed as 385 South Road West Ulverstone. The site is located at a distance of 200m southwest of the intersection of South Road underpass and is part of Central Coast Council.

The proposed development site is located within an existing quarry and residential dwelling house. The site occupies an area of 11.82ha and currently accommodates a residential dwelling house and a quarry. The site is irregular in shape and is surrounded by a dwelling house to the east and west, bushland to the South and Bass Highway to the north.

The location of the subject site and its surrounding suburbs are depicted in **Figure 1**.

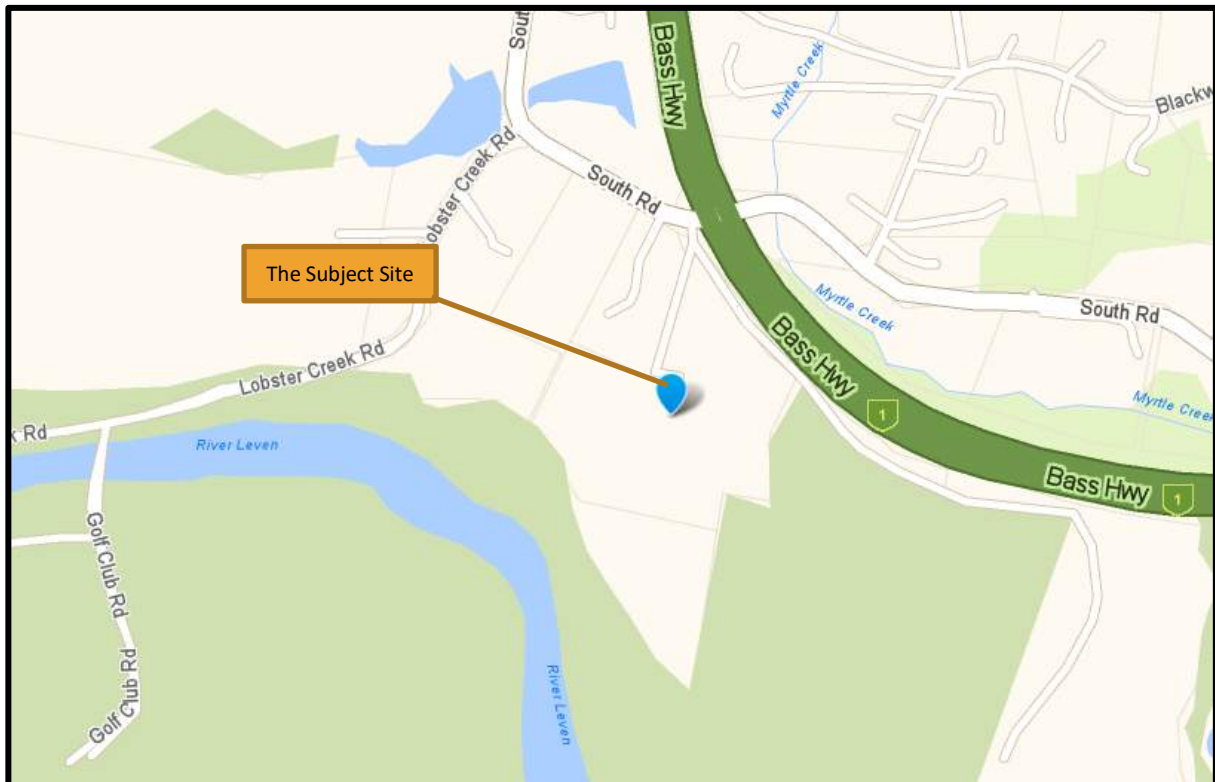


Figure 1- Surrounding Suburbs (Source: Whereis Maps – Map data@2023)

Figure 2 on the following page portrays an aerial view of the site.



Planning Zones & Overlay

The subject site is zoned as a General Business. An extract of the subject site's Planning Scheme Zones is shown in **Figure 3**, and **Figure 4** provides a summary of planning control within the planning database.

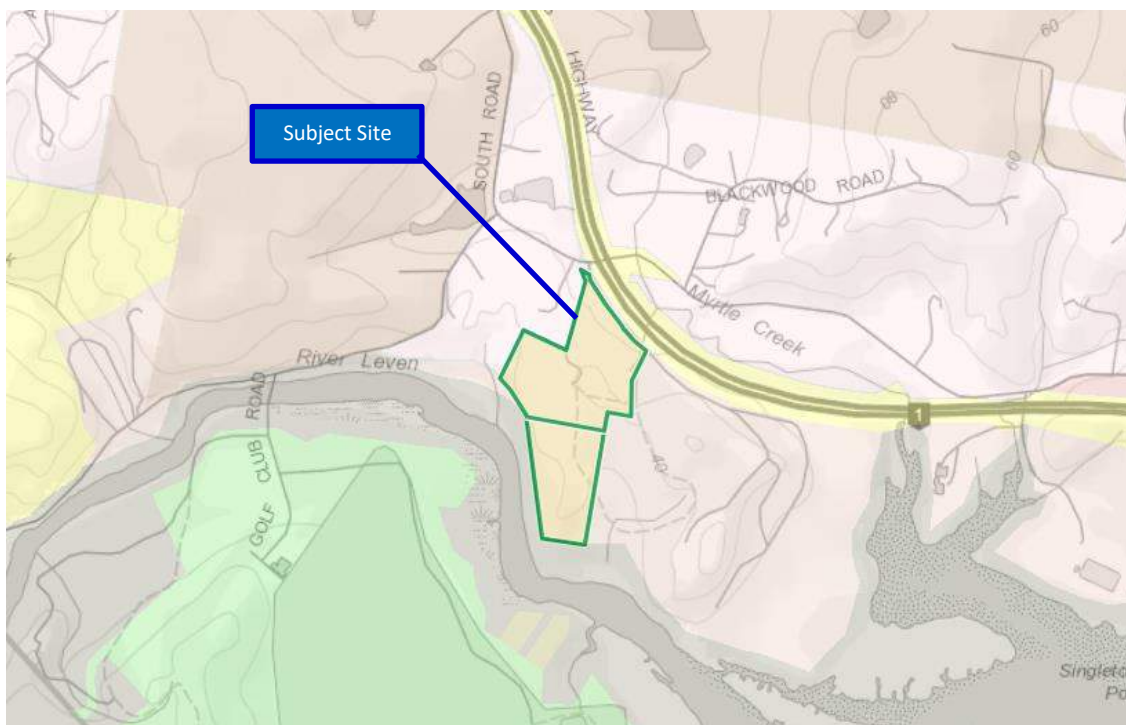


Figure 3- Subject Site Planning Zones & Overlay (Source: <https://www.planbuild.tas.gov.au/>)

Features	
Local Government Area (Council)	Central Coast Council
Zone	Rural

Figure 4- Summary of Planning controls (Source: <https://www.planbuild.tas.gov.au/>)

Existing Traffic Conditions

Public Transport

The site is serviced by bus services operated by Metro. The nearest bus stop is located on South Road past Hearps Road – located approximately 2.2 km east of the subject site.

Route No 190 is a regular bus service operating daily between Ulverstone to Burnie. It operates 5 services from 07:00 am to 04:35 pm on Monday to Friday. Whereas on Saturday only two services are operated at 10:05 am and 01:35 pm and lastly, no services are available on Sundays and public holidays. The bus route map is presented in **Figure 5** on the next page.



Figure 5- 190 Route Map (Source -<https://www.tassielink.com.au/>)

Road Network

The following section provides a detailed description of the surrounding roads. The road classification map is presented in Figure 6.

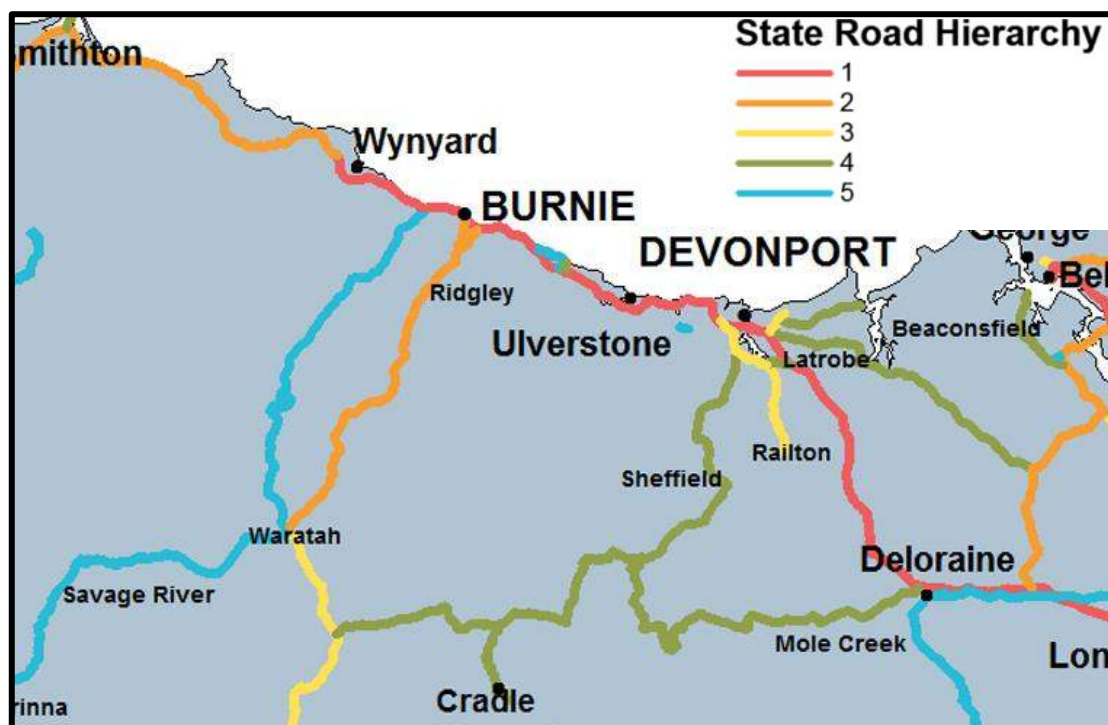


Figure 6- Tasmania Classification Map (Source https://www.transport.tas.gov.au/_data/assets/pdf_file/0005/108509/State_road_hierarchy_December_1.pdf)

Bass Highway (See **Figure 7** below) is classified as a “Category 1” Road and follows an east-west alignment. The carriageway is divided and comprises two traffic lanes in each direction. Within the suburb of West Ulverstone, the Highway has a posted speed limit of 110 kph.



Figure 7—Bass Highway within the Suburb of Ulverstone (Source Google Maps)

South Road (See **Figure 8** below) is classified as a Local Road and follows an east-west alignment. The carriageway is undivided and comprises one traffic lane in each direction. No paved footpath is available on either side of the carriageway and the road has an unposted speed limit of 60kph.



Figure 8—South Road on Approach to Site Access (Source Google Maps)

The intersection of South Road with Bass Highway is an underpass under Bass Highway

Existing Traffic Activity

As discussed, the site is currently occupied by a residential dwelling house and a quarry. As part of the expansion of the quarry, in 2011 a detailed traffic impact assessment was undertaken by RK Consulting development. A review of the TIA indicates following the expansion of the operation of the quarry, the site had the potential to generate 60 vehicle trips per day (bidirectional). The TIA concluded that the existing road network is suitable to service these additional trips generated by the quarry.

A photograph of the site access with South Road is presented in **Figure 9** on the next page.

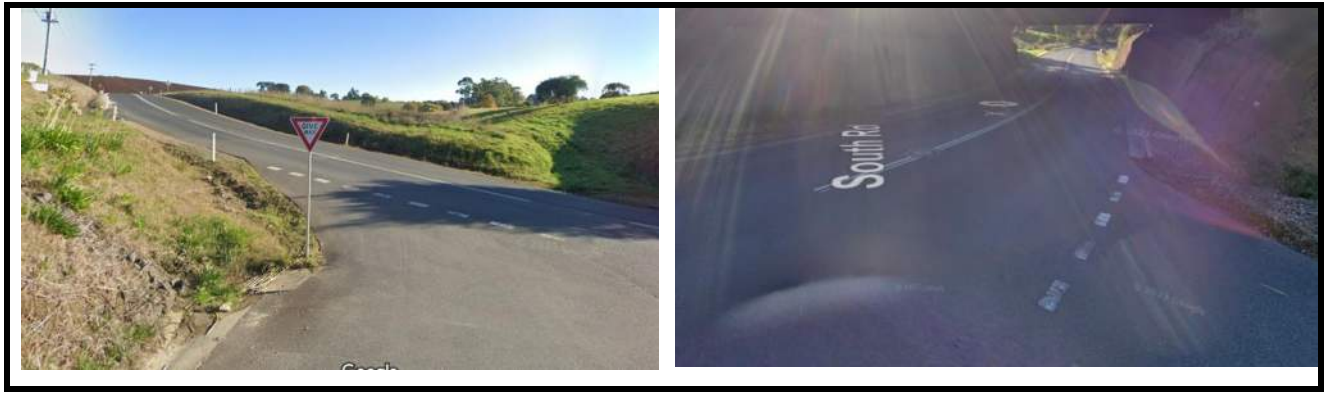


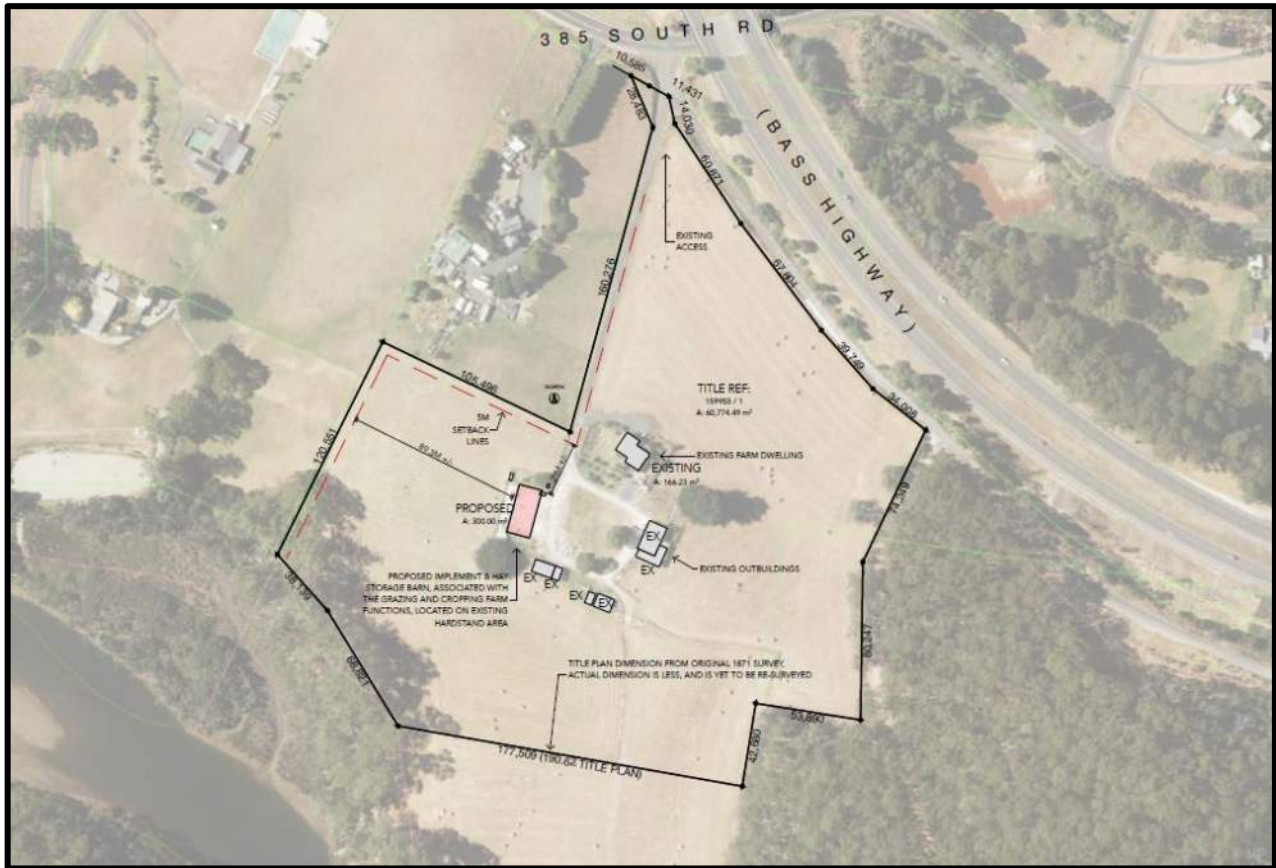
Figure 9—Site Access on approach to South Road (Source Google Maps)

Based on the information provided to Auswide, it is understood that the wedding season starts in October and ends

The proposed wedding centre will predominantly operate over the weekend and is anticipated to hold up to 20

The Centre will offer micro weddings/elopements on weekdays where up to 30 guests will be allowed on-site. Lastly,

SOUTH RD



TRAFFIC IMPACT ASSESSMENT

The following subsections discuss the impact of the expected traffic generation levels associated with the subject proposal.

Typically, the traffic activity of any development is calculated with reference to the RMS Guide to Traffic Generating Developments (2002) and updated traffic surveys (TDT 2013/04a). In relation to the proposed wedding centre, the RMS Guide does not specify trip generation rates for a wedding venue. Therefore, the traffic activity is determined with reference to the operation of the wedding centre. Based on the information provided by the Client, the following points have been assumed for trip generation purposes:

- The number of guests at most weddings would be less than 80 guests.
- Occasionally, the number of guests increases to 140 (2 to 3 times a year).
- Usually, the host couple arrange a bus service for the guests; and
- Guests normally arrive in groups for a wedding.

Considering the above points and to ensure conservative assessment, the following assumptions were made for the purposes of trip generation assessment:

- Traffic impact assessment has been undertaken with reference to the maximum number of 150 guests.
- 25% of the guests would use the bus service; and
- Other people are expected to come in groups in private cars. The average occupancy is assumed to be three (03) persons per private car.

Application of the above proportion to the maximum number of 150 guests attending the wedding will result in the following trip activity:

- 35 guests arriving by bus;
- 105 guests accessing the site in private cars – resulting in a total of 70 (i.e., no. of guests/car occupancy x 2) vehicle trips per day consisting of 35 inbound and 35 outbound trips.

Thus, the proposed wedding centre is anticipated to generate a peak traffic activity of 36 vehicle trips per hour comprising 35 cars and 1 bus.

The proposed development site is located within an existing quarry and residential dwelling house. As discussed, the quarry operates on weekdays and has the potential to generate up to a 60-vehicle trip per day (bidirectional).

The proposed weddings will generate peak activity on weekends when the quarry is not in operation. In this regard, the proposed development site will generate an additional 12 vehicle trips per day comprising 5 inbound and 5 outbound trips per hour – indicating one trip every 12 minutes or so.

The level of traffic generated by the proposed development will have no adverse effect on any nearby intersections and can be readily accommodated within the existing road network with minimal impact in terms of traffic flow efficiency and road safety considerations.

PROVISION OF CAR PARKING SPACES

Number of car parking spaces required for the Development

The subject site is located at 385 South Road, West Ulverstone and is part of Central Coast Council LGA. 11.3.2 Car Parking Table of Car Parking Cash In-Lieu Contribution Policy of Central Coast Council specifies the minimum on-site parking requirement. In relation to the proposed wedding centre, the planning scheme does not provide any information for on-site parking requirements.

In the absence of any published information, it is standard engineering practice to determine the on-site parking requirement with reference to the operation of the site.

As discussed in the previous section, the proposed wedding centre is anticipated to generate a peak traffic activity of 36 vehicle trips per hour comprising 35 cars and 1 bus. Therefore, the proposed wedding centre has the potential to generate a peak parking demand of 36 spaces.

The proposal involves an on-site parking provision of 50 car spaces and the area between the driveway and the wedding centre is adequate to accommodate multiple buses.

In this regard, the proposed car park provision is considered adequate to service the potential peak parking demand generated by the site.

Car Park Arrangements

Number of car parking spaces required for the development

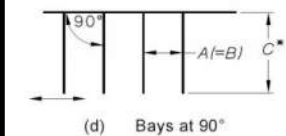
This section will investigate the compliance of the car parking spaces with the specific requirements outlined in AS2890.1-2004 and AS2890.6-2009. The following shall be read in conjunction with the car parking layout plans submitted as part of the development application.

AS/NZS 2890.1-2004 Compliance

This section will investigate the compliance of the proposed car park with the requirements outlined in AS/NZS 2890.1-2004 Off-street parking facilities.

Car Space Dimensions

The minimum parking space and aisle dimensions have been outlined within this section. The following figure depicts the minimum requirements for User Class 2 (residential, domestic and employee parking).



(d) Bays at 90°

User class (Note 1)	A (Note 3)	B	C ₁	C ₂	C ₃	Aisle width (Note 4)
1	2.4	2.4	5.4	4.8	5.4	6.2
1A	2.4	2.4	5.4	4.8	5.4	5.8
2	2.5	2.5	5.4	4.8	5.4	5.8
3	2.6	2.6	5.4	4.8	5.4	5.8
3A	2.6	2.6	5.4	4.8	5.4	6.6
3A	2.7	2.7	5.4	4.8	5.4	6.2
4	(See Note 5)					

*Dimension C is selected as follows (see Note 6):
C1—where parking is to a wall or high kerb not allowing any overhang.
C2—where parking is to a low kerb which allows 600 mm overhang in accordance with Clause 2.4.1(a)(i).
C3—where parking is controlled by wheelstops installed at right angles to the direction of parking, or where the ends of parking spaces form a sawtooth pattern, e.g. as shown in the upper half of Figure 2.4(b).
For Notes—see over.

Figure 11: Layouts for Angle Parking Spaces (AS2890.1)

As shown within the site plans, the widths of the on-site car parking are 2.5m and the lengths of all parking spaces are 5.4m.

The need for the following principal controls should be considered for the site

1. Kerbs: On one or more sides of a parking space to protect pedestrian walkways, landscaped areas and any other non-trafficable areas generally at or above pavement level, from encroachment.
2. Barriers: to contain vehicles at the edges of platforms or decks or to prevent encroachment onto pedestrian facilities.
3. Wheel stops: to limit the travel of vehicles when manoeuvring into the parking space.

Sight Distance at Access Driveway Exit

Access driveways need to be located and constructed so that there is adequate entering sight distance to traffic on the frontage road and sight distance to pedestrians on the frontage road footpath for traffic entering the frontage road.

The vehicle entry/exit from the site is off South Road, which is a local road with a speed limit of 60km/hr. The sight distances have been assessed for an operating speed of 60km/hr. Referring to Figure 3.3 of AS 2890.1-2004, it is recommended to leave the shaded area in the figure below free of permanent obstacles for a length 'Y' of 83 metres.

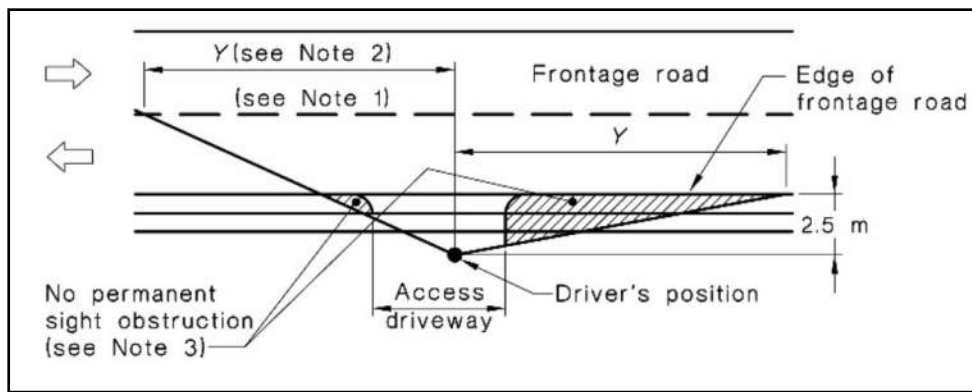


Figure 12 Sight Distance Requirements

Frontage road speed (Note 4) km/h	Distance (Y) along frontage road m		
	Access driveways other than domestic (Note 5)		Domestic property access (Note 6)
	Desirable 5 s gap	Minimum SSD	
40	55	35	30
50	69	45	40
60	83	65	55
70	97	85	70
80	111	105	95
90	125	130	Use values from 2 nd and 3 rd columns
100	139	160	
110	153	190	

Table 1: Minimum Sight Lines for Pedestrian Safety

The sight distances observed from the proposed vehicle exit to South Road is more than 83 metres. The sight distances observed exceed the desirable sight distance required of 83 metres from the table above. The sight distances from the proposed vehicle crossing comply with the standard requirement. Furthermore, it is understood that the site is safely operating as a quarry which is serviced by heavy vehicles that require longer gap distances in the traffic flow.

Vehicle Access

The width of the existing access driveway (near the gate located in the middle of the access way) was measured to be 5.0 metres wide which is suitable to accommodate one-way flow.

As discussed, all the guests for the wedding are highly likely to arrive prior to the wedding function and leave the Centre once the function is finished.

In this regard, the driveway will generally operate as a one-way driveway and therefore in accordance with the Australian Standard (Section 3.2 of AS2890.1), a recommended minimum width of 3.0 metres is required to accommodate a one-way driveway. The proposal includes the provision of a passing bay at the site entry and exit to the car park - thus ensuring no queuing is experienced on to South Road.

In this regard, the proposed access way configuration is considered adequate to service the proposed development.

Swept Path Diagrams

Swept path diagrams have been prepared to check the proposed parking layout for parked cars to manoeuvre on-site and drive out in a forward direction. Swept path diagrams are attached in **Appendix B**.

CONCLUSIONS

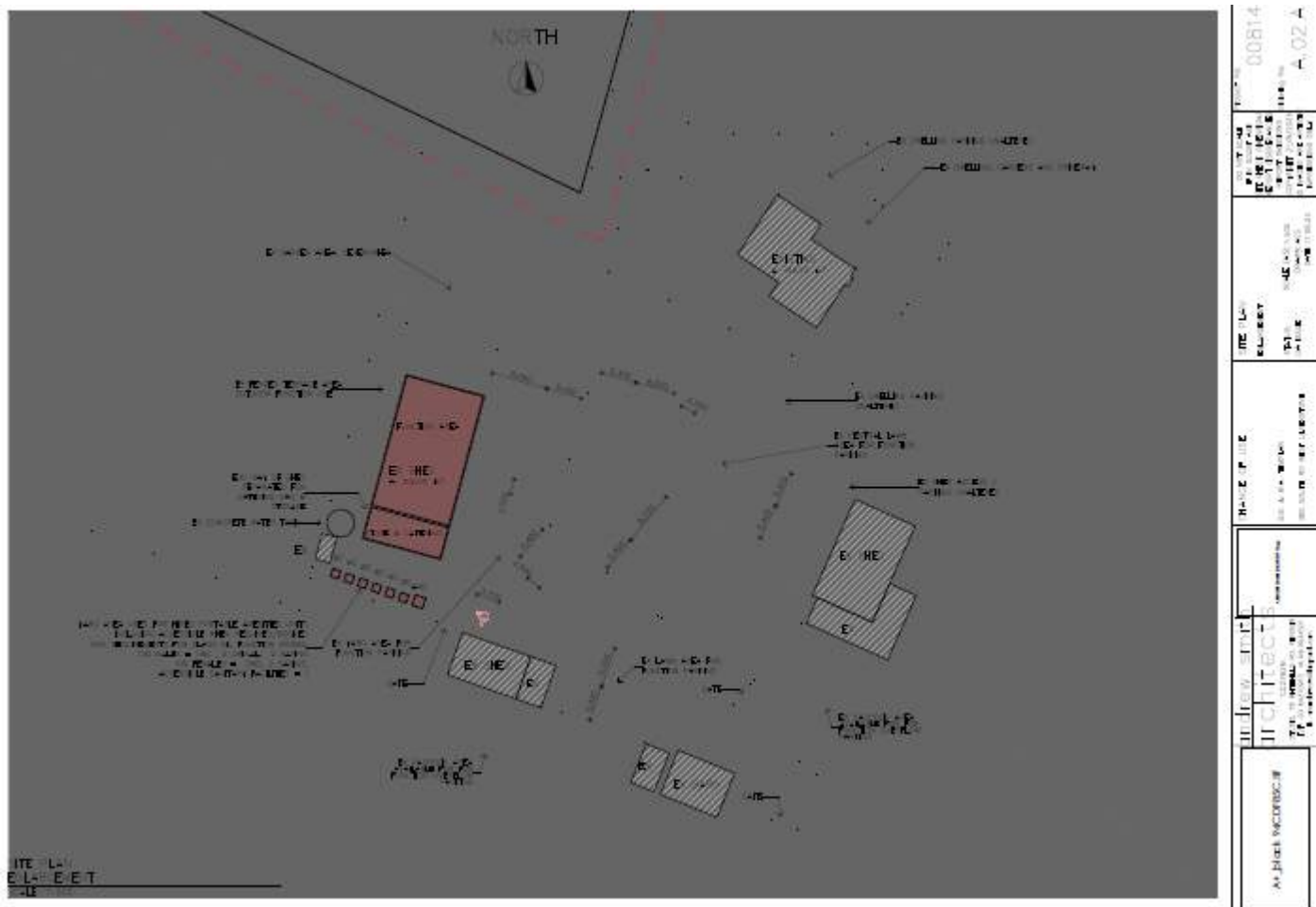
Based on the assessment presented in this report, it is considered that:

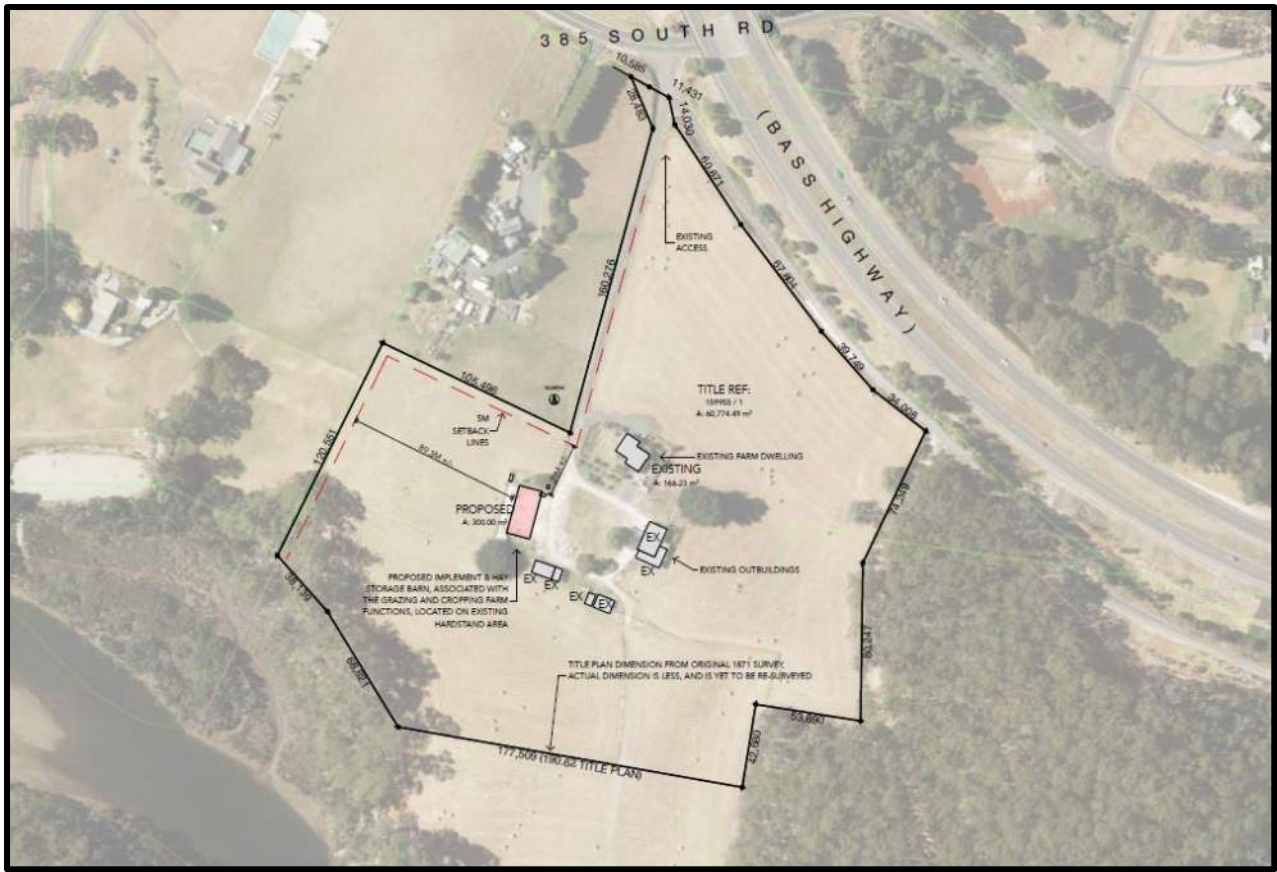
- The proposed development for the site at 385 South Road, Ulverstone is for the construction of a wedding centre;
- The proposed development will generate additional, but low levels of trips throughout the day. It is expected that these trips can be accommodated at nearby intersections without affecting intersection performance or increasing delays and queues;
- The proposed on-site parking provision of 50 car spaces is considered adequate to cater for the parking demand generated by the operation of the wedding centre; and
- Through car parking layout plan assessment, it is determined that the proposed development's car parking design is compliant with the specific requirements outlined in AS2890.1-2004 and AS2890.2-2018.

In conclusion, this study indicates that the proposed development is not envisaged to have adverse impacts on the surrounding traffic or parking conditions. Therefore, the proposed development changes should be supported on traffic and parking grounds.

APPENDICES

Appendix A – Architectural Plans





Agricultural Assessment Report



Proposed development:

385 South Road, West Ulverstone 7315 (CT 159955/1).

Assessment date:

14 August 2023



Mr Tim Walker, Dip Ag
Lead Agronomist

Ms Ali Dugand
Agricultural Ecologist

Terms

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Contents

Introduction	3
Background	5
Location.....	5
Existing use.....	6
Site analysis	6
Topography	6
Neighbouring properties.....	6
Land capability	6
Land use 2021 mapping	6
Agricultural significance	6
Existing	6
Potential.....	6
Cropping land use	6
Pastoral land use.....	6
Agricultural activities impact	7
Planning Scheme compliance	8
Rural Zone	8
Use standards	8
Conclusions	11
References	11

Introduction

At the request of Ms Katrina Templar, WalkerAg Consultancy has conducted an agricultural assessment for a proposed hospitality business development at 385 South Road, West Ulverstone 7315 (CT 159955/1). The assessment process was undertaken during August 2023.

Proposed development

The proposed wedding reception business component is to utilise existing infrastructure to provide an additional service to a current mobile hospitality service industry business. The new business venture is planned to be undertaken at 385 South Road, West Ulverstone and is to be established using an existing building set on the elevated area within the central parcel CT 159955/1 (Ref Figure 3 Pindrop).

Wedding receptions are planned generally to operate on Saturdays from October through to March to be held on the grounds that will not interfere with existing stock grazing activities. The concept is to add ambiance in the rural setting with authenticity around farming activities that include stock production.

The proposed activity will utilise an existing building and surrounds.



Image 1 and 2: Current infrastructure (large shed) and proposed reception grounds at 385 South Road, West Ulverstone.



Images 3 and 4: Venue entry and proposed reception grounds.



Figure 1: Proposed site plans. Source: Andrew Smith Architects.



Figure 1: Proposed site plans. Source: Andrew Smith Architects.

Background

Location

The subject site for proposed activity is located at 385 South Road, West Ulverstone on parcel (CT159955/1), being the central portion of the parcel utilising existing infrastructure (Ref Figure 3 below).



Figure 3. Location of proposed activity, Source: Land Information Systems Tasmania (Data: Land Information Systems Tasmania).

Existing use

The existing use of the land pertains to rural living lifestyle on a 10-hectare (approx.) parcel surrounded by similar properties within Rural Zone 20.0.

Site analysis

Topography

Much of the lifestyle property is situated between 40m and 5m elevation and close to the banks of the Leven River.

Neighbouring properties

The property for the proposed activity at 385 South Road, West Ulverstone, is surrounded by similar properties that include small pasture cells, dwellings, and hobby farm infrastructure.

Land capability

Land use 2021 mapping

The currently adopted Tasmanian land capability map for the area, for the Forth greater region, was developed by the Department of Primary Industries and Fisheries, 1997. The mapping identifies the surrounding subject area for proposed development as class 4 land. An inspection of the property on 14th August 2023 identifies the site resembles class 4 and class 5 land, land well suited to grazing but which is limited to occasional cropping or a very limited range of crops. Much of the land is utilised for grazing and this will continue therefore the additional activity will not compromise any agricultural regime.

Land capability for agricultural production, cropping and or pasture, is not discussed within this report. Discussions pertain to the addition of a new business venture at 385 South Road, West Ulverstone, utilising existing infrastructure within the 10-hectare (approx.) lifestyle property that will not alter or compromise existing farm activities.

Agricultural significance

Existing

The 10-hectare property consist of primary dwelling, and multiple sheds used for general farming activities.

Potential

Cropping land use

The property is unsuitable for any intensive commercial scale cropping use due to land capability and small paddock size.

Pastoral land use

The property is suitable for small scale grazing use and is currently undertaken with a small cattle herd.

Agricultural activities impact

The proposed development has been approached with agricultural and pasture production impact consideration.

Neighbouring properties to the proposed development site include:

- Similar smaller lifestyle properties
- Recreational properties
- Nature conservation areas

It is rational to consider that the proposed business venture will not restrain nor have negative impact on the current land use activity dominated by lifestyle land use and recreation currently or into the future.

Planning Scheme compliance

Tasmanian Planning Scheme

This proposed development falls under the Tasmanian Planning Scheme under land zoned Rural Zone. Only relevant sections of the Planning Scheme are discussed. The relevant issue and identifier are listed with discussion as to meeting the Acceptable Solution (AS) and/or Performance Criteria (PC).

Relevant sections of the Planning Scheme

Rural Zone

20.0

Use standards

20.3

20.3.1 Discretionary Use

Objective:

That the location, scale and intensity of a use listed as Discretionary:

- a) Is required for operational reasons;
- b) Does not unreasonably confine or restrain the operation of uses and adjoining properties;
- c) Is compatible with agricultural use and sites to minimise conversion of agricultural land; and
- d) Is appropriate for a rural location and does not compromise the function of surrounding settlements.

Discussion:

The proposed activity requires the established infrastructure for operational purposes and complements the current rural operation, it does not unduly interfere with the practice of primary production on the property, nor adjoining properties and does not compromise the function of surrounding settlements.

Acceptable Solutions - A2

No Acceptable Solutions

Performance Criteria – P2

A use listed as Discretionary must not confine or restrain existing use on adjoining properties, having regard to:

- a) The location of the proposed use;
- b) The nature, scale and intensity of the use;
- c) The likelihood and nature of any adverse impacts on adjoining use;
- d) Whether the proposed use is required to support a use for security or operational reasons; and
- e) Any off-site impacts from adjoining uses.

Discussion:

The location of the existing infrastructure proposed for the new activity currently provides sufficient separation distance from neighbouring dwellings. The seasonal nature of the activity that may potentially utilise the infrastructure for 20 afternoon / evenings per year is to be considered low intensity. The proposed activity does not confine or restrain existing use of adjoining properties.

Acceptable Solutions - A3

No Acceptable Solutions

Performance Criteria – P3

A use listed as Discretionary, located on agricultural land, must minimise conversion of agricultural land to non-agricultural use and be compatible with agricultural use, having regard to;

- a) The nature, scale and intensity of the use;
- b) The local or regional significance of the agricultural land; and
- c) Whether agricultural use on adjoining properties will be confined or restrained.

Discussion:

The proposed low intensity activity seeks to utilise existing infrastructure; therefore no conversion of agricultural land will be undertaken.

Acceptable Solutions – A4

No Acceptable Solutions

Performance Criteria – P4

A use listed as Discretionary, excluding Residential, must be appropriate for a rural location, having regard to;

- a) The nature, scale and intensity of the use;
- b) Whether the use will compromise or distort the activity centre hierarchy;
- c) Whether the use could reasonably be located on a land zoned for that purpose;
- d) The capacity for the local road network to accommodate the traffic generated by the use; and
- e) Whether the use requires a rural location to minimise impacts from the use, such as noise and lighting.

Discussion:

The proposed low intensity activity seeks to utilise the existing agricultural activities and setting as part of the hospitality experience and will be undertaken using existing infrastructure and surrounds. It is unlikely that the current road network would be impacted by a low intensity activity. Guests will be indoors during acceptable hours minimising any potential noise associated with wedding receptions.

Conclusions

1. The proposed development would be compliant with the Zone Purpose, clauses 20.3.1 of the Tasmanian Planning Scheme as presented in this report.
2. The 385 South Road, West Ulverstone property is zoned Rural and is currently being used as a small holder lifestyle grazing property.
3. The current infrastructure supports existing agricultural activities, some of which can be used to support additional business activities without compromise.
4. The proposed activity does not provide any negative impact on current or future agricultural activities at the property.
5. The proposed activity is low intensity and seasonal in nature generally only 20 days per year approx.
6. The proposed activity poses no risk to neighbouring entities.

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experience - quality - service



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Friday, 8 September 2023

Land Use Planning Team
Central Coast Council
PO Box 220
ULVERSTONE, TAS 7315

**DEVELOPMENT APPLICATION - 385 SOUTH RD, WEST ULVERSTONE
FUNCTION CENTRE / CHANGE OF USE**

Please find attached documentation and application form for this development.

SITE

The site is defined by title reference 159955 / 1.

The site is 11.82 ha in area.

The site is an existing small cleared pastured farm with existing dwelling and outbuildings.

The site has an existing direct access to South Road.

The site is zoned Rural.

The site is clear of easements & burdens.

USE

The proposal is to make use of an existing outbuilding for private booked functions.

The proposed function activity is defined as a *Community Meeting and Entertainment* use under the planning scheme.

Community Meeting and Entertainment is a discretionary use in the Rural Zone.

experience - quality - service



PROPOSAL

The proposal is for the occasional use of an existing 300 sqm outbuilding located in the non-pastural area, for private functions.

A portion of this outbuilding (1 bay / 60sqm) will be used for catering and storage.

The balance area (4 bays / 240 sqm) is an open barn like space to be used for private functions.

External, screened areas adjacent to this building will be used for hired portable amenities.

Adjacent garden areas may be used for ceremonies, depending on the function being booked.

The central yard and driveway areas will be used for parking, with ample overflow parking available.

20.3 USE STANDARDS, RURAL ZONE

20.3.1 DISCRETIONARY USE

The objectives for Discretionary use are:

That the location, scale and intensity of a use listed as Discretionary:

- (a) is required for operational reasons;*
- (b) does not unreasonably confines or restrain the operation of uses on adjoining properties;*
- (c) is compatible with agricultural use and sited to minimise conversion of agricultural land; and*
- (d) is appropriate for a rural location and does not compromise the function of surrounding settlements.*

The style of proposed functions is related to the rural use, and has no impact on surrounding settlements.



Page 3 of 14



ACCEPTABLE SOLUTIONS - 20.3.1 A1

A use listed as Discretionary, excluding Residential, is for an alteration or extension to an existing use, if;

- (a) the gross floor area does not increase by more than 30% from that existing at the effective date; and*
- (b) the development area does not increase by more than 30% from that existing at the effective date.*

The proposed development is an occasional alteration of use of an existing structure.

The proposal does not increase the floor area, or development area by more than 30%.

Acceptable solution 20.3.1 A1 is complied with.

PERFORMANCE CRITERIA - 20.3.1 P2

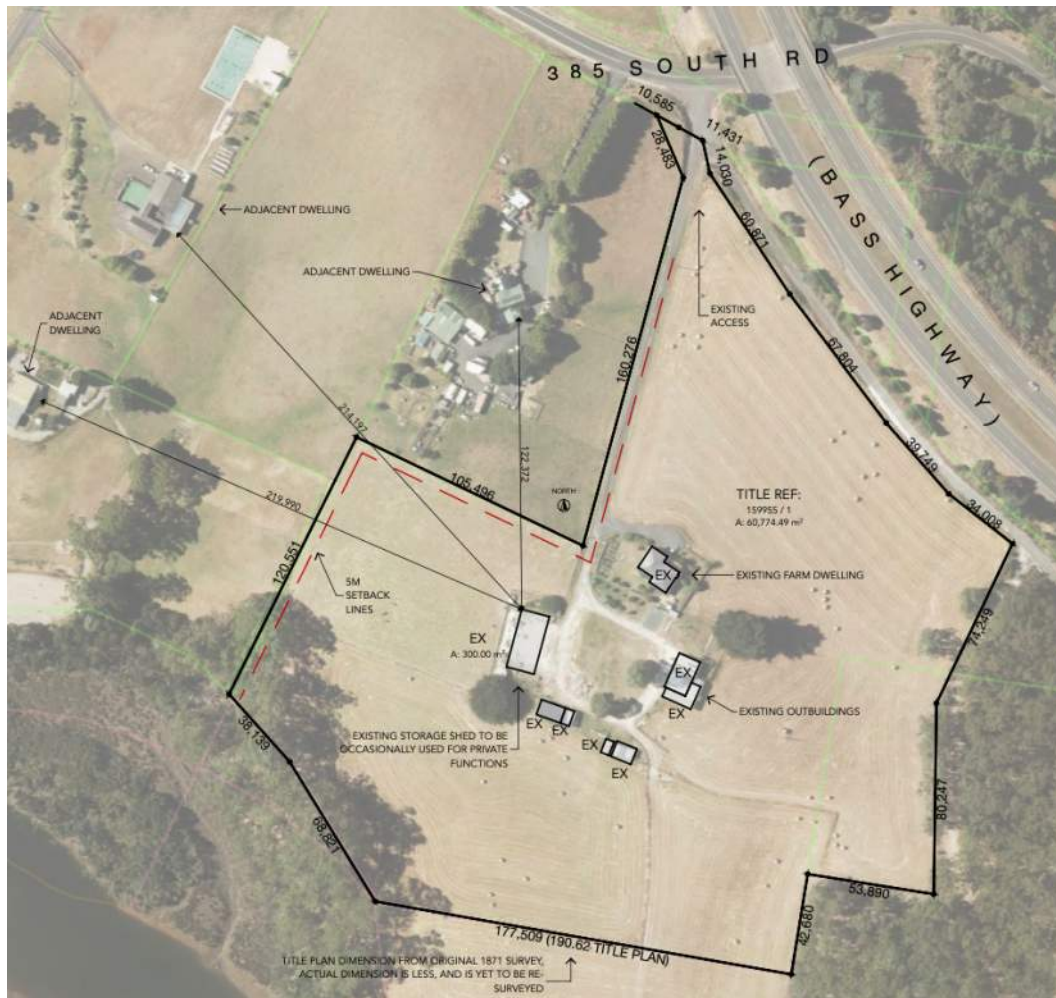
A use listed as discretionary must not confine or restrain existing use on adjoining properties, having regard to;

- (a) the location of the proposed use;*
- (b) the nature, scale and intensity of the use;*
- (c) the likelihood and nature of any adverse impacts on adjoining uses;*
- (d) whether the proposed use is required to support a use for security or operational reasons; and*
- (e) any off site impacts from adjoining uses.*

experience - quality - service



The proposed alteration of use of an existing outbuilding is located in a central area of the property.



The closest adjacent use to the North, a dwelling and small hobby farm, is located over 120m away and down slope from the existing building.

The nature of the use is occasional functions, which does not confine or restrain existing uses on adjacent properties.

The management and booking requirements are clear with limits on noise and curfews imposed contractually.

experience - quality - service



The functions are to make use of the existing farm aesthetic ,produce, and to support and secure the catering business of the owners.

The adjoining sites have no impact on the proposed alteration of use.

The existing structure is setback further than the minimum required for this zone.

The proposal does not confine or restrain existing use on adjoining properties.

The proposal complies with the performance criteria of clause 20.3.1 P2.

PERFORMANCE CRITERIA - 20.3.1 P3

A use listed as Discretionary, located on agricultural land, must minimise conversion of agricultural land to non-agricultural use and be compatible with agricultural use, having regard to;

- (a) the nature, scale and intensity of the use;*
- (b) the location or regional significance of the agricultural land; and*
- (c) whether agricultural use on adjoining properties will be confined or restrained.*

The proposed alteration of use of an existing structure has no impact on the working agricultural land of the property.

The significance of the existing agricultural land is not impacted, and is confirmed by the attached report prepared by **Walker Ag**.

Agricultural uses on adjoining properties is not confined or restrained.

The proposal complies with the performance criteria of clause 20.3.1 P3.

experience - quality - service



PERFORMANCE CRITERIA - 20.3.1 P4

A use listed as Discretionary, excluding Residential, must be appropriate for a rural location, having regard to;

- (a) the nature, scale and intensity of the proposed use;*
- (b) whether the use will compromise or distort the activity centre hierarchy;*
- (c) whether the use could reasonably be located on land zoned for that purpose;*
- (d) the capacity of the local road network to accommodate the traffic generated by the use; and*
- (e) whether the use requires a rural location to minimise impacts from the use, such as noise, dust and lighting.*

The proposed *Community Meeting and Entertainment* use is for private booked functions, with;

- The majority of large functions will be Saturday nights during wedding season (usually Oct-Mar) with the option of ceremony and reception on site for weddings.
- The intent is to be holding 3-4 weddings per month with the average wedding having approximately 80 guests.
- when fully established up to 140 guests may be an option.
- guests will be on site anywhere from 2pm until midnight.
- booking terms and conditions are that there is a strict noise curfew of midnight to respect our neighbours and the potential liquor licence.
- booking terms recommend couples to have their guests carpool or use buses/taxis where possible.

experience - quality - service



The proposed *Community Meeting and Entertainment* use offers a rural themed function space and aesthetic, for those clients looking for that style of function.

The rural location, cannot be replicated in the activity centre and therefore does not compromise or distort the local main activity centres.

The location and rural style again is not able to be located in other land zoned for *Community Meeting and Entertainment* use.

The capacity of the local road network to accommodate the traffic generated by the use has been assessed by **AustWide Consulting**, and their report confirms,

In conclusion, this study indicates that the proposed development is not envisaged to have adverse impacts on the surrounding traffic or parking conditions. Therefore, the proposed development changes should be supported on traffic and parking grounds.

The proposal complies with the performance criteria of clause 20.3.1 P4



C1.0 SIGNS CODE

C1.6.1 DESIGN AND SITING OF SIGNS

The objective;

That:

- (a) signage is well designed and sited*
- (b) signs do not contribute to visual clutter or cause unreasonable loss of visual amenity to the surrounding area.*

C1.6.1 ACCEPTABLE SOLUTIONS

A1

A sign must;

- (a) be located within the applicable zone for the relevant sing type set out in Table C1.6,*
Complies, ground based signs are permitted in all zones.
- (b) meet the sign standards for the relevant sign type set out in Table C1.6.*

TABLE C1.6

Sign Type	Applicable Zones	Sign Standards
ground base sign	All zones	Must: <ul style="list-style-type: none">(a) be limited to 1 ground base sign for each 20m of frontage or part thereof;(b) not be higher than 2.4m above the ground; and(c) have a supportive structure that does not project above the sign face, unless it forms a feature or is incorporated in the sign design.

experience - quality - service



- (a) The frontage is 22m long, and is less than 40m for 2 signs.
Does not meet the acceptable solutions.
- (b) Signs 'A' & 'B' are less than 2.4m high,
Complies with the acceptable solutions.
- (c) Signs 'A' & 'B' are supported by the fence, and have no structure
above the sign,
Complies with the acceptable solutions.

The 2 signs on frontage length being less than 40m, requires approval against the performance criteria of clause C1.6.1 P1.1., and P3

PERFORMANCE CRITERIA C1.6.1 P1.1

A sign must:

- (a) *be located within an applicable zone for the relevant sign type as set out in Table C1.6; and*
Ground based signs are permitted in all zones, Complies.
- (b) *be compatible with the streetscape or landscape, having regard to;*
 - (i) *the size and dimensions of the sign;*
The signs are 36m plus from the edge of South Rd, and are small in size, 1230 H x 1500 & 1200 H x 2200.
 - (ii) *the size and scale of the building upon which the sign is proposed;*
N/A, fence mounted.
 - (iii) *the amenity of surrounding properties;*
Minimal impact on surrounding properties, set well back from South Rd.
 - (iv) *the repetition of messages or information;*
Each sign is different, no repetition.



- (v) *the number and density of signs on the site and on adjacent properties; and*

The frontage is short due to the boundary shape at the entry to the site, the site frontage facing Bass Highway is 200m+/-, which would allow 10 signs.

The 2 small signs, approximately 4.5 sqm in area, are spaced, low in height and are fixed to a rail fence line 36m from South Rd.

There is no size limit for ground based signs in Table C1.6.

- (vi) *the impact on the safe and efficient movement of vehicles and pedestrians.*

The signs are inside the property boundary, 36m from the South Rd, and have no impact on vehicles or pedestrians.

The 2 signs meet the performance criteria of clause C1.61 P1.1.

PERFORMANCE CRITERIA C1.6.1 P3

The number of signs for each business or tenancy on a street frontage must:

- (a) *not unreasonably increase in the existing level of visual clutter in the streetscape, and where possible, reduce any existing visual clutter in the streetscape by replacing existing signs with fewer, more effective signs; and*

The semi rural location and streetscape has minimal signage, and the small property signs along South Rd are not visually cluttered.

The 2 small signs well set back from South Rd, have minimal impact on the streetscape of visual clutter.

- (b) *not involve the repetition of messages or information.*

Each sign is different, no repetition.

The 2 signs meet the performance criteria of clause C1.61 P3.

experience - quality - service



CLAUSE C1.6.3 THIRD PARTY SIGN

Objective:

- (a) provide for third party signs that are compatible with the streetscape and the character of the area in which it is proposed to be located;
- (b) manage the cumulative impact of third party signs on the character of an area;
- (c) minimise any potential impact of third party signs on road safety.

There are no acceptable solutions to this clause.

PERFORMANCE CRITERIA C1.6.3 P1

A third party sign must be compatible with the natural and built environment of the surrounding area, having regard to:

- (a) *the content of the sign;*
 - Sign A - simple graphic barn image with the name of the farm.
 - Sign B - a simple banner with a circular image for the catering business and contact details.
 - The signs have minimal content, and are not repetitive or conflicting.
- (b) *the necessity for the advertisement to be in the location;*
 - Sign A - The farm sign is located at the entry to the farm, and is required at this location.
 - Sign B - is for the catering business based at the farm, and is logically located at the farm gate.
 - The location of the sign are logical and site specific.
- (c) *opportunities for alternative locations or other methods to achieve the intended purpose (e.g. eligibility for Tasmanian Visitor Information System (TVIS) signs); and*
 - While other locations may be available, the signs are specific to the site and are positioned at the business locations.

experience - quality - service



(d) *the likely impact on the operation and safety of a railway, road, footpath, or navigable water ; and*

There is no Railway in close proximity to the signs.

The signs are set back 36m from South Rd.

There is no footpath on South Rd.

There is no navigable water in proximity to the signs.

(e) *any advice from a State authority*

The signs have no interaction with land under a State authority control.

The signage complies with the performance criteria pdf clause C1.6.3 P1.

SUMMARY

The alteration of use of an existing outbuilding, for a function space, for a discretionary use in the Rural zone, being defined as a Community Meeting and Entertainment use.

The building and development area is unaltered.

The Agricultural use on the site and adjoining properties is not confined or restrained, refer **Walker Ag** report.

The local road network is able to accommodate the traffic generated by the use, refer **AustWide Consulting** report.

Setbacks and building height comply with acceptable solutions.

Privacy is maintained to adjoining properties, well beyond acceptable setback solutions.

The site is an existing established farm storage and vehicle area.

The performance criteria of *clause 20.3.1, P2, P3 and P4* are complied with.

The performance criteria of the **Signs Code C1.6.1 P1.1, P3, and C1.6.3 P1** are complied with.

experience - quality - service



We therefore seek a discretionary permit for the proposed *Community Meeting and Entertainment* use, as altered use of the existing outbuilding associated with the Rural use on this site.

Please forward an invoice for the application fees when available.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'A. Smith', is positioned above the typed name.

Andrew Smith FRAIA
Registered Architect,
Fellow of the Australian Institute of Architects
Managing Director



WEDDING PACKAGES

Ringers Intimate (Ceremony Only)

\$1000 +GST

Exclusive 6hr use of Uralla farm open air chapel (Sun-Thurs)

- *Onsite co-ordinator to assist with event
- *20 antique timber chairs
- *Signing table
- *Red carpet entrance
- *Sound system for music and celebrant use
- *Portable toilet hire

Wranglers Basic (Ceremony + Reception)

\$1500 +GST

Exclusive 1 day hire of Uralla Farm chapel and wedding shed (Mon-Thurs)

Perfect for micro weddings and elopements—up to 50 guests

Includes all features of intimate and premium packages

Drovers Premium (Reception Only)

\$2000 +GST

Exclusive 2 day hire of Uralla Farm wedding shed (Sat-Sun)

- *Flexibility to decorate shed to own taste
- *Onsite co-ordinator to assist with event
- *18 timber trestle tables and 120 miss matched timber chairs
- *Limited selection of furniture and décor (i.e. wine barrel, piano, antique suitcases etc)
- *Licenced bar and staff by Wild One Catering (no BYO)
- *Micro phone and speaker for speeches
- *Fire pit with wood provided
- *Portable toilet hire

Stockman's Ultimate (Ceremony + Reception)

\$3000 +GST

Exclusive 3 day hire of Uralla Farm chapel and wedding shed (Fri-Sun)

Includes all features of intimate and premium packages - up to 140 guests seated

***A \$500 bond is required for all packages**

Catering is available onsite by our award winning caterer

Wild One Catering



Alternatively if you have a preferred caterer you are welcome to bring in your own

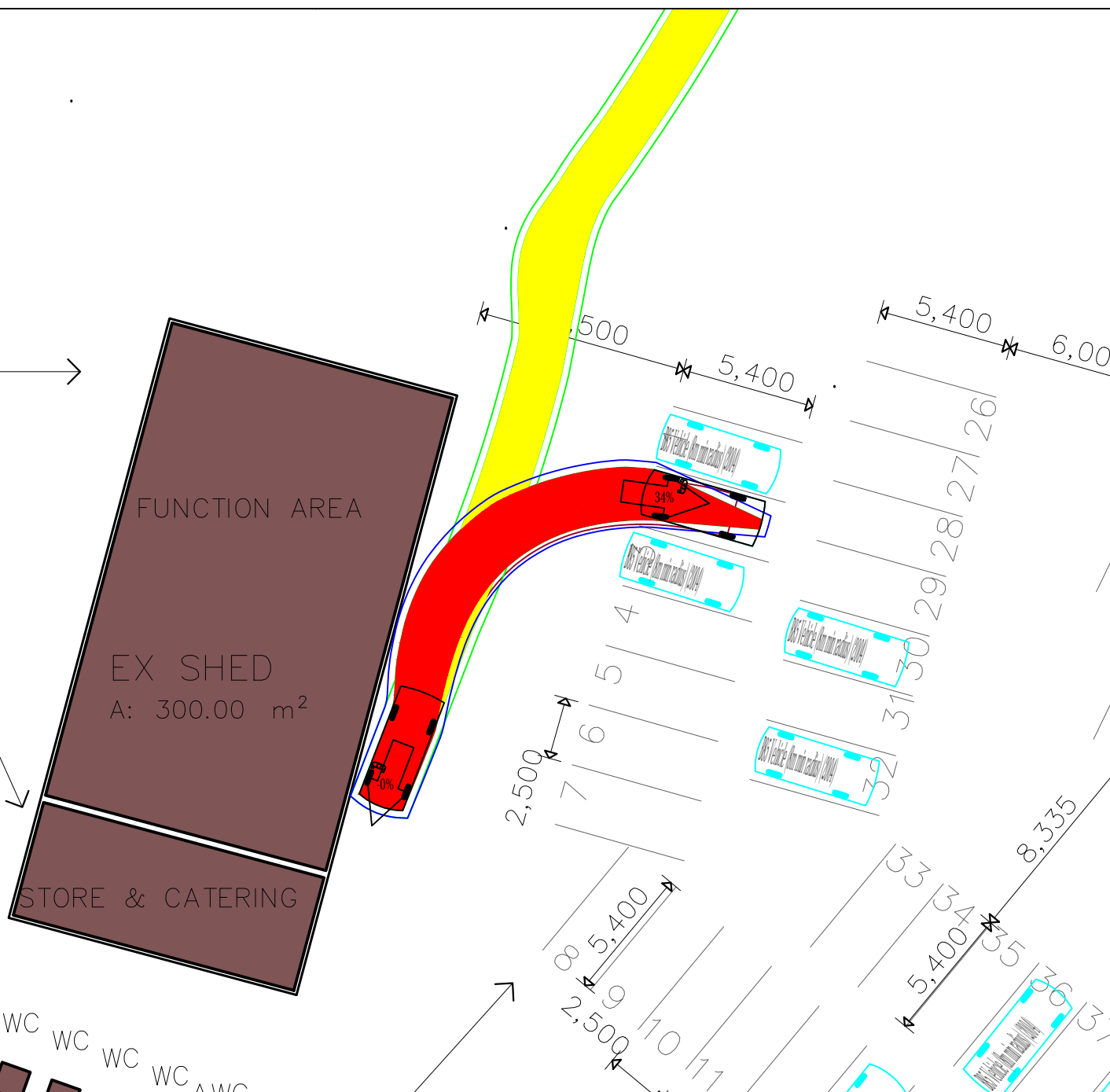
15amp power and water available for caterer use

Please ensure all rubbish and food waste from your caterer is bagged and removed

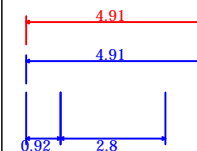


Terms and Conditions

- *Bond deposit required within 14 days of booking to lock in your event dates
 - *Final payment required in full minimum 30 days prior to event date
 - *Rose petals and natural confetti permitted ONLY - No glitter, plastic, etc
 - * Please ensure guests do not wander near the private residence and other sheds on site
 - * We have designated smoking areas with ash trays provided. Any smoke butts found post event will have \$1 per butt deducted from the bond
 - * Please ensure you leave our shed how you found it. We are happy to remove any rubbish, please ensure it is all bagged. Any rubbish found post event—ie empty cans etc will have a \$1 per item deducted from the bond
 - * For the security of our staff and your guests we have CCTV cameras installed throughout the property
 - *Last drinks at the bar will be called at 11pm with DJ/musicians asked to finish up by 11:30pm
 - *To respect our neighbours and our liquor licence conditions we have a strict end time of 12pm to ensure a safe and sensible end to the night. Please have designated drivers/taxis pre arranged.
 - *You are responsible for any loss and damages to the property of Uralla Farm, any damage will result in partial or full bond being withheld
 - *Bond will be refunded within 7 days of event finishing, please provide bank details
 - *Cancellation Policy - cancellations are required in writing
- 90+ days - Full Refund *Within 90 days - 50% Refund *less than 30 days - No refund will apply



DESIGN VEHICLE SPECIFICATIONS



B85 Vehicle (8m min radius) (2004)

Overall Length	4.910m
Overall Width	1.870m
Overall Body Height	1.421m
Min Body Ground Clearance	0.159m
Track Width	1.770m
Lock-to-lock time	4.00s
Curb to Curb Turning Radius	8.000m



DRAWING TITLE- B85th VEHICLE TYPE ENTERING CAR SPACE 02

CLIENT- WILD ONE CATERING

PROJECT ADDRESS - 385 SOUTH ROAD, WEST ULVERSTONE

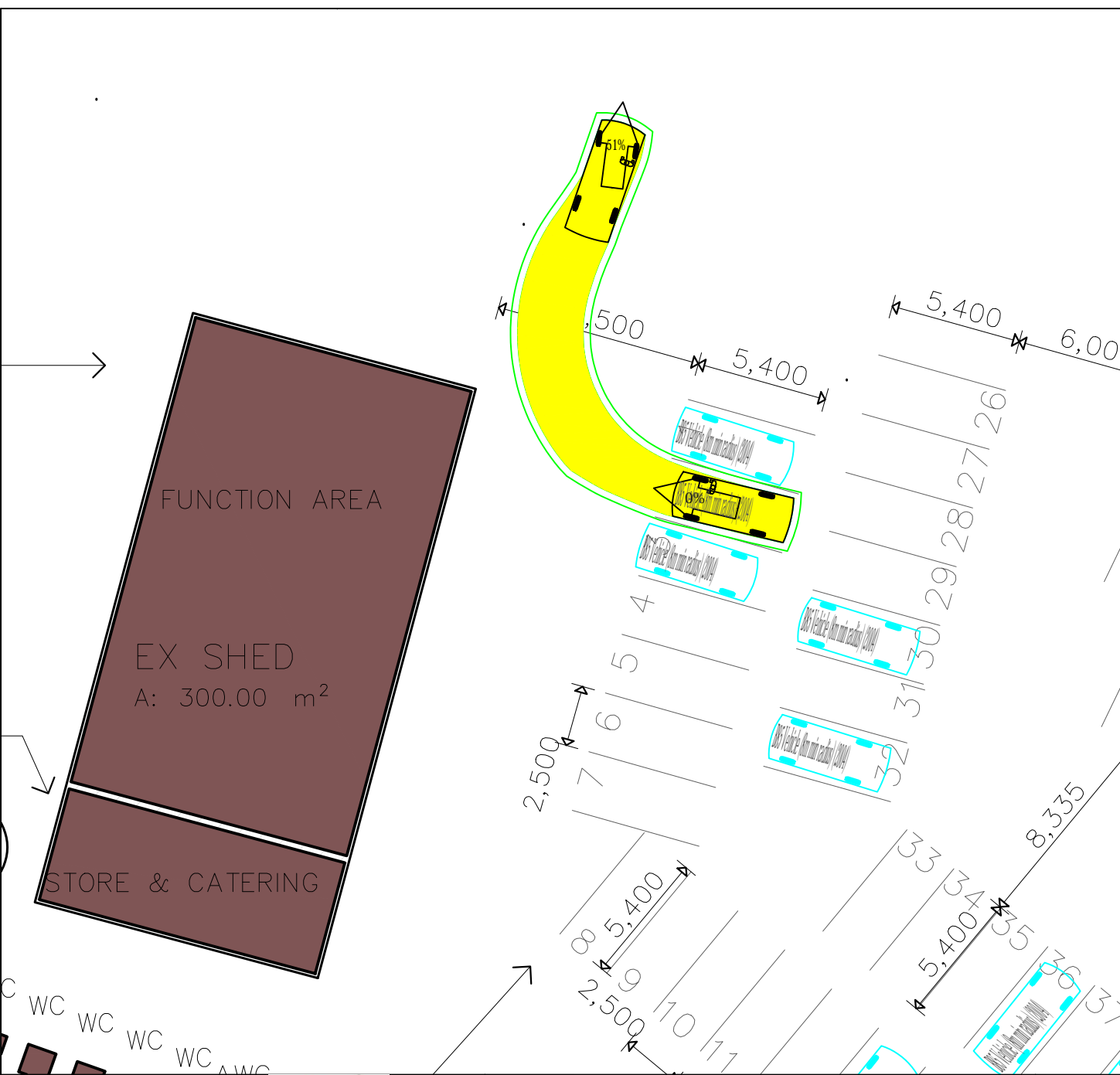
PROJECT NO - AW385SR01

DRAWING NO - AW385SRV01

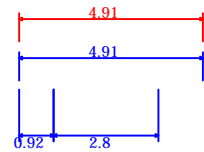
NOTES -

SCALE - NTS

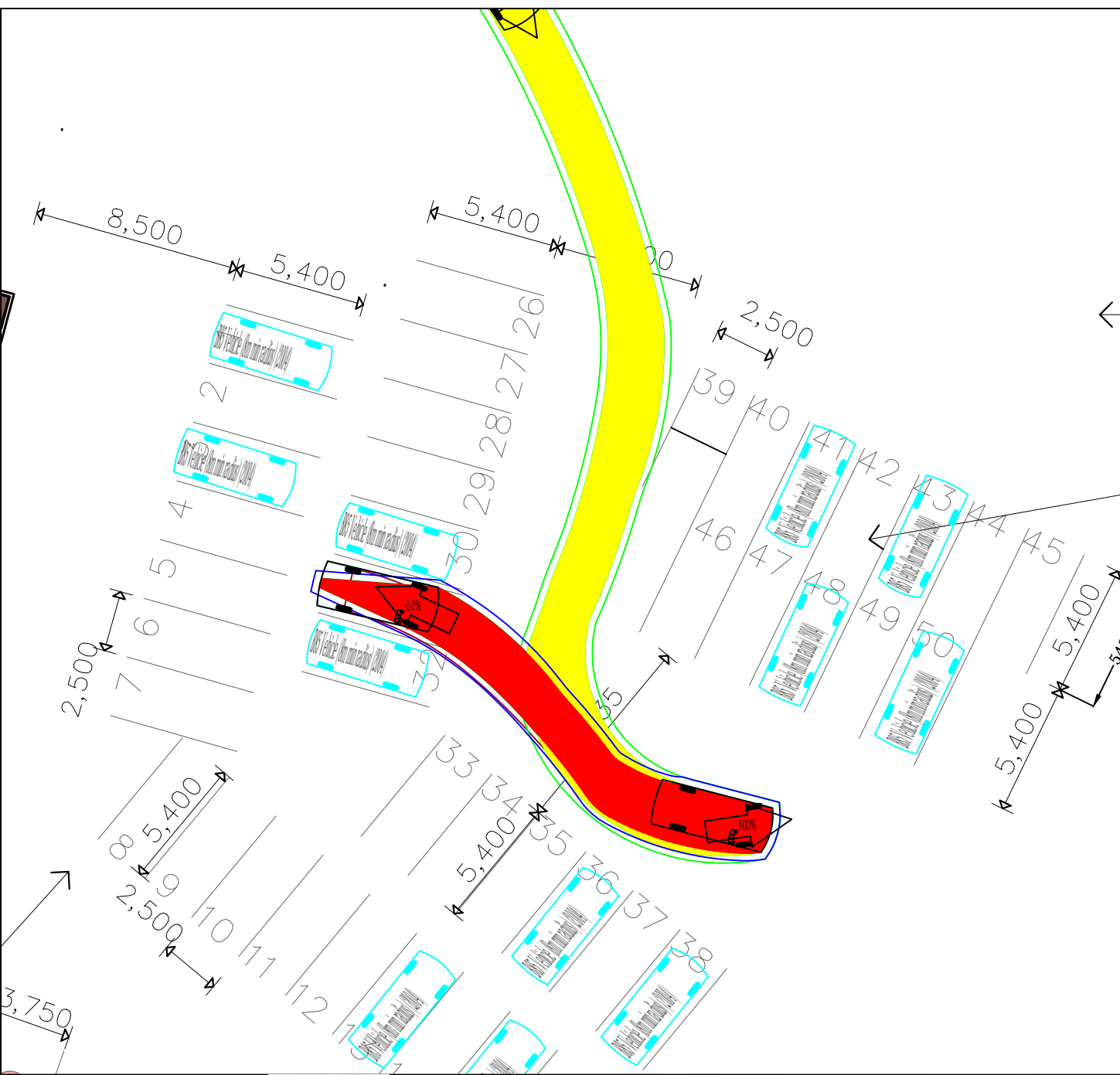
DATE - 30/08/2023



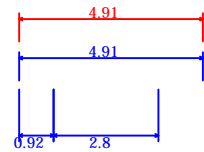
DESIGN VEHICLE SPECIFICATIONS



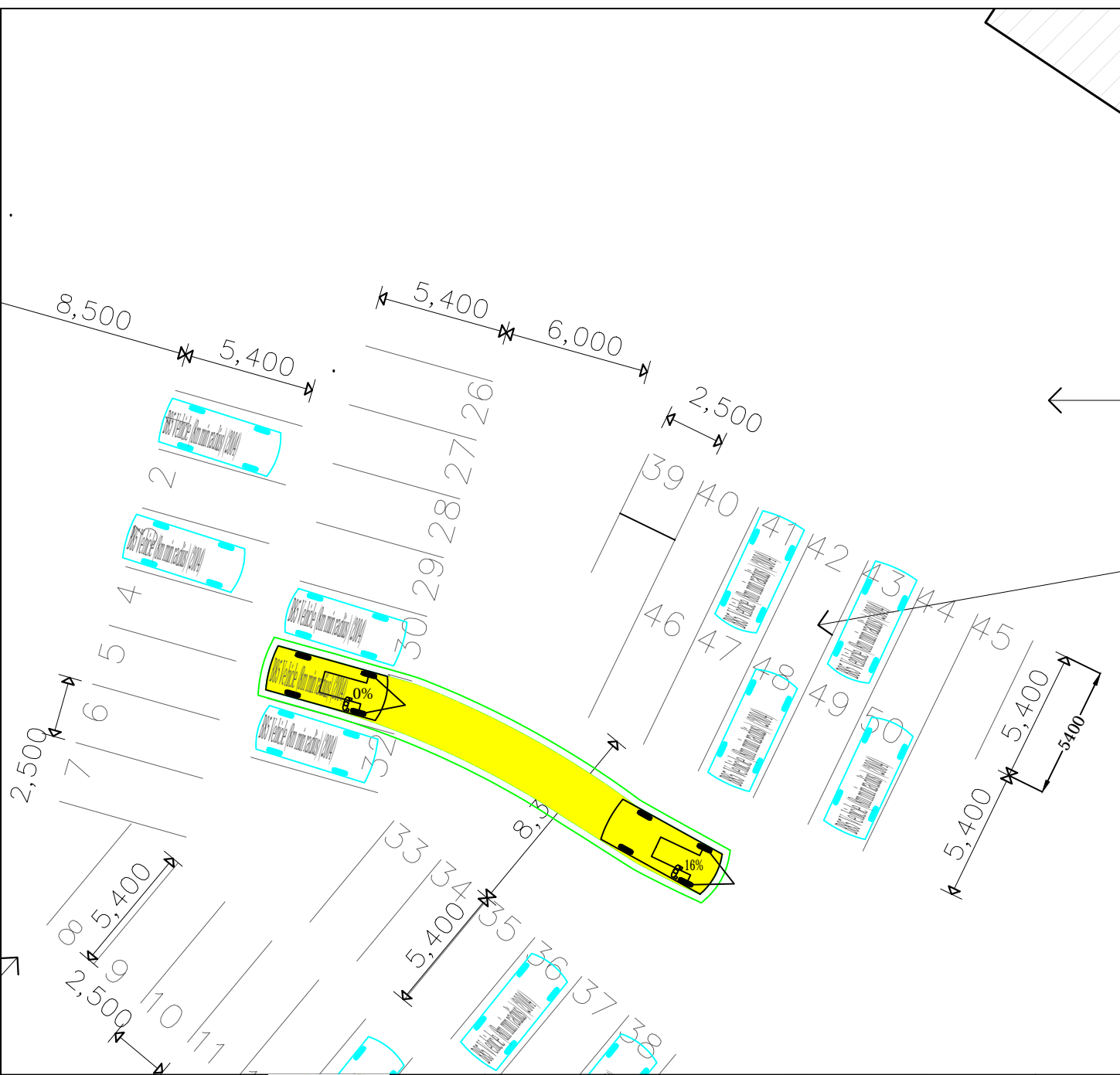
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Track Width	1.770m
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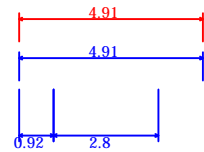
DESIGN VEHICLE SPECIFICATIONS



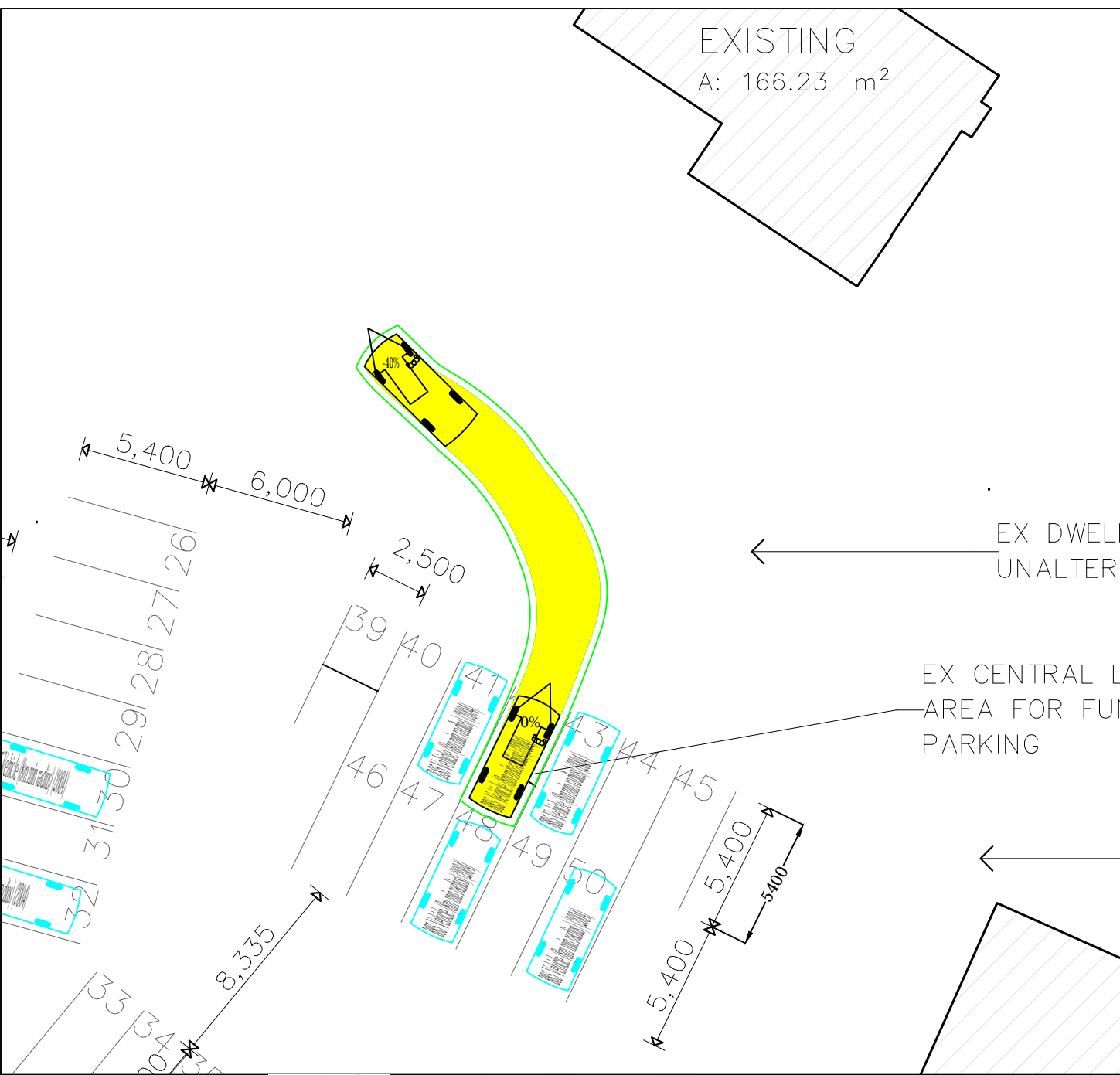
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Lock-to-lock time	4.00s
Curb to Curb Turning Radius	8.000m



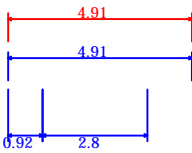
DESIGN VEHICLE SPECIFICATIONS



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Track Width	1.770m
Lock-to-lock time	4.00s
Curb to Curb Turning Radius	8.000m



DESIGN VEHICLE SPECIFICATIONS



B85 Vehicle (8m min radius) (2004)

Overall Length

1.870m

Overall Width

1.421m

Overall Body Height

0.159m

Min Body Ground Clearance



1.770m

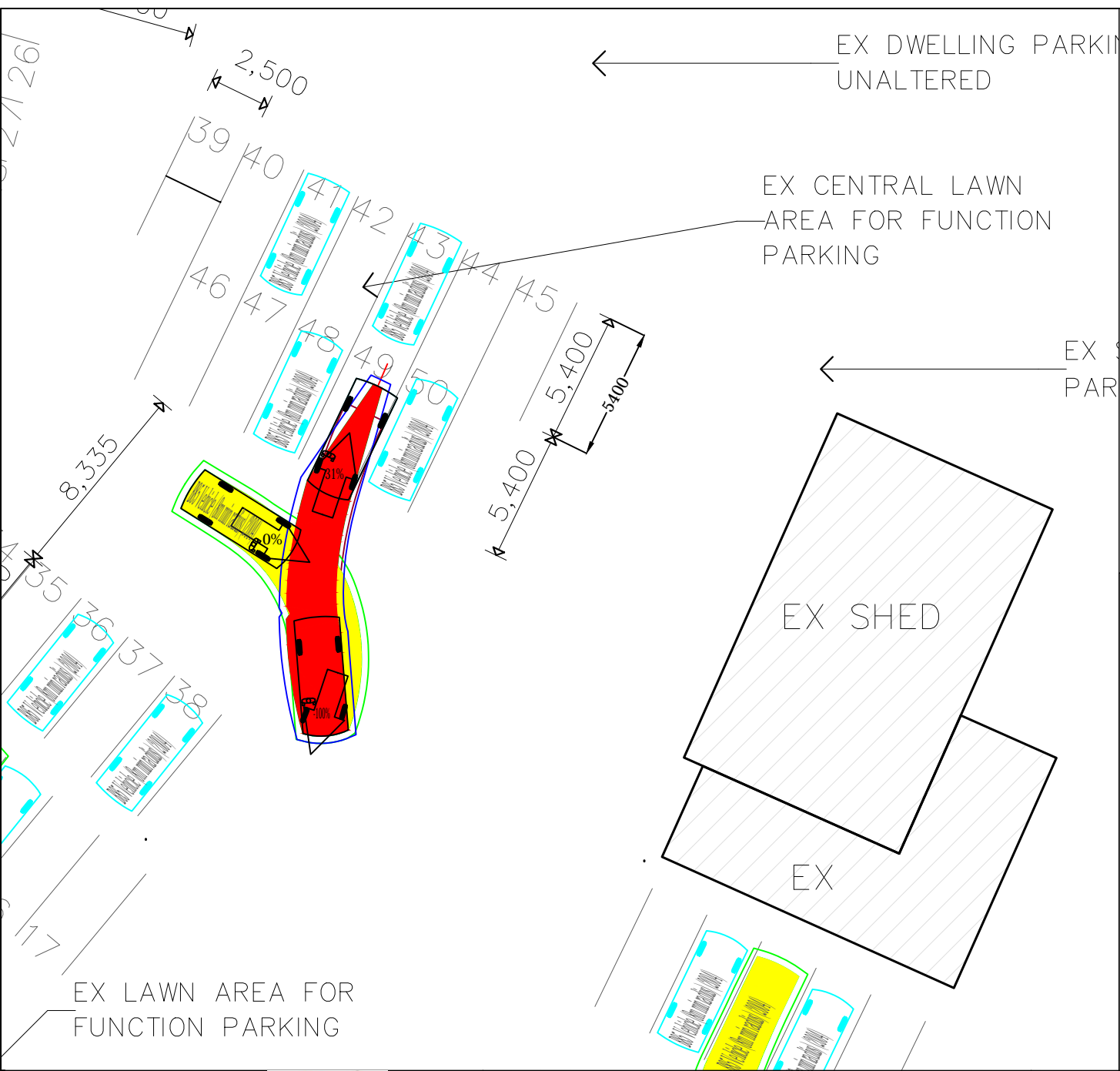
Track Width

4.00s

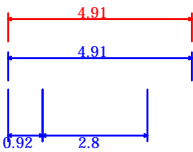
Lock-to-lock time

8.000m

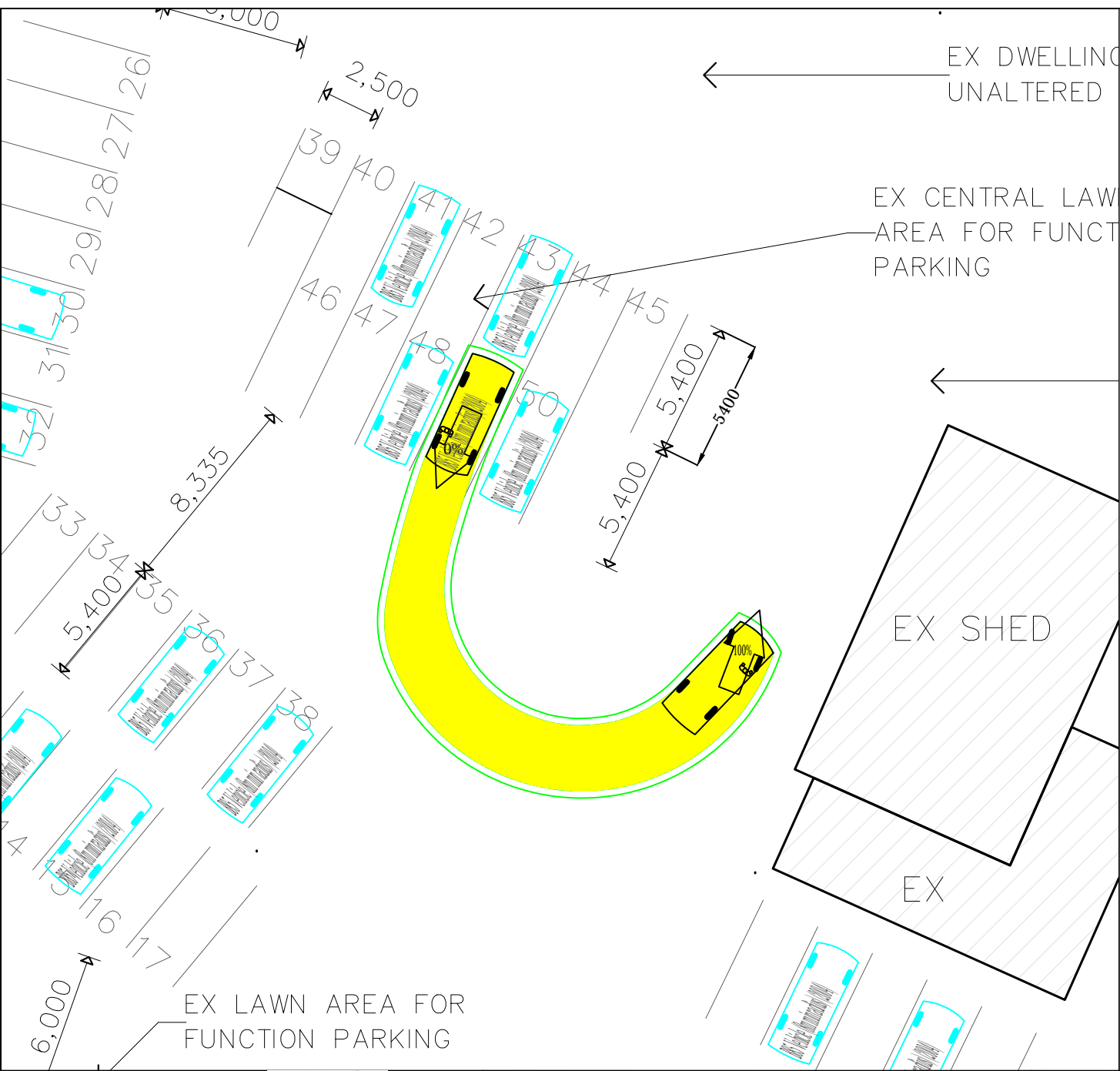
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	CLIENT- WILD ONE CATERING	DRAWING NO - AW385SRV06	DATE - 30/08/2023
	PROJECT ADDRESS - 385 SOUTH ROAD, WEST ULVERSTONE	NOTES -	



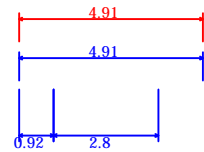
DESIGN VEHICLE SPECIFICATIONS



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Lock-to-lock time	4.00s
Curb to Curb Turning Radius	8.000m



DRAWING TITLE- B85th VEHICLE TYPE EXITING CAR SPACE 49

CLIENT- WILD ONE CATERING

PROJECT ADDRESS - 385 SOUTH ROAD, WEST ULVERSTONE

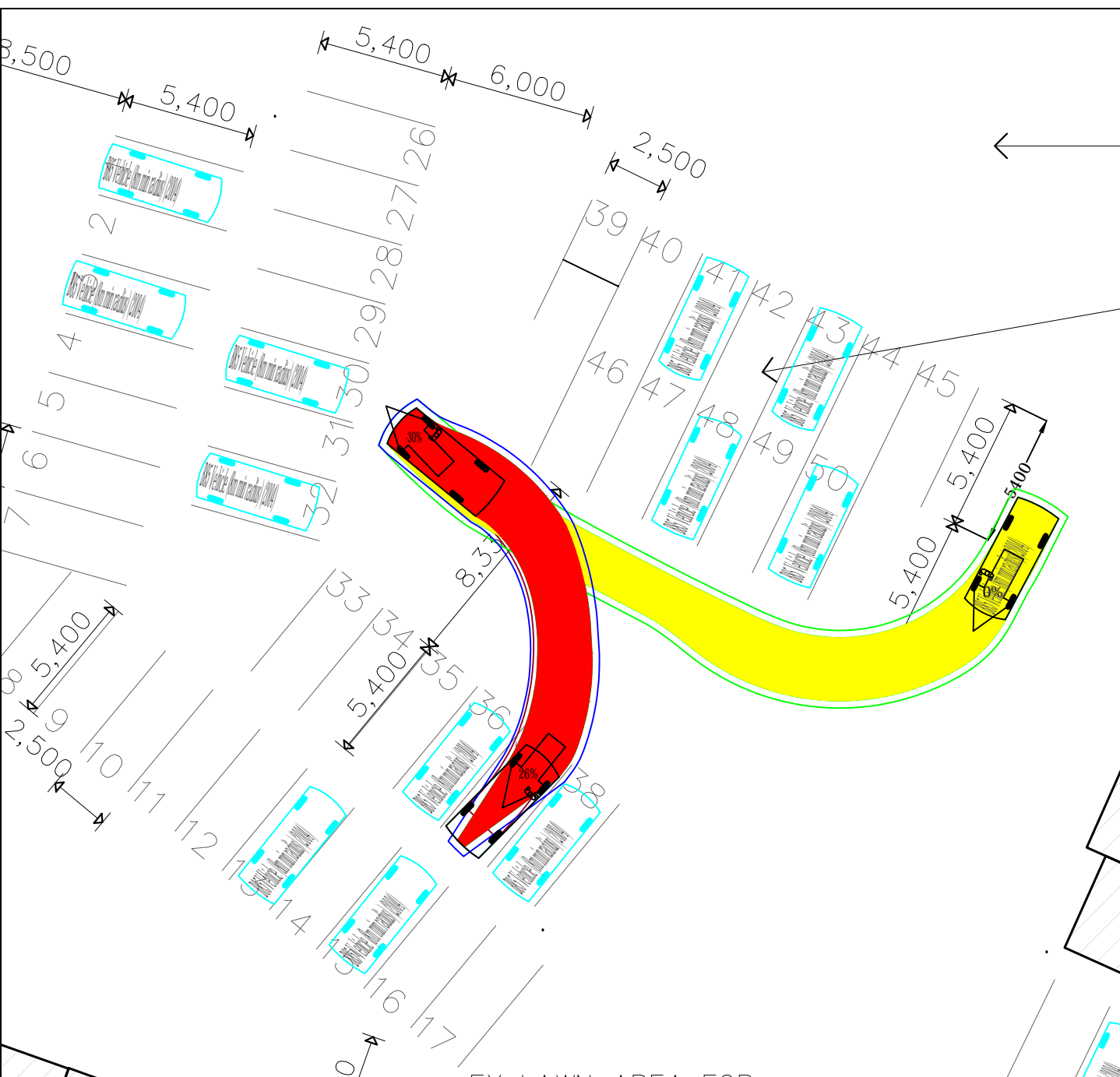
PROJECT NO - AW385SR01

DRAWING NO - AW385SRV08

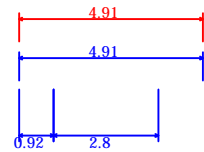
NOTES -

SCALE - NTS

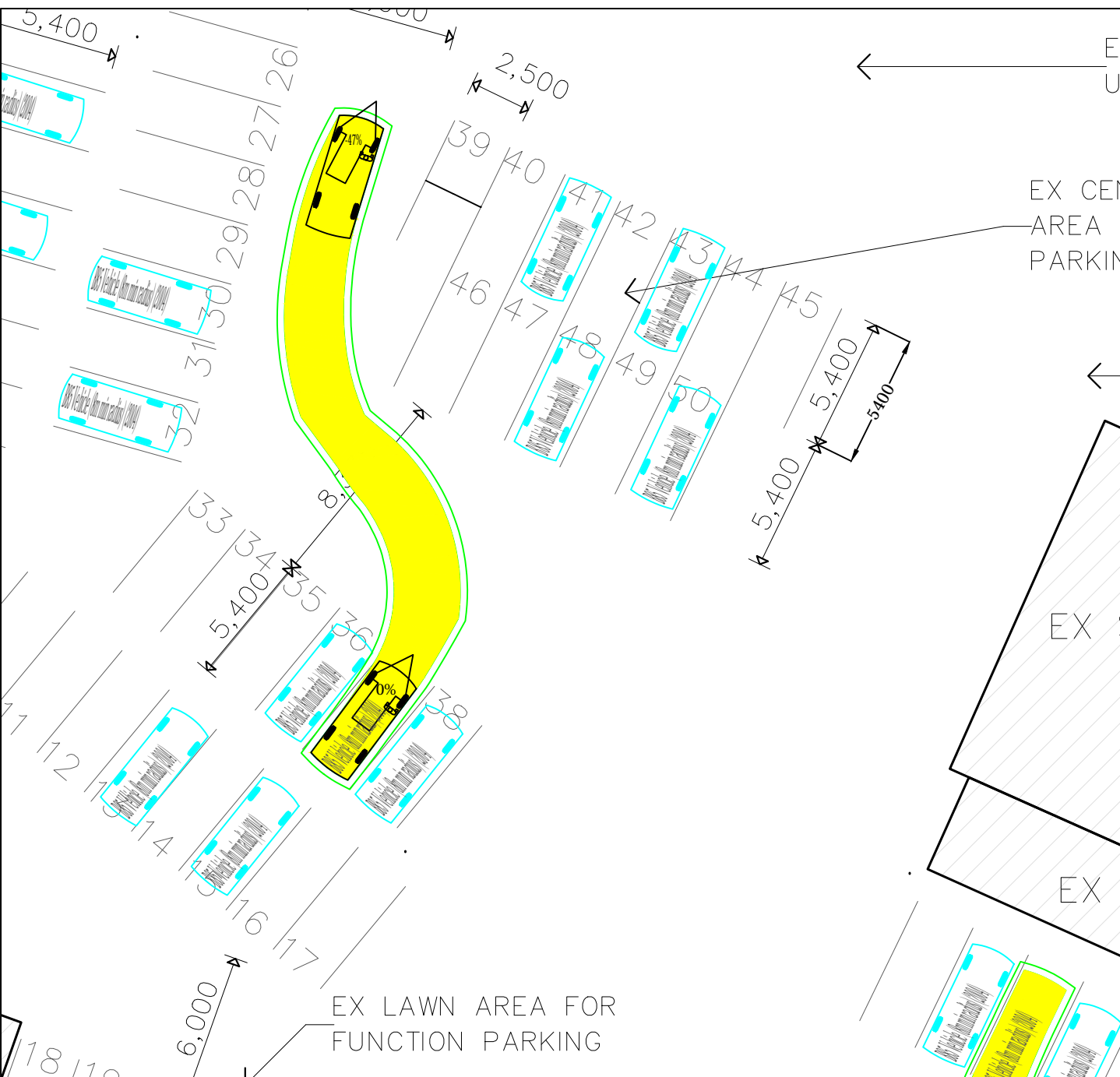
DATE - 30/08/2023



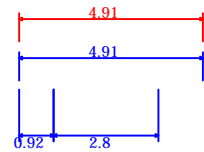
DESIGN VEHICLE SPECIFICATIONS



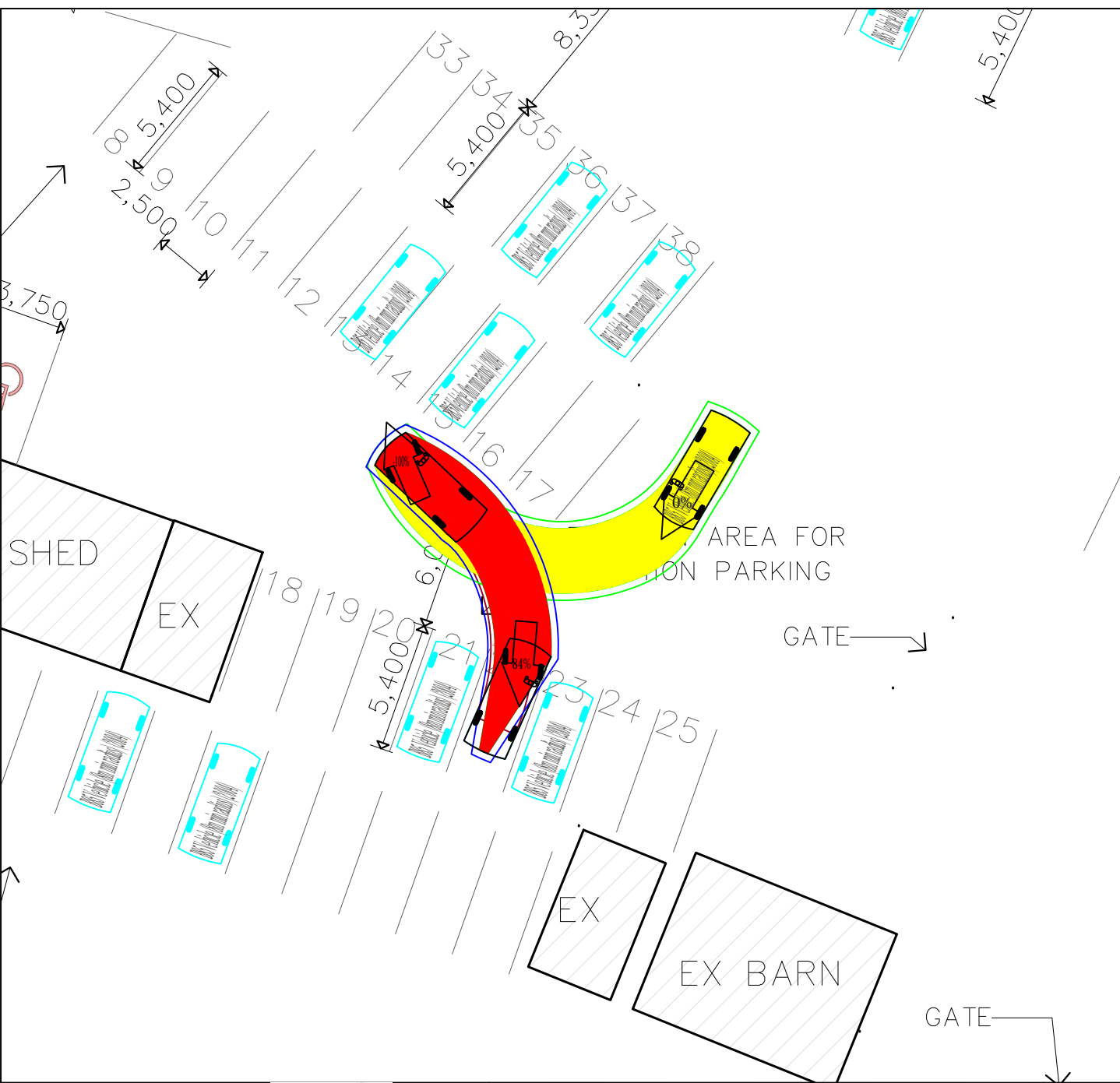
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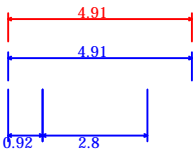
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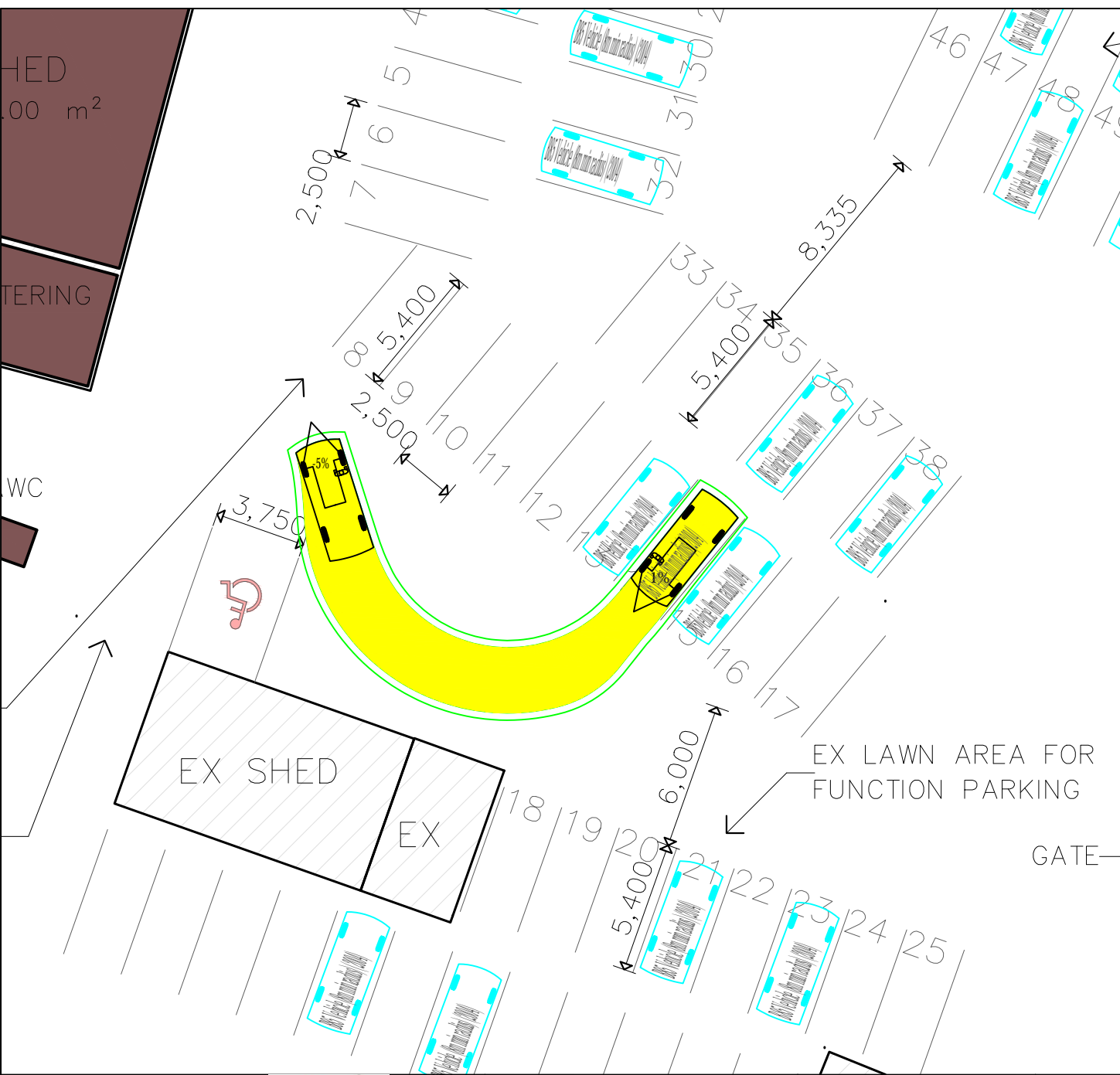
DESIGN VEHICLE SPECIFICATIONS



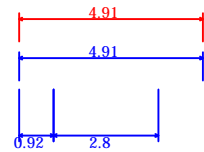
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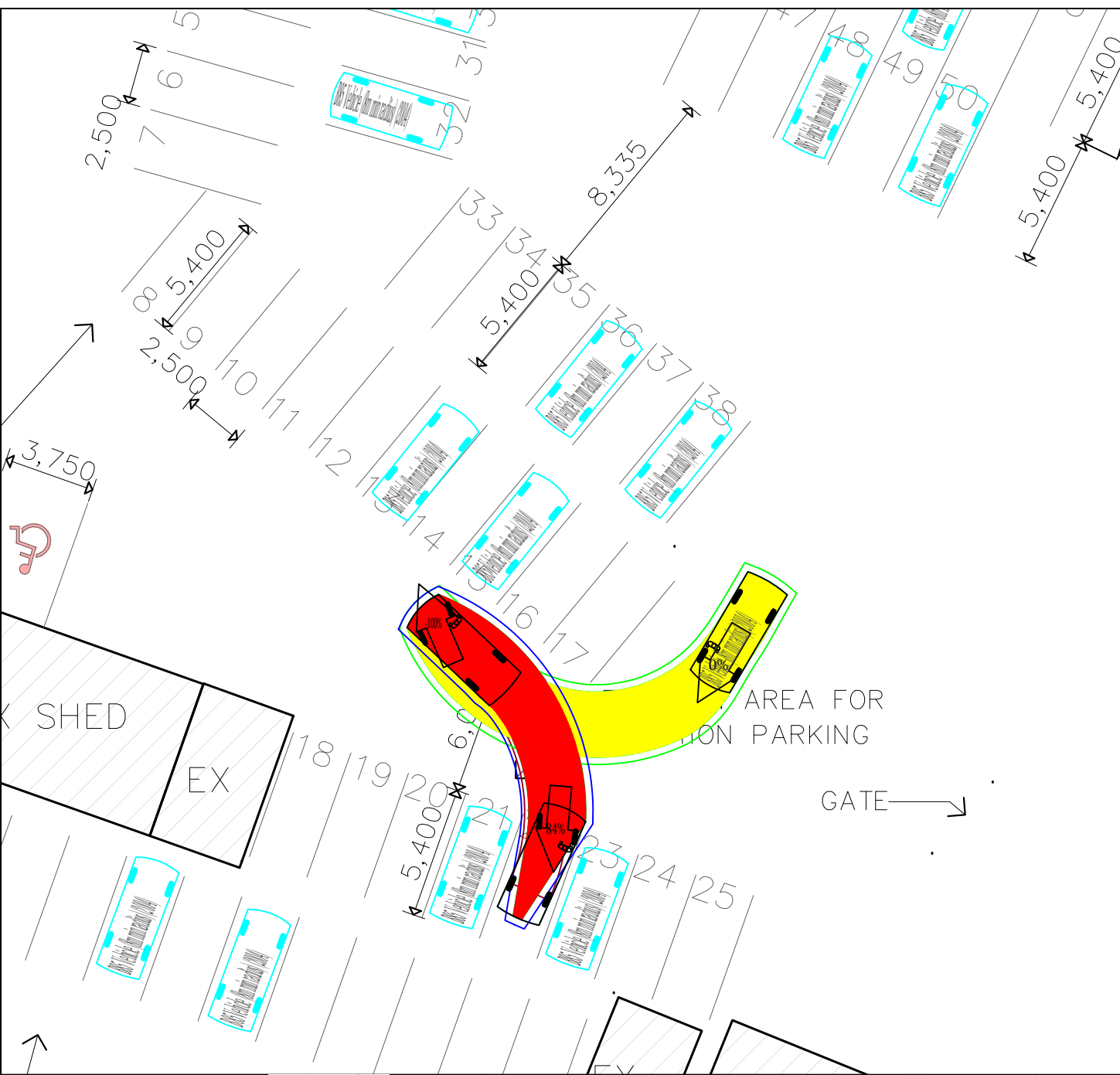
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CLIENT- WILD ONE CATERING	DRAWING NO - AW385SRV11	DATE - 30/08/2023
PROJECT ADDRESS - 385 SOUTH ROAD, WEST ULVERSTONE	NOTES -	



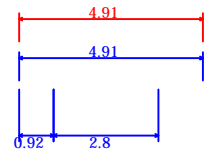
DESIGN VEHICLE SPECIFICATIONS



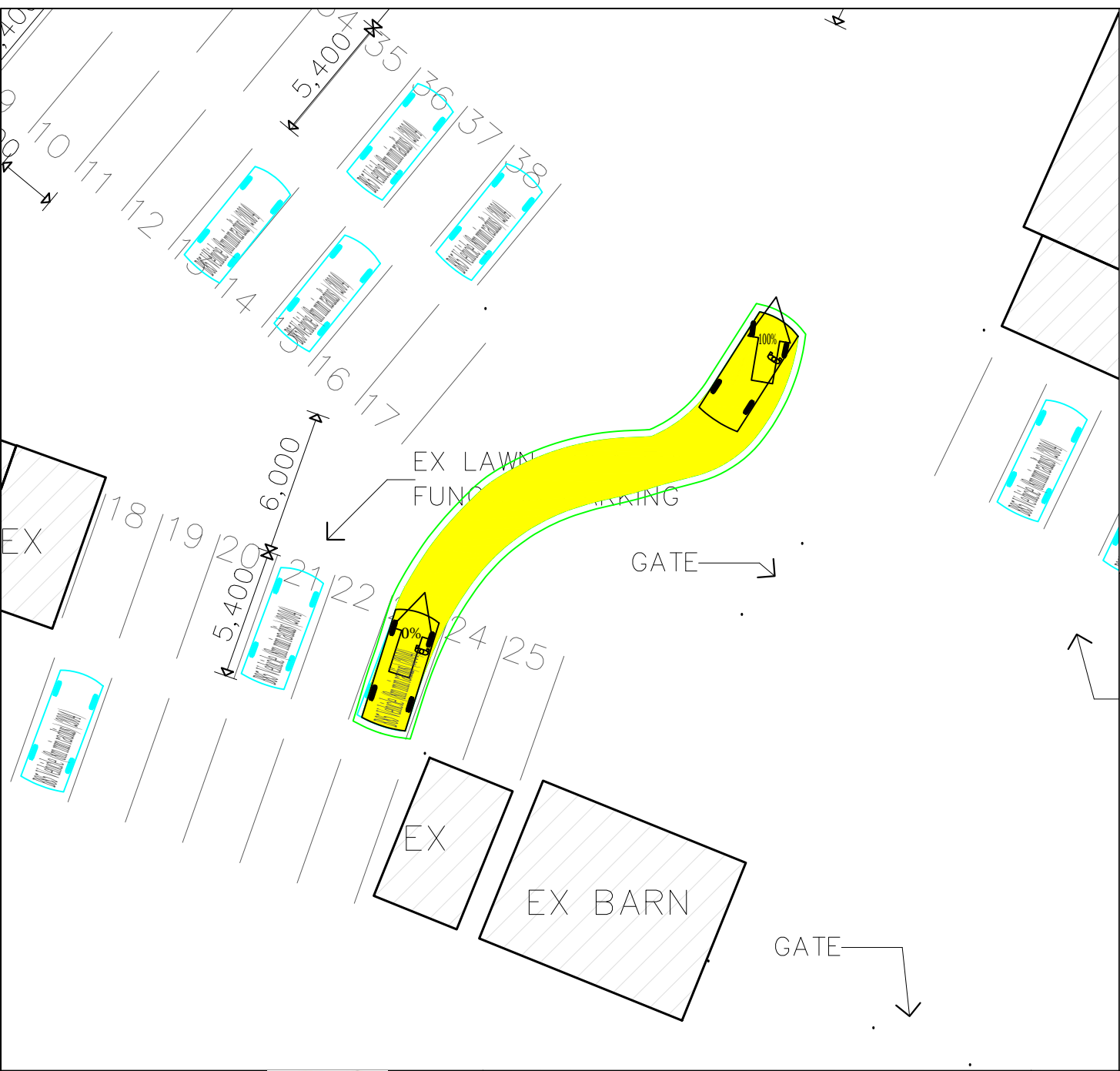
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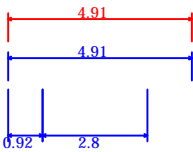
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PROJECT INFORMATION	
TITLE REF:	159955 / 1
SITE AREA:	60,774.49
SOIL RATING:	
WIND RATING:	
HAZARDS:	

BUILDING AREAS	
FLOOR LEVEL	AREA:
EX	879.51



andrew smith
architects

CC2762M
STUDIO, 78 WHITEHILLS RD, PENGUIN
T/F: 03 64370913 M:0410034501
E: asarchitects@bigpond.com

LAYOUT	DRAWING	SCALE
COVER		
	AREAS	1:1
	INDEX	1:1
	PROJECT INFORMATION	1:1
A.01 SITE PLAN		
	LOCATION	1:2000
A.02 SITE PLAN		
	ENLARGEMENT	1:500
A.09 SIGNAGE DETAILS		
	SIGN A - 1230 X 1500	1:5000
	SIGN B - 1200 X 2200	1:5000
	SITE LOCATION	1:500

CHANGE OF USE
G.B. & W.A. TEMPLAR

385 SOUTH RD WEST ULVERSTONE
26.10.23
DA UPDATE

00814-A



SITE PLAN
LOCATION
SCALE: 1:2000



andrew smith
architects
CC27/62M
STUDIO, 78 WHITEHILLS RD, PENGUIN
T/F: 03 64370913 14 041 004501
E: sarchitects@bigpond.com



CHANGE OF USE
G.B. & W.A. TEMPLAR
385 SOUTH RD WEST ULVERSTONE

SITE PLAN
LOCATION
STATUS:
DA UPDATE



SCALE (A3): 1:2000
DRAWN: ACS
DATE: 26.10.23

DO NOT SCALE
IF IN DOUBT ASK
SITE CHECK DIMENSIONS
REPORT DISCREPANCIES
REPORT OMISSIONS
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3D IMAGES ARE ARTISTIC
IMPRESSIONS ONLY

Project No: 00814
Drawing No: A.01 A



SITE PLAN
ENLARGEMENT
SCALE: 1:500

DO NOT SCALE IF IN DOUBT ASK SITE CHECK DIMENSIONS REPORT DISCREPANCIES COPYRIGHT 26/10/2023 3D IMAGES ARE ARTISTIC IMPRESSIONS ONLY	Project No: 00814	G.B. & W.A. TEMPLAR 385 SOUTH RD WEST ULVERSTONE		andrew smith architects CC2762M STUDIO, 78 WHITEHILLS RD, PENGUIN T/F: 03 64370913 M: 041 004501 E: sarchitects@bigpond.com	
	STATUS: DA UPDATE				
SITE PLAN ENLARGEMENT		CHANGE OF USE			
Drawing No: A.02 A					



SIGNAGE DETAILS
SIGN A - 1230 X 1500
SCALE: 1:5000



SIGNAGE DETAILS
SIGN B - 1200 X 2200
SCALE: 1:5000









902

ED N719

BUNDY MUM

BU 8684

COBB MONUMENT CREATION

CJ 9213

DR 6967

Cold One?

Bundoberg
Cola



MARRIOTT ST QUAMEY BROOK RY SORELL ST VINCENT CTS PARSONAGE BIRIAR C

CAUTION
SNOW PLOUGH
AHEAD
DANGER
HIGH VOLTAGE
KEEP OUT

LUBE SALES
Enquire Within
300m
C143 Barrington UHF 40

GW HARVESTING
& LANDSCAPING
CRADLE MT CAMPING GROUND 25 km
CRADLE VALLEY CAMPING 32 km

KEEP BIG CREEK
LEFT

StarCar welcome
Unleaded
248
Diesel
169

MCP
metal
recyclers

Vortex
Premium Unleaded

80

shroom
ompost

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.

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.

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.

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 3600:2009
- * All concrete to be in accordance with AS 3600:2009. 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 82 mesh and 40mm top cover.

- * Concrete piers under Roller Door Jambs to be a minimum size as below:
C25024 - 450mm dia x 650mm 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 82 mesh, 50mm from the base in all thickenings.

For Class H1 or H2 Sites

- * Slab thickness to be a minimum of 100mm with SL 92 mesh and 40mm top cover.

- * Edge beam 400mm deep x 300mm wide with Y12 3 bar Trench Mesh to the perimeter of the building.
- * Thickening 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:
C25024 - 450mm dia x 850mm 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:
C25024 - 450mm dia x 1300mm 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:
C25024 - 450mm dia x 1700mm deep, centered to the C Section

BRACING NOTES

- * Refer to Connection Details.
- * Knee bracing clearance from FFL is X = Main Building: 2.728m.
- * 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.

OTHER MATERIALS NOTES

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



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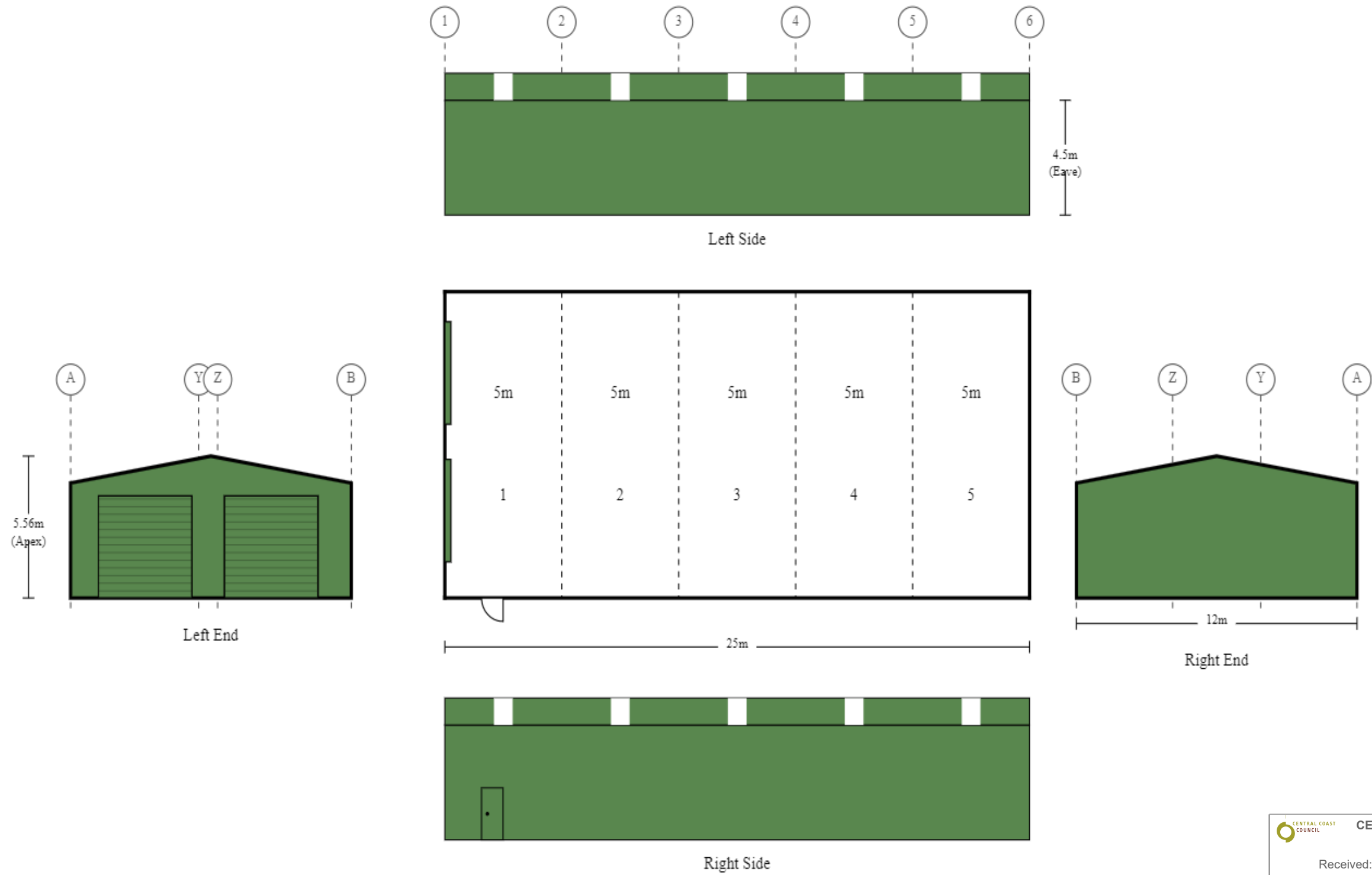
Application No:


DA2023246

Doc ID:

464998

Purchaser Name: G & W Landscape		<div>General Notes</div> <div>Page 1 of 1</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 & Civil) 2741240</div> <div>QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;</div> <div>Practising Professional Structural & Civil Engineers</div>
Site Address: 804 South Road Penguin TAS 7316 Australia				
Drawing # SNWT190073 - 2	Print Date: 22/11/19			
				<div>Signature: </div> <div>R. Nancarrow</div> <div>Date: 22/11/19</div>



 CENTRAL COAST COUNCIL LAND USE PLANNING	
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Purchaser Name: G & W Landscape		<div>Layout</div> <div>Not to Scale</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 & Civil) 2741240</div> <div>QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;</div> <div>Practising Professional Structural & Civil Engineers</div>
Site Address: 804 South Road Penguin TAS 7316 Australia				
Drawing # SNWT190073 - 3	Print Date: 22/11/19			
				<div>Signature:  R. Nancarrow</div> <div>Date: 22/11/19</div>

Signature:  R. Nancarrow
Date: 22/11/19

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	12	25	10	4.5	A - B	1 - 6

Portal Frame Elements							
Grid / Portal Number		1	2	3	4	5	6
Columns	A	C20015	C25019	C25019	C25019	C25019	C20015
	B	C20015	C25019	C25019	C25019	C25019	C20015
Rafters	A - Apex	C20015	C25019	C25019	C25019	C25019	C20015
	Apex - B	C20015	C25019	C25019	C25019	C25019	C20015
End Wall Mullions	Y	C20015	-	-	-	-	C20015
	Z	C20015	-	-	-	-	C20015
Apex Braces	Apex	-	C20015 @ 3.6m	C20015 @ 3.6m	C20015 @ 3.6m	C20015 @ 3.6m	-
Knee Braces	A - Apex	-	C20015 @ 2.5m	C20015 @ 2.5m	C20015 @ 2.5m	C20015 @ 2.5m	-
	Apex - B	-	C20015 @ 2.5m	C20015 @ 2.5m	C20015 @ 2.5m	C20015 @ 2.5m	-

Bay Section Elements							
Grid / Bay Number		1	2	3	4	5	Maximum
Bay Widths		5	5	5	5	5	
Roof Purlins	A - Apex	Z15012	Z15012	Z15012	Z15012	Z15012	
	Apex - B	Z15012	Z15012	Z15012	Z15012	Z15012	
Roof Purlin Spacing (End)	A - Apex	1.183	1.183	1.183	1.183	1.183	1.400
	Apex - B	1.183	1.183	1.183	1.183	1.183	1.400
Roof Purlin Spacing (Internal Spans)	A - Apex	1.183	1.183	1.183	1.183	1.183	1.550
	Apex - B	1.183	1.183	1.183	1.183	1.183	1.550
Eave Purlin	A	XC15012	XC15012	XC15012	XC15012	XC15012	
	B	XC15012	XC15012	XC15012	XC15012	XC15012	
Side Girts	A	Z15012	Z15012	Z15012	Z15012	Z15012	
	B	Z15012	Z15012	Z15012	Z15012	Z15012	
Side Girts Spacing (End)	A	1.423	1.423	1.423	1.423	1.423	1.700
	B	1.423	1.423	1.423	1.423	1.423	1.700
Side Girts Spacing (Internal)	A	1.423	1.423	1.423	1.423	1.423	1.700
	B	1.423	1.423	1.423	1.423	1.423	1.700
PA Door Header	B	C10010	-	-	-	-	
PA Door Jamb	B	C10012	-	-	-	-	

End Bay Section Elements				
Grid / Portal Number		1	6	Maximum
End Girts	A - Y	Z10010	Z10010	
	Y - Z	Z10010	Z10010	
	Z - B	Z10010	Z10010	
End Girts Spacing (End)	A - Y	1.423	1.423	1.700
	Y - Z	1.423	1.423	1.700
	Z - B	1.423	1.423	1.700
End Girts Spacing (Internal)	A - Y	1.423	1.423	1.700
	Y - Z	1.423	1.423	1.700
	Z - B	1.423	1.423	1.700
Roller Door Jamb	A - Y	C25024	-	
	Y - Z	-	-	
	Z - B	C25024	-	

Cladding Elements		
Category	Colour	Product
Roof Sheeting	Woodland Grey	TRIMCLAD® 0.42 BMT (0.47TCT)
Roof Flashings	COLORBOND® steel	BlueScope 0.55 BMT
Wall Sheeting	Paperbark	TRIMCLAD® 0.42 BMT (0.47TCT)
Wall Flashing	COLORBOND® steel	BlueScope 0.55 BMT

Pier Sizes						
			Depth - when NO Slab		Depth - with Slab	
Adhesion (kPa)	Soil Description	Diameter (mm)	BP1 (mm)	BP2 (mm)	BP1 (mm)	BP2 (mm)
		300	-	-	-	-



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Site Address: 804 South Road Penguin TAS 7316 Australia

Drawing # SNWT190073 - 4

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Specification Sheet

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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: 22/11/19

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	450	800	1200	450	450
		600	600	900	450	450
25	Soft to Firm Clay	300	-	-	-	-
		450	800	900	450	450
50	Stiff to Very Stiff Clay	600	600	900	450	450
		300	-	-	-	-
		450	700	900	450	450
		600	600	900	450	450



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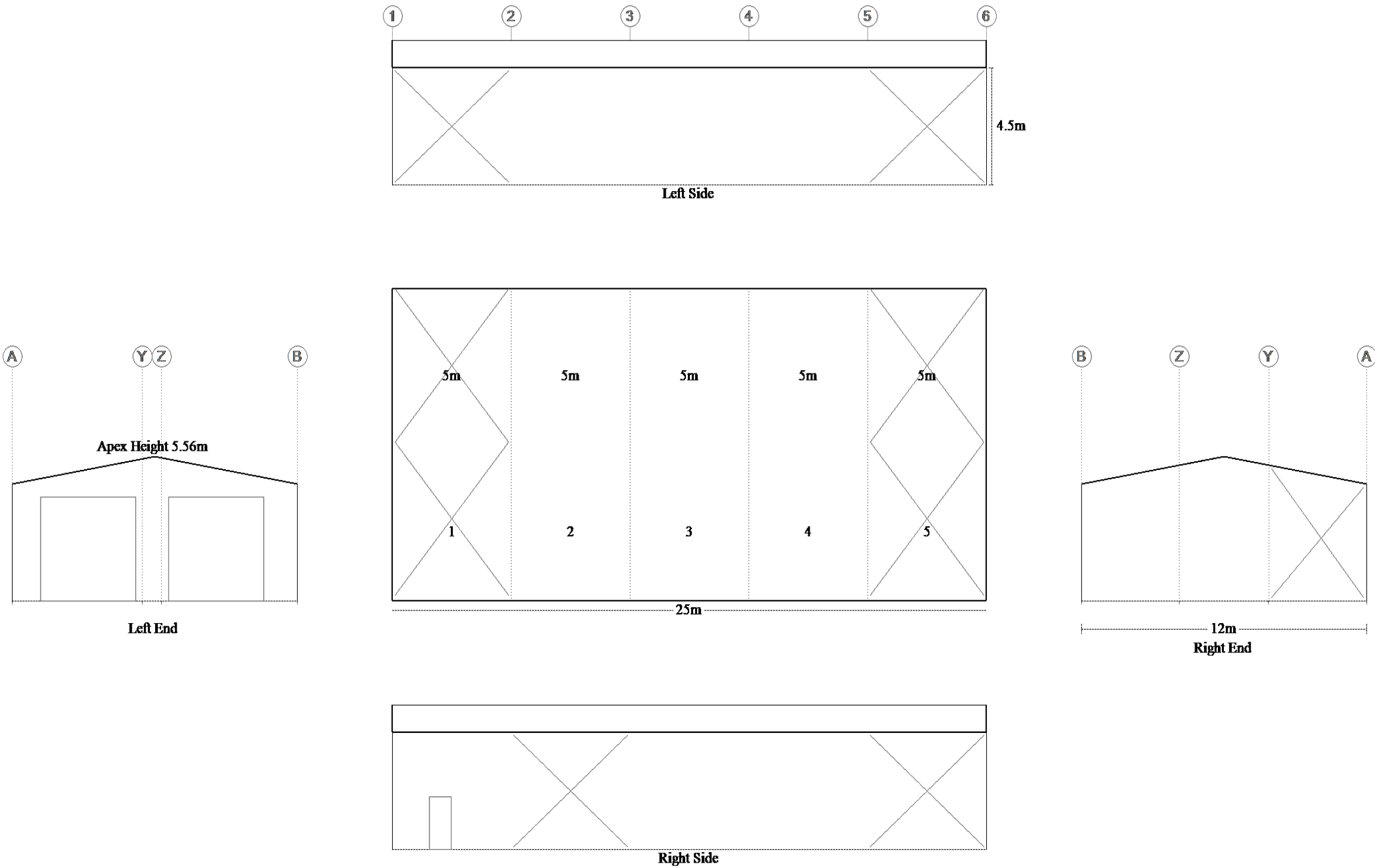
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Cross Bracing is achieved with 1.2mm Strap. Refer to Connection Details.



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Print Date: 22/11/19

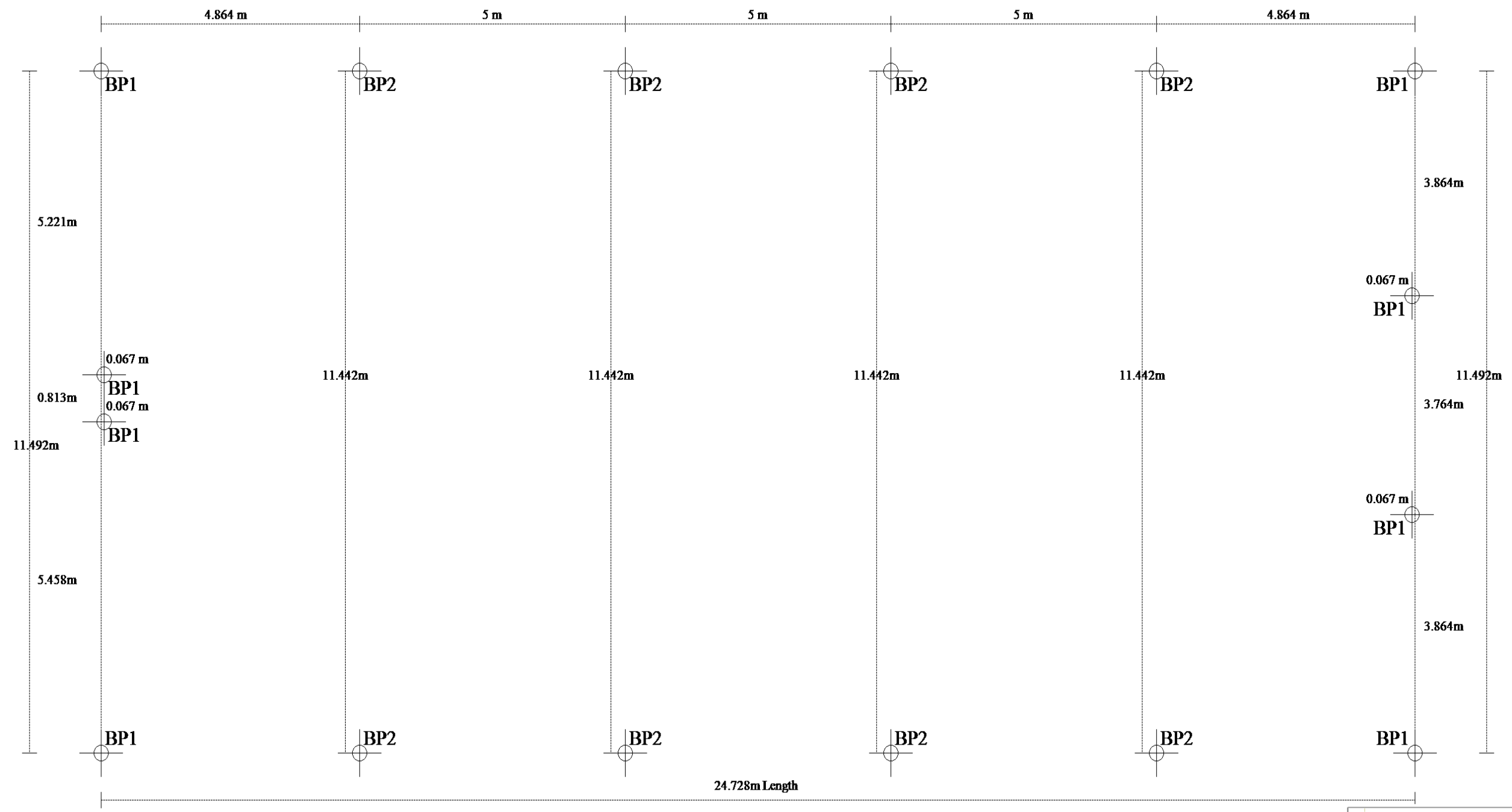
Bracing
Not to Scale
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Practising Professional Structural & Civil Engineers

Signature:  R. Nancarrow
Date: 22/11/19

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.



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LAND USE PLANNING

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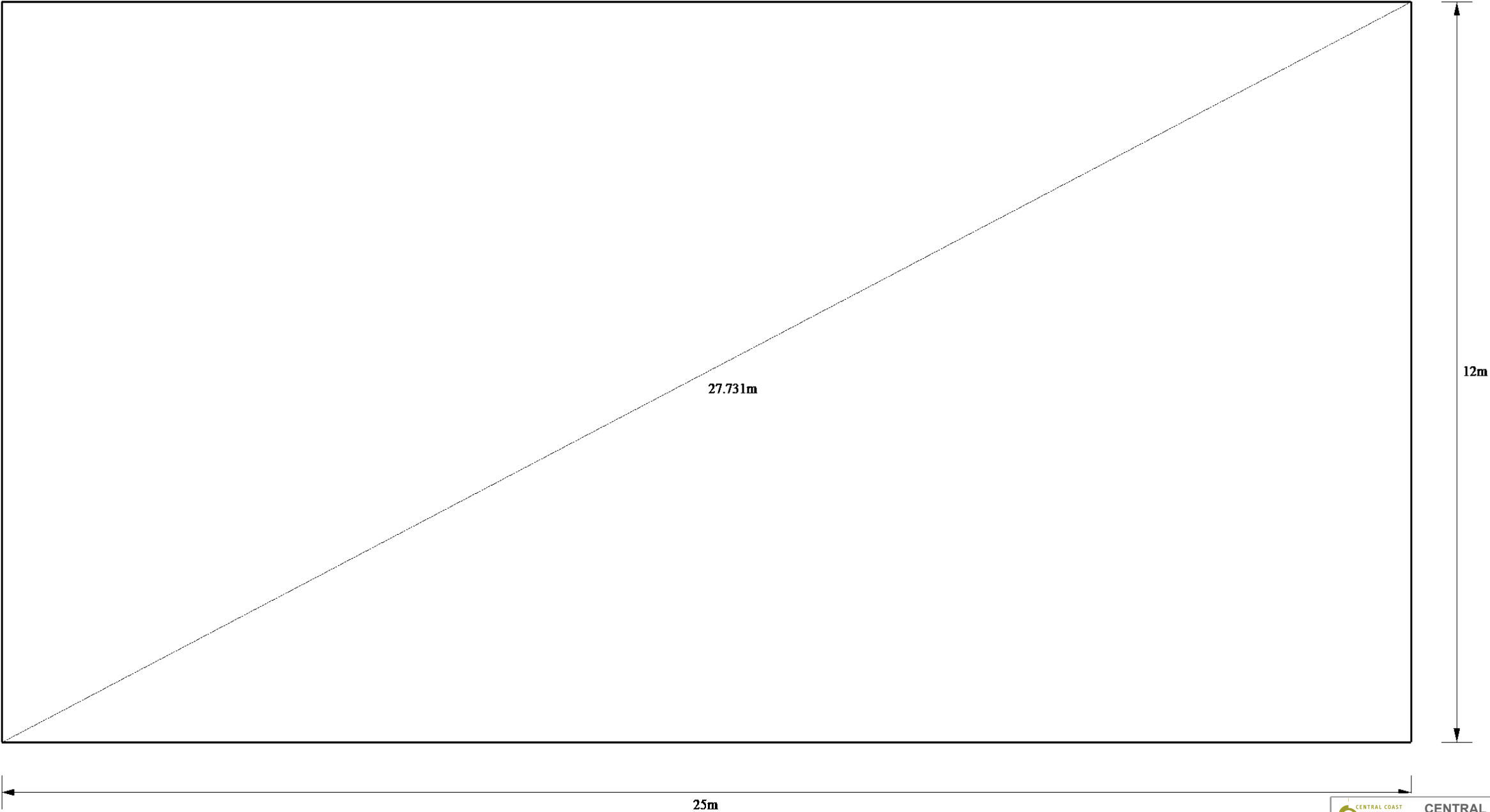
DA2023246


Doc ID:

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Purchaser Name: G & W Landscape		<div>Concrete Piers</div> <div>PIER MEASUREMENT ONLY</div> <div>Not to Scale</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 & Civil) 2741240</div> <div>QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;</div> <div>Practising Professional Structural & Civil Engineers</div>
Site Address: 804 South Road Penguin TAS 7316 Australia				
Drawing # SNWT190073 - 6	Print Date: 22/11/19			
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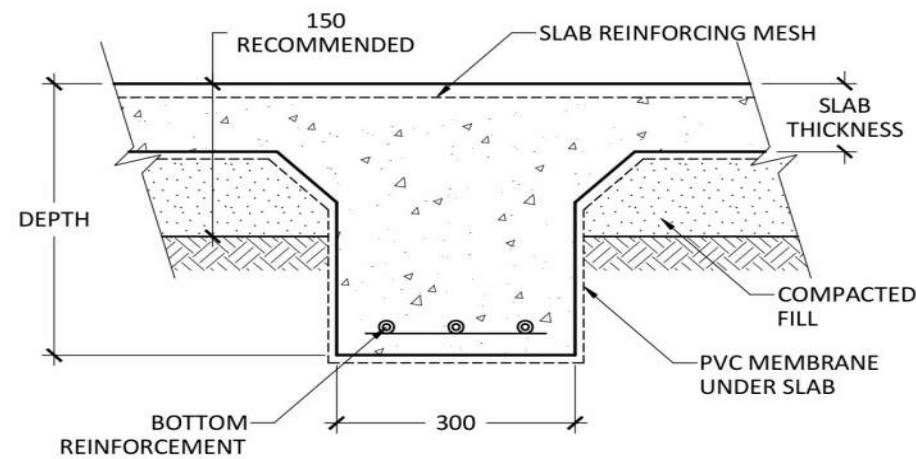
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LAND USE PLANNING

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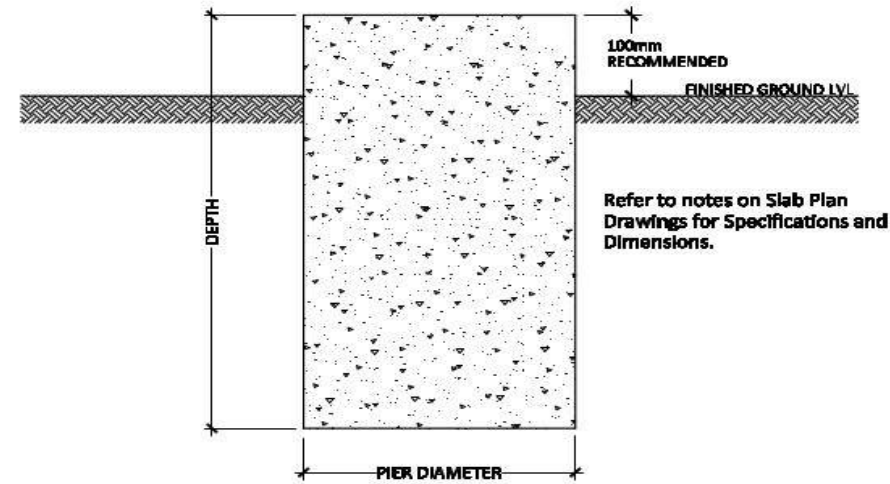
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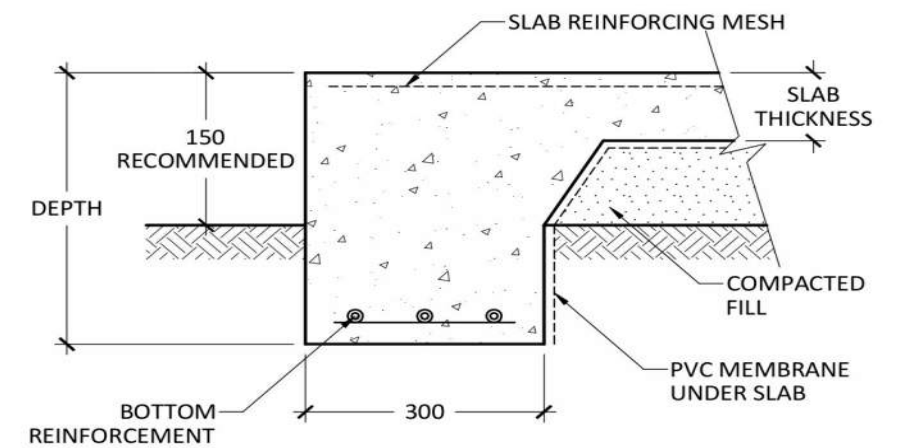
Purchaser Name: G & W Landscape		<div>Slab Dimensions</div> <div>Also refer to Concrete Piers Plan</div> <div>Not to Scale</div> <div>© Copyright Steelx IP Pty Ltd</div>	<div>Seller: Sheds n Homes North West</div> <div>Hubbard Construction Company Pty Ltd aft the Handellet Family Trust</div> <div>Phone: 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 & Civil) 2741240</div> <div>QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;</div> <div>Practising Professional Structural & Civil Engineers</div> <div>Signature:  R. Nancarrow</div> <div>Date: 22/11/19</div>
Site Address: 804 South Road Penguin TAS 7316 Australia				
Drawing # SNWT190073 - 7	Print Date: 22/11/19			



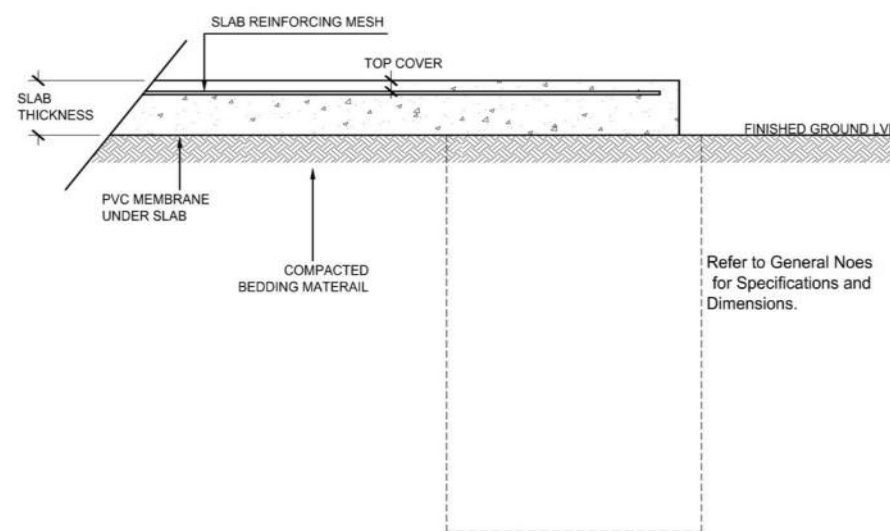
**INTERNAL BEAM
(H1 & H2 SOIL TYPE ONLY)**



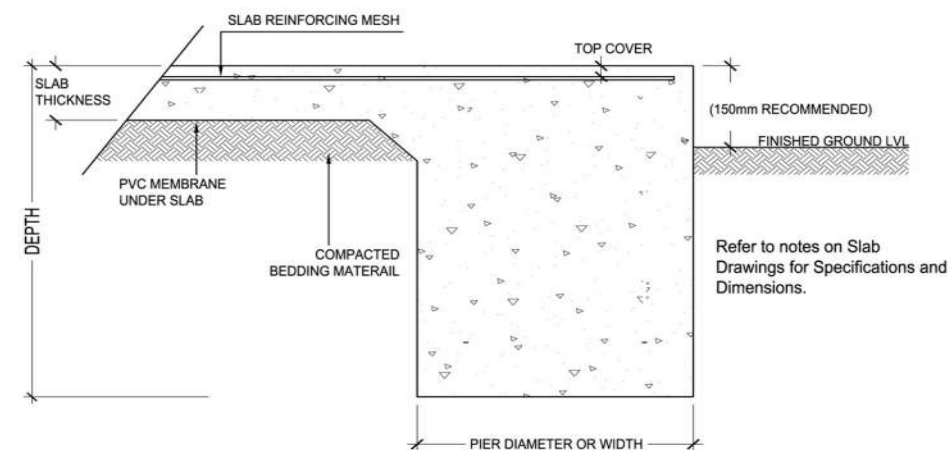
BORED PIER



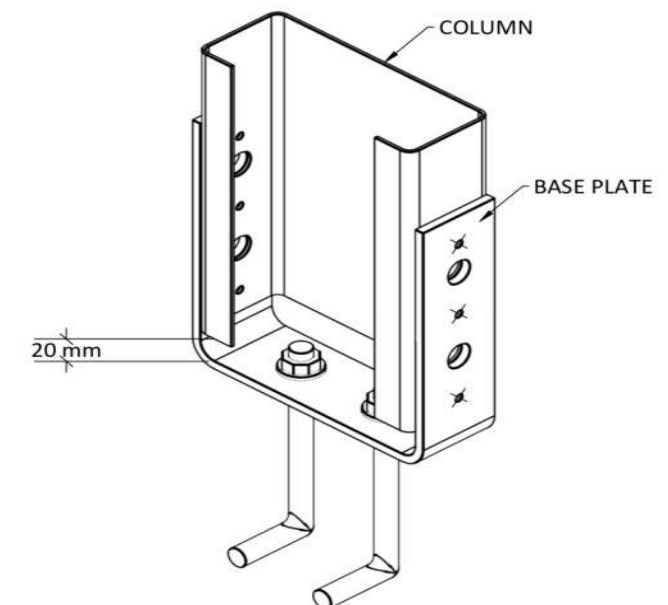
**PERIMETER BEAM
(H1 & H2 SOIL TYPE ONLY)**



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



SLAB AND PIER DETAIL



**FIXING BOLTS - 2 of M12 x 250 L-BOLTS
FIXING BOLTS - 4 of M12 x 30
FIXING SCREWS - 6 of 12.14 x 22 Hex
C200 COLUMN FIXING**

CENTRAL COAST COUNCIL
LAND USE PLANNING

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Purchaser Name: G & W Landscape

Site Address: 804 South Road Penguin TAS 7316 Australia

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Print Date: 22/11/19

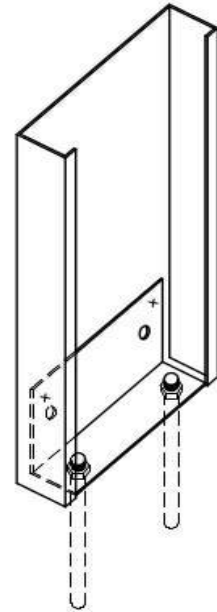
Connection Details

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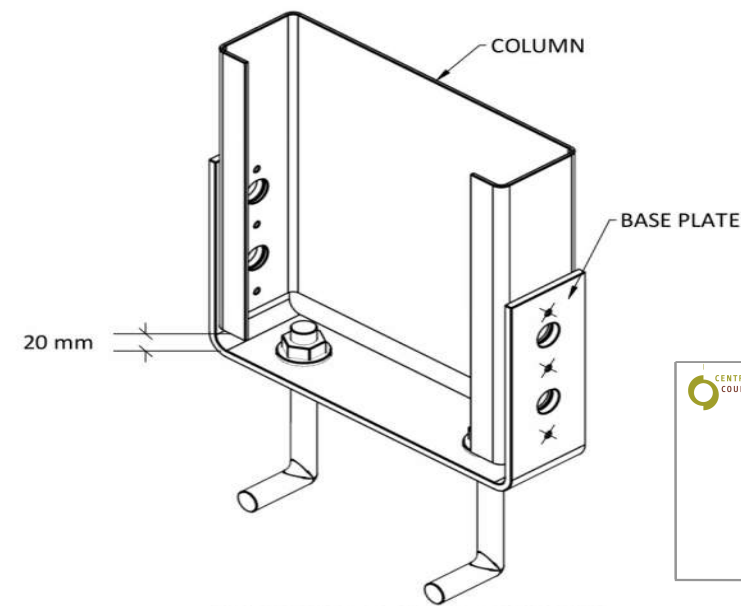
TNC ENGINEERING PTY LTD
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- × FIXING SCREWS - 2 of 14.20 x 22
- FIXING BOLTS - 2 of M12 x 30
- 2 of TRUEBOLT M12 X 80

C200 MULLION BASE PLATE



- FIXING BOLTS - 2 of M16 x 250 L-BOLTS
- FIXING BOLTS - 4 of M16 x 40
- × FIXING SCREWS - 6 of 12.14 x 22 Hex

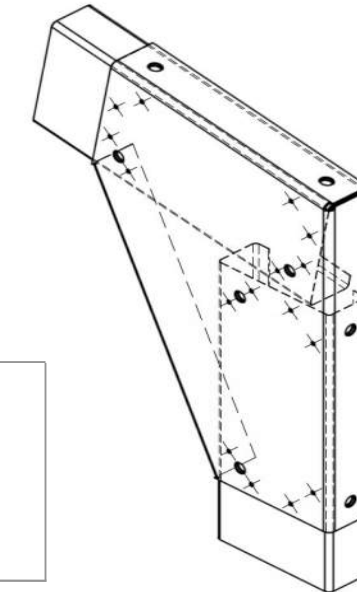
C250 COLUMN FIXING

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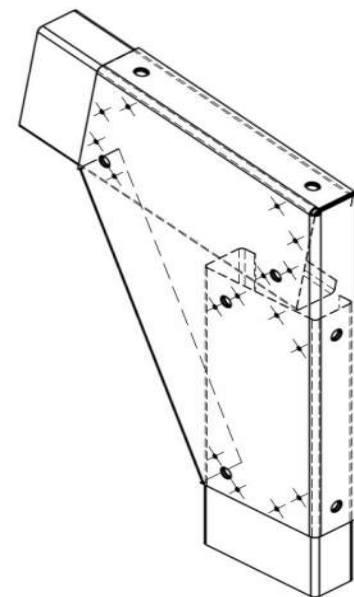
Application No: **DA2023246**

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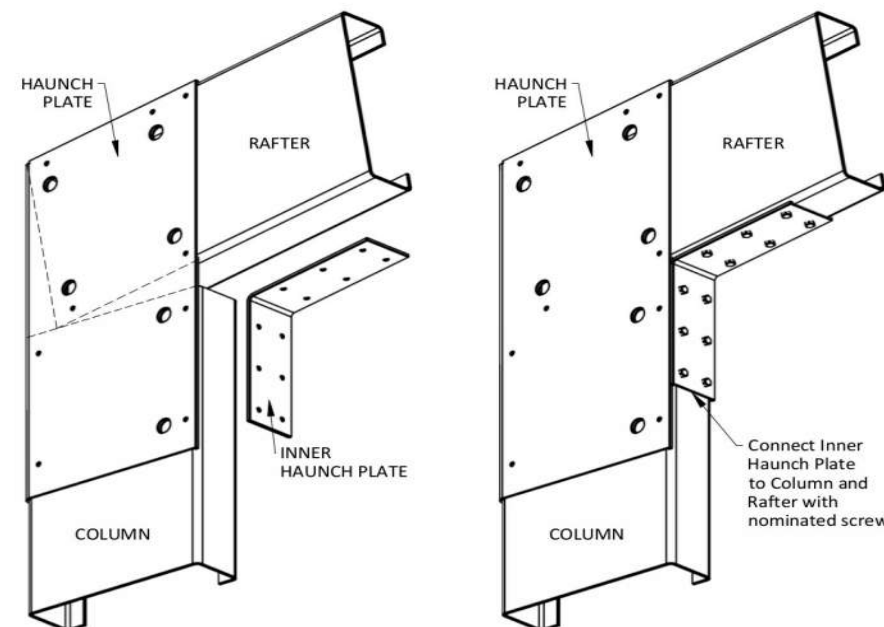
- FIXING BOLTS - 8 of M12 x 30
- × FIXING SCREWS - 16 of 14.20 x 22

HAUNCH BRACKET - C200, 10°



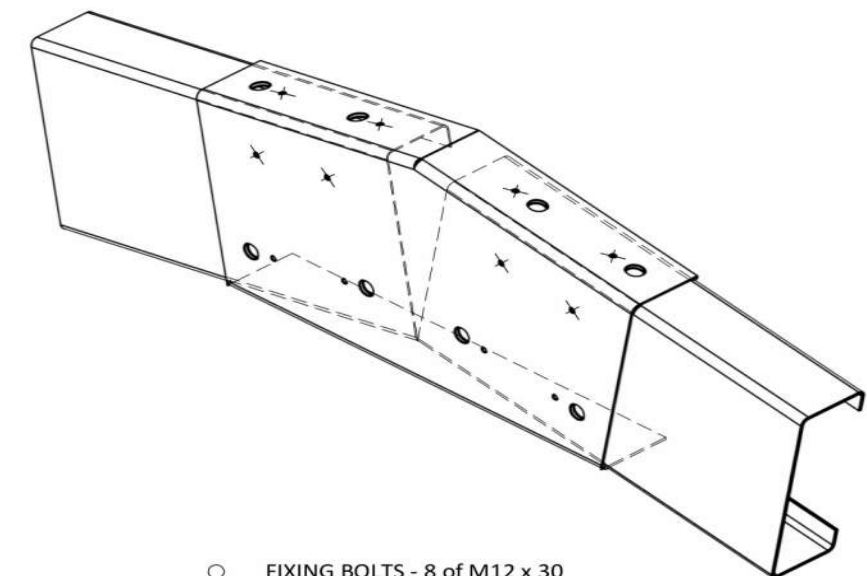
- FIXING BOLTS - 8 of M16 x 30
- × FIXING SCREWS - 16 of 14.20 x 22

HAUNCH BRACKET - C250, 10°



- × FIXING SCREWS - 12 of 14.20 x 22

INNER HAUNCH BRACKET - SINGLE RAFTER



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

APEX PLATE, C200, 10°

Purchaser Name: G & W Landscape

Site Address: 804 South Road Penguin TAS 7316 Australia

Drawing # SNWT190073 - 8

Print Date: 22/11/19

Connection Details

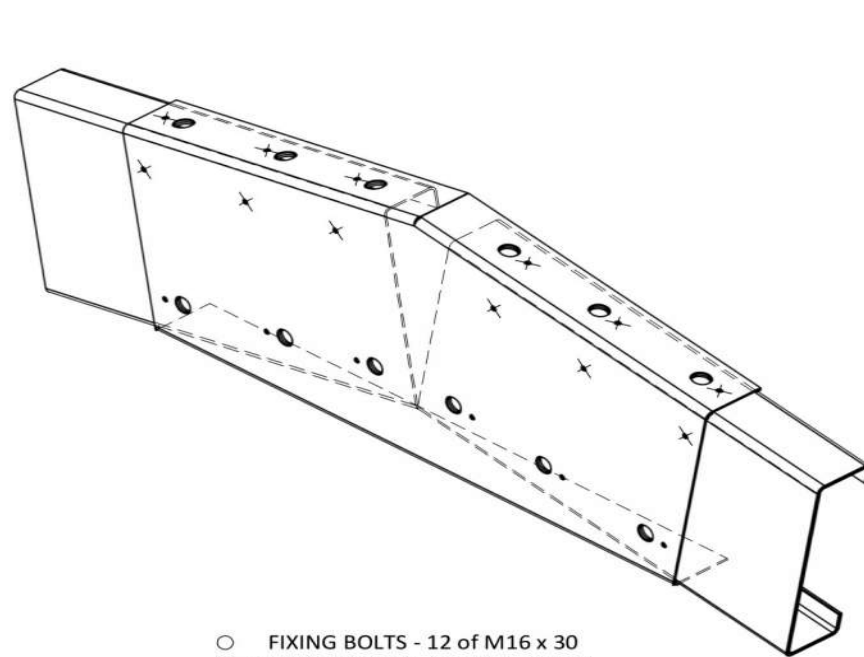
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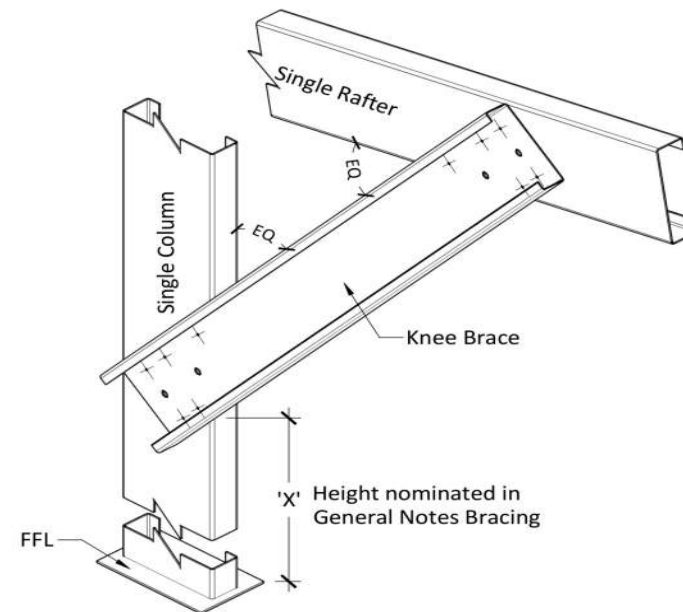
Signature: R. Nancarrow

Date: 22/11/19



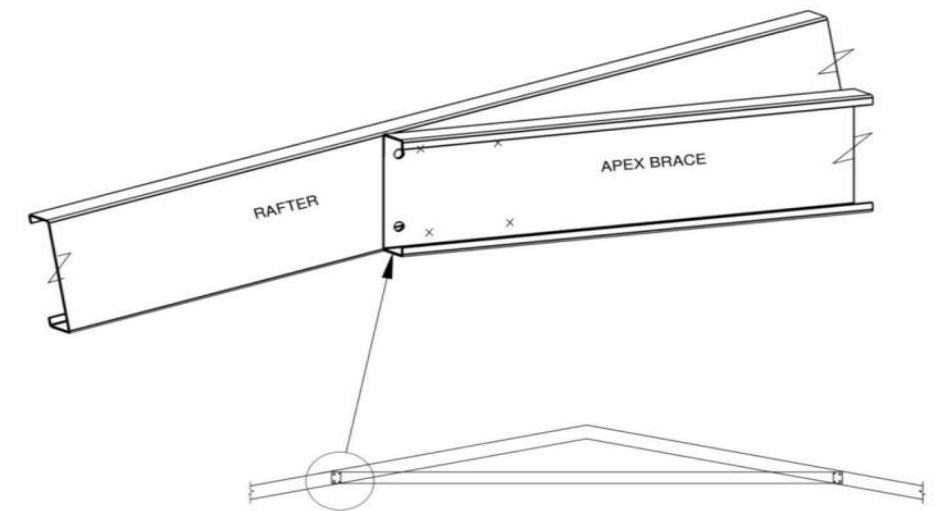
- FIXING BOLTS - 12 of M16 x 30
- × FIXING SCREWS - 12 of 14.20 x 22

APEX PLATE, C250, 10°



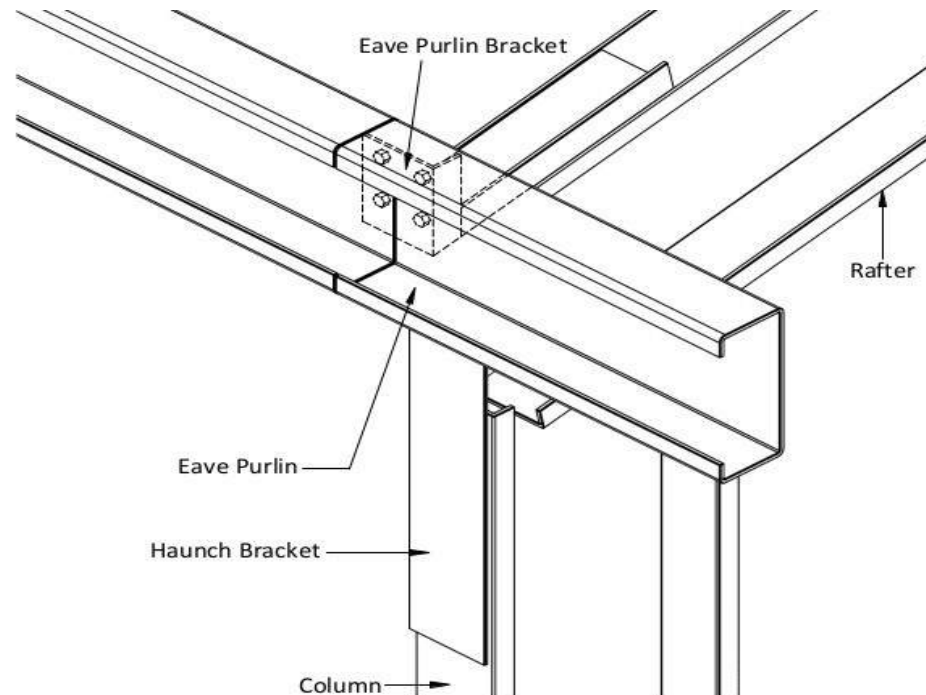
- FIXING BOLTS - 4 of M16 x 30 (8.8)
- × FIXING SCREWS - 10 of 14.20 x 22

C250 KNEE BRACE FOR SINGLE COLUMN + SINGLE RAFTER



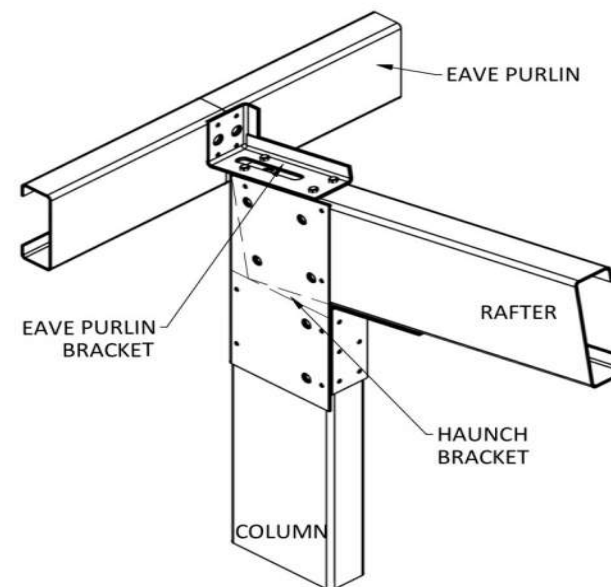
- FIXING BOLTS - 2 of M16 x 40
- × FIXING SCREWS - 4 of 14.20 x 22

APEX BRACE FOR SINGLE RAFTER



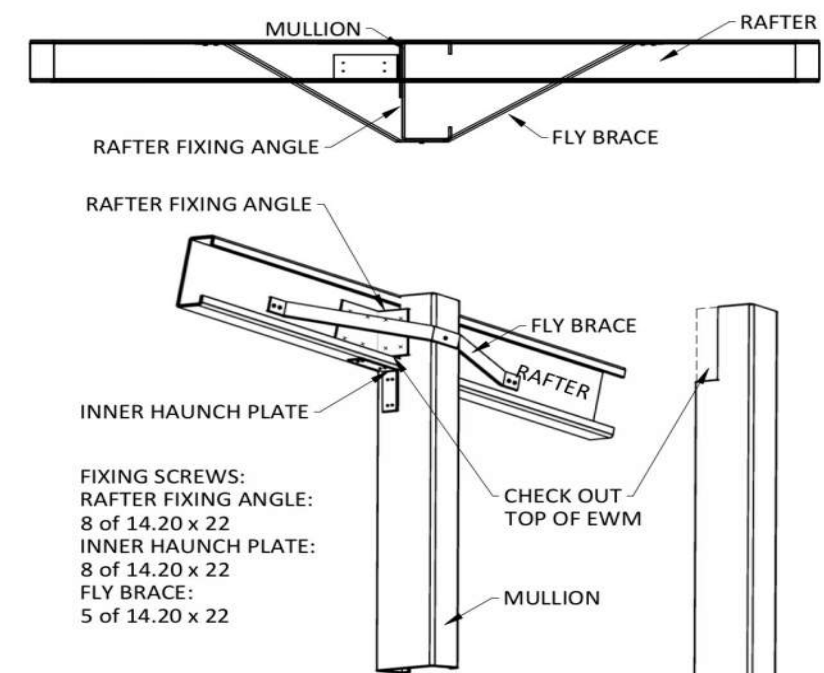
- × FIXING SCREWS - 4 of 14.20 x 22

EAVE PURLIN TO EAVE PURLIN BRACKET



- × FIXING SCREWS - 4 of 14.20 x 22

EAVE PURLIN BRACKET TO RAFTER



- FIXING SCREWS:
- RAFTER FIXING ANGLE: 8 of 14.20 x 22
- INNER HAUNCH PLATE: 8 of 14.20 x 22
- FLY BRACE: 5 of 14.20 x 22

END WALL MULLION TO RAFTER

CENTRAL COAST COUNCIL LAND USE PLANNING	
Received:	13/09/2023
Application No:	DA2023246
Doc ID:	464998

Connection Details

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Page 3 of 6
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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

TNC ENGINEERING PTY LTD
ACN: 610 855 260
ME Aust. (Registered NER Structural & Civil) 2741240
QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;
Practising Professional Structural & Civil Engineers

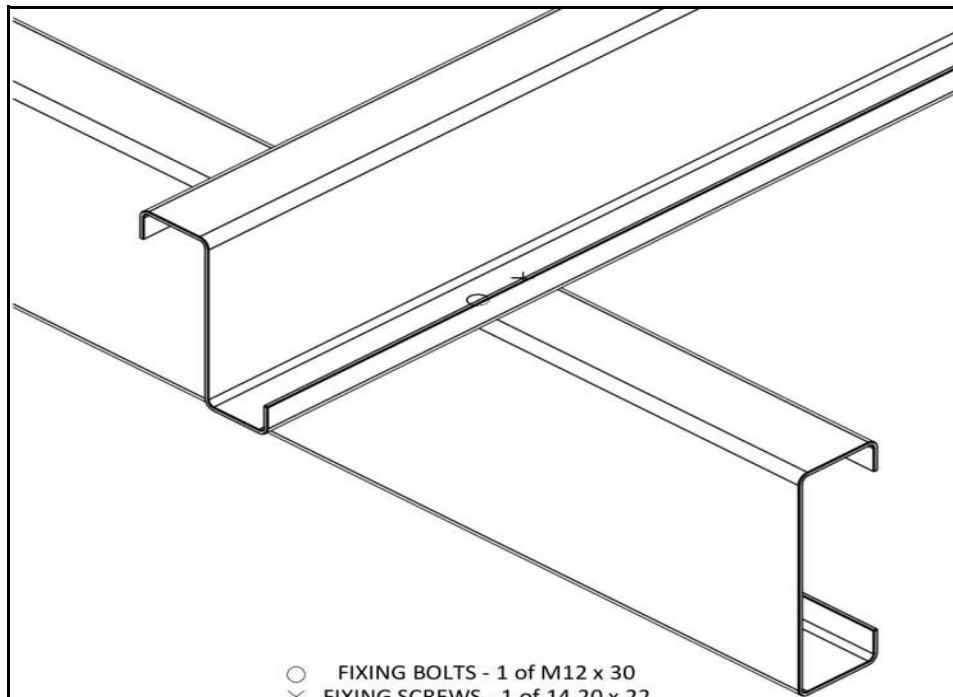
Signature: R. Nancarrow
Date: 22/11/19

Purchaser Name: G & W Landscape

Site Address: 804 South Road Penguin TAS 7316 Australia

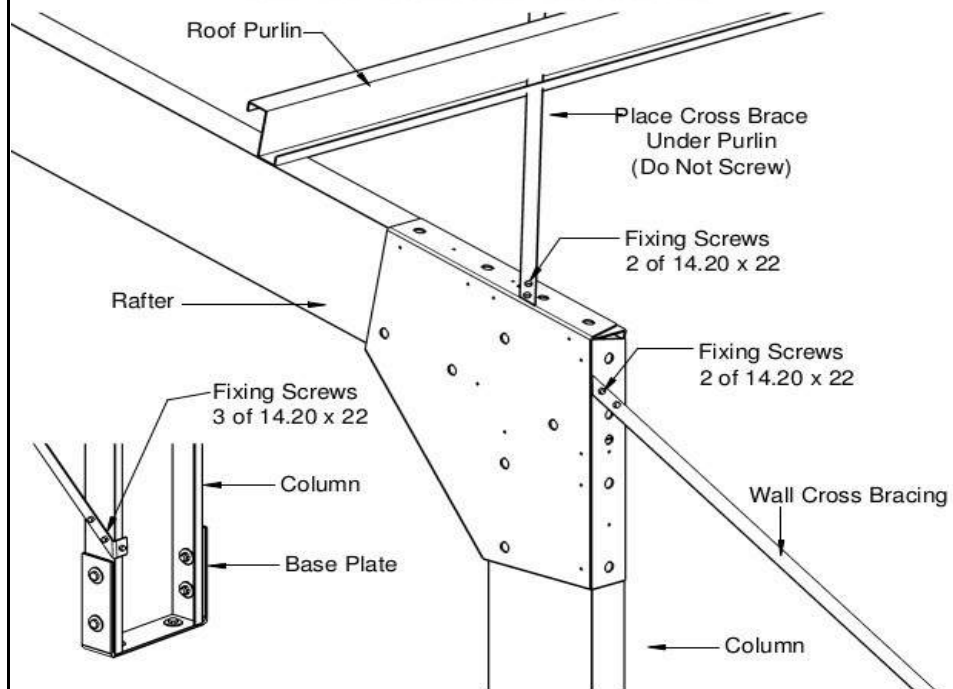
Drawing # SNWT190073 - 8

Print Date: 22/11/19

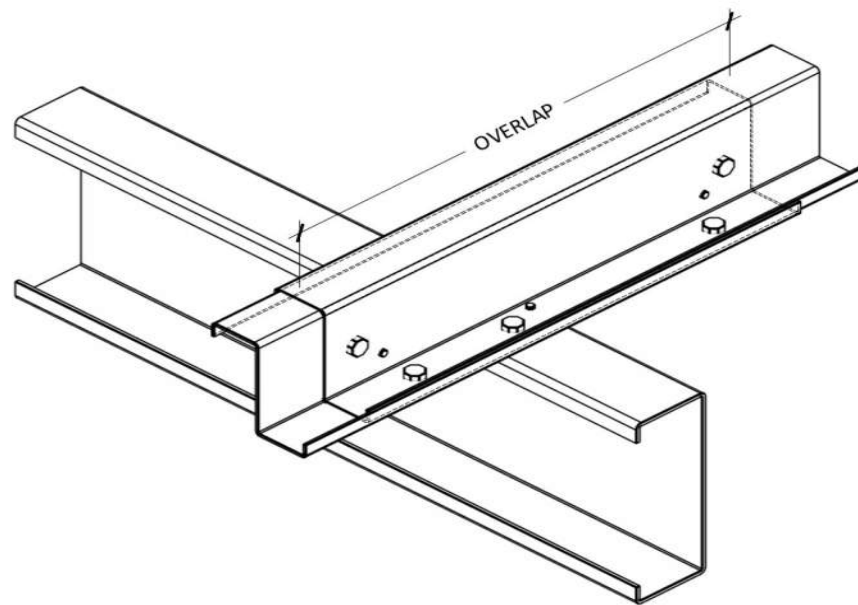


○ FIXING BOLTS - 1 of M12 x 30
× FIXING SCREWS - 1 of 14.20 x 22
OVERHANG Z PURLIN DEPTH OF THE END WALL GIRT

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

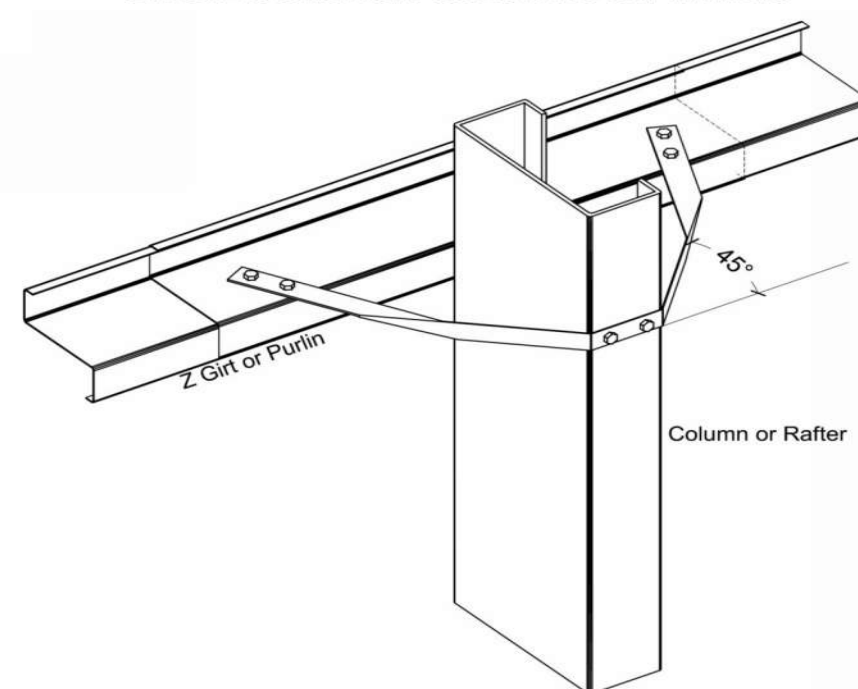


BRACING CONNECTION

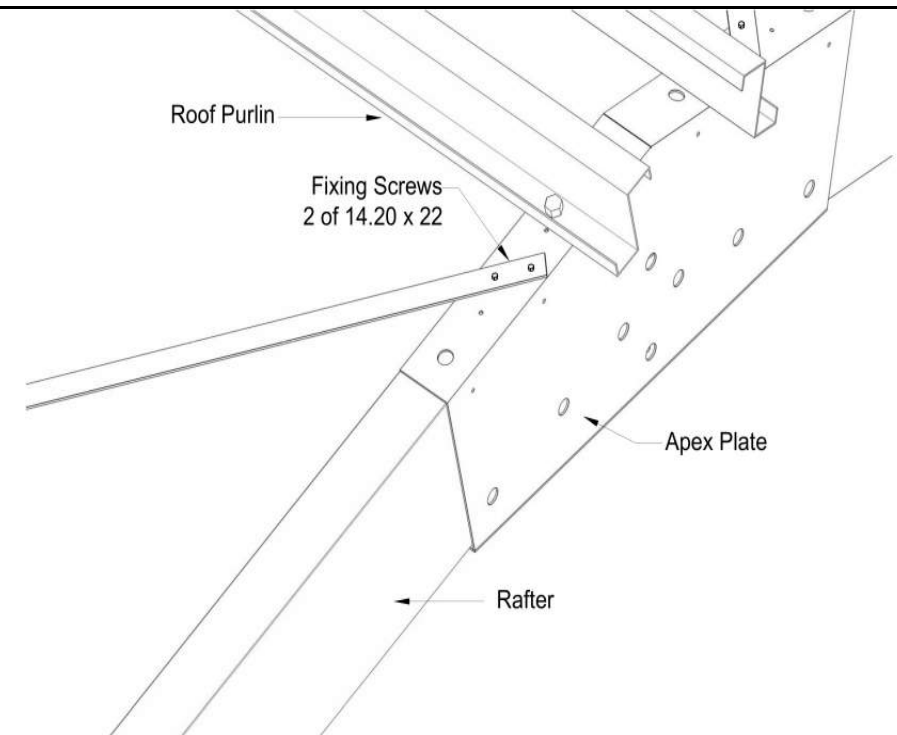


FIXING BOLTS - 5 of M12 x 30
FIXING SCREWS - 3 of 14.20 x 22
OVERLAP = Greater of 10% of span or 500 mm

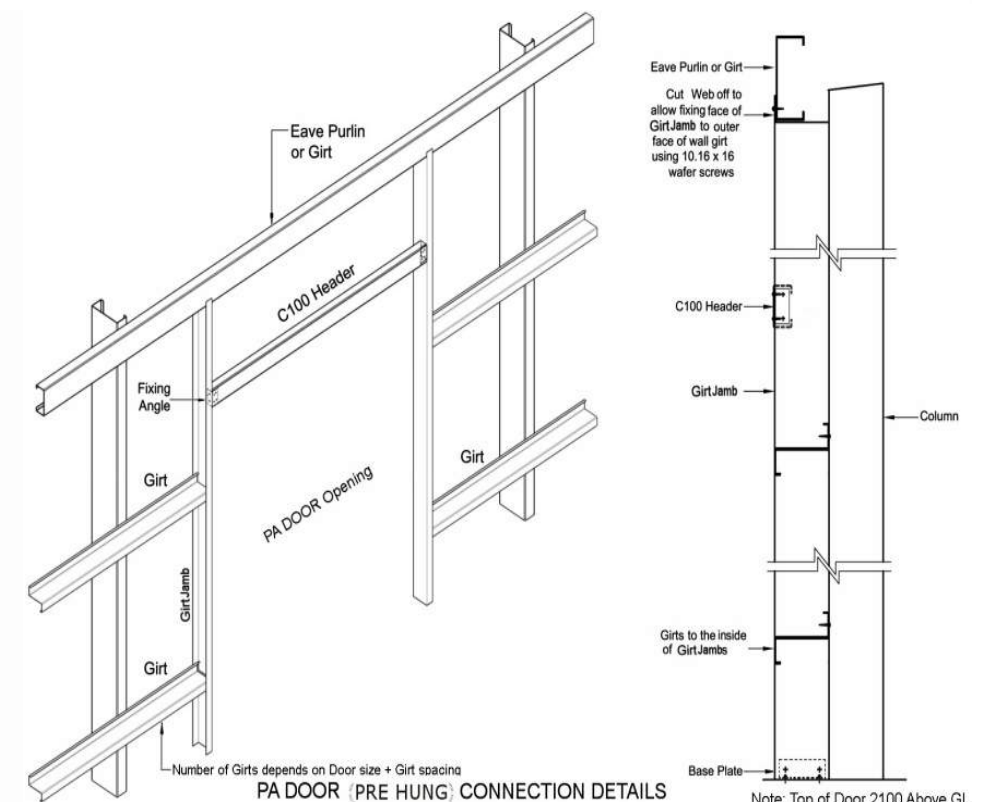
PURLIN/GIRT FIXING SINGLE C SECTION COLUMNS OR RATERs



FIXING SCREWS - 6 of 14.20 x 22
FLY BRACING



BRACING CONNECTION AT APEX



Purchaser Name: G & W Landscape

Site Address: 804 South Road Penguin TAS 7316 Australia

Drawing # SNWT190073 - 8

Print Date: 22/11/19

 CENTRAL COAST COUNCIL LAND USE PLANNING	
Received:	13/09/2023
Application No:	DA2023246
Doc ID:	464998

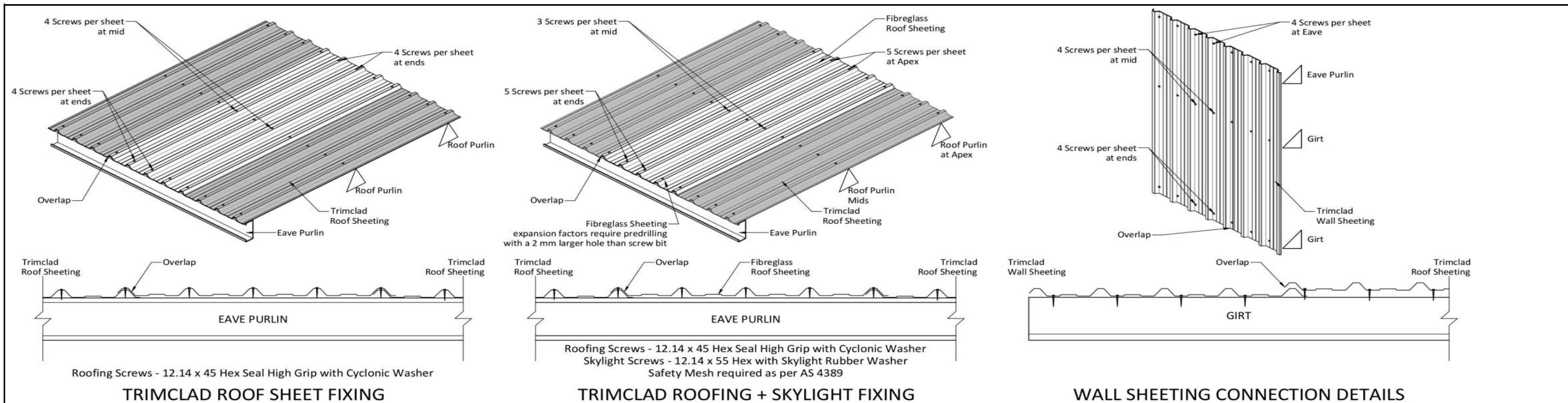
Connection Details

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Page 4 of 6
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Seller: Sheds n Homes North West
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Phone: 0418 143 439
Fax:
Email: andrew.hubbard@shedsnhomes.com.au

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QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;
Practising Professional Structural & Civil Engineers

Signature:  R. Nancarrow
Date: 22/11/19





CENTRAL COAST COUNCIL
LAND USE PLANNING

Received:

13/09/2023

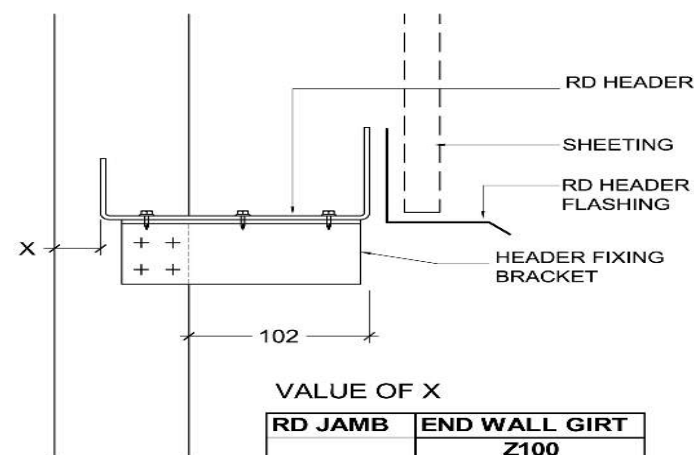
Application No:

DA2023246

Doc ID:

464998

Purchaser Name: G & W Landscape		Connection Details Not to Scale Page 5 of 6 © Copyright Steelx IP Pty Ltd	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	TNC ENGINEERING PTY LTD ACN: 610 855 260 ME 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: 22/11/19
Site Address: 804 South Road Penguin TAS 7316 Australia				
Drawing # SNWT190073 - 8	Print Date: 22/11/19			

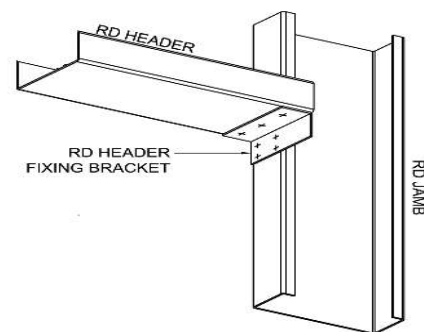


VALUE OF X

RD JAMB	END WALL GIRT
	Z100
C150	-14
C200	-25
C250	-25
C300	+ 5
C350	-24

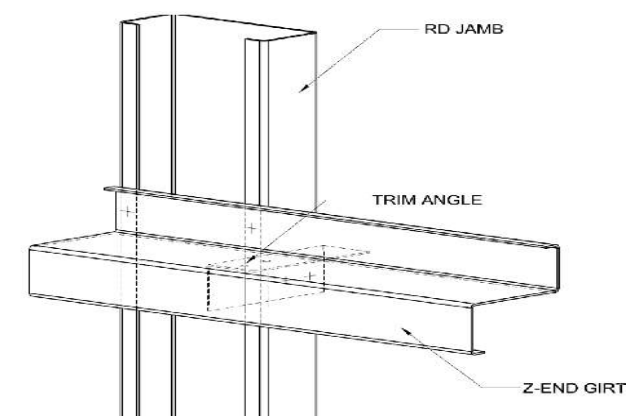
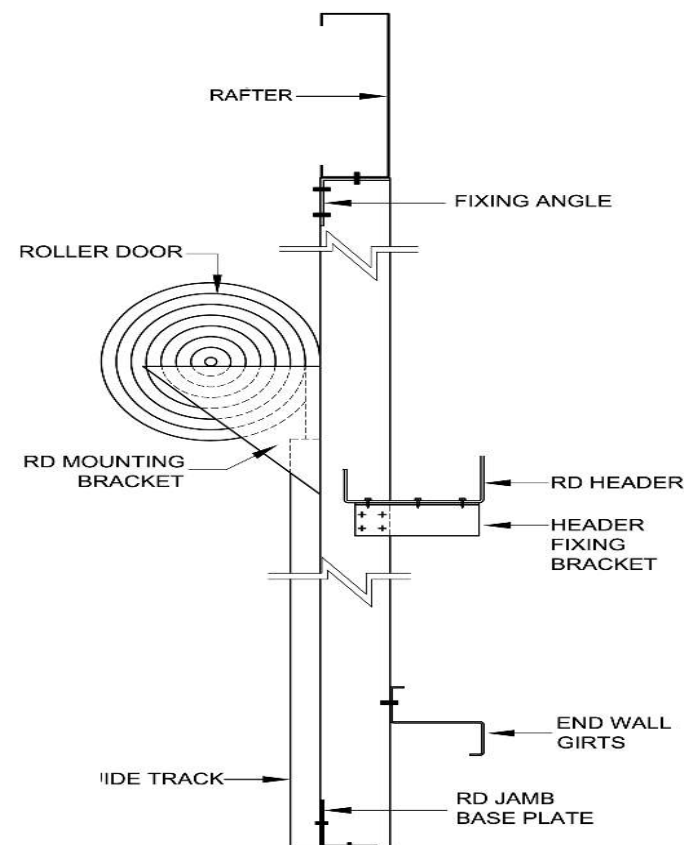
NOTE:

+ = projection of header into the building
- = distance in from door jamb web

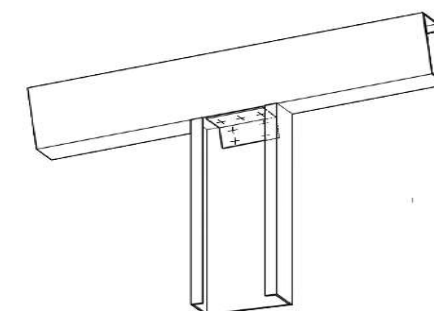


× FIXING SCREWS - 7 of 14.20 x 22
GIRT FIXING TO PA DOOR JAMB

RD HEADER FIXING BRACKET

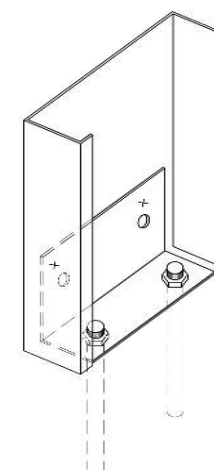
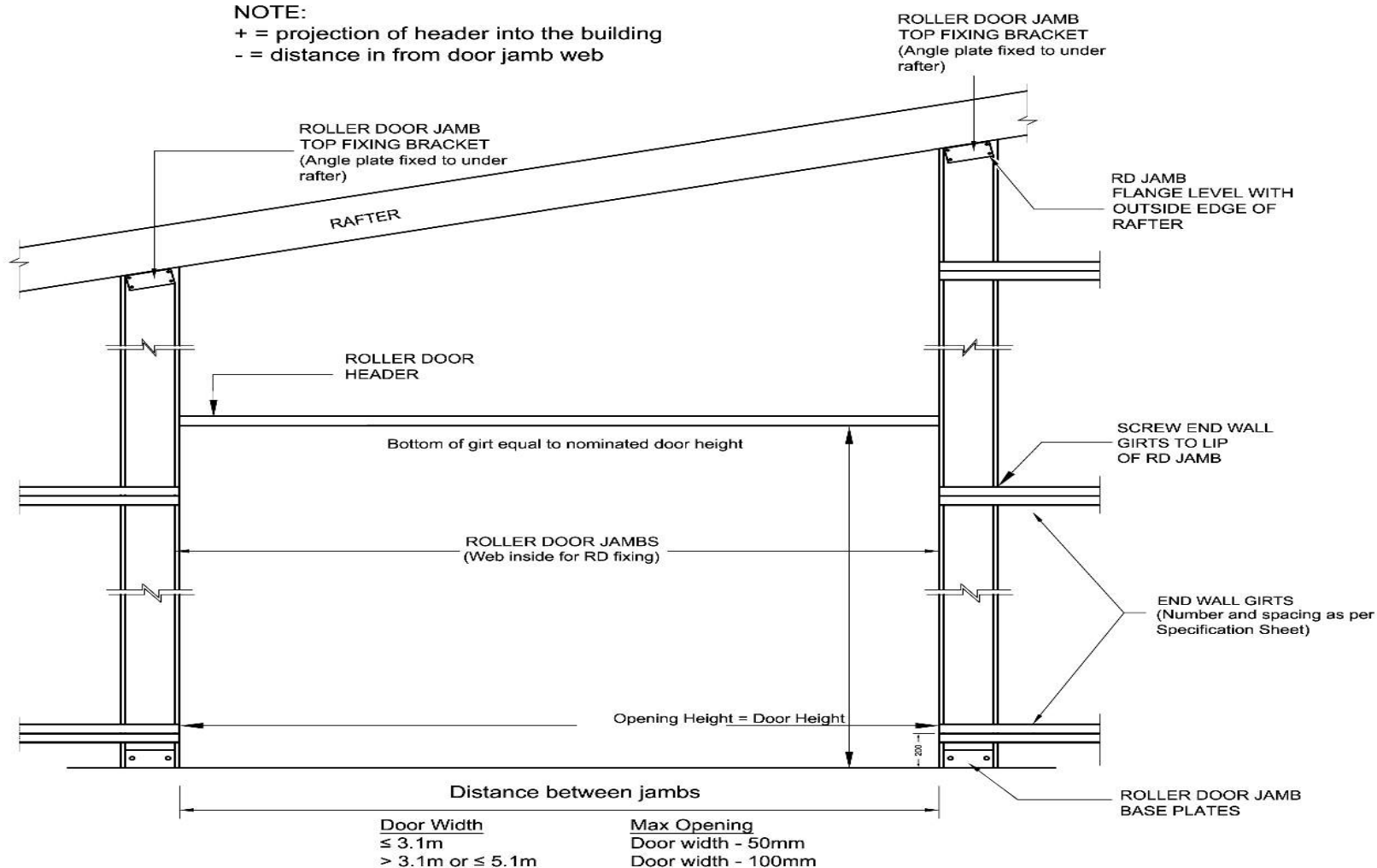


× FIXING SCREWS - 2 of 14.20 x 22 TO JAMB LIPS
- 4 of 14.20 x 22 TO TRIM ANGLE
GIRT FIXING TO ROLLER DOOR JAMBS



○ 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

ROLLER DOOR DETAILS

(Door under 4.0m)
Gable end wall ONLY

CENTRAL COAST COUNCIL
LAND USE PLANNING

Received: 13/09/2023
Application No: DA2023246
Doc ID: 464998

Purchaser Name: G & W Landscape

Site Address: 804 South Road Penguin TAS 7316 Australia

Drawing # SNWT190073 - 8

Print Date: 22/11/19

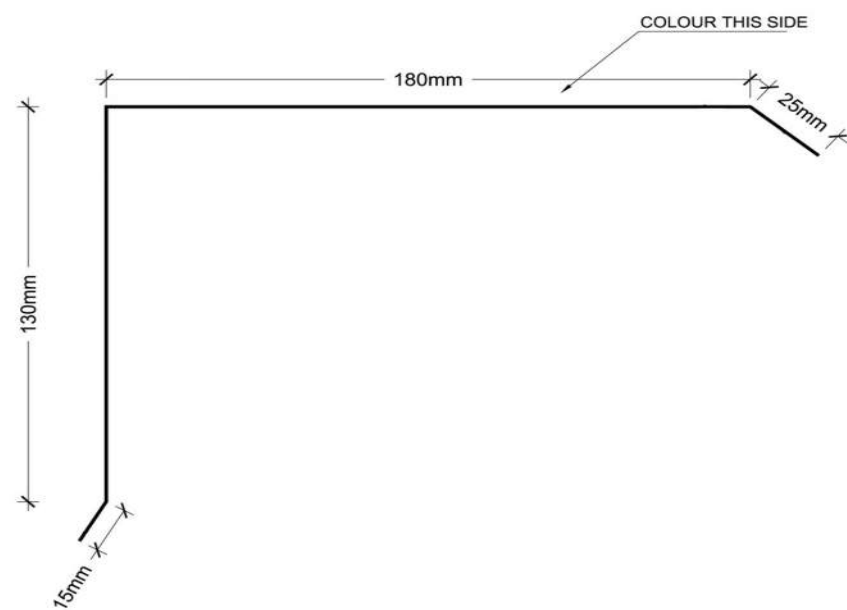
Connection Details

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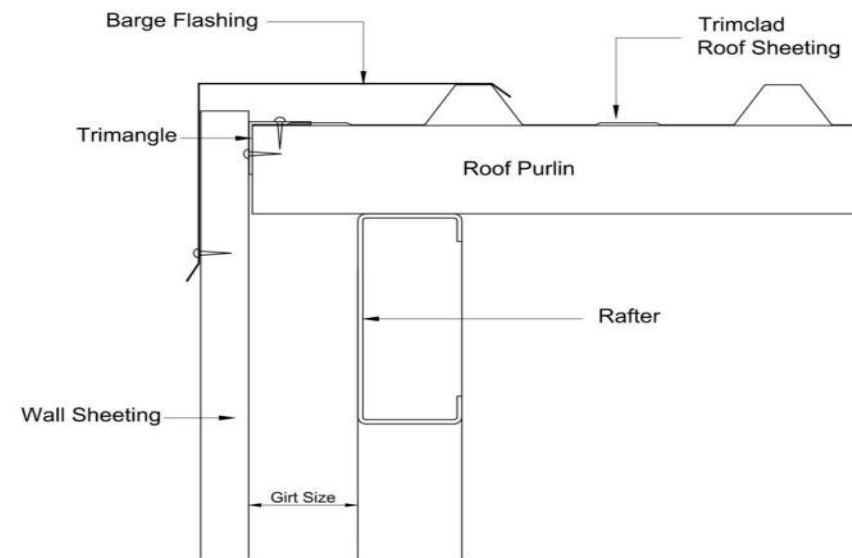
Seller: Sheds n Homes North West
Hubbard Construction Company Pty Ltd aft the Handellet Family Trust
Phone: 0418 143 439
Fax:
Email: andrew.hubbard@shedsnhomes.com.au

TNC ENGINEERING PTY LTD
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ME Aust. (Registered NER Structural & Civil) 2741240
QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;
Practising Professional Structural & Civil Engineers

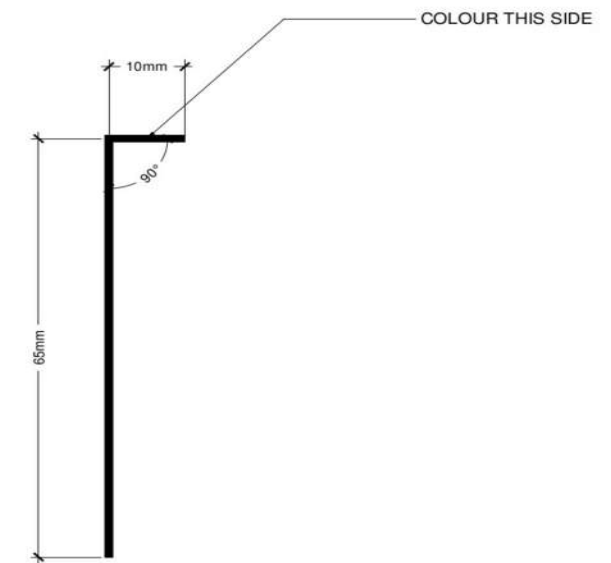
Signature:  R. Nancarrow
Date: 22/11/19



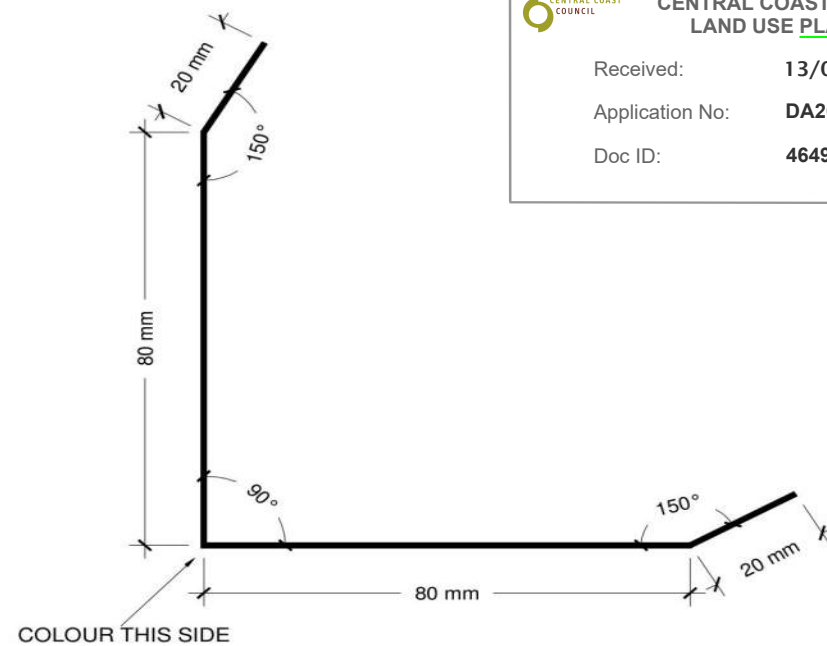
XF 11



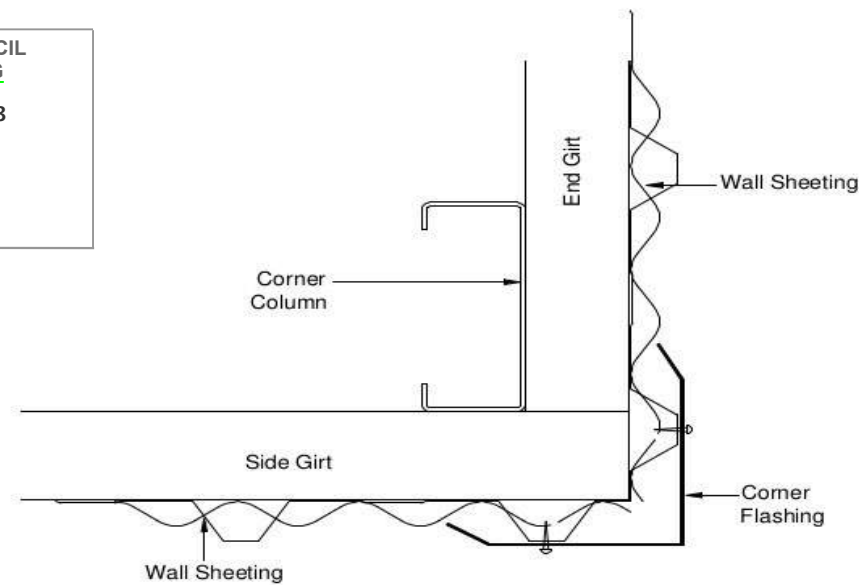
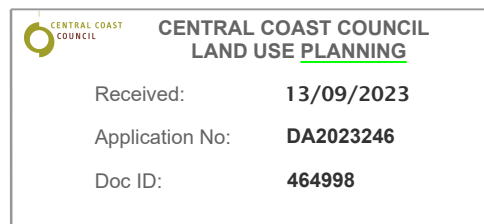
Barge Flashing XF11 - Sheeting Gable



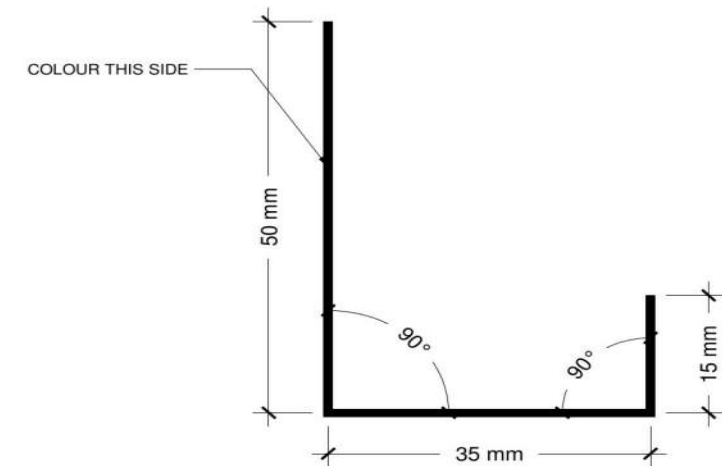
XF18



XF21



Corner Flashing XF21 - Connection



XF24

Purchaser Name: G & W Landscape

Site Address: 804 South Road Penguin TAS 7316 Australia

Drawing # SNWT190073 - 9

Print Date: 22/11/19

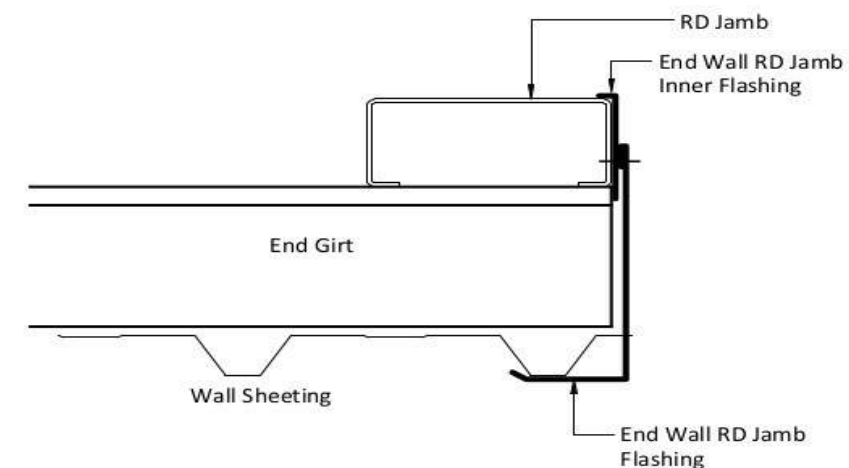
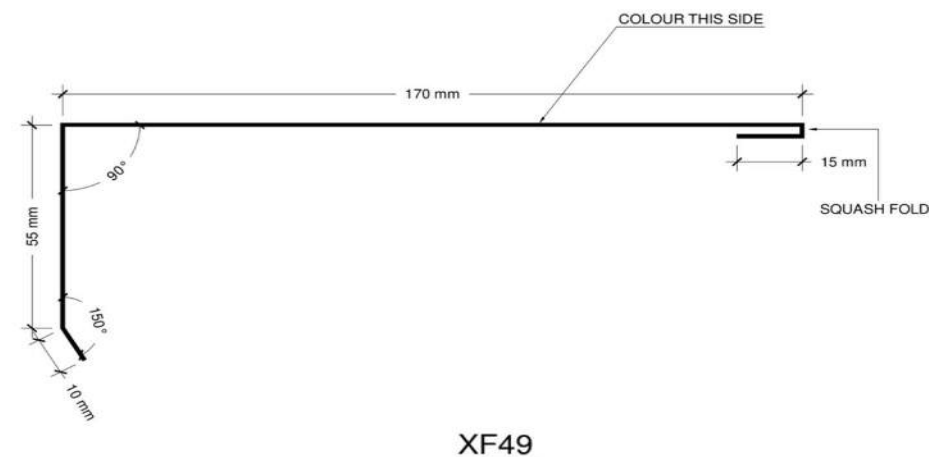
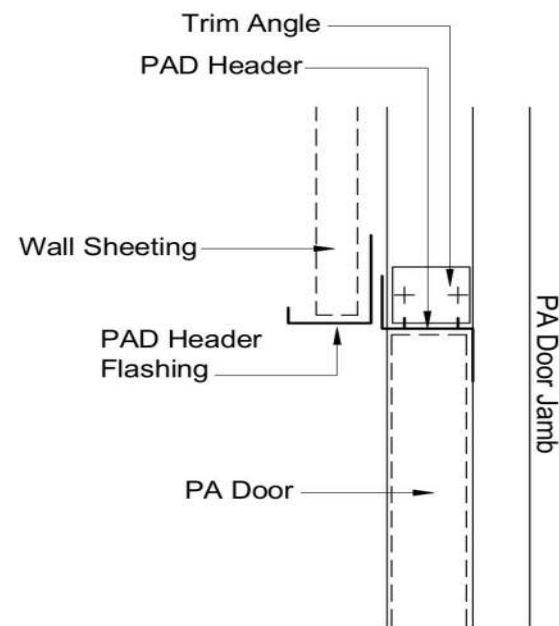
Flashing Fixing Details

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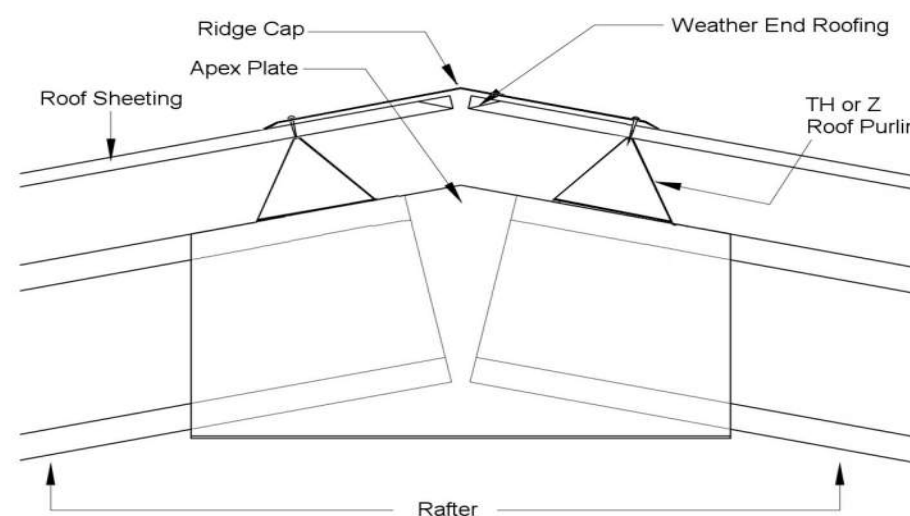
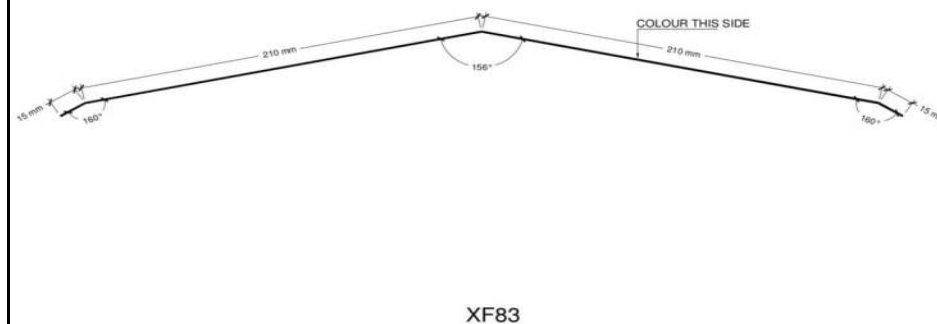
Seller: Sheds n Homes North West
Hubbard Construction Company Pty Ltd aft the Handellet Family Trust
Phone: 0418 143 439
Fax:
Email: andrew.hubbard@shedsnhomes.com.au


TNC ENGINEERING PTY LTD
ACN: 610 855 260
ME 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: 22/11/19



End Wall RD Jamb Flashing XF49/18



 CENTRAL COAST COUNCIL LAND USE PLANNING	
Received:	13/09/2023
Application No:	DA2023246
Doc ID:	464998

Purchaser Name: G & W Landscape

Site Address: 804 South Road Penguin TAS 7316 Australia

Drawing # SNWT190073 - 9

Print Date: 22/11/19

Flashing Fixing Details

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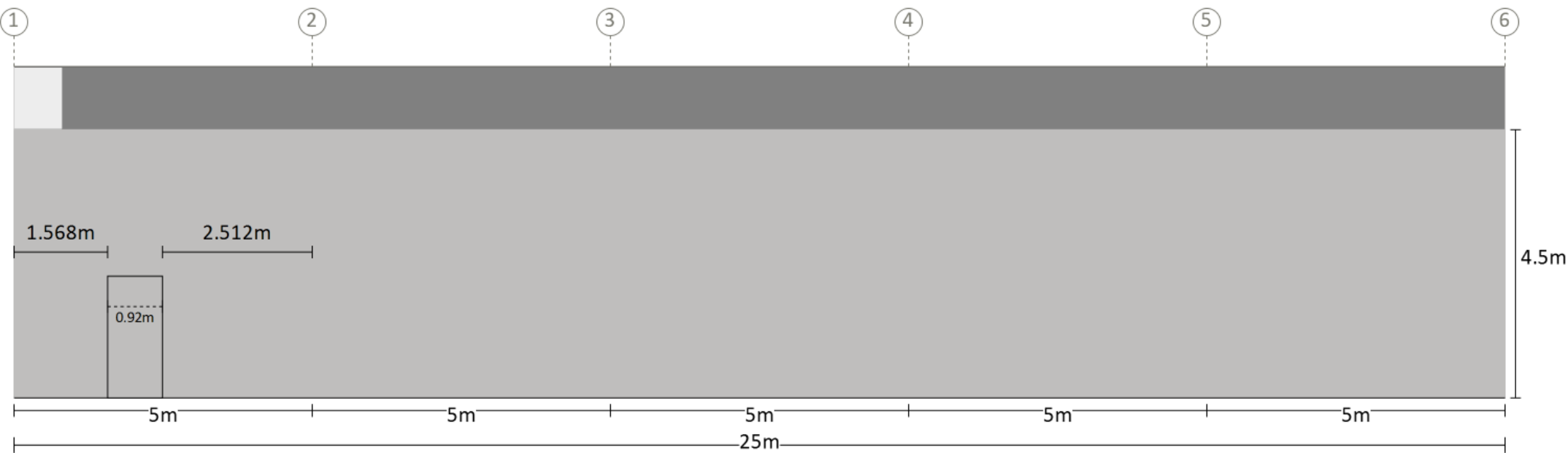
Seller: Sheds n Homes North West
Hubbard Construction Company Pty Ltd aft the Handellet Family Trust
Phone: 0418 143 439
Fax:
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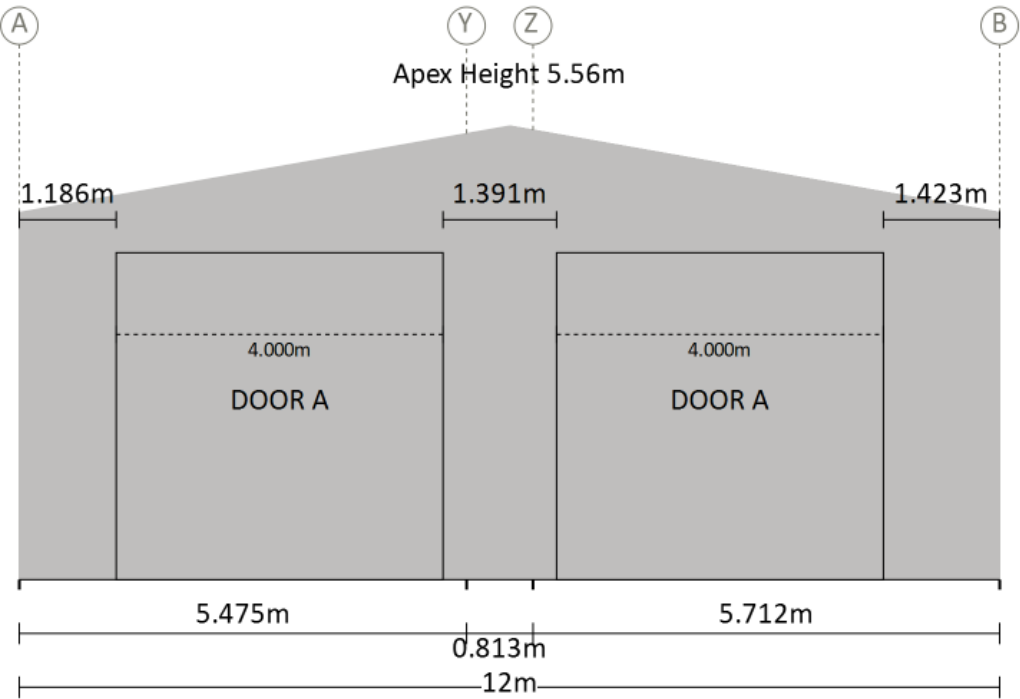
This setout is provided as a guide only. It is the responsibility of the concreter/erector to confirm that all dimensions are correct.

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.

Left End



Measurements are from the outside of side girts to the inside of component opening size.



CENTRAL COAST COUNCIL

CENTRAL COAST COUNCIL

LAND USE PLANNING

Received:

13/09/2023

Application No:

DA2023246

Doc ID:

464998

Purchaser Name: G & W Landscape

Site Address: 804 South Road Penguin TAS 7316 Australia

Drawing # SNWT190073 - 10

Print Date: 22/11/19

Component Position
Not to Scale
Page 1 of 1
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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

TNC ENGINEERING PTY LTD
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QLD : RPEQ No. 13750; VIC : EC44684; TAS : CC6968; N.T : 225521ES;
Practising Professional Structural & Civil Engineers

Signature:  R. Nancarrow
Date: 22/11/19

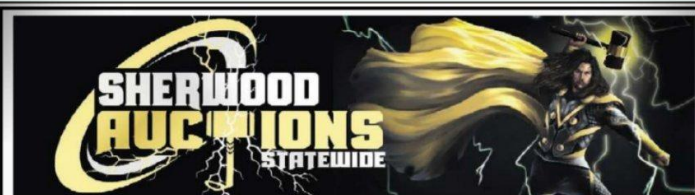
Connect with Classifieds

The Advocate

Phone: 1300 363 789
Email: classifieds@theadvocate.com.au



Auctions



UPCOMING AUCTIONS:

HOUSE CLEARANCE HALES ST, WYNARD - Saturday 18th November.

9:30am viewing, 10:30am start.

Items include: "2004 Mercedes Sprinter campervan fully self-contained, manual, 88,000km, shower & toilet, gas cooker "John Deere ride-on lawn mower 100 hours 42" "Masport electric start self-propelled mower "model trains "welder "homewares "collector cards "whitegoods "electric lift recliner and more.....

CLEARANCE SALE 7 EXPORT DRIVE, ULVERSTONE - Saturday 2nd December.

9:30am viewing, 10:30am start.

Items include: Vehicles, homewares, collectables- more details to come!
Clearing a farm, business or house? Moving interstate? Selling your vehicle? Down-sizing?

Give us a call and see how we can help.

FIND OUT MORE: visit our website: www.sherwoodauctions.com.au

Call us: Klay Naylor 0456 537 290 or find us on Facebook. • 26 Belton St, Acton, Tas.

Motor Vehicles

BMW 120i Soft Top

Immaculate cond, ready for the summer days ahead, \$14,000 o.n.o.
6437 1151.

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Caravans and Motor Homes

Jayco Hobart

Caravans, Camper Trailer & Pop Top Galore!

All ready to go!

Come see us at 142 Main Road Moonah or call us on: 03 6232 2344

To Let & Wanted

BURNIE, p/turn 3 b.r. newly renovated exec. apartment. Views sea coast city, close CBD. View by appt. 0400 993 506 - contactable refs.

Livestock

CATTLE

4 Red Hereford X steers 14 months \$300 ea. 6 Beautiful Speckle Park X Heifers 13 mths \$300 ea. 2 Red Hereford X Calves 11 months \$150 ea + other Beef X Yearling avail. Come have a look! Willing to separate any cattle to suit the buyer. Prices may vary. All bucket reared and quiet. Rocky Cape Ph: 0455 259 823

Ulverstone Pet Food

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

Church Notices



12th November, 2023

Penguin
10 am Sanctuary Hill Christian Fellowship Sanctuary Hill, Penguin
Rev. Ron van Leerdam
Ulverstone
9.30 am Christian Reformed Church of Ulverstone
36 John Street
Rev. Matthew Brooks-Lloyd
Devonport
9.30am Pathway to Life
20 - 22 Nicholls St, Devonport. Church camp at Paton Park.

ADD COLOUR TO YOUR AD

Local Government

BURNIE CITY COUNCIL

NOTICE OF APPLICATION FOR LAND USE PERMIT (Section 57(3) Land Use Planning and Approvals Act 1993)

Application for use and development of land has been received:-

Application No: DA 2023/85
Site: 28 Scarle Street, CAMDALE - CT 121999/1
Proposal: Retrospective approval to establish a Recycling and Waste Disposal use (Scrap Yard) and works to facilitate new stormwater discharge to sewer
Discretionary Matter: Reliant on performance criteria for grant of a permit - Clause 18.3.2 (P1), 18.4.4 (P1) and 18.6.1 (P1.1)

Application No: DA 2023/109
Site: 34 Alexander Street, BURNIE - CT 168991/0, CT 168991/1 & CT 168991/2

Proposal: Alterations and Additions to existing Educational and Occasional Care Use (Discovery Early Learning Centre) and Subdivision to consolidate lots
Discretionary Matter: Reliant on performance criteria for grant of a permit - Clause 16.4.3 (P1 & P2) & 16.5.1 (P3)

Application No: DA 2023/111
Site: 31 Janet Drive PARK GROVE - CT 178060/27

Proposal: Outbuilding associated with an existing residential use (Single Dwelling)
Discretionary Matter: Reliant on performance criteria for grant of a permit - Clause 8.4.2 (P3)

Application No: DA 2023/112
Site: Mount Street Reserve, Burnie TAS 7320

Proposal: Replacement Retaining Wall and associated works
Discretionary Matter: Reliant on performance criteria for grant of a permit - Clause 29.4.1 (P3)

Application No: DA 2023/113
Site: 33 Madeline Drive, MOOREVILLE CT 180545/28

Proposal: Outbuilding associated with an existing residential use (single dwelling)
Discretionary Matter: Reliant on performance criteria for grant of a permit - Clause 8.4.2 (P3)

The application may be viewed at the Burnie City Council Offices, 80 Wilson Street, Burnie between 8.30am - 5.00pm Monday to Friday inclusive or on Council's website at - www.burnie.tas.gov.au/permits

Any person may make representation relating to an application in writing addressed to the General Manager, Burnie City Council, PO Box 973, Burnie 7320 or burnie@burnie.tas.gov.au by no later than 5.00pm on 27 November 2023

Dated: 11 November 2023

Simon Overland
GENERAL MANAGER

www.burnie.tas.gov.au



Local Government

CIRCULAR HEAD COUNCIL

NOTICE OF EXHIBITION Land Use Planning and Approvals Act 1993 NOTICE UNDER S.40G AND S.40H DRAFT AMENDMENT NO. PSA 2023/1

Circular Head Council has initiated a draft amendment PSA 2023/1 to the Circular Head Local Provisions Schedule to delete the existing and include new Scenic Protection Areas, which are identified in the table below.

- To amend CIR-Table C8.1 Scenic Protection Areas by
 - removing CIR-C8.1.1 Green Hills, Stanley
 - including CIR-C8.1.1 Stanley Peninsula
 - including CIR-C8.1.2 Marawah
 - including CIR-C8.1.3 Coastal Estuaries & Islands
 - including CIR-C8.1.4 Eastern Gateway
 - including CIR-C8.1.5 Sumac Lookout
- To remove CIR-Table C8.2 Scenic Road Corridor
- To amend the Scenic Protection Area Code Overlay Map
- To remove the Scenic Road Corridor Code Overlay Maps

The draft amendment may be viewed during office hours at the Council Office, 33 Goldie St, Smithton or Council's website by the date listed below. In accordance with s.40J of the Act, any person may make written representation to the General Manager, PO Box 348 SMITHTON 7330 or council@circularchead.tas.gov.au and receive by 5.00pm 1 December 2023.

Vanessa Adams
GENERAL MANAGER
Phone: 03 6452 4800
E-mail: council@circularchead.tas.gov.au
Web: www.circularchead.tas.gov.au



DEVONPORT CITY COUNCIL
137 Rooke Street, Devonport TAS 7310
Phone: 03 6424 0511
www.devonport.tas.gov.au

APPLICATION FOR PLANNING PERMIT

Planning applications have been made for the following proposals:

Application No: PA2023.0086
Proposal: Multiple dwellings (34 x additional units)
Address: 84-86 Hillcrest Road, Devonport
65 Lawrence Drive, Devonport
Application No: PA2023.0157
Proposal: Residential (single dwelling and shed)
Address: 138 Forth Road, Don
Application No: PA2023.0162
Proposal: Storage (warehouse addition)
Address: 63 Don Road, Devonport

The applications can be viewed at the Council offices or on Council's website. Section 57(5) of the Land Use Planning and Approvals Act 1993 provides that representations can be made in writing to the undersigned at PO Box 604, Devonport or council@devonport.tas.gov.au by close of business on 24/11/2023.

Matthew Atkins
GENERAL MANAGER

Local Government

CENTRAL COAST COUNCIL
19 King Edward Street
Ulverstone Tasmania 7315
Tel. 03 6429 8900
admin@centralcoast.tas.gov.au
www.centralcoast.tas.gov.au

APPLICATIONS FOR PLANNING PERMITS

5.57 Land Use Planning and Approvals Act 1993.

The following applications have been received:

Application No.: DA2022335
Location: 33 Southwood Avenue, Penguin
Proposal: Residential - single dwelling
Performance Criteria: Setbacks and building envelope for all dwellings

Application No.: DA2023246
Location: 385 South Road, West Ulverstone
Proposal: Community Meeting and Entertainment - function centre and signage
Discretionary Matter: Discretionary use; and reliance on C1.0 Signs Code and C2.0 Parking and Sustainable Transport Code

Application No.: DA2023281
Location: 43 Southwood Avenue, Penguin
Proposal: Residential - single dwelling, including cut and retaining wall
Performance Criteria: Setbacks and building envelope for all dwellings

The applications may be viewed at the Administration Centre during office hours and on the Council's website. Any person may make representation in relation to an application (in accordance with s.57(5) of the Act) by writing to the General Manager at PO Box 220, Ulverstone 7315 or by email to admin@centralcoast.tas.gov.au by no later than 27 November 2023.

Date of notification: 11 November 2023.

BARRY OMUNDSON
General Manager

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Connect with Business Listings

Annexure 3



Figure 1 – Access driveway, 25 September 2023.



Figure 2 – Signage and access driveway, including access to quarry, 25 September 2023.



Figure 3 – Existing access to South Road, 25 September 2023.

From: Wendy Evans <wendymaree.evans@gmail.com>
Sent: Monday, 27 November 2023 9:34 PM
To: Planning
Subject: DA 202324

You don't often get email from wendymaree.evans@gmail.com. [Learn why this is important](#)

Dear Sir/Madam

I refer to DA 2023246 relevant to 385 South Road, Ulverstone of which I am an adjoining landowner.

Further to attending an appointment at Councils chambers on 27.11.23 I would like to make the following comments, and express concerns regarding the proposed development for Councils consideration when making a determination:

I am concerned that there is no "capped number of events" and that approval of the DA could in fact allow functions to be held 365 days a year, with those held on weekends (opportunity for every weekend) able to operate until 12pm.

I do not oppose the development in its entirety however, I am opposed to approval being given by Central Coast Council for unlimited use. As a primary adjoining landowner there is potential to be exposed to increased traffic noise, environmental noise pollution, and overall degradation to the level of personal privacy currently afforded to us in a "Rural Living Zone". I have no desire to be exposed to increased traffic up a driveway that directly adjoins my property, potentially every weekend, nor have to listen to music and people until midnight potentially every Saturday night. I am surely entitled to continued privacy on my rural living zone property.

In closing, again I stress I do not oppose the establishment of the Wedding Venue at 385 South Road, Ulverstone. I do however oppose how many times a year it can be used. Potential to operate every weekend is where my concern is directed, both now and at any time in the future should the property be sold and continue to operate as a Wedding Venue/Function Centre.

Kind Regards

Wendy Evans



SCHEDULE OF INFRASTRUCTURE SERVICES DETERMINATIONS

Period: 1 December 2023 to 31 December 2023

Approval of Roadworks and Services

Subdivider: D. Johnston

Location: 6 Clarke Street, Ulverstone

Number of lots: 2 Residential Lots

Engineer: Chris Martin

Subdivider: Rob Arvier

Location: 20 Mission Hill Road, Penguin

Number of lots: 8 Residential Lots (Stage-2)

Engineer: Mark Westerberg

Subdivider: J. & J.M. Purton

Location: 228A Preservation Drive, Sulphur Creek

Number of lots: 3 Residential Lots

Engineer: Jonathon Mulcahy

A handwritten signature in black ink, appearing to read 'P. Breaden', is positioned above the printed name and title.

Paul Breaden

DIRECTOR INFRASTRUCTURE SERVICES



BUILDING & PLUMBING – SCHEDULE OF STATUTORY DETERMINATIONS MADE UNDER DELEGATION

Period: 1 December 2023 to 31 December 2023

Building Permits and Certificates

Building Permits – Category 4	Number Issued	Cost of Works
Additions / Alterations	0	\$0
Demolition Permits	0	\$0
New Dwellings	1	\$560,000
Outbuildings	0	\$0
Units	0	\$0
Other	0	\$0
Permit of Substantial Compliance		
Notifiable Works – Category 3	Number Issued	Combined \$ Amount
Additions / Alterations	5	\$638,600
Demolition Permits	0	\$0
New Dwellings	7	\$3,695,000
Outbuildings	5	\$205,000
Units	0	\$0
Other	1	\$9,887

Plumbing Permits and Certificates

Plumbing Permits – Category 4	Number Issued	–
Plumbing Permit	0	
Notifiable Works – Category 3		
Certificate of Likely Compliance	3	

Fire Abatement Notices

Fire Abatement Notices Issued	Property Cleared by Contractor
11	0

COMPLIANCE – SCHEDULE OF REGULATORY SERVICES STATUTORY RESPONSIBILITIES

Period: 1 December 2023 to 31 December 2023

Dogs Impounded by Central Coast Council

Number of Dogs Impounded	Dogs Claimed	Dogs to Dogs Home
6	5	1

Animal Licences, Offences, Permits

Licence, Offence, Permits	Number Issued
Barking dog complaints	4
Declaration of dangerous dogs	0
Dog attacks on other dogs/cats	1
Dog attacks on persons	1
Dog attacks on livestock/wildlife	0
Kennel licences issued	1
Kennel Licence Renewals	0
Permits under <i>Animal Control By-law No.1 of 2018</i>	1
Unregistered dogs located by Compliance	12
Wandering livestock	1

Dog Infringement Notices Issued

Off-lead in On-Lead Locations	Patrols	Cautions	Infringements
Buttons Beach	20	0	0
Midway Beach	25	0	0
Penguin Beach	28	1	0
Turners Beach	28	0	0

Patrols of Free Camping Areas

Camping Area	Patrols Conducted	Cautions Issued
Bannons Park	15	0
Battons Park	2	0
Forth Recreation Ground	30	0
Halls Point [Closed Area]	30	1
Nicholson Point	20	0
Penguin Surf Life Saving Precinct	30	0
Midway Point	45	38

Traffic Infringement Notices for Parking Offences

Traffic Infringement Location	Number Issued	Percentage
Alexandra Road	3	10.0%
Bannons Carpark	2	6.7%
Coles/Furner's Carpark	4	13.3%
Crescent Street, Ulverstone	0	–
King Edward Street, Ulverstone	4	13.3%
Main Road, Penguin	6	20.0%
North Reibey Street Carpark	7	23.3%
Reibey Street	3	10.0%
Victoria Street	1	3.3%
Wongi Lane	0	–

Environmental Health Complaints

Type of Complaint	Number of Complaints Rec.	Number Resolved
Noise	4	3
Odour	2	2
Other	–	–

Public Health Risk Licences

Type	New Licences	Renewed Licences	Licences Closed
Public Health Risk Activity	–	1	–

Food Business Registrations

Type	New Registrations	Renewed Registrations	Food Business Closed
Fixed	0	0	0
Mobile	0	1	0
Not Notifiable	0	0	0
Roadside Vendor	1	0	0
Temporary / One-off Events	1	–	–

Food Business Inspections Conducted

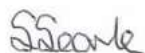
Type	Fixed	Mobile	One-Off Events
Pre-registration inspection	1	1	–
Scheduled	14	1	–
Complaint	–	–	–
Re-Inspection	–	–	–

Food Business Closures

Type	Fixed	Mobile
Failed to register	–	–
Moving to new premises	1	–
Closed Business	–	–
No longer operating	–	–

Water

Type	Number of Samples	Non-Compliant Results
Natural – Beach	32	1
Natural – River	6	2
Pool – Ulverstone Indoor Pool	closed	closed
Pool – Ulverstone Water Slide	3	1



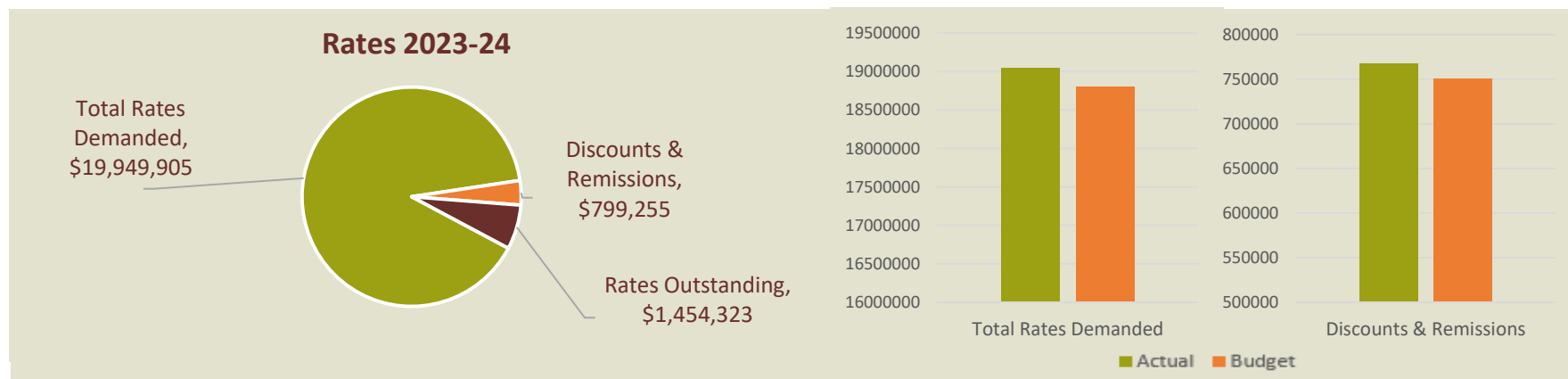
Samantha Searle
DIRECTOR CORPORATE SERVICES

A SUMMARY OF RATES & FIRE SERVICE LEVIES FOR THE PERIOD ENDED 31 DECEMBER 2023

Agenda item 10.14

2022/2023			2023/2024		
	\$	%		\$	%
Rates paid in Advance	– 1,580,982.35	–8.99	– 1,737,570.14	–9.44	
Rates Receivable	150,283.54	0.85	184,868.90	1.00	
Rates Demanded	18,888,189.77	107.45	19,819,312.93	108.50	
Supplementary Rates	120,345.06	0.68	130,592.38	0.71	
	17,577,836.02	100.00	18,397,204.07	100.00	
Collected	15,475,222.64	88.04	15,918,547.62	86.53	
Add Pensioners – Government	986,428.53	5.61	1,140,307.95	6.20	
Pensioners – Council	34,615.00	0.20	38,920.00	0.21	
	16,496,266.17	93.85	17,097,775.57	92.94	
Discount Allowed	766,041.56	4.36	799,254.64	4.34	
Paid in advance	– 897,600.47	–5.11	– 954,149.56	–5.19	
Outstanding	1,213,128.76	6.90	1,454,323.42	7.91	
	17,577,836.02	100.00	18,397,204.07	100.00	

Andrea O'Rourke
ASSISTANT ACCOUNTANT
17-Jan-2024



Central Coast Council
Statement of Comprehensive Income for the period ended 31 December 2023

	Budget Annual \$'000	YTD Budget \$'000	Actual YTD \$'000	Variance \$'000
Income				
Recurrent Income				
Rates and charges	19,172	19,122	19,112	(10)
Fees and charges	6,642	3,332	3,527	195
Grants - Recurrent	5,999	164	169	5
Contributions	331	110	117	7
Share in profit/loss of associate	1,016	256	256	-
Interest	800	400	413	13
Other income	860	439	480	41
Investment revenue	1,645	845	845	-
	36,465	24,667	24,918	251
Capital income				
Grants - Capital	853	442	32	(410)
Capital contributions	7,461	2,064	1,830	(235)
Contributed Assets	4,400	-	-	-
Gain/(loss) on disposal of assets	442	221	187	(34)
	13,156	2,727	2,049	(678)
Total Income	49,621	27,394	26,967	(427)
Expenses				
Employee benefits	16,765	8,278	8,245	(33)
Materials and services	9,961	5,139	5,334	196
Depreciation and amortisation	8,994	4,292	4,291	-
Finance costs	326	138	138	-
Other expenses	653	313	323	10
Total expenses	36,698	18,159	18,331	173
Operating result	12,923	9,235	8,636	(600)

Central Coast Council
Statement of Financial Position
as at 31 December 2023

	30 June 2023	31 December 2023	Movement	Budget 30 June 2024
	\$'000	\$'000	\$'000	\$'000
Assets				
Current assets				
Cash and cash equivalents	8,664	16,092	7,428	5,226
Investment	8,375	7,457	(919)	7,695
Trade and other receivables	791	2,184	1,393	800
Assets held for sale	14	14	-	14
Other assets	501	132	(369)	520
Total current assets	18,346	25,879	7,534	14,255
Non-current assets				
Investment in Regional Waste Management Authority	10,711	10,711	-	11,471
Investment in Water Corporation	76,490	76,490	-	76,490
Property, infrastructure, plant and equipment	539,382	535,113	(4,269)	557,838
Capital work in Progress	2,867	6,248	3,381	-
Right of use asset	148	148	-	88
Total non-current assets	629,599	628,711	(888)	645,887
Total assets	647,944	654,590	6,646	660,142
Liabilities				
Current liabilities				
Trade and other payables	3,424	1,898	(1,526)	3,484
Trust funds and deposits	340	349	9	300
Provisions	4,395	4,398	3	2,690
Interest bearing liabilities	550	550	-	626
Lease liabilities	44	35	(9)	53
Contract liability	925	925	-	2,577
Total current liabilities	9,679	8,156	1,523	9,730
Non-current liabilities				
Provisions	1,855	1,661	(195)	1,920
Interest bearing liabilities	9,241	8,968	(273)	8,645
Lease liabilities	119	119	-	54
Total non-current liabilities	11,215	10,747	-	10,620
Total liabilities	20,894	18,903	(1,991)	20,350
Net Assets	627,050	635,687	8,636	639,793
Equity				
Accumulated surplus	280,655	289,293	8,638	293,398
Reserves	346,395	346,393	(2)	346,395
Total Equity	627,050	635,687	8,636	639,793

Central Coast Council
Statement of Cash flows
as at 31 December 2023

	31 December 2023	Full Year Budget 30 June 2024
	\$'000	\$'000
Cash flows from operating activities		
Cash Inflows		
Rates	17,059	19,163
Statutory fees & User fees and Charges	3,264	6,623
Grants (inclusive of GST)	169	5,999
Contributions (inclusive of GST)	374	331
Interest received	496	800
Dividends	256	255
Investment revenue	845	1,645
Other receipts (inclusive of GST)	380	860
Net GST refund/(payment)	776	1,600
Total cash inflows	23,618	37,277
Cash outflows		
Payments to suppliers (inclusive of GST)	(6,609)	(11,624)
Payments to employees	(8,550)	(16,790)
Finance costs paid	(138)	(326)
Other payments	(223)	(653)
Total cash outflows	(15,520)	(29,393)
Net cash provided by (used by) operating activities	8,097	7,884
Cash flows from investing activities		
Payments for property, infrastructure, plant and equipment	(3,378)	(20,145)
Proceeds from sale of property, infrastructure, plant and equipment	187	442
Capital grants	1,880	8,314
Payments for investments	-	-
Proceeds from sale and withdrawals of investments	918	680
Net cash provided by (used by) investing activities	(393)	(10,708)
Cash flows from financing activities		
Cash inflows		
Proceeds from trust funds and deposits	9	(40)
Proceeds from interest bearing loans and borrowings	-	-
Total cash inflows	9	(40)
Cash outflows		
Repayment of lease liabilities (principal repayments)	(9)	(54)
Repayment of trust fund and deposits	-	-
Repayment of interest bearing loans and borrowings	(273)	(519)
Total cash outflows	(282)	(573)
Net cash provided by (used by) financing activities	(273)	(613)
Net increase (decrease) in cash and cash equivalents	7,431	(3,437)
Cash and cash equivalents at the beginning of the financial year	8,661	8,661
Cash and cash equivalents at the end of the current period	16,092	5,224

RECURRENT INCOME

Rates and charges

On Track

Rates and charges are slightly behind budget YTD but we have a small supplementary to be processed in January and with development activity in line with previous years, we can expect to meet our budget target with additional supplementaries to be issued in the second half of the year

Current Rates balance outstanding

\$1,454,323

Rates outstanding equates to 7.91% of rates demanded which is 1% higher than previous year at same time. This is a reflection of current economic conditions and we will continue to monitor this. We did see collection rates improve in December as ratepayers were lodged with collection agencies late November. As with previous years, we are seeing increasing number of ratepayers who wait until they are placed in collection before paying. This comes at an increasing cost to council and we should consider options to pass this through to ratepayers in future policy reviews.

4.34% in discounts have been taken up this year in line with our budget assumption (4.36% prior year).

Fees and charges

On Track

Fees & Charges YTD are overall on track, with a number of budget phasing wins and losses across the board. Child Care fees are one notable variance, sitting at \$43k YTD below budget. This merely relates to timing of the closure for the Christmas break, and is expected to come in on budget for the year. Staffing costs for Child Care services are also below budget in line with lower revenue. We also see some higher amounts charged to community groups for use of Council facilities, with offsetting discounts recorded under costs to better report on the true value of Council contributions to community organisations. These are reported under materials and contracts expense.

Grants – Recurrent

On Track

No issues to note. Some minor additional revenues for small operating grants received for programs that will have matching costs to deliver.

Contributions

On Track

No significant issues to note. Reporting slightly favourable YTD which reflects \$20k higher receipts of Parental leave contributions from the Federal Government, which are passed through to respective employees. Public Space contributions from developers are tracking \$16k below budget YTD but are expected to come in on budget for the year.

Share in profit/loss of associate

On Track

No information to suggest this will not come in outside of budget expectations. Have reached out to Dulverton Waste Management to confirm current year forecast.

Interest

Favourable variance expected

A combination of lower than expected capital expenditure YTD (\$3.4m actual vs \$5.2m budget), receipt of disaster recovery funding in advance (\$1.3m) and higher interest rates has seen upside in interest receipts YTD. We are now forecasting to come in \$110k ahead of budget for the year.

Other income

On Track

Overall expected to come in ahead of budget but the additional reported revenues are merely an offset of expected costs. Reported under other income YTD are reimbursements for Workers Compensation (\$7k) and insurance claim proceeds (\$57k).

Investment revenue

On Track

No information to suggest this will not come in outside of budget expectations. We saw higher National Tax Equivalent Receipts (NTER) from Dulverton Waste Management earlier in the year, but these were included in our revised budget.

EXPENSES

Employee Costs

On Track

Employee costs YTD are \$33k below budget. This variance has been largely driven by temporary vacancies. Staff FTE numbers have averaged 2.6 FTE's below budget YTD resulting in a favourable variance of \$130k. Offsetting this are additional costs for workers compensation which has totalled \$71k YTD of which \$42k is yet to be recovered under other revenue, leaving a \$(42)k shortfall overall YTD.

Our full year budget for employee costs remains on track. Current vacancies are expected to be filled, some new budgeted positions are to come on line slightly later than budgeted, offsetting some additional cost for new roles and remuneration adjustments.

Staff turnover is sitting at 11.7% for the 12 month moving average compared to 21.7% in the same period last year.

Materials and Contracts

At Risk

Materials costs year to date see a number of gains and losses against budget timing, but we have seen some areas that have utilised significant portions of allocated budgets in the first 6 months, so we will need to be monitoring this over the next 6 months.

Should be noted that included under here YTD are additional costs with offsetting revenues reported for Tasmanian Building Levies \$20k, costs for cross-overs charged \$(38)k and community organisation support contributions of \$47k.

Notable variances YTD are legal fees for regulatory and staff matters \$(21)k, Anzac Park damage \$(20)k, merchandise purchases for visitor services \$29k in readiness for the peak holiday period.

Areas in the budget that were identified as part of budget reset and increased including public conveniences cleaning & maintenance \$(20)k, grass mowing \$(24)k are currently showing as variances to budget and will need to be assessed to determine if result of timing or impacts of seasonality. Vehicle costs to date are \$(47)k over which is somewhat impacted by timing of annual insurance and registration payments but is another area to monitor and better understand.

Depreciation

On Track

Currently accrued to budget assumptions. Forecast expected to be in line with budget subject to impacts of asset revaluations/indexations.

November monthly CPI issued by Australian Bureau of Statistics has come down to 4.3%, so indexation of assets likely to be in-line with expectations.

Depreciation forecast to be updated following the planned receipt of building revaluation scheduled to be processed in Feb/Mar 2023.

Borrowing Costs

On Track

Costs are fixed and should be no variance in this line other than any potential final adjustment for the rehabilitation provision allowance.

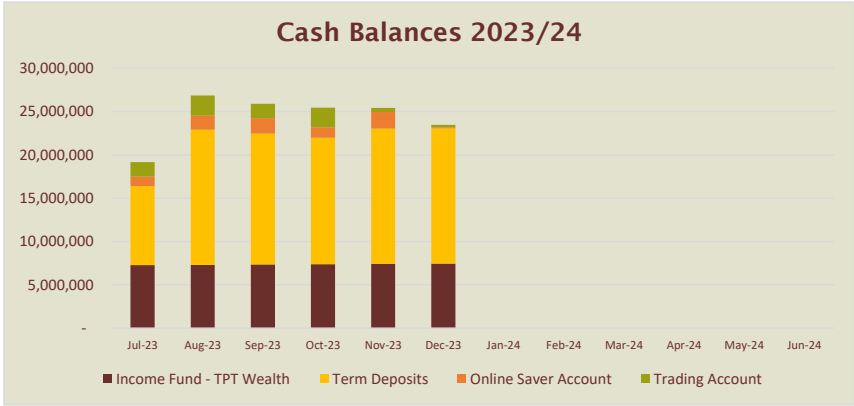
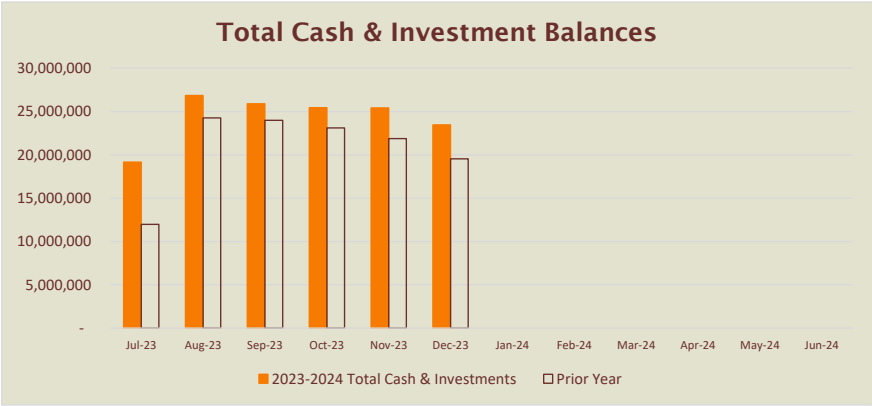
Other Expenses

Variance Expected

Sitting ahead of budget YTD which largely reflects timing of training costs for councillors in the first 6 months, and higher than anticipated external Audit costs \$(7)k which represents a minor variance to budget.

Central Coast Council
Summary of Cash & Investments

	\$'000											
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Trading Account	1,692	2,348	1,653	2,250	475	281	-	-	-	-	-	-
Online Saver Account	1,094	1,599	1,804	1,211	1,916	124	-	-	-	-	-	-
Income Fund - TPT Wealth	7,275	7,311	7,346	7,384	7,420	7,457	-	-	-	-	-	-
Term Deposits	9,100	15,600	15,100	14,600	15,600	15,600	-	-	-	-	-	-
Total Cash & Investments	\$ 19,161	\$ 26,858	\$ 25,903	\$ 25,445	\$ 25,411	\$ 23,461	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Central Coast Council

Summary of Capital Delivery Performance to 31 December 2023

Capital spend to date sits \$1.8m behind budget YTD. To December 2023, we have spent \$3.4m. We traditionally see the first 6 months comprises planning, design, community consultations and approvals with project delivery and spend more in the second half of a year.

A number of key large projects that form key components of our target spend for the year have commenced. Ironcliff Road re-design (Budget \$1.57m) scoping works have largely been completed with spend of \$437k YTD with work to commence late in the financial year. The Heybridge Recreation Ground Clubrooms Redevelopment (Budget \$1.5m) has also commenced with \$128k spent to December, and a further \$210k incurred in early January. Loongana Bridge (Budget \$2.2m) tender has been awarded and work will commence shortly and be completed by May.

Other projects to date with budget or actual spend YTD > \$100k

	Actual \$'000	Budget \$'000
Plant purchases	415	449
LRCI Phase 3 projects	497	473
Forth River Bridge - Forth Road	156	180
Midway Point rehabilitation	135	171
Ulv. Sports & Leisure Centre - electronic backboards	135	120
Shoulder program	118	150
Road sealing	109	250
River Road footpath - Amherst to Queen Street	107	100
Tobruk Park rectification	104	178
Turners Beach-Leith Shared Pathway	80	178
Coastal Pathway	23	800

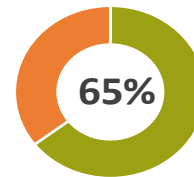
Actual YTD
\$'000

\$3,345

Budget YTD
\$'000

\$5,181

% Spend vs Budget YTD



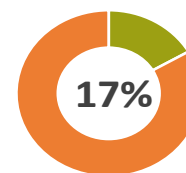
Budget Estimate
\$'000

\$20,120

Full Year Forecast
\$'000

\$19,579

% Annual Budget Spent YTD



Central Coast Council

Summary of Employee Numbers

as at 31 December 2023

