

## 2024 01 23 ORDINARY COUNCIL MEETING ATTACHMENTS

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## GEORGE TOWN COUNCIL UNCONFIRMED MINUTES

Minutes of the Ordinary Council Meeting  
held on **Tuesday 19 December 2023**

in the Council Chambers,  
16-18 Anne Street, George Town,

commencing at **1:00 pm.**

*All documents presented, and recordings (audio) of this meeting are made available to the public in accordance with the Local Government Act 1993, and Local Government (Meeting Procedures) Regulations 2015.*

*The public are requested to pre-register if attending this meeting of Council.*

Shane Power  
**GENERAL MANAGER**

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**Meeting Commenced at 1:00 pm**

**Acknowledgement of Country**

*George Town Council acknowledges the palawa people from the Iitarimirina tribe from Port Dalrymple as the traditional custodians of the land.*

*We honour and give thanks for the caring of country, seas and skies of kinimathatakinta and surrounds.*

*We pay respect to the elders past, present and future for they hold the memories, traditions, culture and hope of pakana people in lutruwita.*

**AUDIO RECORDING OF COUNCIL MEETINGS**

The public is advised that it is **Council Policy** to record the proceedings of meetings of Council on digital media to assist in the preparation of Minutes, and to clarify any queries relating to the Minutes that is raised during a subsequent meeting under the section "Confirmation of Minutes".

The recording does not replace the written Minutes and a transcript of the recording will not be prepared.

All meetings of the Council shall be digitally recorded as provided for by Regulation 33 of the Local Government (Meeting Procedures) Regulations 2015 except for the proceedings of meetings or parts of meetings closed to the public in accordance with Regulation 15(2).

In accordance with the requirements of Council's Audio Recording of Council Meetings Policy GTC 1, members of the public are not permitted to make audio recordings of Council meetings.

*The community are requested to pre-register to attend this meeting of Council.*

*All documents presented, and recordings (audio) of this meeting are made available to the public in accordance with the above Act and Notice, and the standard applicable provisions of the Local Government Act 1993, and Local Government (Meeting Procedures) Regulations 2015.*

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**1 PRESENT**

Deputy Mayor Cr Greg Dawson, Chairperson  
Cr Winston Archer  
Cr Heather Ashley  
Cr Heather Barwick  
Cr Tim Harris  
Cr Simone Lowe  
Cr Winston Mason  
Cr Jason Orr

**1.1 APOLOGIES AND LEAVE OF ABSENCE**

Mayor Cr Greg Kieser (in part)

**1.2 IN ATTENDANCE**

General Manager - Mr S Power  
Director Corporate & Community - Mrs C Hyde  
Director Operational Performance, Strategy & Engagement - Mr R Dunn  
Director Infrastructure & Development - Mr A McCarthy  
Senior Executive Support and Governance Officer - Ms L Dickenson  
Executive Assistant - Director Operational Performance, Strategy & Engagement - Mrs R Orr

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**2 CONFIRMATION OF MINUTES**

**2.1 ORDINARY COUNCIL MEETING HELD 28 NOVEMBER 2023**

**Minute No. 203/23**

**DECISION**

Moved: Cr Harris  
Seconded: Cr Mason

That the Minutes of Council's Ordinary Meeting held on 28 November 2023 numbered 192/23 to 199/23 as provided to Councillors be received and confirmed as a true record of proceedings.

**VOTING**

For: Cr Dawson, Cr Archer, Cr Ashley, Cr Barwick, Cr Harris, Cr Lowe and Cr Mason  
Against: Cr Orr  
Abstained: Cr Orr

CARRIED UNANIMOUSLY 7 / 1

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**3 LATE ITEMS**

Nil.

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**4 PUBLIC QUESTION TIME**

**4.1 PUBLIC QUESTION TIME PROCEDURE**

*[Refer to Minute No. 243/16. The period set aside for public question time will be at least 15 minutes. Questions given on notice will be addressed first. Once questions on notice have been addressed, persons who have registered their interest to ask a question will be called to do so in the order in which they have registered. Persons attending Council meetings will have the opportunity to register their interest to ask a question without notice prior to the commencement of the meeting. Council staff will be on hand to assist with this process.*

*Participants cannot ask more than 2 questions in a row with a maximum of 2 minutes per question. If a person has more than (2) questions, they will be placed at the 'end of the queue' and may, if time permits, ask their further questions once all other persons have had an opportunity to ask questions. Persons who have not registered their interest to ask a question will be given an opportunity to do so following all those who have registered. All questions must be directed to the Chairperson.*

*For further information on Council's Public Question Time Rules and Procedure, please refer to George Town Council Public Question Time Policy GTC13.*

*Questions asked and answers provided may be summarised in the Minutes of the meeting.*

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*Council requests that members of the public pre-register to attend meetings of Council.*

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**4.2 PUBLIC QUESTIONS ON NOTICE**

*Cr Barwick called a Point of Order at 1.05 pm against the Chair requesting the questions to be read out.*

*The Chair declined Cr Barwick's request.*

**Mr C. Tyeson (on behalf of Weymouth Progress Association)**

Section 4.2: Questions on Notice

It is now over 20 months since the WPA submitted our Weymouth Main Beach Recreation Area Development Plan to Council.

Our original presentation was delivered in March 2022 and for a second time in July 2023.

At our July 2023 presentation to councillors, we requested that Council either formally endorse or support our plan through the due Council Meeting process.

While we are aware of the commercial concept proposal from DomesCAPes, we are yet to receive any update from them or of Council's intentions to progress their plans.

Results from our annual feedback survey to members (November 2023) indicate that there is a strong desire to progress our Development Plan with Council and that it has taken too long to receive a formal reply from GTC.

We are sure that our members and the Weymouth Community would appreciate a definitive position from Council either way. Without such, we risk community perception that we have wasted our time and money in the development of our plan.

Therefore, the WPA Committee has two questions:

1. Will a motion of support for our Plan be put to Councillors at a forthcoming GTC meeting?

**Response:**

*It is the intention of officers that the Weymouth Main Beach Recreation Area Development Plan be considered as part of the Weymouth Township Character Plan currently being undertaken by consultants. A draft Weymouth Township Character Plan will be provided to the community for comment prior to being presented to Council for formal endorsement.*

2. Is the Domes proposal Council's priority for development of this area?

**Response:**

*Council has no formal position for the development of the area.*

**Mr G. Byard**

This letter is expressing my concern over several issues that need transparent answers.

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Firstly, I noticed in the agenda issued for the November 2023 Council meeting that a question raised by Councillor Barwick was not answered.

The question, 15.1 (4) requested how Council intended to fund the ongoing repairs and upgrade to the building known as the Old RSL Building. The answer only gave a revised cost estimate, not how the funding is to be made.

What is the answer?

**Response:**

*Question 15.1 (4) of the November 2023 agenda is as follows:*

*2022/2023 budget the Anzac Building had a carried forward budget of \$1,002,964.00 which included a carry forward from the FIG. Can you tell me where the extra funding has come from to increase the figure to \$1,562,924.00?*

*The answer provided was:*

*The draft September quarterly report provided at the Council Workshop on the 14 November 2023 incorrectly detailed the estimated budget for the project. Officers has corrected this project budget to reflect Council decision at the Closed Session of Council on the 22nd August 2023. The budget is now \$1,491,468.00.*

With that in mind I now ask the following.

1. What was the purchase price for the building?

**Response:**

*Purchase price of the building was \$950,000 (ex gst)*

2. Where was that funding sourced?

**Response:**

*Councils Cash Reserves*

3. Year by year the amounts that have been expended on the ongoing maintenance.

**Response:**

*\$50,785.71 operational total cost including utilities, land tax, grounds maintenance from 01/07/2020 to 30/06/2023.*

4. How is the current budget balance amount of being sourced?

**Response:**

*The table below shows the funding amounts and sources of funding.*

<i>22/23 Operating Surplus and Cumulative Savings from completed Capital Works Program (22/23)</i>	<i>478,915</i>
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23/24 Capital Works Funding Reallocation (Renewal - Old Aerodrome Rd) - this project will now be funded from the Phase 4 (2023/24) Local Roads & Community Infrastructure Program.	500,000
23/24 Financial Assistance Grant – Higher than anticipated allocation	255,589
20/21 State Government - Strategic Initiatives Project Grant – Future Impact Grant.	136,964
23/24 Capital Works Budget Reallocation (Anne St Footpath Extension) - This work will now be incorporated in the Anne St Shared Footpath Project funded by a 2021 Vulnerable Road Users grant.*	55,000
21/22 Capital Works Budget (Wild Tamar Supporting Infrastructure Project) – will be used to deliver the bike wash and end of trip facilities.	40,000
23/24 Capital Works Funding Reallocation (Bellingham Foreshore Upgrade) - the reallocation amount will now be funded from the Phase 4 (2023/24) Local Roads & Community Infrastructure Program.	25,000
<b>REVISED FUNDING MODEL - TOTAL</b>	<b>\$1,491,468</b>

\* since funding model was endorsed by Council, the Anne St footpath extension works will now be undertaken as part of a future external development with no net cost to Council.

5. Has a business plan for the future of the building been produced?

**Response:**

*A business plan was developed by the Future Impact Group as part of its funding application to the State Government.*

*Council will formally consider an independently prepared commercial agreement with a tenant in due course.*

6. If produced how is the venture to be funded?

**Response:**

*It is intended that the Launchpad component be funded through state funds and future grants.*

*The commercial operation will be matter for the tenant. Council will receive revenue through a commercial lease arrangement with the tenant.*

7. How much revenue has been lost, in the form of rates since the acquisition?

**Response:**

*Rates and charges on the property in 2020/21 were \$3,929.21 since Council ownership this property is exempt from rates and charges.*

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8. Is the Council considering breaching the law of Competitive Neutrality within the framework of a business plan, either drafted or by intent?

**Response:**

No.

My next question relates to Roads.

The intersection of Glen and Dalrymple Roads has been an area of concern, particularly following the upgrade of the set of bridges to the south of the intersection was completed leaving a dangerous section of roadway.

At the time (June 2021) a Temporary Works Engineers (Dale ?) agreed the intersection was dangerous was tasked to rectify the position. Approximately two weeks later that request was removed and the then contractor proceeded to remove all works related signage.

From that comes the question.

9. As the project was funded at that time, why, now is this included in the budget papers as an indication that the project is still in the planning stage and scheduled to be completed by JUNE 2024?

**Response:**

*Tenders have been called for this project, a report recommending the awarding of the contract is included in the closed session of this Council Meeting.*

**Mr G. Neilsen**

I respectfully ask the following questions and apologies for not being available to attend.

Preamble

To avoid any confusion I state my questions are not nor are they intended to be hypothetical. They are seeking from the positions of both a Mayor and a General Manager transparency as to their authorities and responsibilities.

In submitting the questions I point out that as advertised each year in the Annual Report, Council operates similar to a business or a corporation. Recent publicity has exposed some enterprises have been found to have neglected being prepared for significant failures or potential failures of procedures or responses to matters within their organisations resulting in negative consequences.

On the other hand responsible business enterprises analyse procedures and are prepared for likely incidents or failure of legislation or regulations.

So in line with contemporary good management principles I submit two questions hopefully to give assurances to the community.

1. My first question is to the General Manager.

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If you observe or it is brought to your attention that a Mayor was not fulfilling their duties or abiding by legislative governance procedures or their actions are not conducive to a good public image I ask.

What actions could you take and what advices or procedures would you recommend to the other elected members?

**Response:**

*A Council's General Manager has a range of functions and powers which are outlined in section 62 of the Local Government Act 1993 (Tas) (the Act). In summary, General Managers are responsible for a Council's day-to-day operations and Council staff. A General Manager has no function or power in relation to the oversight of councillors, including Mayors. As General Manager, I seek to support all councillors in the performance of their functions by providing quality advice and training opportunities.*

*Where a person considers that a Councillor, including a Mayor, is not complying with a requirement of the Act, or any other Act, or that they have committed an offence under the Act, they may make a complaint to the Director of Local Government under section 339E of the Act.*

*Where a person considers that there has been a contravention of the Code of Conduct by a councillor, a person may make a complaint to the Code of Conduct Panel under section 28V of the Act.*

2. My second question is directed to the Mayor.

If you observe or it is brought to your attention that a General Manager may not be fulfilling their duties correctly or they fail to give advice to elected members or their actions or behaviour within the community are not conducive to a good public image or interest I ask.

What options are available to a Mayor to address any real or perceived failings and what actions would you take to report to the community?

**Response:**

*One of the functions of councillors, acting collectively, is to appoint and monitor the performance of a Council's General Manager (s. 28(2)(d) of the Local Government Act 1993 (Tas) (the Act)). The Act specifically prohibits councillors from directing, or attempting to direct an employee of the Council in relation to the discharge of the employee's duties (s. 28(3)(a)). This means that as Mayor, I am unable to direct or attempt to direct the Council's General Manager in relation to the discharge of their duties.*

*Although one of the functions of a Mayor is to lead the monitoring of the General Manager's performance, it is the collective function of all councillors to oversee the monitoring of their performance. A Mayor has no function or power to act individually.*

*The Council must always have regard to and uphold its legal obligations, including in relation to privacy. Reflecting these duties, the Local Government (Meeting Procedures) Regulations 2015 (Tas) provides that the Council may resolve to close a meeting to the public when discussing personnel matters (Regulation 15(2)(a)).*

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**4.3 PUBLIC QUESTION TIME**

Commenced at: 1.06 pm

Concluded at: 1.15 pm

**Mrs L. Wootton**

Mrs Wootton stated that although she had read her answer to her previous question in the November Ordinary Council meeting agenda, she had not received a written or emailed response to my questions from the last October meeting and I know of others who didn't attend the next meeting or see the agenda who haven't.

*Through the Chair, the General Manager advised that this will be followed up.*

In regard to my previous question on the full cost of the metal sculptures, are the costs of the installation available now?

*Through the Chair, the General Manager advised that this question would be taken on notice.*

**Question 1**

In reference to the Development Application advertised for the George Town Council to construct a carpark for 30 vehicles and fencing around a large rock climbing area situated on privately owned property at 2 Greenhythe Rd near Hillwood, I am presuming a business case has been made to justify this expenditure that shows an economic benefit to the George Town municipality.

If that is so, could the public be advised of this business case and the details of any agreement made with the owners of this property, please?

*Through the Chair, the General Manager thanked Mrs Wootton for her question and responded that no business case has been completed in this instance. This project forms part of the Wild Tamar initiative which substantial amount of funding has been received from the State Government however the infrastructure is being funded by the Council.*

**Question 2**

I am aware of much discussion in the community in regard to the recently erected rusted metal sign near the Pumptrack, attributed to the FIG.

Could I and the public be advised as to the full cost and funding sources for this sign and associated elements of the project (i.e. seating, landscaping, etc.)?

*The Chair advised that as mentioned it is a project of the FIG and referred the question to the General Manager.*

*Through the Chair, the General Manager advised that it is a Future Impact Group initiative and that there are in-kind costs which will be attributed to Council with the majority being funded externally. A break down of costs will form part of a written response to yourself and included in the next agenda.*

Mrs Wootton then asked isn't FIG part of Council?

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*The General Manager advised that FIG is auspiced by Council and is making its journey to independence. FIG is mainly funded by the State Government with Council and industry funding contributions.*

Question 3

When I first heard of this project from a Council Officer at a meeting back in November 2021 I, along with Peter Cox, expressed some concerns.

We were assured it would have to go through planning.

Why did this project not go through the usual planning processes and community consultation before it became a fait accompli?

*The Chair advised he believed it was due to the height of the structure but forwarded the question to the General Manager.*

*Through the Chair, the General Manager advised that this was referred to Council's planning department, and was exempt from the planning process and height may have been one of the considerations was its use being 'public art'. The General Manager advised that a formal response will be provided. In regards to the consultation that this should be referred to the Future Impact Group who managed the process as supported by Council.*

**Mr J. Glisson**

Question 1

Mr Glisson advised that he wrote to Council in 2001 complaining about the stormwater problem at the end of Mackenzie Drive whereby the stormwater from half of the street runs past his place into the gardens of the neighbours under their house and floods under their house at times. The Council sent an officer out to have a look and the officer agreed that it was a stormwater problem it needed to be addressed and would come back to Mr Glisson at a later stage after putting a recommendation to Council and it be included in the budget for the following year. Mr Glisson stated that he had waited for twelve months. February 2022 took photos of another flooding and sent through to Council and again another officer came to investigate and again explained the process but further advised that the solution would be more expensive that previously advised partly because they would have to run a drain. Again it was said that it would have to be put into the budget for the following year and that was February 2022 and still no action and no response. Again the same issue this week, Mr Glisson asked when this will be addressed. It is a legal and moral obligation of Council to ensure stormwater is not running from the road and under houses.

*The Chair asked Mr Glisson would you like a formal response?*

Mr Glisson confirmed that he would like a formal response.

*Through the Chair, the General Manager advised that he is aware that there has been previous investigations but not sure how it has failed to make budget considerations. The General Manager further advised that the question will be taken on notice.*

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Question 2

Mr Glisson stated that at the bottom end of East Beach Road where it joins Low Head Road. It doesn't take much of a shower for a pool of water to form. When people are walking in the area, especially walking down East Beach Road to go across onto Low Head Road any traffic coming down hill and turning into East Beach Road they are walking in the middle of the road to avoid the pool of water. Mr Glisson stated that he is aware of two or three near miss incidents and asked whether Council could look at the drainage there so it doesn't pool there and fix the problem?

*The Chair clarified the exact location of the pooling of the water.*

Mr Glisson stated that he would send through some photos.

*Through the Chair, the General Manager advised that the question be taken on notice for officers to undertake an investigation.*

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**4.4 RESPONSE TO QUESTIONS FROM PREVIOUS PUBLIC QUESTION TIME**

*(Refer to Minute No. 425/00, which states in part, "that a copy of all written replies to questions from the Public Gallery be included in the following Council Agenda.")*

**Mr Jarvis**

Question 1

They have corresponded with a Council officer in relation to a fire hazard that his wife is concerned about and there have been severe fires in coastal areas and where Ann lives at Gunn Parade there has been privately owned property and public owned property. A letter was written on the 6 November to the Council and really appreciated the prompt response from Council's Compliance Officer stating that the situation would be investigated and the appropriate letter sent to the owners of the property. This was 2-3 weeks ago and asking whether something has been acted upon and has it been investigated and with summer rapidly approaching and hopefully there will be some action taken. also Mr Jarvis has spoken to the Low Head Company which is behind her boundary and taking the appropriate action. If someone were able to get back to me it would be greatly appreciated.

**Response:**

*Council officers have visited the area of concern in Gunn Parade on two occasions in late November 2023 to inspect vegetation and undergrowth.*

*On the first occasion it was observed that grass and vegetation was still quite green however after a subsequent visit it was determined that action to reduce a potential should commence and on 30<sup>th</sup> November, a letter was sent to the property owner requesting action to remove the undergrowth and some dry vegetation piles on the property.*

*An inspection is scheduled to occur on Thursday 14 December and if action has not been undertaken to satisfactorily reduce the risk an Abatement Notice will be issued to advise that action needs to occur within 14 days, otherwise Council can engage contractors to complete necessary works.*

*A Council officer will write to Mr Jarvis after the 14 December inspection to provide an update.*

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**5 DECLARATIONS OF INTEREST**

Nil

**6 GENERAL MANAGER'S DECLARATION**

I certify that with respect to all advice, information or recommendations provided to Council with this Agenda:

- the advice, information or recommendation is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation; and
- where any advice is given directly to Council by a person who does not have the required qualifications of experience, that person has obtained and taken into account in that person's general advice, the advice from an appropriately qualified or experienced person.



Shane Power  
**GENERAL MANAGER**

**LOCAL GOVERNMENT ACT 1993 – SECTION 65**

**65. Qualified persons**

- (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.

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**7 PLANNING AUTHORITY**

**7.1 DA 2023/108 - 100 BELLBUOY BEACH ROAD, LOW HEAD - RESIDENTIAL (DWELLING EXTENSION)**

<b>REPORT AUTHOR:</b>	Town Planner - Mr A. Bowles Town Planner – Mr Justin Simons
<b>REPORT DATE:</b>	5 December 2023
<b>FILE NO:</b>	2023/108

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**Minute No. 204/23**

**DECISION**

Moved: Cr Lowe  
Seconded: Cr Harris

That the application for use and development, Residential - Dwelling Extension at 100 Bellbuoy Beach Road, Low Head (CT 118815/21) be **APPROVED** subject to the following conditions:

**1. ENDORSED PLANS**

The use and/or development must be carried out as shown on the endorsed plans and described in the endorsed documents:

- a. Prime Design, project no. PD23267, drawing no 01 to 11 inclusive, dated 07 November 2023;

to the satisfaction of the Council. Any other proposed development and/or use will require a separate application to and assessment by the Council.

**2. NO POLLUTED RUNOFF**

No polluted and/or sediment laden runoff must be discharge directly or indirectly into Council's drains, watercourses or the foreshore during and after development.

**3. DAMAGE TO PUBLIC INFRASTRUCTURE**

Any damage to public infrastructure shall be repaired at the owner's cost. If any repairs are necessary, they will be undertaken in accordance with the requirements and to the satisfaction of the Manager of Infrastructure and Works.

**Permit Notes**

1. This permit was issued based on the proposal documents submitted for 2023/108. You should contact Council with any other use or development, as it may require the separate approval of Council. The council's planning staff can be contacted on 6382 8800.
- 

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2. This permit does not imply that any other approval required under any other by-law, covenant or legislation has been granted. The following additional approvals from Council may be required before construction commences:
  - a. Plumbing approval
  - b. Building approval

All enquiries should be directed to Council's Permit Authority, via 6382 8800.

3. This permit takes effect after:
  - i. the 14 day appeal period expires; or
  - ii. any appeal to the Tasmanian Civil and Administrative Tribunal is abandoned or determined; or
  - iii. any agreement that is required by this permit pursuant to Part V of the *Land Use Planning and Approvals Act 1993* is executed; or any other required approvals under this or any other Act are granted.
4. A planning appeal may be instituted by lodging a notice of appeal with the Tasmanian Civil & Administrative Tribunal. A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Tasmanian Civil & Administrative Tribunal website [www.tascat.tas.gov.au](http://www.tascat.tas.gov.au).
5. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted at Council's discretion if a request is received within 6 months of the expiration.
6. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.
7. It is the responsibility of the applicant to ensure that they are acting in accordance with any Section 71 (Part 5) Agreement or Covenant registered to the title. These matters are not taken into account as part of an assessment against the planning scheme. A permit issued under the *Land Use Planning and Approvals Act 1993* does not undermine or absolve any individual from any obligation imposed by such agreements. The obligations and risks associated with Section 71 (Part 5) Agreements and Covenants should be discussed with a solicitor.
8. If any Aboriginal relics are uncovered during works:
  - a. All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
  - b. The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania) Fax: (03) 6233 5555 Email: [aboriginal@heritage.tas.gov.au](mailto:aboriginal@heritage.tas.gov.au); and
  - c. The relevant approval processes will apply with state and federal government agencies.

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The applicant is requested to remove any planning advertising signs from the property boundary, and to dispose of it in a thoughtful and sustainable manner.

**VOTING**

For: Cr Dawson, Cr Archer, Cr Ashley, Cr Barwick, Cr Harris, Cr Lowe, Cr Mason  
and Cr Orr  
Against: Nil  
Abstained: Nil

CARRIED UNANIMOUSLY 8 / 0

*The Town Planner entered the meeting at 1.17 pm.*

*The Town Planner left the meeting at 1.17 pm.*

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**8 OFFICE OF GENERAL MANAGER**

**8.1 COUNCIL WORKSHOPS NOVEMBER AND DECEMBER 2023**

**REPORT AUTHOR:** General Manager - Mr S. Power

**REPORT DATE:** 15 December 2023

**FILE NO:** 14.10

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**Minute No. 205/23**

**DECISION**

Moved: Cr Harris  
Seconded: Cr Mason

That Council:

1. Receives the report on the Council Workshops held on the 28 November 2023 and 12 December 2023.

**VOTING**

For: Cr Dawson, Cr Archer, Cr Ashley, Cr Barwick, Cr Harris, Cr Lowe, Cr Mason  
and Cr Orr  
Against: Nil  
Abstained: Nil

CARRIED UNANIMOUSLY 8 / 0

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**8.2 ANNE STREET VARIATION**

<b>REPORT AUTHOR:</b>	Director Infrastructure & Development - Mr A. McCarthy General Manager – Mr S. Power
<b>REPORT DATE:</b>	19/12/2023
<b>FILE NO:</b>	534022

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*The Director Infrastructure & Development entered the meeting at 1.27 pm.*

**Minute No. 206/23**

**DECISION**

Moved: Cr Harris  
Seconded: Cr Mason

That Council:

1. Approve funding allocation of \$522,383 (ex GST) for the Anne Street project (WO 1841/J90016) for the purposes of funding the variation of scope of works;
2. Transfers \$22,383 from savings from the completed Dalrymple & Industry Intersection Upgrade Project (J90001) to the Anne Street project (WO 1841/J90016);

**VOTING**

For: Cr Dawson, Cr Archer, Cr Ashley, Cr Barwick, Cr Harris, Cr Lowe, Cr Mason  
and Cr Orr  
Against: Nil  
Abstained: Nil

CARRIED UNANIMOUSLY 8 / 0

*The Director Infrastructure & Development left the meeting at 1.28 pm.*

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**9 INFRASTRUCTURE AND DEVELOPMENT**

Nil.

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**10 CORPORATE AND COMMUNITY**

Nil.

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**11 ORGANISATIONAL PERFORMANCE, STRATEGY & ENGAGEMENT**

**11.1 MANAGING CONFLICTS OF INTEREST FRAMEWORK**

<b>REPORT AUTHOR:</b>	Director Organisational Performance, Strategy & Engagement – Mr R. Dunn
<b>REPORT DATE:</b>	12 December 2023
<b>FILE NO:</b>	14.6

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*The Director Organisational Performance, Strategy & Engagement entered the meeting at 1.28 pm.*

*Cr Archer left the meeting at 1:31 pm.*  
*Cr Archer returned to the meeting at 1:32 pm.*

**Minute No. 207/23**

**DECISION**

Moved: Cr Barwick  
Seconded: Cr Archer

That Council:

1. Endorse the attached draft letter for submission to the Acting Director for the Office of Local Government in line with the Officers comments above on the Managing Conflicts of Interest Framework.

**VOTING**

For: Cr Dawson, Cr Archer, Cr Ashley, Cr Barwick, Cr Harris, Cr Lowe, Cr Mason  
and Cr Orr  
Against: Nil  
Abstained: Nil

CARRIED UNANIMOUSLY 8 / 0

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**11.2 SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

<b>REPORT AUTHOR:</b>	Director Organisational Performance, Strategy & Engagement – Mr R. Dunn
<b>REPORT DATE:</b>	12 December 2023
<b>FILE NO:</b>	14.34

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**Minute No. 208/23**

**DECISION**

Moved: Cr Mason  
Seconded: Cr Ashley

That Council:

1. approve the proposed interim policy - 'Safeguarding Children and Young People' Policy and included framework.

**VOTING**

For: Cr Dawson, Cr Archer, Cr Ashley, Cr Barwick, Cr Harris, Cr Lowe, Cr Mason  
and Cr Orr  
Against: Nil  
Abstained: Nil

CARRIED UNANIMOUSLY 8 / 0

*The Director Organisational Performance, Strategy & Engagement left the meeting at 1.40 pm.*

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**12 MAYOR**

**12.1 MATTERS OF INVOLVEMENT - MAYOR, DEPUTY MAYOR AND COUNCILLORS**

**REPORT DATE:** 13 December 2023

**FILE NO:** 14.11, 14.15

<b>Mayor Cr Greg Kieser</b>		
<b>November</b>	14-28	Leave
<b>December</b>	1	Hosted Her Excellency the Hon. Barbara Baker the Governor of Tasmania and Professor Chalmers to George Town municipality
	4	Interview on ABC Radio
	5	Attended Aquatic Centre Tour in Melbourne
	7	Attended Tasmanian Community Fund Grant Presentation
	8	Attended George Town Council's Christmas Carnival
	12	Chaired Council Workshop
	13	Attended Star of the Sea End of Year Assembly
	14	Attended South George Town Primary School End of Year Assembly
<b>Deputy Mayor Cr Greg Dawson (Acting Mayor 14-28 November 2023)</b>		
<b>November</b>	14	Chaired Council Workshop
	17	Met with General Manager and resident's re dust issue
	17	Met with General Manager and industry representative re economic and social impact assessment
	21	Attended SunCable Consultation meeting
	28	Chaired Council Workshop
	28	Chaired Ordinary Council meeting
	29	Tamar FM Interview
<b>December</b>	1	Attended Her Excellency the Hon. Barbara Baker the Governor of Tasmania and Professor Chalmers visit to George Town
	5	Attended Aquatic Centre Tour in Melbourne
	6	Attended Youth Advisory Launch
	7	Attended George Town Council RAP meeting
	8	Judged floats at the Christmas Carnival
<b>Councillor Orr</b>		
<b>December</b>	5 & 6	Attended Bell Bay Major Project Conference
	8	Attended George Town Council's Christmas Carnival

**Minute No. 209/23**

*Director Infrastructure & Development entered the meeting at 1.42 pm.*

*Director Infrastructure & Development left the meeting at 1.44 pm.*

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**DECISION**

Moved: Cr Mason  
Seconded: Cr Ashley

That the information report from the Mayor, Deputy Mayor and Councillors on Matters of Involvement be received and the information noted.

**VOTING**

For: Cr Dawson, Cr Archer, Cr Ashley, Cr Barwick, Cr Harris, Cr Lowe, Cr Mason and Cr Orr  
Against: Nil  
Abstained: Nil

CARRIED UNANIMOUSLY 8 / 0

*Cr Orr asked under the Terms of Reference of RAP meeting is it open for other Councillors to attend?*

*The Chair advised that the meeting has been formed and that the meetings have not been on a regular basis.*

*Through the Chair, the General Manager advised that this could be raised at the next meeting and to see if the Terms of Reference can be revisited. He further advised that it is an inclusive group and membership has changed over time but this question would be taken on notice.*

*The Chair advised that it was not expected to be a fixed membership, and the membership to be relooked at.*

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**13 PETITIONS**

Nil.

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**14 NOTICES OF MOTIONS**

Nil.

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**15 COUNCILLORS' QUESTIONS WITH OR WITHOUT NOTICE**

**15.1 VARIOUS QUESTIONS - CR BARWICK**

**Cr Barwick**

George Town Council Reconciliation Plan  
Stage 1 Reflect.

Last update received by Councillors was November 2022.

It's two years come March 2024 that this document was accepted by Reconciliation Australia.

My question

1. How long will it take for George Town Council to complete Stage 1 REFLECT of our RAP?

**Response:**

*The RAP took effect in November 2022. Many of the actions have been completed and a number remain outstanding. Timeframes for deliverables will be revisited and presented to Council at a future workshop.*

2. Who is responsible for the delivery and execution of this process in Council?

**Response:**

*The Reconciliation Action Plan lists various officers of Council as responsible for the deliverables of the plan.*

George Town Council has established and maintained an effective working group who help to establish the RAP and would help to deliver the actions in the REFLECT RAP.

3. Does this working group still exist?

(a) if so when and how often does this group meet, and who are the representatives?

(b) if not, what happened to the working group?

**Response:**

*The RAP Working Group still exists and aims to meet every three months. However, at the December meeting it was agreed to aim for monthly meetings.*

*The membership of the group currently consists of:*

*Representing Council:*

*Mayor, Cr Greg Kieser  
Deputy Mayor, Cr Greg Dawson  
General Manager, Shane Power  
Director Community and Corporate Services, Cheryl Hyde  
Arts & Culture Officer, Thelma Demesa Meraz*

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*Aboriginal Community Development Officer, Susan Long*  
*Executive Assistant Community and Corporate Services, Emily-Rose Wills*

*Representing external organisations:*

*Reconciliation Tasmania, CEO, Mark Redmond*  
*Reconciliation Tasmania, Co-Chair, Beth Gilligan*  
*George Town Community Hub, Peter Parkes*  
*Bell Bay Aluminium, Principal Advisor, Communities & Communication, Louise Clarke*

4. Council requests an update on what has been done over the past 12 months in the execution of the actions to achieve the REFLECT outcomes and the costs associated?

**Response:**

*Timeframes and costs for deliverables will be revisited and presented to Council at a future workshop and will include actions and costs incurred to date.*

According to George Town Council Reconciliation Action Plan and I quote " George Town Council RAP sought TAC'S assistance in dual naming our meeting and training rooms with Aboriginal words. We have also started the process to rename our building (as South George Town Primary School has recently done) in addition to working on a Hub Aboriginal Acknowledgement of Country to be displayed at our entrances", end of quote.

5 Has the above as quoted been completed?  
If not where are Council at?

**Response:**

*The quote refers to work undertaken by the George Town Community Hub, not the Council (see page 15 of the RAP).*

6. Has the RAP Impact Measurement Questionnaire been completed and sent to Reconciliation Australia?

**Response:**

*The RAP Impact Measurement Questionnaire was completed and sent to Reconciliation Australia 8 September 2023.*

7. As Council no longer have a Tree Policy can you please answer the following question "If a tree on a council nature strip or verge should fall over, or a branch or tree limb drop off and damages a fence, a car or any part of a house, who is responsible for the damaged caused to property by the said tree?"

**Response:**

*Councils' insurance policy applies in this instance. Any claim for damage or loss caused by a fallen tree or limb on Council managed land is assessed by Councils insurer on a case-by-case basis.*

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**15.2 SEASCAPE DRIVE AND BOOBYALL DRIVE - CR ORR**

Q1. Drainage Work on Seascape Drive and Boobyalla Drive

During 2021 and 2022, Council undertook drainage work on Seascape Drive in front of lots 28-34 & 15 Seascape Drive and 1 Boobyalla Drive. As part of works the residents agreed to pay \$4,300 for private works that consisted of five new crossover pipes and headwalls installed to the LGAT Standards drawing number TSD-R03-v3.

Would the Council table the costs of the five pipes and ten headwalls?

Does the new crossover pipes and headwall comply with the LGAT Standards drawing number TSD-R03-v3?

Response

Council purchased the materials at a cost of \$4,230 and engaged a contractor to carry out the works. A breakdown of materials is as follows:

Item	Qty	Unit Price	Total Cost (ex GST)
Stormwater Pipe 300mmx5.8m	13	288.62	3,752.06
Stormwater pit	3	64.73	194.19
Stormwater pit grate Class A	3	94.52	283.56
		<b>Total</b>	<b>\$4,229.81</b>

The total cost of the project including the civil works was \$20,540.

The completed works are not fully compliant with LGAT Standards Drawings, including TSD-R03-v3. In particular, the pipe size, grade, and cover (height of covers over culverts).

It's worth noting that in areas with topographical constraints, such as flat land with very minimal natural fall, building something fully compliant is challenging. In such locations, a site-specific fit-for-purpose approach is typically considered.

Upon assessing the subject site, there is a possibility to realign the drainage line slightly to achieve closer compliance with the standard. Council Officers have engaged a hydraulic engineer to develop a concept plan and costings. Once complete a budget submission will be presented to Council for consideration as part of the budgeting process.

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**16 CLOSED MEETING**

**16.1 INTO CLOSED MEETING**

**Minute No. 210/23**

**DECISION**

Moved: Cr Mason

Seconded: Cr Harris

That Council move into closed meeting at 1.57 pm to discuss the following items:

**Agenda Item 16.2 Minutes of the Closed Ordinary Council Meeting held on 28 November 2023**

*As per the provisions of Regulation 34(6) of the Local Government (Meeting Procedures) Regulations 2015.*

**Agenda Item 16.3 RFT 02/23 ANZAC Drive Carpark Upgrade**

*As per the provisions of Regulation 15(2)(d) of the Local Government (Meeting Procedures) Regulations 2015.*

**Agenda Item 16.4 RFT 08/23 Dalrymple and The Glen Road Junction Upgrade**

*As per the provisions of Regulation 15(2)(d) of the Local Government (Meeting Procedures) Regulations 2015.*

**Agenda Item 16.5 Domestic Kerbside, General Waste and Recyclables Collection Contract**

*As per the provisions of Regulation 15(2)(d) of the Local Government (Meeting Procedures) Regulations 2015.*

**Agenda Item 16.6 General Manager – 6 Monthly Progress Review**

*As per the provisions of Regulation 15(2)(a) of the Local Government (Meeting Procedures) Regulations 2015.*

**VOTING**

For: Cr Dawson, Cr Archer, Cr Ashley, Cr Barwick, Cr Harris, Cr Lowe, Cr Mason and Cr Orr

Against: Nil

Abstained: Nil

CARRIED UNANIMOUSLY 8 / 0

*The Mayor Cr Kieser entered the meeting at 2.30 pm and assumed the Chair at 2.42 pm.  
The Chair opened the meeting to the public at 3.00 pm.*

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**17 CLOSURE**

There being no further business, the meeting closed at 3.02 pm.

**Cr Greg Kieser  
MAYOR**

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**Attachment 1: Assessment of Compliance with Acceptable Solutions**

<b>DA no.</b>	DA 2023/110		
<b>Address</b>	10 Craighburn Road, Hillwood TAS 7252		
<b>Description Of Proposal</b>	Residential - Outbuildings x 2 and landscaping.		
<b>Applicable Zone</b>	Rural Living Zone		
<b>Applicable Overlay(s)</b>	Parking and Sustainable Transport Code , Landslip Hazard Code		
<b>Valid Date</b>	16 November 2023	Application Category	Discretionary
<p>The following tables include an assessment of compliance against all of the applicable Acceptable Solutions of the Planning Scheme.</p> <p>Where a use or development is compliant with the Acceptable Solutions, Council does not have the power to exercise discretion, and these matters cannot be used as a basis for refusal of the application.</p> <p>Council can consider if conditions are warranted to better meet the Objective of any applicable standard.</p>			

**11.0 Rural Living Zone**

**11.2 Use Table**

<b>Use Class</b>	<b>Qualification</b>
<b>No Permit Required</b>	
Natural and Cultural Values Management	
Passive Recreation	
Residential	If for a single dwelling.
Resource Development	If for grazing.

C1.0 Signs Code: 1

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Utilities	If for minor utilities.
<b>Permitted</b>	
Residential	If for a home-based business.
Visitor Accommodation	
<b>Discretionary</b>	
Business and Professional Services	If for a veterinary centre.
Community Meeting and Entertainment	If for a place of worship, art and craft centre or public hall.
Domestic Animal Breeding, Boarding or Training	
Education and Occasional Care	If for: (a) a childcare centre or primary school; or (b) an existing respite centre.
Emergency Services	
Food Services	If for a gross floor area of not more than 200m <sup>2</sup> .
General Retail and Hire	If for: (a) primary produce sales; (b) sales related to Resource Development; or (c) a local shop.
Manufacturing and Processing	If for alterations or extensions to existing Manufacturing and Processing.
Resource Development	If: (a) not for intensive animal husbandry or plantation forestry; or (b) not listed as No Permit Required.
Resource Processing	If not for an abattoir, animal saleyards or sawmilling.
Sports and Recreation	If for an outdoor recreation facility.
Utilities	If not listed as No Permit Required.
Vehicle Fuel Sales and Service	
<b>Prohibited</b>	
All other uses	

**11.3 Use Standards**

11.3.1 Discretionary uses

C1.0 Signs Code: 2

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<b>Objective:</b>	That Discretionary uses do not cause an unreasonable loss of amenity to adjacent sensitive uses.	
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>	
<b>A1</b> Hours of operation for a use listed as Discretionary, excluding Emergency Services or Resource Development, must be within the hours of:  (a) 8.00am to 6.00pm Monday to Friday;  (b) 9.00am to 12.00 noon Saturday; and  (c) nil on Sunday and public holidays.	<b>P1</b> Hours of operation for a use listed as Discretionary, excluding Emergency Services or Resource Development, must not cause an unreasonable loss of amenity to adjacent sensitive uses, having regard to:  (a) the timing, duration or extent of vehicle movements; and  (b) noise, lighting or other emissions.	
<b>Planners Response:</b> Not applicable to application. The application does not include a Discretionary Use.		
<b>A2</b> External lighting for a use listed as Discretionary:  (a) must be within the hours of 7.00pm to 7.00am, excluding any security lighting; and  (b) security lighting must be baffled so that direct light does not extend into the adjoining property.	<b>P2</b> External lighting for a use listed as Discretionary, must not cause an unreasonable loss of amenity to adjacent sensitive uses, having regard to:  (a) the number of proposed light sources and their intensity;  (b) the location of the proposed light sources;  (c) the topography of the site; and  (d) any existing light sources.	
<b>Planners Response:</b> Not applicable to application.		
<b>A3</b> Commercial vehicle movements and the unloading and loading of commercial vehicles for a use listed as Discretionary, excluding Emergency Services, must be within the hours of:  (a) 7.00am to 5.00pm Monday to Friday;  (b) 9.00am to 12 noon Saturday; and  (c) nil on Sunday and public holidays.	<b>P3</b> Commercial vehicle movements and the unloading and loading of commercial vehicles for a use listed as Discretionary, excluding Emergency Services, must not cause an unreasonable loss of amenity to adjacent sensitive uses, having regard to:  (a) the extent and timing of traffic generation;  (b) the dispatch of goods and materials; and  (c) the existing levels of amenity.	

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**Planners Response:** Not applicable to application.

11.3.2 Visitor Accommodation

<b>Objective:</b>	That Visitor Accommodation: (a) is compatible with the character and use of the area; (b) does not cause an unreasonable loss of residential amenity; and (c) does not impact the safety and efficiency of local roads or rights of way.	
<b>Acceptable Solutions</b>		<b>Performance Criteria</b>
<b>A1</b> Visitor Accommodation must: (a) accommodate guests in existing habitable buildings; and (b) have a gross floor area of not more than 200m <sup>2</sup> per lot.		<b>P1</b> Visitor Accommodation must be compatible with the character and use of the area and not cause an unreasonable loss of residential amenity, having regard to: (a) the privacy of adjoining properties; (b) any likely increase in noise to adjoining properties; (c) the scale of the use and its compatibility with the surrounding character and uses within the area; (d) retaining the primary residential function of an area; (e) the impact on the safety and efficiency of the local road network; and (f) any impact on the owners and users rights of way.
<p><b>Planners Response:</b> Not applicable to application.</p>		

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<p><b>A1</b></p> <p>Visitor Accommodation is not for a strata lot that is part of a strata scheme where another strata lot within that strata scheme is used for a residential use.</p>	<p><b>P2</b></p> <p>Visitor Accommodation within a strata scheme must not cause an unreasonable loss of residential amenity to long term residents occupying other strata lots within the strata scheme, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the privacy of residents;</li> <li>(b) any likely increase in noise;</li> <li>(c) the residential function of the strata scheme;</li> <li>(d) the location and layout of the strata lots;</li> <li>(e) the extent and nature of any other non-residential uses; and</li> <li>(f) any impact on shared access and common property.</li> </ul>
<p><b>Planners Response:</b> Not applicable to application.</p>	

**11.4 Development Standards for Buildings and Works**

11.4.1 Site coverage

Objective:	That the site coverage: <ul style="list-style-type: none"> <li>(a) is compatible with the character of existing development in the area; and</li> <li>(b) assists with the management of stormwater runoff.</li> </ul>
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<p><b>A1</b></p> <p>The site coverage must be not more than 400m<sup>2</sup>.</p>	<p><b>P1</b></p> <p>The site coverage must be consistent with that existing on established properties in the area, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the topography of the site;</li> <li>(b) the capacity of the site to absorb runoff;</li> <li>(c) the size and shape of the site;</li> <li>(d) the existing buildings and any constraints imposed by existing development;</li> <li>(e) the need to remove vegetation; and</li> <li>(f) the character of development existing on established properties in the area.</li> </ul>

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**Planners Response:** Complies with acceptable solution.  
The combined floor area of the existing dwelling and proposed outbuildings is less than 400m<sup>2</sup>. The outbuildings both have an area of 36m<sup>2</sup> while the dwelling has an area of 134.45m<sup>2</sup>.

11.4.2 Building height, setback and siting

Objective:	That height, setback and siting of buildings: (a) is compatible with the character of the area; (b) does not cause an unreasonable loss of amenity; (c) minimises the impact on the natural values of the area; and (d) minimises the impact on adjacent uses.
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<b>A1</b> Building height must be not more than 8.5m.	<b>P1</b> Building height must be compatible with the character of the area and not cause an unreasonable loss of amenity to adjoining properties having regard to: (a) the topography of the site; (b) the height, bulk and form of existing buildings on the site and adjoining properties; (c) the bulk and form of proposed buildings; (d) sunlight to habitable rooms and private open space in adjoining properties; and (e) any overshadowing of adjoining properties or public places.
<b>Planners Response:</b> Complies with acceptable solution. The proposed buildings have a maximum height of 2.6m and 3.4m.	
<b>A2</b> Buildings must have a setback from a frontage of not less than 20m.	<b>P2</b> Buildings must be sited to be compatible with the character of the area, having regard to: (a) the topography of the site; (b) the setbacks of adjacent buildings; (c) the height, bulk and form of existing and proposed buildings; (d) the appearance when viewed from roads and public places; and (e) the retention of vegetation.
<b>Planners Response:</b> Complies with acceptable solution. All development is behind the building line of the existing dwelling and approximately 50m from the frontage.	
<b>A3</b>	<b>P3</b>

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<p>Buildings must have a setback from side and rear boundaries of not less than 10m.</p>	<p>Buildings must be sited to not cause an unreasonable loss of amenity to adjoining properties, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the topography of the site;</li> <li>(b) the size, shape and orientation of the site;</li> <li>(c) the setbacks of surrounding buildings;</li> <li>(d) the height bulk and form of existing and proposed buildings;</li> <li>(e) the character of the development existing on established properties in the area; and</li> <li>(f) any overshadowing of adjoining properties or public places.</li> </ul>
<p><b>Planners Response:</b> Relies on performance criteria.  The proposed outbuildings are setback less than 10m from the side boundary.  The Performance Criteria are addressed in the body of the report.</p>	
<p><b>A4</b></p> <p>Buildings for a sensitive use must be separated from an Agriculture Zone or Rural Zone a distance of:</p> <ul style="list-style-type: none"> <li>(a) not less than 200m; or</li> <li>(b) if the setback of an existing building is within 200m, not less than the existing building.</li> </ul>	<p><b>P4</b></p> <p>Buildings for a sensitive use must be sited so as to not conflict or interfere with uses in the Agriculture Zone or Rural Zone, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the size, shape and topography of the site;</li> <li>(b) the separation of any existing buildings for sensitive uses on adjoining properties;</li> <li>(c) the existing and potential use of adjoining properties;</li> <li>(d) any proposed attenuation measures; and</li> <li>(e) any buffers created by natural or other features.</li> </ul>
<p><b>Planners Response:</b> Not applicable to application.  The proposed outbuildings are not considered to be a sensitive use.</p>	

**11.5 Development Standards for Subdivision**

Not applicable. The application does not include subdivision.

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CODE	APPLICABILITY
C1.0 SIGNS CODE	CODE DOES NOT APPLY
C2.0 PARKING AND SUSTAINABLE TRANSPORT CODE	CODE APPLIES
C3.0 ROAD AND RAIL ASSETS CODE	CODE DOES NOT APPLY
C4.0 ELECTRICITY INFRASTRUCTURE PROTECTION CODE	CODE DOES NOT APPLY
C5.0 TELECOMMUNICATIONS CODE	CODE DOES NOT APPLY
C6.0 LOCAL HISTORIC HERITAGE CODE	CODE DOES NOT APPLY
C7.0 NATURAL ASSETS CODE	CODE DOES NOT APPLY
C8.0 SCENIC PROTECTION CODE	CODE DOES NOT APPLY
C9.0 ATTENUATION CODE	CODE DOES NOT APPLY
C10.0 COASTAL EROSION HAZARD CODE	CODE DOES NOT APPLY
C11.0 COASTAL INUNDATION HAZARD CODE	CODE DOES NOT APPLY
C12.0 FLOOD PRONE AREAS CODE	CODE DOES NOT APPLY
C13.0 BUSHFIRE PRONE AREAS CODE	CODE DOES NOT APPLY
C14.0 POTENTIALLY CONTAMINATED LAND CODE	CODE DOES NOT APPLY
C15.0 LANDSLIP HAZARD CODE	CODE APPLIES
C16.0 SAFEGUARDING OF AIRPORTS CODE	CODE DOES NOT APPLY
GEO – LOCAL PROVISIONS SCHEDULE	LOCAL PROVISION SCHEDULE DOES NOT APPLY

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## **C2.0                    Parking and Sustainable Transport Code**

### **C2.1    Code Purpose**

The purpose of the Parking and Sustainable Transport Code is:

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

### **C2.2    Application of this Code**

- C2.2.1    Unless stated otherwise in a particular purpose zone, or sub-clause C2.2.2, C2.2.3 or C2.2.4, this code applies to all use and development.
- C2.2.2    Clause C2.5.3 only applies to use and development in the following Use Classes:
  - (a) Business and Professional Services;
  - (b) Community Meeting and Entertainment;
  - (c) Custodial Facility;
  - (d) Crematoria and Cemeteries;
  - (e) Educational and Occasional Care;
  - (f) Food Services;
  - (g) General Retail and Hire;
  - (h) Hospital Services;
  - (i) Hotel Industry;
  - (j) Pleasure Boat Facility;
  - (k) Residential if for a communal residence, multiple dwellings or hostel use;
  - (l) Sports and Recreation; and
  - (m) Tourist Operation.
- C2.2.3    Clause C2.5.4 only applies to use and development in the following Use Classes:
  - (a) Bulky Goods Sales;
  - (b) General Retail and Hire;
  - (c) Manufacturing and Processing; and
  - (d) Storage.
- C2.2.4    Clause C2.5.5 only applies to use and development in the following Use Classes:

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- (a) Business and Professional Services;
- (b) Community Meeting and Entertainment;
- (c) Educational and Occasional Care;
- (d) Emergency Services;
- (e) Food Services;
- (f) General Retail and Hire;
- (g) Sports and Recreation; and
- (h) Utilities, if not for minor utilities.

**C2.3 Definition of Terms**

C2.3.1 In this code, unless the contrary intention appears:

Term	Definition
container refund scheme space	means the area of land required to house a container refund machine or a bad drop refund point on a site plus space for pedestrians to queue at the container refund machine or bag drop refund point.
floor area	means the gross floor area, excluding the area of stairs, loading bays, access ways, or parking areas, of any area occupied by machinery required for air conditioning, heating, power supply, or lifts.
no requirement	means the use or development is not required to provide any on-site parking.
parking precinct plan	means a plan relating to on-site parking of cars within a defined area of land, shown on an overlay map in the relevant Local Provisions Schedule.
pedestrian priority street	means a road shown on an overlay map in the relevant Local Provisions Schedule, as having active street frontages where pedestrian movement and activity take priority over siting of vehicle parking and access.

**C2.4 Use or Development Exempt from this Code**

C2.4.1 There are no exemptions to this code.

**C2.5 Use Standards**

C2.5.1 Car parking numbers

Objective:	That an appropriate level of car parking spaces are provided to meet the needs of the use.
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>

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<p><b>A1</b></p> <p>The number of on-site car parking spaces must be no less than the number specified in Table 2.1, less the number of car parking spaces that cannot be provided due to the site including container refund scheme space, excluding if:</p> <ul style="list-style-type: none"> <li>(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;</li> <li>(b) the site is contained within a parking precinct plan and subject to Clause C2.7;</li> <li>(c) the site is subject to Clause C2.5.5; or</li> <li>(d) it relates to an intensification of an existing use or development or a change of use where: <ul style="list-style-type: none"> <li>(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 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</li> <li>(ii) 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:  <math display="block">N = A + (C - B)</math> <p>N = Number of on-site car parking spaces required  A = Number of existing on site car parking spaces  B = Number of on-site car parking spaces required for the existing use or development specified in</p> </li> </ul> </li> </ul>	<p><b>P1.1</b></p> <p>The number of on-site car parking spaces for uses, excluding dwellings, must meet the reasonable needs of the use, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the availability of off-street public car parking spaces within reasonable walking distance of the site;</li> <li>(b) the ability of multiple users to share spaces because of: <ul style="list-style-type: none"> <li>(i) variations in car parking demand over time; or</li> <li>(ii) efficiencies gained by consolidation of car parking spaces;</li> </ul> </li> <li>(c) the availability and frequency of public transport within reasonable walking distance of the site;</li> <li>(d) the availability and frequency of other transport alternatives;</li> <li>(e) any site constraints such as existing buildings, slope, drainage, vegetation and landscaping;</li> <li>(f) the availability, accessibility and safety of on-street parking, having regard to the nature of the roads, traffic management and other uses in the vicinity;</li> <li>(g) the effect on streetscape; and</li> <li>(h) any assessment by a suitably qualified person of the actual car parking demand determined having regard to the scale and nature of the use and development.</li> </ul> <p><b>P1.2</b></p> <p>The number of car parking spaces for dwellings must meet the reasonable needs of the use, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the nature and intensity of the use and car parking required;</li> <li>(b) the size of the dwelling and the number of bedrooms; and</li> <li>(c) the pattern of parking in the surrounding area.</li> </ul>
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<p>Table C2.1  C= Number of on-site car parking spaces required for the proposed use or development specified in Table C2.1.</p>	
<p><b>Planners Response:</b> Complies with acceptable solution.</p> <p>The application provides for 2 parking spaces as per the requirements of Table C2.1. It is noted that the parking spaces are existing as approved by DA 2020/84. No increase in demand or reduction in parking is proposed.</p>	

C2.5.2 Bicycle parking numbers

Objective:	That an appropriate level of bicycle parking spaces are provided to meet the needs of the use.	
<b>Acceptable Solutions</b>		<b>Performance Criteria</b>
<p><b>A1</b></p> <p>Bicycle parking spaces must:</p> <ul style="list-style-type: none"> <li>(a) be provided on the site or within 50m of the site; and</li> <li>(b) be no less than the number specified in Table C2.1.</li> </ul>		<p><b>P1</b></p> <p>Bicycle parking spaces must be provided to meet the reasonable needs of the use, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the likely number of users of the site and their opportunities and likely need to travel by bicycle; and</li> <li>(b) the availability and accessibility of existing and any planned parking facilities for bicycles in the surrounding area.</li> </ul>
<p><b>Planners Response:</b> Complies with acceptable solution.</p> <p>No bicycle parking is required for a single dwelling in accordance with Table C2.1.</p>		

C2.5.3 Motorcycle parking numbers

Objective:	That the appropriate level of motorcycle parking is provided to meet the needs of the use.	
<b>Acceptable Solutions</b>		<b>Performance Criteria</b>

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<p><b>A1</b></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>	<p><b>P1</b></p> <p>Motorcycle parking spaces for all uses must be provided to meet the reasonable needs of the use, having regard to:</p> <p>(a) the nature of the proposed use and development;</p> <p>(b) the topography of the site;</p> <p>(c) the location of existing buildings on the site;</p> <p>(d) any constraints imposed by existing development; and</p> <p>(e) the availability and accessibility of motorcycle parking spaces on the street or in the surrounding area.</p>
<p><b>Planners Response:</b> Not applicable to application.</p> <p>See Clause C2.2.2.</p>	

C2.5.4 Loading Bays

<p>Objective:</p>	<p>That adequate access for goods delivery and collection is provided, and to avoid unreasonable loss of amenity and adverse impacts on traffic flows.</p>
<p><b>Acceptable Solutions</b></p>	<p><b>Performance Criteria</b></p>
<p><b>A1</b></p> <p>A loading bay must be provided for uses with a floor area of more than 1000m<sup>2</sup> in a single occupancy.</p>	<p><b>P1</b></p> <p>Adequate space for loading and unloading of vehicles must be provided, having regard to:</p> <p>(a) the type of vehicles associated with the use;</p> <p>(b) the nature of the use;</p> <p>(c) the frequency of loading and unloading;</p> <p>(d) the location of the site;</p> <p>(e) the nature of traffic in the surrounding area;</p> <p>(f) the area and dimensions of the site; and</p> <p>(g) the topography of the site;</p> <p>(h) the location of existing buildings on the site; and</p> <p>(i) any constraints imposed by existing development.</p>
<p><b>Planners Response:</b> Not applicable to application.</p>	

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See Clause C2.2.3.

C2.5.5 Number of car parking spaces within the General Residential Zone and Inner Residential Zone

Objective:	To: (a) facilitate the reuse of existing non-residential buildings within the General Residential Zone and Inner Residential Zone; and (b) to not cause an unreasonable impact on residential amenity by the car parking generated by that reuse.
Acceptable Solutions	Performance Criteria
<p><b>A1</b></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 100m<sup>2</sup> floor area or 30 seats, whichever is the greater; and</p> <p>(b) General Retail and Hire uses up to 100m<sup>2</sup> floor area,</p> <p>provided the use complies with the hours of operation specified in the relevant Acceptable Solution for the relevant zone.</p>	<p><b>P1</b></p> <p>Within existing non-residential buildings in the General Residential Zone and Inner Residential Zone, the number of on-site car parking spaces must be sufficient to meet the reasonable needs of users and must not cause an unreasonable impact on residential amenity, having regard to:</p> <p>(a) car parking demand generated by the proposed use during its proposed hours of operation;</p> <p>(b) the availability of on-street and public car parking in the surrounding area;</p> <p>(c) the availability and frequency of public transport within a 400m walking distance of the site;</p> <p>(d) the availability and likely use of other modes of transport;</p> <p>(e) the availability and suitability of alternative arrangements for car parking provision;</p> <p>(f) any reduction in car parking demand due to the sharing of car parking spaces by multiple uses, either because of variation of car parking demand over time or because of efficiencies gained from the consolidation of shared car parking spaces;</p> <p>(g) any car parking deficiency or surplus associated with the existing use of the land;</p> <p>(h) any relevant parking plan for the area</p>

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	<p>adopted by council;</p> <p>(i) any existing on-street car parking restrictions; and</p> <p>(j) the proportion of residential properties without off-street parking within a 100m radius of the subject site.</p>
<p><b>Planners Response:</b> Not applicable to application.</p> <p>See Clause C2.2.4.</p>	

**C2.6 Development Standards for Buildings and Works**

C2.6.1 Construction of parking areas

Objective:	That parking areas are constructed to an appropriate standard.	
	<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
	<p><b>A1</b></p> <p>All parking, access ways, manoeuvring and circulation spaces must:</p> <p>(a) be constructed with a durable all weather pavement;</p> <p>(b) be drained to the 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>	<p><b>P1</b></p> <p>All parking, access ways, manoeuvring and circulation spaces must be readily identifiable and constructed so that they are useable in all weather conditions, having regard to:</p> <p>(a) the nature of the use;</p> <p>(b) the topography of the land;</p> <p>(c) the drainage system available;</p> <p>(d) the likelihood of transporting sediment or debris from the site onto a road or public place;</p> <p>(e) the likelihood of generating dust; and</p> <p>(f) the nature of the proposed surfacing.</p>
	<p><b>Planners Response:</b> Complies with acceptable solution.</p> <p>The proposed buildings are located over an existing gravel parking area approved as part of DA 2020/84. No additional parking or maneuvering areas are proposed.</p>	

C2.6.2 Design and layout of parking areas

Objective:	That parking areas are designed and laid out to provide convenient, safe and efficient parking.
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Acceptable Solutions	Performance Criteria
<p><b>A1.1</b></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"> <li>(i) have a gradient in accordance with <i>Australian Standard AS 2890 - Parking facilities, Parts 1-6</i>;</li> <li>(ii) provide for vehicles to enter and exit the site in a forward direction where providing for more than 4 parking spaces;</li> <li>(iii) have an access width not less than the requirements in Table C2.2;</li> <li>(iv) have car parking space dimensions which satisfy the requirements in Table C2.3;</li> <li>(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;</li> <li>(vi) have a vertical clearance of not less than 2.1m above the parking surface level; and</li> <li>(vii) excluding a single dwelling, be delineated by line marking or other clear physical means; or</li> </ul> <p>(b) comply with <i>Australian Standard AS 2890- Parking facilities, Parts 1-6</i>.</p> <p><b>A1.2</b></p> <p>Parking spaces provided for use by persons with a disability must satisfy the following:</p> <ul style="list-style-type: none"> <li>(a) be located as close as practicable to the main entry point to the building;</li> <li>(b) be incorporated into the overall car park design; and</li> <li>(c) be designed and constructed in accordance with <i>Australian/New</i></li> </ul>	<p><b>P1</b></p> <p>All parking, access ways, manoeuvring and circulation spaces must be designed and readily identifiable to provide convenient, safe and efficient parking, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the characteristics of the site;</li> <li>(b) the proposed slope, dimensions and layout;</li> <li>(c) useability in all weather conditions;</li> <li>(d) vehicle and pedestrian traffic safety;</li> <li>(e) the nature and use of the development;</li> <li>(f) the expected number and type of vehicles;</li> <li>(g) the likely use of the parking areas by persons with a disability;</li> <li>(h) the nature of traffic in the surrounding area;</li> <li>(i) the proposed means of parking delineation; and</li> <li>(j) the provisions of <i>Australian Standard AS 2890.1:2004 - Parking facilities, Part 1: Off-street car parking</i> and <i>AS 2890.2 -2002 Parking facilities, Part 2: Off-street commercial vehicle facilities</i>.</li> </ul>

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<p><i>Zealand Standard AS/NZS 2890.6:2009</i>  <i>Parking facilities, Off-street parking for people with disabilities.<sup>1</sup></i></p>	
<p><b>Planners Response:</b> Complies with acceptable solution.</p> <p>The parking areas are existing and comply with AS2890.1 so far as is applicable to residential forms of use and development. The site is large and there are no impediments to maneuvering on the site.</p> <p>There are no requirements for accessible parking associated with a residential use.</p>	

<sup>1</sup> Requirements for the number of accessible car parking spaces are specified in part D3 of the National Construction Code 2016.

C2.6.3 Number of accesses for vehicles

Objective:	<p>That:</p> <ul style="list-style-type: none"> <li>(a) access to land is provided which is safe and efficient for users of the land and all road network users, including but not limited to drivers, passengers, pedestrians and cyclists by minimising the number of vehicle accesses;</li> <li>(b) accesses do not cause an unreasonable loss of amenity of adjoining uses; and</li> <li>(c) the number of accesses minimise impacts on the streetscape.</li> </ul>
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<p><b>A1</b></p> <p>The number of accesses provided for each frontage must:</p> <ul style="list-style-type: none"> <li>(a) be no more than 1; or</li> <li>(b) no more than the existing number of accesses, whichever is the greater.</li> </ul>	<p><b>P1</b></p> <p>The number of accesses for each frontage must be minimised, having regard to:</p> <ul style="list-style-type: none"> <li>(a) any loss of on-street parking; and</li> <li>(b) pedestrian safety and amenity;</li> <li>(c) traffic safety;</li> <li>(d) residential amenity on adjoining land; and</li> <li>(e) the impact on the streetscape.</li> </ul>
<p><b>Planners Response:</b> Complies with acceptable solution.</p> <p>The property has an existing access and does not propose any additional accesses.</p>	

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<p><b>A2</b></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>	<p><b>P2</b></p> <p>Within the Central Business Zone or in a pedestrian priority street, any new accesses must:</p> <p>(a) not have an adverse impact on:</p> <p style="padding-left: 20px;">(i) pedestrian safety and amenity; or</p> <p style="padding-left: 20px;">(ii) traffic safety; and</p> <p>(b) be compatible with the streetscape.</p>
<p><b>Planners Response:</b> Not applicable to application.</p>	

C2.6.4 Lighting of parking areas within the General Business Zone and Central Business Zone

<p>Objective:</p>	<p>That parking and vehicle circulation roads and pedestrian paths within the General Business Zone and Central Business Zone, which are used outside daylight hours, are provided with lighting to a standard which:</p> <p>(a) enables easy and efficient use;</p> <p>(b) promotes the safety of users;</p> <p>(c) minimises opportunities for crime or anti-social behaviour; and</p> <p>(d) prevents unreasonable light overspill impacts.</p>
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<p><b>A1</b></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 <i>Australian Standard/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.</i></p>	<p><b>P1</b></p> <p>In car parks within the General Business Zone and Central Business Zone, parking and vehicle circulation roadways and pedestrian paths, which are used outside daylight hours must be provided with lighting, having regard to:</p> <p>(a) enabling easy and efficient use of the area;</p> <p>(b) minimising potential for conflicts involving pedestrians, cyclists and vehicles;</p> <p>(c) minimising opportunities for crime or anti-social behaviour though the creation of concealment spaces;</p> <p>(d) any unreasonable impact on the amenity of adjoining properties through light overspill; and</p> <p>(e) the hours of operation of the use.</p>

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**Planners Response:** Not applicable to application.

C2.6.5 Pedestrian access

<b>Objective:</b>	That pedestrian access within parking areas is provided in a safe and convenient manner.
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<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<p><b>A1.1</b></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 style="margin-left: 20px;">(i) a horizontal distance of 2.5m between the edge of the footpath and the access way or parking aisle; or</p> <p style="margin-left: 20px;">(ii) protective devices such as bollards, guard rails or planters between the footpath and the access way or parking aisle; and</p> <p>(b) be signed and line marked at points where pedestrians cross access ways or parking aisles.</p> <p><b>A1.2</b></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>	<p><b>P1</b></p> <p>Safe and convenient pedestrian access must be provided within parking areas, having regard to:</p> <p>(a) the characteristics of the site;</p> <p>(b) the nature of the use;</p> <p>(c) the number of parking spaces;</p> <p>(d) the frequency of vehicle movements;</p> <p>(e) the needs of persons with a disability;</p> <p>(f) the location and number of footpath crossings;</p> <p>(g) vehicle and pedestrian traffic safety;</p> <p>(h) the location of any access ways or parking aisles; and</p> <p>(i) any protective devices proposed for pedestrian safety.</p>

**Planners Response:** Not applicable to application.

C2.6.6 Loading bays

<b>Objective:</b>	That the area and dimensions of loading bays are adequate to provide safe and efficient delivery and collection of goods.
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Acceptable Solutions	Performance Criteria
<p><b>A1</b></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: Off-street commercial vehicle facilities</i>, for the type of vehicles likely to use the site.</p>	<p><b>P1</b></p> <p>Loading bays must have an area and dimensions suitable for the use, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the types of vehicles likely to use the site;</li> <li>(b) the nature of the use;</li> <li>(c) the frequency of loading and unloading;</li> <li>(d) the area and dimensions of the site;</li> <li>(e) the topography of the site;</li> <li>(f) the location of existing buildings on the site; and</li> <li>(g) any constraints imposed by existing development.</li> </ul>
<p><b>Planners Response:</b> Not applicable to application.</p>	
<p><b>A2</b></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 AS 2890.2 – 2002, Parking Facilities, Part 2: Parking facilities - Off-street commercial vehicle facilities</i>.</p>	<p><b>P2</b></p> <p>Access for commercial vehicles to and from the site must be safe, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the types of vehicles associated with the use;</li> <li>(b) the nature of the use;</li> <li>(c) the frequency of loading and unloading;</li> <li>(d) the area and dimensions of the site;</li> <li>(e) the location of the site and nature of traffic in the area of the site;</li> <li>(f) the effectiveness or efficiency of the surrounding road network; and</li> <li>(g) site constraints such as existing buildings, slope, drainage, vegetation, parking and landscaping.</li> </ul>
<p><b>Planners Response:</b> Not applicable to application.</p>	

C2.6.7 Bicycle parking and storage facilities within the General Business Zone and Central Business Zone

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Objective:	That parking for bicycles are safe, secure and convenient, within the General Business Zone and Central Business Zone.	
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>	
<p><b>A1</b></p> <p>Bicycle parking for uses that require 5 or more bicycle spaces in Table C2.1 must:</p> <ul style="list-style-type: none"> <li>(a) be accessible from a road, cycle path, bicycle lane, shared path or access way;</li> <li>(b) be located within 50m from an entrance;</li> <li>(c) be visible from the main entrance or otherwise signed; and</li> <li>(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></li> </ul>	<p><b>P1</b></p> <p>Bicycle parking must be provided in a safe, secure and convenient location, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the accessibility to the site;</li> <li>(b) the characteristics of the site;</li> <li>(c) the nature of the proposed use;</li> <li>(d) the number of employees;</li> <li>(e) the users of the site and the likelihood of travel by bicycle;</li> <li>(f) the location and visibility of proposed parking for bicycles;</li> <li>(g) whether there are other parking areas on the site; and</li> <li>(h) the opportunity for sharing bicycle parking on nearby sites.</li> </ul>	
<b>Planners Response:</b> Not applicable to application.		
<p><b>A2</b></p> <p>Bicycle parking spaces must:</p> <ul style="list-style-type: none"> <li>(a) have dimensions not less than: <ul style="list-style-type: none"> <li>(i) 1.7m in length;</li> <li>(ii) 1.2m in height; and</li> <li>(iii) 0.7m in width at the handlebars;</li> </ul> </li> <li>(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</li> <li>(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></li> </ul>	<p><b>P2</b></p> <p>Bicycle parking spaces and access must be convenient, safe, secure and efficient to use, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the characteristics of the site;</li> <li>(b) the space available;</li> <li>(c) the safety of cyclists; and</li> <li>(d) the provisions of <i>Australian Standard AS 2890.3- 2015 Parking facilities - Part 3: Bicycle parking.</i></li> </ul>	
<b>Planners Response:</b> Not applicable to application.		

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C2.6.8 Siting of parking and turning areas

<b>Objective:</b>	That the siting of vehicle parking and access facilities in an Inner Residential Zone, Village Zone, Urban Mixed Use Zone, Local Business Zone, General Business Zone or Central Business Zone does not cause an unreasonable visual impact on streetscape character or loss of amenity to adjoining properties.
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<p><b>A1</b></p> <p>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.</p>	<p><b>P1</b></p> <p>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, may be located in front of the building line where this is the only practical solution and does not cause an unreasonable loss of amenity to adjoining properties, having regard to:</p> <ul style="list-style-type: none"> <li>(a) topographical or other site constraints;</li> <li>(b) availability of space behind the building line;</li> <li>(c) availability of space for vehicle access to the side or rear of the property;</li> <li>(d) the gradient between the front and the rear of existing or proposed buildings;</li> <li>(e) the length of access or shared access required to service the car parking;</li> <li>(f) the location of the access driveway at least 2.5m from a window of a habitable room of a dwelling;</li> <li>(g) the visual impact of the vehicle parking and access on the site;</li> <li>(h) the streetscape character and amenity;</li> <li>(i) the nature of the zone in which the site is located and its preferred uses; and</li> <li>(j) opportunities for passive surveillance of the road.</li> </ul>

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<b>Planners Response:</b> Not applicable to application.	
<p><b>A2</b></p> <p>Within the Central Business Zone, on-site parking at ground level adjacent to a frontage must:</p> <ul style="list-style-type: none"> <li>(a) have no new vehicle accesses, unless an existing access is removed;</li> <li>(b) retain an active street frontage; and</li> <li>(c) not result in parked cars being visible from public places in the adjacent roads.</li> </ul>	<p><b>P2</b></p> <p>Within the Central Business Zone, on-site parking at ground level adjacent to a frontage must be designed to screen the views of cars from public places in the adjacent roads, without blank walls facing onto a road, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the streetscape;</li> <li>(b) any unreasonable loss of amenity of the occupants of adjoining properties; and</li> <li>(c) maintaining opportunities for active uses on a street frontage in a pedestrian priority street.</li> </ul>
<b>Planners Response:</b> Not applicable to application.	

**C2.7 Parking Precinct Plan**

C2.7.1 Parking precinct plan

Objective:	To minimise the amount of on-site car parking spaces within an area defined by a parking precinct plan, and that parking does not detract from the streetscape of the area.
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<p><b>A1</b></p> <p>Within a parking precinct plan, on-site car parking must:</p> <ul style="list-style-type: none"> <li>(a) not be provided; or</li> <li>(b) not be increased above existing parking numbers.</li> </ul>	<p><b>P1</b></p> <p>Within a parking precinct plan, on-site car parking must be necessary for the operation of the use and not detract from the streetscape, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the availability of off-street public parking spaces within reasonable walking distance;</li> <li>(b) the ability of multiple users to share spaces because of: <ul style="list-style-type: none"> <li>(i) variations in parking demand over time; or</li> <li>(ii) efficiencies gained by</li> </ul> </li> </ul>

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	<p style="text-align: center;">consolidation of parking spaces;</p> <p>(c) the availability and frequency of public transport within reasonable walking distance of the site;</p> <p>(d) the availability and frequency of other transport alternatives;</p> <p>(e) the availability, accessibility and safety of on-street parking, having regard to the nature of the roads, traffic management and other uses in the vicinity;</p> <p>(f) the streetscape;</p> <p>(g) the topography of the site;</p> <p>(h) the location of existing buildings on the site;</p> <p>(i) any constraints imposed by existing development; and</p> <p>(j) any assessment by a suitably qualified person of the actual parking demand, determined having regard to the scale and nature of the use and development, and</p> <p>not exceed the number specified in Table C2.1.</p>
<p><b>Planners Response:</b> Not applicable to application.</p>	

**Table C2.1 Parking Space Requirements**

Use		Parking Space Requirements	
		Car	Bicycle
<b>Bulky Goods Sales</b>	Motor vehicle, boat or caravan sales	1 space per 100m <sup>2</sup> of display, storage and workshop floor area	1 space per 500m <sup>2</sup> of floor area
	Retail plant nursery	15 spaces or 0.5 spaces per 100m <sup>2</sup> of site area, whichever is greater	No requirement
	Bulky Goods Sales, excluding as otherwise specified in this Table	1 space per 50m <sup>2</sup> of floor area	1 space per 500m <sup>2</sup> of floor area
<b>Business and Professional</b>	Bank, real estate agency, travel agent	1 space per 50m <sup>2</sup> of floor area	1 space per 500m <sup>2</sup> of floor area

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<b>Services</b>	Office	1 space per 40m <sup>2</sup> of floor area	1 space per 500m <sup>2</sup> of floor area
	Doctors' surgery, clinic, consulting room	4 spaces per practitioner	2 spaces for each 8 practitioners
	Veterinary centre	4 spaces per practitioner	No requirement
	Funeral parlour	1 space per employee + 1 visitor space + 1 space per 4 chapel seats	1 space per 50 chapel seats
	Business and Professional Services, excluding as otherwise specified in this Table	1 space per 30m <sup>2</sup> of floor area	1 space per 500m <sup>2</sup> of floor area
<b>Community Meeting and Entertainment</b>	Art and craft centre	1 space per 30m <sup>2</sup> of floor area	1 space per 50m <sup>2</sup> floor area or 1 space per 40 seats whichever is greater
	Exhibition centre, library, museum or public art gallery	1 space per 20m <sup>2</sup> of floor area	4 spaces plus 2 spaces for each 1500m <sup>2</sup> of floor area
	Cinema, place of worship, civic centre, function centre, public hall, theatre	1 space per 15m <sup>2</sup> of floor area, or 1 space per 3 seats, whichever is greater	1 space per 50m <sup>2</sup> floor area or 1 space per 40 seats whichever is greater
	Community Meeting and Entertainment, excluding as otherwise specified in this Table	1 space per 15m <sup>2</sup> of floor area or 1 space per 4 seats, whichever is greater	1 space per 50m <sup>2</sup> floor area or 1 space per 40 seats whichever is greater
<b>Custodial Facility</b>	1 space per 2 employees + 1 space per 5 inmates	No requirement	
<b>Crematoria and Cemeteries</b>	1 space per employee + 1 visitor space + 1 space per 4 chapel seats	1 space per 50 chapel seats	
<b>Domestic Animal Breeding, Boarding or Training</b>	1 space per employee + 2 visitor spaces	No requirement	

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<b>Educational and Occasional Care</b>		1 space per employee + 1 space per 6 tertiary education students	1 space per 5 employees and tertiary education students
<b>Emergency Services</b>	Fire/ambulance	1 space per employee	No requirement
	Emergency Services, excluding as otherwise specified in this Table	No requirement	No requirement
<b>Equipment and Machinery Sales and Hire</b>		1 space per 50m <sup>2</sup> of floor area	No requirement
<b>Extractive Industry</b>		1 space per 2 employees	No requirement
<b>Food Services</b>	Restaurant	1 space per 15m <sup>2</sup> of floor area (including any outdoor dining areas) + 6 queuing spaces for drive through (if applicable), unless subject to Clause C2.5.5	1 space per 75m <sup>2</sup> floor area
	Take away food premises	1 space per 15m <sup>2</sup> of floor area (including any outdoor dining areas) + 6 queuing spaces for drive through (if applicable), unless subject to Clause C2.5.5	1 space per 75m <sup>2</sup> floor area
	Food Services, excluding as otherwise specified in this Table	15 for each 100m <sup>2</sup> of floor area or 1 space per 3 seats, whichever is greater, unless subject to Clause C2.5.5	1 space per 75m <sup>2</sup> floor area
<b>General Retail and Hire</b>	Drive-in bottle shop, if associated with a Hotel Industry	6 spaces	No requirement
	General Retail and Hire, excluding as otherwise specified in this table	1 space per 30m <sup>2</sup> of floor area, unless subject to Clause C2.5.5	1 space per 100m <sup>2</sup> of floor area

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<b>Hospital Services</b>		1 space per 4 beds + 1 space per doctor + 1 space per 2 other employees	1 space per 10 beds
<b>Hotel Industry</b>		1 space per 20m <sup>2</sup> of floor area available to the public + 1 space per bedroom	1 space per 100m <sup>2</sup> of floor area available to the public
<b>Manufacturing and Processing</b>		1 space per 200m <sup>2</sup> of floor area or 2 spaces per 3 employees, whichever is greater	1 space per 5 employees
<b>Motor Racing Facility</b>		No requirement	No requirement
<b>Natural and Cultural Values Management</b>		No requirement	No requirement
<b>Passive Recreation</b>		No requirement	No requirement
<b>Pleasure Boat Facility</b>	Marina	0.6 spaces for each wet berth and 0.2 spaces for each dry storage berth and 0.5 spaces per marina employee	No requirement
	Boathouse	0.5 space for each boathouse	No requirement
	Pleasure Boat Facility, excluding as otherwise specified in this Table	No requirement	No requirement
<b>Port and Shipping</b>		No requirement	No requirement
<b>Recycling and Waste Disposal</b>		1 space per 500m <sup>2</sup> of site area + 1 space per employee	No requirement
<b>Research and Development</b>		1 space per 100m <sup>2</sup> of floor area or 2 spaces per 3 employees, whichever is greater	No requirement
<b>Residential</b>	If a 1 bedroom or studio dwelling in the General Residential Zone (including all rooms capable of being used as a bedroom)	1 space per dwelling	No requirement

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If a 2 or more bedroom dwelling in the General Residential Zone (including all rooms capable of being used as a bedroom)	2 spaces per dwelling	No requirement
Visitor parking for multiple dwellings in the General Residential Zone	1 dedicated space per 4 dwellings (rounded up to the nearest whole number); or if on an internal lot or located at the head of a cul-de-sac, 1 dedicated space per 3 dwellings (rounded up to the nearest whole number)	No requirement
Other Residential use in the General Residential Zone	1 space per bedroom or 2 spaces per 3 bedrooms + 1 visitor space for every 10 bedrooms (rounded up to the nearest whole number)	No requirement for residential care facility, assisted housing and retirement village. All other uses require 1 space per 5 bedrooms in other forms of accommodation.
Any Residential use in any other zone	1 space per bedroom or 2 spaces per 3 bedrooms + 1 visitor space for every 5 multiple dwellings or every 10 bedrooms for a non-dwelling residential use (rounded up to the nearest whole number)	No requirement for single dwellings, multiple dwellings, residential care facility, assisted housing and retirement village. All other uses require 1 space per 5 bedrooms in other forms of accommodation.
Aquaculture	2 spaces per 3 employees	No requirement

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<b>Resource Development</b>	Resource development, excluding as otherwise specified in this Table	No requirement	No requirement
<b>Resource Processing</b>		2 spaces per 3 employees	1 space per 5 employees
<b>Service Industry</b>		1 space per 80m <sup>2</sup> of floor area or 2 spaces per 3 employees, whichever is greater	1 space per 5 employees
<b>Sports and Recreation</b>	Bowling green	6 spaces per bowling rink	No requirement
	Fitness centre	4.5 spaces per 100m <sup>2</sup> of floor area	No requirement
	Golf course	4 spaces per golf hole	No requirement
	Swimming pool (other than in conjunction with a single dwelling)	5 spaces for each 100m <sup>2</sup> of site area	1 space per 100m <sup>2</sup> of site area
	Tennis court or Squash court (other than in conjunction with a single dwelling)	3 spaces for each tennis or squash court + 1 space per 5 spectator places	No requirement
	Major Sporting Facility	1 space per 5 seats	No requirement
	Sports and Recreation, excluding as otherwise specified in this Table	50 spaces per facility	No requirement
<b>Storage</b>		1 space per 200m <sup>2</sup> of the site area or 1 space per 2 employees, whichever is greater	No requirement
<b>Tourist Operation</b>		1 space per 200m <sup>2</sup> of floor area or 1 space for each 500m <sup>2</sup> of the site area, whichever is greater	1 space per 1000m <sup>2</sup> of floor area or 1 space per 500m <sup>2</sup> of site area, whichever is the greater
<b>Transport Depot and Distribution</b>		3.5 spaces for each 100m <sup>2</sup> of gross floor area	1 space per 5 employees
<b>Utilities</b>		No requirement	No requirement
<b>Vehicle Fuel Sales and Service</b>		4 spaces per service bay	1 space per 5

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		employees
<b>Vehicle Parking</b>	No requirement	No requirement
<b>Visitor Accommodation</b>	1 space per self-contained accommodation unit, allocated tent or caravan space, or 1 space per 4 beds, whichever is the greater	No requirement

Notes to Table C2.1:

- (1) The number of parking spaces required is to be calculated based on the proposed use or development.
- (2) Parking spaces must be individually accessible, excluding tandem parking spaces which may be used to serve a dwelling.
- (3) Excluding visitor parking for multiple dwellings in the General Residential Zone, fractions of a space are to be rounded to the nearest whole number, so that a full number of spaces is provided for any fraction of a quota of floor area or number of employees.
- (4) Where a proposal contains multiple Use Classes, the car parking requirements must be calculated as the sum of the requirements for each individual use component.
- (5) Reference to an employee is equivalent to 1 full-time employee.

**Table C2.2 Internal Access Way Widths for Vehicles**

<b>Number of parking spaces served</b>	<b>Internal access way widths</b>	<b>Passing bay dimensions for two-way traffic in addition to the access way width</b>
1 to 5	A width not less than 3m.	2m wide by 5m long, plus entry and exit tapers, every 30m, unless on land within the Rural Zone, Agriculture Zone, Landscape Conservation Zone, Environmental Management Zone or Open Space Zone.
6 to 20	(a) A width not less than 4.5m for the first 7m from the road carriageway and 3m thereafter, and  (b) At changes of direction or intersections have:  (i) an internal radius of not less than 4m, or (ii) a width more than 4.2m.	2m wide by 5m long, plus entry and exit tapers, every 30m.
21 and over	A width not less than 5.5m.	Not applicable

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**Table C2.3 Dimensions of Car Parking Spaces and Combined Access and Manoeuvring Space Adjacent to Parking Spaces**

Angle of car spaces to manoeuvring space	Combined access and manoeuvring width	Car park widths	Car park length
Parallel	3.6m	2.3m	6.7m
45 degrees	3.5m	2.6m	5.4m
60 degrees	4.9m	2.6m	5.4m
90 degrees	6.4m	2.6m	5.4m
90 degrees	5.8m	2.8m	5.4m
90 degrees	5.2m	3m	5.4m
90 degrees	4.8m	3.2m	5.4m

Notes to Table C2.3:

- (1) If entry to the car space is from a road, the combined access and manoeuvring width may include the road.

**Table C2.4 Motorcycle Parking Space Requirements**

Number of car parking spaces required for a use	Number of motorcycle parking spaces required for a use
0-20	No requirement
21-40	1 space
41 or more	1 space for every additional 20 car parking spaces required

## **C15.0 Landslip Hazard Code**

### **C15.1 Code Purpose**

The purpose of the Landslip Hazard Code is:

- C15.1.1 To ensure that a tolerable risk can be achieved and maintained for the type, scale and intensity and intended life of use or development on land within a landslip hazard area.

### **C15.2 Application of this Code**

C15.2.1 This code applies to:

- (a) use or development of land within a landslip hazard area; or  
 (b) use or development of land identified in a report, that is lodged with an application,

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or required in response to a request under section 54 of the Act, as having potential to cause or contribute to a landslide.

C15.2.2 The planning authority may only make a request under clause C15.2.1(b) where it reasonably believes, based on information in its possession, that the use or development of land has the potential to cause or contribute to landslide.

**C15.3 Definition of Terms**

C15.3.1 In this code, unless the contrary intention appears:

<b>Term</b>	<b>Definition</b>
critical use	means a use that is within one of the following Use Classes: (a) Emergency Services; or (b) Hospital Services.
geotechnical practitioner	means: (a) a person holding a building services license issued under the <i>Occupational Licensing Act 2005</i> in the class of engineer-civil; (b) a geotechnical engineer acting within their area of competence; or (c) an engineering geologist acting within their area of competence.
hazardous use	means a use that is within one or more of the following use classes: (a) Crematoria and Cemeteries; (b) Extractive Industries, if the use involves the storage of a hazardous chemical of a manifest quantity; (c) Hospital Services, if the use involves the storage of a hazardous chemical of a manifest quantity; (d) Manufacturing and Processing, if the use involves the storage of a hazardous chemical of a manifest quantity; (e) Recycling and Waste Disposal; (f) Research and Development, if the use involves the storage of a hazardous chemical of a manifest quantity; (g) Storage, if the use involves the storage of a hazardous chemical of a manifest quantity; (h) Transport Depot and Distribution, if the use involves the storage of a hazardous chemical of a manifest quantity; (i) Utilities, if the use involves the storage of a hazardous chemical of a manifest quantity; or (j) Vehicles Fuel Sales and Service.
landslide	means landslide for the purposes of this code.
landslip	means the downslope movement of a mass of rock, debris, or earth.
landslip hazard area	means land: (a) shown on an overlay map in the relevant Local Provisions Schedule, as within a landslip hazard area, which is classified into one of four landslip hazard bands; or (b) identified in a report for the purposes of C15.2.1 (b).
landslip hazard bands	means the classification of land within a landslip hazard area into one of the following landslip hazard bands: (a) low

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	<ul style="list-style-type: none"> <li>(b) medium;</li> <li>(c) medium-active; or</li> <li>(d) high</li> </ul>
landslip hazard report	<p>means a report prepared using the methodology of the <i>Practice Note Guidelines for Landslide Risk Management 2007</i> by a geotechnical practitioner and must include:</p> <ul style="list-style-type: none"> <li>(a) details of, and be signed by, the person who prepared or verified the report;</li> <li>(b) confirmation that the person has the appropriate qualifications and expertise;</li> <li>(c) confirmation that the report has been prepared in accordance with any methodology specified by a State authority;</li> <li>(d) a report of a geotechnical site investigation undertaken consistent with <i>Australian Standard AS 1726-2017 Geotechnical site investigations</i>;</li> <li>(e) conclusions based on consideration of the proposed use or development: <ul style="list-style-type: none"> <li>(i) as to whether the use or development is likely to cause or contribute to the occurrence of a landslip event on the site or on adjacent land;</li> <li>(ii) as to whether the use or development can achieve and maintain a tolerable risk for the intended life of the development, having regard to: <ul style="list-style-type: none"> <li>a. the nature, intensity and duration of the use;</li> <li>b. the type, form and duration of any development;</li> <li>c. the likely change in the risk across the intended life of the use or development;</li> <li>d. the ability to adapt to a change in the risk;</li> <li>e. the ability to maintain access to utilities and services;</li> <li>f. the need for specific landslip reduction or protection measures on the site;</li> <li>g. the need for landslip reduction or protection measures beyond the boundary of the site; and</li> <li>h. any landslip management plan in place for the site or adjacent land;</li> </ul> </li> <li>(iii) any advice relating to the ongoing management of the use or development; and</li> <li>(iv) relating to any matter specifically required by Performance Criteria in this code.</li> </ul> </li> </ul>
landslip management plan	<p>means a management plan for a landslip hazard area endorsed by the relevant council.</p>

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significant works	<p>means any of the following:</p> <ul style="list-style-type: none"> <li>(a) excavation equal to or greater than 1m in depth, including temporary excavations for the installation or maintenance of services or pipes;</li> <li>(b) excavation or land filling of greater than 100m<sup>3</sup> whether or not material is sourced on the site or imported;</li> <li>(c) felling or removal of vegetation over a contiguous area greater than 1000m<sup>2</sup>;</li> <li>(d) the collection, pooling or storage of water in a dam, pond, tank or swimming pool with a volume of more than 45 000L;</li> <li>(e) removal, redirection, or introduction of drainage for surface or groundwater; and</li> <li>(f) discharge of stormwater, sewage, water storage overflow or other wastewater.</li> </ul>
vulnerable use	<p>means a use that is within one or more of the following Use Classes:</p> <ul style="list-style-type: none"> <li>(a) Custodial Facility;</li> <li>(b) Education and Occasional Care;</li> <li>(c) Residential, if for respite centre, residential care facility, retirement village or assisted housing; or</li> <li>(d) Visitor Accommodation, if the use is to accommodate more than 12 guests.</li> </ul>

**C15.4 Use or Development Exempt from this Code**

C15.4.1 The following use or development is exempt from this code:

- (a) use of land within a low or medium landslip hazard band, excluding for a critical use, hazardous use or vulnerable use;
- (b) use or development of land for Extractive Industry where a mining lease under the *Mineral Resources Development Act 1995* is in force, excluding a hazardous use;
- (c) use of land for:
  - (i) Natural and Cultural Values Management;
  - (ii) Passive Recreation;
  - (iii) Resource Development; or
  - (iv) Utilities;
- (d) development on land within a low or medium landslip hazard band that requires authorisation under the *Building Act 2016*;
- (e) development, including subdivision, on land within a low landslip hazard band, if it does not involve significant works;
- (f) development for Resource Development on land within the low or medium landslip hazard band, if it does not involve significant works;

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- (g) development for minor utilities or linear utilities associated with sewer, water, or stormwater systems, electricity, gas, telecommunications and roads, if it does not involve significant works;
- (h) subdivision of land within the medium-active or high landslip hazard band, if it does not involve any works; and
- (i) subdivision of land within a medium landslip hazard band if:
  - (i) it does not involve significant works; or
  - (ii) it does not create a new road, or extend an existing road.

**C15.5 Use Standards**

C15.5.1 Use within a landslip hazard area

<b>Objective:</b>	That uses, including critical, hazardous or vulnerable use, can achieve and maintain a tolerable risk from exposure to a landslip for the nature and intended duration of the use.
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>
<p><b>A1</b></p> <p>No Acceptable Solution.</p>	<p><b>P1.1</b></p> <p>A use, including a critical use, hazardous use, or vulnerable use, within a landslip hazard area achieve and maintain a tolerable risk from exposure to landslip, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the type, form and duration of the use; and</li> <li>(b) a landslip hazard report that demonstrates that:           <ul style="list-style-type: none"> <li>(i) any increase in the level of risk from landslip does not require any specific hazard reduction or protection measure; or</li> <li>(ii) the use can achieve and maintain a tolerable risk for the intended life of the use.</li> </ul> </li> </ul> <p><b>P1.2</b></p> <p>If landslip reduction or protection measures are required on land beyond the boundary of the site, the consent in writing of the owner of that land must be provided for that land to be managed in accordance with the landslip reduction or protection measures.</p>
<p><b>Planners Response:</b> Not applicable to application.</p> <p>The application does not include a new use and does not intensify the existing use.</p>	
<b>A2</b>	<b>P2</b>

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<p>No Acceptable Solution.</p>	<p>In addition to the requirements in clause C15.5.1 P1.1, a critical use within a landslip hazard area must achieve and maintain a tolerable risk from landslip, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the impact on the ability of the use to respond to a landslip event;</li> <li>(b) the impact on ability of the use to function and maintain service during the landslip and recovery period;</li> <li>(c) any interruption to the operation of the critical use in locations external to the immediate impact of the landslip event;</li> <li>(d) the creation of risk to the health or safety of people from damage or disruption to: <ul style="list-style-type: none"> <li>(i) a water supply service;</li> <li>(ii) an energy supply; or</li> <li>(iii) the drainage and treatment of waste water;</li> </ul> </li> <li>(e) any advice contained in a landslip hazard report; and</li> <li>(f) any advice from a State authority, regulated entity or a council.</li> </ul>
<p><b>Planners Response:</b> Not applicable to application.  The application is not for a Critical use.</p>	
<p><b>A3</b>  No Acceptable Solution.</p>	<p><b>P3</b>  In addition to the requirements in clause C15.5.1 P1.1, a hazardous use within a landslip hazard area must achieve and maintain a tolerable risk, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the health and safety of people;</li> <li>(b) any impact on property;</li> <li>(c) any impact on the environment;</li> <li>(d) the advice contained in a landslip hazard report; and</li> <li>(e) any advice from a State authority, regulated entity or a council.</li> </ul>
<p><b>Planners Response:</b> Not applicable to application.  The application is not for a Hazardous use.</p>	
<p><b>A4</b>  No Acceptable Solution.</p>	<p><b>P4</b>  In addition to the requirements in clause C15.5.1 P1.1, a vulnerable use within a landslip</p>

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	<p>hazard area must be protected from landslip, having regard to:</p> <ul style="list-style-type: none"> <li>(a) any protection measures, existing or proposed;</li> <li>(b) the ability and capability of people in a landslip event who may live, work or visit the site, to: <ul style="list-style-type: none"> <li>(i) protect themselves;</li> <li>(ii) evacuate in an emergency; and</li> <li>(iii) understand and respond to instructions in the event of an emergency;</li> </ul> </li> <li>(c) any emergency evacuation plan;</li> <li>(d) the advice contained in a landslip hazard report; and</li> <li>(e) any advice from a State authority, regulated entity or a council.</li> </ul>
<p><b>Planners Response:</b> Not applicable to application.  The application is not for a Vulnerable use.</p>	

**C15.6 Development Standards for Buildings and Works**

C15.6.1 Building and works within a landslip hazard area

Objective:	That building and works on land within a landslip hazard area can: <ul style="list-style-type: none"> <li>(a) minimise the likelihood of triggering a landslip event; and</li> <li>(b) achieve and maintain a tolerable risk from a landslip.</li> </ul>
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>

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<p><b>A1</b> No Acceptable Solution.</p>	<p><b>P1.1</b> Building and works within a landslip hazard area must minimise the likelihood of triggering a landslip event and achieve and maintain a tolerable risk from landslip, having regard to:</p> <ul style="list-style-type: none"> <li>(a) the type, form, scale and intended duration of the development;</li> <li>(b) whether any increase in the level of risk from a landslip requires any specific hazard reduction or protection measures;</li> <li>(c) any advice from a State authority, regulated entity or a council; and</li> <li>(d) the advice contained in a landslip hazard report.</li> </ul> <p><b>P1.2</b> A landslip hazard report also demonstrates that the buildings and works do not cause or contribute to landslip on the site, on adjacent land or public infrastructure.</p> <p><b>P1.3</b> If landslip reduction or protection measures are required beyond the boundary of the site the consent in writing of the owner of that land must be provided for that land to be managed in accordance with the specific hazard reduction or protection measures.</p>
<p><b>Planners Response:</b> Relies on performance criteria.</p> <p>The application includes buildings and works in a landslip hazard area. It is noted that the carport will require authorisation under the Building Act 2016 and as such is exempt from the Code. However, the garage and landscaping are likely Low Risk Works under the Building Act 2016 and will not require further authorisation.</p> <p>The Performance Criteria are assessed in the body of the report.</p>	

**C15.7 Development Standards for Subdivision**

Not applicable. The application does not include subdivision.

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ABN 68 300 116 092

**PLANNING APPLICATION FORM**

**Section 57 & 58**

OFFICE USE ONLY		
Application Number: DA 20 / 1	Date: 16.11.2	
PID: 92637	Zone: Rural	Permitted <b>or Discretionary</b>

**DEVELOPMENT APPLICATION DETAILS**

Applicant Name:	Emma Mou		
Location/Address:	10 Craighburn Road, Hillwood TAS 7252		
Title Reference:	178752 / 1		
Existing Development/Use: <small>(describe the way the land is used now)</small>	Residential		
Development Type:	New dwelling <input type="checkbox"/> Outbuilding <input checked="" type="checkbox"/> Addition/extension <input type="checkbox"/> Fencing <input type="checkbox"/> Demolition <input type="checkbox"/> Signage <input type="checkbox"/> Subdivision <input type="checkbox"/> Change of use <input type="checkbox"/> Other <input type="checkbox"/>		
Description/Use:	Storage shed and carport		
New floor area:	- 36m <sup>2</sup> (shed) - 36m <sup>2</sup> (carport) m <sup>2</sup>	Total floor area:	- 36m <sup>2</sup> (shed) - 36m <sup>2</sup> (carport) m <sup>2</sup>
		New building height:	3.44m (shed) 2.56m (carport) m
Water Supply:	TasWater <input type="checkbox"/> Tank <input type="checkbox"/>	Wastewater:	TasWater <input type="checkbox"/> On-Site Wastewater System <input type="checkbox"/>
Driveway/Vehicle Crossover:	Existing <input checked="" type="checkbox"/> Proposed <input type="checkbox"/> Alteration Required <input type="checkbox"/> <i>Contact Council's engineering department for details on crossover construction</i>		
Does the application include Crown Land or access via a Crown Access License?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If 'yes', please provide Crown consent to lodge the planning application in accordance with section 52 (1B) of the Land Use Planning and Approvals Act 1993.	

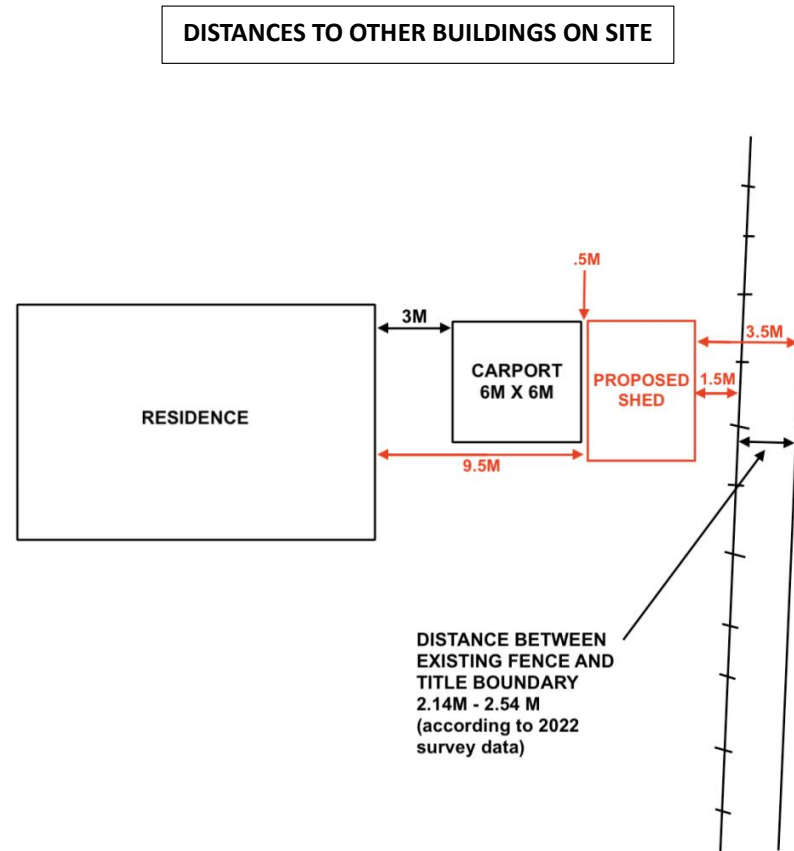
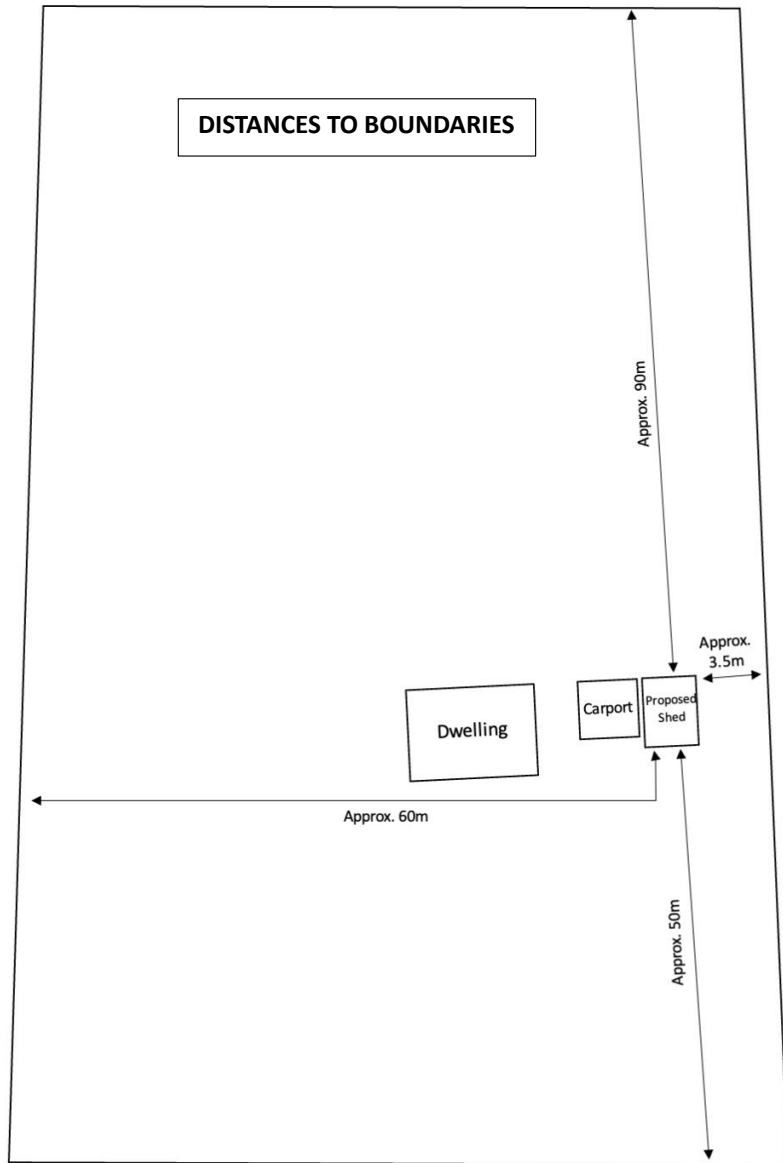
**SUBDIVISION** N/A

Existing Lots:	Number of total lots proposed:
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**COMMERCIAL/INDUSTRIAL** N/A

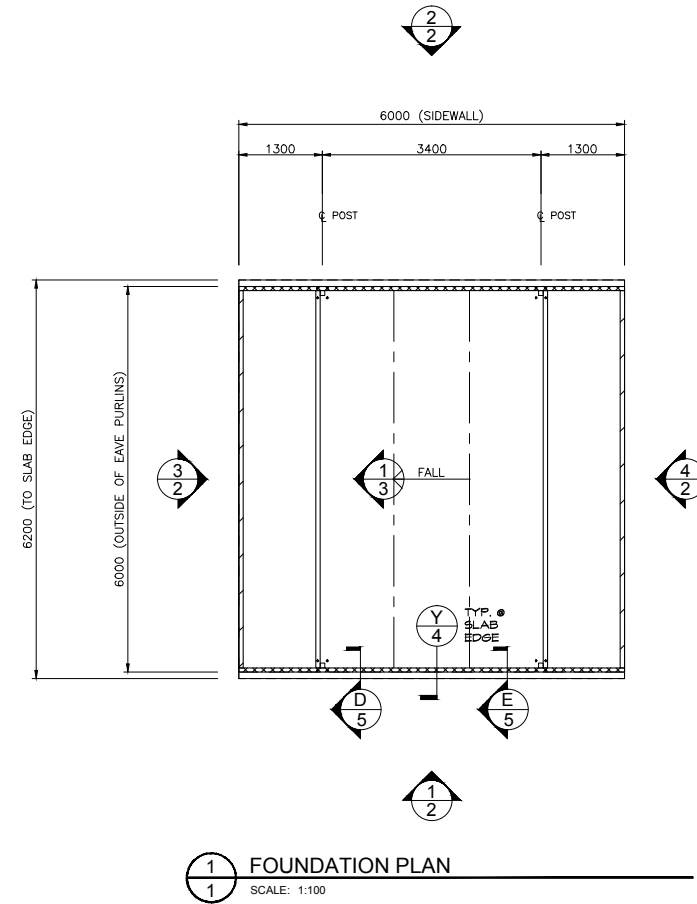
Existing business and/or proposed business description:			
Hours of Operation:	Weekdays (Mon – Fri)		To
	Saturday		To
	Sunday		To
Signage:	Yes <input type="checkbox"/> No <input type="checkbox"/>	If 'yes', please provide details with application.	
Existing no. of employees:		No. of employees (proposed):	
Parking spaces (existing)		Parking spaces (proposed)	

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 10 CRAIGBURN RD HILLWOOD – SITE PLAN



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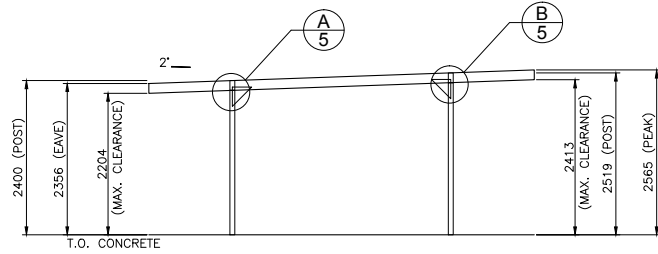


- LEGEND:
- -- ROOF PURLIN
  - ==== BEAM
  - |||| RAFTER
  - ==== EAVE PURLIN

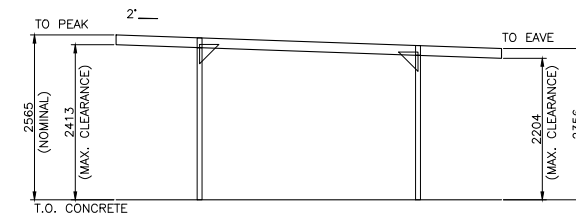
SHEET <b>1</b> OF <b>5</b>	JOB NO. SKSG33880	DATE 15/11/2022	CHECKED TM	DRAWN FDS	PROPOSED FOR AT	<b>SKYLINE ROOFING PTY LTD</b> 03 6334 5535 <b>RICHARD SZEKELY</b> 10 CRAIGBURN ROAD HILLWOOD		 Civil & Structural Engineers 50 Punari Street Currajong, Qld 4812 Fax: 07 4725 5850 Email: design@nceng.com.au ABN 341 008 173 56	Mr Timothy Roy Messer BE MIEAust RPEQ Registered Professional Engineer 2558980 Signature <i>T. Messer</i> Date 15/11/2022 Registered on the NPER in the areas of practice of Civil & Structural National Professional Engineers Register
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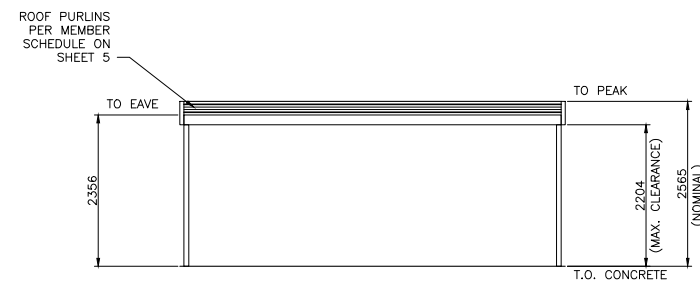
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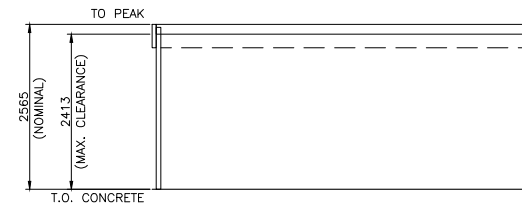
**1** SIDEWALL EXTERIOR ELEVATION  
SCALE: 1:100





**2** SIDEWALL EXTERIOR ELEVATION  
SCALE: 1:100



**3** ENDWALL EXTERIOR ELEVATION  
SCALE: 1:100

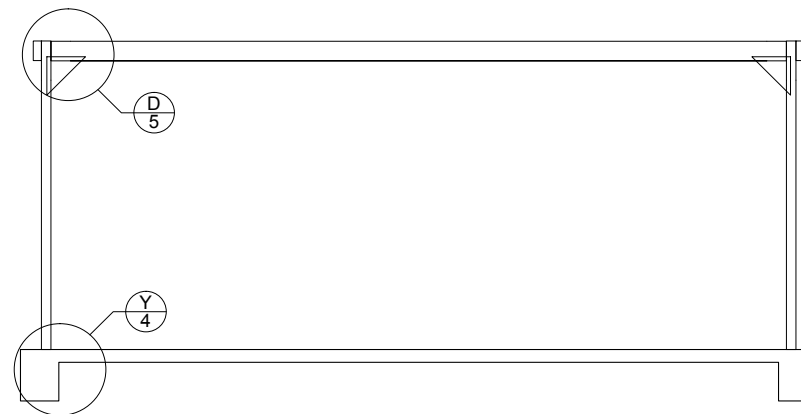


**4** ENDWALL EXTERIOR ELEVATION  
SCALE: 1:100

SHEET <b>2</b> OF <b>5</b>	JOB NO. SKSG33880	DATE 15/11/2022	CHECKED TM	DRAWN FDS	PROPOSED FOR AT	<b>SKYLINE ROOFING PTY LTD</b> 03 6334 5535 <b>RICHARD SZEKELY</b> 10 CRAIGBURN ROAD HILLWOOD			Civil & Structural Engineers 50 Punari Street Currajong, Qld 4812 Fax: 07 4725 5850 Email: design@nceng.com.au ABN 341 008 173 56 Registered Chartered Professional Engineer Registered Professional Engineer (Civil & Structural) QLD Registered Certifying Engineer (Structural) N.T. Registered Engineer - (Civil) VIC Registered Engineer - (Civil) TAS	Mr Timothy Roy Messer BE MIEAust RPEQ Registered Professional Engineer 2558980 Signature <i>T. Messer</i> Date 15/11/2022 Registered on the NPER in the areas of practice of Civil & Structural National Professional Engineers Register
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**1** INTERNAL FRAME SECTION  
**3** SCALE: 1:50

(Refer to Sheet #4 for concrete specification).

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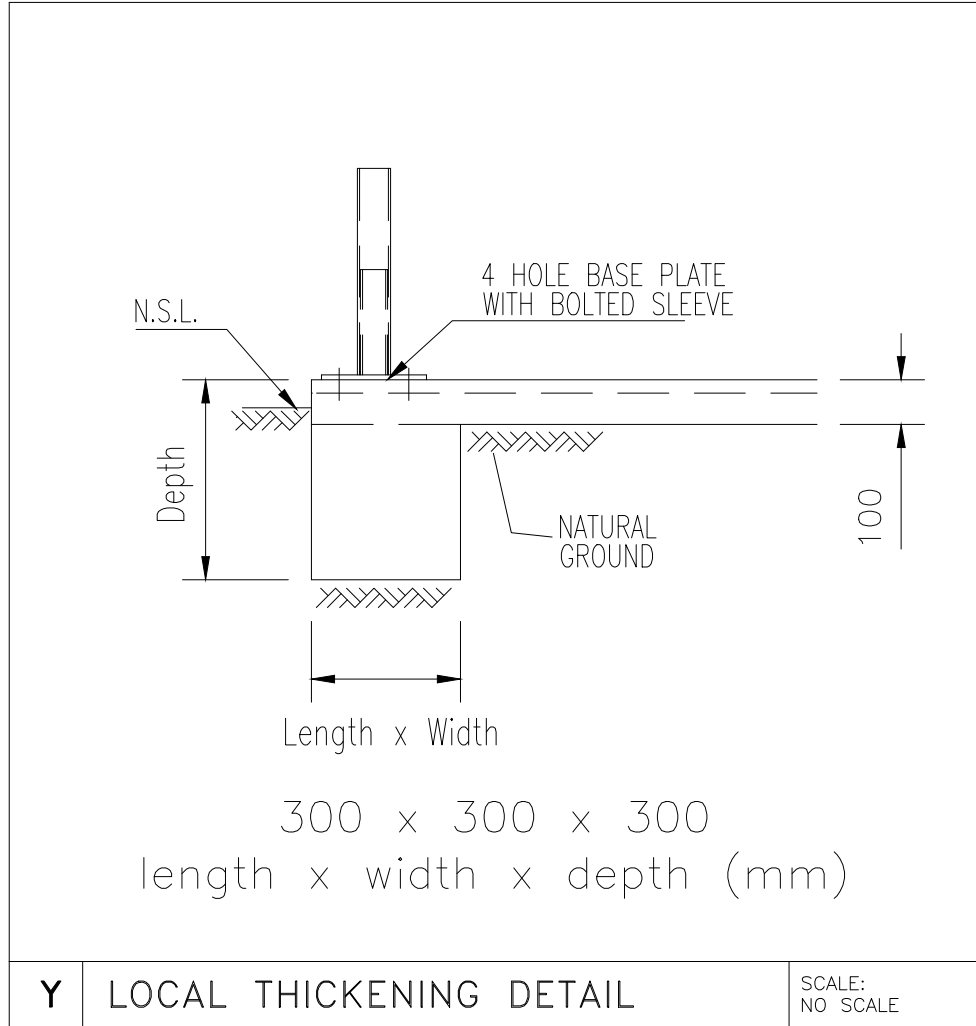
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STRUCTURAL GENERAL NOTES

1. **GOVERNING CODE** : BUILDING CODE OF AUSTRALIA (BCA), LOADING TO AS1170 - ALL SECTIONS.
2. **DRAWING OWNERSHIP** : THESE DRAWINGS REMAIN THE PROPERTY OF AG&S BUILDING SYSTEMS PTY. LTD (AG&S). ENGINEERING SIGNATURE AND CERTIFICATION IS ONLY VALID WHEN BUILDING IS SUPPLIED BY A DISTRIBUTOR OF AG&S. DRAWINGS ARE PROVIDED FOR THE DUAL PURPOSE OF OBTAINING BUILDING PERMITS AND AIDING CONSTRUCTION. ANY OTHER USE OR REPRODUCTION IS PROHIBITED WITHOUT WRITTEN APPROVAL FROM AG&S.
3. **DRAWING SIGNATURE REQUIREMENTS** : THESE DRAWINGS ARE NOT VALID UNLESS SIGNED BY THE ENGINEER. THE ENGINEER ACCEPTS NO LIABILITY OR RESPONSIBILITY FOR DRAWINGS WITHOUT A SIGNATURE. EACH TITLE BLOCK CONTAINS A WATER MARK UNDER THE CUSTOMER'S NAME CONTAINING THE DATE OF PRODUCTION OF THE DRAWINGS; THE DRAWINGS ARE TO BE SUBMITTED TO COUNCIL WITHIN 21 DAYS OF THIS DATE. THIS IS TO ENSURE THAT ONLY CURRENT DRAWINGS ARE IN CIRCULATION.
4. **CONTRACTOR RESPONSIBILITIES** : CERTIFIER AND CONTRACTOR TO CONFIRM (ON SITE) THAT THE WIND LOADINGS APPLIED TO THIS DESIGN ARE TRUE AND CORRECT FOR THE ADDRESS STATED IN THE TITLE BLOCK. CONTRACTOR SHALL VERIFY AND CONFIRM ALL EXISTING CONDITIONS AND DIMENSIONS. ENGINEER SHALL BE NOTIFIED OF ANY DISCREPANCIES BETWEEN DRAWINGS AND EXISTING CONDITIONS PRIOR TO START OF WORK. CONTRACTOR MUST NOT MAKE ANY DEVIATION FROM THE PROVIDED PLANS WITHOUT FIRST OBTAINING WRITTEN APPROVAL FROM ONE OF THE UNDERSIGNING ENGINEERS. THE ENGINEER / AG&S TAKE NO RESPONSIBILITY FOR CHANGES MADE WITHOUT WRITTEN APPROVAL. CONTRACTOR IS RESPONSIBLE FOR ENSURING NO PART OF THE STRUCTURE BECOMES OVERSTRESSED DURING CONSTRUCTION. BUILDING IS NOT STRUCTURALLY ADEQUATE UNTIL THE INSTALLATION OF ALL COMPONENTS AND DETAILS SHOWN IS COMPLETED IN ACCORDANCE WITH THESE DRAWINGS. THE INDICATED DRAWING SCALES ARE APPROXIMATE. DO NOT SCALE DRAWINGS FOR CONSTRUCTION PURPOSES. FOR FURTHER DIRECTIONS ON CONSTRUCTION THE CONTRACTOR SHOULD CONSULT THE APPROPRIATE INSTRUCTION MANUAL.
5. **ENGINEERING** : THE ENGINEER / AG&S ARE NOT ACTING AS PROJECT MANAGERS FOR THIS DEVELOPMENT, AND WILL NOT BE PRESENT DURING CONSTRUCTION. THE UNDERSIGNING ENGINEERS HAVE REVIEWED THIS BUILDING FOR CONFORMITY ONLY TO THE STRUCTURAL DESIGN PORTIONS OF THE GOVERNING CODE. THE PROJECT MANAGER IS RESPONSIBLE FOR ADDRESSING ANY OTHER CODE REQUIREMENTS APPLICABLE TO THIS DEVELOPMENT. THESE DOCUMENTS ARE STAMPED ONLY AS TO THE COMPONENTS SUPPLIED BY AG&S. IT IS THE RESPONSIBILITY OF THE PURCHASER TO COORDINATE DRAWINGS PROVIDED BY AG&S WITH OTHER PLANS AND/OR OTHER COMPONENTS THAT ARE PART OF THE OVERALL PROJECT. IN CASES OF DISCREPANCIES, THE LATEST DRAWINGS PROVIDED BY AG&S SHALL GOVERN.
6. **INSPECTIONS** : NO SPECIAL INSPECTIONS ARE REQUIRED BY THE GOVERNING CODE ON THIS JOB. ANY OTHER INSPECTIONS REQUESTED BY THE LOCAL BUILDING DEPARTMENT SHALL BE CONDUCTED AT THE OWNER'S EXPENSE.
7. **SOIL REQUIREMENTS** : SITE CLASSIFICATION TO BE A, S OR M ONLY. SOIL SAFE BEARING CAPACITY VALUE INDICATED ON DRAWING SHEET 4 OCCURS AT 100mm BELOW FINISH GRADE, EXISTING NATURAL GRADE, OR AT FROST DEPTH SPECIFIED BY LOCAL BUILDING DEPARTMENT, WHICHEVER IS THE LOWEST ELEVATION. REGARDLESS OF DETAIL Y ON SHEET 4 THE MINIMUM FOUNDATION DEPTH SHOULD BE 100MM INTO NATURAL GROUND OR BELOW FROST DEPTH SPECIFIED BY LOCAL COUNCIL. ROLLED OR COMPACTED FILL MAY BE USED UNDER SLAB, COMPACTED IN 150mm LAYERS TO A MAXIMUM DEPTH OF 900mm. CONCRETE FOUNDATION EMBELEMMENT DEPTHS DO NOT APPLY TO LOCATIONS WHERE ANY UNCOMPACTED FILL OR DISTURBED GROUND EXISTS OR WHERE WALLS OF THE EXCAVATION WILL NOT STAND WITHOUT SUPPLEMENTAL SUPPORT, IN THIS CASE SEEK FURTHER ENGINEERING ADVICE.
8. **CLASS 10a FOOTING DESIGNS** : THE FOUNDATION DOCUMENTED IS APPROPRIATE FOR CLASS 10a BUILDING DESIGNS ON 'M-D', 'H', 'H-D' OR 'E' CLASS SOILS, IF TOTAL SLAB AREA IS UNDER 100m<sup>2</sup> AND THE MAXIMUM SLAB DIMENSION (LENGTH AND WIDTH) IS LESS THAN 12m. PLEASE BE AWARE THAT THE SLAB DESIGN FOR H & E CLASS SOILS IN THESE INSTANCES ARE DESIGNED TO EXPERIENCE SOME CRACKING. THIS CRACKING IS NOT CONSIDERED A STRUCTURAL FLAW OR DESIGN ISSUE, AND IS SIMPLY COSMETIC IN NATURE. IF THIS IS A CONCERN TO THE CLIENT IT IS ADVISED THEY DISCUSS OTHER OPTIONS WITH THE RELEVANT DISTRIBUTOR PRIOR TO THE POURING OF THE SLAB. FOR PAD ONLY DESIGNS BUILDING DIMENSION PREVAILS OVER SLAB DIMENSIONS.
9. **CONCRETE REQUIREMENTS** : ALL CONCRETE DETAILS AND PLACEMENT SHALL BE PERFORMED IN ACCORDANCE WITH AS2870 AND AS3600. CONCRETE SHALL HAVE A MIN. 28-DAY STRENGTH OF 20MPa FOR EXPOSURE A1 & B1, 25MPa FOR EXPOSURE A2 & B2 AND 32MPa FOR EXPOSURE C. CEMENT TO BE TYPE A. MAX AGGREGATE SIZE OF 20mm. SLUMP TO BE 80mm +/-15mm. SLABS TO BE CURED FOR 7DAYS BY WATERING OR COVERING WITH A PLASTIC MEMBRANE, AFTER WHICH CONSTRUCTION CAN BEGIN, DUE CARE GIVEN NOT TO OVER-TIGHTEN HOLD DOWN BOLTS. GIVEN ALLOWABLE SOIL TYPES 1 LAYER OF F72 REINFORCING MESH IS TO BE INSTALLED ON STANDARD SLABS WITH A MINIMUM 30MM COVER FROM CONCRETE SURFACE. CONCRETE REINFORCING TO CONFORM TO AS 1302, AS1303 & AS 1304. ALL REINFORCING COVER TO BE A MINIMUM OF 30mm.
10. **STRUCTURAL STEEL REQUIREMENTS** : ALL STRUCTURAL STEEL, INCLUDING SHEETING THOUGH EXCLUDING CONCRETE REINFORCING, SHALL CONFORM TO AS 1397 (GAUGE <= 1mm fy = 550MPa, GAUGE > 1mm < 1.5mm fy = 500MPa, GAUGE >= 1.5mm fy = 450MPa). NO WELDING IS TO BE PERFORMED ON THIS BUILDING. ALL STRUCTURAL MEMBERS AND CONNECTIONS DESIGNED TO AS4600. ALL BOLT HOLE DIAMETERS TO STRAMIT GENERAL FINCHINGS.

PROJECT DESIGN CRITERIA
ROOF LIVE LOAD: 0.25 kPa
BASIC WIND SPEED: VR 57 m/s
WIND REGION: Reg B
TERRAIN CATEGORY: Tcat 2
SEISMIC ZONE: 4
SOIL SAFE BEARING CAPACITY: 100 kPa
IMPORTANCE LEVEL: 2



**Y LOCAL THICKENING DETAIL** SCALE: NO SCALE

4 OF 5	SHEET	JOB NO. SKSG33880	DATE 15/11/2022	CHECKED TM	DRAWN FDS	PROPOSED FOR AT
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**SKYLINE ROOFING PTY LTD**  
03 6334 5535  
**RICHARD SZEKELY**  
10 CRAIGBURN ROAD  
HILLWOOD

Civil & Structural Engineers  
50 Punari Street  
Currarong, Qld 4812  
Fax: 07 4725 5850  
Email: design@nceng.com.au  
ABN 341 008 173 56

Mr Timothy Roy Messer BE MIEAust RPEQ  
Registered Professional Engineer 2558980

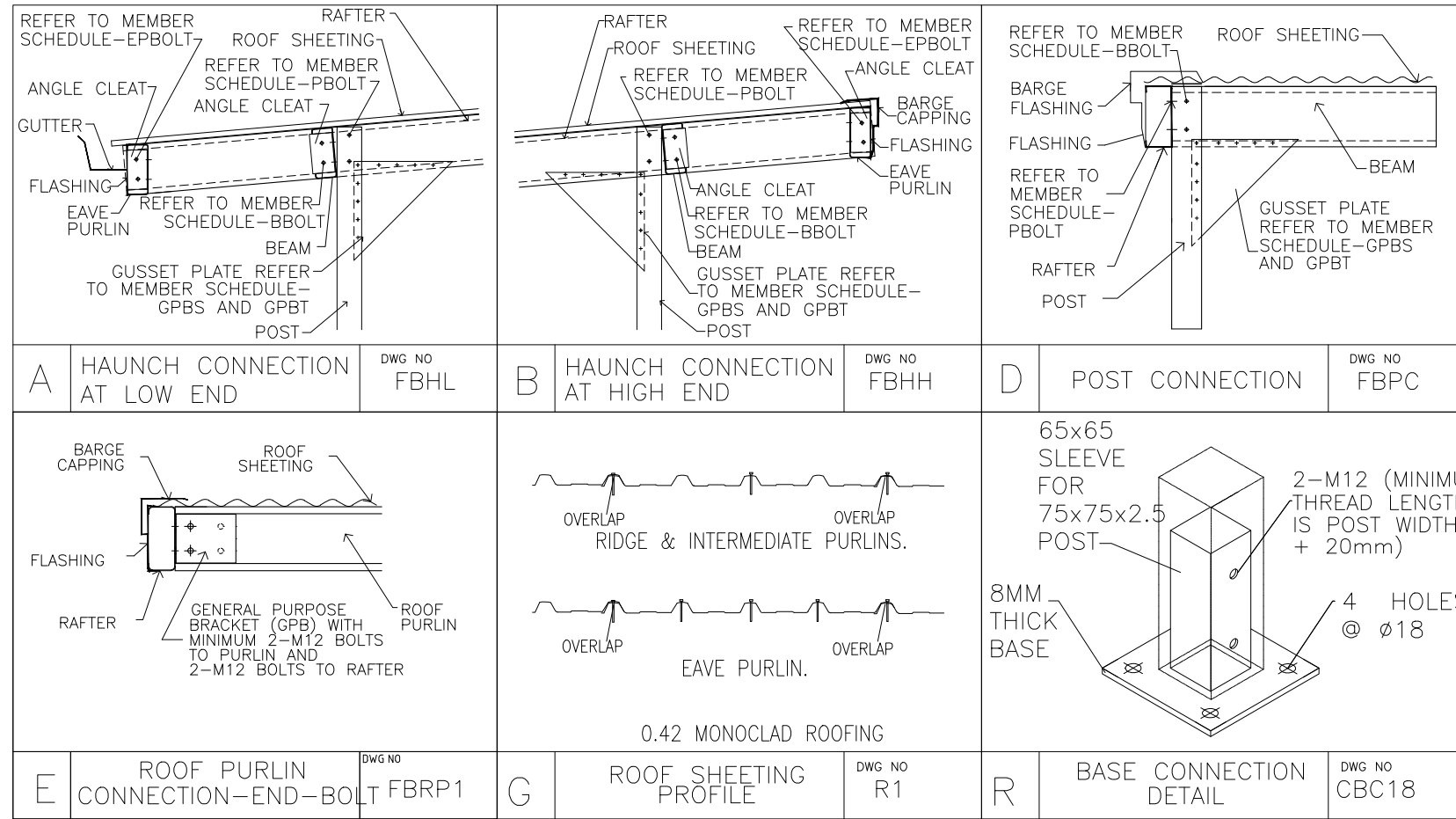
Signature: *T. Messer*

Date: 15/11/2022

Registered on the NPER in the areas of practice  
of Civil & Structural National Professional  
Engineers Register

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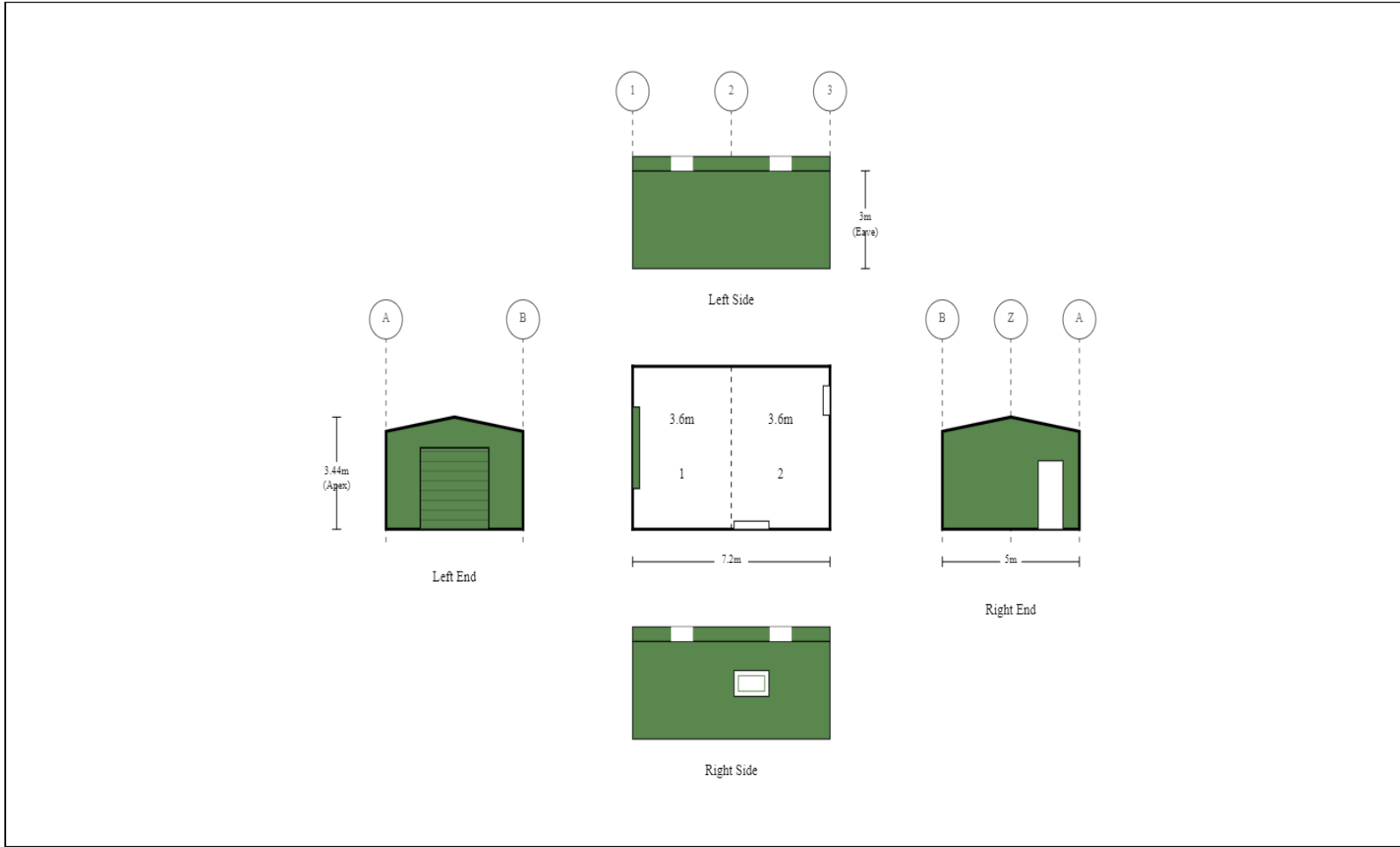
MEMBER AND MATERIAL SCHEDULE		
1	C.S. FRAME RAFTER	Single C15024
2	C.S. FRAME POST(LOW)	Single Post 75x75x2.5 SHS 2.40m stock length
3	POST(LOW) CUT LENGTH	2.4m
4	C.S. FRAME POST(HIGH)	Single Post 75x75x2.5 SHS 2.65m stock length
5	POST(HIGH) CUT LENGTH	2.52m *
6	ANCHOR BOLTS (# PER DETS.)	Sleeve Anchor 16.0x110 C/Y
7	POST SLEEVE BOLTS	Hex 4.6 Gal M12x100
8	EAVE PURLIN	C15024
9	BEAMS	C15024
10	ROOF PURLIN	C15024
11	ROOF PURLIN SPACING	1.18 m. (1.5m Max.)
12	ROOF CLADDING	Monoclad TCT 0.47, CB
13	ROOF CLADDING FASTENERS	12-14x45 H/Grip C/S CB
14	FRAME SCREW FASTENERS	14-13x22 Hex C/S (SP HD 5/16' Hex Drive)
15	FRAME BOLT FASTENERS	Purlin Assy M12x30 Z/P
16	GUSSET PLATE BRACKET SIZE (GPBS)	300 x 300
17	GUSSET PLATE BRACKET TEKS (GPBT)	8x14-13x22 Hex C/S (SP HD 5/16' Hex Drive)
18	POST BOLTS (PBOLT)	2xHex 4.6 Gal M12x100
19	ROOF PURLIN BOLTS (RPBOLT)	4xPurlin Assy M12x30 Z/P
20	EAVE PURLIN BOLTS (EPBOLT)	4xPurlin Assy M12x30 Z/P
21	BEAM BOLTS (BBOLT)	4xPurlin Assy M12x30 Z/P
22	ROOF COLOUR	MONUMENT
23	DOWNPIPE COLOUR	MONUMENT
24	GUTTER COLOUR	MONUMENT
25	BARGE COLOUR	MONUMENT

C.S. = CLEARSPAN  
 \* MID POSTS TO BE CUT TO SUIT ACTUAL HEIGHT USING THE CUT LENGTH OF THE HIGH POSTS

5 OF 5	PROPOSED	<b>SKYLINE ROOFING PTY LTD</b> 03 6334 5535 <b>RICHARD SZEKELY</b> 10 CRAIGBURN ROAD HILLWOOD		 Civil & Structural Engineers 50 Punari Street Currajong, Qld 4812 Fax: 07 4725 5850 Email: design@nceng.com.au ABN 341 008 173 56	Mr Timothy Roy Messer BE MIEAust RPEQ Registered Professional Engineer 2558980
	DRAWN FDS CHECKED TM DATE 15/11/2022 JOB NO. SKS G33880				FOR AT Signature <i>T. Messer</i> Date 15/11/2022 Registered on the NPER in the areas of practice of Civil & Structural National Professional Engineers Register

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www.shedsnhomes.com.au



Purchaser Name: Emma Mou	<b>Building Layout</b> <small>Ref# LTH2307014-1</small>	Seller: Sheds n Homes Launceston Name: Luke Thomson Phone: 0437 120 410 Fax: Email: luke.thomson@shedsnhomes.com.au	 <small>SHEDS MADE TOUGH</small>
Site Address:			
Ref # LTH2307014-1		Print Date: 05/10/23	

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**DESIGN CRITERIA**






Exact Location	Geographic Co-ordinates of <-41.23072, 146.97756>. Refer to the image below showing this location.
Address Provided	10 Craighurn Rd Hillwood TAS 7252 Australia
Building Orientation	Left Side of building orientated to 19° (northerly direction)
Design Wind Criteria	Importance Level 2 with a Vr of 45 m/s; Region A3; TC = 2.15; Mt = 1; Mc = 0; Ms = 1.0; giving a Vdes of 40.4 m/s.
NCC Version	NCC 2022
Earthquake	An Earthquake Acceleration Co-efficient (Z) of up to 0.08 has been allowed for in the design of the building, however wind is the determining design factor.
Terrain Category	2.15
Other Design Factors	No Snow Loading allowed.



**BUILDING INFORMATION**

The design criteria nominated has been assessed by your trained sales consultant. The NCC version used is 2022. This code was published on 1st October 2022. This assessment is subject to the certifying engineers confirmation. Final assessment by the engineer may result in a change to the materials and price.

From the site location and the usage information we have at hand, it is likely that the building is subject to a Marine Influence and/or Industrial Influence. We refer you to BlueScope Technical Bulletins (in particular but not limited to TB1A, TB1B, TB4, TB17, TB30 and TB35) to consider the environmental conditions and the materials that have been specified in your quotation. BlueScope warranties and any other supplier warranties will be limited under certain conditions. If you contact BlueScope on 1800 800 789, they will be able to discuss this further with you. Should you wish to consider changing to materials with a longer warranty or service life, your sales consultant will be able to assist.

[www.shedsnhomes.com.au](http://www.shedsnhomes.com.au)

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The Ridge capping (flashing over the apex of the building) will be provided suitable to Scribe In. SA HB 39 provides guidelines and nominates that ridge capping should be scribed in. The NCC does not call up this standard, so it is not mandatory. If you do not want to Scribe In your ridge capping, please advise your sales consultant to remove it from your quotation.

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13 October 2023

S Wagner and E Mou  
10 Craighburn Road  
HILLWOOD TAS 7252

**Attention: Emma Mou**

**RE: Landslide Risk Assessment**  
**10 Craighburn Road, Hillwood**

## **1 INTRODUCTION**

Tasman Geotechnics was commissioned by Sam Wagner and Emma Mou to provide a Landslide Risk Assessment for an existing carport, proposed shed and landscaping at 10 Craighburn Road, Hillwood (title reference 178752/1).

Approval for the carport (6m x 6m) is retrospective, while the shed (5m x 7.2m) and landscaping of the northern part of the site are proposed new developments.

A site classification and landslide risk assessment were carried out by EAW Geo Services in November 2020 (job number 738, report date 28 Nov 2020). Tasman Geotechnics provided a Form G in January 2023.

The site is part of a subdivision for which Pitt & Sherry prepared a Landslide Risk Assessment in November 2014.

The locations of the existing carport and proposed shed were shown on a site plan provided by the client.

## **2 FIELD INVESTIGATION**

No intrusive investigations were carried out for this assessment. A Principal Geotechnical Engineer from Tasman Geotechnics visited the site on 25 January 2023 and took photographs which were used for this assessment.

## **3 RESULTS**

### **3.1 Geology**

The Mineral Resources Tasmania Digital Geological Atlas, 1:25,000 Series, Beaconsfield sheet, shows that the site is located on Quaternary aged sediment, described as "*Talus, till and scree of probably Pleistocene age*".

**Tasman Geotechnics Pty Ltd** ABN 96 130 022 589  
16 Herbert Street, Invermay  
PO Box 4026, Invermay TAS 7248  
T 6338 2398  
E [office@tasmangeotechnics.com.au](mailto:office@tasmangeotechnics.com.au)

Reference: TG23017/1 - 02report

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The LIST hazard band overlay shows that the site is mapped in a Medium landslide hazard band and is located on a landslide of unknown activity (landslide ID 4371).

**3.2 Site Conditions**

The ca. 8800m<sup>2</sup> site is located in the rural suburb of Hillwood, approximately 30km northwest of Launceston. The site is in a recent subdivision on the lower, southeast facing slope of the Egg Island Creek valley below Murphys Hill. The site is about 90m northwest of Egg Island Creek.

The site slopes at approximately 6° towards the southeast at the location of the existing house and proposed shed. The slope is steeper to the northwest (upslope) of the house and proposed shed, sloping at ~10-15° towards the southeast. The layout of the site is shown in Figure 1.

The site is well drained.

Borehole drilling by EAW shows at least 1.6m of high plasticity clay. Angular dolerite boulders were observed in surface material at the western side of the site. The site was classified by EAW as Class H1.

**3.3 Proposed Development**

The proposed shed is a pre-fabricated shed on a concrete slab. The existing carport consists of a steel frame, founded on concrete pads. Both are light-weight structures. The life span of the structures is taken to be 50 years.

Landscaping in the northern part of the site will involve minor (< 0.6m) cut or fill to create terraces that follow the contours for placing lightweight poly-tunnels/hothouses or for growing fruit trees. The larger cuts/fills would be retained with large boulders. The shallower cut/fills would be battered and covered with mulch or re-established with grass.

**4 LANDSLIDE RISK ASSESSMENT**

**4.1 General**

Risk assessment and management principles applied to slopes can be interpreted as answering the following questions;

- J What might happen? (HAZARD IDENTIFICATION).
- J How likely is it? (LIKELIHOOD).
- J What damage or injury might result? (CONSEQUENCE).
- J How important is it? (RISK EVALUATION).
- J What can be done about it? (RISK TREATMENT).

The risk is a combination of the likelihood and the consequences for the hazard in question. Thus both likelihood and consequences are taken into account when evaluating a risk and deciding whether treatment is required.

The qualitative likelihood, consequence and risk terms used in this report for risk to property are attached and are based on the Landslide Risk Management Guidelines, published by Australian Geomechanics Society (AGS, 2007). The risk terms are defined by a matrix that brings together different combinations of likelihood and consequence. Risk matrices help to communicate the results of risk assessment, rank risks, set priorities and develop transparent approaches to decision making.

**4.2 Geotechnical Model**

The landslide hazard map shows that the site is located on a large landslide of unknown activity. The depth of soil is at least 1.6m (as per EAW borehole) and likely to be several metres.

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While the surface soils may become saturated/wet in winter, the regional groundwater level is likely to be several metres below ground level. No intrusive investigation were carried out by Pitt & Sherry in 2014 or as part of this assessment.

Dolerite boulders were observed by EAW near the surface, indicating soils could be colluvial in character.

**4.3 Potential Hazards**

Based on the site observations, and available information discussed in the sections above, the following landslide hazards are identified for the site:

**Reactivation of existing (regional) landslide.** Based on the historical information and MRT mapping, the site is located on a large landslide of unknown activity. The failure mechanism of the slide is unknown, but probably occurred due to regionally high groundwater levels or geologically active earth. Re-activation of this landslide could occur due to elevated groundwater levels at a regional scale (eg impeded groundwater drainage or increased surface infiltration) possibly combined with extensive excavation/erosion at the toe to disturb the existing equilibrium. The likelihood for reactivation of the regional landslide under current climatic conditions is assessed to be Rare.

**Small to medium scale landslide** (up to about 3m deep). Such landslides can occur where slopes are locally steep, or have been steepened by earthworks (cut or fill) and would involve up to 1,000m<sup>3</sup> of soil. Medium scale landslides may also occur due to localized soil erosion (eg from poor control of surface runoff), locally elevated groundwater levels (eg seepage water in low-lying areas), or poorly retained cuts or fills.

There is presently no evidence of soil erosion. While cuts or fills will be minimal for the existing carport and proposed shed, there is a possibility of small to medium scale landslides in the steeper areas on the northern part of the site. The likelihood of a small to medium scale slide at the existing carport and proposed shed is Rare, while a similar scale landslide in slopes in the northern part of the site is assessed to be Unlikely (in the first 10 years) then reducing to Rare as trees are established on the slopes.

The identification of the potential hazards considers both the site and nearby properties, and is necessary to address stability issues that may negatively impact upon the site and influence the risk to property.

**4.4 Risk to Property**

The following table summarizes the risk to property of the landslide events, **assuming limitations in Section 6 are incorporated.**

**Table 1. Landslide risk profiles**

Scenario	Likelihood	Consequence	Risk Profile
Reactivation of existing (regional) landslide zone	Rare	Minor: Some damage to the sheds	Very Low
Small to medium scale landslide at carport and shed	Rare: Lightweight structure is constructed with minimal excavation. There are no new retaining walls.	Medium: Damage to structure, and some part of the site requiring stabilization works	Low
Small to medium scale landslide in northern part of site	Unlikely in first 10 years	Minor: there would be damage to vegetation and access track	Low
	Rare once trees are established	Minor: there would be damage to vegetation and access track	Very Low

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The assessment shows that the existing carport and proposed shed present a Low to Very Low level of risk.

The landscaping risk reduces with time from Low to Very Low, as trees become established.

**4.5 Risk to Life**

The risk to life was not assessed, as the carport, shed and landscaping are not habitable structures.

**5 DISCUSSION & RECOMMENDATIONS**

To ensure the development does not change the risk profile above Low for the site, it is recommended that the following limitations be enforced:

- J Uncontrolled discharge of rainfall from roof runoff onto the ground is not permitted. Stormwater from roofs and paved areas should be piped to the existing stormwater disposal system.
- J Where possible, vegetation (eg grass) or mulch should be maintained on the slopes to prevent erosion of surface soils. If trees are planted on the slope, then the site should be managed such that when the trees reach maturity and are removed, they are replaced with new (young) trees.
- J It is possible to use light to medium sized excavation machinery (eg 13t excavator) on the steeper parts of the slope to construct access tracks and for general earthworks.
- J Maintenance of surface and subsoil drains, vegetation, retaining structures and other measures described above are the responsibility of the site owner.

Should you require clarification of any aspect of this report, please contact undersigned.

For and on behalf of Tasman Geotechnics Pty Ltd



**Dr Wayne Griffioen**

Principal Geotechnical Engineer

Attachments: Important Information about your report (1 page)  
Figure 1: Site layout (1 page)  
Landslide Risk Terminology (2 pages)



## Important information about your report

**These notes are provided to help you understand the limitations of your report.**

### **Project Scope**

Your report has been developed on the basis of your unique project specific requirements as understood by Tasman Geotechnics at the time, and applies only to the site investigated. Tasman Geotechnics should be consulted if there are subsequent changes to the proposed project, to assess how the changes impact on the report's recommendations.

### **Subsurface Conditions**

Subsurface conditions are created by natural processes and the activity of man.

A site assessment identifies subsurface conditions at discrete locations. Actual conditions at other locations may differ from those inferred to exist, because no professional, no matter how qualified, can reveal what is hidden by earth, rock and time.

Nothing can be done to change the conditions that exist, but steps can be taken to reduce the impact of unexpected conditions. For this reason, the services of Tasman Geotechnics should be retained throughout the project, to identify variable conditions, conduct additional investigation or tests if required and recommend solutions to problems encountered on site.

### **Advice and Recommendations**

Your report contains advice or recommendations which are based on observations, measurements, calculations and professional interpretation, all of which have a level of uncertainty attached.

The recommendations are based on the assumption that subsurface conditions encountered at the discrete locations are indicative of an area. This can not be substantiated until implementation of the project has commenced. Tasman Geotechnics is familiar with the background information and should be consulted to assess whether or not the report's recommendations are valid, or whether changes should be considered.

The report as a whole presents the findings of the site assessment, and the report should not be copied in part or altered in any way.

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Source: ESRI aerial imagery

drawn	<b>WG</b>
approved	<b>WG</b>
date	<b>9/10/23</b>
scale	<b>NTS</b>
original size	<b>A4</b>



client:	<b>Sam Wagner and Emma Mou</b>	
project:	<b>Landslide Risk Assessment 10 Craighburn Road, Hillwood</b>	
title:	<b>Site Layout</b>	
project no:	<b>TG23017/1 - 02report</b>	figure no: <b>FIGURE 1</b>

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## Terminology for use in Assessing Risk to Property

These notes are provided to help you understand concepts and terms used in **Landslide Risk Assessment** and are based on the “Practice Note Guidelines for Landslide Risk Management 2007” published in *Australian Geomechanics Vol 42, No 1, 2007*.

### Likelihood Terms

The qualitative likelihood terms have been related to a nominal design life of 50 years. The assessment of likelihood involves judgment based on the knowledge and experience of the assessor. Different assessors may make different judgments.

Approximate Annual Probability	Implied indicative Recurrence Interval	Description	Descriptor	Level
10 <sup>-1</sup>	10 years	The event is expected to occur over the design life	Almost Certain	A
10 <sup>-2</sup>	100 years	The event will probably occur under adverse conditions over the design life	Likely	B
10 <sup>-3</sup>	1000 years	The event could occur under adverse conditions over the design life	Possible	C
10 <sup>-4</sup>	10,000 years	The event might occur under very adverse conditions over the design life	Unlikely	D
10 <sup>-5</sup>	100,000 years	The event is conceivable but only under exceptional circumstances over the design life	Rare	E
10 <sup>-6</sup>	1,000,000 years	The event is inconceivable or fanciful for the design life	Barely Credible	F

### Qualitative Measures of Consequence to Property

Indicative Cost of Damage	Description	Descriptor	Level
200%	Structure(s) completely destroyed and/or large scale damage requiring major engineering works for stabilisation. Could cause at least one adjacent property major consequential damage.	Catastrophic	1
60%	Extensive damage to most of structure, and/or extending beyond site boundaries requiring significant stabilisation works. Could cause at least one adjacent property medium consequential damage	Major	2
20%	Moderate damage to some of structure, and/or significant part of site requiring large stabilisation works. Could cause at least one adjacent property minor consequential damage.	Medium	3
5%	Limited damage to part of structure, and/or part of site requiring some reinstatement stabilisation works	Minor	4
0.5%	Little damage.	Insignificant	5

The assessment of consequences involves judgment based on the knowledge and experience of the assessor. The relative consequence terms are value judgments related to how the potential consequences may be perceived by those affected by the risk. Explicit descriptions of potential consequences will help the stakeholders understand the consequences and arrive at their judgment.

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**Qualitative Risk Analysis Matrix – Risk to Property**

Likelihood		Consequences to Property				
	Approximate annual probability	1: Catastrophic	2: Major	3: Medium	4: Minor	5: Insignificant
A: Almost Certain	10 <sup>-1</sup>	VH	VH	VH	H	L
B: Likely	10 <sup>-2</sup>	VH	VH	H	M	L
C: Possible	10 <sup>-3</sup>	VH	H	M	M	VL
D: Unlikely	10 <sup>-4</sup>	H	M	L	L	VL
E: Rare	10 <sup>-5</sup>	M	L	L	VL	VL
F: Barely credible	10 <sup>-6</sup>	L	VL	VL	VL	VL

**NOTES:**

1. The risk associated with Insignificant consequences, however likely, is defined as Low or Very Low
2. The main purpose of a risk matrix is to help rank risks and set priorities and help the decision making process.

**Response to Risk**

In general, it is the responsibility of the client and/or regulatory and/or others who may be affected to decide whether to accept or treat the risk. The risk assessor and/or other advisers may assist by making risk comparisons, discussing treatment options, explaining the risk management process, advising how others have reacted to risk in similar situations and making recommendations. Attitudes to risk vary widely and risk evaluation often involves considering more than just property damage (eg environmental effects, public reaction, business confidence etc).

The following is a guide to typical responses to assessed risk.

Risk Level		Example Implications
VH	Very High	Unacceptable without treatment. Extensive detailed investigation and research, planning and implementation of treatment options essential to reduce risk to Low; may be too expensive and not practical. Work likely to cost more than the value of the property.
H	High	Unacceptable without treatment. Detailed investigation, planning and implementation of treatment options required to reduce risk to Low. Work would cost a substantial sum in relation to the value of the property.
M	Moderate	May be tolerated in certain circumstances (subject to regulator's approval) but requires investigation, planning and implementation of treatment options to reduce the risk to Low. Treatment options to reduce to Low risk should be implemented as soon as practicable.
L	Low	Usually accepted by regulators. Where treatment has been required to reduce the risk to this level, ongoing maintenance is required.
VL	Very Low	Acceptable. Manage by normal slope maintenance procedures

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RESULT OF SEARCH

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



SEARCH OF TORRENS TITLE

VOLUME 178752	FOLIO 1
EDITION 2	DATE OF ISSUE 04-Nov-2020

SEARCH DATE : 17-Nov-2023

SEARCH TIME : 01.48 PM

DESCRIPTION OF LAND

Town of DORCHESTER  
Lot 1 on Sealed Plan 178752  
Derivation : Part of Lot 2, (26A-2R-26P) Gtd. to James Batten  
and Part of Lot 1, (47A-3R-34P) Gtd. to Ellen Batten  
Prior CT 244178/1

SCHEDULE 1

M849476 TRANSFER to SAMUEL BRUCE WAGNER and EMMA FELICITY MOU  
Registered 04-Nov-2020 at noon

SCHEDULE 2

Reservations and conditions in the Crown Grant if any  
SP178752 SEWERAGE AND/OR DRAINAGE RESTRICTION  
E216227 AGREEMENT pursuant to Section 78 of the Land Use  
Planning and Approvals Act 1993 Registered  
27-May-2020 at noon  
E239177 MORTGAGE to Commonwealth Bank of Australia  
Registered 04-Nov-2020 at 12.01 PM

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

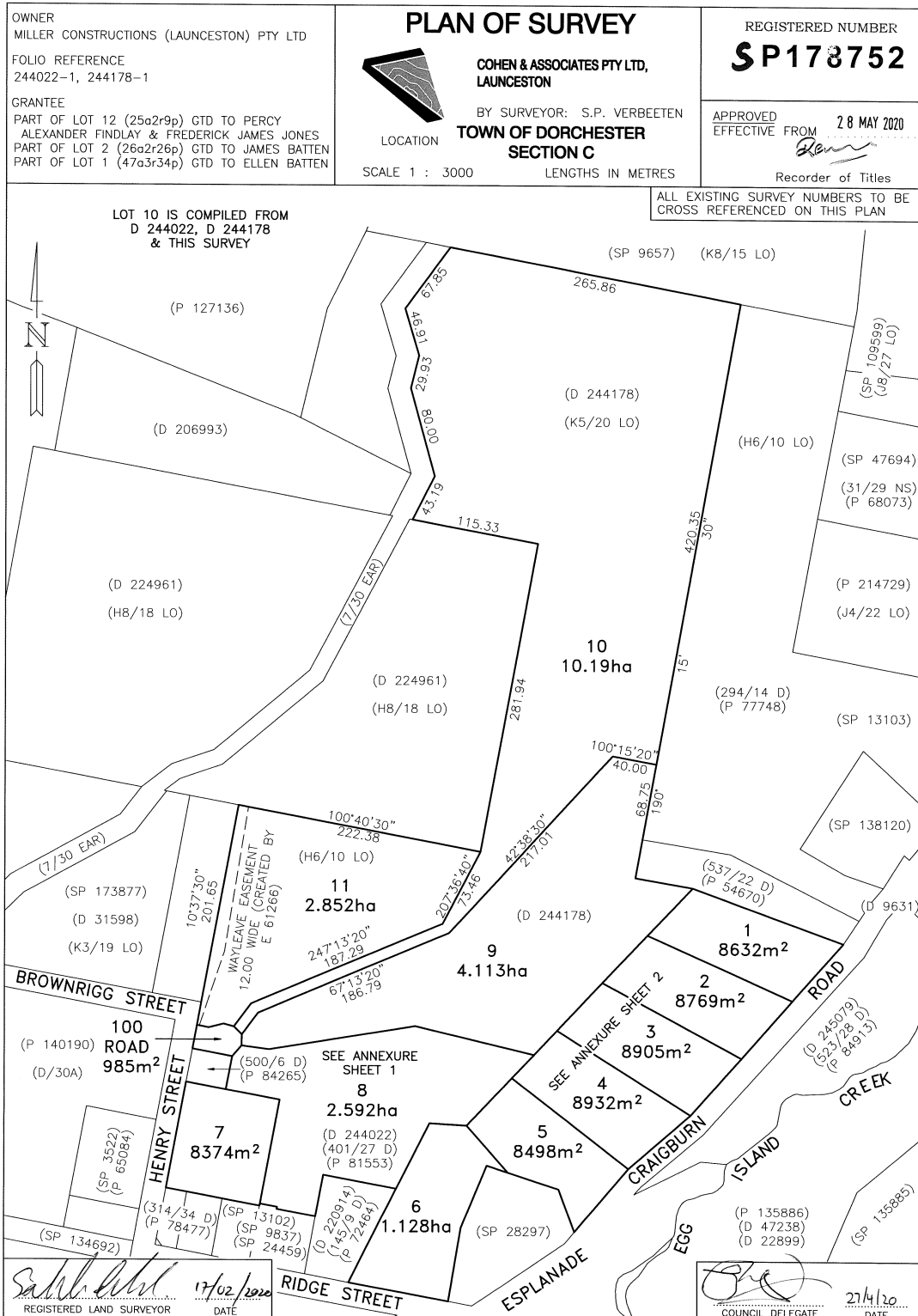
**George Town Council  
2024 01 23 ORDINARY COUNCIL MEETING ATTACHMENTS  
Agenda**



**FOLIO PLAN**

RECORDER OF TITLES

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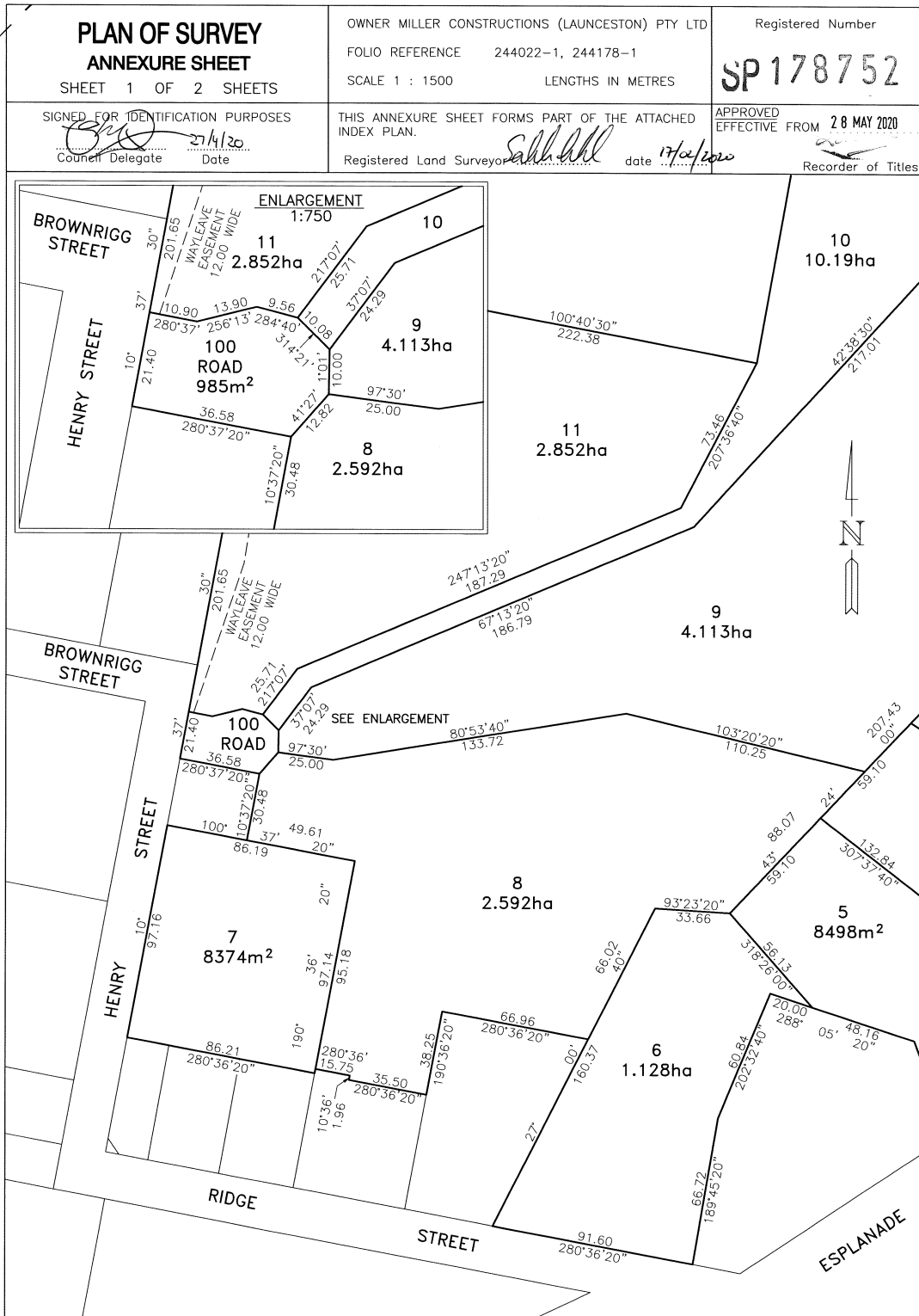
**George Town Council  
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**FOLIO PLAN**

RECORDER OF TITLES

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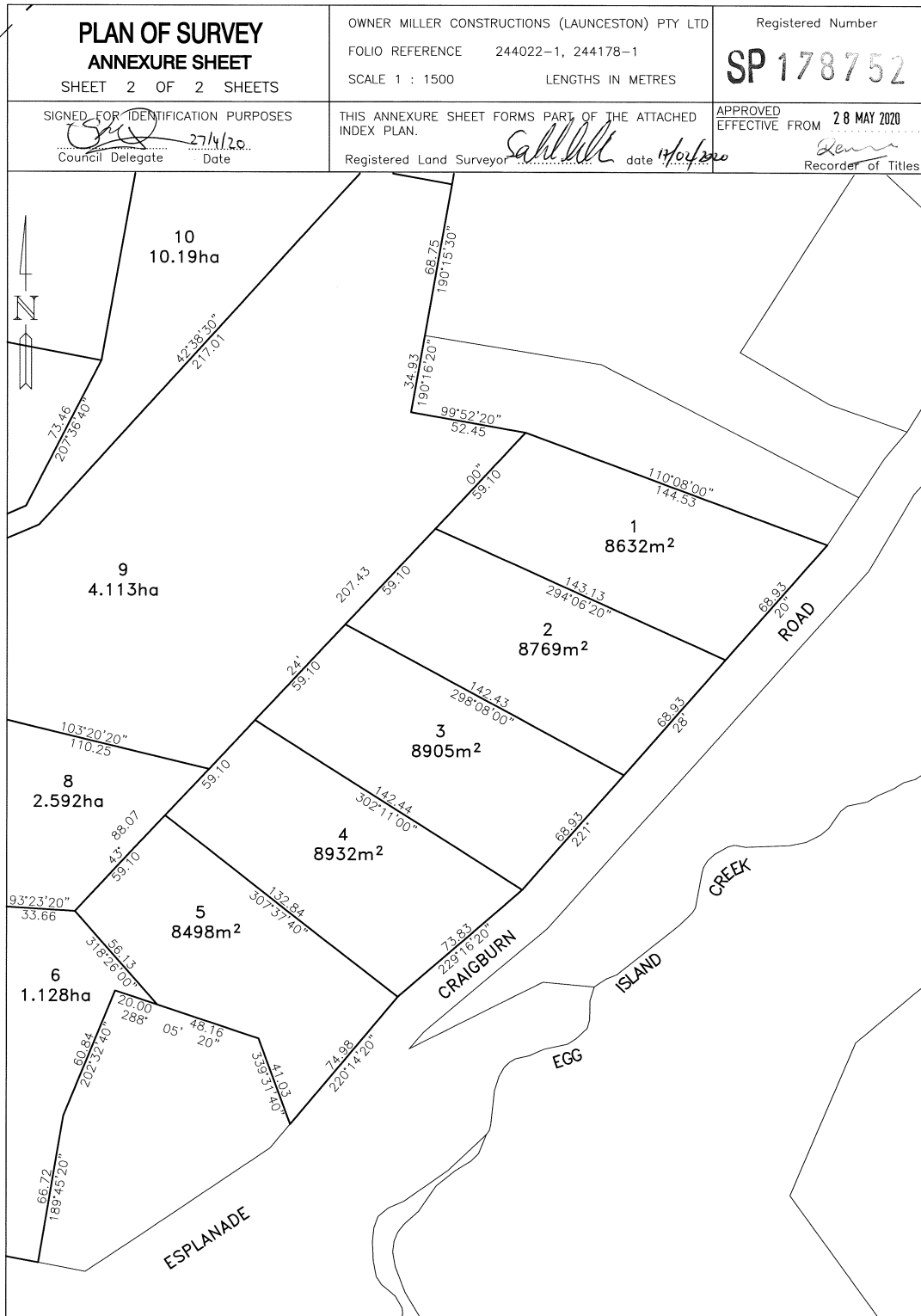
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**FOLIO PLAN**

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**SCHEDULE OF EASEMENTS**

RECORDER OF TITLES

*Issued Pursuant to the Land Titles Act 1980*



<p><b>SCHEDULE OF EASEMENTS</b></p> <p><b>NOTE:</b> THE SCHEDULE MUST BE SIGNED BY THE OWNERS &amp; MORTGAGEES OF THE LAND AFFECTED. SIGNATURES MUST BE ATTESTED.</p>	<p>Registered Number</p> <p style="font-size: 2em;"><b>SP 178752</b></p>
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PAGE 1 OF 1 PAGE

**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.

THERE ARE NO COVENANTS, EASEMENTS OR PROFITS A PRENDRE CREATED BY THIS PLAN.

EXECUTED BY MILLER CONSTRUCTIONS (LAUNCESTON) PTY LTD in accordance with the Corporations Act 2001:

Director: *Stephen Craig Miller*  
*STEPHEN CRAIG MILLER*

Director/Secretary: *Todd Randolph Miller*  
*TODD RANDOLPH MILLER*

AUSTRALIA AND NEW ZEALAND BANKING GROUP LIMITED as mortgagee pursuant to Mortgage C794800, by its execution hereof confirms its consent to the registration of this Survey Plan.

**EASEMENTS**

Lot 11 on the plan is subject to a Wayleave Easement with the benefit of a restriction as to user of land in favour of Tasmanian Networks Pty Ltd over the land marked Wayleave Easement 12.00 wide on the plan and as created by and more fully set forth in E61266.

(USE ANNEXURE PAGES FOR CONTINUATION)

SUBDIVIDER: MILLER CONSTRUCTIONS (LAUNCESTON) PTY LTD FOLIO REF: FR 244022/1, FR 244178/1 SOLICITOR & REFERENCE: DOUGLAS & COLLINS (G.L. JONES)	PLAN SEALED BY: GEORGE TOWN COUNCIL DATE: 27 <sup>th</sup> APRIL 2020 <i>[Signature]</i> REF NO. DA 2015/49 <i>[Signature]</i> Council Delegate
<p><b>NOTE:</b> The Council Delegate must sign the Certificate for the purposes of identification.</p>	

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As the owner of the adjoining property, I have issues that I wish to raise regarding the development application No: DA 2023/110 Dated: 16.11.2023: PID: 9263774 for proposed works at 10 Craighburn Rd Hillwood.

The drawings submitted of the positioning of the carport and proposed shed depict measurements on land that is currently in dispute. The drawn lines are marked as 'existing fence line' and another showing 'Distance between existing fence and title boundary 2.14m – 2.54 M (according to 2022 survey data)'.

The 'existing fence' has in fact been the boundary between the two properties for 60 years. It was accepted as the boundary when we purchased 4 Craighburn Rd Hillwood in 2015 and also accepted as the boundary by the current owners of 10 Craighburn Rd when they purchased their block of land on the new subdivision in 2020.

I made an enquiry with an officer of the George Town Council last week regarding the distance required between boundary and shed and was told that because the properties are in a rural area there is no minimum distance requirement. If this is the case, I have no issue with a shed being erected but if there is a minimum distance and that distance encompasses the disputed area of land, I wish to lodge my objection to the construction of the shed.

In regards to the proposal of landscaping that states it '*will involve minor cut or fill to create terraces that follow the contours for placing lightweight poly-tunnels/hothouses or for growing fruit trees. The larger cuts/fills would be retained with large boulders. The shallower cut/fills would be battered and covered with mulch or re-established with grass.*' This proposal is extremely broad and contains no detail of exactly where or in fact what is being proposed. The mention of poly-tunnels and hot houses and growing of fruit trees leaves me asking is this going to be a commercial enterprise running outside of our bedroom windows? There is already a growing area for the home based horticultural business on the far side of their property which does not encroach on us in any way but the prospect of white reflective plastic poly tunnels, hot houses, commercial growing of fruit trees right next to our home and in front of our bedroom windows does not sit well with me and I strongly object to it.

The development application mentions cutting into banks of land but not exactly where and how deep and I wish to have it noted that at no time has anyone approached me to look at the risk to our property if any land works were conducted below. Had I been contacted in this instance I would have been able to show the disturbance that was caused to our land and damage to our house the last time that their contractor cut into the bank just behind where their carport now stands. This is an area of very unstable land slip which is only 20 to 30 metres away from the front corner of our house which has stood uncompromised for the past 60 years until the large excavator removed around 10 cubic metres of the clay bank and then put it back a couple of days later. Shortly after this was done, we had substantial subsidence in the grounds adjacent to the works and further ground slippage which has led to damage to our house which required underpinning and repair. We are now adding soil, plants and mulch and terracing our property around the house to try to stop further movement and damage.

With this in mind I ask that instead of cutting into banks of landslip area to landscape, wouldn't it be more sensible to add soil, rocks, trees etcetera to reinforce this landslip area rather than to weaken it by digging into the bank and running the risk of more damage especially to our property above.

I ask that you take all of this into consideration before making your decision on this application.

Yours Sincerely

Gary Hawes

# GEORGE TOWN COUNCIL AUDIT PANEL CHARTER

**George Town Council**  
**2024 01 23 ORDINARY COUNCIL MEETING ATTACHMENTS**  
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**George Town Council**  
**Audit Panel Charter**

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**Document Management:**

Date	Minute
9 July 2014	207/14
19 July 2017	197/17
21 November 2018	176/18

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 Audit Panel Charter

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## **1. INTRODUCTION**

The Council has established the George Town Council Audit Panel (the Audit Panel) in compliance with Division 4 of the *Local Government Act 1993* (the Act), the Local Government (Audit Panels) Order 2014 (the Order) and the Local Government (Audit Panels) Amendment Order 2015, as amended from time to time.

This Charter has been developed in cooperation with local government Audit Panel Working Group and sets out the Audit Panel's objectives, authority, composition, tenure, functions, reporting and administrative arrangements.

## **2. OBJECTIVE**

The objective of the Audit Panel is to:

- assist Council in providing a transparent and independent process to ensure accountability to the community in the governance, management and allocation of resources; and
- review the council's performance under section 85A of the Act and report to the council its conclusions and recommendations.

## **3. DEFINITIONS**

- *Audit Panel* - the George Town Council Audit Panel as stipulated in section 1 of this document.
- *Audit Panel Working Group* – consists of ~~general~~General managers~~Managers~~/or delegate and ~~financial~~Financial managers~~Managers~~ representing the Break O'Day, West Tamar, Meander Valley and George Town Councils.
- *Council* - the George Town Council.
- *Financial Manager* – the Team Leader – Corporate and Finance.
- *General Manager* - the General Manager of the George Town Council as appointed from time to time.
- *Independent person* - a person who is not a councillor or employee of the George Town Council and has not been a councillor or employee of council within the previous 2 years.
- *Part 7 plan* - a strategic plan, an annual plan, a long term financial management plan or a long term strategic asset management plan of a council prepared under Division 2 of part 7 of the Act.
- *The Act* - the *Local Government Act 1993* as amended.
- *The Orders* - the Local Government (Audit Panels) Order 2014 Statutory Rules 2014 and the Local Government (Audit Panels) Amendment Order 2015, as amended.

## **4. AUTHORITY**

The Council authorises the Audit Panel, within its responsibilities, to:

- obtain any information it requires from any employee (subject to operational constraints, prior approval of the employee's appropriate manager and any legal obligation to protect information);
- obtain any information it requires from any external party (subject to any legal obligation to protect information);
- discuss any matters with the Tasmanian Audit Office, or other external parties (subject to confidentiality considerations);

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- request the attendance of any employee at Audit Panel meetings (subject to operational constraints and the prior approval of the employee's appropriate manager);
- request the attendance of any members of the council at Audit Panel meetings; and
- obtain legal or other professional advice, as considered necessary to meet its responsibilities (subject to prior approval by the Mayor or General Manager).

The Council will include an allocation in its Annual Plan and Budget Estimates to allow the Panel to conduct investigations as deemed necessary and according to an Audit Plan approved by Council.

#### **5. COMPOSITION**

The Audit Panel comprises a minimum of 3 and a maximum of 5 members appointed by the council, of whom:

- if the panel has 4 or 5 members, at least 2 must be independent persons; or
- if the panel has 3 members, at least 1 must be an independent person.

The council will appoint an independent member as the Chairperson of the Audit Panel.

Council may appoint an alternative member Councillor to attend meetings of the Audit Panel when a member Councillor is unable to attend. The alternative member Councillor may only attend Audit Panel meetings in the capacity of alternative member when and if a member Councillor is unable to attend.

A councillor, or employee, of a council is not eligible to be a member of an audit panel of another council.

#### **6. TENURE**

If the incumbent resigns prior to the expiry of their term Council will appoint a replacement at the earliest convenient time.

Subsequent councillor appointments to the Audit Panel shall be for a period not exceeding two years.

Councillor member terms will be aligned with Council's election cycle with positions to become vacant directly following a Council election.

Independent members shall be appointed for a term of up to 2 years. If the independent member of the Panel resigns Council will appoint a replacement at the earliest convenient time.

Audit Panel members may be re-appointed at the approval of Council and consideration will be given to the benefits of the Audit Panel maintaining some continuity of knowledge and experience.

#### **7. QUALIFICATIONS AND SELECTION OF INDEPENDENT MEMBERS**

Independent members of the Audit Panel are to possess:

- Good business acumen
- Sound management skills
- Good communication skills
- Knowledge and expertise in audit practices

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- Knowledge and expertise in financial management
- Experience with governance processes including but not limited to risk management.

Knowledge of and skills in government, local government, not for profit organisations and organisations requiring a high degree of legislative compliance and delivery of projects and processes which offer solutions to complex community service obligations will be highly desirable in panel members.

Calls for independent members to apply for a position on the Audit Panel shall be publicly advertised in the first instance.

The selection process for independent members will be determined and undertaken by Council and supported using Council's existing recruitment and selection processes.

## **8. FUNCTIONS**

To comply with the Orders, when reviewing the Council's performance the Audit Panel is to consider:

- the Council's financial system, financial governance arrangements and financial management;
- whether the annual financial statements of the Council accurately represent the state of affairs of the council;
- whether and how the strategic plan, annual plan, long-term financial management plan and long-term strategic asset management plans of the council are integrated and the processes by which, and assumptions under which, those plans were prepared;
- the accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls that the council has in relation to safeguarding its long-term financial position are appropriate;
- whether the council is complying with the provisions of the Act and any other relevant legislation; and
- whether the council has taken any action in relation to previous recommendations provided by the Audit Panel to the council and, if it has so taken action, what the action was and its effectiveness; and
- any other activities within the panel's remit, as determined by the panel.

In fulfilling its functions, the Audit Panel should consider the following key areas:

- corporate governance;
- systems of internal control;
- risk management frameworks;
- human resource management, including policies, procedures and enterprise agreements;
- procurement;
- information and communications technology governance;
- management and governance of the use of data, information and knowledge; and
- internal and external reporting requirements.

## **9. RESPONSIBILITIES OF PANEL MEMBERS**

Members of the Audit Panel are expected to understand and observe the legal requirements of the Act and the Order. Members are also expected to:

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- act in the best interests of the Council as representatives of the community;
- apply sound analytical skills, objectivity and judgment;
- express opinions constructively and openly;
- raise issues that relate to the Audit Panel's functions and pursue independent lines of enquiry; and
- contribute the time required to review the papers provided.

## **10. REPORTING**

The Audit Panel is to provide a copy of its meeting minutes to the council as soon as practicable after every Audit Panel meeting, preferably for the ordinary council meeting following the Audit Panel meeting

If the Audit Panel has conducted a review under section 85A of the Act, the Audit Panel must provide a written report of its conclusions and recommendations to the council as soon as possible.

The Audit Panel must provide an annual report to the Council that comprises, at least:

- a summary of the work undertaken and significant findings during the past year;
- a review of the Panel's Charter and, if required, recommended changes to the Council for its approval;
- an update on the membership of the Panel, in particular if there have been or may be change;
- the significant aspects of the Panel's deliberations for the coming year, together with a proposed work plan for the coming year; and

## **11. • ANY OTHER MATTERS DEEMED, BY THE PANEL, AS REQUIRING THE COUNCIL'S ATTENTION. ADMINISTRATIVE ARRANGEMENTS**

### **11.1 MEETINGS**

The Audit Panel will meet at least four times per year.

The Chairperson must seek council approval prior to holding more than four meetings per year.

The Chairperson must seek council approval to hold additional meetings if asked to do so by at least two members of the Panel.

The Audit Panel is to regulate its own proceedings in accordance with this Charter.

The Chairperson may determine that a meeting is to be held in private.

The General Manager and Finance Manager, or their delegates, are to attend Audit Panel meetings unless the Chair determines a meeting is to be held in private.

Subject to Section 4 the Audit Panel may invite any councillor and/or employee of the council and/or representative of the Tasmanian Audit Office to attend meetings of the Audit Panel.

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**11.2 QUORUM**

A quorum of an Audit Panel meeting will consist of the majority of members and must include at least one independent member.

**11.3 WORK PLAN**

Prior to 1 July each year the Audit Panel is to develop an annual work plan that includes, but is not limited to, a schedule of meetings and the known objectives for each meeting.

The forward meeting schedule should include the dates, location, and proposed agenda items for each meeting for the forthcoming year, and cover all the functions of the Audit Panel outlined in this Charter.

**11.4 SECRETARIAT**

The council, in consultation with the Audit Panel, will appoint a person to provide secretariat support to the Audit Panel. The secretariat will:

- ensure the agenda for each meeting is approved by the Chair;
- endeavour to ensure the agenda and supporting papers are circulated at least one week prior to the meeting; and
- ensure the minutes of the meetings are prepared and submitted to the council as soon as practicable after each meeting.

The Financial Manager or nominee will arrange for any necessary information and technical support to be provided to the Panel to enable its functions.

**11.5 INTERESTS**

Audit Panel members must declare any real, potential or perceived pecuniary or non-pecuniary interests that may affect them in carrying out their functions. The Audit Panel member with the interest must also notify the General Manager of the Council, in writing, of the interest within seven days of declaring the interest.

Independent members are to consider past employment, consultancy arrangements and related party issues in making these declarations.

A standing item for declarations of interests should be included in all panel meeting agendas.

The Chairperson of the Audit Panel is to ensure that the declaration of an interest is recorded in the minutes of the meeting and any relevant written report.

**11.6 CONFIDENTIALITY**

Panel members must maintain the confidentiality of any information, documents and communication that the Council or Panel has designated as being in confidence, and only access Council information in order to perform their role as a Panel member.

**11.7 CODE OF CONDUCT**

Audit Panel members are to abide by standards of behaviour in the Code of Conduct for Members of the Audit Panel (Appendix 1).

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**11.8 INDUCTION**

The council will provide new Audit Panel members with relevant information and briefings on their appointment to assist them to meet their Audit Panel responsibilities.

**11.9 PERFORMANCE EVALUATION**

The Audit Panel will undertake an annual performance evaluation of its work and provide a report and any recommendations in relation to the evaluation to Council.

The performance evaluation will review the extent to which the Audit Panel has met its responsibilities under this charter and in accordance with the Act and the Order.

**12 RENUMERATION**

Independent members of the Audit Panel shall be paid an annual fee and/or a sitting fee per meeting attended as approved by Council at the time of appointment.

The Chair of the Audit Panel shall be paid an additional annual fee and/or sitting fee per meeting attended as approved by Council at the time of appointment.

Fees will be reviewed annually as part of the annual budget estimates process.

Council will include independent members of the Audit Panel in its professional indemnity insurance coverage for the services provided to Council.

**13 REVIEW OF CHARTER**

The Audit Panel Working Group will review this Charter at least every four years. The outcomes and recommendations from this review will be provided to council for information and approval.

**14 APPROVAL**

Approved by the Council on ~~21<sup>st</sup> November 2018~~-( minute )

Signed: \_\_\_\_\_  
General Manager

## **APPENDIX 1: CODE OF CONDUCT FOR MEMBERS OF THE AUDIT PANEL**

This code of conduct sets out the standards of behaviour expected of the George Town Council's Audit Panel members (members). The standards support the characteristics of good governance outlined in the Good Governance Guide for Local Government in Tasmania (reference below).

As an independent source of scrutiny in the interests of the community, the Audit Panel provides checks and balances on key Council activities and a means of highlighting issues that require strategic attention.

Councillors who are members of the Audit Panel are in a unique position and have an obligation to maintain an Audit Panel perspective in the interests of the community when they discharge their duties as Panel members, i.e. they must display independence of mind, separate from their role as a Councillor.

In performing their role on the Audit Panel, and in acting in the best interests of the community, all members of the Audit Panel commit to the following standards.

### **1. Effective management of conflicts of interest**

Members avoid conflicts of interest that arise between their personal interests and their public duty as an Audit Panel member, as far as reasonably possible. This includes pecuniary and non pecuniary conflicts of interest (actual, potential or perceived). Where avoidance is not possible, members appropriately manage conflicts of interest. Members are responsible for acting in good faith and exercising reasonable judgment to manage conflicts of interest, including the offer or receipt of gifts and benefits.

Council members may at times deal with conflicts of interest as a consequence of their dual roles as an audit panel member and a councillor. This may present as a conflict between the interests of the community (as seen from the Audit Panel perspective).

All members will regularly provide advice of their actual, potential and perceived conflicts to the panel.

### **2. Proper use of Council information**

Members maintain the confidentiality of any information, documents and communication that the Council or panel has designated as being in confidence. Members only access Council information needed for them to perform their role as a panel member and not for personal interests or reasons.

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**3. Proper use of position**

Members perform their role in the best interests of the Council and the community. Members operate within the intended scope of the Audit Panel (as outlined in the Audit Panel Charter) and adhere to relevant Council policies and procedures.

**4. Appropriate interactions**

Members act ethically and treat all persons with fairness and respect. Members conduct themselves in a way that positively represents the panel, and is in the best interests of the Council and the community. Members interact appropriately with fellow members, councillors, Council staff and the community, and give full respect and consideration of to all relevant information known to them. Members should not interact directly with Council staff without the prior approval of the panel and the general manager.

Further information on the ethical standards covered in this code of conduct, and the terminology used, can be found in the Good Governance Guide for Local Government in Tasmania: ([www.dpac.tas.gov.au/divisions/local\\_government](http://www.dpac.tas.gov.au/divisions/local_government)).

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**HEALTHY GEORGE TOWN 2023-2024 YTD REPORT**

Council Budget: \$65,000

**One program delivered from October 2023 to December 2023, which had 7 activities for adults.**

10-week program

Four local service providers engaged.

Activities delivered in George Town and Hillwood.

Budget:

<b>Activity</b>	<b>Amount</b>
Armchairs, cross fitness, aqua fitness	\$6,270.00
Yoga	\$1,200.00
Seniors Aqua	\$2,000.00
Flyer design and print	\$1,275.00
Flyer distribution	\$200.00
Jazzercise and Pilates	\$1,615.00
Pool fee	\$760.00
<b>Total</b>	<b>\$ 13,320.00</b>

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Participation numbers:

<b>Contractor</b>	<b>Program</b>	<b>October Attendees</b>	<b>November Attendees</b>	<b>December Attendees</b>	<b>Average Total Attendees Per Session</b>
Sherriff Health and Fitness	Armchairs George Town	111	56	44	21
Sherriff Health and Fitness	Armchairs Hillwood	37	39	39	12
Sherriff Health and Fitness	Cross Fitness	63	48	28	14
Sherriff Health and Fitness	Aqua Fitness	42	38	39	12
Nomadic Wellbeing	Yoga	45	42	26	14
Bee Bop Dance Studio	Jazzercise	49	33	13	10
Bee Bop Dance Studio	Pilates	64	89	25	18
Bass Coastal Physiotherapy	Seniors Aqua Therapy	35	57	20	11

The class with the highest participation rate, based on the average total attendees per session, is Armchairs in George Town. This class had an average of 21 attendees per session in October, November, and December. It consistently had the highest number of participants compared to the other classes delivered. The second highest participation based on the average total number of attendees per session is Pilates with an average of 18 attendees per session. Understandably, the dip

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in December participation rates can be attributed to the shorter duration of the program, with only two weeks compared to the four weeks in October and November. Additionally, the holiday season, including Christmas, often sees a decrease in participation numbers every year across various programs and activities. These factors likely contributed to the lower attendance in December.

**FREE PROGRAM**

**Healthy George Town**  
 Follow us on socials for any updates to our programs.  
 Facebook: facebook.com/healthy-georgetowntasmania  
 Website: georgetown.tas.gov.au/healthy-george-town

**2023 Spring schedule**

Winner of the 2021 Tasmanian Community Achievement Awards - Get Moving Tasmania - Physical Activity  
 National Finalist and Tasmanian State winner of the 2022 National Active Ageing Program 2022 - Social Value & Community Impact category

georgetown.tas.gov.au/healthy-george-town

**Healthy George Town**  
 Get fit in a fun and social environment for FREE.

**2023 Spring schedule**

WHAT	WHO	TIME	WHEN	WHERE
<b>Cross fitness</b> A variety of adaptable exercises designed and catered for all fitness levels.	Adults	Tuesdays 6pm-7pm	October 10,17,24,31 November 7,14,21,28 December 5,12	George Town Memorial Hall, Macquarie Street
<b>Armchairs</b> Low impact activities designed for anyone doing little to no physical activity. Armchairs will include exercises that can be done in your armchair at home.	Adults	GEORGE TOWN Mondays 11am-12pm  HILLWOOD Fridays 11am-12pm	October 9,16,23,30 November 6,13,20,27 December 4,11  October 13,20,27 November 3,10,17,24 December 1,8,15	George Town Memorial Hall, Macquarie Street  Hillwood Memorial Hall, Hillwood Jetty Road
<b>Aqua Fitness</b> Low impact aqua fitness classes designed for those that are in need, are water confident and do not need assistance in the water. Conducted by our qualified trainer. LIMITED SPOTS AVAILABLE.	Adults	Fridays 6pm-7pm	October 13,20,27 November 3,10,17,24 December 1,8,15	Port Dalrymple School Swimming Pool, Agnes Street
<b>Seniors Aqua Therapy</b> Taught by our qualified physiotherapist, these low impact aqua therapy classes are designed for senior citizens. LIMITED SPOTS AVAILABLE.	Seniors 60+	Thursdays 4:30pm-5:30pm	October 12,19,26 November 2,9,16,23,30 December 7,14	Port Dalrymple School Swimming Pool, Agnes Street
<b>Jazzercise</b> Bring your friends along to get fit in a fun and social environment through dance.	All ages	Mondays 5:30pm-6:15pm	October 9,16,23,30 November 6,13,20,27 December 4,11	Bee Bop Dance Studio, Victoria Street
<b>Yoga</b> Enjoy the physical and mental benefits of Yoga. With mindful movements designed to improve strength, flexibility, posture, and balance.	Adults	Thursdays 6pm-7pm	October 12,19,26 November 16,23,30 December 7,14	George Town Memorial Hall, Macquarie Street
<b>Pilates</b> Low impact exercise that aims to strengthen muscles while improving postural alignment and flexibility. The movements are slow and precise with breath control, conducted on a mat.	Adults	Wednesdays 5:30pm-6:30pm	October 11,18,25 November 1,8,15,22,29 December 6,13	Bee Bop Dance Studio, Victoria Street

**BOOKINGS ESSENTIAL.**  
 Ensure your spot by booking through:  
 Eventbrite: [healthy-george-town.eventbrite.com](https://healthy-george-town.eventbrite.com)  
 George Town Council Office

Scan the QR code to book your free session

Contact Information  
 0437 311 052 or  
 6382 8800

Wear Comfortable Clothing

Bring a Drink Bottle

Arrive 15 minutes early

**George Town Council**  
**2024 01 23 ORDINARY COUNCIL MEETING ATTACHMENTS**  
**Agenda**

**The second program will be delivered from February 2024 to June 2024.**

18-week program to be facilitated in George Town and Hillwood

Budget:

<b>Activity</b>	<b>Amount</b>
Armchairs	\$6,270.00
Cross Fitness	\$3,135.00
Aqua Fitness	\$3,135.00
Seniors Aqua Therapy	\$3,400.00
Yoga	\$3,800.00
Pilates	\$1,615.00
Jazzercise	\$1,615.00
Pool fee	\$1,520.00
Flyer design and print	\$1,260.00
<b>Total</b>	<b>\$25,750.00</b>

**Total amount spent:**

**13,320 + 25,750 = 39,070**

Programs for youth are to be delivered during the Youth Week in partnership with Future Impact Group from Monday, 8 April 2024 to Sunday, 14 April 2024. It is in the planning phase and to be finalized in February 2024.

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2024 01 23 ORDINARY COUNCIL MEETING ATTACHMENTS  
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