

Prior to the commencement of the meeting, the Mayor will make the following declaration:

“I acknowledge the Tasmanian Aboriginal Community as the traditional custodians of the land on which we meet today, and pay respect to elders, past and present”.

The Mayor also to advise the Meeting and members of the public that Council Meetings, not including Closed Meeting, are audio-visually recorded and published to Council’s website.

COUNCIL MEETING
MONDAY 23 NOVEMBER 2020

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BUSINESS TO BE CONDUCTED AT THIS MEETING IS TO BE CONDUCTED IN THE ORDER IN WHICH IT IS SET OUT IN THIS AGENDA UNLESS THE COUNCIL BY ABSOLUTE MAJORITY DETERMINES OTHERWISE

COUNCIL MEETINGS, NOT INCLUDING CLOSED MEETING, ARE AUDIO-VISUALLY RECORDED AND PUBLISHED TO COUNCIL’S WEBSITE

1. APOLOGIES

Nil

2. *CONFIRMATION OF MINUTES****RECOMMENDATION:**

That the Minutes of the Council Meeting held on 2 November 2020 and the Special Council (Planning Authority) Meeting held on 16 November 2020, as circulated, be taken as read and confirmed.

3. MAYOR'S COMMUNICATION**4. ***COUNCIL WORKSHOPS**

In addition to the Aldermen's Meeting Briefing (workshop) conducted on Friday immediately preceding the Council Meeting the following workshops were conducted by Council since its last ordinary Council Meeting:

PURPOSE	DATE
Presentation – Southern Waste Solutions	
Presentation – Proposed Subdivision Sandford	
Bridge Street Richmond Master Plan	
State of the Art Dog Park	
Almas Activities Centre Upgrade	9 November
Presentation – Jetty Project East	
Special Committee Appointments	
Staff Resourcing	16 November

RECOMMENDATION:

That Council notes the workshops conducted.

5. DECLARATIONS OF INTERESTS OF ALDERMAN OR CLOSE ASSOCIATE
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In accordance with Regulation 8 of the Local Government (Meeting Procedures) Regulations 2015 and Council's adopted Code of Conduct, the Mayor requests Aldermen to indicate whether they have, or are likely to have a pecuniary interest (any pecuniary benefits or pecuniary detriment) or conflict of interest in any item on the Agenda.

6. ***TABLING OF PETITIONS

(Note: Petitions received by Aldermen are to be forwarded to the General Manager within seven days after receiving the petition).

Petitions are not to be tabled if they do not comply with Section 57(2) of the Local Government Act, or are defamatory, or the proposed actions are unlawful.

7. PUBLIC QUESTION TIME

Public question time at ordinary Council meetings will not exceed 15 minutes. An individual may ask questions at the meeting. Questions may be submitted to Council in writing on the Friday 10 days before the meeting or may be raised from the Public Gallery during this segment of the meeting.

The Chairman may request an Alderman or Council officer to answer a question. No debate is permitted on any questions or answers. Questions and answers are to be kept as brief as possible.

7.1 PUBLIC QUESTIONS ON NOTICE

Nil.

7.2 ANSWERS TO QUESTIONS ON NOTICE

Nil.

7.3 ANSWERS TO PREVIOUS QUESTIONS TAKEN ON NOTICE

The General Manager provides the following answer to Question taken on Notice from members of the public at previous Council Meetings.

At Council's Meeting of 2 November 2020 Mr Victor Marsh of Bellerive asked the following question:

TENDERING PROCESS – FOOTPATH AND LANDSCAPING WORKS

The tendering process for the variously names "footpath and landscaping" works in the western end of Bellerive Beach Regional Park has been delayed from early 2020 until late 2020.

My question is: During this time what has happened to the \$100,000 given to the Council in early 2019 by former Premier Will Hodgman for works in the park?

ANSWER

An extension for the time period for the Communities, Sport and Recreation grant is being sought from the Department of Communities Tasmania

7.4 QUESTIONS WITHOUT NOTICE

Questions are to relate to the activities of the Council. Questions without notice will be dependent on available time at the meeting.

Council Policy provides that the Chairperson may refuse to allow a question on notice to be listed or refuse to respond to a question put at a meeting without notice that relates to any item listed on the agenda for the Council meeting (note: this ground for refusal is in order to avoid any procedural fairness concerns arising in respect to any matter to be determined on the Council Meeting Agenda).

When dealing with Questions without Notice that require research and a more detailed response the Chairman may require that the question be put on notice and in writing. Wherever possible, answers will be provided at the next ordinary Council Meeting.

8. DEPUTATIONS BY MEMBERS OF THE PUBLIC
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(In accordance with Regulation 38 of the Local Government (Meeting Procedures) Regulations 2015 and in accordance with Council Policy, deputation requests are invited to address the Meeting and make statements or deliver reports to Council)

9. MOTIONS ON NOTICE

Nil

10. *REPORTS FROM OUTSIDE BODIES**

This agenda item is listed to facilitate the receipt of both informal and formal reporting from various outside bodies upon which Council has a representative involvement.

10.1 *REPORTS FROM SINGLE AND JOINT AUTHORITIES**

Provision is made for reports from Single and Joint Authorities if required.

Council is a participant in the following Single and Joint Authorities. These Authorities are required to provide quarterly reports to participating Councils, and these will be listed under this segment as and when received.

- **COPPING REFUSE DISPOSAL SITE JOINT AUTHORITY**

Representatives: Ald James Walker
(Ald Luke Edmunds, Deputy Representative)

Quarterly Reports

September Quarterly Report pending.

Representative Reporting

- **TASWATER CORPORATION**

- **GREATER HOBART COMMITTEE**

10.2 *REPORTS FROM COUNCIL AND SPECIAL COMMITTEES AND OTHER REPRESENTATIVE BODIES**

11. REPORTS OF OFFICERS

11.1 *WEEKLY BRIEFING REPORTS**

The Weekly Briefing Reports of 2, 9 and 16 November 2020 have been circulated to Aldermen.

RECOMMENDATION:

That the information contained in the Weekly Briefing Reports of 2, 9 and 16 November 2020 be noted.

11.2 DETERMINATION ON PETITIONS TABLED AT PREVIOUS COUNCIL MEETINGS

Nil.

11.3 PLANNING AUTHORITY MATTERS

In accordance with Regulation 25 (1) of the Local Government (Meeting Procedures) Regulations 2015, the Mayor advises that the Council intends to act as a Planning Authority under the Land Use Planning and Approvals Act 1993, to deal with the following items:

11.3.1 DEVELOPMENT APPLICATION PDPLANPMTD-2020/012606 – 84 EAST DERWENT HIGHWAY, LINDISFARNE - 3 MULTIPLE DWELLINGS (1 EXISTING + 2 NEW)**EXECUTIVE SUMMARY****PURPOSE**

The purpose of this report is to consider the application made for 3 Multiple Dwellings (1 existing + 2 new) at 84 East Derwent Highway, Lindisfarne.

RELATION TO PLANNING PROVISIONS

The land is zoned General Residential and subject to the parking and Access and Stormwater Management codes under the Clarence Interim Planning Scheme 2015 (the Scheme). In accordance with the Scheme the proposal is a Discretionary development.

LEGISLATIVE REQUIREMENTS

The report on this item details the basis and reasons for the recommendation. Any alternative decision by Council will require a full statement of reasons in order to maintain the integrity of the Planning approval process and to comply with the requirements of the Judicial Review Act and the Local Government (Meeting Procedures) Regulations 2015.

Note: References to provisions of the Land Use Planning and Approvals Act 1993 (the Act) are references to the former provisions of the Act as defined in Schedule 6 – Savings and Transitional Provisions of the Land Use Planning and Approvals Amendment (Tasmanian Planning Scheme Act) 2015. The former provisions apply to an interim planning scheme that was in force prior to the commencement day of the Land Use Planning and Approvals Amendment (Tasmanian Planning Scheme Act) 2015. The commencement day was 17 December 2015.

Council is required to exercise a discretion within the statutory 42-day period which expires on 25 November 2020.

CONSULTATION

The proposal was advertised in accordance with statutory requirements and four representations were received, two of which related to the same property, raising the following issues:

- overshadowing;
- visual impacts;
- privacy;
- waste storage;
- vegetation;
- loss of views;
- design;
- solar access for Unit 3;
- traffic;
- separation of dwellings; and
- density.

RECOMMENDATION:

- A. That the Development Application for 3 Multiple Dwellings (1 existing + 2 new) at 84 East Derwent Highway, Lindisfarne (C1 Ref PDPLANPMTD-2020/012606) be approved subject to the following conditions and advice.
1. GEN AP1 – ENDORSED PLANS.
 2. ENG A1 – DESIGNS DA.
 3. ENG A1 – NEW CROSSOVER.
 4. ENG A5 – SEALED CAR PARKING.
 5. TASWATER – TASWATER
The development must meet all required Conditions of Approval specified by TasWater notice dated 5/10/2020 (TWDA 2020/01566-CCC).
- B. That the details and conclusions included in the Associated Report be recorded as the reasons for Council's decision in respect of this matter.

ASSOCIATED REPORT**1. BACKGROUND**

An application was made in May 2020 for 3 multiple dwellings. This was advertised and 11 representations were received. The application was withdrawn by the applicant prior to a decision being made, to allow for time to redesign the proposal in an attempt to satisfy a greater number of standards within the Scheme. The revised application was submitted in September 2020, which is the subject of this report.

2. STATUTORY IMPLICATIONS

- 2.1.** The land is zoned General Residential under the Scheme.
- 2.2.** The proposal is discretionary because it does not meet the Acceptable Solutions under the Scheme.
- 2.3.** The relevant parts of the Planning Scheme are:
- Section 8.10 – Determining Applications;
 - Section 10 – General Residential Zone;

- Section E5.0 – Road and Rail Assets Code;
- Section E6.0 – Parking and Access Code; and
- Section E7.0 – Stormwater Management Code.

2.4. Council's assessment of this proposal should also consider the issues raised in any representations received, the outcomes of the State Policies and the objectives of Schedule 1 of the *Land Use Planning and Approvals Act, 1993* (LUPAA).

3. PROPOSAL IN DETAIL

3.1. The Site

The site is a 1022m² property with one existing dwelling and associated outbuilding (carport). The site has frontage and access to the East Derwent Highway. There is slight slope to the site, being approximately 7 degrees and falling to the west.

3.2. The Proposal

The proposal is for two additional dwellings on the site. The two new multiple dwellings would be conjoined and located behind the existing dwelling.

The proposed dwelling units would be setback 4.97m from the rear boundary, 1.24m from the southern side boundary, 1.7m from the northern side boundary and 22m from the frontage. They would have a maximum height of 6.8m. Each proposed unit would have a double garage incorporated, contain three bedrooms, and have a deck from the upper level.

The existing house is a 3-bedroom single storey, weatherboard dwelling with a floor area of 117m². No alterations or additions are proposed for this dwelling.

The application also includes the demolition of an existing outbuilding.

4. PLANNING ASSESSMENT**4.1. Determining Applications [Section 8.10]**

“8.10.1 In determining an application for any permit the planning authority must, in addition to the matters required by s51(2) of the Act, take into consideration:

- (a) all applicable standards and requirements in this planning scheme; and*
- (b) any representations received pursuant to and in conformity with ss57(5) of the Act,*

but in the case of the exercise of discretion, only insofar as each such matter is relevant to the particular discretion being exercised.”

References to these principles are contained in the discussion below.

4.2. Compliance with Zone and Codes

The proposal meets the Scheme’s relevant Acceptable Solutions of the General Residential Zone and Road and Rail Assets, Parking and Access, and Stormwater Management Codes with the exception of the following.

General Residential Zone

- **Clause 10.4.2 A3 (Building Envelope)** – the proposal would project beyond the prescribed 3D building envelope.

The proposed variation must be considered pursuant to the Performance Criteria P3 of Clause 10.4.2 as follows.

Clause	Performance Criteria	Assessment
10.4.2 P1	<i>“The siting and scale of a dwelling must:</i>	
<i>(a)</i>	<i>not cause unreasonable loss of amenity by:</i>	The application is considered to comply as:
<i>(i)</i>	<i>reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining lot; or</i>	The shadowing diagrams provided demonstrate that the development would only impact upon the habitable room windows for 82 East Derwent Highway. This dwelling would receive unimpeded sunlight to windows between noon and 3pm on the Winter Solstice.

		Therefore, this would not cause an unreasonable impact upon a neighbouring dwelling.
(ii)	<i>overshadowing the private open space of a dwelling on an adjoining lot; or</i>	<p>The proposed development would cast shadowing upon three lots during the hours of 9am and 3pm on the Winter Solstice. These are 82 East Derwent Highway, 80A East Derwent Highway, and 28A Loatta Road Lindisfarne.</p> <p>The property at 28A Loatta Road would have a small amount of shadowing to their private open space at 3pm on the Winter Solstice. This is considered reasonable and would not adversely affect amenity as it would receive unimpeded solar access to its POS between noon and 2pm, then have 81% solar access between 2 and 3pm.</p> <p>The property at 80A East Derwent Highway is a large (approximately 1500m²) internal lot. The site has an area of compliant POS (24m²) directly in front of the house. The overshadowing from the proposed development would not impact upon that area of POS.</p> <p>Notwithstanding this, the greatest percentage of potential overshadowing for the site, excluding buildings, would be 18% at 11am on the Winter Solstice. This amount of shadowing is considered to be reasonable and would not unreasonably impact upon amenity.</p> <p>The property at 82 East Derwent Highway would be the most impacted by the proposed development.</p>

		Between noon and 3pm, the greatest amount of shadowing impact upon the private open space at any one time would be 31%, as shown by the supplied shadowing diagrams.
(iii)	<i>overshadowing of an adjoining vacant lot; or</i>	There are no vacant residential lots adjoining the subject site.
(iv)	<i>visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining lot; and</i>	<p>The maximum height of the development would be 6.797m from Natural Ground Level, the maximum height possible under the Acceptable Solution for the Clause is 8.5m.</p> <p>The building elevations that face adjoining lots contain several design elements to articulate the building form and avoid blank expanses which would exacerbate bulk and mass. The design would employ several materials, textures and elements to lessen visual bulk. Having consideration to <i>R Kasem v Hobart City Council</i> and <i>Ors</i> [2018], which discussed the matter of visual impact, regard was given to an outlook from a habitable window in its entirety but not to the protection of any particular view, such as one to a mountain.</p> <p>While there would be some level of impact upon the outlook of the dwelling at 3/28A Loatta Road, the site for the proposed units sits topographically lower than 28A Loatta Road and the unit would maintain a high level of solar access.</p> <p>The proposed development would not be unreasonable and is consistent with the mass and scale of residential buildings in the surrounding area.</p>

(b)	<i>provide separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area.”</i>	<p>There are several instances of similar development with comparable separation in the surrounding area.</p> <p>Examples can be seen at 87 and 89 East Derwent Highway which both consist of several units in 2 storey redbrick conjoined buildings.</p> <p>28A Loatta Road contains units with separation distances 2.5m between dwellings.</p> <p>The subject site is also opposite 7 Ballawinnie Road which contains higher density residential aged care units (conjoined and standalone).</p> <p>The proposal is therefore consistent with the separation of dwellings in the area and considered compatible in the streetscape.</p>
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General Residential Zone

- **Clause 10.4.3 A2 (Private Open Space)** – the proposal provides alfresco areas as the private open space (POS) for Units 2 and 3, which would each be 17.5m², the Acceptable Solution requires 24m². The POS for Unit 1 would be a 40m² area between the unit and the frontage, this would not be consistent with the Acceptable Solution as the frontage does not face within 30 degrees of North.

The proposed variation must be considered pursuant to the Performance Criteria P2 of Clause 10.4.3 as follows.

Clause	Performance Criteria	Assessment
10.4.3 P2	<i>“A dwelling must have private open space that:</i>	The private open space for Unit 1 would be located in the front yard, the POS for Units 2 and 3 would be second storey alfresco/balcony areas.

		Units 2 and 3 would also have additional areas of POS, accessed via the flights of external stairs, being at least 70m ² in area for additional recreational space.
(a)	<i>includes an area that is capable of serving as an extension of the dwelling for outdoor relaxation, dining, entertaining and children's play and that is:</i>	<p>The POS for each unit would be adequate solar aspect, size, and location to serve future occupants.</p> <p>The 70m² areas behind Units 2 and 3 and in front of Unit 1 are of adequate size for children's play, while the alfresco areas could comfortably accommodate outdoor dining.</p>
(i)	<i>conveniently located in relation to a living area of the dwelling; and</i>	<p>The alfresco areas would be directly accessible from the open plan living areas.</p> <p>The POS for Unit 1 would be accessible from the living area, via the main entry.</p>
(ii)	<i>orientated to take advantage of sunlight."</i>	<p>All Units would have areas of POS that would receive adequate sunlight through the day.</p> <p>During the morning the rear gardens for Units 2 and 3 would receive reasonable sunlight, and the alfresco areas would have good solar access in the afternoons.</p> <p>Unit 1 would have good solar access from 12 noon onwards.</p>

General Residential Zone

- **Clause 10.4.4 A1 (Solar Access)** – the proposed Unit 3 would not have a window facing between 30 degrees East or West of North.

The proposed variation must be considered pursuant to the Performance Criteria P1 of Clause 10.4.4 as follows.

Clause	Performance Criteria	Assessment
10.4.4 P1	<i>“A dwelling must be sited and designed so as to allow sunlight to enter at least one habitable room (other than a bedroom).”</i>	<p>Proposed Unit 3 would have four large windows facing 82 degrees west of north. These would allow light to the open plan living and dining area</p> <p>There would also be a large skylight above the kitchen area.</p> <p>The windows are sited to allow sunlight to enter a habitable room.</p>

General Residential Zone

- **Clause 10.4.6 (Privacy for dwellings)** – the proposal would not have screening across the entire width of the alfresco areas which would be setback less than 3m from a side boundary.

The proposed variation must be considered pursuant to the Performance Criteria P1 of the Clause 10.4.6 as follows.

Clause	Performance Criteria	Assessment
10.4.6 P1	<i>“A balcony, deck, roof terrace, parking space or carport (whether freestanding or part of the dwelling) that has a finished surface or floor level more than 1m above natural ground level, must be screened, or otherwise designed, to minimise overlooking of:</i>	Each proposed new unit would have a an alfresco/balcony on the second storey that would be less than 3m from a side boundary.
(a)	<i>a dwelling on an adjoining lot or its private open space; or</i>	<p>Each alfresco/balcony is proposed to have screening along the length that would face a side boundary, except for 0.6m at the westernmost end. The screening would have a maximum of 25% transparency.</p> <p>The alfresco for Unit 2 would not align with the dwelling on the adjoining lot at 86 East Derwent Highway.</p>

		<p>Therefore, there is no risk of overlooking to habitable room windows. The POS for 86 East Derwent Highway is behind the existing house. This would also not be at risk from overlooking as it is approximately 20m to the right of the alfresco.</p> <p>The alfresco for Unit 3 would be setback approximately 23m from the dwelling on the adjoining lot at 80A East Derwent Highway. This distance is adequate to minimise any potential loss of privacy to a habitable room window; 80A East Derwent Highway is a lot of over 1200m². The alfresco area would be sited so that there is only potential for sightlines to a maximum of 18% of the adjoining sites total open space. The screening provided would preserve the privacy of the remainder of the site.</p>
(b)	<i>another dwelling on the same site or its private open space; or</i>	There would be a dividing wall to separate the two alfresco areas for the proposed units so there would not be a line of sight between them. The two proposed units would also meet the setback requirements of the Acceptable Solution to minimise overlooking of the POS for the existing dwelling.
(c)	<i>an adjoining vacant residential lot."</i>	There are no vacant residential lots to the subject site.

General Residential Zone

- **Clause 10.4.6 (Privacy from shared driveways)** – the proposal would have a unit with a habitable room window setback less than 2.5m from a shared driveway within the site.

The proposed variation must be considered pursuant to the Performance Criteria P3 of Clause 10.4.6 as follows.

Clause	Performance Criteria	Assessment
10.4.6 P3	<i>“A shared driveway or parking space (excluding a parking space allocated to that dwelling), must be screened, or otherwise located or designed, to minimise detrimental impacts of vehicle noise or vehicle light intrusion to a habitable room of a multiple dwelling.”</i>	<p>Unit 1 would have a dining and living room window with sill heights of less than 1.7m from the level of the driveway and would be setback 1.7m horizontally.</p> <p>The minimum sill heights would each be 1.4m.</p> <p>Vegetative screening is proposed between the windows and the driveway area. As Unit 1 is an existing building it would be difficult to retrofit to meet the standards for sill heights. The visitor parking space for the units has been placed in front of the units to reduce vehicular traffic passing these windows.</p> <p>The design and layout of the site, along with the landscaping and vegetative screening is adequate to minimise detrimental impacts caused by vehicle lights or noise.</p> <p>A landscaping condition is proposed for inclusion on any permit issued to ensure this is provided and maintained to an adequate standard.</p>

General Residential Zone

- **Clause 10.4.8 (Waste storage for multiple dwellings)** – the proposal would not have all waste storage areas located behind the units or provided in a communal area.

The proposed variation must be considered pursuant to the Performance Criteria P1 of Clause 10.4.8 as follows.

Clause	Performance Criteria	Assessment
10.4.8 P1	<i>“A multiple dwelling development must provide storage, for waste and recycling bins, that is:</i>	

(a)	<i>capable of storing the number of bins required for the site; and</i>	The supplied landscaping plan demonstrates that the proposed waste storage area is adequate in size to accommodate both waste and recycling bins for each unit.
(b)	<i>screened from the frontage and dwellings; and</i>	<p>Vegetative screening has been proposed along the frontage for Unit 1's waste storage area.</p> <p>The waste storage area for Units 2 and 3 would be screened from Unit 1 by an internal fence and screened from neighbouring properties by the side boundary fences and proposed vegetation.</p>
(c)	<i>if the storage area is a communal storage area, separated from dwellings on the site to minimise impacts caused by odours and noise."</i>	<p>The area provided for Units 2 and 3 would be a minimum distance of 1.2m from the nearest dwelling, with a fence separating the bin area from that dwelling.</p> <p>The proposal is considered to adequately provide, locate and screen bin areas to minimise impacts.</p>

Road and Railway Asset Code

- **Clause E5.5.1 (Existing road accesses and junctions)** – the additional units would result in an increase of more than 10% or 10 vehicle movements per day.

The proposed variation must be considered pursuant to the Performance Criteria P1 of Clause E5.5.1 as follows.

Clause	Performance Criteria	Assessment
E5.5.1 P1	<i>"Any increase in vehicle traffic to a Category 1 or Category 2 road in an area subject to a speed limit of more than 60km/h must be safe and minimise any adverse impact on the efficiency of the road, having regard to:</i>	
(a)	<i>the increase in traffic caused by the use;</i>	The residential use would represent an imperceptible increase to the traffic levels on the East Derwent Highway.

<i>(b)</i>	<i>the nature of the traffic generated by the use;</i>	The traffic would be small private vehicles and not heavy-rigid or commercial trucks. Therefore, the application would not impact the efficiency of the road.
<i>(c)</i>	<i>the nature of the road;</i>	The site fronts a highway which would have adequate capacity to absorb the additional traffic.
<i>(d)</i>	<i>the speed limit and traffic flow of the road;</i>	The speed limit is 70km/hr. The increase in vehicular movements would not impede the traffic flow.
<i>(e)</i>	<i>any alternative access to a road;</i>	There is no alternative for access to the site.
<i>(f)</i>	<i>the need for the use;</i>	The use would be multiple dwellings in a suburban area. As such it would not cause undue impacts on traffic and the road network, especially when compared to the impact a commercial premise would cause.
<i>(g)</i>	<i>any traffic impact assessment; and</i>	A Traffic Impact Statement was provided as part of the application. It was authored by a suitably qualified person and concluded that the application met all relevant standards. Council's Development Engineer supports the conclusions of the report.
<i>(h)</i>	<i>any written advice received from the road authority."</i>	The application was referred to State Growth, who did not make a submission or raise concern regarding the application.

5. REPRESENTATION ISSUES

The proposal was advertised in accordance with statutory requirements and four representations were received. The following issues were raised by the representors.

5.1. Overshadowing

Concern was raised by one representor regarding the overshadowing that would be caused by the development with respect to a particular portion of a garden area and the cumulative impact given there is currently a development application being processed for a second unit behind the existing dwelling at 82 East Derwent Highway.

- **Comment**

The representor raised issue with the overshadowing, with specific reference to an Apricot tree and garden bed near fence line. Apricots are deciduous and need cool winters to produce fruit in summer. Overshadowing during the remainder of the year would be significantly less due to the position of the sun in the sky. The location of particular garden beds and/or trees do not have any relevant Acceptable Solutions or Performance Criteria under which it can be assessed. This issue therefore has no determining weight.

While there is an application at 82 East Derwent Highway for a unit behind the existing dwelling (PDPLANPMTD-2020/012846). At the time of writing this report, the application PDPLANPMTD-2020/012846 is still undergoing advertising. As that application is yet to be determined, council has no head of power to consider cumulative impacts of the applications.

Notwithstanding this, overshadowing has been discussed in further detail in the assessment of Clause 10.4.2 P3 earlier in this report and has been found to not unreasonably impact upon an adjoining lot. The application is considered to comply with the Performance Criteria for this clause.

5.2. Visual Impacts

Concern was raised by three representors with respect to the visual bulk and impact of the proposed development.

- **Comment**

This issue has been discussed in the assessment of Clause 10.4.2 P3 earlier in this report. There are several examples of similar developments in the surrounding area. The proposal would not unreasonably impact upon amenity due to bulk height or mass for the reasons given. The application is considered to comply with the Performance Criteria for this clause.

5.3. Privacy

Concern was raised by two representors regarding the screening of the decks not complying with the Acceptable Solution of the Scheme.

- **Comment**

This issue has been discussed in the assessment of Clause 10.4.6 P1 earlier in this report. The application has demonstrated that there are design elements in place to ensure the potential for overlooking or loss of privacy is minimised. The application is considered to comply with the Performance Criteria for this clause.

5.4. Waste Storage

Concern was raised by three representors that the waste storage arrangements proposed would be inadequate.

- **Comment**

This issue has been discussed in the assessment of Clause 10.4.8 P1 earlier in this report. The application has demonstrated that there is adequate area for bin storage on the site so as not to be a nuisance to other properties. The application is considered to comply with the Performance Criteria for this clause.

5.5. Proposed Vegetation

Concern was raised by two representors that the proposed landscaping is inadequate, particularly behind the proposed units.

- **Comment**

A landscaping plan has been provided for the site.

The only relevant clause related to landscaping applicable to this application is Clause E6.7.8 *Landscaping of Parking Areas*. This Acceptable Solution requires that landscaping is provided to 5% of the parking and circulation areas. The development complies with this clause, proposing landscaping to approximately 10% of the parking and circulation area.

There is no relevant Acceptable Solution or Performance Criteria for Council to consider related to the provision or type of landscaping in private open space.

The application is therefore considered to comply with the applicable Landscaping Clause E6.7.8 A1.

5.6. Loss of Views

Concern was raised by two representors regarding the loss of views and vistas from neighbouring properties to Kunanyi/Mount Wellington or the River Derwent.

- **Comment**

Under the Acceptable Solutions of the Scheme a dwelling or unit could be placed on the site that is 8.5m above natural ground level. The proposed units would have a maximum height of 6.79m.

Almost any development on the site would result in some degree of impact upon the outlook from adjoining properties. The proposal, while it will cause some level of impact, will not unreasonably affect amenity of a neighbouring site. As discussed in the assessment of the Performance Criteria for Clause 10.4.2 P3, the application is considered to comply with the standards related to visual bulk and mass.

There is no relevant Acceptable Solution or Performance Criteria for Council to consider related to the loss of views to any particular vista or natural feature. This issue therefore has no determining weight.

5.7. Design

Concern was raised by two representors that the development was an “eyesore”.

- **Comment**

Opinions on design and taste are subjective in nature and there is no relevant Development Standard for council to consider. This issue therefore has no determining weight.

5.8. Solar Access to Unit

Concern was raised by two representors that there would be inadequate solar access to Unit 3.

- **Comment**

This issue has been discussed in the assessment of Clause 10.4.4 P1 earlier in this report. The unit would have four large windows facing west and a skylight to the kitchen. The application is considered to comply with the Performance Criteria for this clause.

5.9. Traffic

Concern was raised by four representors with respect to the safety of traffic access and egress for the site.

- **Comment**

A Traffic Impact Assessment (TIA) was provided for the application and was authored by a suitably qualified person as defined within the Scheme.

The TIA was reviewed by Council’s Development Engineer and was referred to State Growth as the access presents to the East Derwent Highway. Neither Council’s Development Engineer nor State Growth raised concern regarding the TIS.

The application is therefore considered to comply with the relevant Acceptable Solutions/Performance Criteria related to parking, access and road assets of the Scheme.

5.10. Separation

Concern was raised by two representors that the separation of dwellings proposed is not consistent with that of the surrounding area.

- **Comment**

This issue has been discussed in the assessment of Clause 10.4.2 P3 earlier in this report. There are several examples within the surrounding area and beyond of comparable separation between dwellings. The application is considered to comply with the Performance Criteria for this clause.

5.11. Density

Concern was raised by two representors that the proposed density of dwellings was too high for the site.

- **Comment**

The application was assessed against Clause 10.4.1 related to the residential density of multiple dwellings.

The Acceptable Solution requires that multiple dwellings have an area of no less than 325m² per dwelling.

The density of the proposal (three dwellings on a 1022m² site) which equates to a density of 340.6m² per dwelling. This is greater than the minimum required 325m² per dwelling, as such the application complies with the relevant Acceptable Solution.

6. EXTERNAL REFERRALS

The proposal was referred to TasWater, which has provided a number of conditions to be included on the planning permit if granted.

The proposal was referred to the Department of State Growth, who did not issue any objection to the application.

7. STATE POLICIES AND ACT OBJECTIVES

7.1. The proposal is consistent with the outcomes of the State Policies.

7.2. The proposal is consistent with the objectives of Schedule 1 of LUPAA.

8. COUNCIL STRATEGIC PLAN/POLICY IMPLICATIONS

There are no inconsistencies with Council's adopted Strategic Plan 2016-2026 or any other relevant Council Policy.

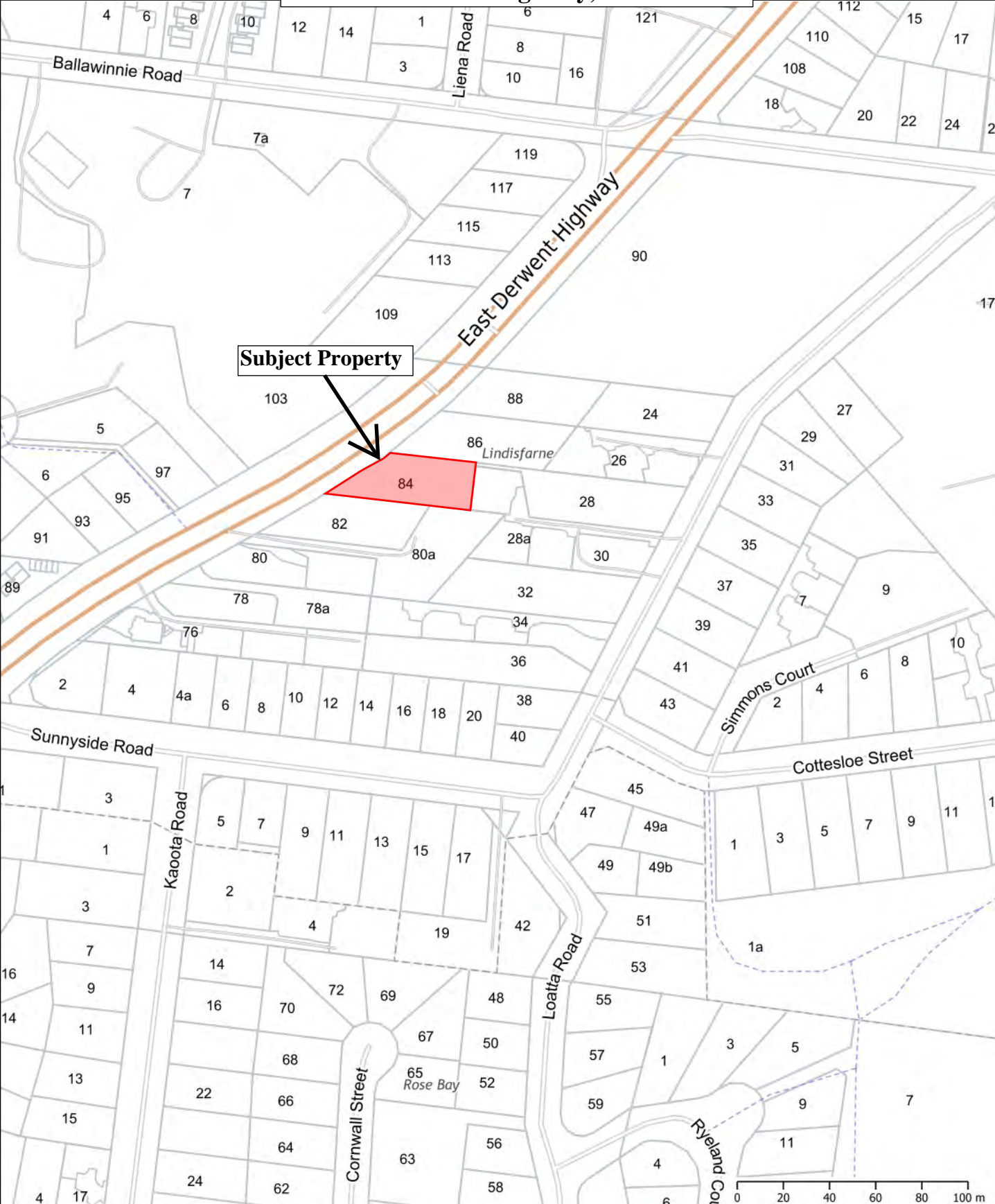
9. CONCLUSION

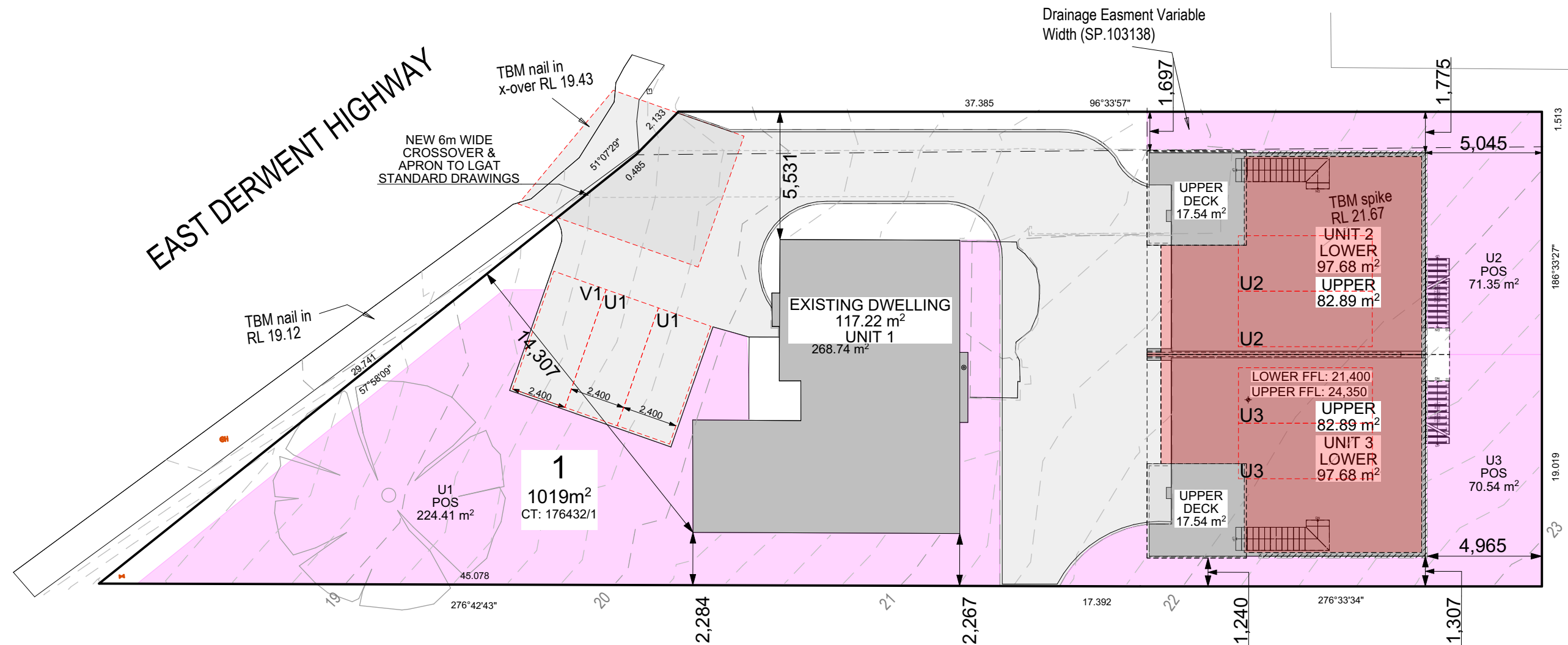
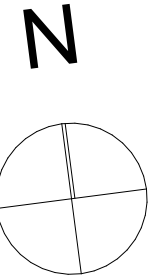
The proposal is recommended for approval, subject to conditions.

Attachments: 1. Location Plan (1)
2. Proposal Plan (28)
3. Site Photo (1)

Ross Lovell
MANAGER CITY PLANNING

Attachment 1 Location Map 84 East Derwent Highway, Lindisfarne





Site Areas	
Site area	1019 sqm
Total Building Area	325.66 sqm
<u>Total Site Coverage</u>	31.96%

Site Plan



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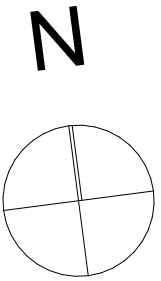
Proposal:	Multiple Dwellings	Scale: 1:200 @ A3	Job No: 11-2020	Pg. No: DA.01
Client:	Nathan Lilley	Date: 18.09.20	Engineer:	
Address:	84 East Derwent Highway, Lindisfarne	Drawn: JRN	Building Surveyor:	

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Amendments	
Date	Description



WATER METER



EAST DERWENT HIGHWAY

TBM nail in
x-over RL 19.43

NEW 6m WIDE
CROSSOVER &
APRON TO LGAT
STANDARD DRAWINGS

TBM nail in
RL 19.12




U1 BINS
1.50 m²

CONCRETE
DRIVEWAY
268.74 m²

Drainage Easment Variable
Width (SP.103138)

TBM spike
RL 21.67

U2 BINS
1.50 m²
U3 BINS
1.50 m²

	Concrete Area
	Mulched Garden Bed
	Seeded Lawn

Landscaping Plan



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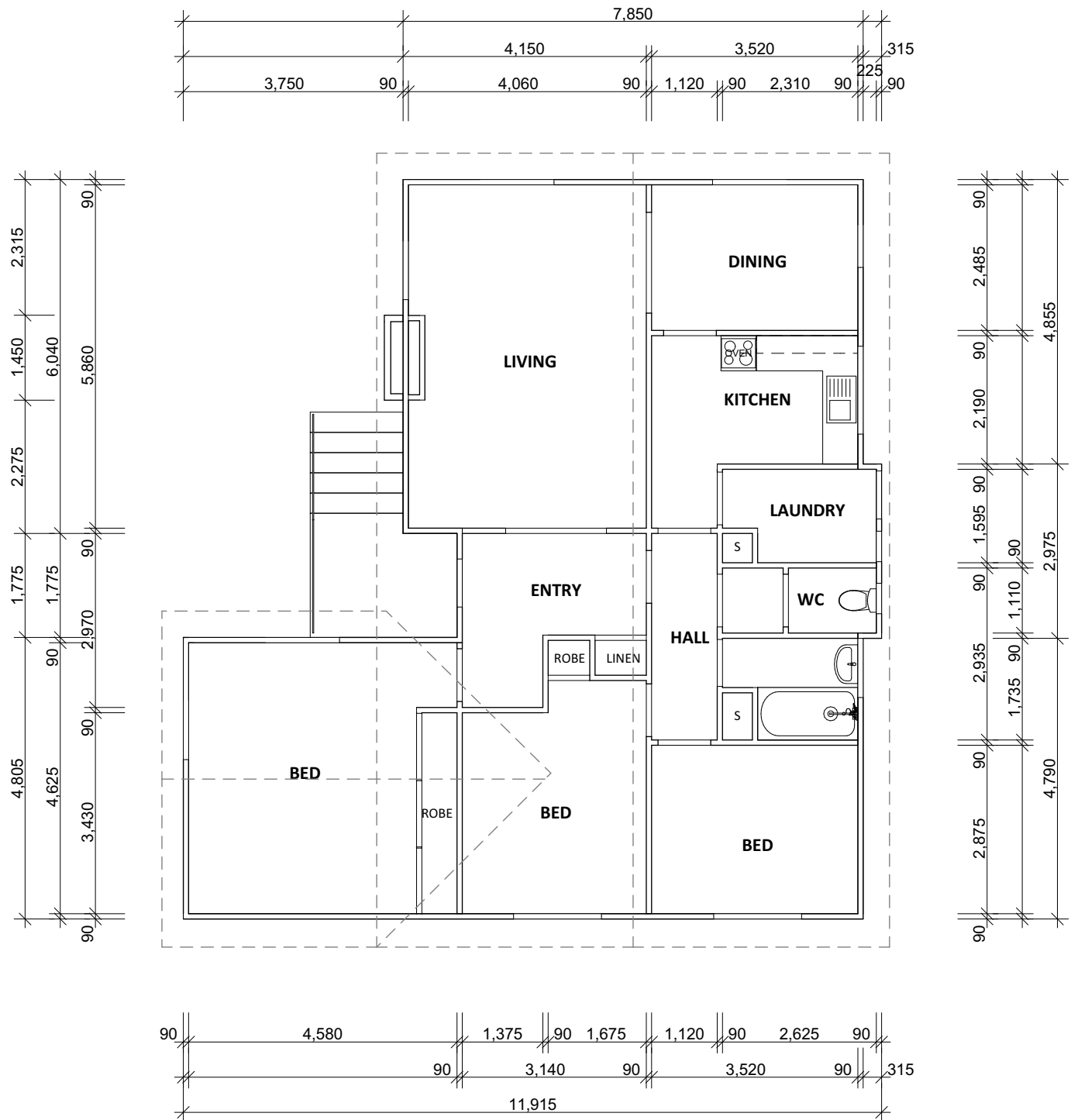
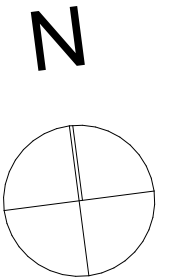
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Client:	Nathan Lilley	Date: 18.09.20	Engineer:	
Address:	84 East Derwent Highway, Lindisfarne	Drawn: JRN	Building Surveyor:	

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Amendments	
Date	Description



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Floor Plan - Existing

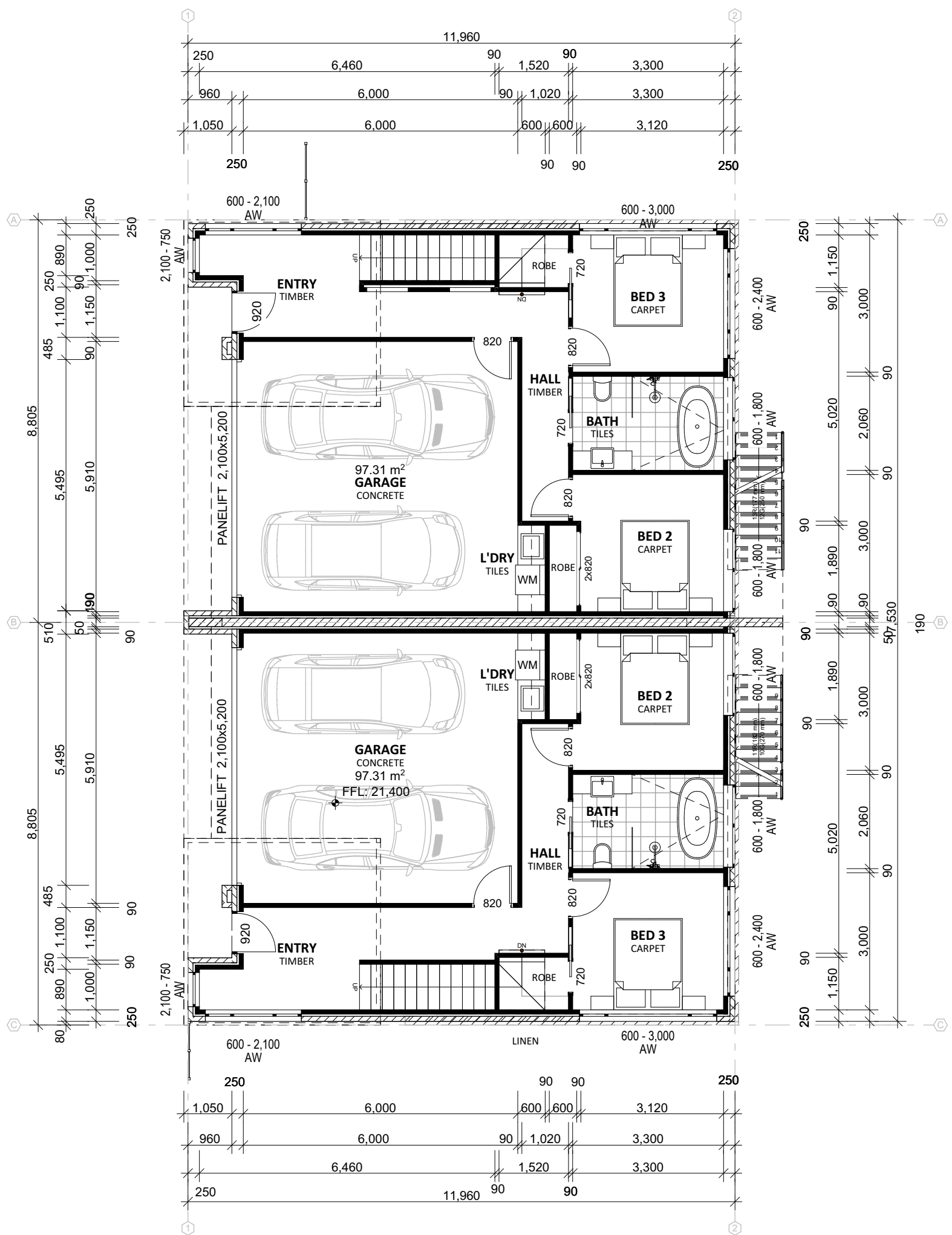
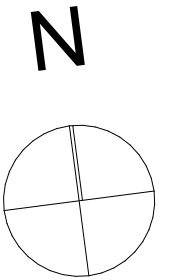
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Proposal:	New Dwelling	Scale: 1:100	Job No: 11-2020	Pg. No: DA.04
Client:	Nathan Lilley	Date: 16/03/20	Engineer:	
Address:	84 East Derwent Highway, Lindisfarne	Drawn: JRN	Building Surveyor:	

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Amendments	
Date	Description
25.03.2020	Version 2
09.04.2020	Version 3
11.06.2020	RFI amendments
01.07.2020	RFI amendments





Floor Areas (Per unit)	
Lower Floor	97.31 sqm
Upper Floor	80.29 sqm
Total	177.60 sqm
Deck	17.54 sqm

Floor Plan - Lower (U2 & U3)

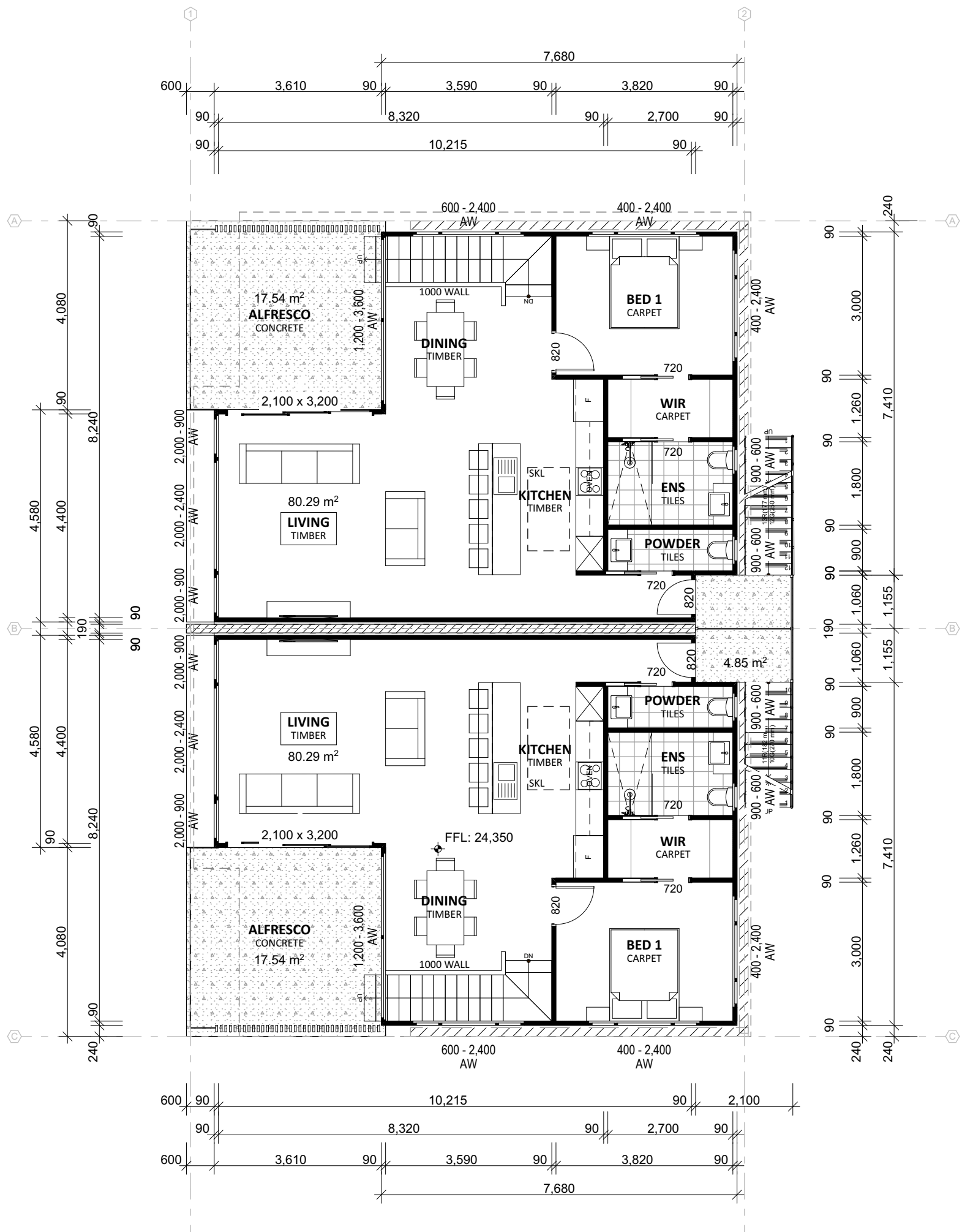
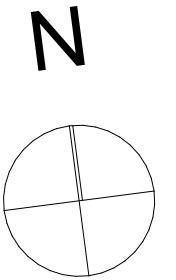
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Proposal:	New Dwelling	Scale: 1:100	Job No: 11-2020	Pg. No: DA.05
Client:	Nathan Lilley	Date: 16/03/20	Engineer:	
Address:	84 East Derwent Highway, Lindisfarne	Drawn: JRN	Building Surveyor:	

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Amendments	
Date	Description
25.03.2020	Version 2
09.04.2020	Version 3
11.06.2020	RFI amendments
01.07.2020	RFI amendments





Floor Areas (Per unit)	
Lower Floor	97.31 sqm
Upper Floor	80.29 sqm
Total	177.60 sqm
Deck	17.54 sqm

Amendments	
Date	Description
25.03.2020	Version 2
09.04.2020	Version 3
11.06.2020	RFI amendments
01.07.2020	RFI amendments



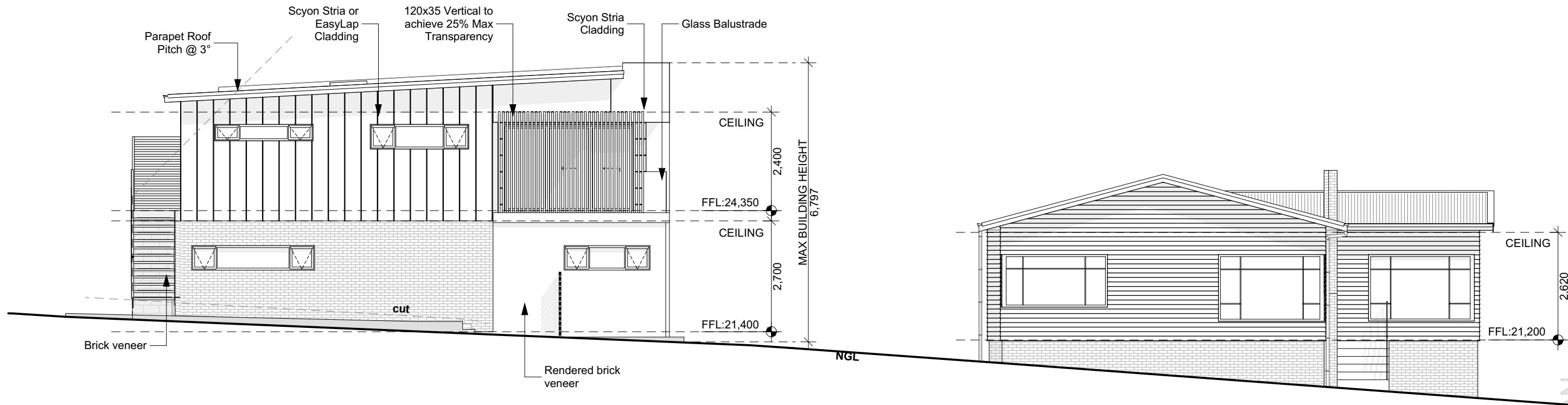
Floor Plan - Upper (U2 & U3)

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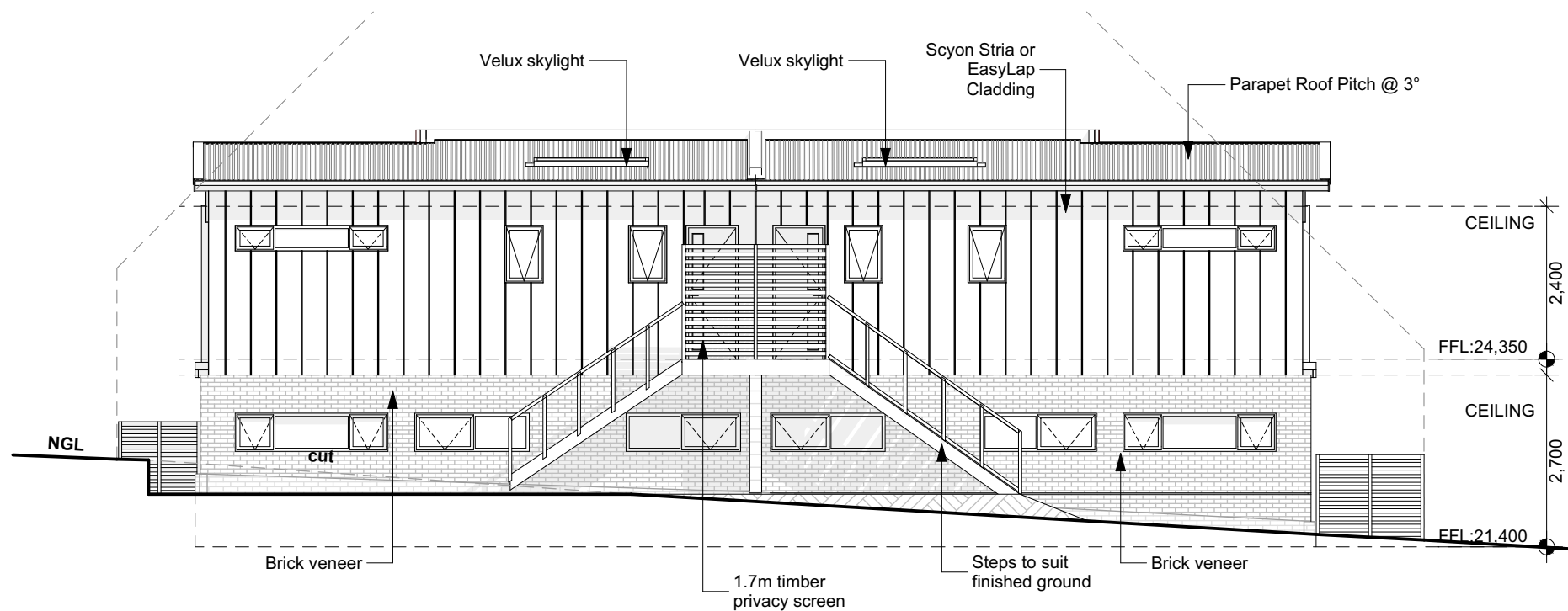
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Client:	Nathan Lilley	Date: 16/03/20	Engineer:	
Address:	84 East Derwent Highway, Lindisfarne	Drawn: JRN	Building Surveyor:	

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North Elevation - Units 2 & 1



East Elevation - Units 3 & 2

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Elevations



Proposal:	Multiple Dwellings	Scale: 1:100 @ A3	Job No: 11-2020	Pg. No: DA.07
Client:	Nathan Lilley	Date: 18.09.20	Engineer:	
Address:	84 East Derwent Highway, Lindisfarne	Drawn: JRN	Building Surveyor:	

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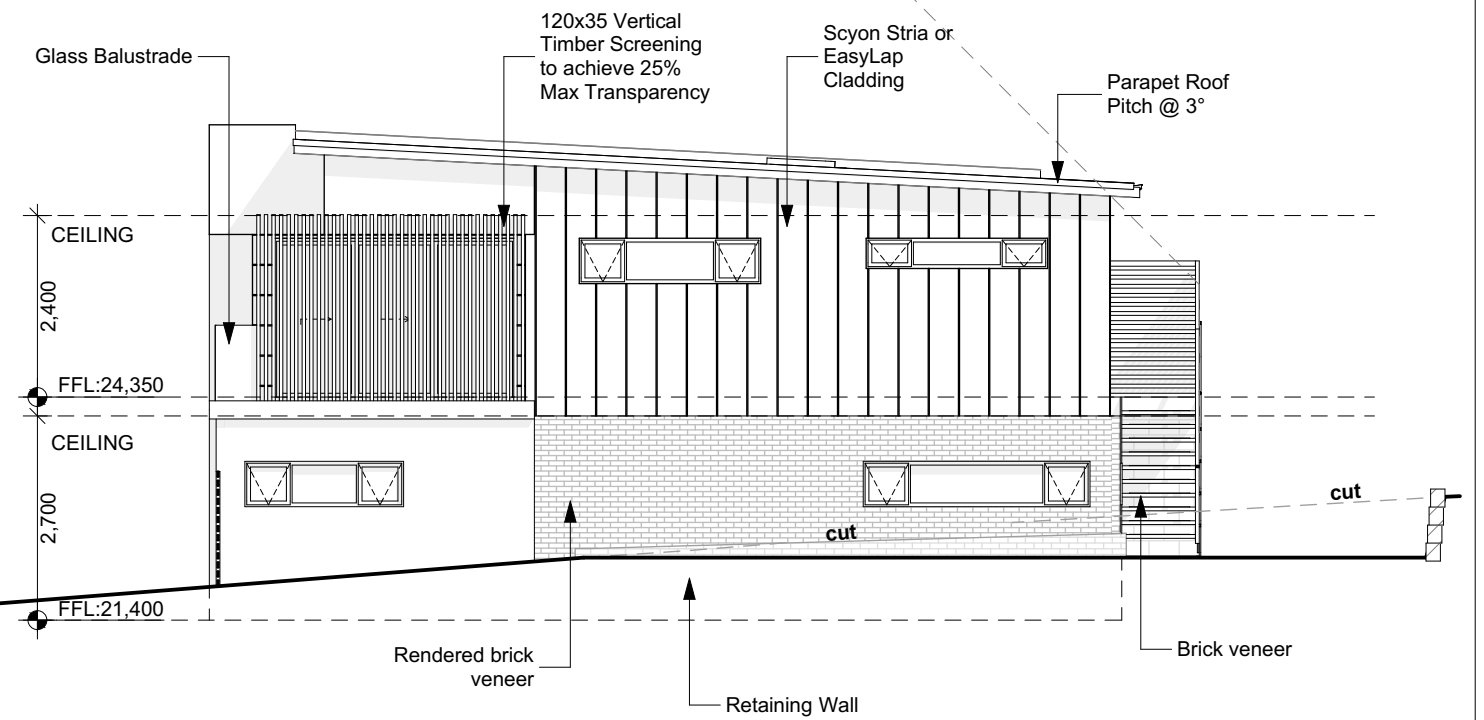
Amendments	
Date	Description



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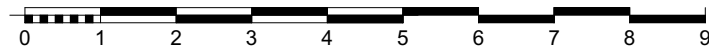


South Elevation - Units 1 & 3 (1)



West Elevation - Units 2 & 3

Elevations



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Proposal:	Multiple Dwellings	Scale: 1:100 @ A3	Job No: 11-2020	Pg. No: DA.08
Client:	Nathan Lilley	Date: 18.09.20	Engineer:	
Address:	84 East Derwent Highway, Lindisfarne	Drawn: JRN	Building Surveyor:	

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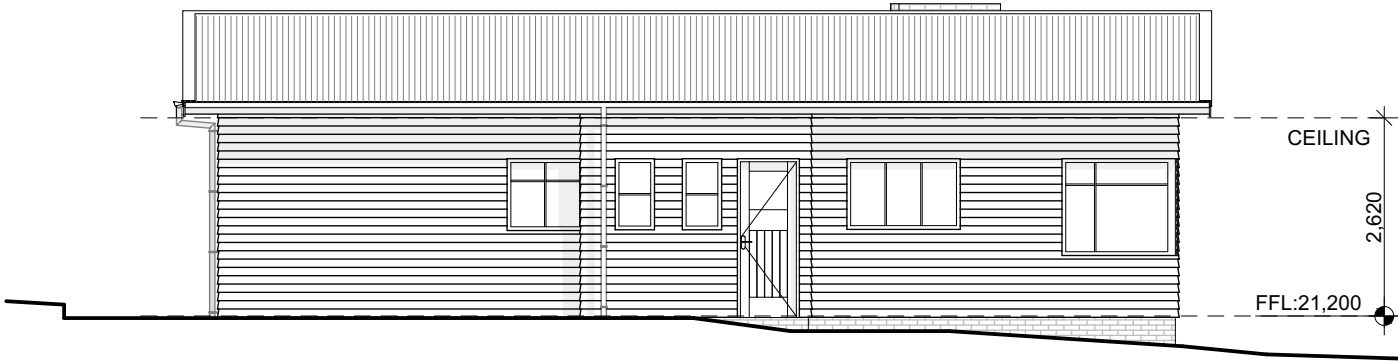
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Date	Description



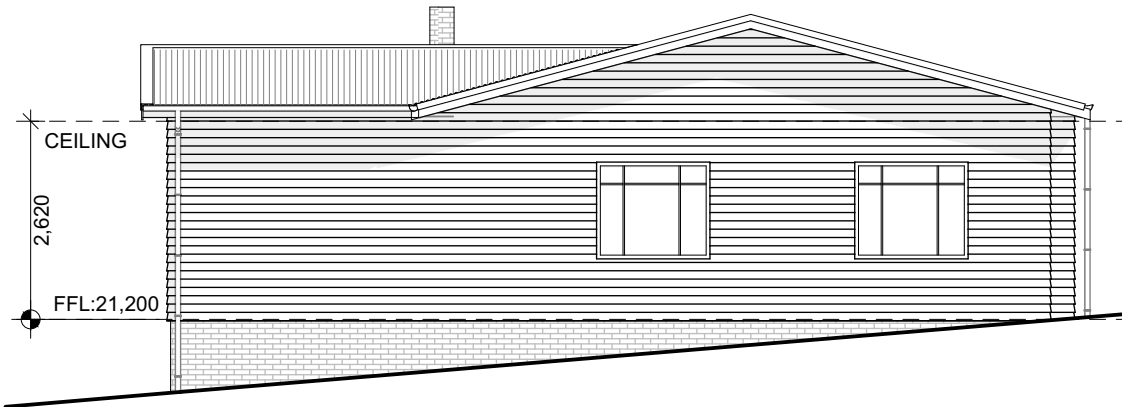
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North Elevation - Unit 1 (Existing)



East Elevation - Unit 1(Existing)



South Elevation - Unit 1 (Existing)



West Elevation - Unit 1 (Existing)

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Elevations



Proposal:	Multiple Dwellings	Scale: 1:100 @ A3	Job No: 11-2020	Pg. No: DA.09
Client:	Nathan Lilley	Date: 18.09.20	Engineer:	
Address:	84 East Derwent Highway, Lindisfarne	Drawn: JRN	Building Surveyor:	
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Amendments	
Date	Description

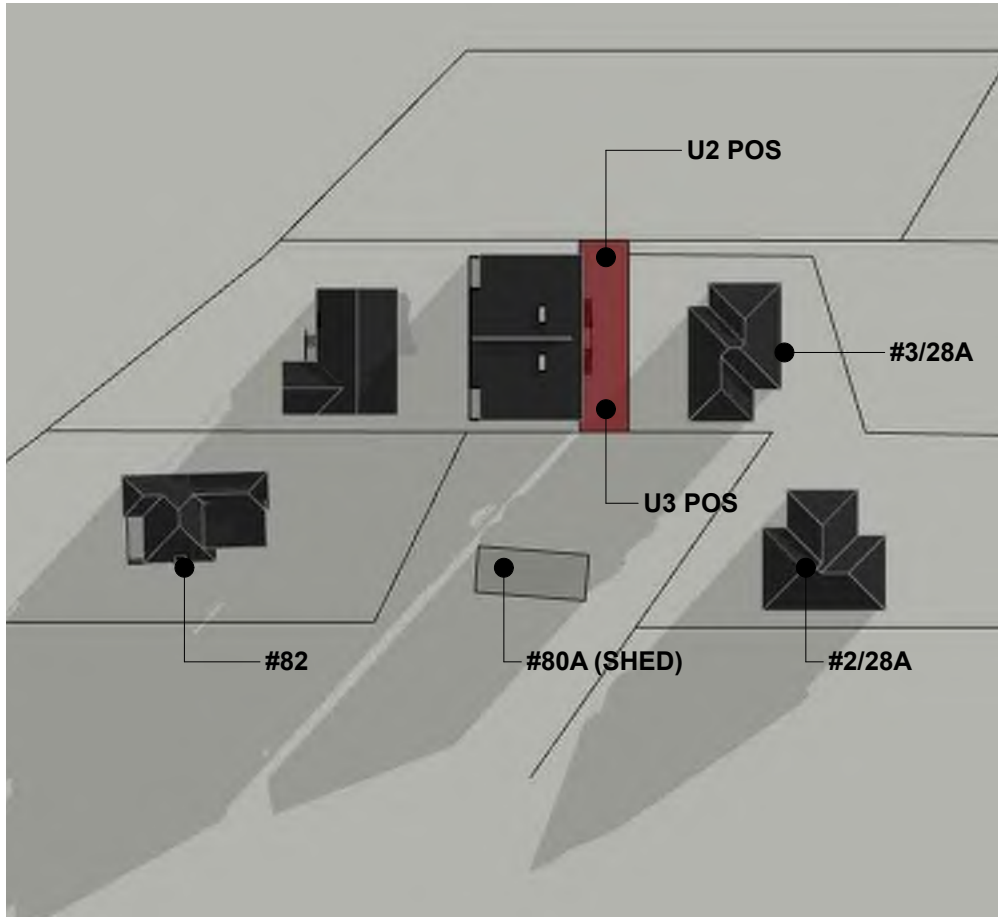


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BUILDING DESIGNERS
ASSOCIATION OF AUSTRALIA

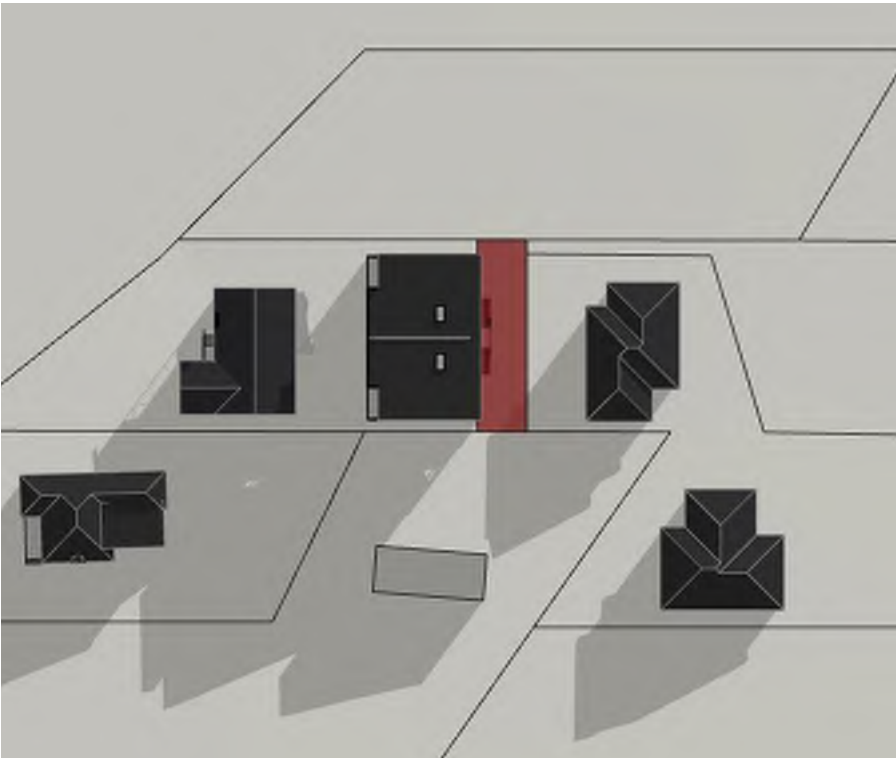


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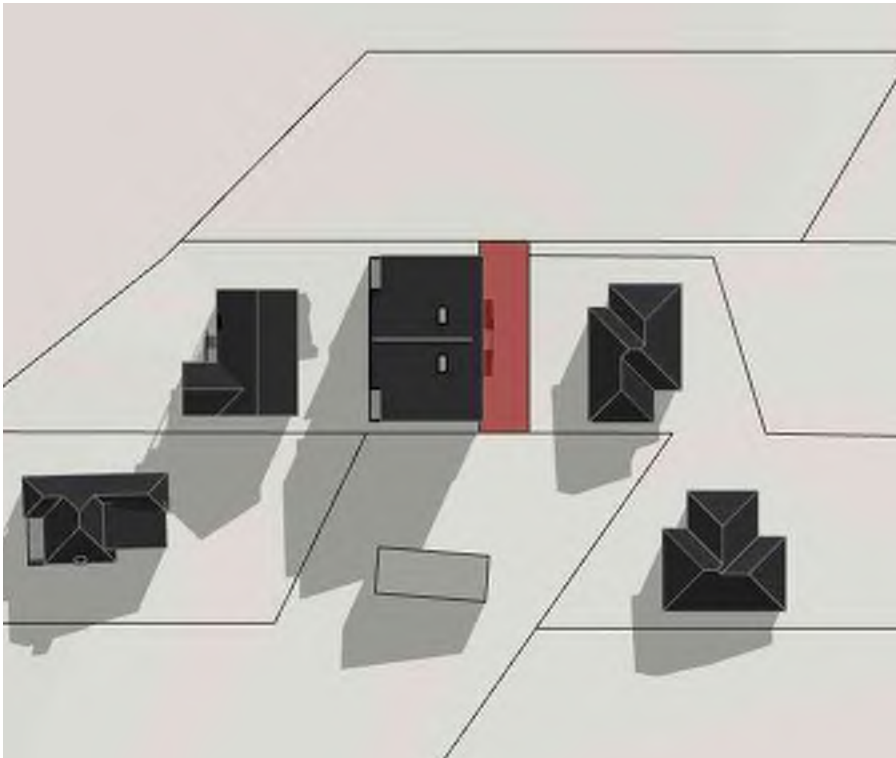
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0900



1000



1100

Shadows - June 21st



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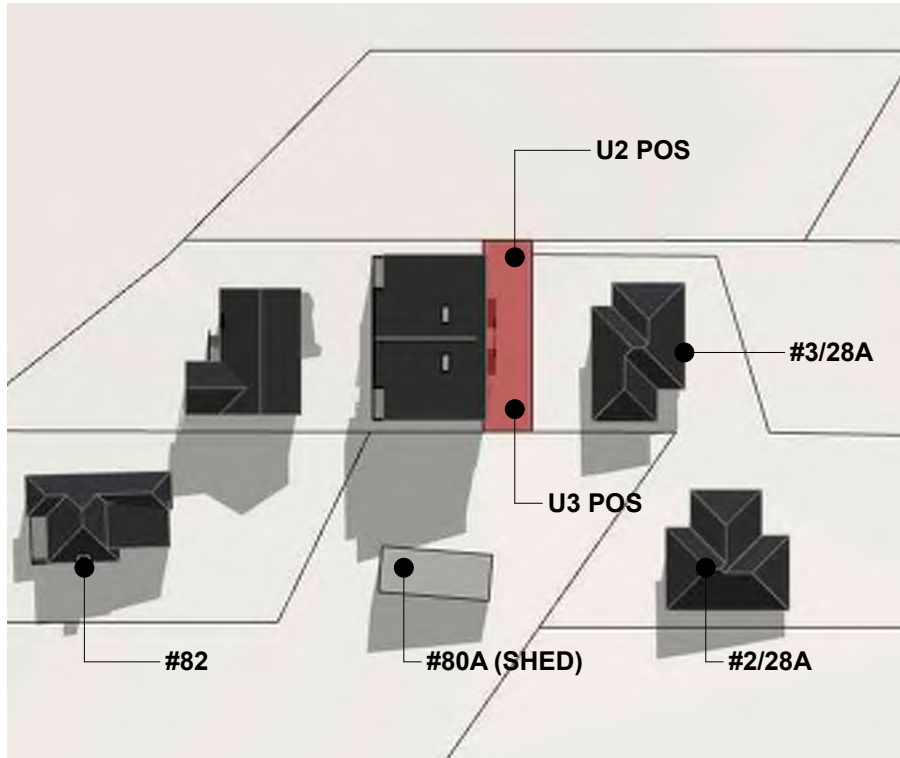
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Client:	Nathan Lilley	Date: 18.09.20	Engineer:	
Address:	84 East Derwent Highway, Lindisfarne	Drawn: JRN	Building Surveyor:	

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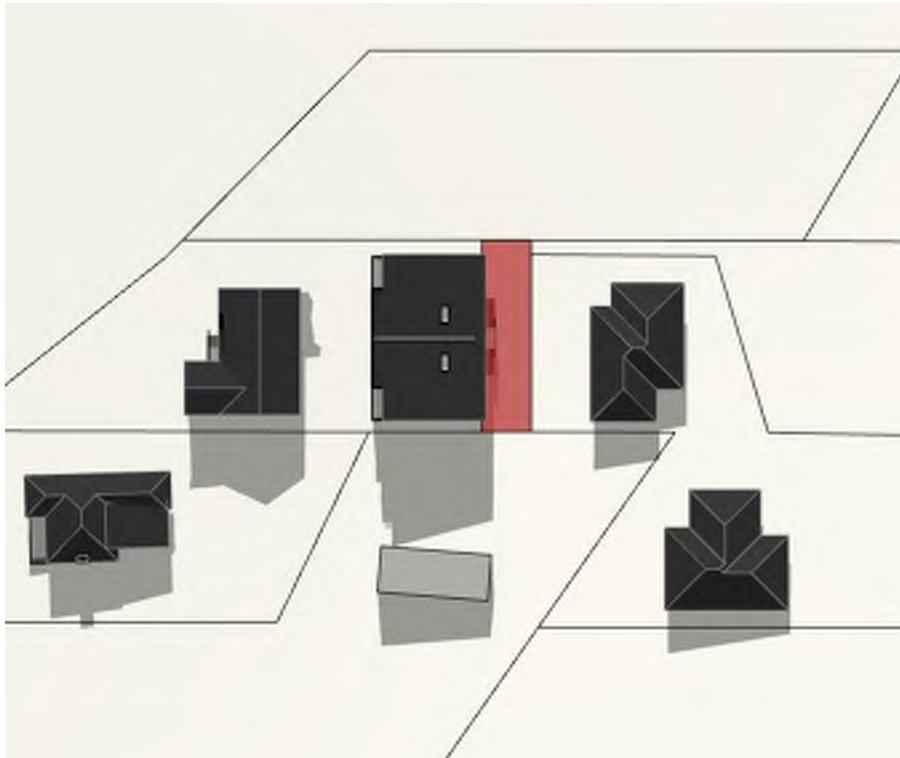
Amendments	
Date	Description



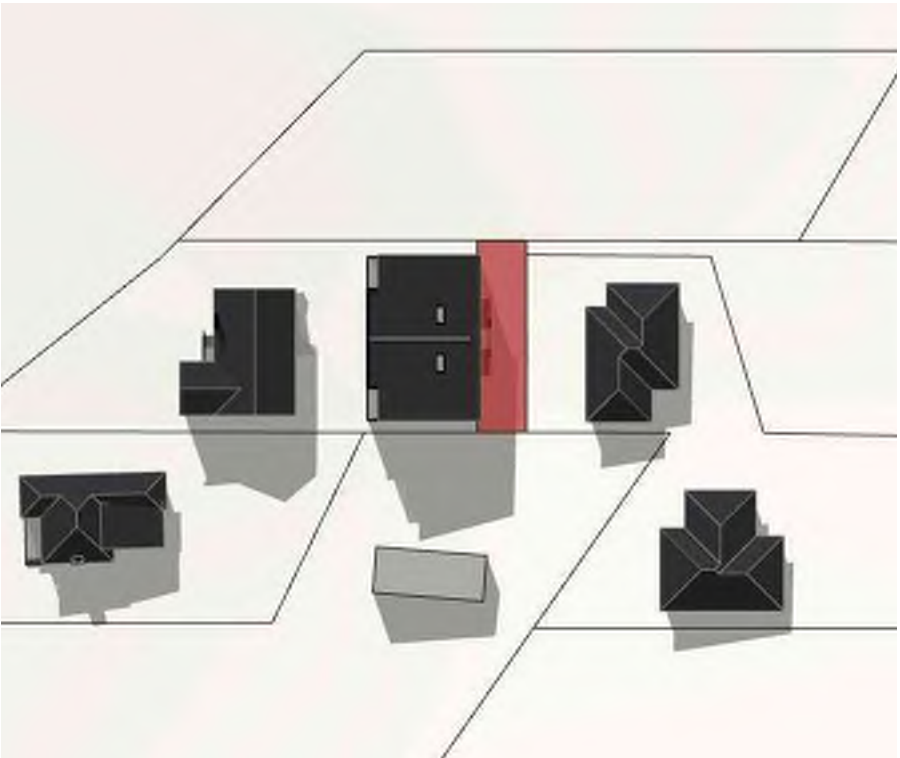
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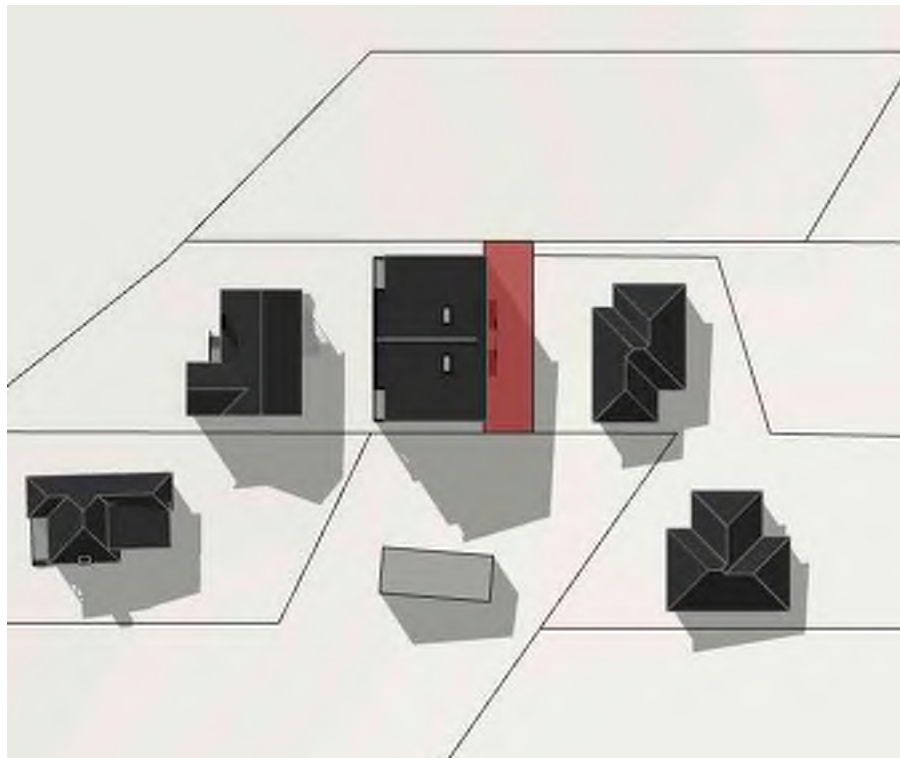
1200



1300



1400



1500

Shadows - June 21st



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Proposal:	Multiple Dwellings	Scale: 1:200 @ A3	Job No: 11-2020	Pg. No: DA.11
Client:	Nathan Lilley	Date: 18.09.20	Engineer:	
Address:	84 East Derwent Highway, Lindisfarne	Drawn: JRN	Building Surveyor:	

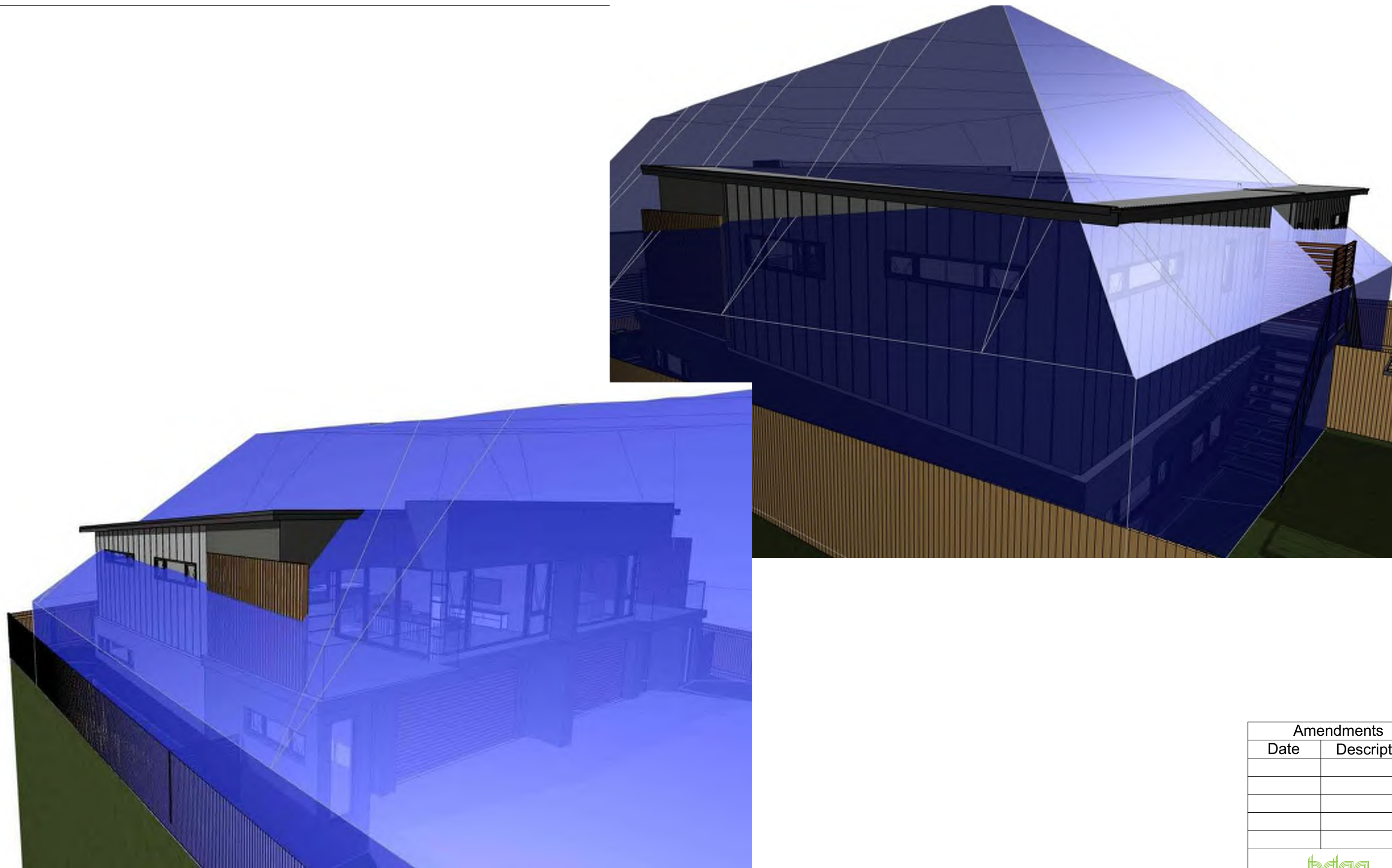
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Building Envelope Protrusion



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Proposal:	Multiple Dwellings	Scale: 1:200 @ A3	Job No: 11-2020	Pg. No: DA.12
Client:	Nathan Lilley	Date: 18.09.20	Engineer:	
Address:	84 East Derwent Highway, Lindisfarne	Drawn: JRN	Building Surveyor:	

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Amendments	
Date	Description





Remyel Pty Ltd

84 East Derwent Highway

Traffic Impact Assessment

August 2020



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1. Introduction

1.1 Background

Midson Traffic were engaged by Remyel Pty Ltd to prepare a traffic impact assessment of a proposed residential development at 84 East Derwent Highway, Lindisfarne.

1.2 Traffic Impact Assessment (TIA)

A traffic impact assessment (TIA) is a process of compiling and analysing information on the impacts that a specific development proposal is likely to have on the operation of roads and transport networks. A TIA should not only include general impacts relating to traffic management, but should also consider specific impacts on all road users, including on-road public transport, pedestrians, cyclists and heavy vehicles.

This TIA has been prepared in accordance with the Department of State Growth publication, *A Framework for Undertaking Traffic Impact Assessments*, September 2007. This TIA has also been prepared with reference to the Austroads publication, *Guide to Traffic Management*, Part 12: *Traffic Impacts of Developments*, 2019.

Land use developments generate traffic movements as people move to, from and within a development. Without a clear understanding of the type of traffic movements (including cars, pedestrians, trucks, etc), the scale of their movements, timing, duration and location, there is a risk that this traffic movement may contribute to safety issues, unforeseen congestion or other problems where the development connects to the road system or elsewhere on the road network. A TIA attempts to forecast these movements and their impact on the surrounding transport network.

A TIA is not a promotional exercise undertaken on behalf of a developer; a TIA must provide an impartial and objective description of the impacts and traffic effects of a proposed development. A full and detailed assessment of how vehicle and person movements to and from a development site might affect existing road and pedestrian networks is required. An objective consideration of the traffic impact of a proposal is vital to enable planning decisions to be based upon the principles of sustainable development.

This TIA has been assessed against the requirements of E5.0, Road and Railway Assets Code, and E6.0, Parking and Access Code of the Clarence Interim Planning Scheme 2015

1.3 Statement of Qualification and Experience

This TIA has been prepared by an experienced and qualified traffic engineer in accordance with the requirements of Council's Planning Scheme and The Department of State Growth's, *A Framework for Undertaking Traffic Impact Assessments*, September 2007, as well as Council's requirements.

The TIA was prepared by Keith Midson. Keith's experience and qualifications are briefly outlined as follows:

- 24 years professional experience in traffic engineering and transport planning.
- Master of Transport, Monash University, 2006
- Master of Traffic, Monash University, 2004

- Bachelor of Civil Engineering, University of Tasmania, 1995
- Engineers Australia: Fellow (FIEAust); Chartered Professional Engineer (CPEng); Engineering Executive (EngExec); National Engineers Register (NER)

1.4 Project Scope

The project scope of this TIA is outlined as follows:

- Review of the existing road environment in the vicinity of the site and the traffic conditions on the road network.
- Provision of information on the proposed development with regards to traffic movements and activity.
- Identification of the traffic generation potential of the proposal with respect to the surrounding road network in terms of road network capacity.
- Review of the parking requirements of the proposed development. Assessment of this parking supply with Planning Scheme requirements.
- Traffic implications of the proposal with respect to the external road network in terms of traffic efficiency and road safety.

1.5 Subject Site

The subject site is located at 84 East Derwent Highway, Lindisfarne. The existing site is a single residential dwelling with a driveway access to East Derwent Highway.

The subject site and surrounding road network is shown in Figure 1.

Figure 1 Subject Site & Surrounding Road Network



Image Source: LIST Map, DPIPWE

1.6 Reference Resources

The following references were used in the preparation of this TIA:

- Clarence Interim Planning Scheme, 2015 (Planning Scheme)
- Austroads, *Guide to Traffic Management*, Part 12: *Traffic Impacts of Developments*, 2019
- Austroads, *Guide to Road Design*, Part 4A: Unsignalised and Signalised Intersections, 2017
- Department of State Growth, *A Framework for Undertaking Traffic Impact Assessments*, 2007
- Roads and Maritime Services NSW, *Guide to Traffic Generating Developments*, 2002 (RMS Guide)
- Roads and Maritime Services NSW, *Updated Traffic Surveys*, 2013 (Updated RMS Guide)
- Australian Standards, AS2890.1, *Off-Street Parking*, 2004 (AS2890.1:2004)

2. Existing Conditions

2.1 Transport Network

For the purposes of this report, the transport network consists of East Derwent Highway only. The East Derwent Highway near the subject site is classified as a Category 3, 'Regional Access Road', under the Department of State Growth publication, *Tasmanian Road Hierarchy*, 2007. Regional Access Roads are defined as follows:

Category 3 roads are of strategic importance to regional and local economies. While heavy freight vehicles use them, the level of use is less than that of Regional Freight Roads. Together with Regional Freight Roads, they provide safe and efficient access to Tasmania's regions. The traffic profile for 'Regional Access Roads' is described as roads that carry up to 300 trucks per day and annually carry between \$30m and \$70m of goods. Also, while the total traffic volume may vary, most have sections carrying a daily average of between 1,500 and 5,000 vehicles.

The Highway is a four-lane divided carriageway with a posted speed limit of 70-km/h. The highway near the subject site is shown in Figure 2.

East Derwent Highway carries approximately 18,000 vehicles per day on weekdays near the subject site. The section of highway adjacent to the site is two southbound lanes which carry approximately 9,000 vehicles per day on weekdays.

The East Derwent Highway weekday hourly traffic flow by lane is shown in Figure 3. The southbound lanes have a weekday peak of 554 and 470 vehicles per hour for the right and left lanes respectively during the morning peak. The afternoon peak flow is lower for the southbound lanes, with 301 and 338 vehicles per hour for the right and left lanes respectively.

An indented on-street car parking lane is located adjacent to and south of the subject site.

Figure 2 East Derwent Highway



Figure 3 East Derwent Highway Weekday Hourly Traffic Flow by Lane



2.2 Road Safety Performance

Crash data can provide valuable information on the road safety performance of a road network. Existing road safety deficiencies can be highlighted through the examination of crash data, which can assist in determining whether traffic generation from the proposed development may exacerbate any identified issues.

Crash data was obtained from the Department of State Growth for a 5½ year period between 1st January 2015 and 30th June 2020 for East Derwent Highway between Ballawinnie Road and Sunnyside Road.

The findings of the crash data is summarised as follows:

- A total of 13 crashes were reported during this time.
- Severity. 2 crashes involved minor injury; 1 crash involved first aid at the scene; 10 crashes involved property damage only.
- Day of week. All crashes were reported on weekdays - 4 crashes were reported on Tuesdays; 3 crashes were reported on Thursdays and Fridays; 2 crashes were reported on Mondays and 1 crash was reported on a Wednesday.
- Time of day. The majority of crashes were reported between 8:00am and 6:00pm (9 crashes).
- Crash types. 7 crashes involved a 'rear-end' collision. No other crash trends were noted.
- Crash locations. The slightly higher number of crashes were reported on the southbound carriageway (8 crashes). No crashes were reported adjacent to the subject site. The crash locations are shown in Figure 4.
- Vulnerable road users. 1 crash involved a motorcycle; 1 crash involved a bicycle.

The crash data is considered to be typical of a four-lane divided carriageway highway through an urban area. Importantly there have been no directly reported crashes involving vehicles entering or egressing property.

Figure 4 Crash Locations



Source – Department of State Growth

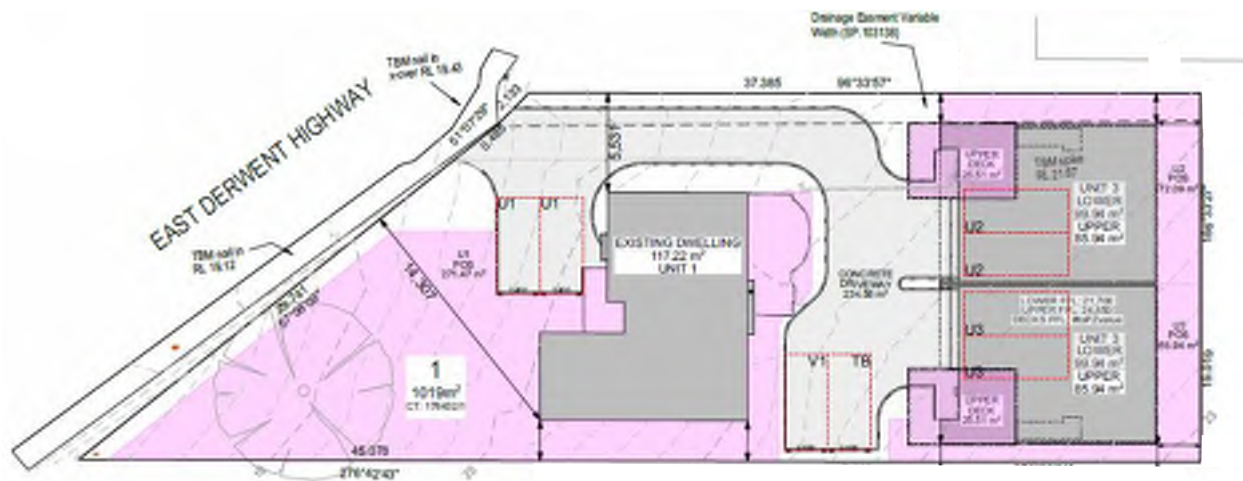
3. Proposed Development

3.1 Development Proposal

The proposed development involves the construction of two residential units at the rear of the existing lot. A total of 7 car parking spaces are proposed. Access will be via the existing driveway access.

The proposed development is shown in Figure 5.

Figure 5 Proposed Development Plans



4. Traffic Impacts

4.1 Traffic Generation

Traffic generation rates were sourced from the RMS Guide. Medium density residential housing generates 6.5 vehicles per unit per day, with a peak of 0.65 vehicles per hour per unit.

This results in a traffic generation of 20 vehicles per day, with a peak of 2 vehicles per hour.

4.2 Trip Distribution

All traffic must enter the site via a left-turn entry, left-turn exit due to the one-way configuration of the Highway adjacent to the site.

4.3 Access Impacts

The Acceptable Solution, A1, of E6.7.1 states "*The number of vehicle access points provided for each road frontage must be no more than 1 or the existing number of vehicle access points, whichever is greater*". In this case, the development proposes one access on East Derwent Highway and therefore the Acceptable Solution A1 of Clause E6.7.1 of the Planning Scheme is met.

The Acceptable Solution A2 of Clause E5.5.1 of the Planning Scheme states "*The annual average daily traffic (AADT) of vehicle movements, to and from a site, using an existing access or junction, in an area subject to a speed limit of more than 60km/h, must not increase by more than 10% or 10 vehicle movements per day, whichever is the greater*".

The development increases the traffic generation by approximately 13 vehicles per day and therefore the Acceptable Solution A1 of Clause E5.5.1 of the Planning Scheme is not met.

The Performance Criteria P2 of Clause E5.5.1 of the Planning Scheme states:

"Any increase in vehicle traffic at an existing access or junction in an area subject to a speed limit of more than 60km/h must be safe and not unreasonably impact on the efficiency of the road, having regard to:

- (a) the increase in traffic caused by the use;*
- (b) the nature of the traffic generated by the use;*
- (c) the nature and efficiency of the access or the junction;*
- (d) the nature and category of the road;*
- (e) the speed limit and traffic flow of the road;*
- (f) any alternative access to a road;*
- (g) the need for the use;*
- (h) any traffic impact assessment; and*

- (i) *any written advice received from the road authority”.*

The following is relevant with respect to the development proposal:

- a. Increase in traffic. The traffic generation of the development proposal is estimated to be 20 trips per day, with a peak of 2 trips per hour during peak periods. This relatively small amount of traffic can be readily absorbed in the traffic network without loss of efficiency or detrimental impacts on road safety.
- b. Nature of traffic. The traffic will be residential in nature. This is consistent with traffic currently utilising East Derwent Highway near the site.
- c. Nature and efficiency of access. The existing access with the Highway operates efficiently with low traffic volumes during peak periods. The traffic generation associated with the proposed development can be readily absorbed in the traffic network without loss of efficiency or detrimental impacts on road safety.
- d. Nature and category of road. East Derwent Highway is an arterial road (classified as a Category 3 road under State Growth’s road hierarchy).
- e. Speed limit and traffic flow of road. The posted speed limit of the Highway is 70-km/h. It carries approximately 18,000 vehicles per day. The speed limit and traffic flow of the Highway is compatible with the traffic generation associated with the proposed development.
- f. Alternative access. No alternative access is possible or considered necessary. It is considered important to utilise the existing access, rather than provide a new access on the Highway to reduce potential conflict points and maximise road safety.
- g. Need for use. The existing driveway is required to service the parking associated with the proposed development.
- h. Traffic impact assessment. This report documents the findings of a traffic impact assessment.
- i. Road authority advice. The Department of State Growth have requested a TIA be prepared.

Based on the above assessment, the proposed development meets the requirements of Performance Criteria P3 of Clause E5.5.1 of the Planning Scheme.

4.4 Sight Distance

The Acceptable Solution A1 of Clause E5.6.4 of the Planning Scheme states that “*Sight distances at an access or junction must comply with the Safe Intersection Sight Distance shown in Table E5.1*”. The requirements of Table E5.1 are reproduced in Table 1.

Table 1 Planning Scheme Sight Distance Requirements

Vehicle Speed	Safe Intersection Sight Distance in metres, for speed limit of:	
	60 km/h or less	Greater than 60 km/h
50	80	90
60	105	115
70	130	140
80	165	175
90		210
100		250
110		290

In this case the vehicle speed is assumed to equal the posted speed limit of 70-km/h. The Planning Scheme SISD requirement is therefore 140 metres.

The SISD requirements are therefore 115 metres for a posted speed limit of 70-km/h.

The driveway access is located at the northern end of the indented on-street parking bay. From this location, sight distance is unobstructed to the north of the access for more than 140 metres. The Acceptable Solution A1 of Clause E5.6.4 of the Planning Scheme is therefore met.

4.5 Pedestrian Impacts

The proposed development will generate a relatively small amount of pedestrian activity in the surrounding road network. Much of this pedestrian activity is likely to be between the subject site and the small shopping centre to the north of the site.

The existing footpath infrastructure is considered to be of a high standard in the existing road network to cater for the pedestrian movements generated by the development proposal. It is noted that pedestrian actuated traffic signals are located to the north of the site.

4.6 Road Safety Impacts

No significant adverse road safety impacts are foreseen for the proposed development. This is based on the following:

- There is sufficient spare capacity in the East Derwent Highway to absorb the relatively low peak hour traffic generated from the proposed development (2 vehicles per hour during peak periods). The peak opposing traffic flow in the left-hand lane of the Highway adjacent to the site is 470 vehicles per hour. This peak flow provides sufficient gaps in the traffic to accommodate the very low peak traffic generation associated with the site. It is further noted that the pedestrian actuated traffic signals to the north of the site provide large gaps in the traffic flow when in use.

- The existing road safety performance of the Highway does not indicate that there are any specific road safety deficiencies that might be exaggerated by traffic generated by the proposed development.
- The accesses are located within a residential area. As such, vehicle movements into and out of the site will not be seen as 'unusual' for motorists on the Highway.
- There is adequate sight distance from the access for the prevailing vehicle speeds on the Highway in accordance with Planning Scheme requirements.

4.7 Access Design

The Department of State Growth has provided advice that the minimum driveway crossover width must be 6.0 metres. This is required to ensure the ingress/ egress of vehicles where the driveway meets the State Road can occur simultaneously.

This requires minor alterations to the plans to facilitate the widened access.

The access on to the Highway would need to be upgraded to the satisfaction of the Department of State Growth prior to the commencement of use and no works would be allowed within the State Road reservation without first obtaining a permit from the Minister of Infrastructure in accordance with Section 16 Roads and Jetties Act 1935.

4.8 On-Site Turning

The Acceptable Solution A1 of Clause E6.7.4 of the Planning Scheme states:

"On-site turning must be provided to enable vehicles to exit a site in a forward direction, except where the access complies with any of the following:

- (a) it serves no more than two dwelling units;*
- (b) it meets a road carrying less than 6000 vehicles per day".*

The development has been designed such that vehicles accessing all on-site car parking spaces can turn on-site and exit in a forward direction. The Acceptable Solution A1 of Clause E6.7.4 of the Planning Scheme is met.

5. Parking Assessment

5.1 Parking Provision

The proposed development provides a total of 7 on-site car parking spaces. This consists of 2 spaces for each unit and 1 visitor parking space. The car parking layout is shown in Figure 5.

5.2 Planning Scheme Requirements

The Parking and Access Code, E6.0, sets out the Planning Scheme parking requirements for a development.

Acceptable Solution, A1, of E6.6.1 of the Planning Scheme states: "*The number of on-site car parking spaces must be no less than the number specified in Table E6.1*".

The parking requirements of Table E6.1 of the Planning Scheme requires 2 spaces for each dwelling and 1 visitor parking space per 4 dwellings. This is a requirement for 7 parking spaces.

The provision of 7 parking spaces therefore complies with the requirements of Acceptable Solution A1 of Clause E6.6.1 of the Planning Scheme.

5.3 Car Parking Layout

The car parking layout of the car park complies with requirements of AS2890.1 (user class 1A¹) as follows:

- Space dimensions – length 5.4m x width 2.4 metres.
- AS2890.1 aisle width minimum = 5.8 metres (provided aisle exceed this requirement for Units 2 and 3). The aisle width for Unit 1 is less than 5.8 metres, however the space length can facilitate end overhang, which enables the space length to be 4.8 metres with an overhang of 600mm. This effectively increases the aisle width to exceed the minimum requirements.

The Acceptable Solution A1 of Clause E6.7.5 of the Planning Scheme states "*The layout of car parking spaces, access aisles, circulation roadways and ramps must be designed and constructed to comply with section 2 "Design of Parking Modules, Circulation Roadways and Ramps" of AS/NZS 2890.1:2004 Parking Facilities Part 1: Off-street car parking and must have sufficient headroom to comply with clause 5.3 "Headroom" of the same Standard*".

In this case the dimensions of the on-site car parking spaces meet the requirements of AS2890.1 User Class 1A. The Acceptable Solution A1 of Clause E6.7.5 of the Planning Scheme is therefore met.

5.4 On-Street Parking

Indented on-street parking is located adjacent to the subject site for approximately 9 cars.

¹ AS2890.1 User Class 1A: "residential, domestic and employee parking".

6. Conclusions

This traffic impact assessment (TIA) investigated the traffic and parking impacts of a proposed residential development at 84 East Derwent Highway, Lindisfarne.

The key findings of the TIA are summarised as follows:

- The proposed development involves the construction of two residential units at the rear of the existing dwelling on the site.
- The traffic generation of the development is likely to be 20 vehicles per day with a peak of 2 vehicles per hour.
- The development meets the requirements of Performance Criteria P2 of Clause E5.5.1 of the Planning Scheme in terms of traffic generation at the access.
- The Department of State Growth have requested that the driveway crossover be widened to 6.0 metres to facilitate two-way flow at the access without interfering with traffic flow on the Highway.
- The access on to the Highway would need to be upgraded to the satisfaction of the Department of State Growth prior to the commencement of use. A permit will be required for works to the access from the Minister of Infrastructure in accordance with Section 16 Roads and Jetties Act 1935
- The on-site car parking provision meets the requirements of Acceptable Solutions A1:E6.6.1 and A1:E6.7.5 of the Planning Scheme.

Based on the findings of this report, and subject to the recommendations above, the proposed development is supported on traffic grounds.

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Document Status

Revision	Author	Review	Date
0	Keith Midson	Zara Kacic-Midson	25 August 2020

Attachment 3



View from the rear of the subject site looking west.



View from the rear of the subject site looking south.



View from the street of the subject site.



View from the street of the subject site.

11.3.2 DEVELOPMENT APPLICATION PDPLANPMTD-2020/012818 – 53 BALOOK STREET, LAUDERDALE - ADDITION TO DWELLING**EXECUTIVE SUMMARY****PURPOSE**

The purpose of this report is to consider the application made for a dwelling addition at 53 Balook Street, Lauderdale.

RELATION TO PLANNING PROVISIONS

The land is zoned General Residential and subject to the Inundation Prone Areas and Coastal Erosion Hazard Codes under the Clarence Interim Planning Scheme 2015 (the Scheme). In accordance with the Scheme the proposal is a Discretionary development.

LEGISLATIVE REQUIREMENTS

The report on this item details the basis and reasons for the recommendation. Any alternative decision by Council will require a full statement of reasons in order to maintain the integrity of the Planning approval process and to comply with the requirements of the Judicial Review Act and the Local Government (Meeting Procedures) Regulations 2015.

Note: References to provisions of the Land Use Planning and Approvals Act 1993 (the Act) are references to the former provisions of the Act as defined in Schedule 6 – Savings and Transitional Provisions of the Land Use Planning and Approvals Amendment (Tasmanian Planning Scheme Act) 2015. The former provisions apply to an interim planning scheme that was in force prior to the commencement day of the Land Use Planning and Approvals Amendment (Tasmanian Planning Scheme Act) 2015. The commencement day was 17 December 2015.

Council is required to exercise a discretion within the statutory 42-day period which expires on 24 November 2020.

CONSULTATION

The proposal was advertised in accordance with statutory requirements and two representations were received raising the following issues:

- loss of amenity from visual impact; and
- separation between dwellings incompatible with surrounding area.

RECOMMENDATION:

- A. That the Development Application for addition to Dwelling at 53 Balook Street, Lauderdale (C1 Ref PDPLANPMTD-2020/012818) be approved subject to the following conditions and advice.
1. GEN AP1 – ENDORSED PLANS.
- B. That the details and conclusions included in the Associated Report be recorded as the reasons for Council's decision in respect of this matter.

DEVELOPMENT APPLICATION PDPLANPMTD-2020/012818 - 53 BALOOK STREET, LAUDERDALE - ADDITION TO DWELLING /contd...

ASSOCIATED REPORT**1. BACKGROUND**

No relevant background.

2. STATUTORY IMPLICATIONS

2.1. The land is zoned General Residential under the Scheme.

2.2. The proposal is discretionary because it does not satisfy certain Acceptable Solutions under the Scheme.

2.3. The relevant parts of the Planning Scheme are:

- Section 8.10 – Determining Applications;
- Section 10 – General Residential Zones;
- Section E15.0 – Inundation Prone Areas Code; and
- Section E16.0 – Coastal Erosion Hazard Code.

2.4. Council's assessment of this proposal should also consider the issues raised in any representations received, the outcomes of the State Policies and the objectives of Schedule 1 of the *Land Use Planning and Approvals Act, 1993* (LUPAA).

3. PROPOSAL IN DETAIL**3.1. The Site**

The site is a 731m² residential lot containing a single dwelling.

3.2. The Proposal

The proposal is for dwelling additions and alterations which includes the construction of additional living space adjacent to the northern boundary of the site.

The addition has an area of 38m² and is single storey with a maximum height of 3.8m from natural ground level. The addition has a floor level of 3.07 AHD.

4. PLANNING ASSESSMENT

4.1. Determining Applications [Section 8.10]

“8.10.1 In determining an application for any permit the planning authority must, in addition to the matters required by s51(2) of the Act, take into consideration:

- (a) all applicable standards and requirements in this planning scheme; and*
- (b) any representations received pursuant to and in conformity with ss57(5) of the Act,*

but in the case of the exercise of discretion, only insofar as each such matter is relevant to the particular discretion being exercised.”

References to these principles are contained in the discussion below.

4.2. Compliance with Zone and Codes

The proposal meets the Scheme’s relevant Acceptable Solutions of the General Residential Zone and Inundation Prone Areas and Coastal Erosion Hazard Codes with the exception of the following.

General Residential

- **Clause 10.4.2 A3 (Setbacks and building envelope for all dwellings)**
– as the proposed addition extends out of the building envelope by 0.8m and the length of wall is 11.8m within 1.5m of the side boundary.

The proposed variation must be considered pursuant to the Performance Criteria (P3) of Clause 10.4.2 as follows.

Clause	Performance Criteria	Assessment
10.4.2 P3	<p><i>“The siting and scale of a dwelling must:</i></p> <p><i>(a) not cause unreasonable loss of amenity by:</i></p>	

	<p>(i) <i>reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining lot; or</i></p> <p>(ii) <i>overshadowing the private open space of a dwelling on an adjoining lot; or</i></p> <p>(iii) <i>overshadowing of an adjoining vacant lot; or</i></p> <p>(iv) <i>visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining lot; and</i></p>	<p>The dwelling addition is located to the south of the adjoining property at 51 Balook Street and therefore the proposal will not result in overshadowing to this property.</p> <p>As the property is located to the south of the adjoining property at 51 Balook Street, the proposal will not result in overshadowing to its private open space.</p> <p>not applicable</p> <p>The application proposes a solid wall between 3.2m and 3.8m which extends along the northern boundary of the lot for a length of 11.8m (comprising of a 6m existing garage and 5.88m dwelling addition).</p> <p>The adjoining dwelling at 51 Balook Street contains a two-storey section at the front of the site with a garage on the ground level and living area on the first floor. The rear section of the dwelling is single storey and contains bedrooms, bathroom and living rooms, however, the northern elevation (facing the subject site) contains a bedroom and bathroom window and garage doors on the ground floor. A deck is located on the first floor off the living room.</p> <p>The private open space for this dwelling is located at the rear of the dwelling.</p> <p>No 51 Balook Street contains a driveway along its southern boundary which separates the dwelling from the subject site and is used for storage of vehicles.</p>
--	--	--

		<p>The dwelling addition will extend along the boundary for a further 5.8m and will be adjacent to the bedroom window at 51 Balook Street.</p> <p>The proposed dwelling addition will be separated by the existing driveway at 51 Balook Street and will be visible from the garage and bedroom window on the ground floor of the dwelling at 51 Balook Street. The addition will not be visible from the living areas of the dwelling which are either on the first floor or on the northern side of this dwelling.</p> <p>Given the addition is single storey and there are no living rooms or private open space located in close proximity to them, the proposal is not considered to have an unreasonable visual impact when viewed from the adjoining lot and therefore will not cause an unreasonable loss of residential amenity.</p>
	(b) <i>provide separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area”.</i>	<p>The proposal is for an extension of the existing wall located on the side boundary of the site. In addition, an aerial view of the area shows that there are many examples of residential buildings located up to the side and rear boundaries, including 51, 89, 91 and 93 Balook Street. Therefore, the proposal is considered consistent with the separation between dwellings in the area.</p>

Inundation Prone Areas Code

- **Clause E15.7.5 A1 (Riverine, Coastal Investigation Area, Low, Medium, High Inundation Prone Areas)** – as the proposal includes a wall that is greater than 5m in length and 0.5m in height.

The proposed variation must be considered pursuant to the Performance Criteria (P3) of Clause E15.7.5 P1 as follows:

Clause	Performance Criteria	Assessment
E15.7.5.P1	<p><i>“Landfill, or solid walls greater than 5m in length and 0.5m in height, must satisfy all of the following:</i></p> <p><i>(a) no adverse affect on flood flow over other property through displacement of overland flows;</i></p> <p><i>(b) the rate of stormwater discharge from the property must not increase;</i></p> <p><i>(c) stormwater quality must not be reduced from pre-development levels.”</i></p>	<p>Council’s Engineer is satisfied that the dwelling addition will not adversely affect flood flow over adjoining properties or increase the rate of stormwater discharge from the property or reduce the stormwater quality.</p>

Inundation Prone Areas Code

- **Clause E15.7.5 A2 (Riverine, Coastal Investigation Area, Low, Medium, High Inundation Prone Areas)** – as there is no Acceptable Solution.

The proposed variation must be considered pursuant to the Performance Criteria (P3) of Clause E15.7.5 P2 as follows.

Clause	Performance Criteria	Assessment
E15.7.5.P1	<p><i>“Mitigation measures, if required, must satisfy all of the following:</i></p> <p><i>(a) be sufficient to ensure habitable rooms will be protected from flooding and will be able to adapt as sea levels rise;</i></p> <p><i>(b) not have a significant effect on flood flow.”</i></p>	<p>Council’s Engineer has assessed the proposal and considers that mitigation measures are not required.</p>

5. REPRESENTATION ISSUES

The proposal was advertised in accordance with statutory requirements and two representations were received. The following issues were raised by the representors.

5.1. Loss of Amenity from Visual Impact

Concern is raised that the proposal will result in a loss of residential amenity through visual impact.

- **Comment**

The visual impact of the proposal has been considered previously in the report and it is considered that due to the single storey nature of the development and the first floor location of the main living areas of the adjacent dwelling at 51 Balook Street, the proposal does not result in an unreasonable visual impact.

5.2. Separation between Dwellings Incompatible with Surrounding Area

Concern is raised that the location of the dwelling addition on the boundary is inconsistent with the form and setbacks of development in the vicinity.

- **Comment**

As previously discussed in this report, the separation between dwellings on adjoining lots is considered reasonable given there is already an existing wall on the boundary and there are many examples of residential structures in the area located up to side and rear boundaries.

6. EXTERNAL REFERRALS

No external referrals were required or undertaken as part of this application.

7. STATE POLICIES AND ACT OBJECTIVES

7.1. The proposal is consistent with the outcomes of the State Policies, including those of the State Coastal Policy.

7.2. The proposal is consistent with the objectives of Schedule 1 of LUPAA.

8. COUNCIL STRATEGIC PLAN/POLICY IMPLICATIONS

There are no inconsistencies with Council's adopted Strategic Plan 2016-2026 or any other relevant Council Policy.

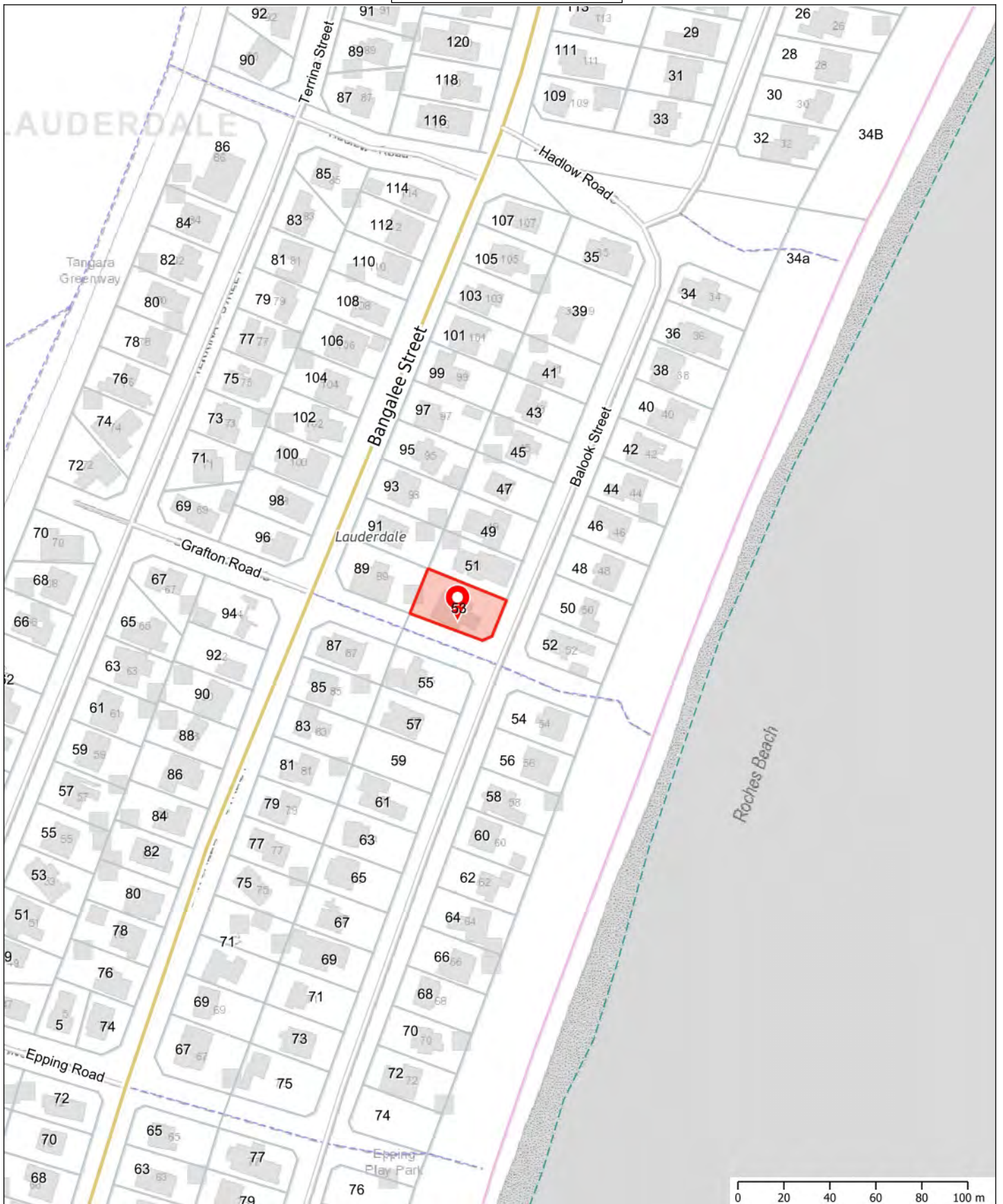
9. CONCLUSION

The proposal for dwelling additions is recommended for approval.

Attachments: 1. Location Plan (1)
2. Proposal Plan (6)
3. Site Photo (1)

Ross Lovell
MANAGER CITY PLANNING

Attachment 1



This map has been produced by Clarence City Council using data from a range of agencies. The City bears no responsibility for the accuracy of this information and accepts no liability for its use by other parties.

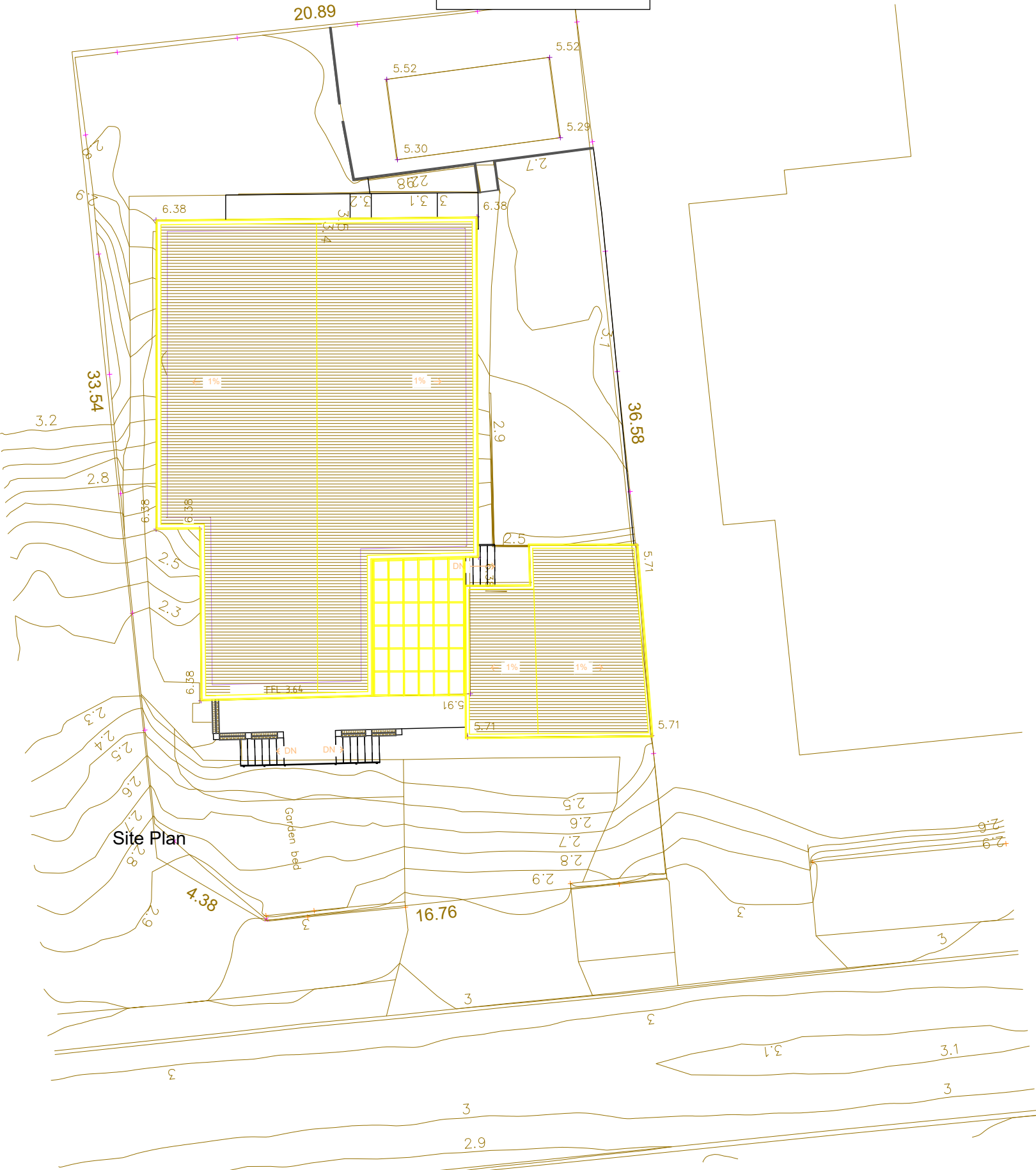
11/9/2020


1:2257



Attachment 2

Contractor to verify the location of all underground services. Including but not limited to electricity, telecom, gas, sewer, stormwater, etc. Prior to excavation. Owner to provide contractor drainage plans where available

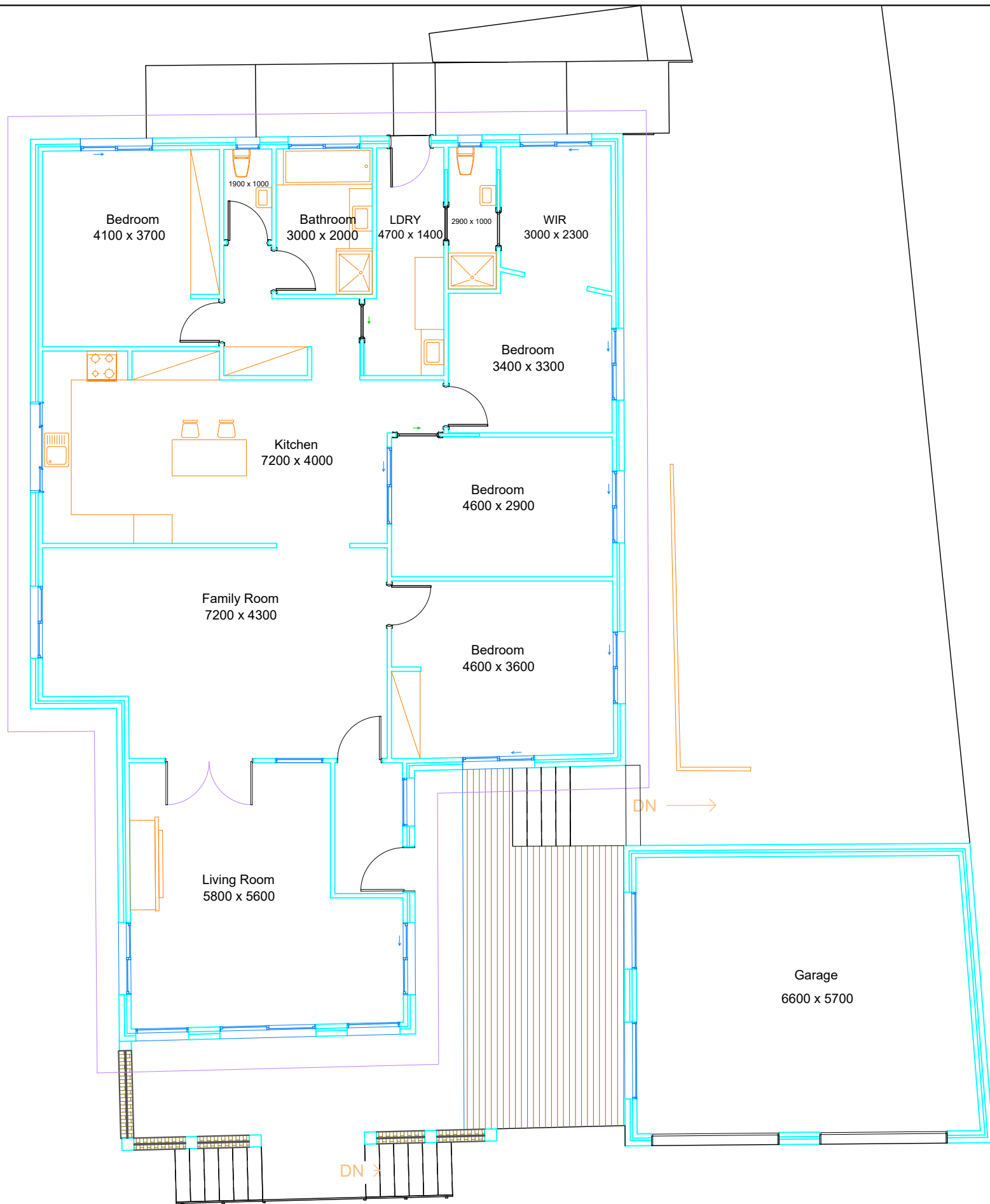


Date	Rev.	Description	Drawn By	SITE DESCRIPTION		<div>ARCHIMOB PTY LTD</div> <div>ARCHITECTURE, INTERIORS + 3D VISUALISATION</div> <div>a: 51A Seven Mile Beach Road, Seven Mile Beach, Tasmania AUS 7170</div> <div>m: 0417 583 588</div> <div>e: admin@archimob.com.au</div> <div>w: www.archimob.com.au</div> <div></div>	Client: E. Aorangi		
05/10/2020	A	Issued for Planning Approval	D. Jackson	WIND CLASS	- N2 AS4055		Project: 53 Balook Street, Lauderdale		
				SOIL CLASS	- S AS2870		Title: Existing Site Plan		
				CLIMATE ZONE	- 26		Scale: Scale 1:200		
				ENERGY RATING	- 6 Stars				
				TITLE 13725	- Lot 52				
Document Set ID: 4450334						Drawn : D. Jackson	Date : 01/08/2020	Checked by: R.JACKSON CC340Y	
Version: 2, Version Date: 20/10/2020						Designed : D. Jackson	Date: 10/07/2020		
						JOB NUMBER: 20D0681	Drawing : A01	REVISION: A	

Agenda Attachments - 53 Balook Street, Lauderdale - Page 2 of 2

Floor Areas

Main Level	- 194.00m ²
Deck	- 46.10m ²
Garage/Store	- 53.90m ²
TOTAL	- 294.00m²



Date	Rev.	Description	Drawn By	SITE DESCRIPTION
05/10/2020	A	Issued for Planning Approval	D. Jackson	
Document Set ID:	4450334			
Version: 2, Version Date: 20/10/2020				

ARCHIMOB PTY LTD

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Client: E. Aorangi
Project: 53 Balook Street, Lauderdale
Title: Existing Floor Plan
Scale: Scale 1:100

Drawn : D. Jackson	Date : 01/08/2020	Checked by: R.JACKSON CC340Y
Designed : D. Jackson	Date: 10/07/2020	
JOB NUMBER: 20D0681	Drawing : A03	REVISION: A

NOTES:-

1. Kitchen to be provided with rangehood vented externally.
2. All MLV's to be vented externally (can interconnect in roof space) and to be provided with time delay switches.
3. All cupboards adjacent to external walls to be provided with air vents
4. ARTIFICIAL LIGHTING -
max. 5 watts/m² for living areas
max. 4 watts/m² for balconies, verandahs
max. 3 watts/m² for Class 10a buildings (assoc. with Class 1a)
5. All windows are to be positioned centrally within walls UNO
6. Provide 12mm ply blocking between studs at positions of handrails etc in WC's and bathrooms etc.
7. All doors UNO to be 2040x820
8. WC door to either inward swing with removable hinges, outward swing, slide, or inward swing with 1200mm min. between doorway and pan

ALL DIMENSIONS & LEVELS TO BE CONFIRMED BY BUILDER ON SITE
PRIOR TO COMMENCEMENT. DISCREPANCIES TO BE REFERRED TO
THIS OFFICE IMMEDIATELY

WINDOW/DOORS TO BE
MANUFACTURED TO - **BAL LOW - N2**

Window manufacturer to ensure that all bedroom windows where there is a >2m fall externally and the sill of the opening part is less than 1700mm from the floor - with no climbable elements (eg sill) within 150-760mm from floor - be restricted to max. opening width of 125mm. Permanent / removable screens etc permissible subject to compliance with conditions specified in the BCA. This note is for information only.
Manufacturer to liaise with builder / owner accordingly.

All doors unless noted otherwise to be 2040x820

WC door alternatives - inward swing with removable hinges, outward swing, slide, inward swing with 1200 min. between doorway and pan

WINDOW SPECIFICATIONS TO NCC :-

BEDROOMS where external fall height >2m

- * where opening is more than 1700mm (sill) above floor NO opening restrictions.
- * where opening is within 1700mm above floor and has climbable element between 150mm and 750mm, opening to be restricted to 125mm or fitted with a non-removable robust screen.
- * where opening is between 865mm and 1700mm above floor and has no climbable element between 150mm and 760mm above floor, opening to be restricted to 125mm or fitted with a removable robust screen.
- * where opening is within 865mm above floor and has climbable element between 150mm and 760mm above the floor, opening to be restricted to 125mm or fitted with non-removable robust screen.

ALL OTHERS where external fall height >4m

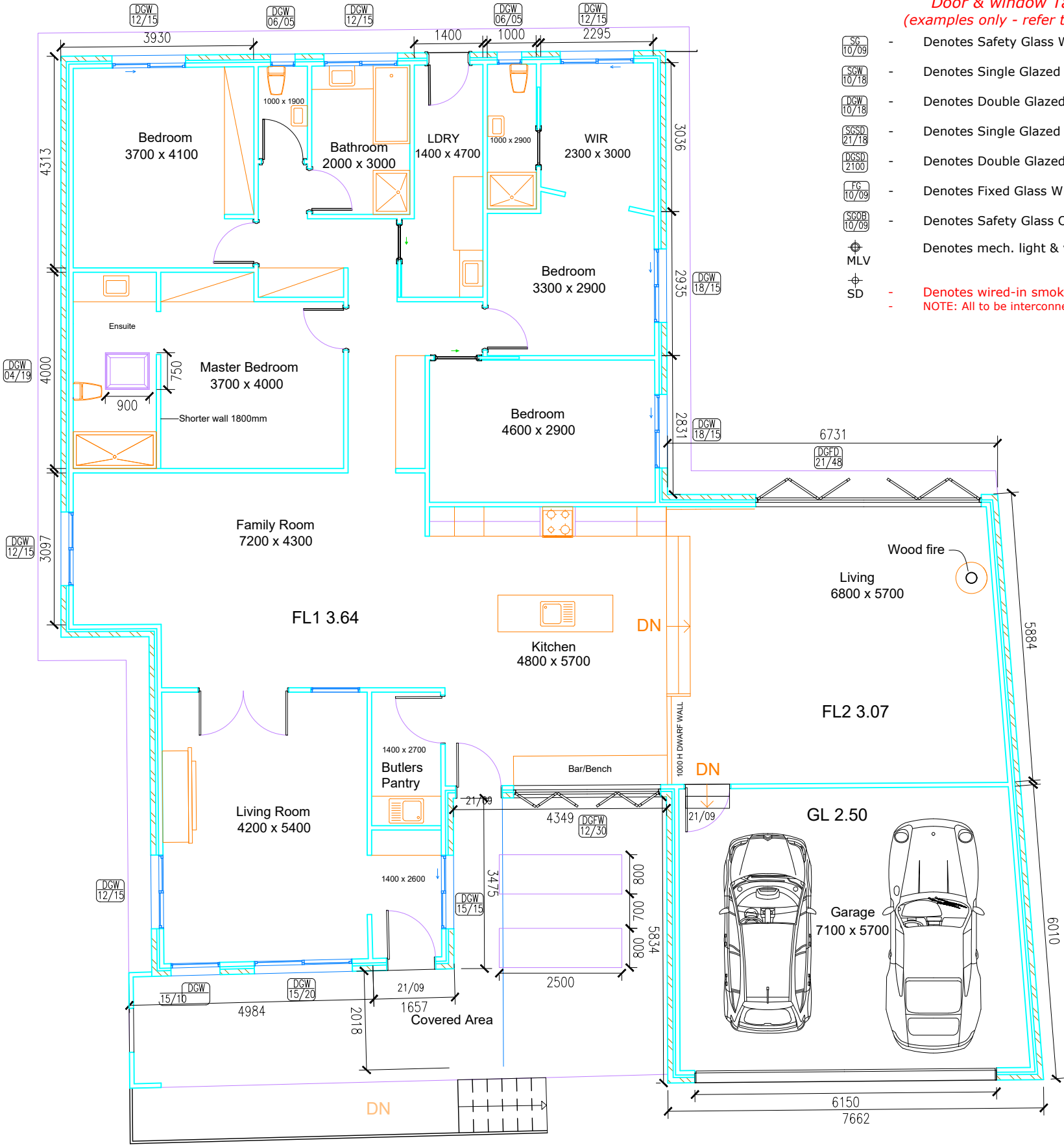
- * where window transom is above 865mm above floor and a sill height less than 150mm and no opening within 865mm above floor, NO opening restriction required.
 - * as above - where sill is greater than 150mm, opening to be restricted.
 - * where window transom is below 856mm above the floor and sill is less than 150mm, opening is to be restricted.
- This note is for information only - manufacturer to confirm and liaise with builder and owner.

ALL DIMENSIONS & LEVELS TO BE
CONFIRMED BY BUILDER ON SITE
PRIOR TO COMMENCEMENT.
DISCREPANCIES TO BE REFERRED
TO THIS OFFICE IMMEDIATELY

Contractor to verify the location of all
current underground services shown on
the plans including but not limited to
electricity, telecom, gas, sewer,
stormwater, NBN etc. prior to excavation.
(DBYD www.1100.com.au)

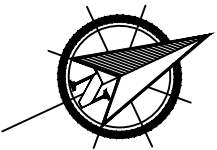
Floor Areas

Main Level	- 290.00m ²
Deck	- 46.10m ²
TOTAL	- 336.10m ²
Addition	- 38.10m ² (internal)



Door & window Tag interpretation
(examples only - refer to floor plan for actual)

- SC 10/09 - Denotes Safety Glass Window (1000h x 900w)
- SGW 10/18 - Denotes Single Glazed Window (1000h x 1800w)
- DSGW 10/18 - Denotes Double Glazed Window (1000h x 1800w)
- DSGSD 21/18 - Denotes Single Glazed Sliding Doors (2100h x 1800w)
- DSGSD 2100 - Denotes Double Glazed Sliding Doors (2100h x 1800w)
- FG 10/09 - Denotes Fixed Glass Window (1000h x 900w)
- SGOB 10/09 - Denotes Safety Glass Obscure Window (1000h x 900w)
- MLV - Denotes mech. light & ventilation to AS1668.2
- SD - Denotes wired-in smoke detector to AS 3786
- NOTE: All to be interconnected to operate simultaneously



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ARCHITECTURE, INTERIORS + 3D VISUALISATION

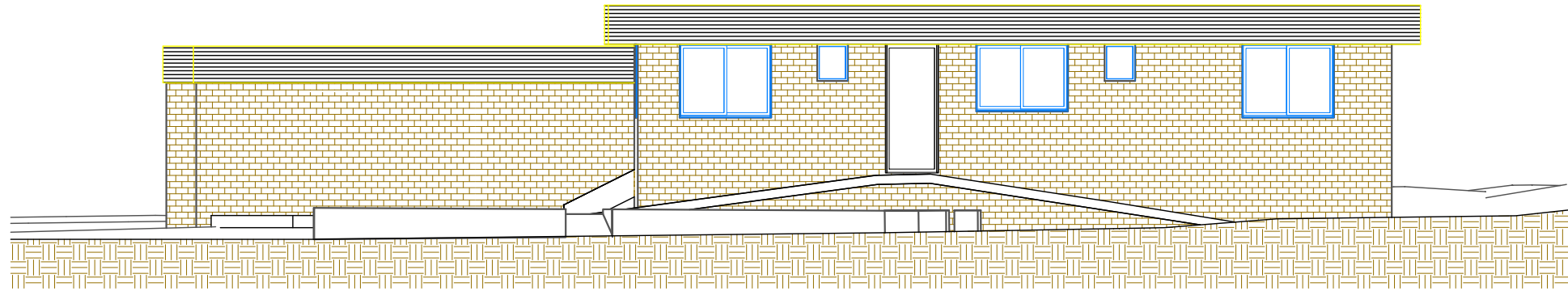
a: 51A Seven Mile Beach Road, Seven Mile Beach, Tasmania AUS 7170
m: 0417 583 588
e: admin@archimob.com.au
w: www.archimob.com.au



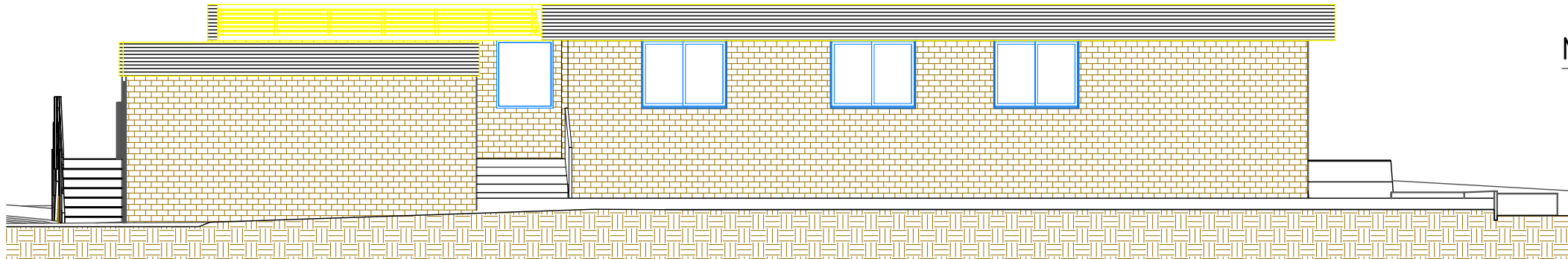
Client: E. Aorangi
Project: 53 Balook Street, Lauderdale
Title: Proposed Floor Plan
Scale: Scale 1:100

Drawn : D. Jackson	Date : 01/08/2020	Checked by: R.JACKSON CC340Y
Designed : D. Jackson	Date: 10/07/2020	
JOB NUMBER: 20D0681	Drawing : A04	REVISION: B

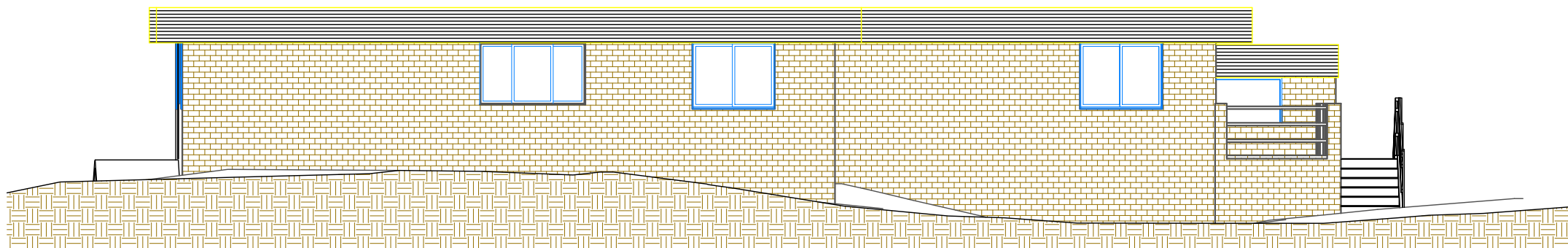
ABBREVIATIONS		
NSL	-	natural surface level
ESL	-	existing surface level
FSL	-	final surface level
EFL	-	existing floor level
FFL	-	finished floor level
FCL	-	finished ceiling level
U/S	-	underside
JH	-	joinery height



WEST ELEVATION



NORTH ELEVATION

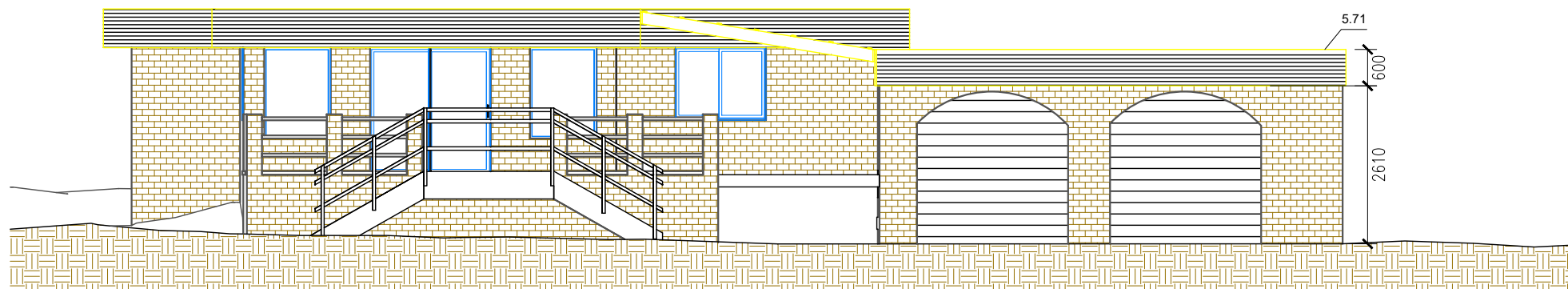


TOP O.R	
6.38	2740
Lower CL	
	2400
TOP O.G	
5.71	2070

UPPER GL	
FFL 3.64	0

GROUND L	
2.5	-1140

SOUTH ELEVATION



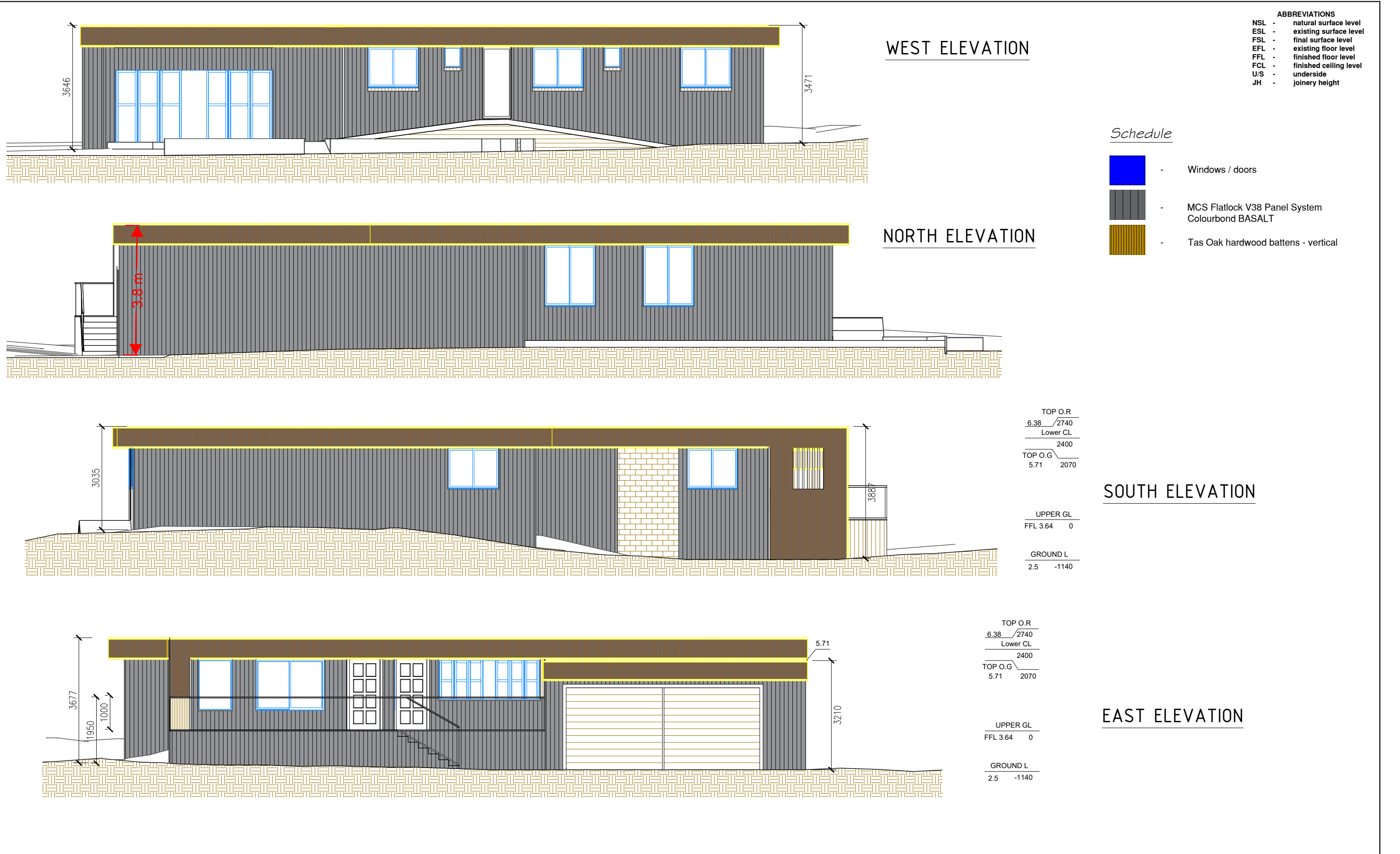
TOP O.R	
6.38	2740
Lower CL	
	2400
TOP O.G	
5.71	2070

UPPER GL	
FFL 3.64	0

GROUND L	
2.5	-1140

EAST ELEVATION

Date	Rev.	Description	Drawn By	SITE DESCRIPTION		ARCHIMOB PTY LTD ARCHITECTURE, INTERIORS + 3D VISUALISATION		Client: E. Aorangi Project: 53 Balook Street, Lauderdale Title: Existing Elevations Scale: Scale 1:100	
05/10/2020	A	Issued for Planning Approval	D. Jackson	WIND CLASS	- N2 AS4055				
15/10/2020	B	Issued for RFI	D. Jackson	SOIL CLASS	- S AS2870	a: 51A Seven Mile Beach Road, Seven Mile Beach, Tasmania AUS 7170 m: 0417 583 588 e: admin@archimob.com.au w: www.archimob.com.au		<div> <div> <div>Drawn : D. Jackson</div> <div>Designed : D. Jackson</div> </div> <div> <div>Date: 01/08/2020</div> <div>Date: 10/07/2020</div> </div> <div> <div>Checked by: R.JACKSON CC340Y</div> </div> </div>	
				CLIMATE ZONE	- 26				
				ENERGY RATING	- 6 Stars	<div> <div>ARCHIMOB</div> </div>		<div> <div>Job NUMBER: 20D0681</div> <div>Drawing : A05</div> </div>	
				TITLE 13725	- Lot 52				
Document Set ID: 4450334								REVISION: B	
Version: 2, Version Date: 20/10/2020								Agenda Attachments - 53 Balook Street, Lauderdale - Page 6 of 8	



Date	Rev.	Description	Drawn By	SITE DESCRIPTION		<div>ARCHIMOB PTY LTD</div> <div>ARCHITECTURE, INTERIORS + 3D VISUALISATION</div> <div>a: 51A Seven Mile Beach Road, Seven Mile Beach, Tasmania AUS 7170</div> <div>m: 0417 583 588</div> <div>e: admin@archimob.com.au</div> <div>w: www.archimob.com.au</div> <div><div>ARCHIMOB</div></div>	Client: E. Aorangi		
05/10/2020	A	Issued for Planning Approval	D. Jackson	WIND CLASS	- N2 AS4055		Project:	53 Balook Street, Lauderdale	
15/10/2020	B	Issued for RFI	D. Jackson	SOIL CLASS	- S AS2870		Title:	Proposed Elevations	
				CLIMATE ZONE	- 26		Scale:	Scale 1:100	
				ENERGY RATING	- 6 Stars		Drawn : D. Jackson	Date : 01/08/2020	Checked by: R.JACKSON CC340Y
Document Set ID: 4450334				TITLE 13725	- Lot 52		Designed : D. Jackson	Date: 10/07/2020	
Version: 2, Version Date: 20/10/2020							JOB NUMBER: 20D0681	Drawing : A06	REVISION: B

Attachment 3

Site photo
53 Balook Street, Lauderdale



View of subject property from Balook Street. The neighbouring property at 51 Balook Street is visible to the right.

11.3.3 DEVELOPMENT APPLICATION PDPLANPMTD-2020/008974 – 1 ELAIA DRIVE, 60 ELAIA DRIVE AND 24 PETRA DRIVE, RISDON VALE - 98 LOT SUBDIVISION**EXECUTIVE SUMMARY****PURPOSE**

The purpose of this report is to consider the application made for a 98 Lot Subdivision at 1 Elaia Drive, 60 Elaia Drive and 24 Petra Drive, Risdon Vale.

RELATION TO PLANNING PROVISIONS

The land is zoned General Residential and subject to the Road and Railway Assets, Parking and Access, Stormwater Management Codes under the Clarence Interim Planning Scheme 2015 (the Scheme). In accordance with the Scheme the proposal is a Discretionary development.

LEGISLATIVE REQUIREMENTS

The report on this item details the basis and reasons for the recommendation. Any alternative decision by Council will require a full statement of reasons in order to maintain the integrity of the Planning approval process and to comply with the requirements of the Judicial Review Act and the Local Government (Meeting Procedures) Regulations 2015.

Note: References to provisions of the Land Use Planning and Approvals Act 1993 (the Act) are references to the former provisions of the Act as defined in Schedule 6 – Savings and Transitional Provisions of the Land Use Planning and Approvals Amendment (Tasmanian Planning Scheme Act) 2015. The former provisions apply to an interim planning scheme that was in force prior to the commencement day of the Land Use Planning and Approvals Amendment (Tasmanian Planning Scheme Act) 2015. The commencement day was 17 December 2015.

Council is required to exercise a discretion within the statutory 42-day period which was extended with the consent of the applicant until 24 November 2020.

CONSULTATION

The proposal was advertised in accordance with statutory requirements and three representations were received raising the following issues:

- increase in traffic along Sugarloaf Road;
- lack of a playground;
- overdevelopment of site;
- open space is inadequate;
- proposed landscaping conflicts with bushfire hazard management plan; and
- septic tanks.

RECOMMENDATION:

A. That the Development Application for a 98 Lot Subdivision at 1 Elaia Drive, 60 Elaia Drive and 24 Petra Drive, Risdon Vale (Cl Ref PDPLANPMTD-2020/008974) be approved subject to the following conditions and advice.

1. GEN AP1 – ENDORSED PLANS.

2. GEN AP2 – STAGING
[Stage 1: Lots 1 – 8, 18 – 20, 27 – 31 and part of 402
Stage 2: Lots 21 – 26, 46-47, 401 and part of 402
Stage 3: Lots 9 – 17
Stage 4: Lots 32, 33-36, 50 – 52 and 400
Stage 5: Lots 37 – 42, 43, 44 and 49, part 402 and 403
Stage 6: Lots 53 – 60 and 73 – 79
Stage 7: Lots 80 – 96
Stage 8: Lots 61 – 72].
3. Each stage must be developed in accordance with the Bushfire Hazard Management Plan J203015PH.
4. GEN F5 – PART 5 AGREEMENT
[The construction of a fence along the boundary of Lots 9 - 13 and 32 with Sugarloaf Road prior to the sealing of those lots. The fence must have a maximum height of 1.8m above natural ground level which must contain openings above a height of 1.2m which provide a uniform transparency of not less than 30% (excluding any posts or uprights). The fence must be maintained in good order by the owners of Lots 9 - 13, 32 thereafter; and
No direct vehicular access to Lots 9 - 13 and 32 may be provided from Sugarloaf Road.]
5. ENG A1 – NEW CROSSOVER (3.6m TSD R09).
6. ENG M2 – DESIGNS SD.
7. ENG M4 – POS ACCESS.
8. ENG M5 – EROSION CONTROL.
9. ENG M7 – WEED MANAGEMENT PLAN.
10. ENG M8 – EASEMENTS.
11. ENG R1 – ROAD NAMES.
12. ENG R2 – URBAN ROAD.
13. ENG R5 – ROAD EXTENSION.
14. ENG R6 – VEHICLE BARRIERS.
15. LAND 4 – LANDSCAPE BOND (SUBDIVISION).

16. LAND 5 – SUBDIVISION LANDSCAPING delete first paragraph and replace with “An amended landscape plan for the proposed road reserves and public open space areas within the subdivision must be submitted to and approved by Council’s Group Manager Engineering Services prior to the commencement of works. The landscape plans must be in accordance with the Bushfire Hazard Management Plan which must be endorsed by the Tasmania Fire Service prior to submission with Council. The plans must be developed in association with the engineering plans to ensure suitable locations and planting types and the retention of as much natural vegetation as possible. Where appropriate, the plan must include construction details for footways and other public links within both road reserves and public open space areas and must include the following details:”
- a pedestrian pathway through the Lots 400, 401 and 402 which connects to Sugarloaf Road; and
 - fencing to Lots 400, 401 and 402 which must have a maximum height of 1.8m above natural ground level and must contain openings above a height of 1.2m which provide a uniform transparency of not less than 30% (excluding any posts or uprights).
17. ENG S1 – INFRASTRUCTURE REPAIR.
18. ENG S4 – STORMWATER CONNECTION.
19. ENG 3A – STORMWATER PRINCIPLES FOR SUBDIVISION.
20. ENG S10 – UNDERGROUND SERVICES.
21. A headworks charge for the upgrading of Petra Drive, from Elaia Drive to the boundary of the development, of \$170,000 is applicable for the following works, associated with the upgrading of Petra Drive;
- pavement widening to a minimum of 8m (9.8m F.O.K.);
 - construction and/or relocation of services associated with the pavement widening.

The headworks charge is payable prior to sealing the final plan for the following stages;

Stages 6 and 8, equating to \$6,070 per lot (for 28 Lots);

or:

The developer must carry out the identified works to the satisfaction of Council’s Group Manager Engineering Services prior to sealing the final plan of the relevant stages of the subdivision.

If the headworks option is chosen:

- The amount of headworks charge applicable to this development shall be indexed quarterly by CPI (All Groups Index) Hobart, effective from the Permit date until the date of payment of the headworks charge to Council.
- Headworks charges must be paid prior to sealing of the final plan for Stages 6 and 8 based on the stages approved in this permit. In accordance with Council's Headworks Levy Policy and relevant provisions of Council's Policy for Bonding Development Works.
- Bonds and/or security can be accepted for the headworks charges in the event that early issue of titles is sought by the applicant.

Any headworks charges bonded are to be paid on the completion of the subdivision infrastructure works, or where the works have been approved to be carried out in stages, then on the completion of each approved stage of the subdivision.

22. GEN M3 – LOT FENCING.

23. The development must meet all required Conditions of Approval specified by TasWater notice dated 6 October 2020 (TWDA 2020/00594-CCC).

B. That the details and conclusions included in the Associated Report be recorded as the reasons for Council's decision in respect of this matter.

C. That the General Manager identify suitable sites for public open space/spaces to serve the south Risdon Vale neighbourhoods and funding from the public open space reserve to be considered to fund purchase of any identified land, subject to separate council approval in accordance with Local Government Act requirements.

ASSOCIATED REPORT

1. BACKGROUND

A combined rezoning and subdivision application was approved in 2011 (A-2010/2 and SD-2020/9) which rezoned 170 Sugarloaf Road from Rural to Residential, included the land within the Urban Growth boundary and inserted the Olive Grove Development Plan in the ordinance of the Scheme. The subdivision approved consisted of 173 residential lots and showed the subject site as a balance lot on the originally approved subdivision plan.

In 2015, subdivision was approved which reduced the overall number of lots from 155 to 125 lots.

In 2016, a permit (D-2015/532) for a Retirement Facility was approved on 1 Elaia Drive however, the permit has not commenced.

In 2016, a permit for an Aged Care Facility was approved on 24 Petra Drive, however, the permit was not commenced.

2. STATUTORY IMPLICATIONS

2.1. The land is zoned General Residential under the Scheme.

2.2. The proposal is discretionary because it does not meet certain Acceptable Solutions under the Scheme.

2.3. The relevant parts of the Planning Scheme are:

- Section 8.10 – Determining Applications;
- Section 10 – General Residential Zone;
- Section E1.0 – Bushfire Prone Areas Code;
- Section 5.0 – Road and Railway Assets Code;
- Section E6.0 – Parking and Access Code;
- Section E7.0 – Stormwater Management Code; and
- Section F5.0 – Olive Grove Specific Area Plan.

2.4. Council's assessment of this proposal should also consider the issues raised in any representations received, the outcomes of the State Policies and the objectives of Schedule 1 of the *Land Use Planning and Approvals Act, 1993* (LUPAA).

3. PROPOSAL IN DETAIL

3.1. The Site

The Subject Site is land located at 1 Elaia Drive, 24 Petra Drive, and 60 Petra Drive, Risdon Vale (CT 168678/1, CT 174507/125 and CT 174507/502 respectively) - refer below to Table 1 and Figure 1. The land has a total title area of 10.85ha (1 Elaia Drive being 5.969ha, 24 Petra Drive being 2.694ha).

The lot was originally approved as a retirement village and aged care facility; however, these permits have not commenced and therefore the site remains vacant.

The site has been generally cleared and slopes up from Sugarloaf Road in an easterly direction before flattening out in the eastern part of the site.

The surrounding area consists of a residential subdivision to the south and rural residential lots to the north and west with the town of Risdon Vale further north. To the east is a large bush lot.

3.2. The Proposal

The proposal is for a 98-lot residential subdivision which includes a number of lots for public open space, drainage reserves and stormwater management. Access to the site is proposed from the existing road network developed as part of the existing Olive Grove subdivision. The new lots will be accessed via an extension to the northern end of Petra Drive and two new road connections from Elaia Drive. The public open space linear park developed in the subdivision to the south will be extended through the site in a north/south orientation. Open space over the areas required for stormwater infrastructure is also proposed as public open space which will provide a pedestrian link to Sugarloaf Road.

The subdivision includes a range of lot sizes from 455m² to 3758m², 11 of which are designated for multiple dwellings.

4. PLANNING ASSESSMENT

4.1. Determining Applications [Section 8.10]

“8.10.1 In determining an application for any permit the planning authority must, in addition to the matters required by s51(2) of the Act, take into consideration:

- (a) all applicable standards and requirements in this planning scheme; and*
- (b) any representations received pursuant to and in conformity with ss57(5) of the Act,*

but in the case of the exercise of discretion, only insofar as each such matter is relevant to the particular discretion being exercised.”

References to these principles are contained in the discussion below.

4.2. Compliance with Zone and Codes

The proposal meets the Scheme’s relevant Acceptable Solutions of the General Residential Zone and Bushfire Prone Areas, Road and Railway Assets, Parking and Access Code and Stormwater Management Code with the exception of the following.

General Residential

- **Clause 10.6.1 A2 (Lot Design)** – as the building areas for all lots are subject to the Bushfire Prone Areas Code and several of the lots contain building envelopes that are orientated north or within 20 degrees west or 30 degrees east of north.

The proposed variation must be considered pursuant to the Performance Criteria (P2) of Clause 10.6.1 P2 as follows.

Clause	Performance Criteria	Assessment
10.6.1 P2	<p><i>“The design of each lot must contain a building area able to satisfy all of the following:</i></p> <p><i>(a) be reasonably capable of accommodating residential use and development;</i></p>	<p>The lots are all of a size and orientation to allow for likely future residential development, including many with a north/south orientation to allow adequate solar access.</p>

		For the other lots which do not have a north/south orientation, lot sizes allow for provision of appropriate setbacks which would enable sufficient solar access.
	<i>(b) meets any applicable standards in codes in this planning scheme;</i>	The design of each lot provides for sufficient area to contain the bushfire hazard management areas within the lot boundaries and complies with the requirements of the Bushfire Management Code.
	<i>(c) enables future development to achieve maximum solar access, given the slope and aspect of the land;</i>	The subject site has a westerly aspect, with the highest point being at a ridge on the eastern boundary, sloping down towards Sugarloaf Road on the western boundary, which enables each lot to obtain maximum solar access.
	<i>(d) minimises the need for earth works, retaining walls, and fill and excavation associated with future development;</i>	The gradient of the land has an incline that will require a degree of excavation and retaining walls, however, Council's Engineers are satisfied that the proposed layout would minimise the need for substantial earth works and retaining structures associated with both the development of the subdivision itself, and future residential development of the lots.
	<i>(e) provides for sufficient useable area on the lot for both of the following;</i> <i>i. on-site parking and manoeuvring;</i> <i>ii. adequate private open space."</i>	The proposed lots meet the prescribed minimum and maximum lot sizes for the zone and are considered sufficiently large to enable appropriate residential development, with compliant open space areas and vehicular parking and manoeuvring areas.

General Residential

- **Clause 10.6.1 A3 (Lot Design)** – over half the proposed lots do not meet the minimum or maximum frontage required by the Acceptable Solution.

The proposed variation must be considered pursuant to the Performance Criteria (P3) of Clause 10.6.1 as follows.

Clause	Performance Criteria	Assessment
10.6.1 P3	<p><i>“The frontage of each lot must satisfy all of the following:</i></p> <p><i>(a) provides opportunity for practical and safe vehicular and pedestrian access;</i></p>	The subdivision includes a range of lot sizes from 455m ² to 3758m ² , 11 of which are designated for multiple dwellings. All lots have the capacity to accommodate the width of a standard driveway which enables practical access for vehicles and pedestrians.
	<p><i>(b) provides opportunity for passive surveillance between residential development on the lot and the public road;</i></p>	The majority of lots are regular in shape and provide adequate opportunity to overlook the road.
	<p><i>(c) is no less than 6m.”</i></p>	complies

General Residential

- **Clause 10.6.1 A5 (Lot Design)** – as the proposal is for more than three lots.

The proposed variation must be considered pursuant to the Performance Criteria (P5) of Clause 10.6.1 as follows.

Clause	Performance Criteria	Assessment
10.6.1 P5	<p><i>“Arrangement and provision of lots must satisfy all of the following;</i></p> <p><i>(a) have regard to providing a higher net density of dwellings along;</i></p> <p><i>(i) public transport corridors;</i></p>	The proposed development is within proximity of the public transport corridor at Sugarloaf Road and would have a lot size consistent with the recently created lots within the vicinity of the site.

	<p><i>(ii) adjoining or opposite public open space, except where the public open space presents a hazard risk such as bushfire;</i></p> <p><i>(iii) within 200m of business zones and local shops;</i></p>	
	<i>(b) will not compromise the future subdivision of the entirety of the parent lot to the densities envisaged for the zone;</i>	The subject land is within the General Residential Zone and provides for the subdivision of the balance land that forms part of the Olive Grove Specific Area Plan.
	<i>(c) staging, if any, provides for the efficient and ordered provision of new infrastructure;</i>	It is proposed to stage the development across a total of eight stages. The staging of the development would allow for the efficient and orderly provision of the required new infrastructure to service each of the proposed lots.
	<i>(d) opportunity is optimised for passive surveillance between future residential development on the lots and public spaces;</i>	The proposed lots would be oriented towards the proposed internal road network, with a linear strip running north to south of public open space through the site. Lots will back on this site and providing that suitable fence treatment is provided along the boundaries of the public open space, there will be opportunity for passive surveillance from the residential properties.
	<i>(e) is consistent with any applicable Local Area Objectives or Desired Future.”</i>	not applicable

General Residential

- **Clause 10.6.2 A1 (Roads)** – as the proposal proposed new roads.

The proposed variation must be considered pursuant to the Performance Criteria (P1) of Clause 10.6.2 P1 as follows.

Clause	Performance Criteria	Assessment
10.6.2 P1	<p><i>“The arrangement and construction of roads within a subdivision must satisfy all of the following:</i></p> <p><i>(a) the route and standard of roads accords with any relevant road network plan adopted by the Planning Authority;</i></p>	<p>Council’s Engineers are satisfied that the proposed internal road network would be, subject to the inclusion of detailed engineering design conditions, in accordance with Council’s requirements.</p>
	<p><i>(b) the appropriate and reasonable future subdivision of the entirety of any balance lot is not compromised;</i></p>	<p>The proposed development relates to the whole of the balance lot, meaning that there would be no balance lot remaining.</p>
	<p><i>(c) the future subdivision of any neighbouring or nearby land with subdivision potential is facilitated through the provision of connector roads and pedestrian paths, where appropriate, to common boundaries;</i></p>	<p>The development proposes both road and public open space connections to the northern boundary of the site. The site is separated from the approved subdivision at 74 Sugarloaf Road by two rural residential properties, however, the proposal provides for future road and pedestrian connections when the lots to the north are developed. The proposed linear public open space running north/south also connects with the linear park to the south.</p>
	<p><i>(d) an acceptable level of access, safety, convenience and legibility is provided through a consistent road function hierarchy;</i></p>	<p>Council’s Engineers are satisfied that the proposed road layout is appropriate, and that the supporting documentation confirms that the development would provide a safe and convenient configuration.</p>
	<p><i>(e) cul-de-sac and other terminated roads are not created, or their use in road layout design is kept to an absolute minimum;</i></p>	<p>No cul-de-sacs are proposed, and road linkages would be provided to both the north and south providing a well-connected and legible layout that follows on from the previous subdivision.</p>

	<i>(f) connectivity with the neighbourhood road network is maximised;</i>	The proposed road network connects to the existing road network within the Olive Grove development.
	<i>(g) the travel distance between key destinations such as shops and services is minimised;</i>	The proposed layout would facilitate efficient access between the subject lot, adjacent lots and service centres as required.
	<i>(h) walking, cycling and the efficient movement of public transport is facilitated;</i>	Sugarloaf Road is a public transport corridor, and the proposed development would provide for efficient access to this service. Similarly, the layout would encourage pedestrian and cycle movements between open space areas and Sugarloaf Road.
	<i>(i) provision is made for bicycle infrastructure on new arterial and collector roads in accordance with Austroads Guide to Road Design Part 6A;</i>	not applicable
	<i>(j) any adjacent existing grid pattern of streets is extended, where there are no significant topographical constraints.”</i>	The proposed road network extends the existing pattern of development.

General Residential

- **Clause 10.6.3 A1 (Ways and public open space)** – as there is no Acceptable Solution.

The proposed variation must be considered pursuant to the Performance Criteria (P3) of Clause 10.6.3 as follows.

Clause	Performance Criteria	Assessment
10.6.3 P3	<i>“The arrangement of ways and public open space within a subdivision must satisfy all of the following:</i>	

	<i>(a) connections with any adjoining ways are provided through the provision of ways to the common boundary, as appropriate;</i>	A north-south public open space link connects with the existing linear public open space to the south which runs off Elaia Drive.
	<i>(b) connections with any neighbouring land with subdivision potential is provided through the provision of ways to the common boundary, as appropriate;</i>	Provision is made to provide for future connections to the approved subdivision at 74 Sugarloaf Road.
	<i>(c) connections with the neighbourhood road network are provided through the provision of ways to those roads, as appropriate;</i>	The proposal provides linear connection through the site. The plan also shows a connection running east to west (Lots 401 and 402) which although are primarily easements will also serve as a pedestrian link through the site to Sugarloaf Road.
	<i>(d) convenient access to local shops, community facilities, public open space and public transport routes is provided;</i>	The proposed layout would facilitate efficient access between the subject lot, adjacent lots and service centres as required through the application of a well-connected layout.
	<i>(e) new ways are designed so that adequate passive surveillance will be provided from development on neighbouring land and public roads as appropriate;</i>	<p>The proposed open space lots would provide for passive surveillance from both the neighbouring lots and internal road network.</p> <p>However, as both areas shown as public open space are located between the rear boundaries of residential properties, passive surveillance will be limited as it is likely that if not specified, the lots will be fenced with a solid paling fence up to 2.1m in height. The applicant has proposed as part of the landscaping plan that some of the lots suitable for multiple dwellings adjacent to the open space will be fenced with a 1.5m paling fence to provide for passive surveillance to these lots.</p>

		<p>It is considered that a more consistent approach to fencing the boundaries of lots adjacent to the open space would be to require a fence consistent with the front fence provisions which is a 1.8m fence with section above 1.2m providing for a uniform transparency of not less than 30% (excluding posts or uprights). It is recommended that a permit condition be included to require the boundaries of all open space areas shown on the plan, including the areas containing the drainage easements and stormwater infrastructure, to be fenced as above, prior to the sealing of the Final Plan for each stage.</p> <p>The landscaping plan also shows the public open areas being heavily landscaped. It is considered that the amount of vegetation proposed will reduce the views through the open space and therefore reduce the passive surveillance of the public areas. It is recommended that the landscaping plan be amended to ensure that there is adequate passive surveillance of the open space areas.</p>
	<i>(f) provides for a legible movement network;</i>	The proposed open space lots are between 16m and 20m in width and the layout will provide for legible movement through the site.
	<i>(g) the route of new ways has regard to any pedestrian & cycle way or public open space plan adopted by the Planning Authority;</i>	Council's Tracks and Trails Strategy does not identify any proposed links to the site.

	<p>(h) <i>Public Open Space must be provided as land or cash in lieu, in accordance with the relevant Council policy.</i></p>	<p>The proposal provides an area of 4369m² which represents 4% of the total area of the site. This does not include the area land orientated east/west and the lot containing the stormwater treatment.</p> <p>This land contains drainage easements and stormwater infrastructure and therefore does not meet Council's Public Open Space Policy (2013).</p> <p>However, the Policy does allow for consideration of the use of land set for utilitarian functions providing that the land is appropriately located and does not inhibit the successful use and development of the Pubic Open Space.</p> <p>In this case, the area containing the drainage easements and stormwater management infrastructure is between 16.2m and 18m wide and extends to a maximum of 39m wide at the western boundary of the site. The area provided exceeds the minimum width required for a drainage easement, shown as 3m wide, on the proposal plans and is proposed to be landscaped as part of the open space for the subdivision and will developed as a pedestrian link to Sugarloaf Road. As the additional area beside the drainage easement equates to 1% of the site, the area of land proposed is considered to meet the Public Open Space Policy 2013.</p> <p>Despite the above, it is evident that the subdivisions south of Risdon Vale have no neighbourhood parks to serve the needs of new residents.</p> <p>This is discussed in further detail below.</p>
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	<p>(i) <i>new ways or extensions to existing ways must be designed to minimise opportunities for entrapment or other criminal behaviour including, but not limited to, having regard to the following:</i></p> <p>(i) <i>the width of the way;</i></p> <p>(ii) <i>the length of the way;</i></p> <p>(iii) <i>landscaping within the way;</i></p> <p>(iv) <i>lighting;</i></p> <p>(v) <i>provision of opportunities for 'loitering';</i></p> <p>(vi) <i>the shape of the way (avoiding bends, corners or other opportunities for concealment)."</i></p>	<p>The proposed public open space provides for an extension of the subdivision to the south.</p> <p>Passive surveillance is provided from the roads at the north and south of the public open space and from the subdivision road looking east and provided that fencing is provided as discussed above.</p> <p>However, as both areas shown as public open space are located between the rear boundaries of residential properties, the passive surveillance will be limited as it is likely that if not specified, the lots will be fenced with a solid paling fence up to 2.1m in height. The applicant has proposed as part of the landscaping plan that some of the lots suitable for multiple dwellings adjacent to the open space will be fenced with a 1.5m paling fence to provide for passive surveillance to these lots.</p> <p>However, it is considered that a more consistent approach to fencing the boundaries of lots adjacent to the open space would be to require a fence consistent with the front fence provisions which is a 1.8m fence with section above 1.2m providing for a uniform transparency of not less than 30% (excluding posts or uprights). It is recommended that a permit condition be included to require the boundaries of all open space areas shown on the plan, including the areas containing the drainage easements and stormwater infrastructure, to be fenced as above, prior to the sealing of the Final Plan for each stage.</p>
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General Residential

- **Clause 10.6.4 A4 (Development standards for subdivision)** – as the proposal includes new roads.

The proposed variation must be considered pursuant to the Performance Criteria (P4) of Clause 10.6.4 as follows.

Clause	Performance Criteria	Assessment
10.6.4 P4	<i>“The subdivision provides for the installation of fibre ready facilities (pit and pipe that can hold optical fibre line) and the underground provision of electricity supply.”</i>	The proposed development would be required, in relation to the detailed engineering designs, to ensure that provision for underground electricity be made. This is reflected in the recommended conditions.

Road and Railway Assets Code

- **Clause E5.6.2 A1 (Existing road accesses and junctions)** – as the subdivision will increase the number of vehicle movements per day, to and from the site, by more than 20% and more than 40 vehicle movements per day.

The proposed variation must be considered pursuant to the Performance Criteria (P4) of Clause E5.6.2 as follows.

Clause	Performance Criteria	Assessment
E5.6.2 P3	<p><i>“Any increase in vehicle traffic at an existing access or junction in an area subject to a speed limit of 60km/h or less, must be safe and not unreasonably impact on the efficiency of the road, having regard to:</i></p> <p><i>(a) the increase in traffic caused by the use;</i></p>	The existing road infrastructure has capacity for the increased traffic demand resulting from the development.

	<i>(b) the nature of the traffic generated by the use;</i>	The traffic to be generated would primarily be residential vehicles and associated service vehicles. The road network would be designed for the nature and frequency of movements.
	<i>(c) the nature and efficiency of the access or the junction;</i>	The attached Traffic Impact Assessment (TIA) (Milan Prodanovic, Traffic Engineering and Road Safety), states that the additional traffic generated by the proposed development “ <i>to and from Elaia Drive through the roundabout controlled junction on Sugarloaf Road will not create any operational efficiency problems at the junction or along Sugarloaf Road</i> ”.
	<i>(d) the nature and category of the road;</i>	Sugarloaf Road is a collector road, which would not be compromised by the proposed internal layout.
	<i>(e) the speed limit and traffic flow of the road;</i>	The residential area would have a default speed limit of 50km/h, and Sugarloaf Road would retain a 70km/h speed limit south of the new junction. The proposed junction would not compromise flows at this location.
	<i>(f) any alternative access to a road;</i>	no alternative available
	<i>(g) the need for the use;</i>	The use of the junction from Sugarloaf Road is necessary to facilitate the proposed subdivision.
	<i>(h) any traffic impact assessment; and</i>	A TIA was submitted as part of the development application, which concluded that existing junction at Sugarloaf Road and Elaia Drive is adequate to cope with the additional traffic. In addition, the proposed internal layout is considered satisfactory providing the recommendations in the report are met. These would be addressed by detailed engineering designs for the development.

	(i) <i>any written advice received from the road authority.”</i>	Council is the road authority in this case and Council’s Engineer is satisfied that the existing junction is adequate to cope with the additional traffic generated by the subdivision.
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Olive Grove Specific Area Plan

- **Clause F5.8.1 A1 (Infrastructure)** – as the proposal is not a minor boundary adjustment, it involves the creation of road lots, and does not generally accord with the Road Layout Plan. This is because the original road layout was approved on the basis the subject site was to be developed with a retirement village and aged care facility which would have had its own private road network and stormwater infrastructure.

The proposed variation must be considered pursuant to the Performance Criteria (P1) of Clause F5.8.1 as follows.

Clause	Performance Criteria	Assessment
F5.8.1 P1	<i>“The proposed road layout:</i>	
	(a) <i>provides street and pedestrian connectivity into adjoining lots, and</i>	The proposed subdivision connects with the adjoining subdivision to the south through its road network and linear open space links. Future road and open links are also provided which will link to the approved subdivision at 74 Sugarloaf Road if the adjoining properties to the north are also developed in the future.
	(b) <i>minimises access points onto Sugarloaf Road, and</i>	The subdivision does not propose vehicular accesses from Sugarloaf Road.
	(c) <i>maximises street frontages to lots created, and</i>	Proposed road reserves are predominantly straight with few bends which would maximise street frontages to the lots created.
	(d) <i>maximises the number of north-south or east-west orientated lots.”</i>	All lots will be oriented either north-south or east-west.

Olive Grove Specific Area Plan

- **Clause F5.8.1 A2 (Infrastructure)** – it does not incorporate the extensive roadside swales shown on the Stormwater Management Plan attached as a schedule to the Olive Grove Specific Area Plan.

The proposed variation must be considered pursuant to the Performance Criteria (P2) of Clause F5.8.1 as follows.

Clause	Performance Criteria	Assessment
F5.8.1 P2	<i>“The proposed stormwater detention areas maintain the north-south linear parkway through the centre of the subject sites.”</i>	The proposal maintains the north-south linear parkway through the site.

Olive Grove Specific Area Plan

- **Clause F5.8.1 A3 (Infrastructure)** – as the subdivision is staged.

The proposed variation must be considered pursuant to the Performance Criteria (P3) of Clause F5.8.1 as follows.

Clause	Performance Criteria	Assessment
F5.8.1 P2	<i>“(a) Staging provides for the efficient installation and delivery of services.”</i>	The staging of the subdivision development would allow for the efficient installation and delivery of services as its initial stages will extend off of newly subdivided and developed land along Elaia Drive, Petra Drive, and an additional newly created road reserve (still to be named). Following their completion, subsequent stages will progress, and augment infrastructure provided in the initial stages.

	<i>(b) Staging provides for the early transfer of Public Open Space lots.”</i>	A portion of land to be used as a public open space lot will be provided relatively early in the project (Stage 3) and the subsequent public open space areas will be provided in Stages five and six of the subdivision development.
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5. REPRESENTATION ISSUES

The proposal was advertised in accordance with statutory requirements and three representations were received. The following issues were raised by the representors.

5.1. Increase in Traffic along Sugarloaf Road

Concern was raised that the increase in traffic along Sugarloaf Road will impact on the amenity of the residential properties in the area and that the road is not adequate to support the traffic generated by the subdivision.

- **Comment**

Council’s Engineer is satisfied that Sugarloaf Road is capable of handling the increase traffic generated by the subdivision and it is not considered that the proposal will result in a loss of amenity for the property owners in the area. It is noted that the site proposed to be subdivided was originally proposed as a retirement village and aged care home and the road network was designed to accommodate the traffic generated by both these uses and the residential lots.

5.2. Lack of a Playground and Lack of Open Space

Concern was raised that the subdivision lacks a playground and the proposed open space is inadequate.

- **Comment**

Land has been provided for the continuation of the linear parks which will provide recreational space for the residents. While a park with playground equipment has not been proposed at this stage, the subdivision is located within 800m of the Risdon Vale Park which includes a playground, skate park and other recreational facilities.

As previously discussed in the report, the open space is considered to meet the requirements of the Public Open Policy 2013, providing that the lots that have a shared boundary with the open space are fenced as recommended to increase passive surveillance of these areas.

5.3. Overdevelopment of Site

Concern was raised that the proposal is an overdevelopment of the site.

- **Comment**

The site is appropriately for residential and complies with the minimum lot sizes in the General Residential zone. Therefore, the proposal is not considered an overdevelopment of the site.

5.4. Proposed Landscaping Conflicts with Bushfire Hazard Management Plan

Concern was raised from the Tasmania Fire Service that the proposed landscaping conflicts with the Bushfire Hazard Management Plan (BHMP) submitted with the application as the open space areas would be vulnerable to ember attack due to the large portions of the open space which will accumulate ground litter fuels. However, this issue can be easily rectified by a modified landscape plan that mitigates potential fire risk.

- **Comment**

In order to resolve this issue and to ensure that the landscaping of the subdivision is consistent with the BHMP it is recommended that a permit condition be included requiring an amended landscaping plan that is consistent with the BHMP and endorsed by the Tasmania Fire Service.

5.5. Septic Tanks

Comment was made that the properties on the opposite side of Sugarloaf Road have on-site wastewater systems and should be connected to reticulated sewer.

- **Comment**

This issue is not relevant to the assessment of the application and therefore should not have determining weight.

6. EXTERNAL REFERRALS

The proposal was referred to TasWater, which has provided a number of conditions to be included on the planning permit if granted.

7. STATE POLICIES AND ACT OBJECTIVES

7.1. The proposal is consistent with the outcomes of the State Policies, including those of the State Coastal Policy.

7.2. The proposal is consistent with the objectives of Schedule 1 of LUPAA.

8. COUNCIL STRATEGIC PLAN/POLICY IMPLICATIONS

There are no inconsistencies with Council's adopted Strategic Plan 2016-2026 or any other relevant Council Policy.

Developer contributions are required to comply with the following Council policies:

- Public Open Space Policy; and
- Headworks Levy Policy.

The subject site has not been identified in any specific Council Strategy as containing land required for POS. The proposal provides opportunity to secure POS consistent with general principles outlined in Section 6.1 of Council's POS Policy (2013) as was discussed previously in this report.

It is considered that a sufficient area of land required for this purpose represents an area of 5% of the site and is consistent with the land proposed to be provided to Council as POS. The proposal is also consistent with the Olive Grove Specific Area Plan which requires a north-south linear park.

The area to the south of the established border of Risdon Vale has been the subject of a substantial subdivision activity in recent years. The attached map shows a total of 426 lots in existing and approved subdivision, and a lot yield of 60 if the property to the north is developed in the future.

While walkway links have been provided for through much of the area, these neighbourhoods are not served by playgrounds that meet the reasonable needs of the likely residents - in this case, the young families and first home buyers who are expected to predominate.

Good residential urban design in such neighbourhoods should see open spaces/ playgrounds within a reasonable walking distance of any dwelling. In some municipalities these standards have been codified; for example, the City of Greater Geelong's 'Open Space Policy' requires 0.5 to 1 ha short stay local community spaces within 400m of dwellings in urban and suburban areas. It is also important to observe that through its strategies, Council's Community Health and Wellbeing Plan also recognises the importance of public open space in contributing to the health and wellbeing outcomes of residents.

In the case of the proposed subdivision, the access to the site is approximately 600m to a small roadside park in Laurel Street and 1100 m to the central Risdon Vale playground. The earlier stage the Elaia Drive intersection increases those distances to 800 and 1300. Naturally in both these estates, the distance to playgrounds from the houses within them is substantially further. In any event, due to the physical nature of Sugarloaf Road, residents of these and the other subdivisions south of Risdon Vale, would be most unlikely to walk to the Risdon Vale playgrounds for short stays and this leaves them with effectively no useable open space to meet the normal expectations and needs of residents in local neighbourhoods.

It follows that it is appropriate and timely to acquire and develop suitable open space or spaces to serve these neighbourhoods. In fact, Council receives cash in lieu of open space for subdivisions for just this purpose: that is where it is inappropriate to obtain open space land in a subdivision, pursuant to s.117 of the Local Government (Building and Miscellaneous Provisions) Act 1993, cash is taken instead for use in developing appropriate spaces to serve the needs of residents.

Analysis of the Risdon Vale area by the Open Space group shows that the desired key land attributes for the future acquisition of public open space in the locality are:

- Large local to district level consolidated park area with up to 1Ha unencumbered land and minimum 70m in any direction.
- Flat, level topography to enable a variety of community uses and ease of development.
- Not immediately adjoining rear private yards and with street frontages on a minimum three sides to ensure strong passive surveillance and a sense of welcome.
- Overlook by houses on at least three sides for CPTED and to build on a sense of safety.
- Strong pedestrian connections to existing open space and trail networks in Risdon Vale.
- Serviced land with connections to water, power, stormwater and sewer.

As the proposed subdivision does not provide suitable land needed to activate a local to district level park to service the surrounding community, Council will need to consider the acquisition of additional land. Suitable land would be located in any of the subdivision estates in the south Risdon Vale area. Such an action would be in accordance with the adopted Public Open Space Policy, which at section 5.3 provides that “At the local level, new areas of open space should continue to be provided in developing urban areas to serve the future population”. The policy also sets out tests for the assessment of open space land, to ensure that suitable/fit for purpose land is selected; as well as arrangements for the utilisation of contributions and at section 10.4 provides that “*Utilisation of POS contributions for land acquisition and/or capital improvements must be determined by resolution of Council through the annual budget or budget variations (not delegation).*”

9. CONCLUSION

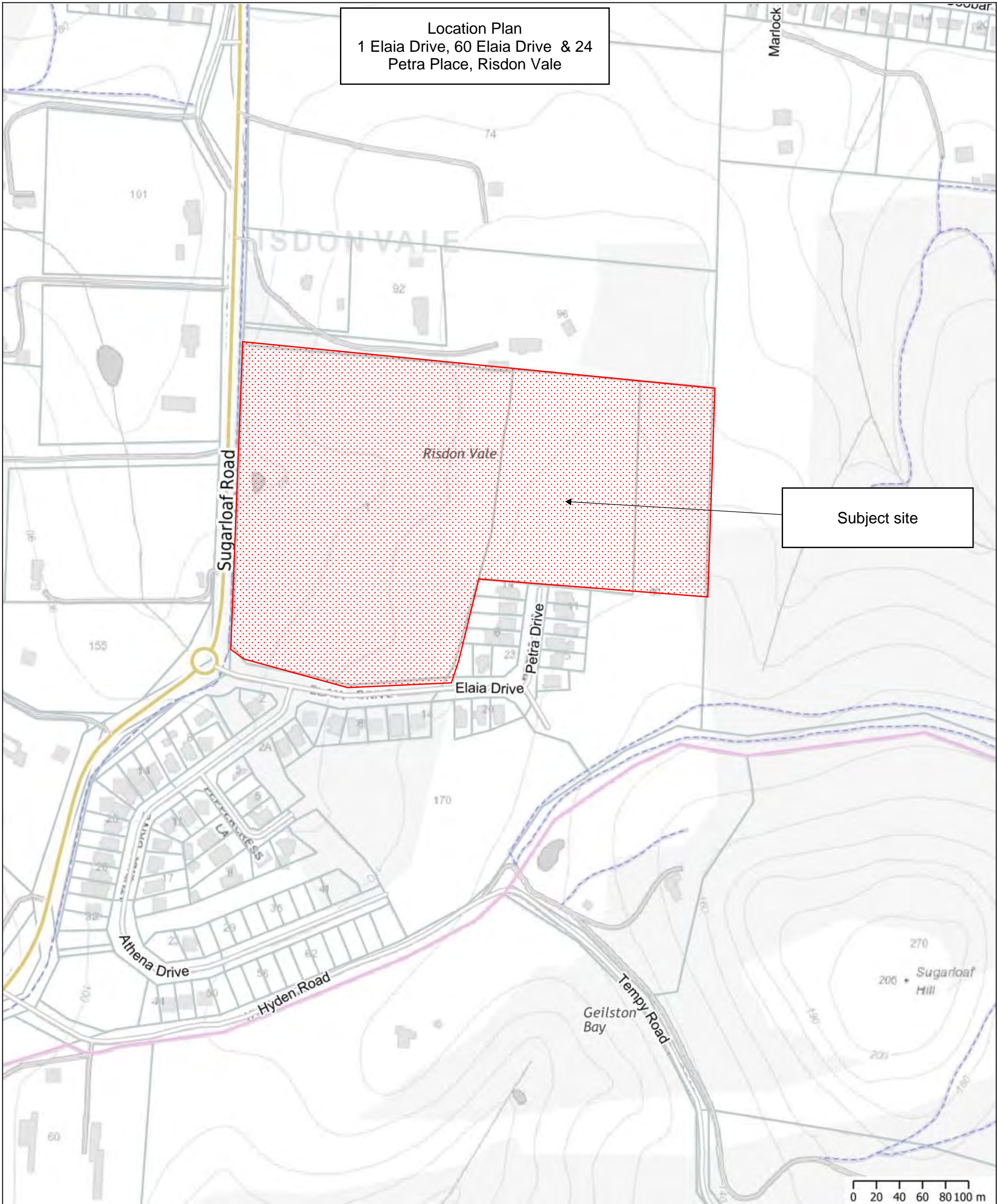
The proposal is for a 98-lot residential subdivision and is considered to satisfy the requirements of the Scheme subject to conditions.



Arising from the growth of neighbourhoods south of Risdon Vale, it is appropriate to acquire and develop suitable open spaces using Council public open space reserves.

Attachments: 1. Location Plan (1)
2. Proposal Plan (4)
3. Public Open Space Plan (2)
4. Site Photo (1)

Ross Lovell
MANAGER CITY PLANNING

Council now concludes its deliberations as a Planning Authority under the Land Use Planning and Approvals Act, 1993.



	<p>This map has been produced by Clarence City Council using data from a range of agencies. The City bears no responsibility for the accuracy of this information and accepts no liability for its use by other parties.</p>	11/13/2020	
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Attachment 2

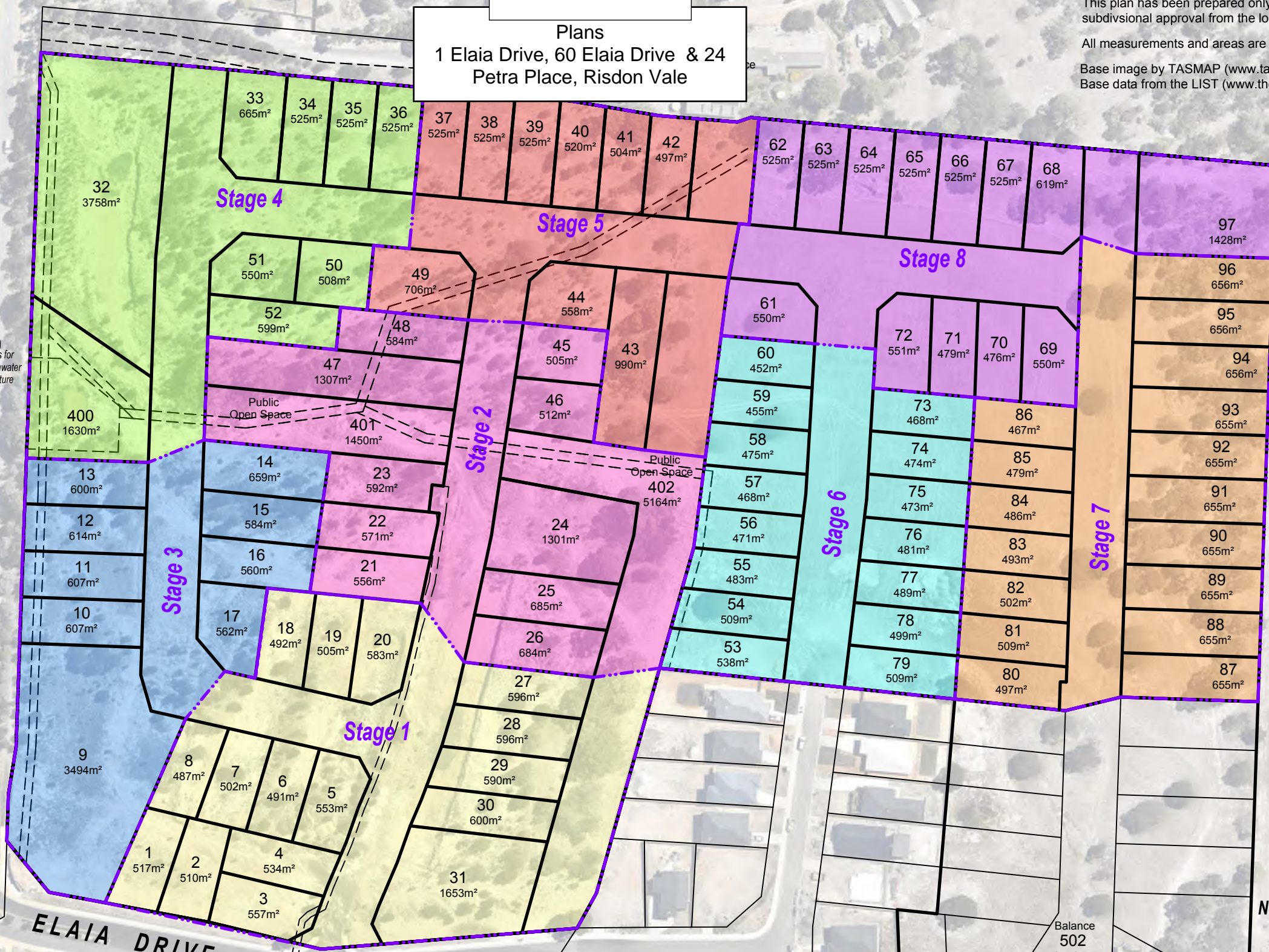
Plans
1 Elaia Drive, 60 Elaia Drive & 24
Petra Place, Risdon Vale

This plan has been prepared only for the purpose of obtaining preliminary
subdivisional approval from the local authority and is subject to that approval.

All measurements and areas are subject to the final survey.

Base image by TASMAP (www.tasmap.tas.gov.au), © State of Tasmania
Base data from the LIST (www.thelist.tas.gov.au), © State of Tasmania

SUGARLOAF ROAD
Lot 400 is for
council stormwater
infrastructure



Note: stages may be done concurrently
or in any order.

Balance
502
1.57ha±

Staging Plan

E	add Tasnetworks substation area (near lot 80)	AB	21-7-20	AB
D	response to council RFI	AB	14-7-20	AB
C	new staging plan, finalise lot changes	AB	23-4-20	AB
B				
A	lodgement version	AB	27-3-20	AB
REV	AMENDMENTS	DRAWN	DATE	APPR.



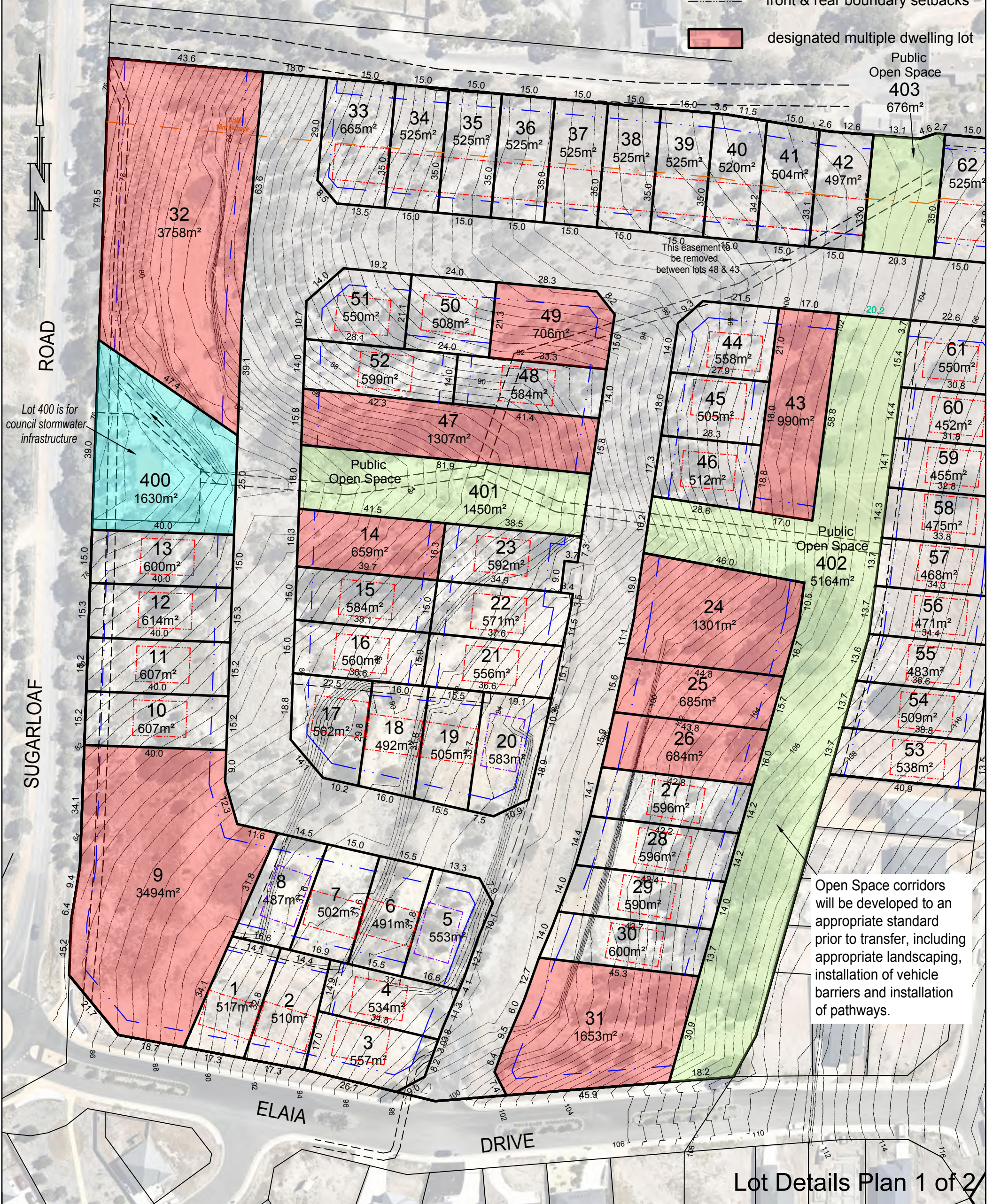
UNIT 1, 2 KENNEDY DRIVE
CAMBRIDGE 7170
PHONE: (03)6248 5898
EMAIL: admin@rbsurveyors.com
WEB: www.rbsurveyors.com

OWNER: Sugarloaf Heights Pty Ltd
Adelphia Custodians Pty Ltd & Pharos Custodians Pty Ltd
TITLE REFERENCE: C.T.168678/1 & C.T.174507/125 & C.T.167507/502
LOCATION: 1 Elaia Drive & 24 Petra Drive & 60 Elaia Drive
RISDON VALE

Proposed Subdivision

Date: 21-7-2020	Reference: PAPAA18 10886-22
Scale: 1:1500 (A3)	Municipality: Clarence

- 10m x 15m rectangle (A2)
- 10m x 15m rectangle (P2)
- front & rear boundary setbacks
- designated multiple dwelling lot

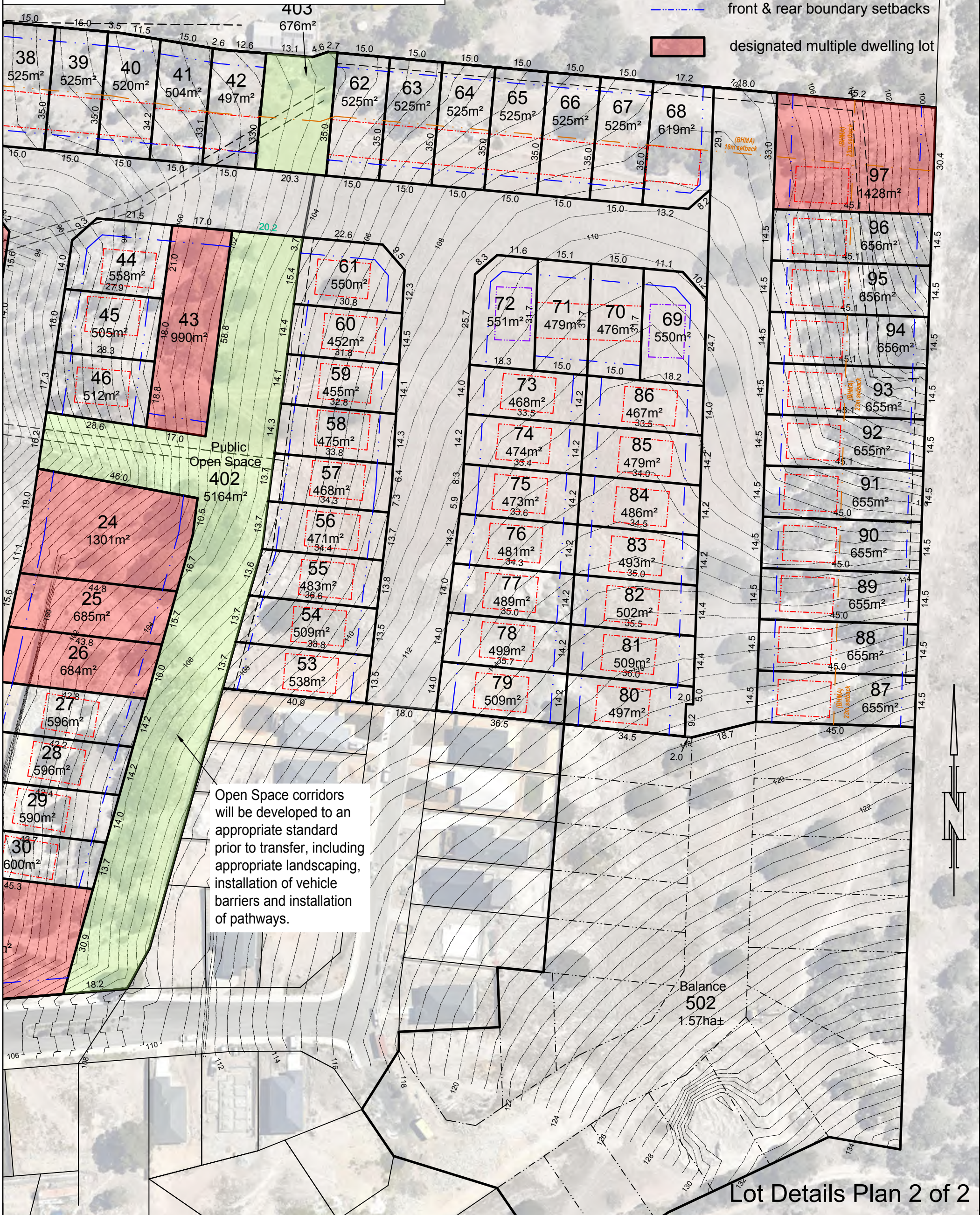


E	add Tasnetworks substation area (near Lot 80)	AB	21-7-20	AB
D	response to council RFI	AB	14-7-20	AB
C	new staging plan, finalise lot changes	AB	23-4-20	AB
B	add bushfire setback, shift northern road	AB	14-4-20	AB
A	lodgement version	AB	27-3-20	AB
REV	AMENDMENTS	DRAWN	DATE	APPR.

OWNER: Sugarloaf Heights Pty Ltd
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RISDON VALE

Proposed Subdivision			
Date:	21-7-2020	Reference:	PAPAA18 10886-22
Scale:	1:1500 (A3)	Municipality:	Clarence

- 10m x 15m rectangle (A2)
- 10m x 15m rectangle (P2)
- front & rear boundary setbacks
- designated multiple dwelling lot



Open Space corridors will be developed to an appropriate standard prior to transfer, including appropriate landscaping, installation of vehicle barriers and installation of pathways.

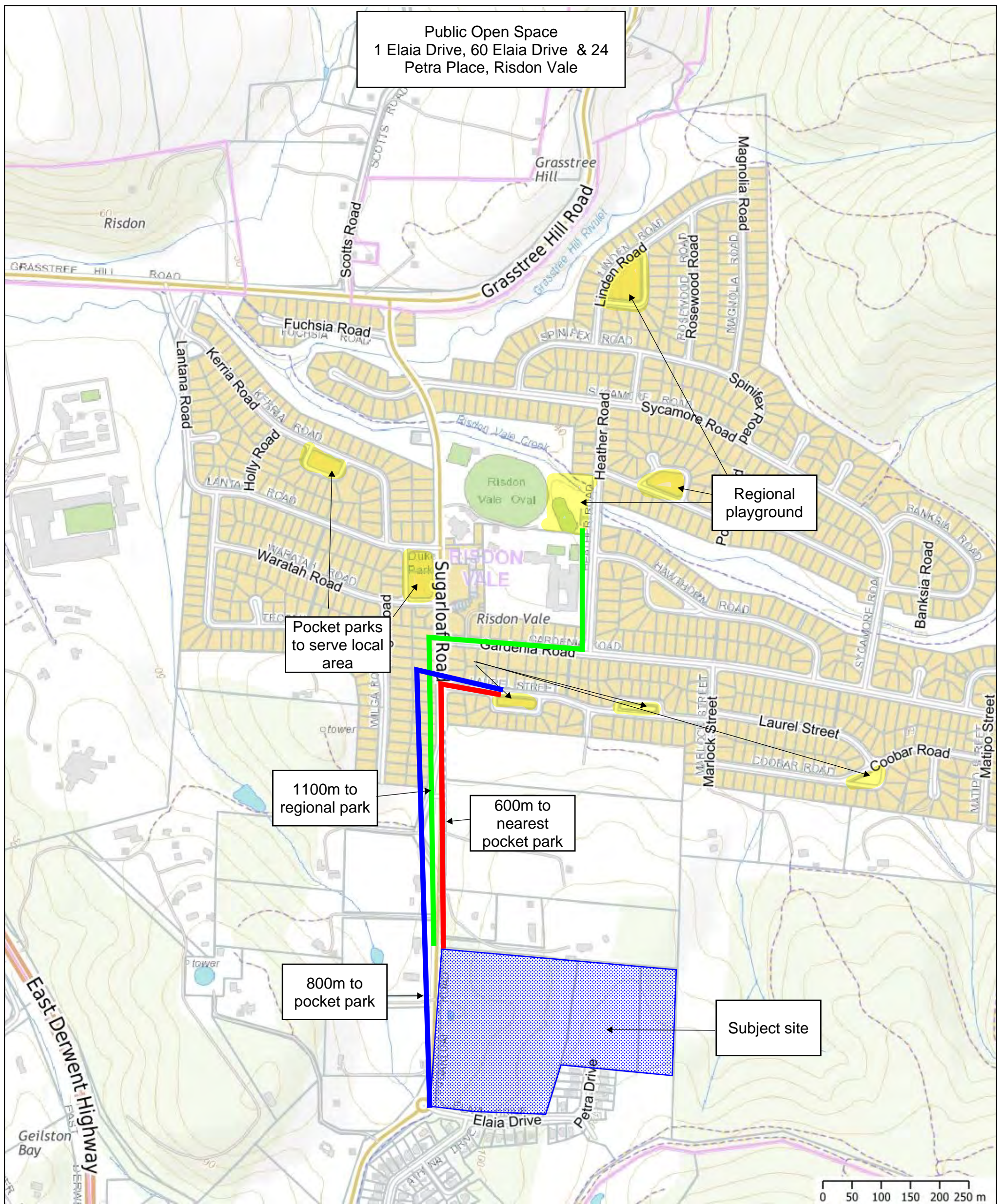
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REV	AMENDMENTS	DRAWN	DATE	APPR.



OWNER: Sugarloaf Heights Pty Ltd
Adelphia Custodians Pty Ltd & Pharos Custodians Pty Ltd

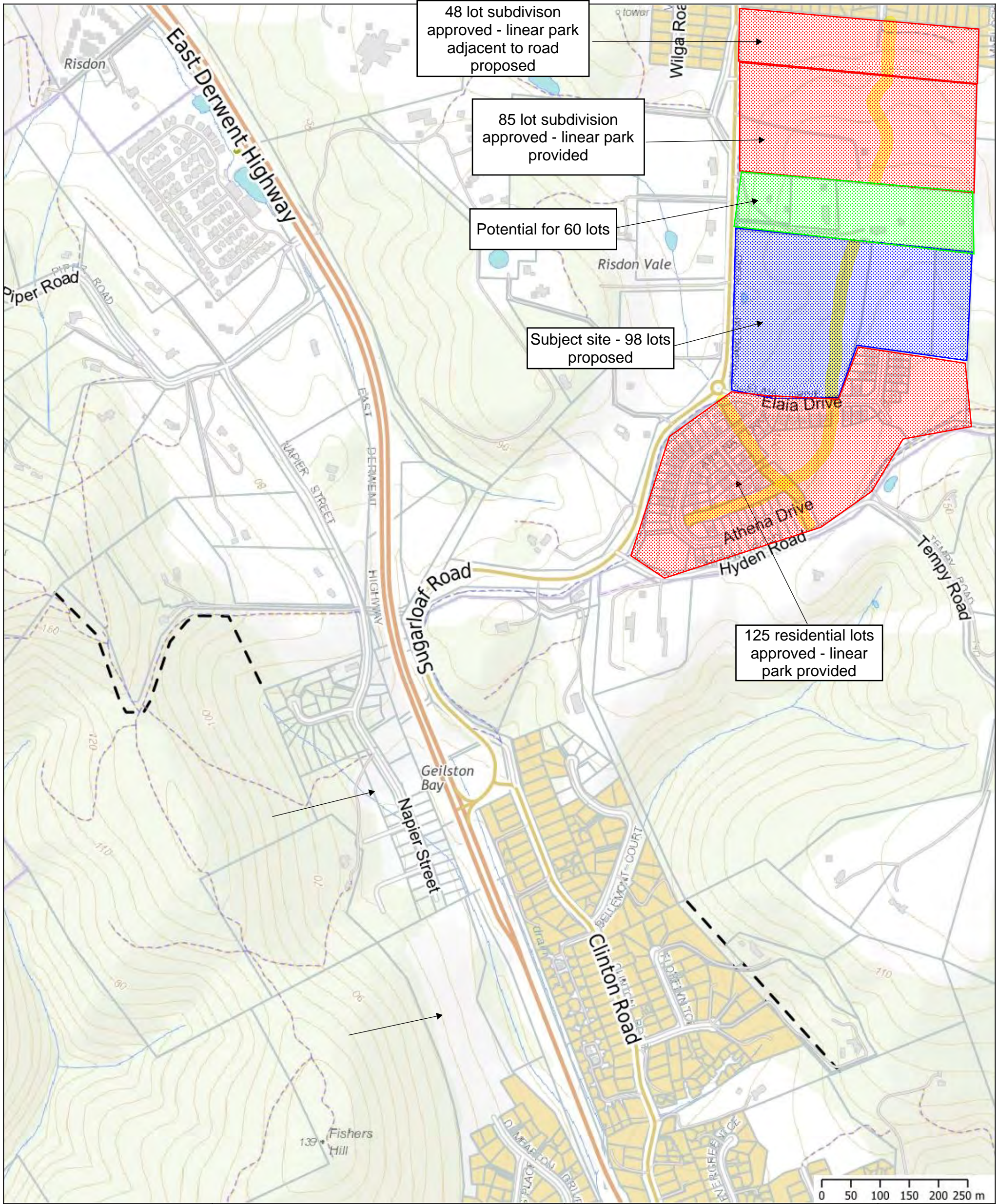
TITLE REFERENCE: C.T.168678/1 & C.T.174507/125 & C.T.167507/502



LOCATION: 1 Elaia Drive & 24 Petra Drive & 60 Elaia Drive
RISDON VALE

Proposed Subdivision	
Date: 21-7-2020	Reference: PAPAA18 10886-22
Scale: 1:1500 (A3)	Municipality: Clarence



	<p>This map has been produced by Clarence City Council using data from a range of agencies. The City bears no responsibility for the accuracy of this information and accepts no liability for its use by other parties.</p>	<p>11/12/2020</p> <p>1:9028</p>	
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	This map has been produced by Clarence City Council using data from a range of agencies. The City bears no responsibility for the accuracy of this information and accepts no liability for its use by other parties.	11/12/2020	
		1:9028	

Site Photos
1 Elaia Drive, 60 Elaia Drive & 24
Petra Place, Risdon Vale

Subject site



View of site from Elaia Drive looking north Vale

11.4 CUSTOMER SERVICE

Nil Items.

11.5 ASSET MANAGEMENT**11.5.1 DOG PARK AT 1000 CAMBRIDGE ROAD, CAMBRIDGE – COMMUNITY CONSULTATION
(ECM 3799580)****EXECUTIVE SUMMARY****PURPOSE**

To seek approval to consult on the draft Master Plan for a new off lead dog park at 1000 Cambridge Road, Cambridge.

RELATION TO EXISTING POLICY/PLANS

- Council’s Strategic Plan 2016/2026; and
- Council’s Community Engagement Policy 2020.

LEGISLATIVE REQUIREMENTS

Nil.

CONSULTATION

Consultation with neighbouring property owners has been undertaken. Further local and city-wide consultation is recommended to determine the views of the community in relation to the draft Master Plan for Cambridge off lead dog park at 1000 Cambridge Road, Cambridge.

FINANCIAL IMPLICATIONS

Funding of \$30,000 was approved in the 2019/2020 budget for the development of a concept design and public consultation for a “state of the art” dog park at 1000 Cambridge Road, Cambridge.

RECOMMENDATION:

That Council:

- A. Approves the draft Master Plan for Cambridge Off Lead Dog Park to be used for city-wide community consultation.
- B. Authorises the General Manager to co-ordinate the city-wide community consultation to obtain feedback on the draft Master Plan for the Cambridge off Lead Dog Park at 1000 Cambridge Road and to report the consultation outcomes to a future workshop.

DOG PARK AT 1000 CAMBRIDGE ROAD, CAMBRIDGE – COMMUNITY CONSULTATION /contd...**ASSOCIATED REPORT****1. BACKGROUND**

- 1.1.** A Notice of Motion was presented by Alderman Walker at council’s meeting held on 14 January 2019 for the establishment of a “state-of-the-art” dog park within Clarence.

The Notice of Motion was:

“That the General Manager provides a report on options for the establishment of a state-of-art dog park within Clarence. Such report should canvas options and costings for the establishment of a new park and for the upgrade of the existing South Street dog park and be presented to Council in a timeframe to enable consideration of such a facility in the 2019/2020 Council budget.”

- 1.2.** A Briefing Report was provided to Aldermen dated 10 May 2019, which included information of other dog parks throughout greater Hobart, planning/design considerations for a “state of the art” dog park and identified three current and four future locations for a “state of the art” dog park within Clarence.
- 1.3.** At council’s workshop held on 13 May 2019, Aldermen considered the options and supported 1000 Cambridge Road, Cambridge as the preferred location and for officers to further develop a conceptual design and estimates.
- 1.4.** Funding of \$30,000 was approved in the 2019/2020 budget for the development of a concept design and public consultation for a “state of the art” dog park at 1000 Cambridge Road, Cambridge.
- 1.5.** During November 2019, council officers wrote to the adjoining property owners and presented the conceptual plan for a dog park at 1000 Cambridge Road, Cambridge. Subsequent meetings have been held with the adjoining property owners to seek “in principle” support for the concept.

1.6. The concept plan was also presented to council officers requesting feedback, with the resultant feedback informing the draft Master Plan for Cambridge Off Lead Dog Park.

1.7. A council workshop presentation was held on 9 November 2020 for the draft Master Plan for Cambridge Off Lead Dog Park.

2. REPORT IN DETAIL

2.1. Council officers have prepared the draft Master Plan for Cambridge Off Lead Dog Park incorporating best practice design for a “state of the art” dog park.

2.2. Main elements of the proposed draft Master Plan are, (see **Attachment 1**):

- 1.7m high boundary fence with three main entry points to the park with air-lock style gate systems;
- 18 space carpark;
- shade shelter and seating;
- dog play zone;
- circulating path;
- informal dog training zone;
- scratch and sniff gardens;
- rubbish and dog poo bins, poo bag dispensers; and
- drinking station.

2.3. Estimate for the draft Master Plan:

• carpark and road access connection	\$200,000
• landscaping and revegetation	\$ 30,000
• fencing and gates	\$ 63,000
• paths, steps and entry points	\$155,000
• signage	\$ 10,000
• water connection, irrigation and grass	\$210,000
• park furniture	\$ 45,000
• dog play zones	\$ 47,000
• Total	\$760,000

- 2.4.** It is proposed to consult city-wide to obtain feedback on the elements of the draft Master Plan for the Cambridge Off Lead Dog Park at 1000 Cambridge Road, Cambridge.
- 2.5.** The consultation will be in accordance with the Community Engagement Policy 2020 and will use council’s “Have Your Say”, advertising, social media platforms and letters to the Cambridge township community.
- 2.6.** The program for public consultation and development of final Master Plan is as follows:
- City-wide public consultation Dec-January 2021
 - Consultation outcomes to inform design February-March 2021
 - Council review and adoption April-May 2021
 - Consider funding in 2021/2022 budget May-June 2021

3. CONSULTATION

3.1. Community Consultation

During November 2019, council officers wrote to the adjoining property owners and presented the conceptual plan for a dog park at 1000 Cambridge Road, Cambridge. Subsequent meetings have been held with the adjoining property owners to seek “in principle” support for the concept.

3.2. State/Local Government Protocol

Nil.

3.3. Other

Ongoing internal discussions with relevant council officers, including dog rangers and maintenance staff, to ensure ease of function and maintenance of design.

3.4. Further Community Consultation

Community consultation will be undertaken in accordance with the proposed consultation plan outlined below and consistent with Council's Community Engagement Policy 2020.

Consultation Plan

- **Consultation Aim**

To engage city-wide and the immediate Cambridge community to exchange views, ideas and information on the elements of the draft Master Plan for a new Cambridge Off Lead Dog Park.

- **Community Engagement Tools**

In accordance with Clause 8 of the Community Engagement Policy 2020, this consultation will use both a direct mail out and Have Your Say Clarence tools. The consultation will be provided online via the Have Your Say Clarence website. Residents of Cambridge will be notified of the consultation and invited to visit the website via a direct mail out. The wider Clarence community will be invited to the Have Your Say Clarence site via notifications on councils' digital platforms including social media and website. Council officers will make hard copy versions of the consultation available as required for members of the community who cannot access the online survey.

- **Consultation Timing**

The consultation is anticipated to commence in December and, given the timing of the consultation falling near to and across the Christmas period, will be open for six weeks.

4. STRATEGIC PLAN/POLICY IMPLICATIONS

Council's Strategic Plan 2016/2026 within the Goal Area *A Well-Planned Liveable City* contains the following Strategy to: *"Create safe, well connected and high quality public open spaces that meet the needs of the community and visitors, with a focus on accessibility and safe design principles."*

5. EXTERNAL IMPACTS

The Department of Education (DoE) has commenced Master Planning some elements of the Cambridge Oval precinct as a consequence of the approved lease of public land for the Cambridge Primary School. Council officers are liaising with DoE representatives on the Master Plan and will report to council when the plan has progressed to a sufficient stage.

6. RISK AND LEGAL IMPLICATIONS

Nil.

7. FINANCIAL IMPLICATIONS

7.1. Funding of \$30,000 was approved in the 2019/2020 budget for the development of a concept design and public consultation for a “state of the art” dog park at 1000 Cambridge Road, Cambridge.

7.2. The budget for the final Master Plan will depend on the feedback of the community consultation and council’s consideration of the adopted elements to be built for the community.

8. ANY OTHER UNIQUE ISSUES

Nil.

9. CONCLUSION

The provision of dog facilities within the City has been a major issue for some time and has been highlighted through the development of previous strategies. Conducting a city-wide consultation provides the community opportunity to inform council of their views on the current proposal at 1000 Cambridge Road, Cambridge.

Attachments: 1. Draft Master Plan for Cambridge Off Lead Dog Park (1)

Ross Graham
GROUP MANAGER ENGINEERING SERVICES

Attachment 1



LEGEND

- PROPOSED NEW TREE**
Select species to extend existing Barilla Rivulet tree canopy. Stake and protect from dog urination during establishment.
- EXISTING TREES**
Retain and protect existing trees. Barrier fence as required to prevent damage caused by dogs.
- PROPOSED SEAT**
Provide minimal seating within fenced area to encourage users to be active and engaged with their dogs.
- GRASSED AREAS**
Grassing to be maintained to a quality level equivalent to a public park or reserve. Mix of irrigated and non-irrigated grass areas.

- BOUNDARY FENCE**
Approx. 1.7m high, black chain-mesh fence with top and bottom rail. Provide concrete plinth or gravel pad beneath.
- LANDSCAPING**
Plantings of low maintenance native species.
- SAND**
Provides soft play area for digging and exploration.
- WOODCHIP MULCH**
Provides alternative surface treatment for dog play.

- 1 CAR PARK**
Design new car parking area to service visitors to dog park. Layout indicative only. Surface treatment to be confirmed.
- 2 WATER SENSITIVE URBAN DESIGN**
Design water treatment system to improve water quality from car park surface prior to entry into Barilla Rivulet.
- 3 MAINTENANCE ROAD AND GATE**
Provide informal gravel access road with vehicle entry gates for maintenance vehicles.
- 4 ENTRY GATES AND PARK SIGNAGE**
Provide three main entry points to the park with air-lock style gate systems. Provide park rules and signage at each entry point. Concrete pavement to be used at air locks and immediate surrounds for all weather access.
- 5 SHADE SHELTER**
Provide shade structure with seating only beneath. (Tables not provided to discourage eating within the park).
- 6 SAND AND MOUND ZONE**
A small 'zone' with sand pit and low mounds constructed from surfaces such as rubber sofall or synthetic grass. Provides a smaller zone for dog play partially separated from the wider grassed areas.

- 7 NATURAL PLAY ZONE**
Install concrete pipes or similar as tunnels for dog exploration and play. Scattering of large rocks, boulders and logs at various heights for dog climbing and balancing.
- 8 SCREEN PLANTINGS**
Establish low screen plantings that limit dogs line of sight of new dogs entering the park to avoid conflicts and congregation at main entry gate.
- 9 MAIN CIRCULATION PATH**
Approximately 2.5m wide loop track around park encourages users to walk and maintain connection with their dog. Path to be compacted gravel with concrete kerb edge.
- 10 GRASSED EMBANKMENTS**
Existing grassed slopes maintained for dog play. Tree plantings to provide shade and softening of view lines to existing sports field fencing.
- 11 TRAINING ZONE (INFORMAL)**
Existing landform creates a level grassed area with low embankments to three sides providing an informal, semi-contained training area. Opportunity to separate from larger area via fencing if required in the future.
- 12 BARILLA RIVULET TRACK (FUTURE)**
Gravel track linking east to west along the length of the Barilla Rivulet. Dogs on lead along track.

- 13 STEP ACCESS**
Construct steps to provide access from lower Barilla Rivulet trail to upper dog park. Provide localised widening of the trail below the steps as well as bench seating to accommodate visitors entering and exiting the park.
- 14 ENTRY FOCAL POINT**
Feature posts, art element or similar to be placed in gravel pavement directly in front of main entry to focus first dog urination at a single point.
- 15 SCRATCH AND SNIFF GARDENS**
Opportunity to include sensory and fragrant plants in garden beds such as herbs and various textured species. Avoidance of all species that are irritants or toxic to dogs.
- 16 DRINKING STATION**
Provide one water point with water bottle filling station and low dog bowl drinking facility. Ensure adequate drainage and access for cleaning.
- 17 RUBBISH / DOG POO BIN**
Provide rubbish and dog poo bins at main entry gate only. Bins to be accessible from both inside and outside the park.
- 18 DOG POO BAG DISPENSER**
Provide bag dispenser at each entry point with signage advising of bin location at main entry.

SITE CONTEXT - CAMBRIDGE OVAL

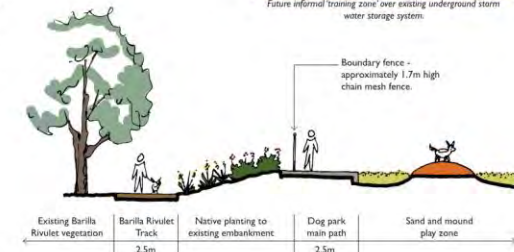


EXISTING MATURE TREES
Retain and protect existing mature trees to Tasmanian Fire Service boundary. Dogs to be prohibited from accessing the base of existing trees through fencing.

GRASS AREAS
Grassing to be maintained to a quality level equivalent to a public park or reserve. Maintenance and irrigation treatments to be reflective of this level of service.

SCREENING OPPORTUNITY
Retain existing chain link fence and investigate options for screening existing shed wall along boundary via planting or wall treatments.

EXISTING PUMP SHED
Retain existing shed and all underground infrastructure associated with storm water treatment onsite.

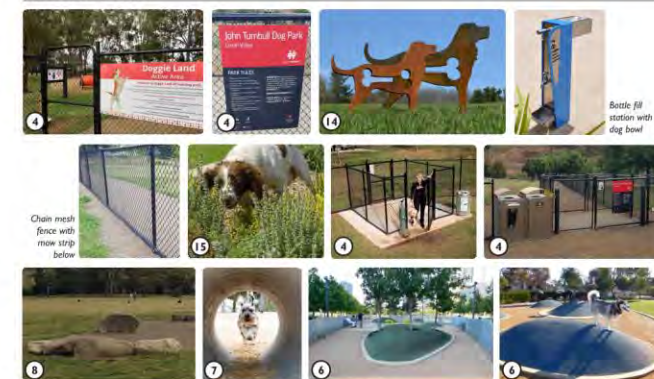


INDICATIVE SECTION A-A

EXISTING SITE CONDITIONS



PRECEDENT IMAGES



CAMBRIDGE OFF LEAD DOG PARK

Draft Master Plan

1000 Cambridge Road, Cambridge
November 2020
Scale 1:500 @ A1



11.5.2 ALMA STREET ACTIVITY CENTRE REDEVELOPMENT
(ECM 4471782)**EXECUTIVE SUMMARY****PURPOSE**

To consider amendment of the design of the Alma Street Activity Centre redevelopment to include additional storage and approve amendments to the 2020/2021 Facilities Management Capital Budget by reallocating funds within the Estimates for the redevelopment prior to tendering.

RELATION TO EXISTING POLICY/PLANS

Council's Strategic Plan 2016/2026 is relevant.

LEGISLATIVE REQUIREMENTS

Approval of the reallocation of funds requires a simple majority of Council in accordance with the Local Government Act 1993 s.82(5).

CONSULTATION

No public consultation has occurred in relation to the proposed budget changes.

FINANCIAL IMPLICATIONS

The proposed reallocation of funds will not result in any overall change to the Facilities Management Capital Budget. The funding changes relate to individual project budgets within the overall Facilities Management Program and do not increase or decrease the overall budget amount for the Facilities Management Program.

RECOMMENDATION:

That Council:

- A. Approves the inclusion of additional storage into the Alma Street Activity Centre design.
- B. Reallocate funds from the 2020/2021 Facilities Management Capital Budget from Howrah Community Centre – Construction/DDA Works to the Alma Street Activity Centre project of \$192,800.
- C. Authorises the General Manager to submit a revised development application and, if approved, commence the tendering process for the project.

NB: Part B requires a simple majority decision by Council

ALMA STREET ACTIVITY CENTRE REDEVELOPMENT /contd...

ASSOCIATED REPORT**1. BACKGROUND**

- 1.1.** Council has allocated funds in the FY2020/21 Estimates - Facilities Management Capital budget - for projects of defined scope, based on estimates of costs at the time of the budget preparation.
- 1.2.** To inform the FY2020/21 budget estimates a pre-tender estimate was prepared by a quantity surveyor in September 2019 based on the design for the kitchen and bathroom amenities upgrade and first floor meeting room at 17 Alma Street, Bellerive (Alma Street Activity Centre). The estimated amount for the scope of works totalled \$1,442,123. Funding for this was allocated via \$1,159,123 Council funding, \$250,000 State Government Grant, \$24,000 Assistance Grant surplus and \$9,000 Activity Centre Committee contribution.
- 1.3.** Development Approval for the works has been obtained with the architectural design almost complete.
- 1.4.** Aldermen received a briefing via a Council Workshop presentation on Monday, 9 November 2020 for a request of additional storage at the Alma Street Activity Centre including cost estimates.

2. REPORT IN DETAIL

- 2.1.** Council has been approached by the Clarence District Junior Football Club to provide storage at 17 Alma Street as part of the proposed upgrade works. There is no available storage space at the Clarence High School oval facility and the club is having to use member private residential storage, primarily garage space. There is currently a small storage room at the frontage of the Alma Street Activity Centre which is deemed to be insufficient for the Club's need for storage space.

- 2.2.** Current tenant, Hobart FM radio station, utilises storage space on the first floor of the building, but this space is to be demolished to allow for DDA compliant access from the ground floor to the first-floor rooms via a lift.

Based on these needs it is proposed to provide two additional storage rooms as shown in **Attachment 1**. Additional storage at council community centres is generally viewed as beneficial and a worthwhile investment.

- 2.3.** Suitable locations for providing additional storage are:

- Clarence High School oval facility;
- Alma Street Activity Centre facility.

There is no available storage space at the Clarence High School oval facility and any new extension to the building is likely to be more expensive than provision of storage at the Alma Street Activity Centre. The Alma Street location has a workable solution and is relatively affordable.

- 2.4.** To reduce the amount of construction time and minimise interruptions for the building contractor it is proposed to relocate existing tenants to other locations throughout the City for the duration of the works, estimated to be eight months. Hobart FM radio station can temporarily relocate to the Howrah Community Centre for the period of construction.

The estimate to retrofit the space at the Howrah Community Centre to provide one operating radio studio is \$32,300 and this cost is included in the total project estimate.

- 2.5.** The additional storage proposed at 17 Alma Street will require a further Development Application as it does not meet the 10m front boundary setback requirements for the Community Purpose Zone under the Clarence Interim Planning Scheme 2015. Obtaining a Planning Permit for the additional storage will extend the commencement of the construction phase towards the middle of 2021.

- 2.6.** An updated pre-tender estimate of \$1,549,157 has been obtained for the Alma Street Activity Centre upgrade project. This is a \$107,034 shortfall to the existing available funds of \$1,442,123. If the additional storage design is approved to proceed, the budget estimate is \$1,634,303, a shortfall of \$192,180.
- 2.7.** An identified source of funding within the Facilities Management Capital budget is the Howrah Community Centre project – construction/DDA works, estimate \$311,800. This project and the Master Plan development for the centre is on hold following advice from the Howrah Community Centre Committee. A Master Plan for the centre needs to be finalised before funding requirements for the centre can be evaluated and Aldermen advised. It is considered appropriate to reallocate these funds to enable the Alma Street Activity Centre project to proceed.

3. CONSULTATION

3.1. Community Consultation

No community consultation has been undertaken on the proposed budget reallocations.

3.2. State/Local Government Protocol

Nil.

3.3. Other

Nil.

3.4 Further Community Consultation

Community consultation will be undertaken in accordance with the proposed consultation plan as outlined below and consistent with Council's Community Engagement Policy 2020.

- **Consultation Plan**

As per contract management plan from the successful contractor, however in addition a letter will be sent to nearby residents at the time of tendering to inform them of the project.

- **Consultation Aim**

To advise the general public, stakeholders and directly affected residents of the project commencement and proactively address any concerns.

- **Communication Engagement Tools**

In accordance with Clause 8 of the Community Engagement Policy 2020, this consultation will use a Contractor's letter drop and email correspondence as well as council's information Facebook page for notification of works.

- **Consultation Timing**

Dependent on the approved stakeholder engagement plan from the successful contractor and typically a week prior to the start of works, however in addition a letter will be sent to nearby residents at the time of tendering to inform them of the project.

4. STRATEGIC PLAN/POLICY IMPLICATIONS

Council's Strategic Plan 2016/2026 within the Goal Area *A Well-Planned Liveable City* contains the following Strategy to: *“Undertake a strategic review of Council's buildings and community facilities to assess fitness for purpose for current and future community needs.”*

5. EXTERNAL IMPACTS

Nil.

6. RISK AND LEGAL IMPLICATIONS

The purpose of the Alma Street Activity Centre project is to provide safe, compliant access and upgraded facilities for people of all abilities who utilise the Alma Street Activity Centre.

7. FINANCIAL IMPLICATIONS

7.1. There are funds available in the FY2020/21 Facilities Management Capital Budget of \$1,442,123 to construct the Alma Street Activity Centre facilities upgrade project. The revised budget estimate to complete the project to the current approved design is \$1,549,157; a shortfall of \$107,034. If additional storage is approved to proceed the budget estimate is \$1,634,303; a shortfall of \$192,180.

7.2. The Howrah Community Centre project construction/DDA works is on hold and currently has a budget of \$311,800. The additional required funds for the Alma Street Activity Centre upgrade project can be reallocated from the Howrah Community Centre project.

8. ANY OTHER UNIQUE ISSUES

Nil.

9. CONCLUSION

9.1. Clarence District Junior Football Club has requested additional storage as there is insufficient room at the Clarence High School oval facility. An opportunity exists to provide additional storage within the Alma Street Activity Centre upgrade project. Providing additional storage at our community centres is generally viewed as a worthwhile investment. The proposed additional storage will require a new development application.

9.2. A recent pre-tender estimate indicates a \$107,034 shortfall with the current design. With the additional storage, the budget shortfall will be \$192,180 to complete the Alma Street Activity Centre upgrade project.

9.3. The Facilities Management Capital Budget program includes the Howrah Community Centre project for construction/DDA works, \$311,800. This project is on hold and is available for transfer of the shortfall funds to increase the Alma Street Activity Centre upgrade project budget.

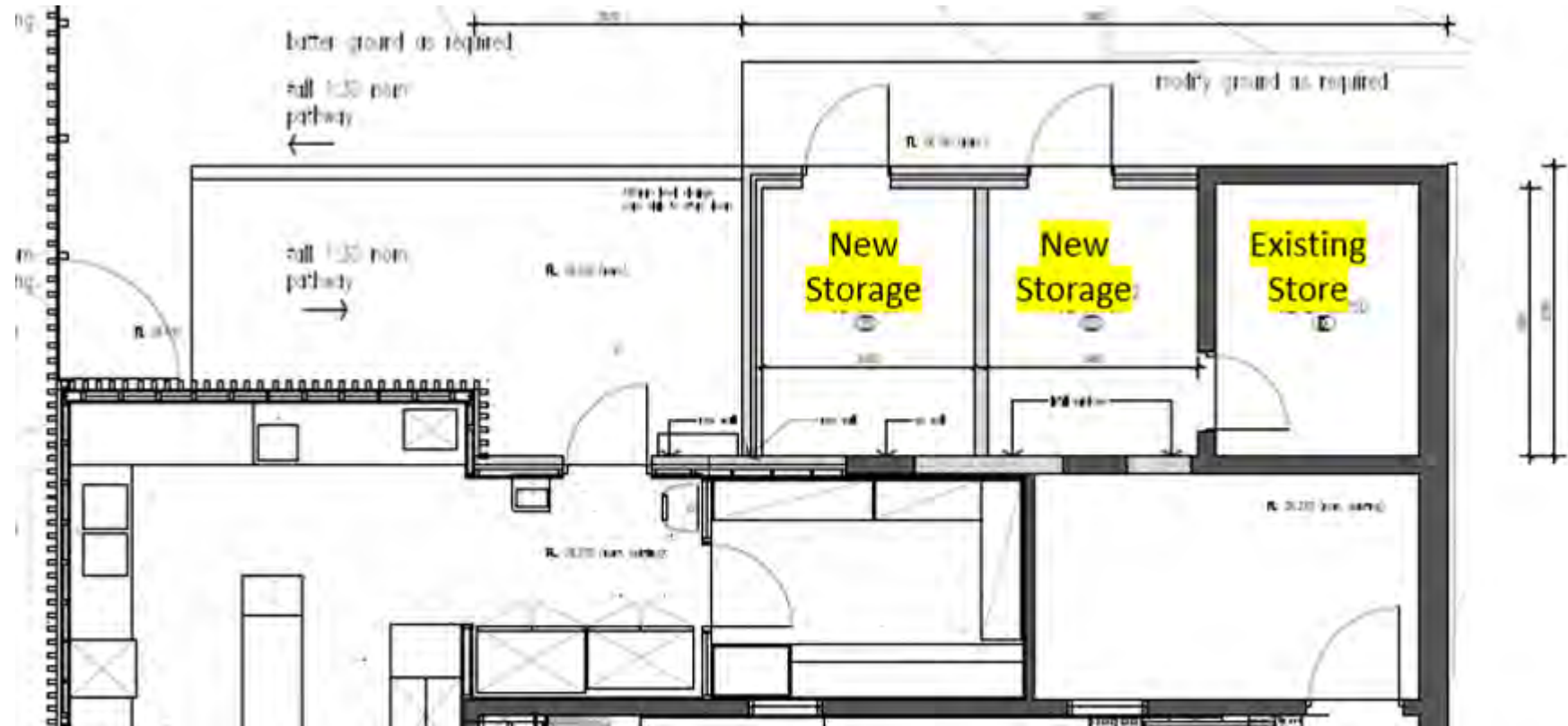
9.4. It is recommended the funding variation be approved to allow for the architectural drawings to be completed and tender documents to be compiled and seek construction pricing for the Alma Street Activity Centre project.

Attachments: 1. Plan of Proposed Additional Storage Space (1)
2. Estimates (1)

Ross Graham

GROUP MANAGER ENGINEERING SERVICES

Attachment 1



Attachment 2

Project SG2027 - Alma Sreet Activity Centre

Date 14/10/2020

Revision 5

Budget \$ 1,442,123

Item	Description	QTY	Unit	Rate	Estimate Sept 2019	Sub-totals	Estimate Sept 2020 including storage	Sub-totals	Estimate Sept 2020 not including storage	Sub-totals
1	Design					\$ 10,215		\$ 19,620		\$ 10,215
1.1	Planning and Review	35	hr	\$ 160	\$ 5,600		\$ 5,600		\$ 5,600	
1.2	Preston Lane and Sub-consultants fees for storage			Quote			\$ 9,405			
1.3	Aldanmark fees for reticulated water			Quote	\$ 1,615		\$ 1,615		\$ 1,615	
1.4	Council Planning & Building/Plumbing Permit Fees			Allow	\$ 3,000		\$ 3,000		\$ 3,000	
2	Project Management and Administration					\$ 76,800		\$ 76,800		\$ 76,800
2.1	Tender and Contract Doc Preparation	80	hr	\$ 160	\$ 12,800		\$ 12,800		\$ 12,800	
2.2	Site management and Contract admin	320	hr	\$ 160	\$ 51,200		\$ 51,200		\$ 51,200	
2.3	Preston Lane - RFI's & Meetings	80	hr	\$ 160	\$ 12,800		\$ 12,800		\$ 12,800	
3	Construction					\$ 1,202,000		\$ 1,357,010		\$ 1,289,010
3.1	Civil & External				\$ 72,578		\$ 77,288		\$ 77,288	
3.2	Building				\$ 842,447		\$ 906,122		\$ 906,122	
3.3	Mechanical				\$ 53,000		\$ 56,440		\$ 56,440	
3.4	Electrical & Fire Protection				\$ 62,430		\$ 66,482		\$ 66,482	
3.5	Hydraulic				\$ 25,830		\$ 27,506		\$ 27,506	
3.6	Demolition				\$ 145,715		\$ 155,172		\$ 155,172	
3.7	Additional Storage						\$ 68,000			
4	Relocation of Radio Station							\$ 32,300		\$ 32,300
4.1	Refit of room at Howrah Rec Centre (Radio Stn)						\$ 15,800		\$ 15,800	
4.2	Heat pump, kitchen & bathroom facilities						\$ 16,500		\$ 16,500	
5	Sub-total					\$ 1,289,015		\$ 1,485,730		\$ 1,408,325
6	Contingency @ 10%					\$ 128,902		\$ 148,573		\$ 140,832
7	Grand Total					\$ 1,417,917		\$ 1,634,303		\$ 1,549,157

Difference to budget \$ 24,207

-\$ 192,180

-\$ 107,034

11.6 FINANCIAL MANAGEMENT

The Acting General Manager will table the Audit Report and Financial Statements for the year ended 30 June 2020.

11.7 GOVERNANCE**11.7.1 QUARTERLY REPORT TO 30 SEPTEMBER 2020****EXECUTIVE SUMMARY****PURPOSE**

To consider the General Manager's Quarterly Report covering the period 1 July 2020 to 30 September 2020.

RELATION TO EXISTING POLICY/PLANS

The report uses as its base the Annual Plan adopted by Council and is consistent with Council's previously adopted Strategic Plan 2016-2026.

LEGISLATIVE REQUIREMENTS

There is no specific legislative requirement associated with regular internal reporting.

CONSULTATION

Not applicable.

FINANCIAL IMPLICATIONS

The Quarterly Report provides details of Council's financial performance for the period.

RECOMMENDATION

That the Quarterly Report to 30 September 2020 be received.

ASSOCIATED REPORT

The Quarterly Report to 30 September 2020 has been provided under separate cover.

Ian Nelson
GENERAL MANAGER

11.7.2 ANNUAL PLAN 2020/2021**EXECUTIVE SUMMARY****PURPOSE**

To consider the Annual Plan for the 2020/2021 financial year.

RELATION TO EXISTING POLICY/PLANS

Consistent with Council's adopted Strategic Plan and adopted Estimates.

LEGISLATIVE REQUIREMENTS

Section 71 of the Local Government Act 1993 requires Council to prepare and adopt an annual plan for each financial year.

CONSULTATION

No issues to be addressed.

FINANCIAL IMPLICATIONS

No direct financial implications, however, the draft Annual Plan reflects the Estimates adopted by Council for financial year 2020/2021.

RECOMMENDATION:

That the Annual Plan for financial year 2020/2021 attached as Attachment 1 be adopted.

ASSOCIATED REPORT**1. BACKGROUND**

1.1. Council's Estimates, Capital Expenditure Programme, and list of fees and charges for financial year 2020/2021 were adopted by council at its meeting of 29 June 2020.

1.2. In addition to its annual Estimates, council is required to adopt an Annual Plan for each financial year.

2. REPORT IN DETAIL

2.1. The draft Annual Plan (**Attachment 1**) establishes the business framework for Council's operations for the financial year. It presents both financial information and detailed commentary on council's business functions and strategies for the year.

It also provides detailed schedules of key initiatives and capital expenditure, and various tables and graphs detailing key financial and business information.

- 2.2.** The Annual Plan was first adopted in the current format for financial year 2007/2008. The statutory format was originally prepared by the Institute of Chartered Accountants for Victorian Local Government and has subsequently been modified for Tasmanian councils. In the past, it has been recommended by the Auditor General as a model available to Tasmanian councils. It is not a mandatory format but issued only on an advisory basis as an example of best practice.
- 2.3.** The format of many schedules of the draft plan is (with some modification) presented broadly in accordance with Australian Accounting Standards, on the same basis as council's financial statements. This means that a number of items are treated very differently compared with the traditional Estimates or "funding" budget (which establishes, amongst other things, the level of rates required for the year). For example, full accounting depreciation is recognised in the Annual Plan and funding such as Roads to Recovery and Grants Commission grants are recognised as revenue without a corresponding offset in expenditure (since this expenditure is capital in nature and is only reflected in the Balance Sheet). Due to timing, estimated year end outcomes are likely to vary from final audited accounts.
- 2.4.** The draft Annual Plan is not structured according to council's adopted Strategic Plan, but rather according to functional service delivery areas which are consistent with the adopted Estimates. The Infrastructure programme has been detailed at sub-programme level to provide a more detailed level of financial information.
- 2.5.** The Annual Plan is consistent with the key initiatives and policies determined by council through its development of the annual Estimates.

- 2.6.** Where appropriate, the Annual Plan reflects past financial statements and Council's adopted 10 Year Financial Management Plan and Asset Management Plans.

3. CONSULTATION

3.1. Community Consultation

No issues to be addressed.

3.2. State/Local Government Protocol

No issues to be addressed.

3.3. Other

No issues to be addressed.

3.4. Further Community Consultation

No issues to be addressed.

4. STRATEGIC PLAN/POLICY IMPLICATIONS

The Local Government Act requires the Annual Plan to be consistent with the Strategic Plan. This is reflected in the content of the Annual Plan.

5. EXTERNAL IMPACTS

No issues to be addressed.

6. RISK AND LEGAL IMPLICATIONS

No issues to be addressed beyond meeting the statutory obligation to adopt an Annual Plan.

7. FINANCIAL IMPLICATIONS

No direct financial implications, however, the draft Annual Plan reflects the Estimates adopted by Council for financial year 2020/2021.

8. ANY OTHER UNIQUE ISSUES

No issues to be addressed.

9. CONCLUSION

Council is required to adopt an Annual Plan each year which is consistent with its Strategic Plan. The attached Annual Plan reflects a range of initiatives and policy decisions established in Council's adopted Estimates for financial year 2020/2021 reflecting the challenges of the impact of COVID-19 on council and the Clarence community.

Attachments: 1. Annual Plan 2020-2021 (72)

Ian Nelson
GENERAL MANAGER



Clarence... a brighter place



Clarence City Council Annual Plan – 2020/2021

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1 Executive summary

Under the Local Government Act 1993 (the Act), council is required to prepare and adopt an Annual Plan together with estimates of its revenue and expenditure for each financial year. The estimates are to contain details of estimated revenue, expenditure, borrowings, capital works and any other detail required by the Minister. They must be adopted by 31 August each year and cannot be adopted more than one month before the start of the financial year to which they relate.

The 2020/21 estimates were prepared as the community grappled with the impact of the unfolding COVID-19 Pandemic. In response, council at its meeting of 6 April 2020 adopted several initiatives to provide immediate support and provide for relief into the future.

In the preparation of the annual estimates, council recognised that there will be significant financial challenges ahead. When considering how to frame the estimates for the 2020/21 financial year it resolved to focus on prioritisation of the delivery of core and essential services to the community and consequently a possibility of a reduction in other discretionary services and/or service levels.

The extenuating circumstances of operating in a COVID-19 environment required the development of budget principles and guidelines that respond to council's 10 Year Financial Management Plan and Financial Management Strategy.

A 6-month review of the 2020/21 estimates will be a "pulse check" of how council and the community is responding to the COVID-19 challenges. At the same time the long-term financial plans will be reviewed and revised to guide council in future estimate considerations.

Some of the major issues addressed in the estimates include:

- Revenue constraints due to a 0% increase in the General Rate;
- Loss of the scheduled \$2.212 million TasWater dividend;
- A focus on "shovel ready" projects to provide immediate economic stimulus;
- The take-up of \$14.838 million of economic stimulus loan funding to support an expansive capital works programme of \$22.717 million;
- No increase in FTE's and 0% increase in remuneration for all employees; and
- Reduction in services and programmes.

Council constrained the increase in rates to 0.3% net of growth and State Government charges. The increase relates to the areas of waste management and stormwater management specifically, that are not recovered through council's General Rate.

The total capital expenditure programme for additional projects (excluding salaries capitalised) is \$22.717 million and is fully funded from identified sources.

Sources of capital funds include:

- \$14.838 million from borrowings;
- \$2.913 million from grants allocated through the State Grants Commission;
- \$2.124 million from council's rating effort;
- \$1.595 million from other grants and contributions;
- \$1.027 million from council's infrastructure renewal reserve;

Clarence City Council – Annual Plan 2020/2021

- \$0.200 million from property sales;
- \$0.020 million from reserves/other sources.

The total capital expenditure programme for both 2020/21 approved funding and for unfinished works continuing from prior years (excluding salaries capitalised) is expected to be \$48.194 million, with \$25.477 million related to continuing unfinished works.

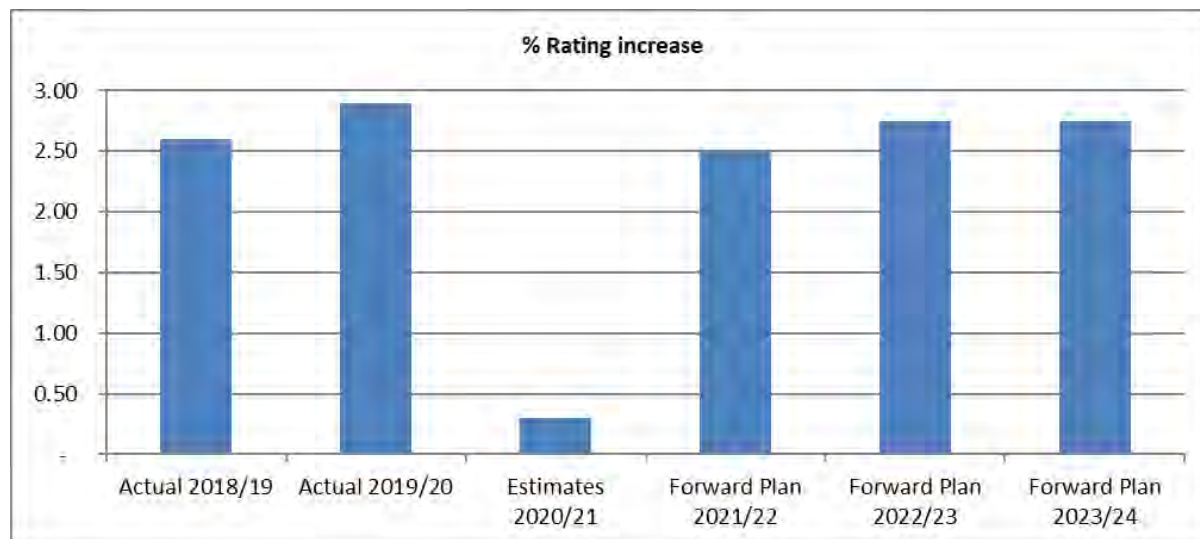
Of that \$48.194 million total, \$13.273 million relates to a number of projects that were on hold at the end of June 2020. Continuing unfinished works are fully funded from the prior year's estimates.

The 2020/21 estimates included in this plan support council's long-term strategic plan and reflect council's commitment to operating in a fiscally responsible manner.

2 Estimates key data

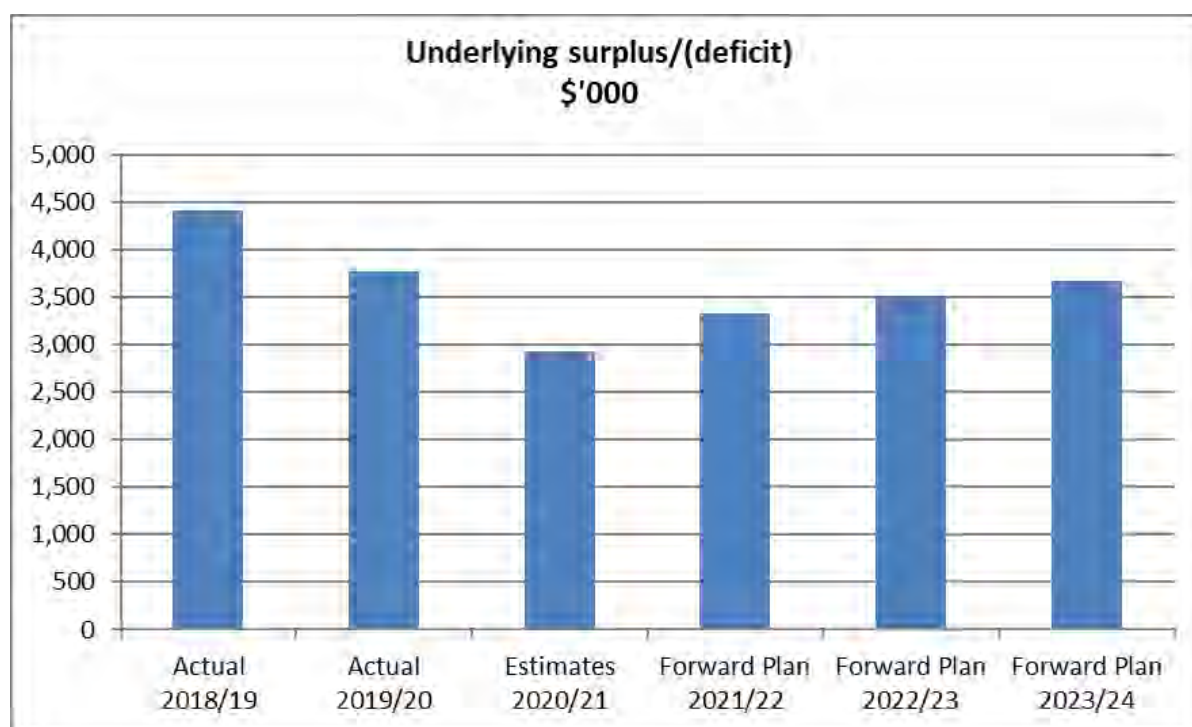
Council has prepared estimates for the 2020/21 financial year which seek to balance the demand for services and infrastructure with the community's capacity to pay in an uncertain COVID-19 Pandemic economic environment. Key estimates information is provided below about the rate increase, operating result, service levels, cash and investments, capital works, financial position, financial sustainability and where rates are spent.

2.1 Rates



The increase in net rating requirement is 0.3% for the 2020/21 financial year, raising total rates of \$52.737 million. The 0.3% increase reflects the increase in costs associated with stormwater management and waste management services. It represents council's commitment to a 0% increase in the General Rate cents in the dollar. The rating increase takes in to account major external influences including the growth of the rates base, level of inflation and a zero TasWater dividend.

2.2 Operating result

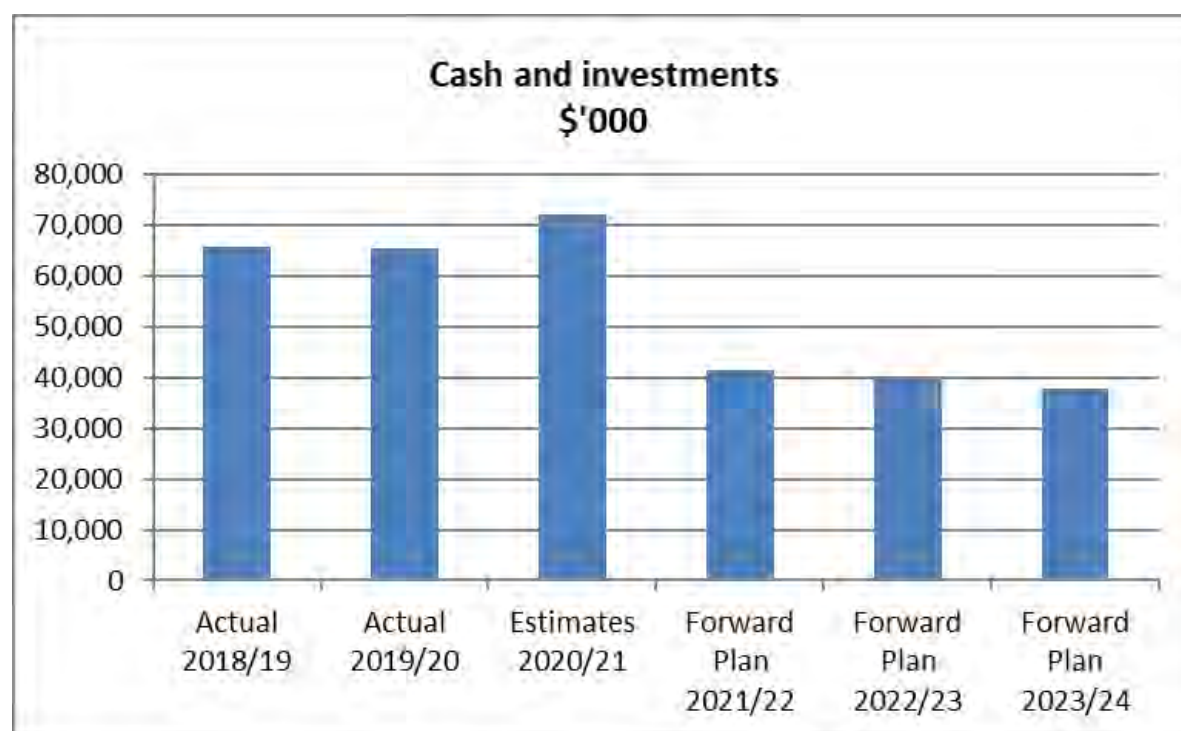


The underlying operating result is the preferred measure due to it excluding non-structural items such as specific purpose capital grants. This measure is consistent with that used by the Auditor General, except for movements in the equity of associates which has been excluded in the actual and forecast results (providing a more conservative result). For 2020/21 the underlying operating result is estimated to be a surplus of \$2.9 million, which is a decrease of \$0.845 million compared with the actual result for 2019/20.

The 2020/21 estimates forecast an accrual based operating surplus of \$2.9 million (excluding contributions of subdivision assets), after raising rates and charges of \$52.7 million (including supplementary rates). The revenue constraints and reduction in expenditure has enabled council to ensure the operating surplus is broadly consistent with the strategy set out in council's adopted 10 Year Financial Management Plan.

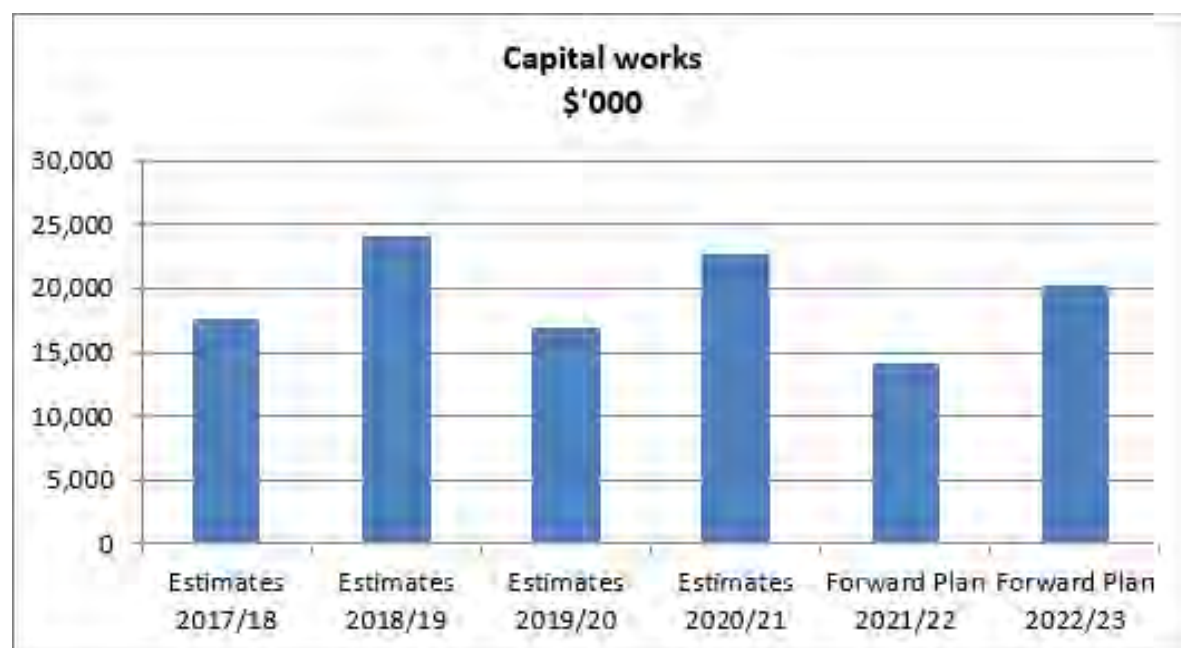
Council resolved to deliver a balanced budget where revenue matched outgoings. The operating surplus of \$2.9 million does not take into consideration the distribution of \$2.4 million in salaries to capital projects nor the provision of \$0.5 million for future repayment of loan funding.

2.3 Cash & investments



During the 2020/21 financial year cash and investments are not expected to materially differ from the prior year. Cash holdings are higher than assumed under the adopted 10 Year Financial Management Plan primarily due to the timing of capital expenditure, and receipt of borrowings approved to support COVID-19 stimulus shovel ready capital projects.

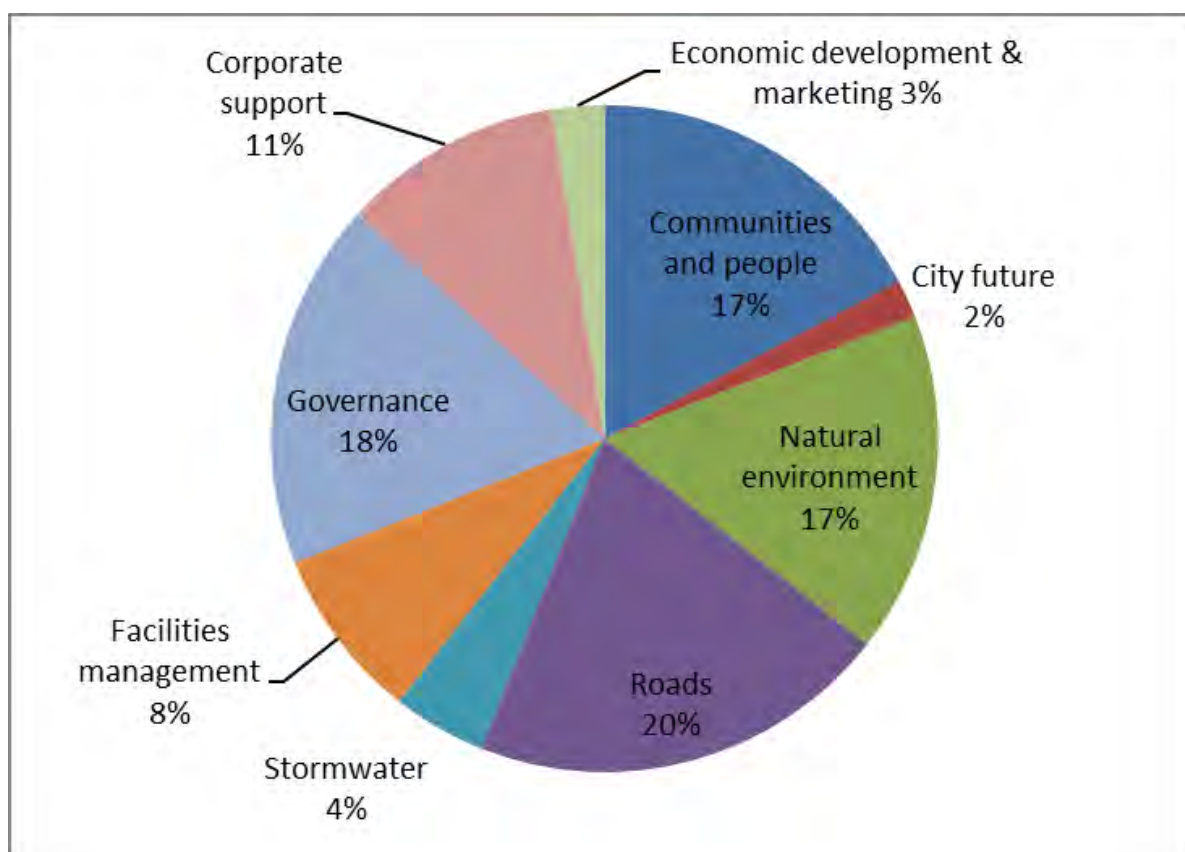
2.4 Capital works



Clarence City Council – Annual Plan 2020/2021

The 2020/21 capital works programme is estimated to be \$22.717 million, an increase of \$5.706 million compared with the estimate for the 2019/20 financial year. The increase in level of expected capital works from 2019/20 relates to the undertaking of projects funded through COVID-19 stimulus measures, which may otherwise have remained scheduled for future years. In general, more than 50% of council's capital works expenditure is on asset renewal and/or enhancement rather than on new assets.

2.5 Where rates are spent



The above chart provides an indication of the allocation of rates raised in respect of council's various programmes.

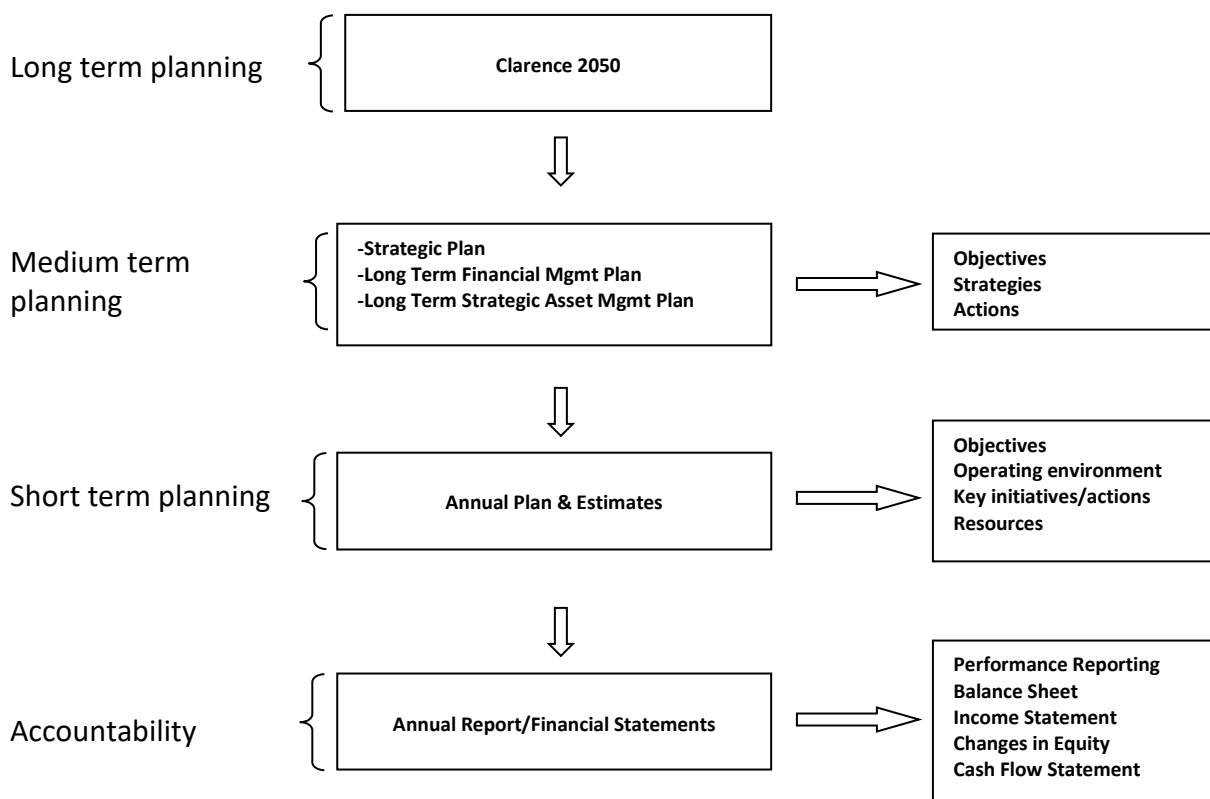
3 Estimates overview

3.1 Strategic planning framework

The estimates have been developed within an overall planning framework that guides the council in identifying and meeting community needs and aspirations over the long term (Clarence 2050). This is supported by medium term (10 year) objectives in the Strategic Plan, Long Term Financial Management Plan and the Strategic Asset Management Plan; and short-term objectives in the Annual Plan. The annual estimates quantify the resources needed to achieve the objectives of the Annual Plan. Council then holds itself accountable for the use of these resources by way of its audited Financial Statements.

The Strategic Plan summarises the key objectives, strategies and actions that council plans to pursue over the coming 10-year planning period. The adopted Strategic Plan 2016-2026 has been adopted and the Annual Plan is framed within the Strategic Plan. It outlines the operating environment, key initiatives/actions and resource requirements for each of council's programme areas. The Annual Plan then forms the basis of the annual Estimates.

The diagram below depicts the strategic planning framework of council:



The timing of each component of the planning framework is important to the successful achievement of the planned outcomes. Reviews of the Strategic Plan are undertaken at appropriate intervals, normally following each council election to allow the new council to consider the organisation's longer-term objectives. These objectives inform the development of subsequent estimates and Annual Plans.

3.2 Strategic plan outcomes

The Annual Plan includes the initiatives and actions to be funded that will contribute to achieving the strategic objectives specified in the Strategic Plan. It identifies both the physical and financial resources required to undertake these initiatives and actions. The Estimates convert these resource requirements into financial terms to allow council to make fully informed decisions when allocating scarce resources. The Annual Plan is built around programme objectives aimed at giving an operational framework to the Strategic Plan and these are set out below. Appendix D 'Activities and initiatives' includes more detail relating to the Strategic Plan.

Programme	Programme objectives
Communities & People	Goal: To participate, celebrate, engage and contribute to the life and growth of the City
	This programme provides the following services:
	Customer services to council's external and internal customers.
	Health services, including inspection of food premises, water sampling etc.
	Ranger services including control and monitoring of fire hazards, litter, water restrictions, parking, trees.
	Animal control.
	Youth services.
	Accessibility to cultural and social activities.
	Services to seniors, community safety initiatives and maintenance of a community directory.
	Childcare including Family Day Care, Vacation Care and Outside School Hours Care.
	Coordination of a volunteer programme to assist people in accessing services.
	Access to active recreational opportunities (sports grounds etc) and passive recreational facilities (parks and gardens etc).

Programme	Programme objectives
City Future	<p>Goal: To plan, lead and provide for the growth of the City</p> <p>This programme provides the following services:</p> <ul style="list-style-type: none"> Administration of council's Planning Schemes. Services associated with building and plumbing approvals and inspections. Maximisation of the economic benefits of tourism. Enhancement of the vibrancy and profile of the City. Encouragement of broadly based economic growth within the City.
Natural Environment	<p>Goal: Care for the Natural Environment.</p> <p>This programme provides the following services:</p> <ul style="list-style-type: none"> Enhancement and protection of the City's natural assets. Preparation for the effective management of natural events and other emergencies. Encouraging and facilitating water reuse activities. Managing waste within the City, including ensuring the availability of waste disposal services to residents and businesses. Monitoring air quality. Ensuring that natural areas within the City meet and satisfy long term needs of the community. Monitoring and controlling weeds within the municipality.
Infrastructure	<p>Goal: To provide infrastructure that underpins and enhances the life and growth of the City.</p> <p>This programme provides the following services:</p> <ul style="list-style-type: none"> Adequate infrastructure for the effective and safe transport of goods and people through the City. Adequate footpaths for the safety of pedestrians within the City. Appropriate stormwater infrastructure to ensure the safety of the built and natural environments, and the public. Ensuring that waterways within the City meet appropriate environmental obligations and standards. Equitable access for the community to active and passive recreational opportunities, and to civic buildings.

Programme	Programme objectives
Governance	<p>Goal: To represent the community through leadership in a consistent, accountable and financially responsible manner.</p> <p>This programme provides the following services:</p> <p>A clear strategic direction for the future of the City together with leadership in representing the interests of the City; and to ensuring the operations of the council are conducted in a responsible and accountable manner.</p> <p>Minimising council's exposure to financial risk; maintaining council's sound financial position; optimising use of resources; developing / protecting council's financial sustainability.</p> <p>Engaging the community in council activities and issues.</p> <p>Ensuring that the operations of the council include the effective management of risk.</p>
Economic Development & Marketing	<p>Goal: To promote awareness of council services and to encourage participation in community affairs, activities and events. To encourage broadly based economic growth in the City.</p> <p>This programme provides the following services:</p> <p>Development and promotion of civic activities and events.</p> <p>Increase awareness of council services and encourage participation in community affairs, activities and events.</p> <p>Strategic direction for the City in the area of marketing and associated activities.</p>
Corporate Support	<p>Goal: to provide support services to other business areas of the council.</p> <p>This programme provides the following services:</p> <p>Providing leadership and management to all aspects of the organisation.</p> <p>Providing human resource management, industrial relations, payroll and related services.</p> <p>Providing hardware and software services and support; and record management services to council.</p>

3.3 Estimates preparation & Annual Plan overview

Under the Act, council is required to prepare and adopt both an Annual Plan and estimates for each financial year. The estimates are required to include estimated revenue, expenditure, borrowings, capital works and any other detail required by the Minister. Estimates must be adopted before 31 August but not more than one month before the start of any financial year. The related Annual Plan must be provided to the Director of Local Government and the Director of Public Health.

The first step in the estimates process is for council Officers to prepare a draft, together with explanatory material, for discussion by council in a workshop environment. Several workshops are held to discuss key issues. Council makes amendments to the draft estimates as it thinks fit and adopts the estimates at a formal council meeting.

The 2020/21 estimates were adopted by council at its meeting of 29 June 2020.

The 2020/21 estimates, which are included in this Plan, are for the year 1 July 2020 to 30 June 2021 and have been prepared in accordance with the Act. The Annual Plan also includes an estimated Balance Sheet, Income Statement, Cash Flow Statement and schedule of estimated capital works. To the extent practicable, these statements have been prepared for the year ending 30 June 2021 to reflect applicable accounting standards, other mandatory professional reporting requirements and the Act.

The Annual Plan also includes a description of the activities and initiatives to be funded and how they will contribute to achieving the strategic objectives specified in the Strategic Plan. It also includes detailed information about the rates and charges to be levied, the capital works programme to be undertaken and other relevant financial information.

The estimates process includes reference to a number of long-term strategies to assist council in considering the estimates in a proper financial management context. These include a Long-Term Financial Management Plan, a Strategic Asset Management Plan, a Rating Strategy (Section 8), Borrowing Strategy (Section 9) and Infrastructure Strategy (Section 10).

The estimates, prepared on a programme basis, are included in Appendix B. These estimates provide the detail required by statute in a form which allows council officers to implement council's estimates.

3.4 Estimates processes

The typical timing of key activities in the estimates process is summarised below:

Estimates process	Month
1. Commence drafting estimates	January
2. Council workshops to consider budget detail	February - May
3. Annual Plan and Estimates adopted by council	June
4. Adopt rates and charges required by the Estimates/Annual Plan	June
5. Advertise new rates and charges within 21 days	June/July
6. Issue rates notices for financial year	July
7. Provide Director of Local Government with copy of rating resolution	June/July

3.5 Estimates influences

External influences

In preparing the 2020/21 estimates a number of external influences likely to impact significantly on the services delivered by council have been taken into consideration.

These include:

- Developing and evolving economic and social impacts of the COVID-19 Pandemic locally, nationally and internationally;
- Non-receipt of TasWater Dividend;
- Financial assistance packages provided by all levels of Government to support the community due to the impact of COVID-19;
- The level and trend of interest rates and inflation; and
- Estimated growth in the rate base of 1.0%.

Internal influences

There are several internal influences arising from the 2019/20 financial year and council policy that have had a significant impact on the estimates for 2020/21.

These include:

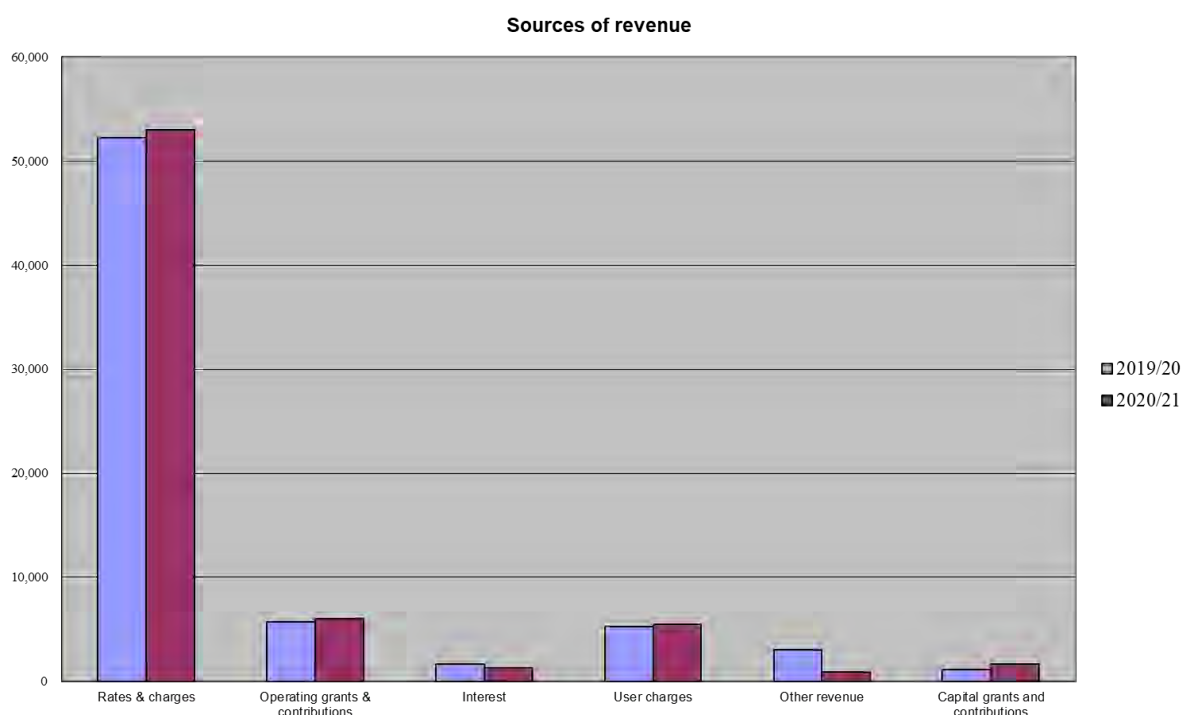
- Reduction in services and programs due to revenue constraints;
- Recruitment freeze potentially impacting service delivery;
- Ongoing renewal of council's infrastructure assets;
- Focus on "shovel ready" projects and emphasis on infrastructure renewal;
- Increasing cost of waste management, the increasing demand in the annual hard waste collection service;
- Additional demand in council services and maintenance and delivery of service level expectations.

4 Analysis of operating estimates

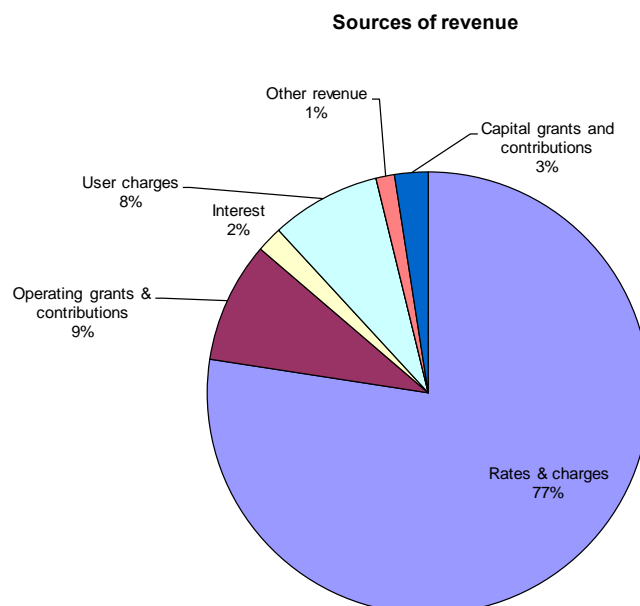
This section analyses the expected revenues and expenses of the council for the 2020/21 year. It also includes analysis of service unit financial performance in a format which aligns with council's organisational structure.

4.1 Operating revenue

Revenue types	Reference	Estimates 2019/20 \$'000	Estimates 2020/21 \$'000	Increase (Decrease) \$'000
Rates & charges	4.1.1	52,224	52,737	513
Operating grants & contributions	4.1.2	5,733	6,027	294
Interest	4.1.4	1,700	1,282	(418)
User charges	4.1.5	5,290	5,470	180
Proceeds from sale of assets	4.1.6	0	0	0
Other revenue	4.1.7	3,009	923	(2,087)
Operating revenue before capital		67,957	66,439	(1,518)
Capital grants and contributions	4.1.3	1,148	1,667	520
Total operating revenue		69,104	68,106	(998)



Source: Appendix A



4.1.1 Rates & charges (\$0.513 million increase)

It is estimated that rates income will increase by 0.3% net of the effects of growth in the rate base, State Government charges and the effect of council rebates.

4.1.2 Operating grants & contributions (\$0.294 million increase)

Operating grants and contributions includes monies received from State and Commonwealth governments for the purposes of funding delivery of services to ratepayers. The increase reflects movements in childcare funding and the level of State Grants Commission funding received from the Australian Government.

4.1.3 Capital grants & contributions (\$0.520 million increase)

Capital grants and contributions include all monies received from State, Commonwealth and private developers for the specific purpose of funding capital works. It is expected that such funding will fluctuate from year to year.

4.1.4 Interest revenue (\$0.418 million decrease)

Interest revenue includes interest on investments and rate arrears. It is forecast to decrease due to a reducing interest rate environment.

4.1.5 User charges (\$0.180 million increase)

User charges relate mainly to the recovery of service delivery costs through charging fees to users of council's services. These services include assessing development, building and related permits, hire of halls and sports grounds and providing human services such as childcare. The increase is due to an expected slight increase in demand for some of council's services, together with an increase in the level of user charges.

User charges are budgeted on a conservative basis because they are significantly demand driven. A detailed listing of fees and charges is available on council's web site and can also be inspected at the council offices.

4.1.6 Proceeds from sale of assets

No material proceeds have been identified in the adopted Estimates for either 2019/20 or 2020/21.

4.1.7 Other revenue (\$2.087 million decrease)

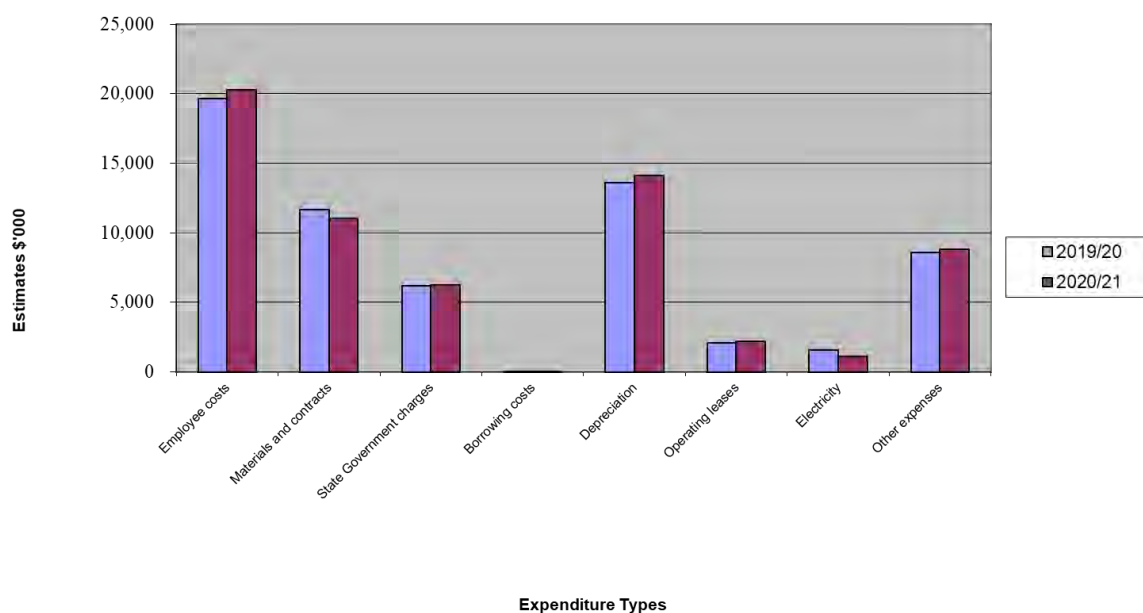
Other revenue relates to a broad range of unclassified items including dividends from TasWater, cost recoupments and other miscellaneous income items. Revenue from these sources will reduce by \$2.087 million from the prior budget year due to TasWater not forecasting to pay dividends to owners within the budget year.

4.2 Operating expenditure

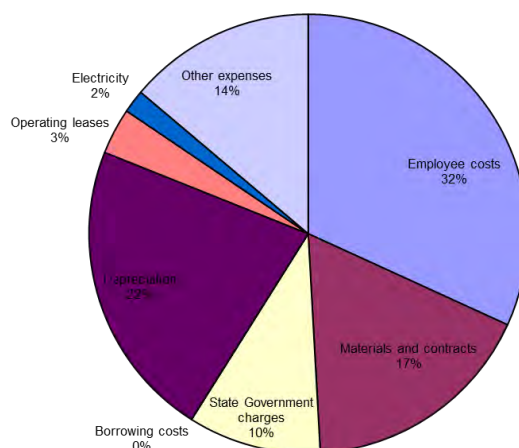
Expenditure types	Reference	Estimates 2019/20 \$'000	Estimates 2020/21 \$'000	Increase (Decrease) \$'000
Employee costs	4.2.1	19,660	20,286	626
Materials and contracts	4.2.2	11,678	11,038	(640)
State Government charges	4.2.3	6,162	6,262	100
Borrowing costs	4.2.4	2	2	0
Depreciation	4.2.5	13,605	14,095	490
Operating leases	4.2.6	2,109	2,170	61
Electricity	4.2.7	1,565	1,088	(478)
Other expenses	4.2.8	8,592	8,832	239
Total operating expenditure		63,374	63,772	398

* A lower amount for depreciation has been included in the adopted Estimates.

Estimated Expenditure



Operating Expenditure



Source: Appendix A

4.2.1 Employee costs (\$0.626 million increase)

Employee costs include all labour related expenditure such as wages and salaries and on-costs including payroll tax, allowances, leave entitlements, employer superannuation etc. Employee costs capitalised are not included in this total.

Employee costs are forecast to increase compared to the 2019/20 Estimates due to organisational staffing restructures that occurred during 2019/20, in order to continue meeting the expectations and demands of the organisation.

There were no additional resources approved as part of the Estimates process.

Average staff numbers during the Estimates period are as follows:

Type of employment	Number of Employees	
	2019/20	2020/21
Permanent	237	256
Casual	102	72
Total	339	328

4.2.2 Materials & contracts (\$0.640 million decrease)

The change in the budget for materials and contracts is reflective of factors including:

- Annual price movements of goods and services received;
- Operational works on renewal assets;
- Competitive re-contracting of infrastructure services;
- Requirements regarding the licencing of information technology products.

4.2.3 State Government charges (\$0.100 million increase)

These charges consist of the State Fire Services Contribution, valuation fees and Land Tax. The net outcome of this item is a direct result of government policy.

4.2.4 Borrowing costs (no change)

Borrowing costs relate to interest charged by financial institutions on overdraft balances. Due to the level of available cash, it is envisaged council may only require infrequent use of its overdraft facility.

The Economic stimulus debt funding approved by Treasury is interest free for the first 3 years of the loan term.

4.2.5 Depreciation (\$0.490 million increase)

Depreciation relates to the usage of council's property, plant and equipment including infrastructure assets such as roads and underground services. Assets may be revalued and added to during the year.

The estimate is driven by assumptions adopted as part of council's 10 Year Financial Management Plan. The increase is a result of continuing capitalisation of works undertaken within the municipality.

4.2.6 Operating leases (\$0.061 million increase)

Council leases its light vehicle fleet and plant. Costs are primarily affected by interest rates, vehicle prices, and fluctuations in the used vehicle market. There is no significant change.

4.2.7 Electricity (\$0.478 million decrease)

Council's major electricity consumption is for street lighting and operation of sporting and community facilities. The decrease is a result of the replacement of street lighting with more efficient LED lighting technology, resulting in reduced energy usage. The savings will support the repayment of interest free loan funding drawn to fund the project.

4.2.8 Other expenses (\$0.239 million increase)

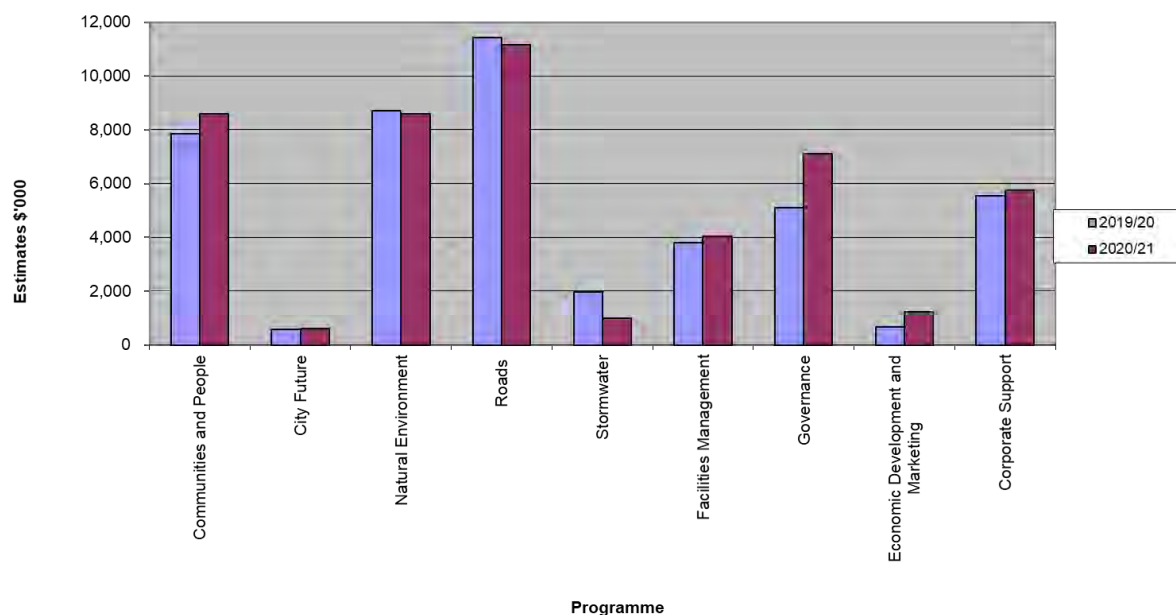
Other expenses relate to a range of unclassified items including contributions to community groups, advertising, insurances, motor vehicle registrations and other miscellaneous expenditure items. Due to the nature of the items it is subject to changes in classification of individual expenditure items.

4.3 Organisational analysis

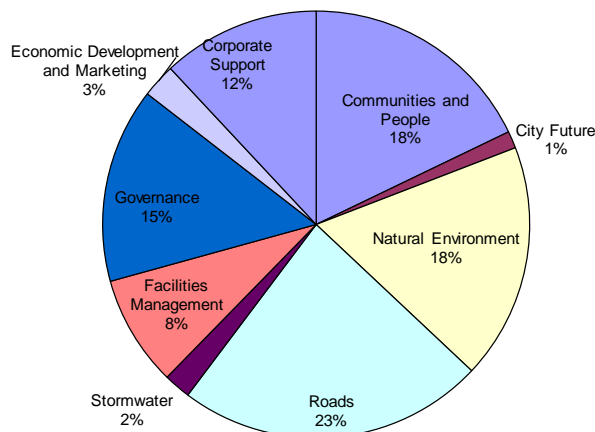
The following is a summary of the Net Expenses of each programme. Net Expenses represents the rating effort required to fund ongoing operations considering operational expenditure and income. It includes expenses which are expected to be capitalised and includes grants and other revenue which are used for capital purposes. Net expenses does not include full accounting depreciation, only the amount specifically funded through rates.

Programme	Reference	Estimates 2019/20 \$'000	Estimates 2020/21 \$'000	Increase (Decrease) \$'000
Communities and People	4.3.1	7,847	8,578	731
City Future	4.3.2	578	619	41
Natural Environment	4.3.3	8,711	8,585	(126)
Infrastructure:	4.3.4			
Roads	4.3.4.1	11,417	11,168	(249)
Stormwater	4.3.4.2	1,963	984	(979)
Facilities Management	4.3.4.3	3,799	4,035	236
Governance	4.3.5	5,089	7,099	2,010
Economic Development and Marketing	4.3.6	658	1,229	571
Corporate Support	4.3.7	5,555	5,742	187
Net Expenses		45,617	48,039	2,422

Net Expenses



Net Expenses by Programme



4.3.1 Communities & People (\$0.731 million increase)

The net expense for Communities and People has increased budget to budget due to a reduction in grant income. An increase within expenses is primarily due to normal annual increases in line with inflation.

4.3.2 City Future (\$0.041 million increase)

The net expense for City Future is not materially different from the previous budget year.

4.3.3 Natural Environment (\$0.126 million decrease)

Net operating costs in this programme has increased due to costs associated with the increase in demand for the provision of waste management services, along with normal annual increase in line with inflation.

4.3.4 Infrastructure (\$0.992 million decrease)

This programme includes a number of council's major expenditure areas:

4.3.4.1 Roads (\$0.249 million decrease)

The net expense for Roads is not materially different from the previous budget year.

4.3.4.2 Stormwater (\$0.979 million decrease)

Net expenditure on stormwater has increased primarily due to an increase in allocated Grants Commission funding of some \$1.015 million.

4.3.4.3 Facilities Management (\$0.236 million increase)

Net expenditure in this area has increased primarily due to normal annual increases in line with inflation.

4.3.5 Governance (\$2.010 million increase)

Net expenditure in Governance has decreased due to the loss of \$2.212 million in dividends from TasWater.

4.3.6 Economic Development & Marketing (\$0.571 million increase)

Net operating costs in Economic Development and Marketing have increased due to a staffing restructure, with other areas of expenditure having increased due to normal annual increases in line with inflation.

4.3.7 Corporate Support (\$0.187 million increase)

Estimates in this programme have generally increased in line with inflation.

5 Analysis of estimated cash position

This section analyses the expected cash flows for the 2020/21 year. The analysis is based on three main categories of cash flow.

In summary these are:

- Operating activities - these activities refer to the cash generated or used in the normal service delivery functions of council;
- Investing activities - these activities refer to cash used or generated in the acquisition, creation, enhancement or disposal of council's infrastructure, property and other assets;
- Financing activities - these activities refer to cash generated or used in the financing of council functions and essentially comprise of borrowings from financial institutions and the repayment of those borrowings.

Actual outcomes are likely to vary from these estimates according to the rate at which planned capital projects are achieved and the introduction of new programmes or projects, for example those associated with specific purpose Government grants.

5.1 Estimated cash flow statement

	Reference	Estimates 2019/20 \$'000	Estimates 2020/21 \$'000	Variance Inflow (Outflow) \$'000
Operating Activities	5.1.1			
Receipts		80,895	81,521	626
Payments		(53,729)	(53,966)	(238)
Net cash inflow (outflow)		27,166	27,555	388
Investing Activities	5.1.2			
Receipts		0	0	0
Payments		(27,690)	(24,967)	2,723
Net cash inflow (outflow)		(27,690)	(24,967)	2,723
Financing Activities	5.1.3			
Receipts (Specific Purpose Grants)		875	8,022	7,147
Payments				0
Net cash inflow (outflow)		875	8,022	7,147
Net increase (decrease) in cash held		352	10,610	10,258
Cash at beginning of year		64,250	64,602	352
Cash at end of year	5.1.4	64,602	75,212	10,610

Source: Appendix A

5.1.1 Operating activities (\$0.388 million increase inflow)

The change in net cash inflow from operating activities is the result of normal operations including funds raised for capital purposes.

5.1.2 Investing activities (\$2.723 million decrease outflow)

Planned capital works expenditure is disclosed in Appendix C. The movement in payments relating to investment activities primarily represents the timing of major projects. In 2019/20 particular projects were carried forward from prior year estimates that were to be funded by borrowings of \$7.800 million and which would not proceed unless funding was matched from other external sources. Such projects were not undertaken, and therefore result in a timing difference of cash flows within comparative numbers.

5.1.3 Financing activities (\$7.147 million increase inflow)

The 2018/19 estimates included a cash inflow of \$7.800 million borrowings which was to be matched by funding from other external sources. This movement reflects the amount of borrowings to be received in 2020/21 in addition to this amount already included within estimates but not received.

5.1.4 Cash at end of the year (\$10.610 million increase)

The movement in total cash and investments forecast by 30 June 2021 reflects the net effects of capital funding and expenditure (and related timing) during the year (refer above).

5.2 Reserve cash and investments and working capital

The cash flow statement above indicates that at 30 June 2021 it is estimated council will have cash and investments of some \$75.212 million, with some of this cash earmarked as follows:

- **Statutory purposes (\$9.025 million)** - These funds must be applied for specified statutory purposes in accordance with various legislative and contractual requirements. Specific amounts are identified in respect of specific purpose Government funding, public open space contributions and car parking contributions.
- **Specific purpose reserves (\$37.606 million)** – While these funds are technically available for whatever purpose council determines, they are significantly comprised of the Infrastructure Renewal Reserve (which is the subject of a specific strategic objective) and other reserves which have specific purposes.
- **Working capital (\$28.581 million)** - These funds generally relate to capital works in progress, but also represent funds available to meet daily cash flow requirements and unexpected short-term needs. In the context of normal treasury operations, this item is essentially a “balancing item” since normal cash flow requirements are clearly available through the full quantum of cash held.

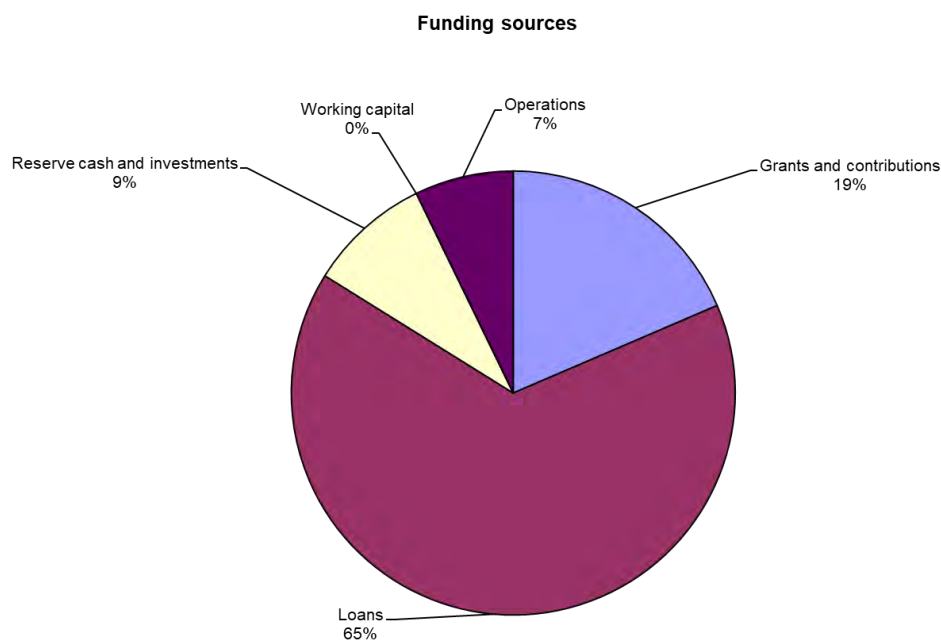
In considering its cash management, council recognises items for which funds have been raised but may not be utilised in the short term. These include provisions for employee entitlements and approved capital projects which have yet to be undertaken.

6 Analysis of capital works programme

This section analyses planned capital expenditure for the 2020/21 year and the sources of funding for that expenditure.

6.1 Funding sources

	Reference	Estimates 2019/20 \$'000	Estimates 2020/21 \$'000	Increase (Decrease) \$'000
External				
Grants and contributions	6.1.1	3,615	4,213	598
Loans	6.1.2	0	14,838	14,838
Sub total		3,615	19,051	15,436
Internal				
Reserve cash and investments	6.1.3	11,777	2,031	(9,746)
Working capital		0	0	0
Operations	6.1.4	1,619	1,635	16
Sub total		13,396	3,666	(9,730)
Total Funding		17,011	22,717	5,706



Source: Appendix C

6.1.1 Grants and contributions (\$4.213 million)

Grants and contributions used to fund the capital works programme include payments received through the State Grants Commission (\$2.913 million), Roads to Recovery Grants (\$0.650 million), and other specific purpose grants (\$0.650 million).

6.1.2 Loans (\$14.838 million)

New borrowings are a result of COVID-19 stimulus measure funding from the State Government.

6.1.3 Reserves, cash and investments (\$2.031 million)

Reserves are used in a structured manner to support the capital programme. The Infrastructure Renewal Reserve is the primary funding source contributing \$1.687 million. Reserve funds also include contributions from external parties and proceeds held from property sales.

6.1.4 Operations (\$1.635 million)

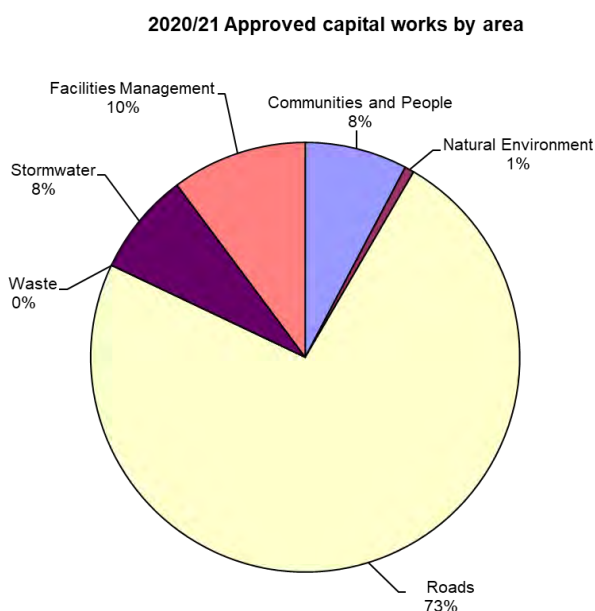
Direct rating support for the capital works programme is based on a long term policy position taken over successive estimates. This support is planned to continue (indexed) into the future.

6.2 Approved capital works by area

	Reference	Estimates 2019/20 \$'000	Estimates 2020/21 \$'000	Increase (Decrease) \$'000
Prior year programmed capital works not completed at 30 June 2020	6.2.1	26,017	25,477	(540)
New works				
Communities and People	6.2.2	2,198	1,745	(453)
City Future	6.2.3	0	0	0
Natural Environment	6.2.4	100	140	40
Infrastructure:	6.2.5			
Roads	6.2.5.1	10,220	16,635	6,415
Waste	6.2.5.2	0	20	20
Stormwater	6.2.5.3	2,816	1,755	(1,062)
Facilities Management	6.2.5.4	1,657	2,304	647
Governance	6.2.6	0	0	0
Corporate Support	6.2.7	0	0	0
Economic Development & Marketing	6.2.8	20	118	98
Sub total		17,011	22,717	5,706
Total capital works		43,028	48,194	5,166
New works represented by:				
New assets		6,094	11,041	4,947
Existing asset improvements		10,917	11,676	759
		17,011	22,717	5,706

Note: Amounts exclude salaries capitalised

Source: Appendix C



Source: Appendix C

6.2.1 Prior year programmed capital works not completed at 30 June 2020 (\$25.477 million)

At the end of each financial year various works are either incomplete or not commenced due to planning issues, weather delays, extended consultation etc. At the end of June 2020 funds unspent due to incomplete works was \$25,477 million. These works will continue into the 2020/21 year. Refer also Appendix C Section 2.

6.2.2 Communities and People 2020/21 (\$1.745 million)

This programme is responsible for recreation, youth services, childcare, health, arts, rangers and a number of other functions. Major projects budgeted for 2020/21 include Kangaroo Bay Oval Irrigation Replacement (\$0.200 million), Lindisfarne Oval fencing and other works (\$0.130 million), Social Heart Park works (\$0.130 million) and Tracks and Trails construction and improvement (\$0.387 million).

6.2.3 City Future 2020/21 (\$nil)

City future is primarily concerned with providing for the growth of the City through strategic land use planning and development control. This expenditure is generally operational in nature.

6.2.4 Natural Environment 2020/21 (\$0.140 million)

This programme is responsible for environmental management, waste collection and disposal, emergency management, and natural areas. Projects budgeted for 2020/21 include Sheoak Point foreshore reclamation and rock armouring (\$0.060 million) and works at Glebe Hill Bushland Reserve (\$0.060 million). The majority of Natural Environment costs are operational in nature.

6.2.5 Infrastructure 2020/21 (\$20.714 million)

The Infrastructure capital budget reflects both new infrastructure and renewal / enhancement projects. Major new projects are typically subject to a process of master planning and community consultation. The significant increase in planned renewal expenditure is consistent with council's strategies in this area.

The Infrastructure Programme includes:

6.2.5.1 Roads (\$16.635 million)

Major projects in this area include major digouts and reconstruction (\$4.150 million), road resealing (\$2.700 million), footpath/kerb and gutter works and renewal (\$2.710 million), Pass Rd pavement reconstruction (\$1.500 million), Backhouse Lane capacity and safety improvements (\$1.650 million) and multi user pathways (\$1.065 million).

6.2.5.2 Waste (\$0.020 million)

The majority of waste management expenditure is operational in nature.

6.2.5.3 Stormwater (\$1.755 million)

Major stormwater projects include Torrens St stormwater improvements (\$0.300 million), Jacombe St stormwater improvements (\$0.235 million) and Jervis St stormwater improvements (\$0.230 million).

6.2.5.4 Facilities Management (\$2.304 million)

Facilities Management projects include Alma St Citizens' Centre Upgrade including DDA compliance (\$0.500 million), Aquatic Centre water handling equipment replacement (\$0.650 million), Bellerive Boardwalk deck replacement (\$0.385 million) and public toilets (\$0.520 million).

6.2.6 Governance 2020/21 (\$nil)

No capital expenditure will be made under the Governance programme during 2020/21. Governance costs are generally operational in nature.

6.2.7 Corporate Support 2020/21 (\$nil)

No capital expenditure will be made under the Corporate Support programme during 2020/21. Corporate Support costs are generally operational in nature.

6.2.8 Economic Development and Marketing 2020/21 (\$0.118 million)

These funds have been budgeted for the City Heart project and musical instrument upgrade for the Clarence City Band. Costs related to this programme are generally operational in nature.

Note: Please refer to Appendix C for a full list of capital works programmed as part of the 2020/21 estimates

7 Analysis of estimated balance sheet

This section analyses the movements in estimates for assets, liabilities and equity between 2019/20 and 2020/21.

7.1 Estimated balance sheet

	Reference	Estimates 30 Jun 20 \$'000	Estimates 30 Jun 21 \$'000	Increase/ Decrease \$'000
Current				
Assets	7.1.1	69,354	79,964	10,610
Liabilities	7.1.2	(11,332)	(14,789)	(3,457)
Net current assets		58,022	65,175	7,153
Non-Current				
Assets	7.1.3	760,514	776,733	16,219
Liabilities	7.1.4	(8,188)	(11,516)	(3,328)
Net non-current assets		752,326	765,217	12,891
Net assets		810,347	830,391	20,044
Equity	7.1.5			
Cash Backed Reserves		40,028	39,796	(232)
Other Reserves and Equity		770,319	790,595	20,276
Total equity		810,347	830,391	20,044

7.1.1 Current assets (\$10.610 million increase)

Council's current asset position is expected to increase compared to the 2019/20 estimates due to the timing of capital expenditure on projects and the receipt of borrowings, therefore resulting in an increase of cash held.

7.1.2 Current liabilities (\$3.457 million increase)

Current liabilities are expected to show an increase against the prior year estimates in line with normal operations, and an allocation of borrowings to be repaid within the financial year.

7.1.3 Non-current assets (\$16.219 million increase)

Council's non-current asset position as at June 2021 is expected to increase compared to the 2019/20 estimates due to a significant increase in the capital works programme as detailed above, and in Appendix C.

7.1.4 Non-current liabilities (\$3.328 million increase)

Non-current liabilities are expected to show an increase against the prior year estimates primarily through additional borrowings received.

7.1.5 Equity (\$20.044 million increase)

The net increase in equity is primarily a function of changes in non-current assets as described above.

7.2 Key assumptions

In preparing the estimated Balance Sheet as at 30 June 2021 it was necessary to make a number of assumptions about key assets, liabilities and equity balances. To the extent possible, these reflect items included in the adopted Estimates. The major variable factors are the effect of inflation on future asset revaluations, the extent to which the anticipated capital works are completed, and the effects of accounting policy changes including asset revaluations.

8 Rating strategy

8.1 Strategy development

Rates and charges are council's principal source of revenue, accounting for some 78% of council's annual revenue. Planning for future rate requirements is therefore an important process.

It has been necessary to balance the importance of rate revenue as a funding source with community sensitivity to rate increases including rates affordability to the general community, and the level of service demanded by the community.

The following table shows a comparison for the last five years.

2016	1.90%
2017	2.30%
2018	2.60%
2019	2.90%
2020	0.30%
Average increase over 5 yrs	2.00%

Note: Increases shown are net of increase in growth, State Government charges and special rebates.

8.2 Current year rate increase

Council's own increase in its net rating requirement is 0.3% against 2019/20. This increase is set in the context of the LGAT Council Cost Index of 2.18% (December 2019) and CPI of 1.3% (June 2020). In addition, there is a range of cost pressures on council including increased demand for green waste and hard waste kerbside collection, maintenance costs associated with new/upgraded facilities and infrastructure, together with various initiatives and resource additions contained within the estimates. Growth in the rates base provides support to total rate revenue.

8.3 Rating structure and policy

Council has a rating structure consisting of numerous components. This structure complies with the Act.

The key components are:

- a general rate calculated as a rate in the dollar applied to the Capital Value (CV) of the rateable property, with a fixed amount. This component supports a broad range of council's services including roads, parks, recreational facilities, regulatory services and community services;
- a service charge in respect of solid waste collection. This component is charged where the service is available to a property and varies according to the level of service provided;

- a fire service rate in respect of the Fire Service Contribution payable directly to the State Government, calculated as a rate in the dollar applied to the CV of the rateable property, with a minimum amount payable. The amount to be collected in each fire district and the minimum amount to be paid in respect of each property is set by the State Fire Commission;
- a stormwater service rate calculated as a rate in the dollar applied to the CV of rateable properties to which a service is available, with a minimum amount payable. This component relates to the provision of stormwater services across much of the City by way of stormwater mains, kerb and gutter infrastructure, maintenance of creeks and drainage easements, and gross pollutant trap infrastructure.

In respect of service rates, the rate amounts are set so that the full cost of providing the service is recovered. Amounts of each rate type may vary based on the level of service provided or on the location or use of the property. For instance, the fire service rate differs between urban areas and rural areas.

The CV is determined by the Valuer-General, as required by the Act. Properties within the municipality are revalued on a periodic basis, currently each six years. Council's most recent general revaluation took effect from 1 July 2019.

Where appropriate, council provides rebates to certain classes of ratepayers. These typically include pensioners and holders of certain rural land, and, where extreme movements occur, rebates to cap the level of rate increases which otherwise may have been experienced by certain property owners.

The structure of council's rates and the underlying policy rationale is set out in council's adopted rates and charges policy as required by the Act.

9 Borrowing strategy

9.1 Strategy fundamentals

Borrowings can be an important funding source for the capital expenditure programme. Borrowings are typically used in support of the construction of a major asset rather than providing general support to the capital expenditure programme.

There is a general industry trend towards debt reduction and, while council currently carries no debt, it views a controlled use of debt as an important tool for the management of infrastructure improvement and expansion. It provides access to an alternative source of capital, minimises pressure on cash flows and income streams at the point of construction, and ensures that the cost of long-life assets is spread over time and therefore better met by those deriving the benefit from those assets.

Year	Total Borrowings 30 June \$'000	Liquidity CA/CL Ratio	Debt Mgt Debt/Rates %	Cost of Debt Interest / Operating Revenue
2014	703	607.9%	1.6%	0.1%
2015	542	634.2%	1.2%	0.1%
2016	371	662.6%	0.8%	0.0%
2017	191	633.2%	0.4%	0.0%
2018	0	647.7%	0.0%	0.0%
2019	0	853.4%	0.0%	0.0%
2020	0	595.7%	0.0%	0.0%

The table shows that as at 30 June 2020 council did not have any debt.

Council's liquidity position has been consistently strong, with cash and investments well in excess of current liabilities in all years.

9.2 Current year borrowings

Council has provided for borrowings in its 2019/20 estimates to fund major infrastructure projects, subject (in part) to this funding being matched from external sources. The timing of any drawdown of debt will be dependent upon this additional funding, project construction timeframes, and corporate treasury management requirements. No repayments have been included in the 2020/21 estimates as the funding has not yet been drawn down.

Year	New Borrowings \$'000	Loan Principal Paid/Transferred \$'000	Loan Interest Paid \$'000	Balance 30 Jun \$'000
2015	0	161	37	542
2016	0	171	28	371
2017	0	180	18	191
2018	0	191	8	0
2019	10,300	0	0	10,300
2020	14,838	0	0	25,138
2021	4,538	446	0	29,230

10 Infrastructure strategy

10.1 Strategy development

Council's infrastructure strategy centres around the two key imperatives of maintaining the capital adequacy of the existing infrastructure base and providing additional infrastructure to improve the level of service provided to the community and to meet the needs of expanding areas.

Capital adequacy has received close attention since the early 1990's at which time council embarked on a long term strategy to fully fund its future infrastructure renewal. To meet long term financial sustainability imperatives, council applies a range of funding to its Infrastructure Renewal Reserve, including a capital contribution from rates (\$8.144 million 2020/21), dividends received from TasWater, and interest earned on accumulated infrastructure renewal funds.

Based on its adopted Asset Management Strategy, Asset Management Plans, and 10 Year Financial Management Plan, council believes its funding effort in respect of infrastructure renewal is sustainable into the future providing current levels are maintained in real terms.

Consistent with the high-level strategy established by its 10 Year Financial Management Plan, council has progressively increased the amount appropriated from renewal funding to physical works, subject to condition assessments made under council's Asset Management Plans.

Year	Renewal Funding Appropriated \$'000
2014/15	9,340
2015/16	9,383
2016/17	9,622
2017/18	9,570
2018/19	9,574
2019/20	10,807
2020/21	11,676

Formal asset management plans are in place for all major asset classes. These are supported by a 10 year Financial Management Plan aimed at providing an indication of likely outcomes of council's policy positions. The 10 Year Financial Management Plan was last reviewed in May 2017 and is scheduled for review during 2020/21.

Council is also committed to providing new infrastructure where it is consistent with council's strategic direction, including enhancing the community's lifestyle, providing for new and expanded business opportunities, and meeting legislative, social, and environmental responsibilities.

New and upgraded infrastructure and initiatives contained within the Capital Expenditure Programme are detailed in Appendix C.

10.2 Key influences for 2020/21

The following influences had a significant impact on the Infrastructure Strategy for the 2020/21 year:

- Requirements of Asset Management Plans for all major asset classes;
- Continued demand throughout the community for improved standards in footpath condition;
- Continued demand throughout the community for improved standards in road condition and addressing road safety issues;
- Council's continued commitment to providing for future infrastructure renewal;
- Council's ongoing commitment to resolve property flooding issues;
- Ongoing development and upgrade of sporting and recreational facilities throughout the City;
- Implementation of major development plans including upgrades to key community facilities such as the Alma St Citizen's centre and Rosny Child Care Centre, DDA upgrades and urban catchment management.

10.3 Future capital works

The following table summarises council's programme of capital expenditure including funding sources for the next three years, as per the adopted 10 Year Financial Management Plan.

Year	Grants & Contributions \$'000	Borrowings \$'000	Renewal Funding, Investments & Reserves \$'000	Working Capital \$'000	Council Operations \$'000	Capital Program \$'000
2019	5,895	-	13,865	-	2,156	21,916
2020	5,460	-	13,990	-	3,818	23,268
2021	4,213	14,838	87	-	1,635	20,773
2022	5,733	-	12,496	-	1,673	14,202
2023	5,860	-	12,635	-	1,718	20,213

All amounts are indicative and may vary according to a range of factors including the assessment of physical asset conditions, funding availability, project priorities, project scheduling, and community demand.

The major funding sources identified include government grants, use of infrastructure renewal funds, and additional rating effort. Borrowings are applied on a specific project basis where appropriate. Council applied and was approved to borrow up to \$14.8 million for a suite of capital works projects that aligned with the State Government's COVID-19 Economic stimulus strategy. The loan facility is available interest free for the first 3 years of the term of the loan. Specific additional funding is likely to become available in the form of specific purpose government grants; rates arising from major new developments may also be applied by council in support of its capital base. Council also holds specific purpose reserves arising from cash collected for public open space and car parking.

Overview to Appendices

The following appendices include disclosures of information which provide support for the analysis contained in sections 1 to 10 of this report.

This information has not been included in the main body of the estimates report in the interests of clarity and conciseness. Council has decided that, while the Annual Plan needs to focus on the important elements of the estimates and provide appropriate analysis, the detail upon which the annual estimates are based should also be provided in the interests of open and transparent local government.

The contents of the appendices are summarised below:

Appendix	Nature of information
A	Estimates statements
B	Statutory disclosures
C	Capital works programme
D	Activities and initiatives

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Estimates statements Appendix A

Income statement

Balance sheet

Cash flow statement

Capital works programme

Investment reserves

This section sets out the estimate statements for 2019/20 in detail. This information, together with the 10 Year Financial Management Plan, is the basis of the disclosures and analysis of the annual estimates in this report.

CLARENCE CITY COUNCIL
Estimated Income Statement
For the year ending 30 June 2021

	Estimates 2019/20 \$'000	Estimates 2020/21 \$'000	Increase (Decrease) \$'000
Revenue			
Rates	52,224	52,737	513
User charges	5,290	5,470	180
Interest	1,700	1,282	(418)
Government subsidies & grants	6,528	7,327	799
Dividends	2,212	0	(2,212)
Contributions of capital	353	367	14
Other revenue	797	923	126
TOTAL REVENUE	69,104	68,106	(998)
Expenses			
Employee costs	19,660	20,286	626
Materials and contracts	11,678	11,038	(640)
State Government charges and levies	6,162	6,262	100
Borrowing costs	2	2	
Depreciation and amortization	13,605	14,095	490
Operating leases	2,109	2,170	61
Electricity	1,565	1,088	(478)
Other expenses	8,592	8,832	239
TOTAL EXPENSES	63,374	63,772	398
Net surplus (deficit)	5,731	4,334	(1,397)

CLARENCE CITY COUNCIL
Estimated Balance Sheet
As at 30 June 2021

	Estimates 2020 \$'000	Estimates 2021 \$'000	Increase (Decrease) \$'000
Current assets			
Cash assets	64,602	75,212	10,610
Other current assets	4,752	4,752	
Total current assets	69,354	79,964	10,610
Non-current assets			
Infrastructure assets	576,370	585,960	9,590
Other non-current assets	184,144	190,773	6,629
Total non-current assets	760,514	776,733	16,219
Total assets	829,867	856,696	26,829
Current liabilities			
Current borrowings	414	3,598	0
Other current liabilities	10,918	11,191	273
Total current liabilities	11,332	14,789	273
Non-current liabilities			
Non-current borrowings	7,386	10,794	3,408
Other non-current liabilities	802	722	(80)
Total non-current liabilities	8,188	11,516	3,328
Total liabilities	19,520	26,305	3,601
Equity			
Infrastructure renewal reserve	32,864	31,177	(1,687)
Other cash backed reserves	7,164	8,619	1,455
Other reserves and equity	770,319	790,595	20,276
Total equity	810,347	830,391	20,044
Total liabilities and equity	829,867	856,696	23,645

CLARENCE CITY COUNCIL
Estimated Cash Flow Statement
For the year ending 30 June 2021

	Estimates 2019/20 \$'000	Estimates 2020/21 \$'000	Increase (Decrease) \$'000
	Inflows (Outflows)	Inflows (Outflows)	
Cash flows from operating activities			
Rates	53,724	54,501	777
User Charges	5,819	6,017	198
Interest received	1,700	1,282	(418)
Receipts from government	6,306	6,630	324
Net GST refund (payment)	3,541	3,148	(393)
Other income	9,805	9,943	138
Wages & salaries	(19,660)	(20,286)	(626)
Interest paid	(2)	(2)	
Payments to suppliers	(34,066)	(33,678)	388
Net cash inflow from operating activities	27,166	27,555	388
Cash flows from investing activities			
Payments for property plant & equipment	(27,690)	(24,967)	2,723
Net cash flow from investing activities	(27,690)	(24,967)	2,723
Cash flows from financing activities			
Proceeds from borrowings		6,592	6,592
Government grants - capital	875	1,430	555
Net cash flow from financing activities	875	8,022	7,147
Net change in cash held	352	10,610	10,258
Cash at the beginning of the year	64,250	64,602	352
Cash at the end of the year	64,602	75,212	10,610

CLARENCE CITY COUNCIL
Estimated Capital Works Programme
For the year ending 30 June 2021

	Estimates 2019/20 \$'000	Estimates 2020/21 \$'000	Increase (Decrease) \$'000
Capital works by programme			
Communities and People	2,770	2,339	(431)
Natural Environment	176	246	70
Infrastructure:	0	0	
Roads	11,121	17,544	6,423
Waste	0	0	
Stormwater	3,282	2,227	(1,055)
Facilities Management	1,790	2,444	654
Governance	0	0	
Economic Development & Marketing	20	118	98
Corporate Support	0	0	
Total capital works	19,159	24,918	5,759
Represented by			
New Assets	6,863	12,110	5,247
Existing Asset Improvements	12,296	12,808	512
Total capital works	19,159	24,918	5,759

Note: Works on order are not included in this schedule. Salaries attributed to capital projects are included in this schedule.

CLARENCE CITY COUNCIL**Reserves****For the year ending 30 June 2021**

	Estimates 2019/20 \$'000	Estimates 2020/21 \$'000
Statutory or Restricted Use		
Public Open Space	2,079	2,224
Car Parking	1,275	1,445
Headworks	203	203
Public Art	61	101
Rosny Park Child Care	402	412
Commonwealth Funded Programmes	1,494	1,532
	<u>5,514</u>	<u>5,916</u>
Discretionary		
General	1,650	2,703
Infrastructure Renewal	32,864	31,177
	<u>34,514</u>	<u>33,880</u>
Total Reserves	<u>40,028</u>	<u>39,796</u>

Statutory disclosures Appendix B

The information in this Appendix corresponds with that which is required under the Act to be disclosed in the council's annual Estimates.

1 Estimated revenue

Refer also to Appendix A – Estimated Income Statement.

2 Estimated expenditure

Refer also to Appendix A – Estimated Income Statement.

3 Estimated borrowings

Refer also to Appendix A – Estimated Income Statement and Estimated Cash Flow Statement which discloses the total amount proposed to be borrowed for the year, the total amount of debt redemption for the year and the projected debt servicing cost for the year.

4 Estimated capital works

Refer also to Appendix A – Estimated Capital Works Programme and Appendix C – Capital works programme. Note that the amounts in Appendix B include the amount of salary costs expected to be capitalised as part of project costs.

CLARENCE CITY COUNCIL
DRAFT ANNUAL ESTIMATES 2020/2021
(\$000)

	EXPENSES	REVENUES	NET EXPENSES	ASSET PURCHASES	EXPENSES CAPITALISED	BORROWINGS	TFRS TO RESERVES	TFRS FROM RESERVES	NET RATING REQU'T
GOVERNANCE AND COMMUNITY									
Communities and People	15,264	6,686	8,578	2,339	617	510	510	1,237	9,063
City Future	2,753	2,134	619	-	-	-	355	-	974
Natural Environment	8,827	242	8,585	246	86	-	-	20	8,725
Governance	9,608	2,509	7,099	-	-	-	2,402	104	9,397
Economic Development & Marketing	1,347	119	1,229	118	-	-	-	-	1,347
Corporate Support	5,753	11	5,742	-	-	-	-	105	5,637
INFRASTRUCTURE									
Roads & Transport	12,648	1,480	11,168	17,544	2,628	8,324	4,845	11,814	10,791
Stormwater	2,538	1,554	984	2,227	611	1,165	1,165	213	2,387
Facilities Management	5,003	967	4,036	2,444	140	4,839	4,130	1,215	4,416
Plant	2,932	2,932	-	-	-	-	-	-	-
TOTAL RATING REQUIREMENT	66,672	18,633	48,039	24,918	4,082	14,838	13,407	14,708	52,737
Net Rating Requirement									52,737
Rates Raised 2019/20 Plus Growth									52,577
Net Increase Including Government Charges									0.3%
Increase Due to Govt Charges									0.0%
NET INCREASE									0.3%

Capital works programme Appendix C**Works programmed for 2020/21 and works continuing from prior years**

This section provides a more detailed analysis of the 2020/21 capital works programme and those projects approved in the 2019/20 year that were incomplete at 30 June 2020.

CLARENCE CITY COUNCIL
Capital works programme
For the year ending 30 June 2021
1. Capital works approved as part of the 2020/21 estimates

Clarence City Council - Capital Programme 2020/21	Total Estimate
Roads	
Access Ramps installation in the City - Ongoing funding	100,000
Acorn Drive and Bounty Street Warrane Intersection upgrade	160,000
Acton Road - Stage 3 Continuation of rural footpath from existing path to Acton Drive	170,000
Annual asphalt reseal program	1,000,000
Annual pavement renewal program	3,500,000
Annual reseal preparation program	500,000
Annual slurry seal reseal program	700,000
Annual spray seal reseal program	500,000
Backhouse Lane Upgrade - Stage 2 consultation, relocate power poles, land acquisition for allowing upgrade to the existing road infrastructure to improve the capacity and safety on Backhouse Lane	1,650,000
Begonia St/Malunna Road - Upgrade of intersection with widening and installation of traffic island/refuge	220,000
Begonia Street - Community consultation and detailed design to seal gravel road section and install traffic calming measures	60,000
Charles Street - Road Upgrade	650,000
Clarence Mountain Bike Park Road and car park	200,000
Clarence St/Cambridge Rd intersection upgrade - Design and construction	300,000
Clifton Beach Road - Construct approximate 170m section of gravel footpath outside 264	40,000
Clifton Beach Road for pedestrian access to bus stop	
Footpath and K&G renewals completed during reseal preparation works	800,000
Footpath K&G renewal program	1,310,000
Franklin St Car Park - Design of car park upgrade including extension of bus parking area	20,000
Hadlow Road - Construct footpath and kerb and gutter on Northern side of Hadlow Road	200,000
Lauderdale between Bangalee Street and Terrina St. Kerb and Gutter construction between Balook Street and Bangalee Street	
Lincoln Street Lindisfarne Pedestrian Crossing	150,000
Montagu Bay Reserve to Rosny College - Design and Construction to upgrade MUP	665,000
Murtons Road - Excavate into embankment on high side of road for widening.	80,000
Otago Bay Road - Design for the continuation of bitumen seal footpath along water side of Otago Bay Road from existing section to Lagoon Road	10,000
Pass Road - Pavement Reconstruction	1,500,000
Pipers Road - Design, land acquisition, construction, to upgrade the Piper Road from East Derwent Highway to Napier Street	970,000
Saundersons Road - Construct rock embankment to protect road infrastructure (Stage 1)	550,000
Scotts Road - Design road upgrade to bitumen seal remaining section, including drainage improvements	50,000
Simmons Park to Anzac Park - MUP - Stage 4 - Ford Parade to Anzac Park	400,000
Torrens Street - Gravel Footpath between Henry and Edward Sts, minor pavement works at intersections, Kerb and Gutter and DDA ramps	180,000
Total Roads	16,635,000

Clarence City Council - Capital Programme 2020/21	Total Estimate
Stormwater	
Cambridge Road - Install stormwater pipe to provide connections between 150 and 158 Cambridge Road, Warrane	200,000
Clarence St - Design piped drainage from 22-26 Clarence to Cambridge Rd network	20,000
Clifton Beach - Overland flow path - construction of open drain between Clifton Beach Rd and Buckland St	200,000
Cremorne Stormwater Mgt Stage 1 - Design and consult Frederick Henry Parade drainage improvements	20,000
Drainage Minor Construction - Ongoing program	100,000
Houston Drive – Tunnel erosion remediation	150,000
Jacombe St - Improvements to the existing stormwater network along Parramore Street and Jacombe Street to reduce flood risk to low lying properties	235,000
Jervis Street - Stormwater Improvements	230,000
Pass Road - Repairs to tunnel erosion, construction of cut off drain and improvement to roadside drainage	100,000
Rosehill Drive - Stormwater drain	100,000
Spitfarm Road - Stormwater drainage improvements between approx 82 - 106 Spitfarm Road	100,000
Torrens St - stormwater improvement incl replace existing kerb and installing additional pits and pipes	300,000
Total Stormwater	1,755,000
Active Recreation	
Anzac Park Master Plan - Additional funds to complete the Plan	20,000
Clarendon Vale Oval - Install hinged AFL goals	25,000
Edgeworth St - Replace existing boundary fence	15,000
Geilston Bay Oval - Synth Pads Replacement for practice wicket run ups	5,000
Kangaroo Bay Oval - Replace irrigation	200,000
Lindisfarne Oval - Ball catching net front oval	40,000
Lindisfarne Oval - Front oval boundary fence improvements	50,000
Lindisfarne Oval - Raise cricket pitch - front oval	25,000
Lindisfarne Oval - Upright Storage Unit for AFL goals	15,000
Richmond Oval - Synth Pads Replacement for practice wicket run ups	5,000
Richmond Oval - Water main upgrade	20,000
Risdon Vale Oval - Replace synthetic overlay	6,000
Wentworth Park Oval - Water main upgrade	60,000
Wentworth Park/Edgeworth St/Warrane Garden Belt - Master Planning	60,000
Total Active Recreation	546,000

Clarence City Council - Capital Programme 2020/21	Total Estimate
Passive Recreation	
Allumba Street Park - New garden beds and replace koppers logs	15,000
ANZAC Park - RSL Memorial Park Refurbishment Project	35,000
Beach Foreshore Access Strategy	50,000
Bellerive Beach Park - Master Plan Review	20,000
Carbeen St - Park Upgrade	40,000
Cliff Top Mitigations Measures - Waverley Flora Park - upper track Charles Darwin Trail and Roches Beach to Seven Mile Beach track	45,000
Clifton Beach Park - Soft fall containment	30,000
Council Chambers - Upgrade irrigation equipment front lawn	75,000
Cremorne Park - Soft fall containment	25,000
Drinking stations installation	30,000
Flinders Park Upgrade	50,000
Kayak Wash Down Facility	22,000
Little Howrah Beach - Master Plan and design	80,000
Mortimer Bay Coastal Reserve - connection to Rifle Range Road - construction of a walking trail	60,000
Park Furniture - Ongoing renewal program	30,000
Purchase of Public Art	60,000
Raleigh Park Upgrade	30,000
Richmond Bridge - Tree assessment and management of trees at risk of damaging the bridge	15,000
Risdon Vale Trail Head - Landscape and signage	40,000
Roscommon Tracks and fencing stage 1 works	80,000
Seven Mile Beach - Coastal Track	50,000
Single Hill Track - Construct a link track at Single Hill	50,000
Social Heart Park - Stage 2 - Installation of concrete paths, plantings, refurbishment of existing shelter, new picnic setting and water bottle filling station	130,000
Tangara Trails Links - Trail links in Sandford	75,000
Victoria Esp Fence Replacement - replace koppers logs with Bollards	30,000
Waverley Flora Park Trail - Track improvements as identified in RAP	32,000
Total Passive Recreation	1,199,000
Natural Environment	
Glebe Hill Bushland Reserve entrance landscaping	60,000
She Oak Point Foreshore reclamation and rock armouring	60,000
Upgrade of fire trails - ongoing	20,000
Total Natural Environment	140,000
Natural Environment - Waste Management	
Recycling Bins	20,000
Total Waste Management	20,000

Clarence City Council - Capital Programme 2020/21	Total Estimate
Facilities Management	
Alma Street - Senior Citizens Upgrade - Additional funds	500,000
Audit of irrigation/water main supply separation and report	50,000
Bellerive Boardwalk - deck replacement - funding for next stage	385,000
Clarence Aquatic Centre - replace HVAC and Water Handling Equipment - Investigate and Design	650,000
Clarence Mountain Bike Park - Prefabricated Public Toilets	180,000
Council Depot - Installation of solar system	26,000
Lauderdale Canal Public Toilets - additional funds	100,000
Lindisfarne Activities Centre - Installation of Solar System	10,000
Lindisfarne Activities Centre - Investigations to improve building exterior	15,000
Master Key Security System - ongoing	20,000
Opossum Bay Public Toilet	190,000
Richmond Chambers - Replace Timber Floor	75,000
Rosny Farm - Renew Wall Capping	20,000
Seven Mile Beach Day Area DDA Toilet - additional funds	50,000
South Arm Hall - install heat pumps	8,000
Warrane Basketball Stadium - entrance door and window frame replacement	15,000
Warrane Mornington Neighbourhood Centre Garden - Install BBQ	10,000
Total Facilities Management	2,304,000
Economic Development and Marketing	
City Heart Project	100,000
Clarence City Band - purchase of additional musical instruments	18,280
Total Economic Development and Marketing	118,280
Grand Total	22,717,280

2. Prior year programmed capital works not completed at 30 June 2020

Note: Actuals include tenders accepted/orders placed as at 30 June 2020. A range of projects are included which are effectively deferred due to issues such as public consultation, funding over multiple years, and awaiting approval of government grants. Estimates include amounts from prior financial years. Several major projects are being funded over multiple years and therefore have large funding approvals in anticipation of works in a future financial year. Projects completed during the year are excluded.

Prior year capital works not completed at 30 June 2020	Estimate 2019/20 \$	Actuals including commitments as at 30/6/20 \$	2019/20 Funds not yet spent \$
Deferred projects			
Kangaroo Bay Works	1,302,000	0	1,302,000
Kangaroo Bay Promenade	1,594,000	0	1,594,000
Surf Rd - Road/Car Park	3,749,700	0	3,749,700
School Rd Construction	394,955	0	394,955
138 East Derwent Highway Carpark	130,000	0	130,000
Bridge St Drainage Imp - GP & SW Main	60,000	0	60,000
Seven Mile Beach Ovals	4,657,444	0	4,657,444
Beach Erosion Protection - Bambra Reef	320,000	0	320,000
Rokeby Youth Centre Concept Plan	65,000	0	65,000
ANZAC Park Pavilion	1,000,000	0	1,000,000
	13,273,099	0	13,273,099
Roads			
Major Digouts	4,468,433	3,281,084	1,187,348
Renewal - Road Resealing	3,092,378	3,065,405	26,973
Kangaroo Bay Public Pier	2,799,497	2,528,021	271,476
Clarendon Vale - Pathway & Lighting	248,445	2,723	245,722
Bellerive Beach - Promenade Western End	525,406	21,368	504,038
Multi-User Pathways	1,328,712	944,910	383,802
Traffic and Transport	1,031,610	716,754	314,855
Carparks	305,813	191,243	114,570
Rural Pathways	76,058	0	76,058
Bligh St Streetscape	183,830	23,355	160,475
Wellington Rd Intersection Richmond Bridge	460,000	420,988	39,012
Clarendon Vale Roadside Barriers	21,826	0	21,826
	14,542,007	11,195,850	3,346,157
Stormwater			
SW Erosion Control	10,000	1,432	8,568
SW Upgrade	3,956,763	1,884,361	2,072,402
SW System Management Plans	758,885	516,893	241,992
	4,725,648	2,402,686	2,322,962

Prior year capital works not completed at 30 June 2020	Estimate 2019/20 \$	Actuals including commitments as at 30/6/20 \$	2019/20 Funds not yet spent \$
Communities & People			
Lindisfarne Oval Irrigation	215,000	0	215,000
Clarence High School Long Jump Gates	15,000	8,303	6,697
Clarendon Vale Oval Drainage Upgrade	70,000	7,697	62,303
Active Recreation Masterplans	33,499	33,499	0
Bayview College Masterplan	185,300	13,436	171,864
Tracks and Trails	835,410	466,400	369,010
Richmond Village Green	112,000	0	112,000
Bellerive Park	193,701	92,350	101,352
Beltana Park	163,510	48,978	114,532
Pindos Park	220,000	2,314	217,686
Richmond Riverbank Park Irrigation & Paths	55,820	0	55,820
Rosny Park Greenbelt Masterplan (Rosny public golf course)	41,000	0	41,000
South Arm Oval Masterplan	426,081	378,431	47,650
Natone Park Play Equip (ANZAC Park Precinct)	56,200	0	56,200
Victoria Esp Reserve Irrigation	170,000	381	169,619
Sale Yard Corner Richmond Park	69,789	14,788	55,000
Blossom Park Playground & Shelter	510,000	3,590	506,410
BBQ Upgrades	46,840	37,965	8,875
South East Regional Park Stage 1	40,000	0	40,000
Regional Dog Park Stage 1	30,000	0	30,000
Park Signage Holders	25,000	21,658	3,342
Cliff Top Fencing	102,834	2,675	100,159
	3,616,984	1,132,465	2,484,519
Facilities Management			
Public Toilets and Change Rooms	2,614,754	1,337,501	1,277,253
Rosny Historic Centre Management Plan	39,508	23,987	15,521
Bellerive Boardwalk Deck & Shade Renewal	330,712	128,817	201,894
Clarence Council Depot	167,133	23,250	143,883
Clarendon Vale Oval Pavilion - Stage 1 Design	24,400	0	24,400
Alma St Senior Citizens Refurbishment	962,456	65,436	897,020
Howrah Community Centre	426,711	38,771	387,940
Building Trade Waste Compliance	75,380	28,584	46,796
Bellerive Beach Park Changing Places	30,000	0	30,000
Council Office Alterations	132,018	99,927	32,091
Richmond Chambers Window Refurbishment	15,000	6,040	8,960
Rosny Child Care Centre Play Area Upgrade	295,000	7,333	287,668
ANZAC Park Pavilion	100,000	962	99,038
	5,213,072	1,760,607	3,452,464

Prior year capital works not completed at 30 June 2020	Estimate 2019/20 \$	Actuals including commitments as at 30/6/19 \$	2019/20 Funds not yet spent \$
Natural Environment			
Coastal Management	187,958	10,148	177,810
Henry St Dulcot - Vehicle Access for Emergency Water Tank	36,800	5,754	31,046
Street & Park Trees Strategy	113,100	0	113,100
	337,858	15,902	321,956
Economic Development/ Marketing			
City Heart Project	200,000	20,133	179,867
	200,000	20,133	179,867
Communities and People			
Purchase of Public Art	130,870	34,460	96,410
	130,870	34,460	96,410
TOTAL	42,039,537	16,562,103	25,477,434

Activities and initiatives Appendix D

This section sets out the activities and initiatives to be funded in the Estimates for the 2019/20 year, and how these will contribute to achieving the strategic objectives specified in the Strategic Plan.

CLARENCE CITY COUNCIL

Activities and Initiatives

For the year ending 30 June 2019

Programme	Activities and Initiatives
Civic Activities & Events	<p>Objective: To enhance and increase the opportunities for all people in the community to participate in cultural and social activities.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Implement the Events Plan including promoting the Arts/Events website, growing Jazz Festival, attracting new events and improving promotion/marketing. • Conduct council's annual events programme including: Australia Day; Jazz Festival; and Christmas Community Concerts. • Support and conduct other events including: World Games Day, Heritage Month, Dogs Day Out, Youth Events, and Community Festivals. • Continue relationships with other major events including Ten Days on the Island. •
Community Awareness & Marketing	<p>Objective: To promote awareness of council services and to encourage participation in community affairs, activities and events.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Implementation of a revised Community Engagement Policy • Continuous improvement of council's websites and social media strategies. • Continue progression of the City Heart project to provide a sense of place for the City and broad renewal of the CBD and surrounding areas. • Review and update existing publications where necessary. • Provide timely and relevant information via council's website; the council newsletter, print and digital media; and various special interest publications. • Maintain sister city relations. • Provide support to the Clarence City Band. • Publish city events on council's website.
Recreation	<p>Objective: To ensure community access to passive and active recreational opportunities throughout the City.</p>

Programme	Activities and Initiatives
	<p>Initiatives:</p> <ul style="list-style-type: none"> • Ongoing partnership arrangements with government and community organisations to target funds to develop and expand recreational facilities. • Develop partnership arrangements with government and community organisations to better utilise available recreational facilities. • Finalise a Recreation and Facilities Management Plan for Risdon Vale. • Ongoing discussion with key stakeholders to progress design and approvals for the development of Bayview college recreational facility. • Manage major recreational facility leases such as Bellerive Oval and the Clarence Aquatic Centre. • Undertake the following actions: <ul style="list-style-type: none"> • Lindisfarne Oval –Upgrades to irrigation, fences, cricket pitch, and storage; • Risdon Vale Oval - upgrades to lighting, wickets, goal posts, and nets, and construction of a new sports facility; • Clarendon Vale Oval - complete upgrades to drainage, and install new goal posts; • Bellerive Beach – install and retrieve the pontoon during summer • Blossom Court Park – continue implementing the Cambridge Master Plan, including the Blossom Park Playground. • Richmond Oval – water main upgrade, and replace practice wickets • Continuing development of the tracks and trails network including: <ul style="list-style-type: none"> ○ Barilla Rivulet track; ○ Seven Mile Beach track; ○ Tangara Trail links - Sandford; ○ Roscommon – Track and fencing works. • Park upgrades as required; • Clarence Mountain Bike Park – various grant funded track upgrades.
Childcare Services	Objective:

Programme	Activities and Initiatives
	<p>To deliver a variety of childcare services, all of which aim to develop, coordinate and deliver a range of accessible and cost-effective quality child care services for the City.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Improve service coordination, childcare options and viability. • Maintain accreditation, licensing and registration requirements. • Complete upgrading of facilities at Rosny Child Care Centre.
Community Services & Programmes	<p>Objective: To enhance health, wellbeing, safety and accessibility to services for all people in the community. To identify and respond to specific needs of different age groups within the community.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Review the Health and Wellbeing Plan including a communications plan and website, health promotion projects, liveability and environment projects and continuing fitness in the park programme. • Implement the Community Safety Plan including the development and implementation of a Graffiti Management Strategy. • Implement the organisational community planning and development framework. • Review the strategies and actions of the Access Plan; particularly the implementation of the Access and Inclusion Assessment toolkit. • Implement the Age Friendly Plan including supporting Men's Shed, community gardens, health projects, Food Connections programme and produce age-friendly publications which promote the City's age friendly status. • Implement the recommendations from the review of the Volunteer programme and continue the Planting Ahead and Live Well Live Long projects. • Implement the strategies and actions of the Cultural History Plan, particularly Aboriginal history. • Continue to support the interpretative signage projects. • Implement the Bellerive, Kangaroo Bay, Rosny Park Cultural/Creative Precinct Policy Framework. • Review the Cultural Arts Plan including commissioning public art works, conducting exhibitions, Open Art, Clarence Prize, Artist in Residence programmes and improving facilities at Rosny Farm. • Implement the Youth Plan and continue to support YNAG and anti-graffiti project, outreach, bike and workshop programmes and further develop Youth Assist.

Programme	Activities and Initiatives
	<ul style="list-style-type: none"> Undertake the development of a concept plan for the Clarence Plains Youth Centre as part of the Clarence Plains master plan project.
Ranger Services	Initiatives: <ul style="list-style-type: none"> Complete the parking sensor trial Review the dog management policy Review work processes and improve performance reporting in the Ranger Services group.
Environmental Health	Initiatives: <ul style="list-style-type: none"> Implement revised food risk management regime. Review the Environmental Health plan including reviewing work processes and improve performance reporting. Complete the stormwater survey for Howrah.
Civic Space and Amenity	Objective: To create a community focal point for the City. Initiatives: <ul style="list-style-type: none"> Continue the development of the Kangaroo Bay Development Precinct.
Economic Development	Objective: To encourage economic growth within the City. Initiatives: <ul style="list-style-type: none"> Undertake the continued implementation of the 2016-2021 Economic Development Plan for the City. Undertake economic development activities. Provide support services to new and existing business operators within the City to develop or expand their business interests within the City. Identify suitable sites within the City to establish new business activities in association with prospective developers. Provide support to Business East and the South East Region Development Association.
Tourism	Objective: To maximise the benefits of tourism to the City. Initiatives: <ul style="list-style-type: none"> Participate in and contribute to the ongoing operation of Destination Southern Tasmania and associated strategies. Publish, distribute and update recreational brochures as required. Partner in the promotion of the Richmond and Coal River Valley region as opportunities allow.

Programme	Activities and Initiatives
City Profile	<p>Objective:</p> <p>To enhance the vibrancy and profile of the City.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Review and update council's Marketing Plan to identify promotional opportunities for the City. • Further development of a database of stock images and short videos to promote visitation to the City, and to showcase the lifestyle of living in the city. • Identify and secure sponsorship opportunities of major events, including promotion of venues and facilities within the City. • Distribute brochures to promote existing cultural and recreational facilities within the City. • Through prospectus publications and networking, promote opportunities for the establishment of restaurant and hospitality services within commercial precincts of the City. • Identify and develop opportunities for the acquisition and installation of public art within the City; and incorporate public art into major streetscape plans for the City. • Develop a strategic vision for the Rosny Park, Kangaroo Bay and Bellerive areas through the City Heart project
City Planning	<p>Objective:</p> <ul style="list-style-type: none"> • To provide for and encourage land use planning based on community values and needs. <p>Initiatives:</p> <ul style="list-style-type: none"> • Ensure the Clarence Local Planning Provisions, as required for the Tasmanian Planning Scheme, are processed through the Tasmanian Planning Commission. • Maintain a contemporary Planning Scheme for the City, by continual review of the controls and processing suitable planning scheme amendments. • Implement the provisions of the relevant legislation and ensure timely issue of approvals. • Ensure continuous improvement of electronic lodgement, approval and recording process for planning applications and subdivisions and strata sealing processes. • Ensure council decisions are appropriately supported in planning appeals and panel hearings.

Programme	Activities and Initiatives
	<ul style="list-style-type: none"> • Provide a free preliminary assessment service for prospective developers to assist them in efficiently preparing suitable planning applications. • Provide a free Heritage Advisory Service for the City, including a Heritage Architect and information sheets and design guidelines to assist property owners. • Provide ongoing enforcement of council's planning scheme and planning permits and investigation of complaints about land use and development in the City. • Implement the Southern Tasmanian Regional Land Use Strategy and to contribute to its review. • Provide timely and considered submissions on proposed changes to planning and subdivision legislation and State planning system proposals. • Implement the retail development strategy for the City, including undertaking any necessary reviews. • Overview implementation of the Richmond Townscape Study and introduce necessary improvements. • Undertake an urban design framework for Rosny Park. • Undertake a structure plan for the sustainable future growth of the Tranmere- Droughty Point –Rokeby peninsula. • Undertake a structure plan for the sustainable enhancement of Seven Mile Beach.
Building & Plumbing	<p>Objectives:</p> <ul style="list-style-type: none"> • Act as a permit Authority through issuing permits, certificates, notices and orders; and by maintaining building / plumbing registers. • Provide information, assistance and support regarding building / plumbing matters. • Ensure compliance so that buildings are safe, energy efficient and meet permit conditions and relevant standards. • Review work processes and improve performance reporting. • Bring outstanding permits to completion.

Programme	Activities and Initiatives
Emergency Management	<p>Objective:</p> <p>To prepare for the effective management of natural events or emergencies within the city.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Further develop the emergency planning framework for the City including ongoing review of the Recovery Plan, Business Continuity Recovery Plan, and Pandemic Plan. • Develop and implement an emergency management exercise programme for the City, including liaison with relevant agencies to ensure proper operation of coordinated response mechanisms. • Implement the Fire Management Strategy for the City. • Investigate and monitor climate change impacts, including storm surge and sea level rise, identifying opportunities to protect property and ensure personal safety. • Undertake necessary environmental monitoring. • Implement the COVID-19 Recovery Action Plan.
Environmental Management	<p>Objective:</p> <p>To enhance and protect the City's natural assets.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Continue implementing priority recommendations from "Climate Change Impacts on Clarence Coastal Areas" report including dune nourishment for Roches Beach, Lauderdale and Ocean Beach Cremorne and Roches Beach - Bambra Reef Extension. • Undertake erosion protection at She Oak Point. • Ongoing partnership arrangements with government and community organisations to target funds to better manage and sustain the environment. • Provide support and leadership to key community groups, including Land Care and Coast Care programmes, in order to manage and enhance our natural environment and respond to emerging issues. • Provide support to NHT programmes. • Develop and implement Natural Areas Rehabilitation Plans. • Implement council's Tracks and Trails Strategy and associated action plan.

Programme	Activities and Initiatives
	<ul style="list-style-type: none"> • Commence community information and awareness programme on energy management and climate change. • Rehabilitate potential contaminated sites on council land. • Continue the development of a risk management framework for recreational waters and waterways particularly in sensitive areas. • Continue upgrading of fire trails.
Waste	<p>Objective:</p> <p>To establish environmentally sustainable practices in relation to waste management within the City.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Manage contract for wheelie bin based Green Waste, Residential Waste and Recyclables collection service. • Manage contracts for the disposal and treatment of kerbside collected green waste, residential waste and recyclables. • Provide “hard waste” collection service to the community. • Ongoing liaison with the State Government and community organisations regarding the implementation of council’s Waste Management Strategy. • Continued collection of public place recycling bins in the City. • Contribute to the governance of the Copping Refuse Disposal Site Joint Authority. • Participate as a member of the Southern Tasmanian councils Authority to improve waste management within Southern Tasmania.
Weeds	<p>Objective:</p> <p>To effectively manage declared weeds within the City.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Implement the goals as per the Weed Management Strategy. • Implement a rolling 3-year priority weed management plan for council land. • Implement work practices to minimise the impacts of Council’s operations on the environment. • Respond to public complaints and provide information to assist with weed eradication within the City.
Natural Areas	<p>Objective:</p>

Programme	Activities and Initiatives
	<p>To ensure that natural areas within the City meet and satisfy the long-term needs of the community.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Schools Landcare Support Programme. • Develop Natural Area Rehabilitation Plans. • Upgrades to signage and entrances for Glebe Hill Bushland area.
Roads	<p>Objective:</p> <p>To provide adequate infrastructure for the effective and safe transport of people and goods through the City.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Develop partnership arrangements with government and community organisations to target funds to develop and expand Council's road networks. • Conduct hazard and condition assessment programmes and deliver annual replacement works programmes for reseal, pavement and footpath assets in accordance with Council's Roads and Transport Asset Management Plan. • Pursue federal funding opportunities as part of the Roads to Recovery Initiative and 'black spot' funding programmes. • Investigate and assess the impact of major development proposals on Council's Roads and Transport Infrastructure. • Undertake traffic management and road safety investigations as required. • Undertake development projects including: <ul style="list-style-type: none"> • Improve Disability Access to City infrastructure; • Construct new footpaths, kerb and gutter; • Extend cycle way network on programmed basis; • Torrens Street – footpath/pedestrian safety upgrades; • Continue Foreshore Trail network Montagu Bay to Rosny College; • Hadlow Rd – footpath, kerb and gutter; • Clarence Mountain Bike Park entry road and car park; • Saundersons Road foreshore stabilisation; • Pass Road pavement reconstruction; • Piper Road /east Derwent Highway junction upgrade; • Acton Road rural footpath – Stage 3; • Lincoln Street pedestrian crossing;

Programme	Activities and Initiatives
	<ul style="list-style-type: none"> • Backhouse Lane road upgrade; • Begonia Street / Malunna Road junction upgrade; • Clarence Street / Cambridge Road intersection upgrade; • Lindisfarne – Continue Simmons Park to ANZAC Park multiuser path; • Sugarloaf Rd, Changeroom parking – prepare and seal car park; • DDA Ramps; • Road Reseal Programme – ongoing; • Kangaroo Bay, public pier construction; • Major digouts/road reconstruction works.
Stormwater	<p>Objective:</p> <p>To protect life, property and community amenity by the effective collection and disposal of stormwater.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Develop Stormwater Catchment Management Plans for the City, in accordance with the Urban Drainage Act. • Develop an asset renewal and extension programme for stormwater assets that meets the needs of the City in accordance with the Stormwater Asset Management Plan. • Develop stormwater software models and associated database to support the asset renewal and extension programme. • Develop a Headworks Policy for stormwater based on the Stormwater Asset Management Plan for the City. • Pursue major specific stormwater initiatives consistent with the adopted Capital Expenditure Programme. • Undertake drainage improvement works in accordance with the adopted Capital Expenditure Programme, including: <ul style="list-style-type: none"> • Blessington St – stormwater network; • South Arm Road - stormwater mains design works; • Urban Catchment Management Plans; • Jacomb Street – stormwater system upgrade; • Beach Street stormwater upgrade; • Boldrewood Court – stormwater upgrade; • Clifton Beach drainage works; • Rosehill Drive – drainage works; • Rosny Childcare Centre stormwater upgrades.

Programme	Activities and Initiatives
Facilities Management	<p>Objective:</p> <p>To provide the community with equitable access to active and passive recreation opportunities, and to civic buildings.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Develop an asset renewal and extension programme for community facilities and buildings that meets the needs of the City in accordance with the council's Buildings Asset Management Plan and promotes the efficient and effective management of those facilities. • Alma's Activities Centre upgrade including DDA compliance works. • Clarence Council Depot – DDA compliance and solar system. • Risdon Vale public toilets and changeroom construction. • Clarence Mountain Bike Park public toilets construction. • Seven Mile Beach public toilet. • Lauderdale Canal public toilets. • Opossum bay public toilets. • Bellerive Boardwalk deck replacement. • Clarence Aquatic Centre plant upgrades. • Rokeby Youth Centre – Concept plan for centre upgrade. • Rosny Child Care Centre landscaping upgrade. • Warrane Community Garden – BBQ Install.
Governance	<p>Objective:</p> <p>To provide clear strategic direction for the future of the City; to provide leadership in representing the interests of the City; and to ensure the operations of the council are conducted in a responsible and accountable manner.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Develop/review policies to guide the responsible management of the City. • Develop relationships and partnership arrangements with Federal and State Governments, and other representative bodies, in order to promote and represent the City's interests. • Promote accountable and transparent governance through conduct of council Meetings and the Annual General Meeting. • Conduct an Internal Audit Programme to review and improve key operational areas within council. • Maintain the Code of Conduct for Aldermen including the administrative arrangements.

Programme	Activities and Initiatives
	<ul style="list-style-type: none"> • Maintain a Pecuniary Interest Register and other interests registers in respect of Aldermen and staff. • Participate in, and review, council's performance through various review mechanisms including Local Government Board Reviews, KPI Projects, etc.
Finance	<p>Objective:</p> <p>To minimise council's exposure to financial risk; to maintain council's sound financial position; and to optimise the use of available resources for community benefit.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Undertake the current cycle of revaluation of council assets. • Implement, monitor and review 10 Year Financial Management Plan. • Implement control and efficiency enhancements arising from reviews undertaken by the Auditor General and council's Audit Panel. • Implement requirements of the COVID-19 Financial Hardship Policy. • Conduct a half year review of council estimates.
Strategic Marketing	<p>Objective:</p> <p>To provide strategic direction for the City in the area of marketing and associated activities.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Review and update council's Marketing Strategy. • Implement the outcomes of the social media. • Review of council branding to ensure consistency.
Customer Contact	<p>Objective:</p> <p>To deliver seamless, efficient and integrated customer service experience and increase the resolution rate for customers at the first point of contact across council.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Review of the Customer Service Framework and Customer Service Charter. • Increased level of first contact resolutions.
Council Consultation & Communication	<p>Objective:</p> <p>To actively engage the community in council activities, projects and issues.</p>

Programme	Activities and Initiatives
	<p>Initiatives:</p> <ul style="list-style-type: none"> • Implementation of revised Community Engagement Policy, tools and templates to deliver a more consistent and coordinated approach to community consultations on major policy issues and projects. • Produce the Annual Report for presentation at the Annual General Meeting. • Produce each Quarterly Report.
Risk Management	<p>Objective: To ensure effective strategies are identified and implemented which provide for safe and effective management and delivery of council's services.</p> <p>Initiatives:</p> <ul style="list-style-type: none"> • Implement the council's Risk Management Policy and the Risk Management Policy Implementation Plan. • Continue to develop council's Corporate Risk Register to ensure the effective management and review of risks. • Provide risk management and work health and safety training and equipment. • Facilitate the conduct of Biennial Risk Audits by council's Insurers. • Undertake business systems reviews to ensure best practice standards are identified and incorporated into work processes and practices. • Maintain council's insurance portfolio to ensure appropriate insurance coverage for identified risks and exposures.
Information Services	<p>Objectives:</p> <ul style="list-style-type: none"> • To support the delivery of council services by delivering quality information and timely access to systems and tools to our customers, both internal and external. • To work collaboratively with our customers to efficiently and effectively identify needs and deliver solutions which will help our customers, and which deliver council's strategic objectives. <p>Initiatives:</p> <ul style="list-style-type: none"> • Implement a web-based portal to increase online services to customers including lodging enquiries and applications and making payments. • Implement a web-based tool, Vendor Panel, to digitise and improve council's processes for seeking and receiving quotations and tenders for operational, design and construction works from suppliers.

Programme	Activities and Initiatives
	<ul style="list-style-type: none"> • Refresh and Extend the Clarence City Council Communications Network and Wi-Fi. • Conduct a continuous improvement program for council's core operational system, One Council. • Monitor and improve council's cyber security including device management. • Implement a policy and procedure to enable staff to operate safely and efficiently in mobile workplaces. • Participate and contribute to the Greater Hobart Smart City Working Group. • Develop a council Digital Strategy. • Review and update council's operational policies including the Information Management Policy and Procedure. • Continue to digitise council records.
Human Resources	<p>Objective:</p> <p>To ensure the necessary programmes, processes and policies are in place to:</p> <ul style="list-style-type: none"> • Support the achievement of the organisation's operating plan within a framework of effective risk management and legislative compliance. • Provide for a supportive culture that promotes the well-being of workers and their families. • Provide market competitive remuneration and benefits. • Ensure safe and healthy workplaces. • Facilitate the development of a capable and engaged workforce. <p>Initiatives:</p> <ul style="list-style-type: none"> • Workforce planning to align the needs and priorities of the organisation with the workforce. • Performance management activities to continuously improve performance and identify training and development needs. • Investigation, review and implementation of work practices and policies to ensure work health and safety compliance and management of risks and maintenance of accreditation status. • Undertake regular market review to ensure that remuneration and benefits are competitive for the markets in which we compete for our people. • Continuing review and development of human resource policies and procedures which provide a framework for decision

Programme	Activities and Initiatives
	marking and reflect council's commitment to the highest standards of honesty and integrity.
Corporate Management	<p>Objective:</p> <ul style="list-style-type: none"> • To provide leadership and management to all aspects of the organisation through pro-active and timely senior management involvement and direction. <p>Initiatives:</p> <ul style="list-style-type: none"> • Prepare the Annual Plan and Estimates for consideration and approval of council. • Provide quarterly reports to council regarding achievement of the Annual Plan and Estimates. • Review, monitor and report progress toward achieving council's Strategic Plan objectives. • Provide legal advice to council; represent council's interests in court or tribunal proceedings where required. • Update Asset Management Plans for council's Asset and Renewal Strategic Asset Plan.

11.7.3 ADOPTION OF COUNCIL POLICY - MOBILE FOOD BUSINESS IN PUBLIC PLACES POLICY AND PROCEDURE/GUIDELINES**EXECUTIVE SUMMARY****PURPOSE**

To consider the adoption of a Mobile Food Business in Public Places Policy.

RELATION TO EXISTING POLICY/PLANS

Council currently has no policy that governs the process for the establishment of a framework under which a permit may be granted to allow Mobile Food Businesses to operate on council owned or managed land. A policy has been developed for council approval. The policy framework also considers:

- Clarence City Council Public Places Bylaw No. 1 of 2018;
- Fees and Charges (non-rates) Policy; and
- Mobile Food Businesses in Public Places Procedure and Guidelines.

LEGISLATIVE REQUIREMENTS

The policy and procedure provide for requirements outlined in:

- *Food Act 2003*;
- Food Safety Standards; and
- *Vehicle and Traffic Act 1999*.

CONSULTATION

No public consultation has been undertaken on this matter.

FINANCIAL IMPLICATIONS

It is anticipated the financial implications as a result of adopting this policy will be minor and can be absorbed within council's current Annual Plan.

Additional funds may be required beyond the initial trial period for ongoing management and compliance monitoring subject to uptake of applications and any potential extension of sites. These requirements will be identified to council through future budget processes.

RECOMMENDATION:

- A. That Council adopts the Mobile Food Business in Public Places Policy for a 12-month trial basis.
- B. That following the trial period, consultation to be undertaken with businesses, residents and food business vendors to determine any issues, opportunities and to identify whether the policy becomes a permanent arrangement.

- C. That Council adopts the following fees and amends the approved Schedule of Fees and Charges to reflect those fees:
- 12-month permit - \$800
 - 6-month permit - \$350

NB: An Absolute Majority of council is required for Recommendation C.

ASSOCIATED REPORT

1. BACKGROUND

1.1. Council periodically receives requests from Mobile Food Business Vendors to operate within the municipality. Current practice is to restrict operation of mobile food businesses to private land where permitted under the planning Scheme, or when associated with an event.

1.2. Council's Public Places Bylaw No. 1 of 2018 provides for the protection of the amenity of public places for the community. The by-law also provides a process for issuing permits and licences for use of public areas. Specifically, the by-law states that:

"A person in a public place must not, unless authorised by a permit or licence:

- a) carry on any business, commercial activity, profession, trade, or occupation whether for financial reward or consideration or not; or*
- b) set up, place, park or moor any vehicle, vessel, caravan, or stall for the purpose of selling any good, land, or property or the purpose of offering for sale or hire or in any other way disposing of goods, land or property or in connection with any business, commercial activity, profession, trade, performance or occupation either for financial reward or consideration or not."*

1.3. A working group of council officers developed a draft policy, procedure and guidelines which were presented at council workshops on 27 July 2020 and 19 October 2020. From the workshops, council provided direction to officers to proceed with finalising the draft documents which are attached (Attachments 1 and 2).

2. REPORT IN DETAIL

- 2.1.** This purpose of the policy and procedure/guidelines is to provide a framework under which a permit may be granted to allow mobile food businesses to operate on council owned or managed land under council's Public Places By-law No. 1 of 2018 (the by-law).
- 2.2.** The policy applies to mobile food businesses operating in public places within the City of Clarence (including carparks). This policy does not apply to vendors who operate on private land, on road reserves (except for identified carparks), or where an event permit has been issued under council's by-law.
- 2.3.** It is proposed to implement the policy and procedure/guidelines on a 12-month trial basis, restricting sites to that identified at Attachment 2. At the conclusion of the trial period, public consultation will be undertaken with businesses, residents and food business vendors to provide the opportunity for feedback in regard to the impact of implementation of the policy.
- 2.4.** Locations for the trial sites were identified based on criteria outlined at Attachment 2, including:
- health and wellbeing of the community;
 - safety;
 - existing business operations;
 - food van vendor operations; and
 - land use.
- 2.5.** Once the trial locations have been confirmed by council, a planning permit is likely to be required for each site under the Clarence Interim Planning Scheme 2015. Sites which are designated "public streets" will also require permission of Tasmania Police.
- 2.6.** Under the proposed policy, applications will be assessed against the vendors capacity to demonstrate ability to comply with the Operating Guidelines and Conditions for Mobile Food Businesses in Public Places outlined in the procedure (Attachment 2), including consideration of the following:

- access;
- amenity;
- management of council's land;
- noise and nuisance;
- safety; and
- waste management.

2.7. The proposed fees for issue of a permit are based on council's Fees and Charges (Non-Rates) Policy utilising full cost recovery and market pricing methodology:

- 12-month permit - \$800
- 6-month permit - \$350

Fees are required to be paid only on successful application for a permit.

2.8. The operation of the proposed policy and procedure/guidelines will be managed by the Manager Governance, with operational input from relevant groups including, City Planning, Health and Community Development, and Asset Management.

3. CONSULTATION

3.1. Community Consultation Undertaken

No consultation has been undertaken. It is proposed to undertake consultation at the conclusion of the 12-month trial prior to determining ongoing activity approval and potential extension of sites.

3.2. State/Local Government Protocol

Not applicable.

3.3. Other

Not applicable.

3.4. Further Community Consultation

As noted at 3.1.

4. STRATEGIC PLAN/POLICY IMPLICATIONS

4.1. Council's Strategic Plan 2016-2026 under Connectivity has the following Strategy to: *"Facilitate residents being connected to the community by having access to resources and opportunities to participate in community activity, employment, volunteering and lifelong learning" and "Recognise, celebrate, and support cultural diversity through a range of cultural programs, activities and events."*

4.2. Council's Strategic Plan 2016-2026 under A Prosperous City has the following Strategy to: *"Market and communicate our City positioning and benefits through the promotion of the City's attributes, opportunities and visitor attractions" and "In recognition of the potential and value of population increase in the City, undertake initiatives aimed at ensuring the residential market provides the necessary choices, investment, and liveability attributes to attract people throughout their life stages."*

5. EXTERNAL IMPACTS

The adoption of the policy and procedure/guidelines will provide benefit to public land users regarding enhancing and activating the public use of areas within the city, including the economic and social benefits of permitting Vendors to operate.

The policy also provides a framework to ensure that the operation of mobile food businesses in our public places does not have a material detrimental impact on residents, local business or the community generally.

6. RISK AND LEGAL IMPLICATIONS

In order to address risk and legal liability, each application must meet planning, environmental health, governance (including provision of current liability insurance certificate) and asset management requirements.

7. FINANCIAL IMPLICATIONS

7.1. It is anticipated the financial implications as a result of adopting this policy for the 12-month trial period will be relatively minor and can be absorbed within council's current Annual Plan.

- 7.2.** Additional funds may be required beyond the 12-month trial period for ongoing management and compliance monitoring subject to uptake of applications and any potential extension of sites. These will be reported to council through future budget processes.

8. ANY OTHER UNIQUE ISSUES

Nil.

9. CONCLUSION

- 9.1.** Council does not currently have a policy that governs the process under which a permit may be granted to allow Mobile Food Business Vendors to operate on council owned or managed land.
- 9.2.** The proposed Food Businesses in Public Places Policy has been developed in recognition of the need for a consistent and unbiased approach to provide the opportunity to establish consistent and equitable guidelines for the application, assessment and approval process for issue of permits.

Attachments: 1. Mobile Food Business in Public Places Policy (5)
2. Mobile Food Business in Public Places Procedure and Guidelines (21)

Ian Nelson
GENERAL MANAGER

MOBILE FOOD BUSINESSES IN PUBLIC PLACES POLICY

1. PURPOSE

This purpose of this policy is to provide a framework under which a permit may be granted to allow Mobile Food Businesses to operate on council owned or managed land under council's Public Places By-law No. 1 of 2018 (the By-law).

2. SCOPE

The policy applies to Mobile Food Businesses operating in public places within the City of Clarence (including carparks). This policy does not apply to Vendors who operate on private land, on road reserves, or where an event permit has been issued under the By-law.

3. DEFINITIONS

The following definitions apply to this policy:

Mobile Food Business Vehicle	Means any vehicle registered as a mobile food premise within Tasmania under the <i>Food Act 2003</i> , including but not limited to: <ul style="list-style-type: none"> trucks caravans trailers and carts whether road registered or not. For the purposes of this policy, the definition does not include demountable structures, including marquees and tents.
Public Places	Means, for the purpose of this policy, any land or part of land, and for the purposes of this policy includes car parks associated with reserves, parks and foreshore environments, owned, controlled, managed or maintained by the Council.
Vendor	Means the operator of a mobile food business.

4. POLICY STATEMENT

This policy provides the framework for council to:

- Establish consistent and equitable guidelines for the application, assessment and approval process for issue of permits to Vendors.
- Provide benefit to public land users in regard to enhancing and activating the public use of areas within the city, including the economic and social benefits of permitting Vendors to operate.
- Ensure use will not have a material detrimental impact on local residents, local business or the community generally and is consistent with the zoning and/or purpose of the land.
- Provide the community with choice and complement food offerings provided by permanent food outlets.
- Ensure appropriate standards are implemented to provide for the safe operations of mobile food businesses.

5. RELATIONSHIP TO COUNCIL STRATEGIC PLAN

The following strategies are identified in Council's Strategic Plan 2016 – 2026:

- *Facilitate residents being connected to the community by having access to resources and opportunities to participate in community activity, employment, volunteering and lifelong learning.*
- *Recognise, celebrate, and support cultural diversity through a range of cultural programs, activities and events.*
- *Market and communicate our City positioning and benefits through the promotion of the City's attributes, opportunities and visitor attractions.*
- *In recognition of the potential and value of population increase in the City, undertake initiatives aimed at ensuring the residential market provides the necessary choices, investment, and liveability attributes to attract people throughout their life stages.*

6. RELATED DOCUMENTS

The legislation and documents listed below form the framework to give effect to this policy:

LEGISLATIVE (ACTS, REGULATIONS AND STANDARDS)

- *Food Act 2003*
- Food Safety Standards
- *Vehicle and Traffic Act 1999*

COUNCIL POLICY, PLANS, PROCEDURES AND GUIDELINES

- Clarence City Council Public Places Bylaw No. 1 of 2018
- Fees and Charges (non-rates) Policy
- Mobile Food Businesses in Public Places Procedure and Guidelines

7. POLICY REQUIREMENTS

PERMIT ELIGIBILITY

To be eligible for a Mobile Food Businesses Permit, Vendors must meet the basic standards required for the operation of a business of this nature including:

- Australian Business Registration
- Mobile Food Business Registration Certificate issued under the *Food Act 2003*
- Current Tasmanian road registration, *if required*
- Public Liability Insurance.

APPLICATION

Vendors will be required to complete an Application to Operate a Mobile Food Business on Public Land and provide supporting documentation as outlined on the application form.

ASSESSMENT

Applications will be considered on merit and assessed against the Mobile Food Businesses Operating Procedure and Guidelines.

PERMIT

Vendors will be required to comply with all relevant policies, guidelines and permit conditions.

Permits may be issued for a period up to a 12 months.

LOCATIONS

Vendors will only be able to trade within designated areas set out in Attachment 2 / Table 1 of the Mobile Food Businesses in Public Places Procedure and Guidelines.

At council's own discretion, permits may be capped to an overall number within the city at any one time, or within a particular location.

TRADING HOURS

Vendors may trade between the hours of 7am and 9pm, seven days a week, unless specified otherwise in a particular permit.

FEES

Fees for the issuing of a permit and the conduct of inspection are determined by council each year in accordance with Council's Fees and Charges (non-rates) Policy.

8. IMPLEMENTATION AND COMMUNICATION

The Manager Governance is responsible for the implementation of this policy.

This policy will be communicated via:

- council's website
- internal circulation to staff.

9. REPORTING

Not applicable.

10. ADMINISTRATIVE ARRANGEMENTS

TABLE OF AMENDMENTS

No.	Date	Brief Details

APPROVAL

COUNCIL APPROVAL DATE	XX XXX 2020
REVIEW	Every 5 years
RESPONSIBLE POSITION	Manager Governance
ECM REFERENCE	

MOBILE FOOD BUSINESSES IN PUBLIC PLACES PROCEDURE AND GUIDELINES

1. PURPOSE

Mobile Food Businesses can enhance and activate public spaces within the city and provide economic and social benefits. The purpose of this procedure and guidelines is to outline the process to give effect to the Mobile Food Businesses in Public Places Policy which provides a framework under which a permit may be granted to allow Mobile Food Businesses to operate on council owned or managed land.

2. SCOPE

The procedure and guidelines apply to Mobile Food Businesses operating in public places within the City of Clarence (including carparks).

The procedure and guidelines do not apply to Vendors who operate on private land or where an event permit has been issued under the council's Public Places Bylaw. Vendors should contact council's city planning group for further information on trading on private land.

3. DEFINITIONS

The following definitions apply to this procedure and guidelines:

Public Places	Means, for the purpose of this policy, any land or part of land, and for the purposes of this policy includes car parks associated with reserves, parks and foreshore environments, owned, controlled, managed or maintained by the Council.
Mobile Food Business Vending	Means the temporary occupancy and use of the public place for preparing and dispensing food and non-alcoholic drink products.

Mobile Food Business Vehicle	<p>Means any vehicle registered as a Mobile Food Premises within Tasmania under the <i>Food Act 2003</i>, including but not limited to:</p> <ul style="list-style-type: none"> ▪ trucks ▪ caravans ▪ trailers and carts <p>whether road registered or not.</p> <p>For the purposes of this policy, the definition does not include demountable structures, including marquees and tents.</p>
Vendor	<p>Means the operator of a Mobile Food Business.</p>

4. RELATED DOCUMENTS

The legislation and documents listed below form the framework to give effect to this procedure and guidelines:

LEGISLATIVE (ACTS, REGULATIONS AND STANDARDS)

- *Food Act 2003*
- Food Safety Standards
- *Vehicle and Traffic Act 1999*

COUNCIL POLICY, PLANS, PROCEDURES AND GUIDELINES

- Clarence City Council Public Places Bylaw No. 1 of 2018
- Fees and Charges (non-rates) Policy
- Mobile Food Business in Public Places Policy

5. RESPONSIBILITIES

MANAGER GOVERNANCE

To administer the application process in accordance with the policy, procedure and guidelines including referral to responsible work groups as required and advice to applicant of outcome.

MANAGER HEALTH AND COMMUNITY DEVELOPMENT

To ensure that the food safety requirements under the *Food Act 2003* are being met.

GROUP MANAGER ASSET MANGEMENT

To ensure that traffic management requirements are met.

MANAGER CITY PLANNING

To ensure that Mobile Food Business Vehicles are not sited in places that are inconsistent with the policy, procedure or guidelines and that they have the necessary permit.

6. PROCEDURE

APPLICATION REQUIREMENTS

An application for a Mobile Food Business Permit must be made using an approved application form. Applications must include:

- Mobile Food Business Registration Certificate issued under the *Food Act 2003*
- evidence of road registration if seeking to trade from a road registered vehicle
- current certificate of third party property damage insurance (\$20,000,000)
- current certificate public liability insurance (\$20,000,000)
- plan showing dimensions of the Mobile Food Vending Premise
- images of the branding and decal/wrap of the Mobile Food Business Vehicle
- sample menu, and
- site plan.

ASSESSMENT

Applications will be considered on merit and assessed against capacity to meet criteria outlined at Attachment 3 - Operating Guidelines and Conditions for Mobile Food Businesses in Public Places.

LOCATION

Council's Public Places By-law allows council to issue a permit to operate a business in a public place under council's management and control.

Vendors may only trade within designated Mobile Food Business Areas set out in Attachment 2 / Table 1 – Identified Locations to Operate a Mobile Food Business.

Permits will be issued for a specific location.

At council's own discretion, permits may be capped to an overall number within the city at any one time, or within a particular location.

Council may remove or add additional sites for Mobile Food Business Vehicles from time to time at its discretion.

PERIOD OF PERMIT

Permits may be issued for any period up to a maximum of 12 months.

TRADING HOURS

Vendors may trade between the hours of 7am and 9pm, seven days a week. Trade may be restricted to a maximum period of 4 hours in any one approved location, subject to demand. Approved trading hours will be specified in the permit.

TRAFFIC

Vendors are required to comply with any approved traffic management plan where identified for a particular location.

Should a traffic management plan be required and not be available from council for a particular site, it will be responsibility of the Vendor to submit an appropriate plan for approval by council's traffic engineer.

INSPECTION

In accordance with the provisions of the *Food Act 2003*, council environmental health officers may inspect premises at any time during operation.

SIGNAGE

Approval under the Mobile Food Businesses in Public Places Policy does not infer any approval for the erection or display of any sign or sign structure not directly attached to the Mobile Food Business Vehicle.

Signage on roads relating to the vending activity is prohibited.

Traffic control signage is only permitted provided it is approved as part of a Traffic Management Plan.

7. CANCELLATION / SUSPENSION OF PERMIT

Council may monitor and review compliance with permits and relevant standards and statutory requirements. A Mobile Food Business Permit may be cancelled or amended if:

- the permit holder fails to comply with permit conditions
- there are changed conditions affecting the Mobile Food Business area
- any other valid reasons determined by council.

8. CONDITIONS OF OPERATION

Conditions of operation related to Mobile Food Businesses are outlined at Attachment 3 - Operating Guidelines for Mobile Food Businesses in Public Places and any other particular conditions identified within the permit.

9. FEES

Fees will be determined in accordance with Council's Fees and Charges (non-rates) Policy.

FEES (AS AT 1 OCTOBER 2020)

12-month Permit	\$800
3-month Permit	\$350

BOND

Specific locations may require lodgement of an Infrastructure Bond, as well as payment of the permit fee. Where a bond is required, this will be identified in Attachment 2 / Table 1 – Identified Locations to Operate a Mobile Food Business.

10. DELEGATED APPROVAL

The power to issue a Mobile Food Business Permit is delegated to the General Manager and Manager Governance.

11. IMPLEMENTATION AND COMMUNICATION

The Manager Governance is responsible for the implementation of policy and procedural requirements.

This policy will be communicated via:

- council's website and social media
- internal circulation to staff.

12. REPORTING

No mandatory reporting is required.

13. ADMINISTRATIVE ARRANGEMENTS

TABLE OF AMENDMENTS

No.	Date	Brief Details

APPROVAL

COUNCIL APPROVAL DATE	XX XXX 2020
REVIEW	Every 3 years
RESPONSIBLE POSITION	Manager Governance
ECM REFERENCE	

ATTACHMENT 1: APPLICATION TO OPERATE A MOBILE FOOD BUSINESS IN PUBLIC PLACES

APPLICANT DETAILS

First name		Surname	
Trading name		ABN or ACN	
Street address			
Suburb		Postcode	
Contact number		Email	

REQUESTED PERMIT PERIOD (✓)

12 months		3 months	
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VEHICLE DETAILS (IF RELEVANT)

Vehicle registration		Vehicle colour	
Vehicle make/model			

LOCATION DETAILS (SELECT FROM LIST AT ATTACHMENT 2 / TABLE 1)

Preferred location	
--------------------	--

PROPOSED DAYS AND TIMES TO SELL FOOD

From	____ / ____ / ____		To	____ / ____ / ____										
Days (✓)	Mon		Tue		Wed		Thu		Fri		Sat		Sun	
Time														

FOOD HANDLING ACTIVITIES

- ☐ No processing
- ☐ Cooking
- ☐ Cooling / Reheating
- ☐ Hot-holding / Cold-holding
- ☐ Vitamising
- ☐ Packaging / Labelling
- ☐ Preparation in advance (specify how many hours in advance_____)
- ☐ Other:

.....

FEES AND GRANT OF LICENCE

You will be sent an invoice for the appropriate permit fee if your application is approved.
No fee will apply if your application is not approved.

ATTACHMENTS REQUIRED

- ☐ Copy of your Mobile Food Business Registration issued under the *Food Act* 2003.
- ☐ Evidence of road registration if seeking to trade from a road registered vehicle.
- ☐ Current certificate of third party property damage insurance (\$20,000,000).
- ☐ Current certificate public liability insurance (\$20,000,000). This is to be held in the same name as stated in the applicant details.
- ☐ Site plan showing the Mobile Food Business Premise dimensions.
- ☐ Images of the branding and decal/wrap of the Mobile Food Business Premise.
- ☐ Traffic management plan (where identified as required for the nominated location).
- ☐ Waste management plan.
- ☐ Sample menu.
- ☐ Site plan.

PERSONAL PRIVACY

The personal information requested on this form is being collected by Council for the enforcement and administration of your application for a Mobile Food Business Permit in accordance with council's policy, procedure and guidelines. The personal information will be used by council for that primary purpose or directly related purposes and may be disclosed as required to by law. The applicant may apply to council for access and / or amendment of this information.

DECLARATION

I have read and fully understand and agree to comply with Council's Mobile Food Business in Public Places Policy, Procedure and Guidelines. I understand that, if this application is approved, the permit may be revoked by council for any breach of any conditions of operation. I am authorised to sign on behalf of the applicant organisation.

Print name		Signature	
Position		Date	

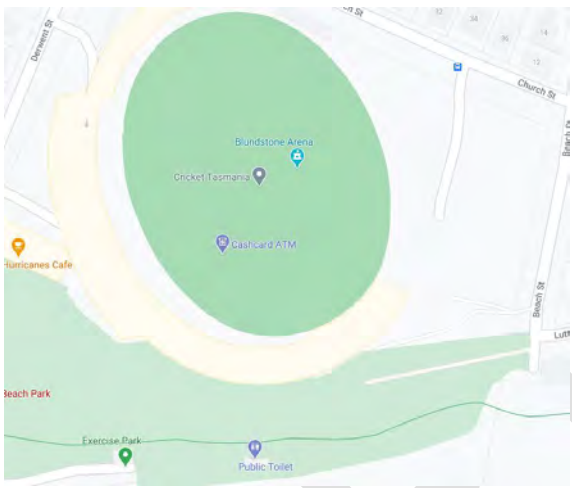

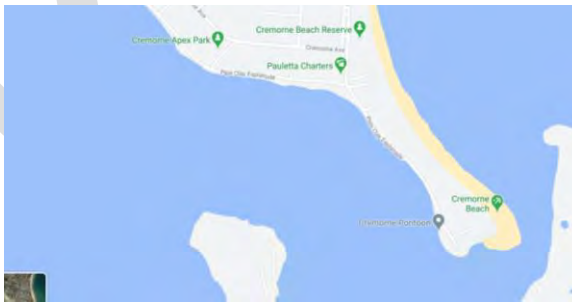
ATTACHMENT 2: IDENTIFIED LOCATIONS TO OPERATE A MOBILE FOOD BUSINESS




LOCATIONS

Mobile Food Business operations are only permitted in the locations identified at Table 1 of Attachment 2 – Identified Locations to Operate a Mobile Food Business. Key considerations in the identification of locations included the following:

- 1. Health and wellbeing**
 - a. Activation of public use of the area.
 - b. Enhancement of social, economic and cultural diversity opportunities.
- 2. Safety**
 - a. Public safety.
 - b. Must not obstruct pedestrian flow (including disability access), vehicular traffic, driveways (including line of site for motorists), bicycle lanes, queuing and other waiting areas.
- 3. Existing business operations**
 - a. Impact on existing businesses, including kiosk operations.
 - distance from permanent establishments
 - similarity of food sold
 - operating hours of existing business and proposed hours of mobile business
 - b. Potential for direct conflict with established events and markets.
- 4. Food van vendor operations**
 - a. Viability of operations.
 - b. Opportunity to access the benefits and challenges of competition of a free market.
- 5. Other**
 - a. Permitted land use under the planning scheme.
 - b. Seasonal impacts.
 - c. Fit with environment and land use.
 - d. Menu to be offered.

TABLE 1 Permitted Locations for Mobile Food Businesses

Location	Map of Relevant Site Area	Maximum Premises
<p>Bellerive Beach</p> <p>East end of the park, bottom end of Beach Street.</p> <p>Particular location point will be identified on map following site visit.</p>		<p>1 x Mobile Food Business Vehicle</p> <p>Second premise may be considered if able to reasonably be accommodated within the location (e.g. coffee van).</p>
<p>Clarence Mountain Bike Park – Carpark</p> <p>Will require negotiation with crown to determine if use able to be secured under current licence arrangements.</p> <p>Particular location point will be identified on map following site visit.</p>		<p>1 x Mobile Food Business Vehicle</p>
<p>Cremorne Beach</p> <p>Particular location point will be identified on map following site visit.</p>		<p>1 x Mobile Food Business Vehicle</p>

<p>Salacia Park</p> <p>Particular location point will be identified on map following site visit.</p>		<p>2 x Mobile Food Business Vehicles</p>
<p>Seven Mile Beach Day Use Area 1</p> <p>Particular location point will be identified on map following site visit.</p>		<p>2 x Mobile Food Business Vehicles</p>
<p>South Street Dog Park</p> <p>Particular location point will be identified on map following site visit.</p>		<p>2 x Mobile Food Business Vehicles</p>

ATTACHMENT 3: OPERATING GUIDELINES AND CONDITIONS FOR MOBILE FOOD BUSINESS IN PUBLIC PLACES

GENERAL CONDITIONS

1. Vendors must hold a current permit to operate in any location provided for under the Mobile Food Business in Public Places Policy prior to conducting business.
2. Vendors are required to comply with all applicable legislation, standards, codes and conditions of any permit issued.
3. A permit may be granted for up to 12-months.
4. Permits are not transferrable, unless written permission is granted by council.
5. The permit must be carried at all times while vending and produced upon request by an authorised council officer or police officer.
6. Council can condition, modify or revoke a Mobile Food Business Permit at its discretion.
7. Mobile Food Businesses must be self-sufficient and are not permitted to access council power supply or water outlets.
8. No smoking is permitted within 3 metres of the Mobile Food Business Premise, including any approved dining area. Signs must be displayed to communicate this to customers and assist staff.
9. The sale of alcoholic beverages is not permitted.

ACCESS

1. Vendors must ensure access to parking, taxi, loading and bus zones as well as footpaths, roads, driveways and wheelchair access ramps are not impacted at all times.
2. All trade must be wholly from within the Mobile Food Business Vehicle. Tables, trestles, marquees, tents or other structures are not to be erected outside of the vehicle in order to display or prepare food or service the public unless approved as part of the permit.

AMENITY	<ol style="list-style-type: none"> 1. Residential amenity must not be unreasonably affected by the operation of a Mobile Food Business. 2. Any temporary furniture, signage or lighting displays must be approved as part of the permit and must be erected and dismantled on each occasion. 3. The urban, heritage and streetscape must not be detrimentally impacted by the use. 4. Public amenities, such as benches, toilets and rubbish bins must not be obstructed, removed or damaged as a result of a Mobile Food Business operation.
COUNCIL'S RIGHT TO MANAGE LAND	<ol style="list-style-type: none"> 1. The council will continue to manage the use of all council managed land at all times and reserve the right to reclaim access to, and remove all trading, at any time for any purposes deemed suitable by the council. 2. Where service authorities and others are required to carry out works within Council managed land where a permit has been granted and as a result will require removal and/or alteration to the trading arrangements, no compensation is payable for any loss of trade experienced due to these works. 3. The council's authorised officers will monitor the operation of trading permits/licence and ensure the conditions of the permit and associated guidelines are consistently being met. Following a complaint or observation of a breach of the permit conditions, an authorised officer will contact the permit holder and take appropriate enforcement action.
DAMAGE TO COUNCIL INFRASTRUCTURE	<ol style="list-style-type: none"> 1. All Mobile Food Business operations undertaken pursuant to a permit issued by council, must be undertaken in a manner to avoid damage to council property and must not jeopardise the safety of any person using or occupying the adjacent public areas. 2. Vendors must report any damage to council infrastructure caused as a result of operations. 3. Council may seek to recover costs of damage to council owned infrastructure as a result of the particular Mobile Food Business operations.

NOISE	<ol style="list-style-type: none"> 1. Where possible, power sources must only generate low or no noise and/or air pollution. 2. Unless authorised in the permit, there is to be no use of any broadcasting or amplifiers, loudspeakers, sound systems, loud hailers, radio receivers or devices, musical instrument or any other instruments that produce or relay noise or other sound with a public place so as to cause a nuisance to the public.
NUISANCE	<ol style="list-style-type: none"> 1. The use must not commit a nuisance or cause a nuisance to any other person and must not wilfully obstruct, hinder or annoy any member of the public or interfere with the peaceable use of the public place by any other person.
PLACEMENT OF PREMISE	<ol style="list-style-type: none"> 1. The location of a Mobile Food Business Vehicle must comply at all times with that specified within the permit. 2. A minimum clearance of 2 metres is required from fire hydrants, litter bins, public seats, payphones, bicycle stands, parking meters and other public infrastructure. 3. A minimum clearance of 1.5 metres of clear walkways between nearby activity and persons attending the site must be maintained at all times.
SAFETY	<ol style="list-style-type: none"> 1. Location and operation of Mobile Food Businesses must not have a detrimental impact on public safety. 2. Vendors must comply with all environmental health laws pertaining to food premises registration. 3. Mobile Food Business Vehicles must at all times be well presented and clean.
TRADING TIMES	<ol style="list-style-type: none"> 1. Vendors may apply to trade between the hours of 7am and 9pm, seven days a week, for a maximum period of 4 hours in any one approved location. 2. Approved trading hours will be specified in the permit.
WASTE MANAGEMENT	<ol style="list-style-type: none"> 1. Vendors must provide a waste management plan outlining how litter created from the operations of the business will be managed. 2. Council encourages the practice of waste avoidance principles including minimising: the amount of waste generated, use of single-use plastic products and single use sachets, polystyrene, plastic bags, plastic straws and bottles.

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3. No trade waste or litter may be disposed of in council rubbish bins. Vendors must provide bins for use by their customers and ensure the area around their position is kept clear of rubbish. All waste must be removed from site by the Vendor on each occasion.
 4. The Mobile Food Business Vehicle must be equipped with a wastewater tank external to the vehicle, with a capacity of at least 50 litres, and have an outlet of sufficient diameter to facilitate easy flushing and cleaning. Wastewater must be disposed of lawfully.
 5. Under no circumstances is liquid waste to be discharged on the ground or to a stormwater drainage system.
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DRAFT

NOT FOR INCLUSION IN FINAL DOCUMENT – FOR INFORMATION PURPOSES ONLY

Council	12 months	6 months	3 months	Casual
Clarence	\$800		\$350	
Hobart	\$1,302 Non Road Trade		\$390 Non Road Trade	
Launceston	\$2,112	\$1,059		\$160 Max. 2 / Year
Glenorchy	Currently developing By-law to provide for food van operations.			
Burnie	\$1,532		\$817	\$41
Kingborough	\$1,000		\$400	
Huon Valley	\$309			
Devonport	\$500		\$250	
Sorell				\$48
West Tamar	\$450	\$250 to \$350		

Cost Recovery Assessment		
Item	Hours	Cost
Administration (fixed costs): <ul style="list-style-type: none"> ▪ Acknowledge and register application ▪ Referral coordination and follow-up ▪ Preparing approval form ▪ Register outcome 	1.5	\$120
Assess application against guidelines – referrals / file review (fixed costs): <ul style="list-style-type: none"> ▪ EHOs- Waste Mgt / Food Business ▪ Planning – Location Use ▪ Asset Mgt – Traffic / Public Open Space Impact ▪ Governance – Risk / Insurances 	2.0	\$200
As required (12 months): <ul style="list-style-type: none"> ▪ Compliance monitoring -EHOs / Land Use 	3.0	\$300

Market Relativity			
Premises	Rates	Land Area m ²	Cost Relative to Food Truck
Bellerive Fish Bar	\$4,029	736	\$110
Clarence Bakehouse Café	\$7,854	1277	\$123
Canal Café & Pizza	\$1,959	790	\$50
Seven Mile Beach Store	\$6,957	1945	\$71
Currency Café	\$4,237	817	\$103
Ventura Café & Surf	\$7,605	1067	\$142
<ul style="list-style-type: none"> Food truck measurement and queuing area estimated at 20m² Relative cost expressed as an annual amount (even though occupancy is minimal compared to permanent business) Business establishment costs considered to be relative to the activities / operator choice – not relevant to permit fee determination Running costs assumed by operator across permanent establishments and mobile operators relative to size of operations: consumables, furniture, cleaning and hygiene, kitchen machinery, refrigeration, electricity, waste, marketing. 			

Potential Expansion Sites for Mobile Food Business Premises	
Locations	
Bellerive Fort	Lauderdale Canal (Frederick Henry Bay end)
Cambridge Memorial Oval	Montagu Bay Reserve
Clarendon Vale Community Park	Opossum Bay
Cleve Court	Pindos Park
Clifton Beach (conflict with surf club kiosk)	Risdon Vale Oval
Edgeworth Street	Roches Beach
Geilston Bay Reserve	Rosny Hill Reserve
Glebe Hill Park	Simmons Park
Kangaroo Bay	Wentworth Park Play Park

11.7.4 ADOPTION OF COUNCIL POLICY – FLYING OF FLAGS POLICY AND PROCEDURE**EXECUTIVE SUMMARY****PURPOSE**

To consider the adoption of a Flying of Flags Policy.

RELATION TO EXISTING POLICY/PLANS

Council currently has no policy that governs the basis upon which council flies official flags.

LEGISLATIVE REQUIREMENTS

The policy provides for requirements outlined in:

- *Flags Act 1953; and*
- *Protocols for the Appropriate Use and the Flying of the Flag, Department of the Prime Minister and Cabinet.*

CONSULTATION

No public consultation has been undertaken on this matter.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of adopting this policy.

RECOMMENDATION:

That council adopts the Flying of Flags Policy.

ASSOCIATED REPORT**1. BACKGROUND**

At the council meeting on 2 November 2020 the following motion was carried:

“That Council:

- 1. fly the Aboriginal flag outside Council Chambers on an ongoing basis, following NAIDOC week, from 16 November 2020;*
- 2. fly the Torres Strait Islander Flag for NAIDOC week and Reconciliation week each year; and*
- 3. request the General Manager develop a flag policy for presentation to council at an upcoming meeting.”*

2. REPORT IN DETAIL

- 2.1.** The purpose of the policy is to identify the basis upon which Council flies official flags and give guidance with respect to the protocols to be observed.
- 2.2.** The policy applies to flags flown outside the Clarence City Council chambers and office building.
- 2.3.** It is proposed to implement the policy (Attachment 1) immediately upon adoption by the Council.
- 2.4.** Under the proposed policy:
- the Australian National Flag, The Tasmanian State Flag, the Australian Aboriginal Flag, and the Clarence City Flag will be flown daily;
 - the Torres Strait Islander Flag will be flown during National Aborigines and Islanders Day Observance Committee (NAIDOC) Week and Reconciliation Week. During this time the Clarence City flag will not be flown;
 - National Flags of other nations will be flown during sanctioned visits by dignitaries of the nation to the council area; and
 - other flags may be flown by a specific decision of council or at the direction of the General Manager.
- 2.5.** Flags will be flown in the order of precedence outlined in the policy.
- 2.6.** In circumstances when a National Flag of another nation, or any other flag is to be flown, the Clarence City Flag will be removed.

- 2.7.** Protocols regarding flags flown at half-mast are in accordance with Protocols for the Appropriate Use and the Flying of the Flag, Department of the Prime Minister and Cabinet with an additional protocol which provides that flags may also be flown at half-mast on the passing of a significant or distinguished member of the local community, or a local Aboriginal elder.
- 2.8.** The operation of the proposed policy will be managed by the Customer Contact Group under the direction of the Manager Communication and Strategic Development.

3. CONSULTATION

3.1. Community Consultation Undertaken

No community consultation has been undertaken, however extensive feedback has been received from the public and community groups in response to the recent and previous motions put to council in regard to flying of the Australian Aboriginal Flag.

3.2. State/Local Government Protocol

Nil.

3.3. Other

Nil.

3.4. Further Community Consultation

Nil.

4. STRATEGIC PLAN/POLICY IMPLICATIONS

- 4.1.** Council's Strategic Plan 2016-2026 under Connectivity has the following Strategy to: *"Facilitate residents being connected to the community by having access to resources and opportunities to participate in community activity, employment, volunteering and lifelong learning" and "Recognise, celebrate, and support cultural diversity through a range of cultural programs, activities and events."*

- 4.2.** Council's Strategic Plan 2016-2026 under A Prosperous City has the following Strategy to: *"Market and communicate our City positioning and benefits through the promotion of the City's attributes, opportunities and visitor attractions" and "In recognition of the potential and value of population increase in the City, undertake initiatives aimed at ensuring the residential market provides the necessary choices, investment, and liveability attributes to attract people throughout their life stages."*

5. EXTERNAL IMPACTS

The adoption of the policy is a visible symbol of respect and acknowledgement to our community.

6. RISK AND LEGAL IMPLICATIONS

Nil.

7. FINANCIAL IMPLICATIONS

- 8.** Nil.

9. ANY OTHER UNIQUE ISSUES

Nil.

10. CONCLUSION

Council does not currently have a policy that identifies the basis upon which council flies official flags. The proposed Flying of Flags Policy has been developed to provide guidance as to which flags will be flown at the Clarence City Council chambers and office building and gives guidance with respect to the protocols to be observed.

Attachments: 1. Flying of Flags Policy (6)

Ian Nelson
GENERAL MANAGER

FLYING OF FLAGS POLICY

1. PURPOSE

The flying of flags is a visible symbol of respect and acknowledgement.

The purpose of this policy is to identify the basis upon which Council enables the flying of flags and gives guidance with respect to the protocols to be observed.

2. SCOPE

The policy applies to flags flown at council's chambers.

3. DEFINITIONS

Not applicable.

4. POLICY STATEMENT

This policy provides the framework for council to:

- recognise the significance of certain flags
- identify flags to be flown permanently at council
- provide for appropriate governance responsibilities to ensure that flags are flown in accordance with relevant legislation and protocols, and
- establish a mechanism to consider requests for temporarily flying others flags of significance.

5. RELATIONSHIP TO COUNCIL STRATEGIC PLAN

The following strategies are identified in Council's Strategic Plan 2016 – 2026:

- *Recognise, celebrate, and support cultural diversity through a range of cultural programs, activities and events.*

- *Provide, and represent the community at, civic and ceremonial functions.*
- *Enhance Sister City relationships and international linkages as a mechanism to foster and deliver cultural and/or economic benefits.*

6. RELATED DOCUMENTS

LEGISLATIVE (ACTS, REGULATIONS AND STANDARDS)

- *Flags Act 1953*
- Protocols for the Appropriate Use and the Flying of the Flag, Department of the Prime Minister and Cabinet

COUNCIL POLICY, PLANS, PROCEDURES AND GUIDELINES

- Not applicable

7. POLICY REQUIREMENTS

FLAGS FLOWN DAILY

The flags to be flown daily at the council chambers pursuant to this policy are:

- the Australian National Flag
- the Tasmanian State Flag
- the Australian Aboriginal Flag, and
- the Clarence City Flag.

OTHER FLAGS FLOWN

Torres Strait Islander Flag

The Torres Strait Islander Flag will be flown during National Aborigines and Islanders Day Observance Committee (NAIDOC) Week and Reconciliation Week.

National Flags of Other Nations

National Flags of other nations will be flown during sanctioned visits by dignitaries of the nation to the council area.

Only one National Flag of another nation may be flown at any one time.

Other Flags

Other flags may be flown by a specific decision of council or at the direction of the General Manager.

Requests by community organisations to fly flags other than those listed in this policy will not be approved where the flying of the flag may cause offence to sectors of the community or if highlighting an issue, cause or group would be inconsistent with council's commitment to inclusiveness.

ORDER OF PRECEDENCE

The order of precedence of flags flown at the council chambers is as per the Australian National Flag Protocols (left to right facing the chambers):

- the Australian National Flag
- the Tasmanian State Flag
- the Australian Aboriginal Flag, and
- the Clarence City Flag.

When another flag is to be flown in accordance with this policy, the Clarence City Flag will be removed and the following order of precedence will apply:

- The Torres Strait Islander Flag will be flown immediately after the Australian Aboriginal Flag.
- A National Flag of another nation will be flown immediately after the Australian National Flag.
- Any "Other Flag" will be flown immediately after the Australian Aboriginal Flag.

FLAG FLOWN AT HALF-MAST

Flags are to be flown at half-mast where notified by the State Protocol Office or Department of the Prime Minister and Cabinet (DPMC).

In addition to occasions specifically notified by the State Protocol Office or the DPMC, the flags flown on Council's chambers may be flown at half-mast to mark:

- the passing of a significant or distinguished member of the local community, or
- a local Aboriginal elder,

on the day, or part of the day, of their funeral at the request of the General Manager or the relevant local Aboriginal community organisation.

WEEKENDS AND PUBLIC HOLIDAYS

No flags will be flown at Council's chambers on weekends and public holidays, unless by a specific decision of council or the express direction of the General Manager.

FLAG PROTOCOLS

Council will observe any requirements of the Commonwealth Department of Prime Minister and Cabinet and the Tasmanian State Protocol Office whenever flying flags. A summary of protocols is at Attachment 1 - Guidelines.

8. IMPLEMENTATION AND COMMUNICATION

The Manager Communication and Strategic Development is responsible for the implementation of this policy and for managing requests to fly other flags, including seeking approval of the General Manager and/or council as may be required.

This policy will be communicated via:

- council's website and social media
- internal circulation to staff.

9. REPORTING

Not applicable.

10. ADMINISTRATIVE ARRANGEMENTS

TABLE OF AMENDMENTS

No.	Date	Brief Details

APPROVAL

COUNCIL APPROVAL DATE	XX XXX 2020
REVIEW	Every 5 years
RESPONSIBLE POSITION	Manager Communication and Strategic Development
ECM REFERENCE	

ATTACHMENT 1: GUIDELINES

GENERAL PROTOCOLS

Flags should never be allowed to fall or touch the ground.

Flags should not be flown when in damaged, faded or dilapidated condition.

Flags should be raised briskly and lowered ceremoniously.

Flags should always be flown aloft and free as close as possible to the top of the flag mast.

Flags should be raised no earlier than first light and should be lowered no later than dusk.

The Australian National Flag should be raised first and lowered last.

It is generally not desirable to fly flags when the weather is particularly inclement because exposure to severe winds and rain may damage the flag or pole on which it is displayed.

FLAG FOLDING

1. Lay the flag out lengthways.
2. Fold the bottom edge to the top edge.
3. Repeat the above step.
4. Fold the two ends together.
5. Concertina the flag by folding it backwards and forwards, towards the hoist end.
6. Secure the flag with the Halyard (rope), by winding it around the flag

FLAG FLOWN AT HALF-MAST

When flying the Australian National Flag with other flags, all flags are flown at half-mast.

Flags should only be placed in the half-mast position after being fully raised and then slowly lowered to half-mast. The position of half-mast is when the top of the flag is a third of the distance down from the top of the flagpole.

When lowering a flag from a half-mast position, it should first be fully raised, then lowered.

11.7.5 REVISION TO COUNCIL ESTIMATES 2020-2021**EXECUTIVE SUMMARY****PURPOSE**

To amend the approved Estimates to account for and address staff resourcing deficits arising due to increased unexpected work activity across the organisation.

RELATION TO EXISTING POLICY/PLANS

Council's Estimates, Annual Plan, and work health and safety policy are relevant.

LEGISLATIVE REQUIREMENTS

The Local Government Act 1993 and Work Health and Safety Act 2012 are relevant.

In accordance with Section 82 of the Local Government Act 1993, council may make amendments to its estimated revenue and expenditure by simple majority, provided the total amount of the Estimates is not altered.

CONSULTATION

There is no consultation required in relation to this matter.

FINANCIAL IMPLICATIONS

It is anticipated the financial implications associated with adopting the recommendation will result in an additional wages cost of \$496,400 (including oncosts) in the current financial year. This additional expenditure is offset by additional income and/or savings. Consequently, other than recognising change in income and expenditure, there is no substantive amendment required to the total amount of the Estimates.

RECOMMENDATION:

That Council:

- A. Adjusts both income and expenditure Estimates amounts to enable recruitment of new positions as specified in the associated report. Each estimate is to be amended equally to the value of \$496,400, with a nil impact on the total 2020/21 Estimates.
- B. That the General Manager investigates other options to assist council to respond effectively to the risks identified in the associated report and advise council of any other proposed mitigation strategies.

NB: This decision requires a Simple Majority in accordance with Section 82(5) of the *Local Government Act 1993*.

REVISION TO COUNCIL ESTIMATES 2020-2021 /contd...**ASSOCIATED REPORT****1. BACKGROUND**

1.1. In framing the estimates for FY2020/21 council resolved that there would be a focus on prioritisation of delivery of core and essential services to the community. A guiding principle in the development was to deliver a balanced budget based on revenue estimates. The estimates were developed in a time of significant uncertainty in the impact of COVID-19 pandemic across the community. At the time it was anticipated that there would be a significant reduction in service demand and development works across council, therefore leading to the assumption that no new positions would be required due to the anticipated reduction in activity across a number of council core services. The opposite has eventuated.

1.2. The FY2020/21 Estimates were developed based on several principles. The relevant principle related to staff resourcing was stated at paragraph 2.9 of the Estimates report contained in council's 29 June 2020 agenda (at page 43):

"Employee costs have been contained with the Estimates reflecting no increase in Full Time Equivalents in 2020/2021 and a zero percent increase in remuneration for all employees. Elected Members have also minimised discretionary expenses within the budget. It is important to note the contribution to the budget made by employees and Aldermen."

1.3. Impacts of COVID-19 have led to increased demand for services across the organisation, particularly in the areas of development assessment, regulatory compliance and infrastructure works. There are also the additional impacts of council's social recovery agenda and support strategies, as well as continued implementation of OneCouncil which requires ongoing resource commitment to realise capacity and gains.

- 1.4.** Consequently, staff are experiencing increased, unreasonable and unsustainable workloads, leading to significant work health and safety risks. Council is also facing critical service delivery, reputational and legal risks as a result of under resourcing.

2. REPORT IN DETAIL

2.1. City Planning Group

Council's City Planning Group operates at a much lower staff ratio (to applications) than other Greater Hobart councils while providing the highest service availability level:

- City of Hobart – 1:94
- Kingborough Council– 1:85
- Glenorchy City Council– 1:97
- Clarence City Council– 1:136

Development growth trends have increased and are anticipated to continue to grow. In terms of workload impact, this is compounded by a complex performance-based planning scheme and planning directions which makes application processing more compliance oriented, time-consuming and cumbersome.

There are also impacts of OneCouncil upgrade systems works which requires dedicated resourcing commitment, as well as impacts of transitioning administration processing from a dedicated records management team to individual work groups.

Options for Response to Sustained Increase in Demand Include:

1. Discontinue preliminary assessments.
2. Reduce service levels.
3. Introduce appointments with customers.
4. Extend non-statutory and correspondence time frames.
5. Impose higher fees / introduce fees to cover levels of service.
6. Resource to meet demand.

Resource Plan

To achieve an appropriate level of resourcing within the City Planning group, there is an immediate need to provide for the appointment of an additional two planners. Appointment of two planners will reduce the current ratio level from 1:136 to 1:106. While these appointments will still result in council having the highest ratio of development applications assessed to planners of all southern metropolitan councils, it will have an immediate positive impact on the risks identified and allow council to continue to deliver a high level, professional planning service.

Funding Proposal

In this financial year it is proposed to fund the recruitment of two additional planners from the increase in application revenue.

2.2. Financial Management Group

The Financial Management group is currently experiencing significant difficulty in meeting workload demand, specifically in relation to:

- development of the debt recovery module which is critical to the organisation in meeting its social and fiscal responsibilities;
- resolution of change in business processes to a more efficient and sustainable platform cross the workgroup;
- meeting timelines for key finance tasks such as property transfers;
- impact of increase in rateable properties; and
- ongoing system maintenance and testing requirements.

Options to Respond

1. Lower service level in the delivery of key council finance functions.
2. Reduce staff resource investment in OneCouncil development.
3. Resource to meet demand.

Resource Plan

It is proposed to establish one new Finance Officer position to enable the risks identified to be appropriately addressed.

Funding Proposal

There is provision within scope of the current budget for allocation from the contract services (debt recovery) line, which provides enough funding to support the appointment of an additional finance officer for this financial year.

2.3. Asset Management Group

Impacts of current and projected workload within current resourcing levels:

- inability to deliver, or significant delays, in:
 - capital works program;
 - subdivision advice;
 - development engineering compliance;
 - stormwater investigations and management;
 - open space planning, and
 - master planning;
- not meeting timelines for workflow management, correspondence and requests; and
- reduced quality control of contracts and procurements.

Options to Respond

1. Reset priorities for the delivery of council's capital works program.
2. Delay master planning for council's infrastructure development.
3. Review timelines for correspondence response.
4. Resource to meet demand.

Resource Plan

It is proposed to establish 3 new positions within the group to minimise current risks and impacts outlined above:

- 1 x Project Manager;
- 1 x Stormwater Engineer; and
- 1 x Subdivision Works Officer.

Funding Proposal

All positions can be funded within scope of the current budget. The Project Manager position can be funded from the capital works program, allocated to specific projects to be delivered. Funding for the Stormwater Engineer is available from stormwater capital projects and savings from the Urban Design stormwater systems management plan funds. Additional income from development is sufficient to support appointment of a Subdivision Works Officer for this financial year.

2.4. Health and Community Development Group

Impacts of current and projected workload within current resourcing levels include:

- increased notifiable and permit work;
- difficulty in meeting statutory timeframes of applications and 337 processing;
- difficulty in meeting current and historical compliance and complaint management requirements; and
- not meeting food inspection or water sampling targets.

Options to Respond

1. Review/reduce the schedule for food inspections – increased risk to the public.
2. Reduce level of complaint management to essential services only.
3. Increase fees to market competitive rates.
4. Recruit to meet demand.

Resource Plan

It is proposed to establish one additional Compliance Officer role and re-establish the Cadet Environmental Health Officer position.

Funding Proposal

In this financial year it is proposed to fund the recruitment of the two additional positions from the increase in fee and charge revenue.

2.5. Governance Group

Impacts of current and projected workload within current resourcing levels include the inability to:

- achieve timely development and implementation of council policies and strategies;
- review and update of extensive suite of council policies and procedures;
- development and implement outstanding audit panel items, including workforce planning and volunteer management requirements; and
- implement and maintain outcomes of the local government desktop audit requirements, including compliance with requirements of communications of strategies and plans.

Options to Respond

1. Reduce strategic focus and program of work.
2. Recognise and prioritise timelines for development of strategic policies.
3. Delay development and implementation of strategic planning.
4. Recruit to meet demand.

Resource Plan

It is proposed to establish

- 1 x full-time Executive Strategic Policy Officer (internal secondment).

Funding Proposal

It is proposed to resource the Executive Strategic Policy Officer from savings within the human resource training budget (savings achieved as a result of reduced training activity during the current pandemic). The position would be undertaken as a temporary secondment for 6 months, with any proposal for a continuing substantive role to form part of 21/22 budget considerations.

2.6. Communications and Marketing Group

Council commenced the City Heart project consultation in early 2020, ahead of the COVID pandemic. The initial consultation period has concluded, and a report is being prepared.

The next phase of the City Heart consultation process will require dedicated resourcing to achieve timely development of a concept plan(s) with enough information to support eventual development of the overall master plan. The next stage is not able to be managed off the side of someone's desk within scope of existing roles and workloads. This project was identified as a key strategic project for council, and it is therefore considered important to resource the project appropriately.

Options to Respond

1. Delay furthering the City Heart Project until the 21/22 financial year.
2. Recruit to meet demand.

Resource Plan

It is proposed to establish

- 1 x temporary (6 months) part-time (0.5) City Heart Project Officer.

Funding Proposal

Funding for the temporary City Heart Project Officer is directly available within scope of current funding allocation within the City Heart Project. Should council determine not to support this temporary part-time role at this time, it may be deferred to 21/22 budget considerations; however, it should be noted this will be at the expense of timely delivery of the next stage of the project.

3. CONSULTATION

3.1. Community Consultation Undertaken

Not applicable.

3.2. State/Local Government Protocol

Not applicable.

3.3. Other

Not applicable.

3.4. Further Community Consultation

Not applicable.

4. STRATEGIC PLAN/POLICY IMPLICATIONS

4.1. Council's Strategic Plan 2016-2026 details council's Mission as "*Responding to the changing needs of the community through a commitment to excellence in leadership, advocacy, innovative governance and service delivery.*"

4.2. Specifically, within the Strategic Plan under Council's Assets and Resources the following Strategies are outlined:

- *Provide safe and healthy work places.*
- *Effectively administer compliance with statutory obligations, legal responsibilities, and governance standards.*
- *Ensure appropriate management of risk to reduce exposure associated with Council's operations and activities.*

5. EXTERNAL IMPACTS

5.1. The resourcing of the proposed new positions may result in an increased rate burden in FY2021/22, although it is anticipated that the forecast sustained increased in revenue will offset additional wages costs to a reasonable extent.

5.2. The proposal provides for the establishment of eight additional permanent positions and a further temporary role to be filled from external advertising. One position is an internal appointment. This provides a significant boost to the employment market and supports sustained economic and social recovery across the City.

6. RISK AND LEGAL IMPLICATIONS

6.1. The Local Government Act describes the functions of councillors and the general manager. Relevantly, at Section 28(2)(e), councillors of a council collectively are required to "*determine and review the council's resource allocation and expenditure activities.*" This function is achieved via the Estimates and Annual Plan.

- 6.2.** Section 62 of the LG Act provides the functions of the general manager. Relevant functions are [at Section 62(1)]:

- (a) to implement the policies, plans and programs of the council;*
- (b) to implement the decisions of the council;*
- (c) to be responsible for the day-to-day operations and affairs of the council;*
- (d) ...;*
- (e)....;*
- (f);*
- (g);*
- (h) to manage the resources and assets of the council;*
- (i)*

Section 62(2) provides ‘*The general manager may do anything necessary or convenient to perform his or her functions under this or any other Act*’.

- 6.3.** Within the context of the FY2020/21 Estimates, council has provided resources to enable delivery of council programs and to facilitate day to day operations by the general manager and staff. Consequently, deployment of staff resources within the ambit of the Estimates, including any creation or reduction in positions, is a matter for determination by the general manager. Within the context of this report, amendment of the Estimates will assist by providing additional fiscal flexibility to address the identified workload issues and risks.
- 6.4.** Within the wider risk context, and in the absence of achieving appropriate resourcing levels across the critical areas identified, council may not adequately meet its duties and obligations under the *Work Health and Safety Act 2012*, regarding the statutory duty to maintain a work environment without risk to health and safety.
- 6.5.** Outlined below are identified risks and the opportunity cost of current resourcing levels.

Risk	Opportunity Costs
<ul style="list-style-type: none"> • WHS risks can lead to: <ul style="list-style-type: none"> ○ stress and burnout ○ reduced opportunity for leave ○ reduction in quality outcomes ○ increased likelihood of errors ○ reduced ability to attract and retain experienced officers ○ increased sick leave, and ○ increased employee assistance costs. • Reduced customer service level. • Inability to meet statutory and discretionary timelines. • Increase in complaints. • Impact on reputational risk. • Increased leave liability as a direct result of staff not able to access leave in a timely manner. 	<ul style="list-style-type: none"> • Efficiencies. • Reduced strategic focus. • Reprioritisation of major projects. • Delay in deriving benefits from systems development. • Reduced capacity for staff development.

7. FINANCIAL IMPLICATIONS

7.1. It is anticipated the financial implications as a result of adopting the recommendation will result in a wages impact of an additional \$496,400 (including oncosts).

7.2. These additional costs can be funded within scope of the current Estimates due to increased revenue as a result development demand driving application revenue, rollover funds from the previous financial year, capital project funds and specific relevant project lines.

7.3. The additional positions will reframe the substantive “starting” position for the FY2021/22 wages estimate. This will be considered in council’s 10-year financial plan in the recasting of expenditure, revenue and cashflow forecasts. In conjunction with the development of the FY2021/22 council estimates. At this time council and the community will have a greater appreciation and understanding of the impact of COVID-19 on the community both socially and fiscally.

8. ANY OTHER UNIQUE ISSUES

Nil.

9. CONCLUSION

9.1. It is unusual to seek funding adjustments for new positions outside of the normal budget cycle. On many fronts, this year has been like no other.

9.2. The proposed adjustment to the Estimates is sought to assist council to meet its customer service and work health and safety obligations. The adjustments are expected to be substantially offset by increased fee income and reallocations within existing budgets.

9.3. Recruitment of new positions will reframe the “starting” position for the FY2021/22 budget process.

Attachments: Nil.

Ian Nelson
GENERAL MANAGER

12. ALDERMEN'S QUESTION TIME

An Alderman may ask a question with or without notice at Council Meetings. No debate is permitted on any questions or answers.

12.1 QUESTIONS ON NOTICE

(Seven days before an ordinary Meeting, an Alderman may give written notice to the General Manager of a question in respect of which the Alderman seeks an answer at the meeting).

Ald Warren has given notice of the following question.

CLIMATE CHANGE PROJECTS UPDATE

I met with the new Council Climate Change officer in March 2019. At that point there were about \$100,000 worth of projects to be done, including a Greenhouse Gas Reduction Plan, a Climate Change Policy, a Climate Change Adaptation Project, and a Coastal Policy.

Could the General Manager - through you Mr Mayor - please provide an update on these projects, their status, and when we can expect to see these come to Council for decision?

12.2 ANSWERS TO QUESTIONS ON NOTICE

Nil

12.3 ANSWERS TO QUESTIONS WITHOUT NOTICE – PREVIOUS COUNCIL MEETING**Council Meeting 12 October**

At Council's Meeting of 12 October 2020, Ald Mulder asked the following question:

“In relation to the Kangaroo Bay Boulevard site, regarding sale of council land to the proponent can I seek information as to the value of that land in terms of the contractual arrangement and whether or not that value is for individual plots of land or whether that value is for the collective land because it is likely that the sum of the whole is greater than the sum of the parts?

At Council's Meeting of 2 November 2020, Ald Mulder asked whether the General Manager's response provided to Ald Mulder separately could be included in the Minutes.

The General Manager's response is as follows:

The Boulevard site comprises six adjoining freehold titles - three vacant lots and three improved residential lots located between Kangaroo Bay Drive and Cambridge Road, Bellerive.

The valuation was undertaken by the Office of the Valuer-General and completed in July 2020. The valuation assessed the six titles as one whole site which has a land area of 1.3308 hectares.

There is no “sale and development agreement” for the Boulevard site in place. What is in place is a “preferred developer agreement”. That agreement defines the terms under which Hunter develops, consults and submits its development application. If Council approved the DA then we will move to the SDA stage. Terms will of course be discussed with/ approved by council before any agreement is signed.

For completeness, the development application for the Kangaroo Bay Boulevard site has been submitted but is not yet valid because landowner consent has not been provided. Council officers have sought further information before the granting of landowner consent is considered. That further information was received last week and is currently being reviewed.

Council Meeting 2 November

Ald James

1. At one of our workshops recently there was discussion about three options for provision of a seawall on Pipeclay Esplanade. Is it proposed that this matter be canvassed with the community in relation to their feedback as to which option may be, in their consideration, the best option for a seawall in that particular area?

ANSWER

At the workshop it was explained that time was needed to explore all the proposals provided by WRL (Water Research Laboratory) in terms of options and to come back to council in terms of the pros and cons and the science of each of those before we can decide whether we are going to go back to the community with and in what form, so the matter will need to come back to a council workshop.

2. Following a question I put to the General Manager at Monday's workshop regarding a government valuation and when we would be receiving that government valuation in respect to the Kangaroo Bay hotel and hospitality school and given that the General Manager has made a comment in the working papers that on his assessment there is a possible assessment on the land of between 6 and 8 million and that is in the papers that we discussed that were available to the public on that night. Given those couple of scenarios in any potential buy back would the government valuation play an integral part in the assessment of that land in any buy back process?

ANSWER

The request in terms of the government valuation was to inform council what the current value of that land is. At this point in time it would require a decision of council to explore that as an option. There are a number of options on the table and I understand that we have not explored those any further at this point, so any valuation is a hypothetical situation.

Mayor

It will be a matter for council once we are aware of what those figures are. I will stress that if we are embarking on a course of land acquisition and negotiations, we will need to consider some aspects of that in confidential session of council.

Ald Blomeley

1. Since the 12 October vote on the time extension request of Chambroad Australia there has been a proliferation of unauthorised political stickers bearing the slogan "Buy it Back" stuck on public infrastructure in and around Bellerive village, Kangaroo Bay and surrounding areas in our City. Mr Mayor on a walk over the weekend I counted more than 20 stickers crudely adorning publicly owned road and safety signs, public infrastructure such as bins, children's swings and picnic tables. The question is could you please advise: 1 - the cost of removing and cleaning up this graffiti; and 2 - steps being taken to ensure the person or persons responsible for this unauthorised graffiti is sent a bill for the cost so ratepayers are not left to foot the bill?

ANSWER

The cost to remove the stickers and graffiti will vary depending on location and things like the type of sticker and what it is stuck to, so it is difficult to give an accurate estimate but it could be in the range of \$15-\$50 per sticker depending where it is and what it is stuck to. We would also need to do things such as site assessments where stickers are in areas, for example where there is high traffic; we might have to take traffic precautions to make sure of safety for workers. There is a provision in the Litter Act 2007 and also council's Public Places By-law that apply a financial penalty by way of an infringement notice for an offence committed and also allows for the recovery of remedial costs providing we have sufficient evidence to issue that infringement. We have had a look at those stickers, they don't have any identifying marks on them so we would ultimately need evidence of the person or persons who are applying those stickers. At that point we would probably be able to proceed.

2. In July I lodged an Alderman's Request regarding the barrier mesh around a telecommunications pit at the intersection of Berega and Tanundal Streets, Howrah. In response Mr Graham promptly advised that Telstra own the pit. They had been required to undertake urgent repairs to the pit. As of 9am this morning the pit is still unrepaired and the mesh fence still in place. The only thing that appears to have occurred since this matter was first raised with council is the growth of weeds surrounding the fence. Mr Mayor as a priority can this matter please be actioned with a progress report to Aldermen in future in our weekly briefing reports?

ANSWER

We have contacted Telstra and they have advised that they thought the pit would just need to be repaired but on review the pit requires complete replacement. They go out to contract for that and they are going to advise us in a forthcoming time period when those works will be undertaken. I will inform Aldermen as soon as I have further information.

Ald Walker

1. The grass has risen rather rapidly in many places. I understand that our staff will face some profound challenges with some of the overgrowth that has taken over quite a few tracks. Just today I bush bashed my way through the track at the Geilston Bay foreshore. My question basically relates to this sort of incidental thing that happens most years in spring. Rather than trying to make our staff work 24 hours per day are there any adjunct things or ancillary mechanisms we could be bringing in to tackle this when it hits us most springs?

ANSWER

We will be doing an audit shortly on our tracks and trails which we do wait for the spring period to enact and then we can see which areas we need to address. Council did organise some equipment for our workers this financial year which should certainly aid us in addressing some of the areas considering how many kilometres of tracks and trails that we have.

2. Regarding Page 29 of the Agenda which relates to the Sport and Recreation Committee Quarterly Report in the Grants section it notes Healthy Tasmania Grants that Council will make an application for round 2 of the Healthy Tasmania Fund to request funding for the construction of a ninja park at Neilson Park, Rokeby. The funding program closed 30 October. This matter did come before us at a workshop. My recollection was that there was pretty strong support for progressing this and I also note that from recollection council was applying to use the same grant for an evaluation of Fitness in the Park. Is this correct and if it is what priority would have been determined by council as the main one going forward as my suspicion around council chamber was that it wasn't the ninja park.

ANSWER

We do not assign a priority to the two grants. The grant application that you are referring to in regard to Fitness in the Park was a much broader grant than just Fitness in the Park and the two were submitted and will compete on their own merits as part of that system. We expect that those grants around the state will be quite heavily contested so at this point we do not know how many applications have been made.

Ald Edmunds

Regarding the intersection with Shoreline, between Clarence Street and Howrah Road I have had quite a few people, parents mainly, raising their concerns with children crossing that road and suggesting that a turning arrow on Clarence Street would be a good safety measure. Since those lights have been put in has there been any review of their operation and if not would council consider putting a red arrow on Clarence Street?

ANSWER

I can arrange for our internal traffic group to do an assessment in terms of whether there is any crash history or any other issues. I know we did get some grant funding a few years ago and we improved the left hand turn coming up from Shoreline from the south but we can undertake an assessment.

Ald Ewington

Regarding the petition tabled last meeting on the Kangaroo Bay Buy Back can I ask that we record the actual question that was on that petition in the minutes. My concern is that it is not listed in the minutes here and it's not listed in the minutes of the actual petition item. I would like the actual question that is asked by people and whether we did an analysis of the people who were on the petition in relation to where they live. I would be interested to know that information.

ANSWER

I believe we have an analysis done and I can circulate that to Aldermen. Certainly, we can record the question that was asked on the petition.

Question contd...

My concern is that the question did not reflect the full scope of what we were dealing with.

ANSWER

The question that was asked by the petitioners was as follows:

"We the undersigned, petition the Mayor and Aldermen of the Clarence Council to activate the buy-back clause in the contract for the sale of council land to Chambroad Australia for the construction of a hotel and hospitality training school at Kangaroo Bay Drive, Bellerive"

Ald Kennedy

Following on from the tribute and motion earlier regarding this year's Clarence's Senior Citizen of the Year Dal Hyland's passing, he was obviously known and respected and loved by so many people in the community but I did notice that one of the tributes from the family said rather than sending flowers perhaps consider planting a tree. Given his connection to the Fort is there an opportunity to explore with Parks and Wildlife and Dal's family perhaps for planting a tree somewhere significant to where he spent so many hours volunteering, I am not talking about a monument as such but just planting a tree.

ANSWER

We will raise this request with Parks and Wildlife with the aim of gaining consent. If consent is provided, we will then discuss with Dal's family.

Ald Mulder

1. What is the situation with the lease of the Rosny Hill proposal if that proposal does not proceed to construction?

ANSWER

There is no lease for the proposal at this point in time. We are awaiting the determination of the Tribunal and for any appeal processes to conclude before we do any work on that.

Question contd

So the situation will be that they can apply subject to the outcome of the appeal, get permission to build but then don't proceed to build. What's the question then? Will the lease be part of the building application?

ANSWER

No, the lease will not be part of the building application. It will be a consequent negotiation to the permit being confirmed. So, to put it in perspective, my understanding is that the proponent would need to have the lease settled before they can commence building otherwise, they have no basis on which proceed. A permit on its own is not enough.

Question contd

If we get to a point where a lease is issued and then construction doesn't go ahead does that invalidate the lease?

ANSWER

It would depend on the terms of the lease, but it would certainly be an issue that we would be alert to and concerned about.

Mayor

I would imagine that a lease would need a decision of council?

ANSWER

Absolutely, because it is a dealing in land so any lease will come forward to Council.

- 2, Why does the State Government propose a ferry jetty as an attachment to the breakwater pier which is currently being built by council in Kangaroo Bay when obvious sites like the existing one at the Waterfront Hotel or the proposed Kangaroo Bay Hotel development site seem to be obvious choices?

ANSWER

The request that I received for clarification on council's position is that it may be one site as an option. The conversation I have had with the Department of State Growth is that the actual site will be a matter for each of the applicants to assess and put forward their proposal. So simply put the Department of State Growth wanted to know whether it was possible for us to consider the breakwater and pier structure as a possible site not that it was the only site.

Question contd

I understand there may be been issues around the depth of water and existing moorings given the landfill?

ANSWER

I am not sure about that Ald Mulder. If that were an issue that would be an issue for each of the proponents in their applications to address.

12.4 QUESTIONS WITHOUT NOTICE

An Alderman may ask a Question without Notice of the Chairman or another Alderman or the General Manager. Note: the Chairman may refuse to accept a Question without Notice if it does not relate to the activities of the Council. A person who is asked a Question without Notice may decline to answer the question.

Questions without notice and their answers will be recorded in the following Agenda.

The Chairman may refuse to accept a question if it does not relate to Council's activities.

The Chairman may require a question without notice to be put in writing. The Chairman, an Alderman or the General Manager may decline to answer a question without notice.

13. CLOSED MEETING

Regulation 15 of the Local Government (Meetings Procedures) Regulations 2015 provides that Council may consider certain sensitive matters in Closed Meeting.

The following matters have been listed in the Closed Meeting section of the Council Agenda in accordance with Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015.

13.1 APPLICATIONS FOR LEAVE OF ABSENCE

13.2 LEGAL MATTER

13.3 TENDER T1371-20 - PIPER ROAD, GEILSTON BAY – ROAD UPGRADE

13.4 TENDER T1380-20 - ASPHALT RESURFACING WORKS 2020/21

These reports have been listed in the Closed Meeting section of the Council agenda in accordance with Regulation 15 of the Local Government (Meeting Procedures) Regulation 2015 as the detail covered in the report relates to:

- contracts and tenders for the supply of goods and services;
- applications by Aldermen for a Leave of Absence;
- matters relating to actual litigation.

Note: The decision to move into Closed Meeting requires an absolute majority of Council.

The content of reports and details of the Council decisions in respect to items listed in “Closed Meeting” are to be kept “confidential” and are not to be communicated, reproduced or published unless authorised by the Council.

PROCEDURAL MOTION

“That the Meeting be closed to the public to consider Regulation 15 matters, and that members of the public be required to leave the meeting room”.