

AGENDA

ORDINARY COUNCIL MEETING

Tuesday 12 December 2023

Time 3.00pm

Location Council Chambers

26 Lyall Street

Westbury, Tasmania

Phone (03) 6393 5300



Our Values

Our seven values help guide our decisions and underpin all we do.

Respect, listen and care for one another

Be innovative, creative and learn

Be trustworthy, honest and tolerant

Take a fair, balanced and long term approach

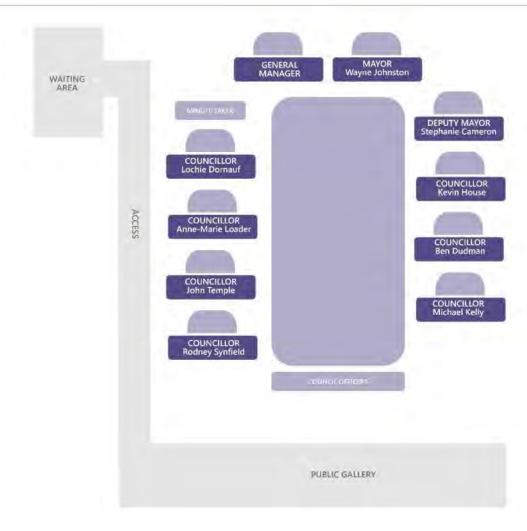
Work together

Be positive and receptive to new ideas

Use sound business practices

Council Chambers

Seating Plan



M : 2

Going to a Council Meeting

Members of the community are encouraged to engage with Council's monthly meetings. You can submit questions online or attend in person.

Our website offers handy fact sheets with information about what to expect at a Council Meeting, including how to participate in Public Question Time.

After the meeting, you'll find minutes and an audio recording online.

Hard copies of agendas and minutes are also available to view at the Council offices.

Learn more

Click here to find fact sheets about attending a Council meeting, or to submit a question online.

A copy of the latest agenda and minutes are available to view at the Council offices in Westbury. **Click here** to view agendas and minutes online, or listen to audio of our meetings.

You can also contact the Office of the General Manager by phone on (03) 6393 5300, or email ogm@mvc.tas.gov.au to submit a question or learn more about opportunities to speak at a Council Meeting.

Public Access to Chambers

Where there is a need to manage demand, seating will be prioritised as follows:

For planning decisions: applicants and representors have first priority. A representor is a community member who writes to Council to object to or support a planning application (statutory timeframes apply for becoming a representor during the planning process).

For all decisions: Members of the media are welcome to take up any seats not in use by the public, or email ogm@mvc.tas.gov.au to request specific information about a Council decision. Media requests received by email before close of business (or the end of the meeting) will receive a same-day response.

Attendees are requested to consider the health and wellbeing of others in attendance.

If you are symptomatic or in an infectious state then you are requested to stay away or follow good-practices to minimise risk to others. This includes measures such as social distancing, wearing of face-masks and the use of hand sanitisers.

Conduct at Council Meetings

Visitors are reminded that Council Meetings are a place of work for staff and Councillors.

Council is committed to meeting its responsibilities as an employer and as host of this important public forum, by ensuring that all present meet expectations of mutually respectful and orderly conduct.

It is a condition of entry to the Council Chambers that you cooperate with any directions or requests from the Chairperson or Council officers.

The Chairperson is responsible for maintaining order at Council Meetings. The General Manager is responsible for health, wellbeing and safety of all present. The Chairperson or General Manager may require a person to leave Council premises following any behaviour that falls short of these expectations. It is an offence to hinder or disrupt a Council Meeting.

Access & Inclusion

Council supports and accommodates inclusion for all who seek participation in Council Meetings, as far as is practicable.

Any person with a disability or other specific needs is encouraged to contact Council before the meeting on (03) 6393 5300 or via email to ogm@mvc.tas.gov.au to discuss how we can best assist you with access.

Certificate of Qualified Advice

A General Manager must ensure any advice, information or recommendation is given to Council by a person with the necessary qualifications or experience: section 65, *Local Government Act* 1993.

Council must not decide on any matter without receiving qualified advice, or a certification from the General Manager.

Accordingly, I certify that, where required:

- (i) the advice of a qualified person was obtained in preparation of this Agenda; and
- (ii) this advice was taken into account in providing general advice to Meander Valley Council; and
- (iii) A copy of any such advice (or a written transcript or summary of oral advice) is included with the agenda item.

Jonathan Harmey

GENERAL MANAGER

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Meeting Open - Attendance & Apologies

Acknowledgment of Country

Council acknowledges the Pallitore and Panninher past peoples and the traditional owners and custodians of the land on which we gather for the Council Meeting, with respects paid to elders past and present and extended to all Aboriginal and Torres Strait Islander peoples present.

Confirmation of Minutes

Motion Receive and confirm minutes of the last Ordinary Council Meeting held

14 November 2023

Vote Simple majority

Declarations of Interest

Nil received prior to agenda publication.

Council Workshop Report

Topics Discussed – 28 November 2023

External Presentation: Deer Management Program

Review of LUPAA Delegations

Deloraine Caravan Park EOI

Notice of Motion Clr Anne-Marie Loader: Livestreaming of Council Meetings & Agenda Delivery Discussion

Review of Policy No. 81 and No. 86

Council meeting dates and times 2024

Council committee representation 2024

Proposed Meander Valley branding project

Westbury Recreational Vehicle Waste Dump Point

Deloraine Recreation Precinct: Concept Masterplan

Swimming pools and natural swimming sites review - Consultant reports

Items for Noting

Montana Road Bridge Renewal: Western Creek

New Works Depot Update

Waste Management Activities Update

Review of Policy No.90 Mobile Food Vehicles

Mayor & Councillor Report

Councillor Official Activities and Engagements Since Last Meeting

15 November 2023

Meeting: Rotary Club of Westbury – Berried in Tas Site Visit

Attended by: Cr Dudman

16 November 2023

Meeting: Mole Creek Progress Association Meeting and AGM

Attended by: Cr Loader

17 November 2023

Community Event: The Young Irelanders

Attended by: Cr Loader

18 -19 November 2023

Community Event: Westbury Bicentenary Weekend

Attended by:
Mayor Johnston
Cr Dudman
Cr House
Cr Loader

22 November 2023

Meeting: Selbourne Community Meeting

Attended by: Cr Loader Cr Dudman

23 November 2023

Meeting: Municipal and Social Recovery Committee

Attended by: Cr Kelly

24 November 2023

Meeting: Short Walks Consultative Committee

Attended by:

Cr Loader

25 November 2023

Community Event: Deloraine Show

Attended by:

Cr Loader Cr Dudman

26 November 2023

Meeting: LCFC Annual General Meeting

Attended by: Cr Dudman Cr House

27 November 2023

Community Meeting: Westbury and Districts Historical Society Meeting

Attended by:

Cr Dudman

Community Meeting: St Patrick's Festival Committee Meeting

Attended by:

Cr Dudman

29 November 2023

Meeting: Great Western Tiers Tourism Association

Attended by:

Cr Loader

Cr Dudman

30 November 2023

Meeting: Great Western Tiers Visitor Centre End of Year Party

Attended by:

Cr Dudman

06 December 2023

Meeting: Blackstone Heights Community News

Attended by:

Cr Loader

Meeting: Rotary Club of Westbury Annual General Meeting

Attended by: *Cr Dudman*

07 December 2023

Meeting: Westbury Backyard Bandicoots

Attended by:

Cr Loader

10 December 2023

Community Event: Mole Creek Community Shed BBQ

Attended by:

Cr Loader

11 December 2023

Meeting: Westbury Primary School Grade 6 Assembly

Attended by: Cr Dudman

12 December 2023

Meeting: Carrick Community Meeting

Attended by: *Cr Dudman*

Councillor Announcements & Acknowledgements

Petitions

Nil received prior to agenda publication.

For further information about petitions, refer to the *Local Government Act 1993*: ss57-60A.

Community Representations

Nil requests received.

Community representations are an opportunity for community members or groups to request up to three minutes to address Council on a topic of particular interest.

Requests received at least fourteen days prior to a Council Meeting will be considered by the Chairperson. For further information, contact the Office of the General Manager on (03) 6393 5300 or email ogm@mvc.tas.gov.au.

Public Question Time

Members of the public may ask questions in person or using our online form.

Thirty minutes is set aside for members of the public to ask questions provided with or without notice. Council will accept up to two questions "with notice" and two questions "without notice" per person, per meeting.

Click here to submit an online question.

Refer to pages 3 and 4 of this agenda for more information about attending a Council Meeting.

This Month's Public Questions With Notice

Question 1: Helen Hutchinson (taken on notice at the November 2023 Council Meeting)

What strategies is Meander Valley Council considering to protect its ratepayers from extreme heat events?

Jonathan Harmey, General Manager advised that Meander Valley Council has made a sun protection policy relevant to addressing heat concerns for our employees. Meander Valley Council is a member of the Northern Tasmanian Alliance of Resilient Council who will be looking a coordinated approach to issues of this nature in the future. The Tasmanian Government's Renewable, Climate and Future Industries Tasmania are also working on statewide projects with the assistance of the Local Government Association of Tasmania. Meander Valley Council does not have a strategy to protect its ratepayers from extreme heat events and is not currently developing an extreme heat event strategy.

Question 2: Sean Manners, Westbury (via website)

Policy Number: 91 Climate Change Mitigation and Adaptation is due to reviewed in March 2024.

The present 425 word policy uses words and sentences such as "supports the Australian and State Governments acting to contribute to global climate change mitigation" and "Meander Valley Council recognises that while the specific local impacts of climate change are uncertain, it makes sense to minimise pollution and related environmental impacts and adapt to emerging and future risks arising from climate change."

The only paragraph (para 4) that says that MVC may do anything is "Meander Valley Council will within the limits of its capacity work with governments of all levels,

neighbouring regional councils, industry and the community to reduce greenhouse emissions and manage the economic, social and environmental risks from climate change."

Nowhere does it say that MVC is actually going to do anything to reduce its carbon footprint or environmental impact itself.

Will the review ensure that MVC actually commits to doing something to reduce its carbon footprint and environmental impact? and will the review have community input?

Jonathan Harmey, General Manager advised that Policy 91 'Climate Change Mitigation and Adaption' has a next review date of March 2024, Council will assess any appropriate changes to the existing Policy during this review period. Council has not determined the level of community input to this review but has already been receiving questions from community members at Council Meetings and email correspondence in recent months.

Question 3: Sean Manners, Westbury (via website)

Policy Number: 91 Climate Change Mitigation and Adaptation:

3. Scope

This policy applies to all Meander Valley Council operations, practices, services and community facilities; including the management of natural areas.

Responses and specific actions to mitigate and adapt to the effects of climate change will be progressed in line with this policy through normal planning and risk management systems.

When in the last twelve months has Policy 91 been used?

Jonathan Harmey, General Manager advised that Council regularly refers to the concepts identified in Policy 91 'Climate Change Mitigation and Adaption' in its operational activities. Council's Infrastructure and Works teams were recently recognized at the IPWEA awards for Excellence in Public Works for the work undertaken on the Deloraine Suspension Footbridge that was enhanced by reconstructing it, raising the footbridge by a meter in height following the October 2022 flood events in Deloraine. Council has also worked in our waste management functions implementing strategies to reduce waste to landfill such as the introduction of Food Organics Garden Organics kerbside collection bins in the eastern end of the municipality and recently purchasing a weighbridge to better report on the waste volumes collected at our landfill sites in the future.

Councillor Question Time

This Month's Councillor Questions With Notice

Nil received prior to agenda publication.

This Month's Councillor Questions Without Notice

Council as a Planning Authority

In planning matters, Council acts as a Planning Authority under the *Land Use Planning* and *Approvals Act 1993*. The following applies to all Planning Authority reports:

Strategy Council has an Annual Plan target to process planning applications in accordance with delegated authority and statutory timeframes.

Policy Not applicable.

Legislation Council must process and determine applications under the *Land Use Planning and Approvals Act 1993* (LUPAA) and its Planning

Scheme. Each application is made in accordance with LUPAA, s57.

Consultation The "Agency Consultation" section of each Planning Authority report outlines the external authorities consulted during the application process.

Community consultation in planning matters is a legislated process. The "Public Response – Summary of Representations" section of each Planning Authority report outlines all complying submissions received from the community in response to the application.

Budget & Finance Where a Planning Authority decision is subject to later appeal to the

Tasmanian Civil and Administrative Tribunal (Resource & Planning Stream), Council may be liable for costs associated with defending

its decision.

Risk Management Risk is managed by all decision-makers carefully considering

qualified advice and inclusion of appropriate conditions on

planning permits as required.

Alternative Council may approve an application with amended conditions, or

Motions may refuse an application.

Regardless of whether Council seeks to approve or refuse an application, a motion must be carried stating its decision and outlining reasons. A lost motion is not adequate for determination

of a planning matter.

Motion Simple majority

Planning Authority Report

350-364 Westbury Road Prospect Vale

Proposal General Retail and Hire (Carpark grocery collection area)

Report Author George Walker

Town Planner - Consultant

Authorised by Krista Palfreyman

Director Development & Regulatory Services

Application reference PA\24\0097

Decision due 13 December 2023

Decision sought It is recommended that Council approves this application.

See section titled "Planner's Recommendation" for further details.

Applicant's Proposal

Applicant P English obo Woolworths Ltd

Property 350-364 Westbury Road Prospect Vale (CT: 169734/1)

Description The applicant seeks planning permission for the construction

of an addition to an existing supermarket for a dedicated

grocery collection area.

Documents submitted by the Applicant are attached, titled "Application

Documents".



Figure 1: Aerial image identifying the site and surrounding lots.

Planner's Report

Planning Scheme Tasmanian Planning Scheme - Meander Valley

("the Scheme")

Zoning General Business

Applicable Overlays Nil

Existing Land Use General Retail and Hire – Supermarket

Summary of Planner's Generally, use and development for General Retail and Hire is

Assessment classed as no permit required in this zone (General Business).

Discretions For this application, six discretions are triggered. This means

Council has discretion to approve or refuse the application

based on its assessment of:

15.3.1 – P1 Hours of operation

15.3.3 – P1 Retail impact

15.4.2 - P1 Setback (frontage)

15.4.3 – P2 Design

C1.6.2 - P1Illuminated signage

C2.5.2 - P1Bicycle parking

Before exercising a discretion, Council must consider the relevant Performance Criteria, as set out in the Planning Scheme.

See attachment titled "Planner's Advice - Performance Criteria" for further discussion.

Performance Criteria & This proposal is assessed as satisfying the relevant Applicable Standards Performance Criteria and compliant with all Applicable Standards of the Scheme.

> See attachments titled "Planner's Advice - Applicable Standards" and "Planner's Advice - Performance Criteria" for further discussion.

Public Response Three responses ("representations") were received from the public. All three are objections.

> See attachment titled "Public Response – Summary of Representations" for further information, including the planner's advice given in response.

Agency Consultation

The application was referred to TasWater. A response that the proposed development did not require referral was received on 16 October 2023.

See attachment titled "Agency Consultation – TasWater".

Internal Referrals Infrastructure Services

No engineering Conditions or Notes are considered relevant to the proposed development.

Environmental Health

The current hours of operation listed on the Woolworths website for the Prospect Vale store are 7am - 10pm, 7 days a week (current as of 19/10/2023). It is expected the direct-to-boot (DTB) service will operate within these hours.

While this does not meet the Acceptable Solution under 15.3.1 of the Planning Scheme, Council does not have a history a nuisance (noise, lighting, etc.) complaints against Woolworths regarding their day-to-day operations. Therefore, operating hours of the DTB service are not expected to be an issue.

Regarding additional external lighting at the site (called up in 15.3.1 of the Planning Scheme), the applicant has not specified how light spillage will be prevented. So it is recommended a condition be included on the permit regarding this.

And finally, as the proposed works include the addition of a walk-in freezer and coolroom, it is recommended a note be included on the permit regarding the need for compliance with TAS Part I4 Food Premises of the National Construction Code.

Recommended Condition for the permit:

 Exterior lighting and security lighting is to comply with the Australian Standard AS4282 'Control of the obtrusive effects of outdoor lighting' or any subsequent versions.

Recommended Note for the permit:

 Fit-out of a food premises (or part thereof) must comply with the National Construction Code TAS Part I4 Food Premises, or any subsequent versions of this document.

Planner's Recommendation to Council

The planner's recommendation, based on a professional assessment of the planning application and its compliance with the Planning Scheme, is set out below.

Council must note the qualified advice received before making any decision, then ensure that reasons for its decision are based on the Planning Scheme. Reasons for the decision are also published in the minutes.

For further information, see *Local Government Act 1993*, s65, *Local Government (Meeting Procedures) Regulations 2015*, s25(2) and *Land Use and Approvals Act 1993*, s57.

Recommendation

This application by P English obo Woolworths Ltd for General Retail and Hire (Carpark grocery collection area), on land located at 350-364 Westbury Road, Prospect Vale (CT: 169734/1), is recommended for approval generally in accordance with the Endorsed Plans, and recommended Permit Conditions and Permit Notes.

Endorsed Plan

- a) Site and proposal plans by TRG; Date: August 2023; Project No: 23353; Drawing No: TP00 TP07; and
- b) Traffic & Transport Assessment Report by Stantec; Date: 3 October 2023; Revision D01.

Permit Conditions

- 1. The under awning and awning fascia lighting must be turned off daily between the hours of 11:00pm and 6:00am.
- 2. Exterior lighting and security lighting is to comply with the Australian Standard AS4282 'Control of the obtrusive effects of outdoor lighting' or any subsequent versions.

Permit Notes

- 1. Fit-out of a food premises (or part thereof) must comply with the National Construction Code TAS Part I4 Food Premises, or any subsequent versions of this document.
- 2. Any other proposed development or use (including amendments to this proposal) may require separate planning approval. For further information, contact Council.
- 3. This permit takes effect after:

- a. The 14-day appeal period expires; or
- b. Any appeal to the Tasmanian Civil & Administrative Tribunal (TASCAT) is determined or abandoned; or
- c. Any other required approvals under this or any other Act are granted.
- 4. Planning appeals can be lodged with TASCAT Registrar within 14 days of Council serving notice of its decision on the applicant. For further information, visit the TASCAT website.
- 5. This permit is valid for two years only from the date of approval. It will lapse if the development is not substantially commenced. Council has discretion to grant an extension by request.
- 6. All permits issued by the permit authority are public documents. Members of the public may view this permit (including the endorsed documents) at the Council Office on request.
- 7. If any Aboriginal relics are uncovered during works:
 - a. All works to cease within delineated area, sufficient to protect unearthed or possible relics from destruction;
 - b. Presence of a relic must be reported to Aboriginal Heritage Tasmania; and
 - c. Relevant approval processes for state and federal government agencies will apply.

Attachments

- 1. Public Response Summary of Representations [12.1.1 5 pages]
- 2. Representation 1 J O' Keefe [12.1.2 4 pages]
- 3. Representation 2 G O' Keefe [12.1.3 4 pages]
- 4. Representation 3 K Zolnierczak [12.1.4 3 pages]
- 5. Applicant's Response to the Representations [12.1.5 8 pages]
- 6. Planner's Advice Applicable Standards [12.1.6 22 pages]
- 7. Planner's Advice Performance Criteria [12.1.7 21 pages]
- 8. Application Documents [12.1.8 45 pages]
- 9. Agency Consultation TasWater [12.1.9 1 page]

Public Response

Summary of Representations

A summary of concerns raised by the public about this planning application is provided below. Three responses ("representations") were received during the advertised period.

This summary is an overview only, and should be read in conjunction with the full responses (see attached). In some instances, personal information may be redacted from individual responses.

Council offers any person who has submitted a formal representation the opportunity to speak about it before a decision is made at the Council Meeting.

Name J O'Keefe and G O'Keefe – Representation 1 and 2 (identical)

Concern

- a) The proposed development affects the property owners at 9 and 11 Bimbimbi Avenue (the representors are co-owners of the two properties) through vehicle movements and traffic safety. Specifically, the proposed development will exacerbate safety issues at the Jardine Crescent exit which has been subject to several previous traffic impact and safety assessments within the context of safe sight distances at the vehicle crossing.
- b) The proposed development will create a situation where pedestrians will need to walk between the wall of the carpark grocery collection area and the reversing car with the only safety barrier being a wheel stop which may be insufficient to negate vehicle and pedestrian conflict. In addition, further development of the site concurrently with increased usage of the shopping centre and possible future additional traffic generating development surrounding the site, such as a McDonalds, will compound traffic, pedestrian and bicycle safety. Any development of the site needs to take into account the increase in traffic that was recorded between 2014 and 2020 in a Traffic Impact Assessment undertaken by Midson Traffic. The 2020 level of traffic is on the upper boundary of capacity, any changes, including this proposal, need to have safety at the forefront. This proposal compounds this issue by moving the pedestrian/bicycle way to a point where sight safety is further compromised.

Planner's The following response is provided with respect to the corresponding **Response** concerns:

a) The proposed development will not alter the location and function of the existing "exit-only" vehicle crossing at Jardine Crescent. Pedestrian access to the site from the Jardine Crescent footpath will remain in a similar location, and the access into the site will be formalised with line marking that will be located between the building and the grocery pick up parking bays. The site does not contain any existing pedestrian line marking between the existing pedestrian footpath from Jardine Crescent and the front of the shopping centre (facing Westbury Road) parallel to the delivery dock. Furthermore, the proposed development is not required to provide any new or additional pedestrian access under the terms of Standard C2.6.5 of the Planning Scheme, which specifically relates to the provision of pedestrian access within car parking areas where certain thresholds are breached.

The proposed development will therefore not exacerbate issues relating to the use of the Jardine Crescent "exit-only" vehicle crossing or pedestrian access arrangement within the car parking area under the terms of the Planning Scheme.

The Applicant provided additional information from their Traffic Engineers in response to the concerns raised in relation to pedestrian and traffic safety. The additional information further confirmed that the proposed development will not result in unreasonable pedestrian and traffic safety impacts.

b) The proposed development does not trigger the requirement to provide additional traffic safety or calming measures or additional parking capacity under the terms of the Scheme. In this regard, the site has surplus car parking spaces for the existing uses and proposed uses as required by Table E2.1 of the Parking and Sustainable Transport Code, the proposed development will not increase use of existing vehicle accesses beyond the threshold which warrants consideration of the function, safety and efficiency of existing parking and vehicle crossings, and the scale of the proposed development

12.1.1 Public Response - Summary Of Representations

does not require additional pedestrian access or bicycle access arrangements to be provided. The proposed development satisfies the Scheme to this extent.

Name K Zolnierczak – Representation 3

Concern

- a) The representor is the owner of 15 Bimbimbi Avenue. The direct to boot development will increase vehicle traffic and usage adjacent to the representor's property which is already impacted by noise from vehicles moving and idling, alarms and other activities associated with the delivery dock. The representor is seeking a new boundary fence to be erected at the cost of the developer to ameliorate noise and visual impacts associated with the proposed development.
- b) The Jardine Crescent vehicle crossing was designated to be a one-way exit for light vehicles, yet it is currently used by large trucks, motor homes, caravans and cars with trailers that enter and exit the vehicle crossing. The direct to boot development will result in an exponential increase in traffic and noise levels at this vehicle crossing which will impact on the amenity of the residential property. The representor is requesting that the Jardine Crescent exit be blocked or provided with a boom gate to minimise vehicle movements at this location and for a dedicated pedestrian and bicycle pathway to be installed instead of the vehicle crossing.
- c) Concerns raised in relation to the removal of two mature trees and the maintenance of vegetation within the site.

Planner's Response

- a) The proposed use and development requires consideration of the impact of the use upon nearby residential uses. The assessment has determined that the proposed use and development will not result in an unreasonable impact (deemed to be something that is of an immoderate or exorbitant nature) upon the amenity of adjoining and adjacent residential uses, including at 15 Bimbimbi Avenue for the following reasons:
 - the proposed development will be associated with an established retail use which currently operates between 7:00am and 10:00pm seven days. The established use also includes activities before 7:00am including the operation of the bakery and early morning delivery of goods and waste pick up. Accordingly, the proposed direct to boot activity will occur within this context;

12.1.1 Public Response - Summary Of Representations

- the proposed direct to boot activity will occur adjacent to the existing delivery dock which includes vehicle usage from 6:00am onwards;
- the proposed direct to boot activity will only occur up until 9:00pm which is within the range of permitted operating hours for uses within 50m of the General Residential zone;
- lighting will be directed away from the residential uses and will occur within an existing illuminated environment. It is also recommended that a condition be applied requiring the lighting associated with the proposed use and development to be turned off between 11:00pm and 6:00am daily which will align with the permitted operating hours for lighting where it occurs within 50m of the General Residential zone;
- residential dwellings to the north will be located a minimum distance of approximately 26m from the proposed direct to boot parking area. Between the dwellings and the proposed use will be sheds, fencing, vegetation and an existing row of car parking spaces and vehicle access way which will buffer the proposed use and development from the northern dwellings.

For these reasons the proposed use and development is not expected to result in an unreasonable loss of amenity to the adjoining and adjacent residential uses.

b) The proposed use and development will not impact the operation of the existing "exit-only" vehicle crossing to Jardine Crescent. There is existing signage and line marking at the vehicle crossing to control vehicle direction (see image below). Illegal use of the vehicle crossing is something that is unable to be controlled or managed by this development application. It is not within the controls of this development application to require the closure of the access or for a boom gate to be located across the access.

Furthermore, the Applicant provided additional information from their Traffic Engineers in response to the concerns raised in relation to pedestrian and traffic safety. The additional information further confirmed that the proposed development will not result in unreasonable pedestrian and traffic safety impacts.

12.1.1 Public Response - Summary Of Representations



Figure 1: Photo of existing vehicle crossing onto Jardine Crescent.

c) The proposal will involve the removal of two mature trees. It is proposed to retain all other aspects of adjoining and adjacent landscaping. There are no specific provisions requiring the retention, provision or maintenance of landscaping. Accordingly, it is not within the controls of the application to require retention, provision or maintenance of landscaping.

Note: The planning application was advertised in a local newspaper and on Council's website for a statutory period of 14 days from 21 October 2023 to 7 November 2023. The property was also signposted.

From: "Janny O'Keefe"

Sent: Tue, 7 Nov 2023 15:53:57 +1100

To: "Planning @ Meander Valley Council" <planning@mvc.tas.gov.au>

Subject: Planning Notice PA\24\0097

Attachments: Council representation-Carpark Collection Area Woolworths.pdf

Attached please find a representation for the development outlined in the planning notice associated with the Woolworths development located at 350-364 Westbury Road. If you could forward that as appropriate that would be greatly appreciated. Thank you

Janny O'Keefe

Document Set ID: 1841522 Version: 1, Version Date: 07/11/2023

7th November 2023

General Manager PO Box 102 Westbury TAS 7303

Email: planning@mvc.tas.gov.au

Dear Mr Harmey

Re: PA\24\0097

General Retail and Hire (Carpark grocery collection area) – Hours of operation, retail impact, design, signage, bicycle parking

I refer to the above planning notice by Applicant, P English obo Woolworths Ltd at 350-364 Westbury Road Prospect Vale (CT: 169734/1)

In regard to this application, as co-owner of 9 Bimbimbi Avenue and 11 Bimbimbi Avenue, I also wish to put a representation for consideration to Council. The points are as follows:

Sight distance

This development, whilst not located directly behind our fence, affects us through the associated movement of traffic and potential safety issues as a result of the proposed changes. In 2014, Council approved the redesign of the northwest corner of the carpark of the Prospect Vale Market Place to provide egress from the carpark to Jardine Crescent. This was discussed at Council meeting on the 11th March 2014 where reference documentation directly referring to the effects of that change was presented. At that time, Pitten Sherry provided a report to Council representing that application on behalf of Woolworths. Pitten Sherry also provided separately a report to Council regarding the proposal.

In their report, they noted that the exit point at the north west corner of the car park did not comply to the sight distance requirements in the Acceptable Solution A1 of Clause E4.7.4. of the Planning Scheme which states "... sight distances at an access or junction must comply with the Safe Intersection Sight Distance...". However, Council noted that the sight requirement of 50m to the junction of Bimbimbi Avenue was considered as acceptable even though it contravened minimum sight distance requirements. At that traffic volumes were lower than currently being experienced as noted in subsequent Midson Traffic Pty Ltd reviews. This has been further compounded increased pedestrian traffic from neighbouring Reed Estate development, higher bicycle volumes and the introduction of a regular bus route through Bimbimbi Avenue and Jardine Crescent.

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Document Set ID: 1841522 Version: 1, Version Date: 07/11/2023

At the 2014 meeting, mitigation strategies were proposed to alleviate safety problems and concerns by the addition of a traffic island at the existing junction of Bimbimbi Avenue and Jardine Crescent. This was never implemented.

I believe that the changes under this planning proposal will exacerbate the safety issues.

• Changes in pedestrian activity

The proposal will create a situation where pedestrians will need to walk in between the wall of the carpark grocery collection area and the reversing car with the only safety barrier being a wheel stop. This may be insufficient to negate issues.

Associated with the changes in the proposal is the effect on the overall shopping centre. Accordingly, I am including areas of compromise within the current layout.

- Development of McDonalds opposite the complex on Westbury Road which will create increased pedestrian and cycle traffic through the Prospect Vale Market Place complex.
- The north east parking in the Prospect Vale Market Place is congested due to its current design creating a bottleneck of traffic that backs up into the Vale Street roundabout on busy days. The current layout was to be changed at the time of the extension of car park to the southern end of the building. The alignment of the car park bays was to be changed from east west to north south configuration. However, this work was not undertaken within the required timeline and Council were then unable to pursue this component as it had not been picked up in time.

This congestion currently being experienced in this parking area causes safety with pedestrian crossing at the front door as well as major traffic flow requirements into traffic bays as the major traffic feed has to go predominantly through this area.

- The Westbury Road Transport Study undertaken by Midson Traffic Pty Ltd in April 2011 identified the following traffic management strategies to improve the Westbury Road corridor incorporating the shopping precinct. The strategy recommends:
 - o a reduced speed limit to 50 km/h along the full length of Westbury Road.
 - o a roundabout at Vale Street (completed)
 - o pedestrian activated traffic lights near Prospect Vale Shopping Centre
 - Provision of on street cycling lanes
 - Various intersection upgrades
 - o Increased number of pedestrian refuge islands to improve crossability
 - o Roundabout at the connection of Bass Highway off ramp with Westbury Road (completed)

To date, only 2 items in the strategy have been completed.

• The Traffic Impact Assessment undertaken by Midson Traffic Pty Ltd in May 2020 identified that the Prospect Vale road corridor, classed as an urban arterial road, had

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Document Set ID: 1841522 Version: 1, Version Date: 07/11/2023

15,000 vehicle traffic per day- a growth of 8,600 vehicle traffic per day from the 6,400 level in 2014. The 2020 level of traffic is on the upper boundary of capacity and as such any changes such as the proposal needs to be taken with safety at the forefront. The new proposal also compounds this issue by moving the pedestrian/bicycle way to a point where sight safety is further compromised and is included as Council needs to consider a whole of area approach as changes to sections affects the shopping precinct.

Kind Regards,

Janny O'Keefe ASM, FIPA, BCom

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From: "Gary O'Keefe"

Sent: Tue, 7 Nov 2023 15:53:27 +1100

To: "Planning @ Meander Valley Council" <planning@mvc.tas.gov.au>

Subject: Planning notice, Woolworths, PA\24\0097

Attachments: Council representation -Carpark Collection Area Woolworths-Gary OKeefe.pdf

I refer to the above planning notice associated with the car park grocery collection area at Prospect Market Place.

I appreciate the opportunity to provide a representation on this planning notice. Regards,

Gary O'Keefe ASM

Document Set ID: 1841530 Version: 1, Version Date: 07/11/2023

7th November 2023

General Manager PO Box 102 Westbury TAS 7303

Email: planning@mvc.tas.gov.au

Dear Mr Harmey

Re: PA\24\0097

General Retail and Hire (Carpark grocery collection area) – Hours of operation, retail impact, design, signage, bicycle parking

I refer to the above planning notice by Applicant, P English obo Woolworths Ltd at 350-364 Westbury Road Prospect Vale (CT: 169734/1)

In regard to this application, I also wish to put a representation for consideration to Council. The points I am addressing are as follows:

Sight distance

This development, whilst not located directly behind our fence, affects us through the associated movement of traffic and potential safety issues as a result of the proposed changes.

In 2014, Council approved the redesign of the northwest corner of the carpark of the Prospect Vale Market Place to provide egress from the carpark to Jardine Crescent. This was discussed at Council meeting on the 11th March 2014 where reference documentation directly referring to the effects of that change was presented. At that time, Pitten Sherry provided a report to Council representing that application on behalf of Woolworths. Pitten Sherry also provided separately a report to Council regarding the proposal.

In their report, they noted that the exit point at the north west corner of the car park did not comply to the sight distance requirements in the Acceptable Solution A1 of Clause E4.7.4. of the Planning Scheme which states "... sight distances at an access or junction must comply with the Safe Intersection Sight Distance...". However, Council noted that the sight requirement of 50m to the junction of Bimbimbi Avenue was considered as acceptable even though it contravened minimum sight distance requirements. At that traffic volumes were lower than currently being experienced as noted in subsequent Midson Traffic Pty Ltd reviews. This has been further compounded increased pedestrian traffic from neighbouring Reed Estate development, higher bicycle volumes and the introduction of a regular bus route through Bimbimbi Avenue and Jardine Crescent.

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Document Set ID: 1841530 Version: 1, Version Date: 07/11/2023

At the 2014 meeting, mitigation strategies were proposed to alleviate safety problems and concerns by the addition of a traffic island at the existing junction of Bimbimbi Avenue and Jardine Crescent. This was never implemented.

I believe that the changes under this planning proposal will exacerbate the safety issues.

• Changes in pedestrian activity

The proposal will create a situation where pedestrians will need to walk in between the wall of the carpark grocery collection area and the reversing car with the only safety barrier being a wheel stop. This may be insufficient to negate issues.

Associated with the changes in the proposal is the effect on the overall shopping centre. Accordingly, I am including areas of compromise within the current layout.

- Development of McDonalds opposite the complex on Westbury Road
- The north east parking in the Prospect Vale Market Place is congested due to its current design creating a bottleneck of traffic that backs up into the Vale Street roundabout on busy days. The current layout was to be changed at the time of the extension of car park to the southern end of the building. The alignment of the car park bays was to be changed from east west to north south configuration. However, this work was not undertaken within the required timeline and Council were then unable to pursue this component as it had not been picked up in time.

This congestion currently being experienced in this parking area causes safety with pedestrian crossing at the front door as well as major traffic flow requirements into traffic bays as the major traffic feed has to go predominantly through this area.

- The Westbury Road Transport Study undertaken by Midson Traffic Pty Ltd in April 2011 identified the following traffic management strategies to improve the Westbury Road corridor incorporating the shopping precinct. The strategy recommends:
 - o a reduced speed limit to 50 km/h along the full length of Westbury Road.
 - o a roundabout at Vale Street (completed)
 - o pedestrian activated traffic lights near Prospect Vale Shopping Centre
 - o Provision of on street cycling lanes
 - Various intersection upgrades
 - o Increased number of pedestrian refuge islands to improve crossability
 - Roundabout at the connection of Bass Highway off ramp with Westbury Road (completed)

To date, only 2 items in the strategy have been completed.

• The Traffic Impact Assessment undertaken by Midson Traffic Pty Ltd in May 2020 identified that the Prospect Vale road corridor, classed as an urban arterial road, had 15,000 vehicle traffic per day. This is an approximately growth of 8,500 vehicle traffic per

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Document Set ID: 1841530 Version: 1, Version Date: 07/11/2023

12.1.3 Representation 2 - G O' Keefe

day from the historic traffic count data of 6,500 provided by Meander Valley Council in 2014. The 2020 level of traffic is on the upper boundary of capacity and as such any changes such as the proposal needs to be taken with safety at the forefront. The new proposal also compounds this issue by moving the pedestrian/bicycle way to a point where sight safety is further compromised and is included as Council needs to consider a whole of area approach as changes to sections affects the shopping precinct.

Kind Regards,

Gary O'Keefe ASM



12.1.4 Representation 3 - K Zolnierczak

From: "Karen Zolnierczak"

Sent: Tue, 7 Nov 2023 16:45:18 +1100

To: "Planning @ Meander Valley Council" <planning@mvc.tas.gov.au>

Subject: Attention: General Manager - Development Application No. PA/24/0097, 350-

364 Westbury Road, Prospect Vale

Attachments: 20231107170536743.pdf

Good afternoon,

Please see attached correspondence.

Kind Regards,

Karen Zolnierczak - Settlement Clerk

12.1.4 Representation 3 - K Zolnierczak



7 November 2023

The General Manager Meander Valley Council PO Box 102 Westbury TAS 7303

Dear Sir

Re: Development Application No. PA/24/0097, 350-364 Westbury Road, Prospect Vale

We refer to the abovementioned Development Application which has been advertised for public examination and submissions. We are the owners of an adjoining property at 15 Bimbimbi Avenue, and put forward the following submission:-

- 1. We have a fence on the adjoining southern boundary line which is in disrepair and needs to be replaced in the relatively near future. Given that we have recently re-occupied the property, we are conscious that we will need to deal with the owner of the site regarding a new fence. However, given the development which is planned, we believe that any new fence should not only need to be higher but also be constructed of materials which help create a "sound barrier" and will be more visually aesthetic in nature. In our view this would especially be necessary due to the impact the designated "Direct to Boot" area would have in terms of increased traffic volume and noise, but also to create a more pleasing outlook from our property to that area. In addition, we would like to point out that there is already significant volume of noise currently generated by vehicles (especially trucks & alarms) with engines running/idling whilst unloading and collecting goods, without any further development on the site. However, it is also our submission that the Applicant should bear the responsibility of the cost and erection of such a fence over and above our responsibility for the normal shared contribution to fencing that boundary pursuant to the Boundary Fences Act, given the inevitable increase of traffic volume and noise should the development be passed and proceed to completion.
- 2. It is our observation that the exit off the property onto Jardine Crescent which is meant to be a designated one-way exit for light vehicles only, in fact is currently utilised by a range of vehicles including large trucks, motor homes, caravans, cars with trailers which both exit and enter that access (sometimes at speed) at all times during the day and night. Our concern is that should the designated "Direct to Boot" development proceed, then the volume of traffic currently using that exit, both legally and illegally, will exponentially increase. That will have a direct impact on the amenity of our property in terms of both privacy and noise levels. Also due to the increase of population and activity in the newly developed "Reed Estate" area now utilizing Bimbimbi Avenue (again this is our observation in living next door), it seems to us that there will be more people who will seek to use that exit as a short-cut to both the Market place as well as the proposed "Direct to Boot" area. In addition, we have noted that people already

12.1.4 Representation 3 - K Zolnierczak

elect to use that exit as an entry into the complex to avoid the congestion of the designated entry points to the complex off Westbury Road. This causes safety concerns for us as our driveway access to the property runs parallel to that exit, and there are already times when there is heavy volume of traffic both exiting and illegally entering that access, when it can be dangerous to navigate entering and exiting our property via our driveway. We believe that the proposed "Direct to Boot" area will only make the current safety situation worse given it goes to reason that the volume of traffic using that exit (& illegally entering it) will increase.

In our view, for safety reasons and the impact on the enjoyment of our property, one possible solution would be for a boom gate to be erected over that exit (similar to those at the airport carpark as an example) which would only permit traffic to exit onto Jardine Crescent and not enter off Jardine Crescent via that exit. However, it would be our first preference that the exit onto Jardine Crescent be blocked altogether so that it cannot be used at all by vehicles; with traffic to be directed back onto the designated exits onto Westbury Road, and with a designated safe pathway for pedestrians (both able and disabled) and bike riders to be created in place of the current vehicular exit instead.

3. We note that it is proposed that some vegetation currently growing at the property will be removed, which we believe will only exacerbate the noise levels from the complex and make it more visually unsightly. We have concerns over how this will be addressed in terms of what type of vegetation will be replaced (if any), where it will be located, and how regularly it will be properly maintained. We also note that the existing landscaping has not been maintained regularly to a high standard and looks unsightly which only adds to the visual impact of the site on the surrounding residential area.

We would appreciate if you could take into consideration the above submission and that it is our intention to attend the Council meeting to be on hand to follow up this submission in person.

Yours sincerely

John & Karen Zolnierczak

From: "Ken Waddell"

Sent: Tue, 14 Nov 2023 15:23:25 +1100

To: "Planning @ Meander Valley Council" <planning@mvc.tas.gov.au>

Cc: "Brenton Josey" < Brenton.Josey@mvc.tas.gov.au>

Subject: FW: PA\24\0097 - Response to representations received - Woolworths Pickup -

350 Westbury Road Prospect Vale.

Attachments: PROSPECT VALE WW - REP RESPONSE LETTER & ATTACHMENT.pdf, PA.24.0097 -

Rep 1_and_Rep 2_Stantec_resp_9.11.23.pdf

Hi Brenton,

- My apologies, but I included the wrong Stantec attachment. The attached is a very minor amendment by Stantec which now includes the words '...and Rep 2...' in the opening sentence.
- 2. (Rep 1 and Rep 2 were essentially the same wording so the response was the same for both but the opening sentence of the report didn't acknowledge the reference to Rep 2)
- 3. Could you please substitute in the attached amended Stantec response into the current set of documents and discard the previous Stantec response sent earlier today.

Again, my apologies for any inconvenience caused.

Regards,

Ken Waddell

Ken Waddell & Partners Pty Ltd



From: Ken Waddell

Sent: Tuesday, November 14, 2023 11:35 AM

To: 'Planning @ Meander Valley Council' <planning@mvc.tas.gov.au>

Cc: 'Brenton Josey' <Brenton.Josey@mvc.tas.gov.au>

Subject: RE: PA\24\0097 - Response to representations received - Woolworths Pickup - 350 Westbury Road Prospect Vale.

Hi Brenton,

As requested, please find attached the responses to the matters raised in the representations for the above Project.

Please let me know if you have any queries or need any further information.



13 November 2023

Brenton Josey Town Planning Department Meander Valley Council PO Box 102 WESTBURY TAS 7303

Dear Brenton,

Re: Proposed Buildings & Works, Extension and Grocery Pickup

Existing Woolworths Supermarket 350-358 Westbury Rd, Prospect Vale

Your Reference: Town Planning Permit Application Number PA\24\0097

On behalf of Woolworths Ltd, please find attached responses to the matters raised in the representations received relating to the Town Planning Permit Application for the proposed project at the above address.

It is noted that representations, Rep 1 and Rep 2, contain the same content and that representation, Rep 3 contains different content.

Much of the content in the representations relates to traffic engineering matters so all three representations have been forwarded to Woolworth's Traffic Engineer, Stantec Australia Pty Ltd, for review and comment.

Response to PA.24.0097- Rep 1 and Rep 2

For the response to PA.24.0097- Rep 1 and Rep 2 please refer to the Stantec Australia Pty Ltd document attached to this letter.

Response to PA.24.0097- Rep 3

Item 1 – Fencing to the site response – It is not expected that the introduction of the Direct-to-Boot facility will substantially adversely affect the existing amenity of the Direct-to-Boot/ Carparking area in the north-west corner of the of the site. As detailed in the Stantec Australia Pty Ltd - Traffic Engineer's response below, in a worst-case scenario the Direct-to-Boot proposal is expected to result in only an additional 6 cars per hour using the Jardine Crescent exit - at peak times. Additionally, 6 regular existing car spaces are being removed from this area of the carpark as a result of the reconfiguration of this area to accommodate the Pickup facility, so traffic and parking volume impact in this area may well prove to be actually reduced. As the representor indicates, boundary fencing is arranged via agreement with the two owners, and it would appear more appropriate that this avenue be followed to address the representor's specific and broader concerns.

KEN WADDELL AND PARTNERS PTY LTD PO BOX 4268 KNOX CITY CENTRE VIC 3152 MOBILE: 0418 307 315

Email: kwpbs@bigpond.net.au

Item 2 - The traffic related matters have been referred to the Woolworth's Traffic Engineers, Stantec Australia Pty Ltd, for their review and comment, and their response (in particular regarding the exit from the property on Jardine Crescent) is as follows -

Illegal movements are to be reported to police. This is a police matter and should be forwarded to the relevant authorities. A boom gate to restrict access is not warranted at this location. Additionally, all roadworthy vehicles can utilise the exit as per the Australian Road Rules.

Furthermore, this is an existing one-way exit approved by Council, with low traffic volumes and with no proposed increase in parking on-site. Albeit, due to the nature of the Direct-to-Boot, there may be a slight increase of vehicles per hour (12) for the site, if the Direct-to-Boot operates at 100% capacity. Noting the main point of exit to the arterial road network is via Westbury Road, it is envisioned that a majority of traffic would exit via the roundabout. However, as a worst-case scenario, 50% of traffic from the Direct-to-Boot exited onto Jardine Crescent, this would equate to an additional 6 vehicles per hour at peak times. Based on the Intersection Design Manual, access streets (16m road reserves, the same as Jardine Crescent) can accommodate up to 2500 vehicles per day. Based on opening times of 7am-10pm and the Direct-to-Boot theoretically operating at 100% capacity, this would equate to an additional 90 vehicles utilising Jardine Crescent on a daily basis. This is well within the theoretical capacity for an Access Street and as such has no impact.

'Rat-running' by local residents is not illegal and as such any resident of the new estate wishing to utilize this exit, do so legally.

Item 3 – Vegetation response – Because of the nature and extent of the proposal there is limited scope to locate any substantial landscaping in this area, however the existing garden area will remain as shown on the attached drawings. The existing vegetation appears to contribute in only a limited way to the to the aesthetics of this particular area of the site and It is unclear how its removal will exacerbate the acoustic and/or aesthetic attributes of the site in any significant way.

We trust that the above responses are satisfactory and that a Town Planning Permit can be issued.

Please contact me if you have any queries or need any further information.

Yours faithfully,

Ken Waddell

Ken Waddell and Partners Pty Ltd

REF: PROLET7020-2



The below sets out Stantec's responses to PA.24.0097 – Rep1 and Rep2 dated 7th November 2023.

Please refer to below, with itemised responses.

Sight distance

This development, whilst not located directly behind our fence, affects us through the associated movement of traffic and potential safety issues as a result of the proposed changes. In 2014, Council approved the redesign of the northwest corner of the carpark of the Prospect Vale Market Place to provide egress from the carpark to Jardine Crescent. This was discussed at Council meeting on the 11th March 2014 where reference documentation directly referring to the effects of that change was presented. At that time, Pitten Sherry provided a report to Council representing that application on behalf of Woolworths. Pitten Sherry also provided separately a report to Council regarding the proposal.

In their report, they noted that the exit point at the north west corner of the car park did not comply to the sight distance requirements in the Acceptable Solution A1 of Clause E4.7.4. of the Planning Scheme which states "... sight distances at an access or junction must comply with the Safe Intersection Sight Distance...". However, Council noted that the sight requirement of 50m to the junction of Bimbimbi Avenue was considered as acceptable even though it contravened minimum sight distance requirements. At that traffic volumes were lower than currently being experienced as noted in subsequent Midson Traffic Pty Ltd reviews. This has been further compounded increased pedestrian traffic from neighbouring Reed Estate development, higher bicycle volumes and the introduction of a regular bus route through Bimbimbi Avenue and Jardine Crescent.

At the 2014 meeting, mitigation strategies were proposed to alleviate safety problems and concerns by the addition of a traffic island at the existing junction of Bimbimbi Avenue and Jardine Crescent. This was never implemented.

I believe that the changes under this planning proposal will exacerbate the safety issues.

The application of the SISD calculation for a 50km road indicates that a SISD of 103m is required based on the Australian guide to Road Design part 3. However, as this calculation is taken from a vehicle approach speed of 50km/hr, this is not the case at this location. Vehicles entering Jardine Crescent from Bimbimbi Avenue do so at a lower speed than the posted 50km/hr. A calculation of vehicles entering at 25km/hr (as a worst-case credible scenario) indicates that when an exiting vehicle props to exit the actual approach speed of vehicles is 25km/hr from point of sight at the Bimbimbi Ave / Jardine Crescent intersection, and requires 45m of SISD. As such with a more credible approach speed being 25km/hr at the intersection the access meets the requirements for SISD based on AGRD Part 3.

Furthermore, this is an existing one-way exit approved by Council, with low traffic volumes, with no proposed increase in parking on-site. Albeit due to the nature of the D2B there way be a slight increase of vehicles per hr (12) for the site, if the D2B operates at 100% capacity. Noting the main point of exit to the arterial road network is via Westbury Road, it is envisioned that a majority of traffic would exit via the roundabout. However, as a worst-case scenario, 50% of traffic from the D2B exited onto Jardine Crescent, this would equate to an additional 6 vehicles per hour at peak times. Based on the Intersection Design Manuel, access streets (16m road reserves, same as Jardine Crescent) can accommodate up to 2500 vehicles per day. Based on opening times of 7am-10pm and the D2B theoretically operating at 100% capacity, this would equate to an additional 90 vehicles utilising Jardine Crescent on a daily basis. This is well within the theoretical capacity for an Access Street and as such has no impact.

· Changes in pedestrian activity

The proposal will create a situation where pedestrians will need to walk in between the wall of the carpark grocery collection area and the reversing car with the only safety barrier being a wheel stop. This may be insufficient to negate issues.

Associated with the changes in the proposal is the effect on the overall shopping centre. Accordingly, I am including areas of compromise within the current layout.

Based on existing conditions the existing footpath connects directly into the car park within an accessway where vehicles maneuver. The proposal provides a path of travel for pedestrians away from the accessway and behind parked cars. Based on Austroads Guide to Road Safety Part 6: Road Safety Audit (2022), removal of pedestrians from an accessway to a path of travel on a path is removing the risk and lowering the severity level should an accident occur. Furthermore, applying the risk matrix from AGRS Part 6 to the likelihood of an accident occurring shows the following.

	Insignificant	Minor	Moderate	Serious	Fatal
Almost certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	High	High	Extreme
Unlikely	Negligible	Low	Medium	High	Extreme
Rare	Negligible	Negligible	Low	Medium	High

Likelihood of a reversing car colliding with a pedestrian – Rare

Resultant severity – **Minor** (given very low speeds, wheelstop installation, frequency of likelihood of car reversing as a pedestrian is walking past at the same time)

Outcome – Negligible

As such the resultant treatment approach is as follows, taken from the AGRS part 6.

Risk	Suggested treatment approach
Extreme	Must be corrected.
High	Should be corrected or the risk significantly reduced, even if the treatment costs is high.
Medium	Should be corrected or the risk significantly reduced, if the treatment cost is moderate, but not high.
Low	Should be corrected or the risk reduced if the treatment cost is low.
Negligible	No action required

As such no action is required based on the Austroads Guide to Road Safety Part 6: Road Safety Audit (2022).

• Development of McDonalds opposite the complex on Westbury Road which will create increased pedestrian and cycle traffic through the Prospect Vale Market Place complex.

See above. Additionally, the McDonalds development has no bearing on this application.

• The north east parking in the Prospect Vale Market Place is congested due to its current design creating a bottleneck of traffic that backs up into the Vale Street roundabout on busy days. The current layout was to be changed at the time of the extension of car park to the southern end of the building. The alignment of the car park bays was to be changed from east west to north south configuration. However, this work was not undertaken within the required timeline and Council were then unable to pursue this component as it had not been picked up in time.

This congestion currently being experienced in this parking area causes safety with pedestrian crossing at the front door as well as major traffic flow requirements into traffic bays as the major traffic feed has to go predominantly through this area.

This area is not located near the D2B area, and as such is not relevant to this application. However, given that there may be a slight increase of traffic of up to a maximum 12 vehicles per hour, during the peak this would equate to approximately 1 additional vehicle movement into the site every 5 minutes. This is deemed insignificant in traffic engineering terms and would have no bearing on the capacity of the Westbury Road / Vale Street roundabout. Furthermore, car parking analysis shows the current car park operates at a maximum utilisation of 62%. Which indicates that the previously approved centre can generate a further 141 ingress vehicle movements per hr if the car park operated at 100% capacity and turned of parking bays every hour. As such the additional maximum 1 movement every 5 minutes in the peak has no impact.

- The Westbury Road Transport Study undertaken by Midson Traffic Pty Ltd in April 2011 identified the following traffic management strategies to improve the Westbury Road corridor incorporating the shopping precinct. The strategy recommends:
 - o a reduced speed limit to 50 km/h along the full length of Westbury Road.
 - o a roundabout at Vale Street (completed)
 - o pedestrian activated traffic lights near Prospect Vale Shopping Centre
 - Provision of on street cycling lanes
 - Various intersection upgrades
 - o Increased number of pedestrian refuge islands to improve crossability
 - Roundabout at the connection of Bass Highway off ramp with Westbury Road (completed)

To date, only 2 items in the strategy have been completed.

This has no relevance to this proposal. This is internal works, with a loss of parking and as stated above the additional maximum 12 ingress vehicles movements per hour from Westbury Road would not warrant any of the proposed Transport Study improvements. Most notably, pedestrian operated signals, which are to increase pedestrian safety, on-street cycle lanes, for cyclists, would not be utilised by customers of the direct to boot as they are accessing the centre by car.

 The Traffic Impact Assessment undertaken by Midson Traffic Pty Ltd in May 2020 identified that the Prospect Vale road corridor, classed as an urban arterial road, had

15,000 vehicle traffic per day- a growth of 8,600 vehicle traffic per day from the 6,400 level in 2014. The 2020 level of traffic is on the upper boundary of capacity and as such any changes such as the proposal needs to be taken with safety at the forefront. The new proposal also compounds this issue by moving the pedestrian/bicycle way to a point where sight safety is further compromised and is included as Council needs to consider a whole of area approach as changes to sections affects the shopping precinct.

Please refer to above with responses to sight distance and vehicle generation.

Regards,

Stantec

Level 25, 55 Collins Street Melbourne Victoria 3000 Australia

Joshua Carroll

Civil Engineer

Phone: 03 8415 7524
Fax: n/a
Sender's Email: joshua.carroll@stantec.com

Luke Smith

Principal Traffic & Transport Engineer

Phone: 03 8415 7721

Fax: n/a Sender's Email: luke.smith@stantec.com

Background

The proposal involves the construction and use of a carpark grocery collection area for the existing Woolworths Supermarket located at 350-364 Westbury Road, Prospect Vale (CT: 169734/1 "the site" – refer to Figure 1).



Figure 1: Aerial image showing the location and spatial extent of the site.

The site comprises a large lot with an area of 2.652ha. The site is observed as generally level with a gradual fall in a north-westerly direction across the site. It is entirely developed with buildings, car parking and associated landscaping.

The site is bounded by Westbury Road to the east, Jardine Crescent to the west and residential properties to the north and south.

The site is developed with the Prospect Vale Market Place shopping complex, including Woolworths Supermarket and other smaller tenancies in the main building and a separate bottle shop and fuel station in the south-eastern corner of the site. Car parking is located around the building on the northern and eastern sides and a second

car park is positioned in the south-western corner of the site, which is accessible from Jardine Crescent and Stuart Avenue.

The site has four access points from Westbury Road, one exit only access to Jardine Crescent in the north western corner of the site and access to the second car park in the south-western corner from Jardine Crescent and Stuart Avenue.

The site and one adjoining property on the southern side are assigned to the General Business Zone. Surrounding properties on all sides are mostly assigned to the General Residential Zone and Westbury Road is assigned to the Utilities Zone (refer to Figure 2).



Figure 2: Zone map illustrating the zoning of the site, adjoining lots and surrounding land.

The proposal seeks to establish a dedicated 'direct to boot' grocery collection area for customers to collect their online grocery orders in the north-western corner of the site where it will form an extension to the existing supermarket delivery dock (refer to Figures 3, 4, 5, and 6).



Figure 3: Photo illustrating the indicative outline of the proposed development area within the context of the existing site features. View looking west towards Jardine Crescent.



Figure 4: Photo illustrating the indicative outline of the proposed development area within the context of the existing site features. View looking south-west towards Jardine Crescent.



Figure 5: Photo illustrating the indicative outline of the proposed development area transposed within the context of the existing site features. View looking east from Jardine Crescent.



Figure 6: Aerial image showing the location of the proposed development area transposed along with features of this area of the site and adjoining and adjacent land.

The proposed works include construction of an addition on the northern side of the existing delivery dock area. The addition will include an enclosed building that will connect to the delivery dock. A car park canopy will extend from the northern side of the proposed enclosed building which will allow cars to park undercover to collect groceries (refer to Figure 6).

The enclosed building will have a gross floor area of approximately 152m² and maximum building height of approximately 5.5m at its northern end. The proposed car park canopy will be open walled with a roof area of approximately 160m² and a maximum building height of approximately 5.3m measured at its northern end.

The enclosed building will include a narrow section along the western side of the delivery dock (Jardine Crescent side) which will provide internal access around the delivery dock to the main area of the building, which is required due to a difference in finished floor level between the existing and proposed buildings. The enclosed building will function as a staging area for preparation and storage of orders and will have level access to the car park canopy. A goods lift and staircase will provide access between the existing building and proposed building where there is approximately 2m in level change. The canopy area will be painted green and includes branding and directional signage and lighting.

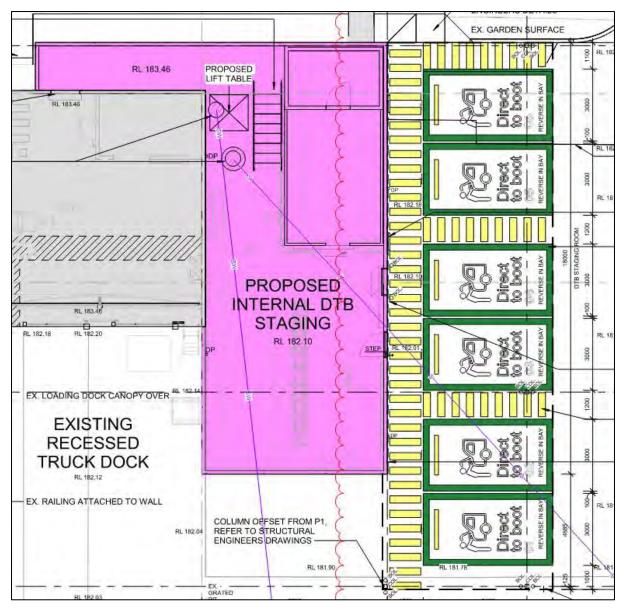


Figure 7: Excerpt of the Proposed Floor Plan showing the configuration of the proposed internal staging area and car park canopy.

The proposal includes alterations to the existing car parking area including an overall reduction of car parking on the site by six (6) spaces. The three (3) existing 'direct to boot' spaces will be returned to general parking spaces (these spaces are shown on the site in Figure 6).

To facilitate construction of the extension, an existing area of pavement, kerb and landscaping near the frontage to Jardine Crescent will be removed. A new footpath and ramp to maintain pedestrian access from Jardine Crescent will be constructed. The existing access to Jardine Crescent at this location will remain as "exit-only", with established traffic management and directional signage to remain.

Visual perspectives of the proposed development are illustrated in Figure 8.

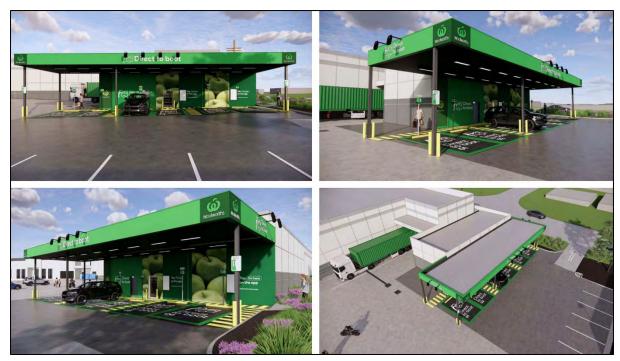


Figure 8: Excerpt of the Proposed Renders illustrating perspectives of the proposed development.

Summary of Planner's Advice

This application was assessed against General Provisions Standards, as well as the Applicable Standards for this Zone, any relevant Codes and Specific Area Plans.

All Standards applied in this assessment are taken from the Planning Scheme.

This application is assessed as compliant with the relevant Acceptable Solutions, except where "Relies on Performance Criteria" is indicated (see tables below).

Council has discretion to approve or refuse the application based on its assessment of the Performance Criteria, where they apply. Before exercising discretion, Council must consider the relevant Performance Criteria, as set out in the Planning Scheme.

For a more detailed discussion of any aspects of this application reliant on Performance Criteria, see the attachment titled "Planner's Advice - Performance Criteria".

15.0 General Business Zone				
Scheme Standard	Planner's Assessment	Assessed Outcome		
15.3.1	All uses			
A1	The existing hours of operation of the supermarket are 7am to 10pm, 7 days a week, which will continue to be the case.			
	This exceeds the hours identified in the Acceptable Solution (7am to 9pm Monday to Saturday and 8am to 9pm Sunday and public holidays).			
A2	The site is within 50m of the General Residential Zone and the proposal includes external lighting on the fascia and roof of the canopy of the direct to boot pick up area.	Complies		
	The external lighting will be directed within the site and not towards residential neighbours.			
	A condition is included in the recommendation to require the lighting to be turned off between the hours of 11pm and 6am, to ensure compliance with the Acceptable Solution.			
A3	The proposal will not alter the existing number or timing of commercial vehicle movements for the site. In this regard, commercial vehicles are deemed to be vehicles which deliver goods or pick up waste.	Not Applicable		
	Accordingly, clause 15.3.1 A3 of the Standard is not an applicable clause in accordance with clause 5.6.2(c) of the Scheme on the basis that it deals with a matter that could not affect, or could be affected by, the proposed use and development.			

15.0 General Business Zone			
Scheme Standard	Planner's Assessment	Assessed Outcome	
15.3.2	Discretionary uses		
A1-A2	The proposal is for a use that is identified as 'No Not Applic Permit Required' within Table 15.2.		
15.3.3	Retail impact		
A1	The existing supermarket has a floor area of approximately 4,085m ² and the proposal will add a further 152m ² , bringing the total gross floor area to approximately 4,237m ² .	Relies on Performance Criteria	
	The gross floor area of the supermarket already exceeds the 3,500m ² per tenancy limit specified in the Acceptable Solution for General Retail and Hire use, and this proposal will increase it further.		
15.4.1	Building height		
A1	The proposed addition will have a maximum building height of 5.5m, complying with the Acceptable Solution of 12m.	Complies	
A2	The site is located within 10m of the General Residential Zone.	Complies	
	The proposed addition will have a maximum building height of 5.5m, complying with the Acceptable Solution of 10m.		
15.4.2	Setbacks		
A1	The addition will be setback 2m from the frontage to Jardine Crescent.	Relies on Performance Criteria	

15.0 General Business Zone

Scheme Standard

Planner's Assessment

Assessed Outcome

This does not comply with Acceptable Solution A1(a) or (b) which requires buildings to be constructed to the frontage or within the range of frontage setbacks on adjoining properties, respectively.

A2 The additions will be sited more than 5m from adjoining properties in the General Residential Zone.

Complies

The building will be setback more than 16m from the adjoining properties on the northern side and are separated by the road (at least 20m separation) on the western side (see image below.

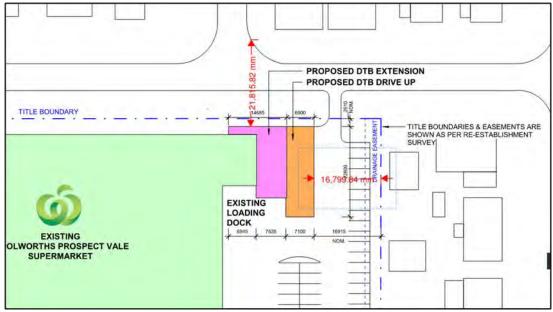


Figure 9: Excerpt of site plan and separation of buildings from neighbouring properties.

A3 The proposal does not include any plant and equipment including air extraction, pumping and refrigeration systems that will be located less than 10m from properties in the General Residential Zone.

Complies

15.0 General Business Zone					
Scheme Standard	Planner's Assessment	Assessed Outcome			
15.4.3	Design				
A1	The proposed addition is for a dedicated 'delivery to boot' collection area.	Complies			
	The proposed building extension will:				
	(a) not include any mechanical plant or other service infrastructure;				
	(b) not include roof-top mechanical plant and equipment;				
	(c) will not include any windows to the Jardine Crescent frontage or other public places and therefore will not include any shutters or screens over any windows. Doors will not be provided with screens or shutters;				
	(d) the car parking canopy will be lit from existing lighting around the northern perimeter of the Woolworths site along with additional lighting proposed along and directed onto the facias of the canopy and on the underside of the canopy.				
A2	The proposed addition is for a dedicated 'delivery to boot' collection area.	Relies on Performance Criteria			
	The building will not have a pedestrian entrance or glazing to 40% of the façade facing the Jardine Crescent frontage, as required to meet the Acceptable Solution.				

15.0 General Business Zone				
Scheme Standard	Planner's Assessment	Assessed Outcome		
15.4.4	Fencing			
A1-A2	No fencing is proposed.	Not Applicable		
15.4.5	Outdoor storage areas			
A1	No outdoor storage is proposed.	Not Applicable		
15.4.6	Dwellings			
A1-A2	The proposal does not include any dwellings to which these standards apply.	Not Applicable		
15.5	Development Standards for Subdivision			
	The proposal does not involve subdivision of land.	Not Applicable		

	C1.0 Signs Code	
Scheme Standard	Planner's Assessment	Assessed Outcome
C1.6.1	Design and siting of signs	
A1	The proposal includes:	Complies
	 seven awning fascia signs (two on each end of the awning [western and eastern fascia] and three on the front [northern fascia]); 	
	 four wall signs under the canopy; and six blade signs around the car park directing customers to the 'direct to boot' area. 	
	These signs are all allowable in the General Business Zone and meet all of the requirements of Table C1.6, satisfying the Acceptable Solution.	
A2	All of the proposed signs are located more than 2m from the boundary with the General Residential Zone.	Complies
A3	The elevation of the proposed canopy facing the frontage to Jardine Crescent will have two awning fascia signs (see image below).	Relies on Performance Criteria
	This exceeds the requirement of part (a) of this standard that there is no more than one sign of each sign type on a road frontage of a building.	

C1.0 Signs Code

Scheme Standard

Planner's Assessment

Assessed Outcome



Figure 10: Signage facing Jardine Crescent.

C1.6.2 Illuminated signs

A1 The awning fascia signs on the proposed canopy will be illuminated.

Relies on Performance Criteria

There is no Acceptable Solution for this standard, so the proposal must rely upon the Performance Criteria.

A2 The illuminated signage that is visible from adjacent roads will not create the effect of flashing, animation or movement in accordance with the Acceptable Solution.

Complies

C1.0 Signs Code				
Scheme Standard	Planner's Assessment	Assessed Outcome		
C1.6.3	Third party sign			
A1	The proposal does not include any third party signage.	Not Applicable		
C1.6.4	Signs on local heritage places and in local heritage precincts and local historic landscape precincts			
A1	The site is not a heritage place or within a heritage precinct.	Not Applicable		

C2.0 Parking and Sustainable Transport Code					
Scheme Standard	Planner's Assessment			Assessed Outcome	
C2.5.1	Car parking numbers				
A1	Table C2.1 requires parking at the following rate for the General Retail and Hire use class: Complies				Complies
	1 space per 30m² of floor area				
	The Traffic Impact Assessment ('TIA') includes a calculation of the parking demand for the site, including the Woolworths supermarket and other tenancies, as reproduced in the table below:				
	Use Floor Required Total				
		area	parking rate	spaces	
	Woolworths	4,326m ²	1 per 30m2	144	
	Supermarket		floor area		
	All other	3,990m ²	1 per 30m2	133	
	tenancies		floor area		
	TOTAL			277	

C2.0 Parking and Sustainable Transport Code			
Scheme Standard	Planner's Assessment	Assessed Outcome	
	The supermarket and other tenancies on the site generate a car parking requirement of 277 spaces.		
	There are currently 371 car parking spaces available on the site. The proposal will result in a reduction of six parking spaces in order to accommodate the proposed building addition.		
	A total of 365 spaces will remain, which includes the six parking collection bays, exceeding the requirements of Table C2.1 by 88 spaces.		
C2.5.2	Bicycle Parking		
A1	Table C2.1 requires bicycle parking at the following rate for the General Retail and Hire use class:	Relies on Performance Criteria	
	1 space per 100m² of floor area		
	The proposed use and development will add 153m² to the floor area of the supermarket.		
	This generates a need for two additional bicycle parking spaces when rounded up as required by Note 3 to Table C2.1.		
	No additional bicycle parking is proposed, which does not meet the Acceptable Solution.		
C2.5.3	Motorcycle Parking		
A1	The supermarket and other tenancies on the site generate a car parking requirement of 277 spaces.	Complies	
	The Acceptable Solution requires one motorcycle parking space per 20 parking spaces, so in this		

	C2.0 Parking and Sustainable Transport Co	ode
Scheme Standard	Planner's Assessment	Assessed Outcome
	case 14 spaces are required (277/20=13.85).	
	While the site does not provide for dedicated motorcycle spaces, there are 88 car parking spaces in excess of the scheme requirements that can be used for motorcycle parking.	
	This is considered to comply with the Acceptable Solution.	
C2.5.4	Loading bays	
	A compliant loading bay exists on the site and will not be altered by the proposal.	Complies
C2.5.5	Number of car parking spaces within the General Residential Zone and Inner Residential zone	
	The site is not located in the General Residential Zone or Inner Residential Zone.	Not Applicable
	The standard does not apply.	
C2.6.1	Construction of parking areas	
A1	All proposed parking, accessway, manoeuvring and circulation areas will be constructed with a sealed asphalt surface and will be drained to a legal stormwater discharge point.	Complies
C2.6.2	Design and Layout of parking areas	
A1.1 (a)	The proposal relies on, and satisfies subclause A1.1(b).	Complies

C2.0 Parking and Sustainable Transport Code			
Scheme Standard	Planner's Assessment	Assessed Outcome	
A1.1 (b)	The proposed parking and access has been designed in accordance with the Australian Standard 2890.1:2004.		
A1.2	Accessible parking spaces are already provided on the site. The proposal does not include any additional accessible parking spaces.		
C2.6.3	Number of accesses for vehicles		
A1	The proposal does not include any new access points to the site. The site will retain the same number of accesses, satisfying part (b) of the Acceptable Solution.	Complies	
A2	The site is not located in the Central Business Zone.	Not Applicable	
C2.6.4	Lighting of parking within the General Business Zone and Central Business Zone		
A1	The site is located in the General Business Zone. The existing car park is provided with suitable lighting to satisfy the Acceptable Solution.	Complies	
	The proposed direct to boot collection area will have lighting installed in the roof of the canopy.		
C2.6.5	Pedestrian access		
A1.1	A 1.5m wide pedestrian access path will be provided between the proposed direct to boot pick up parking bays and the new building containing the grocery staging area. Pedestrian paths will also be provided between the parking	Complies	

	C2.0 Parking and Sustainable Transport Co	ode
Scheme Standard	Planner's Assessment	Assessed Outcome
	bays, to ensure safe movement of staff assisting customers collecting groceries and pedestrians moving through the car park. The pedestrian paths will be identified by painted stripes. Vehicle wheel stops will separate the pedestrian path from the parking bays.	
	The existing footpath from Jardine Crescent will be connected to the new pedestrian path by an extension of the footpath and an access ramp.	
	The TIA includes consideration of the pedestrian access and finds it to be satisfactory.	
	The proposed pedestrian access meets the requirements of the Acceptable Solution.	
A1.2	The proposal does not include any additional accessible parking.	Not Applicable
C2.6.6	Loading bays	
A1-A2	The supermarket has an existing loading bay which will not be altered by the proposal.	Not Applicable
C2.6.7	Bicycle parking and storage facilities within the General Business Zone and Central Business Zone	
A1-A2	The proposal does not include any bicycle parking.	Not Applicable
C2.6.8	Siting of parking and turning areas	
A1	The site is located within the General Business Zone. All parking and associated vehicle manoeuvring areas are located behind the	Complies

C2.0 Parking and Sustainable Transport Code		
Scheme Standard	Planner's Assessment	Assessed Outcome
	building line as required by Acceptable Solution.	
A2	The site is not located in the Central Business Zone.	Not Applicable
C2.7	Parking Precinct Plan	
	The site is not located within a parking precinct plan. This standard does not apply.	Not Applicable

C3.0 Road and Railway Assets Code		
Scheme Standard	Planner's Assessment	Assessed Outcome
C3.5.1	Traffic generation at a vehicle crossing, level crossing	ng or new junction
A1.1	Westbury Road and Jardine Crescent are not category 1 or limited access roads.	Not Applicable
A1.2	The proposal does not include any new vehicle crossings or modification of existing vehicle crossings. The use and development will utilise the existing vehicle accesses.	Not Applicable
A1.3	The proposal does not involve a new private level crossing.	Not Applicable
A1.4	No specific data relating to vehicle trips generated by the supermarket have been provided. Notwithstanding, as a guide to determine the likely increase in traffic generated by the proposed development the following assessment has been undertaking using the Roads and Traffic Authority (RTA) Guide to	Complies

C3.0 Road and Railway Assets Code

Scheme Standard

Planner's Assessment

Assessed Outcome

Traffic Generating Developments Version 2.2 ('RTA Guidelines'). The assessment excludes passenger vehicles only and not delivery vehicles with a length greater than 5.5m.

The RTA Guidelines provide vehicle generation rates for different weekdays and periods during the year for shopping centres. The average rates for Thursday, Friday and Saturday (typically being the busiest retail days) at peak hour are as follows (Table 3.1 of the RTA Guidelines):

Thursday	12.3 vehicles per 100m ² of gross floor area.
Friday	12.5 vehicles per 100m ² of gross floor area.
Saturday	16.3 vehicles per 100m ² of gross floor area.

Applying these rates to the existing supermarket and proposed development (deemed to be the 'worst case scenario'), the following vehicle movements are generated based on the existing gross floor area of 4,085m² and the proposed gross floor area of 4,237m²:

C3.0 Road and Railway Assets Code

Scheme Standard

Planner's Assessment

Assessed Outcome

Day	Traffic Existing	Traffic Proposed	Difference	
		·	Number	Percentage
Thu	502	521	19	3.6%
Fri	510	529	19	3.6%
Sat	665	690	25	3.6%

The peak hour traffic generation rates illustrate that the proposed development will likely increase traffic generation by 3.6% which is significantly below the allowable increase of 20% which is prescribed by Table C3.1 for vehicle crossings on non-major roads.

- A1.5 Westbury Road and Jardine Crescent are not major roads, as defined in the Code.
- Not Applicable
- 3.6.1 Habitable Buildings for Sensitive uses within a road or railway attenuation area
- A1 The site is not located within a road or railway attenuation area and does not involve a sensitive use.
- Not Applicable
- 3.7.1 Subdivision for sensitive uses within a road or railway attenuation area
- A1 The proposal does not involve subdivision of land and the site is not located within a road or railway attenuation area.

Not Applicable

15.0 General Business Zone

Planning Scheme Provision

15.3.1 All uses

Objective

That uses do not cause an unreasonable loss of amenity to residential zones.

Performance Criteria P1

Hours of operation of a use, excluding Emergency Services, Natural and Cultural Values Management, Passive Recreation, Residential, Utilities or Visitor Accommodation, on a site within 50m of a General Residential Zone or Inner Residential Zone, must not cause an unreasonable loss of amenity to the residential zones having regard to:

- (a) the timing, duration or extent of vehicle movements; and
- (b) noise, lighting or other emissions.

Summary of Planner's Advice

The development is assessed as satisfying Performance Criteria P1, and is consistent with the objective.

Details of the planner's assessment against the provision are set out below.

Scheme Provision	Planner's Assessment
15.3.1 Performance Criteria P1 Preamble	The existing hours of operation of the supermarket are 7am to 10pm, 7 days a week, which will not change under the proposal. The existing hours exceeds those identified in the Acceptable Solution which are 7am to 9pm Monday to Saturday and 8am to 9pm Sunday and public holidays.
	The application therefore relies upon the corresponding Performance Criteria to demonstrate compliance with the Standard.
15.3.1 Performance Criteria P1(a)	The proposal is for the use and development of a dedicated grocery (direct to boot) collection area for the existing supermarket. The existing operating hours of the supermarket will not be changed because of the proposal. The hours of operation exceed the Acceptable Solution by one hour on Monday-Saturday and two hours on Sunday and public holidays.
	While the proposal is not expected to change the number or type of vehicle movements to the site overall, it is likely to change the pattern of traffic within the site, potentially increasing the flow to the north-western corner

Scheme Provision

Planner's Assessment

15.3.1 Performance Criteria P1(a) cont'd

where the direct to boot collection area will be located. Shoppers picking up groceries will generally stay for a shorter period than those shopping in the store. The TIA states that each collection bay can turn over four cars per hour in peak times, which would be 24 vehicles per hour across the six collection bays. However, the existing three direct to boot pick up bays are in the same section of the carpark (shown in the image below) and these are to be removed, so the overall increase in traffic to the general area of the car park will be only what may be generated by the three additional pick up bays.



Figure 1: Aerial image with existing direct to boot collection area identified.

Some impact from increased traffic in this area of the car park may be experienced by the nearest residential properties on the northern side of the site and those near the Jardine Crescent exit point.

Any impact to the neighbouring properties will be attenuated by the reasonable separation between the proposed grocery pick up area and the habitable dwellings on adjoining and adjacent residential lots (refer to the image below).

Scheme Provision

Planner's Assessment

15.3.1 Performance Criteria P1(a) cont'd

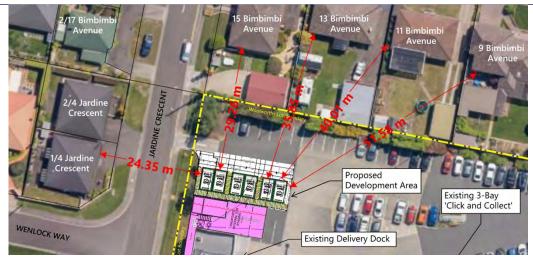


Figure 2: Aerial image with proposed direct to boot collection area identified and distances to nearby residences.

Dwellings on the northern side are generally positioned forward on their lots towards Bimbimbi Avenue. Several of the properties have outbuildings positioned against the boundary shared with the car park and there is also screening provided by landscaping and fencing along much of the boundary (refer to images below). The fencing, landscaping and outbuildings located between the adjoining dwellings to the north and the proposed development area will assist to attenuate impacts caused by the proposed development.



Figure 3: View toward 13 and 15 Bimbimbi Avenue from the northern end of the development site showing the existing fencing and vegetation along the northern boundary of the site.

Scheme Provision

Planner's Assessment

15.3.1 Performance Criteria P1(a) cont'd



Figure 4: View toward 9 and 11 Bimbimbi Avenue from the northern-eastern end of the development site showing the existing fencing and vegetation along the northern boundary of the site.

In addition, according to Woolworths online shopping portal, the existing direct to boot service only operates between 7:00am to 9:00pm weekdays and public holidays. With respect to evening pick up times, the service operates within the hours prescribed by the acceptable solution A1(a) and (b) ensuring that the operating hours of this service will not result in an unreasonable loss of amenity of adjoining and nearby residential uses during evenings, within the context of the acceptable solution. The staging area is likely to continue to be used beyond the final pick up time in preparation for next day the following mornings collections and general clean up. However, these activities will occur within the enclosed building, which will minimise, if not fully negate, any impacts upon the amenity of the adjoining and adjacent residential uses.

Deliveries and waste pick up currently occur from 6:00am at the delivery dock, and the amenity of the adjoining and adjacent residential uses is therefore already impacted by the established use. As such, any 7:00am pickups on Sundays and public holidays are not expected to cause an immoderate or exorbitant loss of amenity to adjoining and adjacent residential uses within the context of the existing use.

Overall, it is considered that the timing, duration and extent of vehicle

12.1.7 Planner's Advice - Performance Criteria

Scheme Provision	Planner's Assessment
	movements arising from the proposal will not cause an unreasonable loss of amenity to the surrounding residential properties.
15.3.1 Performance Criteria P1(b)	Noise from the grocery collection area is expected to be minor in nature, including traffic, voices of staff interacting with customers and loading groceries. Noise is not expected to be more than is currently generated by business to the supermarket and adjoining tenancies, particularly within the context of the activities that occur at the delivery dock including delivery vehicles idling and reversing and staff working between the internal and external interface to dispose of waste, and to store pallets and other materials on the external part of the loading dock.
	External lighting will be limited to illumination of signage and lights in the ceiling of the car park canopy. The lighting will be directed within the site and a condition is recommended to require the lighting to be turned off between the hours of 11pm and 6am which is not considered to be impractical and will be consistent with Acceptable Solution 15.3.1 A2(a).
	No other emissions are expected to be caused by the proposed grocery collection area.
	Overall, the proposal is not expected to cause an unreasonable loss of amenity to adjoining properties by way of noise, lighting or other emissions.
15.3.1 Performance Criteria P1 Conclusion	The proposed carpark grocery collection area satisfies Performance Criteria 15.3.1 P1. In this regard the proposal will not cause an unreasonable loss of amenity to properties in the residential zones.

Planning Scheme Provision

15.3.3 Retail impact

Objective

That retail uses do not compromise or distort the activity centre hierarchy.

Performance Criteria P1

Bulky Goods Sales and General Retail and Hire uses must not compromise or distort the activity centre hierarchy, having regard to:

- (a) the extent that the proposed use improves and broadens the commercial or retail choice with the area;
- (b) the extent that the proposed use impacts on other activity centres; and
- (c) any relevant local area objectives contained within the relevant Local Provisions Schedule.

Summary of Planner's Advice

The development is assessed as satisfying Performance Criteria P1, and is consistent with the objective.

Details of the planner's assessment against the provision are set out below.

Scheme Provision	Planner's Assessment
15.3.3 Performance Criteria P1	The existing gross floor area of the supermarket is approximately 4,085m ² , which already exceeds the 3,500m ² per tenancy limit specified in the Acceptable Solution for General Retail and Hire use.
Preamble	The proposed direct to boot collection area will further increase the floor area by 152m², bringing the total gross floor area of the supermarket to approximately 4,237m².
	The application therefore relies upon the corresponding Performance Criteria to demonstrate compliance with the Standard.
15.3.3 Performance Criteria P1(a)	The proposal is for a minor increase (3.7%) in floor area of an existing supermarket to accommodate the staging area for the proposed dedicated direct to boot collection area. The staging area and direct to boot activity already occurs in the same general area of the site within retrofitted areas of the existing supermarket building and car parking area. The proposed development and associated use will enhance the existing shopping activity, making the process more efficient within the context of the existing supermarket service and car parking area.
	The proposal will improve the ability of the store to accommodate the

12.1.7 Planner's Advice - Performance Criteria

Scheme Provision	Planner's Assessment
	increasingly popular online shopping option for customers which is aimed at improving efficiencies in the purchase and collection of grocery items. In this way the proposal will improve and broaden access to retail options in the area.
15.3.3 Performance Criteria P1(b)	Prospect Vale is identified as a Suburban Activity Centre ('SAC') within the activity centre hierarchy prescribed by the Northern Tasmania Regional Land Use Strategy ('NTRLUS'). According to the NTRLUS, an SAC is required to accommodate at least one major supermarket. Woolworths is the major supermarket within the Prospect Vale SAC.
	The proposal is for a minor increase in floor area to the existing supermarket to accommodate an improved staging area and direct to boot grocery collection area. This function is common for all major supermarkets within all applicable activity centres.
	The proposal will not result in additional floor area for customers to access.
	The proposed development is therefore considered to be entirely consistent with the responsibilities of the Prospect Vale SAC and on this basis, it is not expected to impact upon other activity centres in terms of compromising higher order activity centres by way of increasing floor area or providing additional or unique offerings that the NTRLUS directs towards higher order or specialist activity centres.
15.3.3 Performance Criteria P1(c)	There are no local area objectives contained within the Meander Valley Local Provisions Schedule.
15.3.3 Performance Criteria P1 Conclusion	The proposal satisfies Performance Criteria 15.3.3 P1. In this regard, the proposed grocery collection area is consistent with the existing mix of retail uses in the area and does not compromise or distort the activity centre hierarchy.

Planning Scheme Provision

15.4.2 Setbacks

Objective

That building setback:

- (a) is compatible with the streetscape;
- (b) does not cause an unreasonable loss of residential amenity to adjoining residential zones; and
- (c) minimises opportunities for crime and anti-social behaviour through setback of buildings.

Performance Criteria P1

Buildings must have a setback from a frontage that is compatible within the streetscape and minimises opportunity for crime and anti-social behaviour having regard to:

- (a) providing small variations in building alignment to break up long facades;
- (b) providing variations in building alignment appropriate to provide a forecourt or space for public use, such as outdoor dining or landscaping;
- (c) the avoidance of concealment spaces;
- (d) the ability to achieve passive surveillance;
- (e) the availability of lighting.

Summary of Planner's Advice

The development is assessed as satisfying Performance Criteria P1, and is consistent with the objective.

Details of the planner's assessment against the provision are set out below.

Scheme Provision	Planner's Assessment
15.4.2 Performance Criteria P2 Preamble	The proposed building will be setback approximately 2m from the Jardine Crescent frontage which does not satisfy A1(a) which requires buildings to be constructed to the frontage. The application therefore relies upon the corresponding Performance Criteria to demonstrate compliance with the Standard. The proposed development will have a setback from Jardine Crescent which is compatible with the corresponding streetscape and minimises opportunities for crime and anti-social behaviour having regard to the following assessment of corresponding performance criteria.

Scheme Provision	Planner's Assessment
15.4.2 Performance Criteria P1(a)	The existing building has a uniform setback from Jardine Crescent. The wall of the building relative to the frontage has a length of approximately 91m and has a single plane form with no variation in building alignment. The proposed building addition will provide a minor variation in building alignment by having a reduced setback to the Jardine Crescent frontage (existing building frontage setback is 4m and the proposed building frontage setback will be 2m). The proposed building extension will also have a lower building height than the existing building which will provide further variation and articulation of the building façade along Jardine Crescent.
15.4.2 Performance Criteria P1(b)	The Jardine Crescent frontage is not the active frontage of the site. The active frontage of the site is Westbury Road which is on the eastern side of the site. This area provides a forecourt space for public use between the car park and shopping centre building. It would not be practical or reasonable to activate the Jardine Crescent frontage through the proposed development on the basis that it would detract from the established active frontage.
15.4.2 Performance Criteria P1(c)	Whilst the proposed development will result in a deviation in the building façade along Jardine Crescent, the deviation will not create a concealed space envisaged by the provision such as an alcove or other inverted forms that are enclosed by buildings.
15.4.2 Performance Criteria P1(d)	The proposed development will not significantly alter established passive surveillance arrangements. The deviation within the building façade will remain open from the southern end and will be adjacent to a footpath and the Wenlock Way and Jardine Crescent intersection, which will provide visibility along the façade. The car park canopy will be open walled on all sides except where it extends from the enclosed section of the building. This will allow for mutual passive surveillance opportunity between the pickup area, Jardine Crescent and the remaining car parking area of the shopping centre.

Scheme Provision	Planner's Assessment
15.4.2 Performance Criteria P1(e)	The proposed development will be provided with lighting under the car park canopy. The parking area adjacent to the proposed development is lit by existing light poles which are located along the northern boundary of the site and are orientated away from the adjoining dwellings to the north. The façade will be illuminated by street lights along Jardine Crescent.
15.4.2 Performance Criteria P1 Conclusion	The proposed grocery collection area satisfies Performance Criteria 15.4.2 P1. In this regard, the proposed frontage setback will be compatible with the streetscape and it will not result in opportunities for crime or anti-social behaviour.

15.4.3 Design

Objective

Planning Scheme Provision

That building façades promote and maintain high levels of pedestrian interaction, amenity, and safety and are compatible with the streetscape.

Performance Criteria P2

New buildings or alterations to an existing façade must be designed to be compatible with the streetscape, having regard to:

- (a) how the main pedestrian access to the building addresses the street or other public places;
- (b) windows on the façade facing the frontage for visual interest and passive surveillance of public spaces;
- (c) architectural detail or public art on large expanses of blank walls on the façade facing the frontage and other public spaces so as to contribute positively to the streetscape and public spaces;
- (d) installing security shutters or grilles over windows or doors on a faced facing the frontage or other public spaces only if essential for the security of the premise and any other alternatives are not practical; and
- (e) the need for provision of awnings over a public footpath.

Summary of Planner's Advice

The development is assessed as satisfying Performance Criteria P2, and is consistent with the objective.

Details of the planner's assessment against the provision are set out below.

Scheme Provision	Planner's Assessment
15.4.3 Performance Criteria P2 Preamble	The proposed addition is for a dedicated 'delivery to boot' collection area. The additional floor space will be for a staging and storage area that is not open to the public. The building will not have a pedestrian entrance or glazing to 40% of the façade facing the Jardine Crescent frontage, as required to meet the Acceptable Solution. The application therefore relies upon the corresponding Performance Criteria to demonstrate compliance with the Standard.
15.4.3 Performance Criteria P2(a)	The main pedestrian access to the supermarket and broader shopping centre building is located on the eastern side of the building addressing the primary frontage of Westbury Road. This will not be altered by the proposal and will remain the active frontage of the site and the shopping centre complex. Pedestrians entering from Jardine Crescent must walk around the building to the main entrance. The proposal provides for safe and highly visible pedestrian paths through the grocery pick up area for use by staff and customers.
15.4.3 Performance Criteria P2(b)	The proposed building addition does not include any windows. Customers collecting groceries are required to notify staff of their arrival using the online mechanism. It is expected that the grocery collection area would also be monitored by camera. It is observed that there are no windows located on the wall of the existing building for practicality purposes (being the back end of the supermarket building which is away from the active frontage of the shopping centre).
15.4.3 Performance Criteria P2(c)	The proposed addition includes design details such as corporate colouring (primarily green) and imagery on the wall under the canopy that contribute positively to the streetscape and appearance of the site when viewed from Jardine Crescent.

12.1.7 Planner's Advice - Performance Criteria

Scheme Provision	Planner's Assessment
15.4.3 Performance Criteria P2(d)	The proposal does not include any security shutters or grilles.
15.4.3 Performance Criteria P2(e)	The proposal does not include any public footpaths. The new internal pathways will be covered by the grocery pick up area canopy.
15.4.3 Performance Criteria P2 Conclusion	The proposed grocery collection area satisfies Performance Criteria 15.4.3 P2. In this regard, the proposal maintains an acceptable level of pedestrian amenity and safety and the design is compatible with the streetscape.

C1.0 Signs Code

	C1.6.1 Design and siting of signs
u	Objective
isic	That:
rov	(a) signage is well designed and sited; and
P G	(b) signs do not contribute to visual clutter or cause an unreasonable loss of
ша	visual amenity to the surrounding area.
ch	Performance Criteria P3
s 6	The number of signs for each business or tenancy on a street frontage must:
nin	(a) not unreasonably increase in the existing level of visual clutter in the
Planning Scheme Provision	streetscape, and where possible, reduce any existing visual clutter in the
	streetscape by replacing existing signs with fewer, more effective signs; and
	(b) not involve the repetition of messages or information.

Summary of Planner's Advice

The development is assessed as satisfying Performance Criteria P3, and is consistent with the objective.

Details of the planner's assessment against the provision are set out below.

Scheme Provision	Planner's Assessment
C1.6.1 Performance Criteria P3 Preamble	The elevation of the proposed canopy facing the frontage to Jardine Crescent will have two awning fascia signs. This exceeds the requirement of part (a) of the Acceptable Solution standard that there is no more than one sign of each sign type on a road frontage of a building. The application therefore relies upon the corresponding Performance Criteria to demonstrate compliance with the Standard.
C1.6.1 Performance Criteria P3(a)	The proposal will not unreasonably increase the level of visual clutter in the streetscape. Jardine Crescent is the non-active frontage of the site and there is currently no corporate signage in this location. The two proposed awning fascia signs facing Jardine Crescent (see image below) will be the only signs on this façade. The front of the awning (northern elevation) will also be visible from the street, however, the overall appearance is considered acceptable.

Scheme Provision

Planner's Assessment



Figure 5: Proposed additional signage facing Jardine Crescent.

C1.6.1 Performance Criteria P3(b)

The proposed signs do not involve any repetition of messages or information. One of the signs is a Woolworths logo and the other sign identifies the direct to boot pick up area, as shown in the image above which will minimises visual clutter and unnecessary repetition of messages and information along the frontage.

C1.6.1 Performance Criteria P3 Conclusion

The proposed signage for the grocery collection area satisfies Performance Criteria C1.6.1 P3. The signage scheme is well designed and sited and will not contribute to visual clutter or cause an unreasonable loss of visual amenity to the surrounding area.

C1.6.2 Illuminated signs

Objective

That:

- (a) illuminated signs are compatible with the streetscape;
- (b) the cumulative impact of illuminated signs on the character of the area is managed, including the need to avoid visual disorder or clutter of signs; and
- (c) any potential negative impacts of illuminated signs on road safety and pedestrian movement are minimised.

Performance Criteria P1

An illuminated sign must not cause an unreasonable loss of amenity to adjacent properties or have an unreasonable effect on the safety, appearance or efficiency of a road, and must be compatible with the streetscape, having regard to:

- (a) the location of the sign;
- (b) the size of the sign;
- (c) the intensity of the lighting;
- (d) the hours of operation of the sign;
- (e) the purpose of the sign;
- (f) the sensitivity of the area in terms of view corridors, the natural environment and adjacent residential amenity;
- (g) the intended purpose of the changing message of the sign;
- (h) the percentage of the sign that is illuminated with changing messages;
- (i) proposed dwell time; and
- (j) whether the sign is visible from the road and if so the proximity to and impact on an electronic traffic control device.

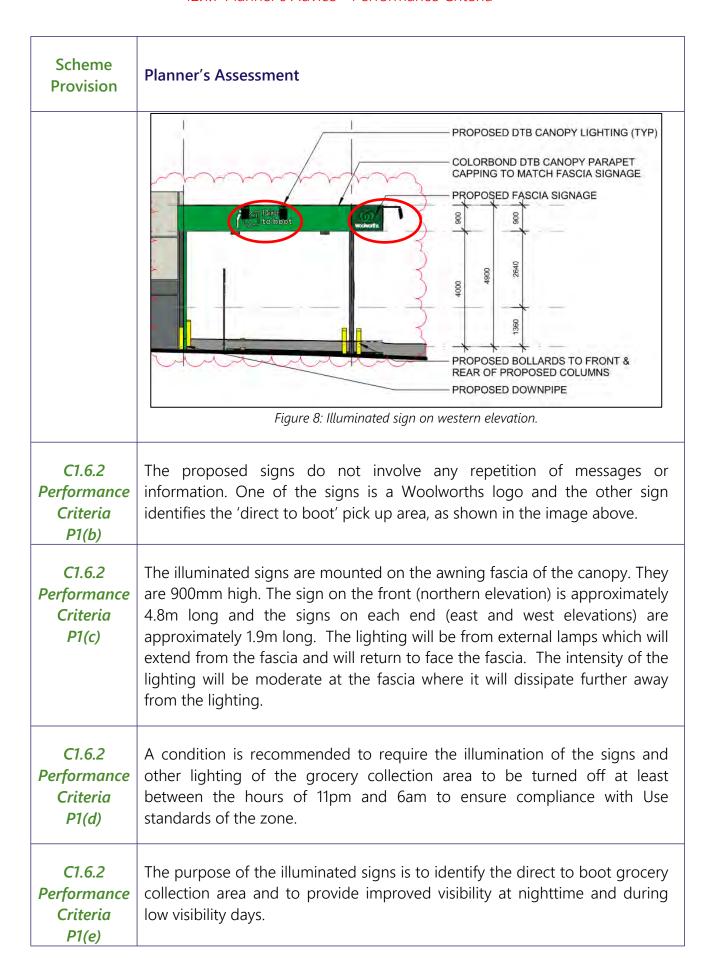
Summary of Planner's Advice

The development is assessed as satisfying Performance Criteria P1, and is consistent with the objective.

Details of the planner's assessment against the provision are set out below.

Scheme Provision	Planner's Assessment
C1.6.2 Performance Criteria P1 Preamble	The direct to boot awning fascia signs on three sides of the proposed canopy will be illuminated by lights mounted on the awning. There is no Acceptable Solution for this standard, so the proposal must rely upon the Performance Criteria.

Scheme Planner's Assessment **Provision** The illuminated signs are located on the proposed grocery collection area C1.6.2 awning, one on each of the three exterior elevations (see images below). **Performance** The lighting will be positioned to face into the building, avoiding light spill Criteria to the surrounding area. P1(a) EXISTING LOADING DOCK CANOPY AND RECESSED LOADING DOCK BEYOND — PROPOSED DTB CANOPY LIGHTING (TYP) TOP OF DTB Direct to boot PROPOSED NORTH ELEVATION P03 SCALE: 1:100 Figure 6: Illuminated sign on northern elevation. PROPOSED DTB CANOPY LIGHTING (TYP) COLORBOND DTB CANOPY PARAPET CAPPING TO MATCH FASCIA SIGNAGE PROPOSED FASCIA SIGNAGE TOP OF DTB CANOPY RL 187.00 900 DTB CANOPY SOFFIT RL 186.10 2640 4000 GROUND FLOOR RL 183.46 360 PROPOSED BOLLARDS TO FRONT & REAR OF PROPOSED COLUMNS PROPOSED WEST ELEVATION TP03 SCALE: 1:100 Figure 7: Illuminated sign on western elevation.



Scheme Provision	Planner's Assessment
C1.6.2 Performance Criteria P1(f)	The grocery collection area is located within the carpark of an existing supermarket and shopping centre. The site does not adjoin any public open spaces and the location of the grocery collection area is not part of any significant view corridors. The surrounding area is developed for residential purposes. The nearest residential properties are on the northern side of the site, with the shared boundary approximately 16m away from the grocery collection area canopy where the signs are located. There are lights located closer to the adjoining and adjacent residential lots including car parking lighting associated with the shopping centre and street lighting. As such, the illumination as a result of the proposed lighting will occur within an existing illuminated environment and it is therefore not expected to detract from the amenity of the surrounding residential uses.
C1.6.2 Performance Criteria P1(g)	The proposal does not include any signs that change messages.
C1.6.2 Performance Criteria P1(h)	The proposal does not include any signs that change messages.
C1.6.2 Performance Criteria P1(i)	The proposal does not include any signs that change messages, dwell time is therefore not applicable.
C1.6.2 Performance Criteria P1(j)	The proposed signs will be visible from Jardine Crescent where they will be static. There are no traffic control devices in proximity to the site.
C1.6.2 Performance Criteria P1 Conclusion	The proposed illuminated signage for the grocery collection area satisfies Performance Criteria C1.6.2 P1. The illuminated signs are limited to the canopy of the grocery collection area and they are considered to be compatible with the streetscape. The proposed signs will not contribute to visual disorder or clutter. The proposed signs will not cause negative

Scheme Provision	Planner's Assessment
	impacts to road safety or pedestrians.

C2.0 Parking and Sustainable Transport Code

C2.5.2 Bicycle parking Objective: That an appropriate level of bicycle parking spaces are provided to meet the needs of the use. Performance Criteria P1 Bicycle parking spaces must be provided to meet the reasonable needs of the use, having regard to: (a) the likely number of users of the site and their opportunities and likely need to travel by bicycle; and (b) the availability and accessibility of existing and any planned parking facilities for bicycles in the surrounding area.

Summary of Planner's Advice

The development is assessed as satisfying Performance Criteria P1, and is consistent with the objective.

Details of the planner's assessment against the provision are set out overleaf.

Scheme Provision	Planner's Assessment
C2.5.2 Performance Criteria P1 Preamble	The proposed use and development will add 153m² to the floor area of the supermarket. This generates a need for two additional bicycle parking spaces in accordance with the requirements of Table C2.1. No bicycle parking is proposed, which does not meet the Acceptable Solution. The application therefore relies upon the corresponding Performance Criteria to demonstrate compliance with the Standard.

Scheme Provision

Planner's Assessment

C2.5.2 Performance Criteria P1(a)

The supermarket and broader site has a high number of users and serves a local residential area with opportunity to travel to the site by bicycle. Notwithstanding, the proposed development has a specific use which is for the provision of a parking area for vehicles to pick up groceries. The specific activity, being ordering of groceries online for direct to boot collection does not increase the demand for bicycle parking spaces within the context of the established use on the site. The existing bicycle parking spaces located at the forecourt of the shopping centre is therefore considered to be sufficient to meet the reasonable needs of the existing and proposed use (refer to image below).

Furthermore, in the event people order groceries through the direct to boot service with the intention of collecting them by walking or cycling, people will walk or cycle to the direct to boot area which includes bollards and other structures to lean or temporarily park their bicycle whilst collecting their groceries.



Figure 9: Existing bicycle parking onsite.

12.1.7 Planner's Advice - Performance Criteria

Scheme Provision	Planner's Assessment
C2.5.2 Performance Criteria P1(b)	The existing bicycle parking spaces and infrastructure within the site to access the parking spaces, is considered sufficient to meet the reasonable needs of the users of the site. No additional infrastructure or facilities are considered necessary for the proposed development given its vehicle centric use.
C2.5.2 Performance Criteria P1 Conclusion	It is considered that the existing number of bicycle parking spaces on the site will be sufficient to meet the reasonable needs of the users of the site within the context of the nature of the proposed use and development.

APPLICATION FORM



PLANNING PERMIT

Land Use Planning and Approvals Act 1993

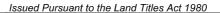
- Application form & details MUST be completed **IN FULL**.
- Incomplete forms will not be accepted and may delay processing and issue of any Permits.

	OFFICE USE ONLY
Property No:	Assessment No:
DA\	PA\ PC\
Have you already	on the result of an illegal building work?
PROPERTY DET	AILS:
Address:	350-358 WESTBURY ROAD Certificate of Title: VOL: 169734 FOL: 1
Suburb:	PROSPECT VALE, TAS 7250 Lot No: 1
Land area:	$2,652 \text{ ha}$ m^2 / ha
Present use of land/building:	EXISTING WOOLWORTHS SUPERMARKET IN (vacant, residential, rural, industrial, commercial or forestry)
Does the applicaHeritage Listed F	tion involve Crown Land or Private access via a Crown Access Licence: Yes You No Property: Yes No
DETAILS OF US	E OR DEVELOPMENT:
Indicate by ✓ box	✓ Building work ☐ Change of use ☐ Subdivision ✓ Demolition -partial ☐ Forestry ☐ Other
Total cost of develo	pment \$835,000 Includes total cost of building work, landscaping, road works and infrastructure
REI	DPOSED EXTENSION TO LOADING DOCK END OF SUPERMARKET AND NEW PICKUP CANOPY AND DUCTION IN CARPARKING. AS SHOWN ON DRAWINGS SUBMITTED WITH THIS APPLICATION. SEE ALSO PPORTING LETTER ATTACHED.
	PERMARKET DIRECT TO BOOT AGING AREA AND CANOPY. (main use of proposed building – dwelling, garage, farm building, factory, office, shop)
New floor area:	approx. 310 m ² New building height: approx. 5 m
Materials:	External walls: CONCRETE Colour: as per plans
	Roof cladding: STEEL Colour: as per plans



RESULT OF SEARCH

RECORDER OF TITLES





SEARCH OF TORRENS TITLE

VOLUME	FOLIO
169734	1
EDITION	DATE OF ISSUE
14	02-Aug-2023

SEARCH DATE : 11-Aug-2023 SEARCH TIME : 09.50 AM

DESCRIPTION OF LAND

Town of PROSPECT VALE

Lot 1 on Sealed Plan 169734

Derivation: Part of 321A-3R-25P Gtd. to Henry Burrows

Prior CT 168264/1

SCHEDULE 1

E25775 & E346847 REGION RE LIMITED Registered 02-Aug-2023 at 12.02 PM

SCHEDULE 2

Reservat	ions and conditions in the Crown Grant if any
SP169734	EASEMENTS in Schedule of Easements
SP109115	FENCING COVENANT in Schedule of Easements
SP109955	FENCING PROVISION in Schedule of Easements
A2179	FENCING CONDITION in Transfer
D13276	LEASE to WOOLWORTHS LIMITED of a leasehold estate for
	the term of 10 years from 7-Nov-2008 (of part of the
	said land within described shown hatched and marked
	as BWS Site of the said lease) Registered
	11-May-2011 at noon
E127264	LEASE to WOOLWORTHS GROUP LIMITED of a leasehold
	estate for the term of 20 years from 26-Aug-2015 (of
	that part of the said land within described with an
	area of 3841.7m2 shown hatched on the plan attached
	to the said lease) Registered 21-Jun-2018 at noon
E151629	
	noon
E151629	EXTENSION of LEASE D13276 term of the Lease extended
	to 6-Nov-2023 Registered 19-Nov-2018 at noon
E183009	TRANSFER of LEASE D13276 to ENDEAVOUR GROUP LIMITED
2100000	Registered 01-Sep-2021 at noon
E295755	LEASE to NATHAN MICHAEL TALBOT of a leasehold estate
П290700	for the term of 7 years from 03-Dec-2021 (of that
	part of the said land shown hatched on Annexure B on
	the plan attached to the said lease) Registered 19-May-2022 at noon
	19-may-2022 at 110011

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RESULT OF SEARCH

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



E310232	LEASE to IWG-TLA AUSTRALIA PTY LTD of a leasehold
	estate for the term of 10 years from 19-Feb-2020 (of
	that part of the said land within described as 1 (2.
	2m2) and 2 (38.6m2) on the plan attached to the said
	lease) Registered 23-Feb-2023 at 12.01 PM
E310233	LEASE to IWG-TLA AUSTRALIA PTY LTD of a leasehold
	estate for the term of 10 years from 19-Feb-2030 (of
	that part of the said land within described as 1 (2.
	2m2) and 2 (38.6m2) on the plan attached to the said
	lease) Registered 23-Feb-2023 at 12.02 PM
E310231	LEASE to IWG-TLA AUSTRALIA PTY LTD of a leasehold
	estate for the term of 10 years from 19-Feb-2040 (of
	that part of the said land within described as 1 (2.
	2m2) and 2 (38.6m2) on the plan attached to the said
	lease) Registered 23-Feb-2023 at 12.03 PM
М959750	TRANSFER of LEASE E295755 to AMANDA JANE NOBLE and
	BROOK CAMERON NOBLE Registered 19-May-2023 at 12.04
	PM

UNREGISTERED DEALINGS AND NOTATIONS

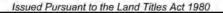
No unregistered dealings or other notations

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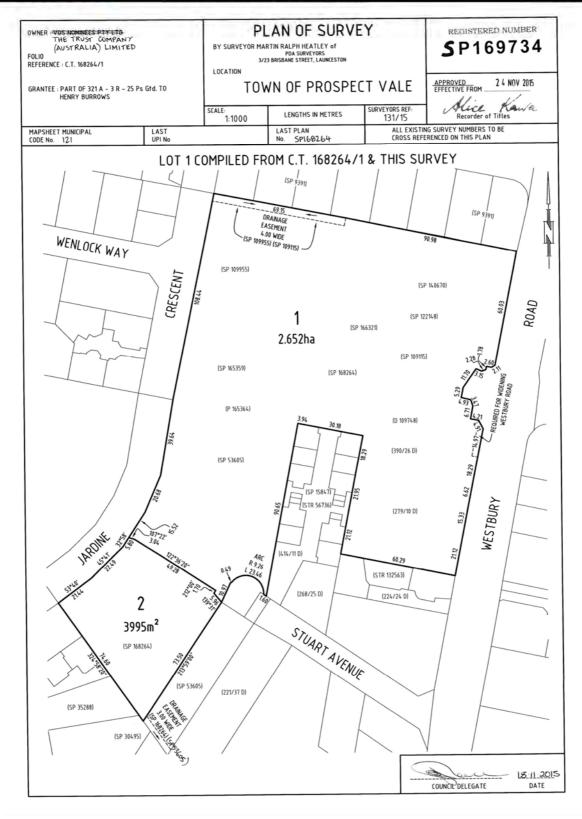


FOLIO PLAN

RECORDER OF TITLES







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Search Time: 09:50 AM

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SCHEDULE OF EASEMENTS

RECORDER OF TITLES





SCHEDULE OF EASEMENTS

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

Registered Number

PAGE 1 OF 1 PAGE/S

EASEMENTS AND PROFITS

Each lot on the plan is together with:-

such rights of drainage over the drainage easements shown on the plan (if any) as may be necessary to drain the stormwater and other surplus water from such lot; and

any easements or profits a prendre described hereunder. Each lot on the plan is subject to:-

such rights of drainage over the drainage easements shown on the plan (If any) as passing through such lot as may be necessary to drain the stormwater and other surplus water from any other lot on the plan; and

any easements or profits a prendre described hereunder

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

Lot 1 on the Plan is subject to a right of drainage appurtenant to the lands formerly comprised in Certificates of Title Volume 2905 Folio 77 and Volume 2142 Folio 94 over the area marked "Drainage Easement 4.00 wide" shown passing through Lot 1 on the Plan.

That portion of Lot 1 on the Plan being the land formerly comprised in Certificates of Title Volume 2905 Folio 77 and Volume 2142 Folio 94 is together with a right of drainage over the area marked "Drainage Easement 4.00 wide " passing through Lot 1 on the Plan.

That portion of Lot 2 on the Plan which for right of drainage over the area marked "Drainage Easement 3.00 wide" shown on the Plan.

John Newby **EXECUTED** by as attorney for THE TRUST COMPANY (AUSTRALIA) LIMITED (ACN 000 000 993) under a power of attorney PA 89179 dated 18/9/14

in the presence of

Signature of witness

Signature of Attorney

By executing this document the Attorney states that he has received no notice of revocation of the power of attorney

Kevin Choi

Man

Name of witness (print)

L12, 123 PITT ST

Address of witness (print)

SYDNEY

(USE ANNEXURE PAGES FOR CONTINUATION)

SUBDIVIDER: Yes Nominous Plu Lid.

PLAN SEALED BY: Meander Valley Councill DATE: 18 11 2015

FOLIO REF: 168264/1

PALIBLOIDS.

SOLICITOR

CouncilDelegate

& REFERENCE: Sproal & Associates (BS:150373)

REF NO.

NOTE: The Council Delegate must sign the Certificate for the purposes of identification.

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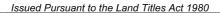
Revision Number: 03

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COUNCIL CERTIFICATE

RECORDER OF TITLES





COUNCIL APPROVAL	SP 16973
(Insert any qualification to the permit under section 83(5), section 109 or section 1 of the Local Government (Building & Miscellaneous Provisions) Act 1993) The subdivision shown in this plan is approved	11
	THE COMMON SEAL of the Meander Verlay Council
	has been hereuntu affixed ting. 18th cay of November 2015 Dura and funder ting of Council delegand you vury to he Gent of Manager to affix the Conjudations Seat
n witness whereof the common seal of has been affixed, pursuant to a resolution of the Council of the said municipality passed the day of 20 , in the prosence of us	General Manager
Member Member	
Council Dalegate Council Refe	rence PALISTOIO
NOMINATIONS For the purpose of Section 88 of the Local Government (Building & Miscellaneous the owner has nominated	Provisions Act 1993
For the purpose of Section 88 of the Local Government (Building & Miscellaneous the owner has nominated SPROAL & ASSOCIATES	Provisions) Act 1993 Sollicitor to act for the owner Surveyor to act for the owner
For the purpose of Section 88 of the Local Government (Building & Miscellaneous the owner has nominated SPROAL & ASSOCIATES	Solicitor to act for the owner
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For the purpose of Section 88 of the Local Government (Building & Miscellaneous the owner has nominated. SPROAL & ASSOCIATES PDA Surveyors (Launceston).	Solicitor to act for the owner

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To: Meander Valley Council PO Box 102 Wesbury TAS 7303 From: Peter Sharpe Head of Development

26 September 2023

Dear Sir/Madam,

RE: Proposed Alterations to Existing Woolworths Supermarket – Prospect Vale, 350–358 Westbury Rd, Prospect Vale

As owners of the above property, we hereby consent to the Town Planning Permit/Development Approval Application, Building Permit/Construction Certificate Application and any other necessary Applications for Permits, Approvals and/or Consents being made, by Woolworths Ltd, to Council or any other authority, to carry out the works on the site at the above address.

Yours faithfully,

Peter Sharpe Head of Development

Phone: +61(0) 420 521 076

Email: Peter.sharpe@regiongroup.au

Level 6, 50 Pitt Street Sydney NSW 2000 regiongroup.au

Region Group RE Limited ABN 47158 809 851 AFS Licence 426603 as responsible entity of Region Property Retail Trust ARSN 160612788 and as responsible entity of Region Property Management Trust ARSN 160612626



5 October 2023

Town Planning Department Meander Valley Council PO Box 102 WESTBURY TAS 7303

Dear Sir/Madam

Re: Proposed Buildings & Works, Extension and Grocery Pickup Existing Woolworths Supermarket 350-358 Westbury Rd, Prospect Vale

On behalf of Woolworths Ltd, please find attached the Town Planning Permit Application for the proposed project at the above address.

To further enhance the on-line grocery shopping options for customers, Woolworths are proposing to construct a Pickup (DTB) Staging Area extension and Pickup Canopy to the Loading Dock side of the existing Woolworths Supermarket.

The proposed works are shown on the plans submitted, and generally consist of -

 The construction of a Pickup (DTB) Staging Area Room extension and Pickup Canopy (with 6 Pickup Bays) to the existing Loading Dock on the side of the existing Woolworths Supermarket.

The alterations needed to the overall site carparking to accommodate these works will result in an overall net reduction of 6 carparking spaces. Please refer to the Cardno Traffic Engineer's Report for a detailed assessment of the proposed carparking to the site

NB – The three existing Direct-To-Boot Pickup Carparking spaces will be removed and returned to normal carparking bays.

- Alterations to the carparking layout including some new linemarking.
- Civil works/paving/kerb works/pram ramps, etc., to accommodate/complement the construction of the Pickup Staging Room extension, Canopy and Pickup Bays.
- Reduction in carparking.
- Removal of vegetation.
- External wall and fascia treatments and painting, including for the Pickup Destination Wall.
- Proposed 'green-line' markings to the carpark surface to assist with wayfinding to the location of the pickup bays.

KEN WADDELL AND PARTNERS PTY LTD PO BOX 4268 KNOX CITY CENTRE VIC 3152 MOBILE: 0418 307 315

Email: kwpbs@bigpond.net.au

- Partial minor demolition to accommodate/complement new works.
- External canopy fascia lighting.
- Under canopy lighting.
- New and altered business advertising, wayfinding and instructional signage, and signage support structures.
- External painting.
- The works as shown on the documents submitted with the Town Planning Permit Application.

Car Parking

As stated above, the carparking alterations will result in a net reduction to the existing overall total number of carparking spaces provided for the building by 6 car spaces.

Please refer to the Stantec Traffic Engineer's Report for the detailed assessment of, inter alia, the proposed carparking to be provided for the building. Please note that part of the assessment concludes that the total number of remaining carparking spaces will still be satisfactory to serve the site and in excess of the Planning Scheme requirements.

The operation of the Pickup grocery shopping option begins with a customer placing an online order. At the time of ordering, the time of collection of the grocery order at the PickUp is arranged. Upon arrival at the Supermarket the customer alerts the Supermarket and requests that their pre-ordered groceries be delivered to their waiting car in the PickUp Bay. A Woolworths staff member brings the groceries through the Pickup access door and loads them into the customer's car. The customer then is able to leave the Supermarket PickUp

It seems reasonable to conclude the any impact from the introduction of the Pick-Up bays on the reduction in carparking spaces will effectively be mitigated because customers can now drive into the Pick-Up bays, pick up their groceries and leave - with a maximum target turnaround time of 5 minutes from arrival to departure. This means that these customers will not need to need to occupy a normal carparking space for a much longer period of time as they park, make their way to the Supermarket, select their groceries, pay for them, make their way back to their car, load the groceries into the car, take the trolley to a Trolley Bay, return to the car and then leave the carpark, conceivably occupying a car parking space for an hour, and perhaps more, while they go through the normal 'in-supermarket' shopping process.

Further Comments

It is expected that this proposed Supermarket Grocery Pickup facility will provide a significant and well-received shopping experience alternative for customers.

The proposal will also significantly enhance the amenity of the shopping precinct and surrounding streets due to the convenience associated with a Pick-Up option of this type.

We trust that the proposal is satisfactory to Council and that a Town Planning Permit can be

Please contact me if you have any queries or need any further information.

Yours faithfully,

Ken Waddell

Ken Waddell and Partners Pty Ltd

REF: PROLET/7020-1

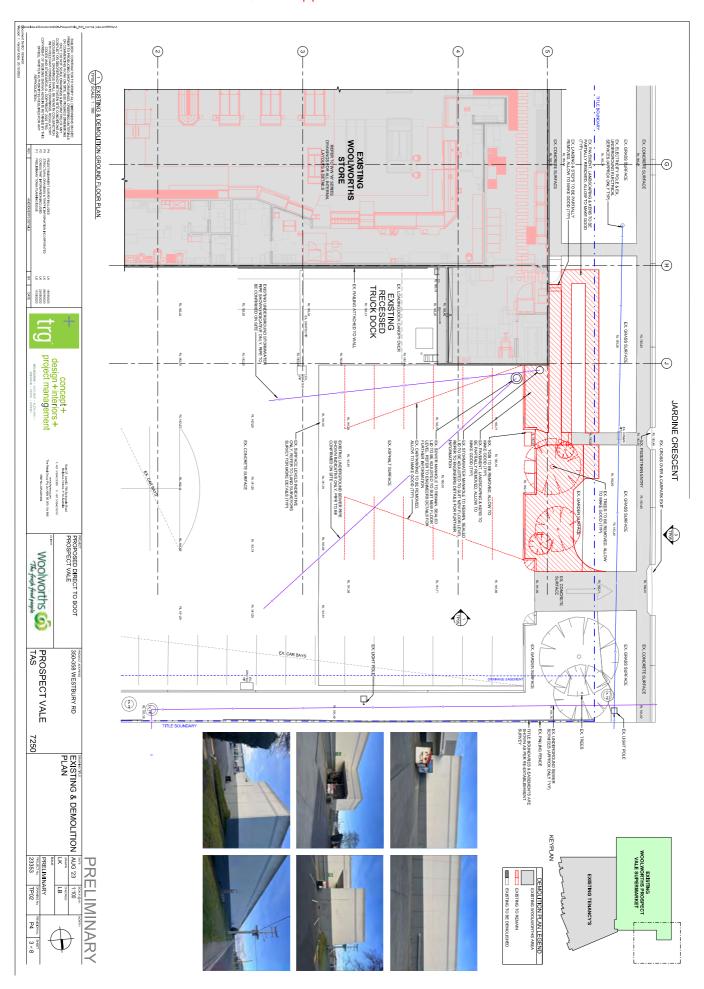


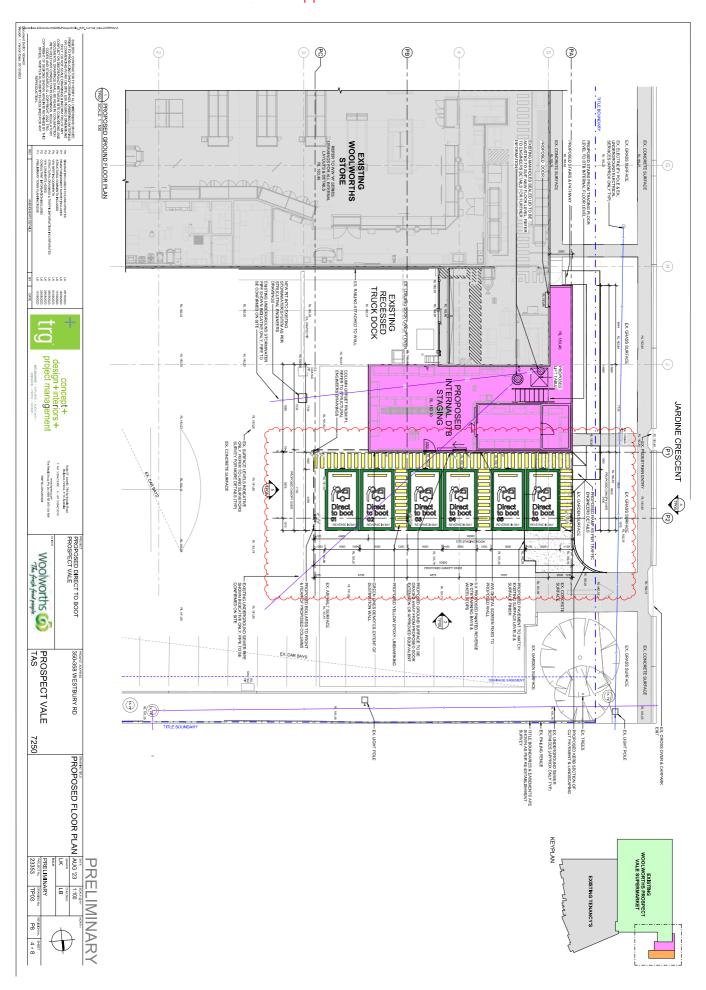


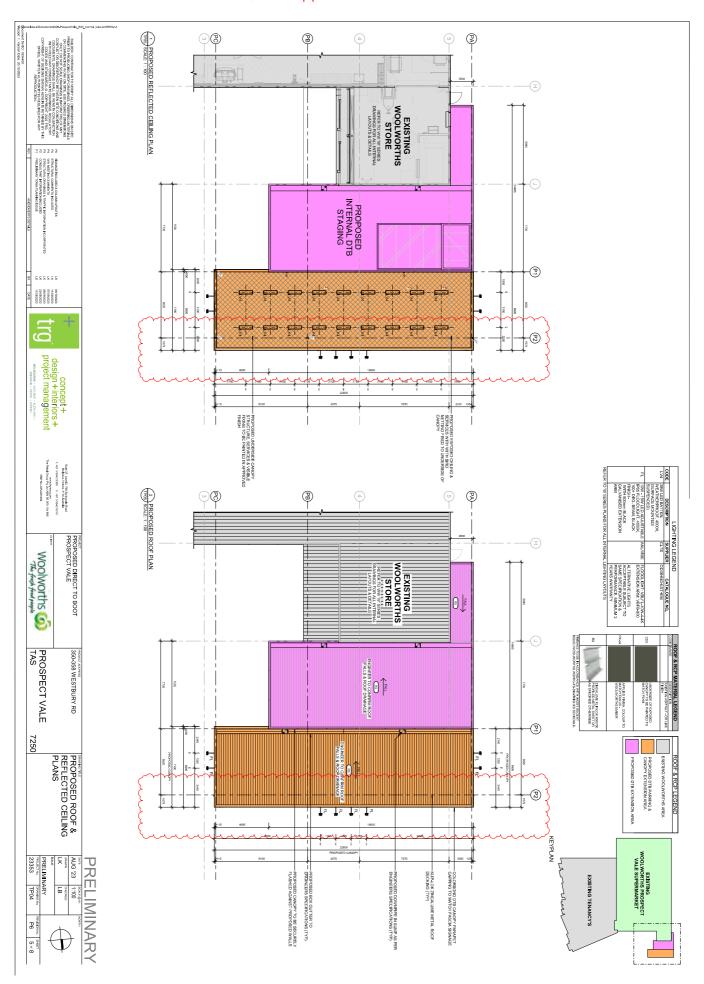
350-358 WESTBURY

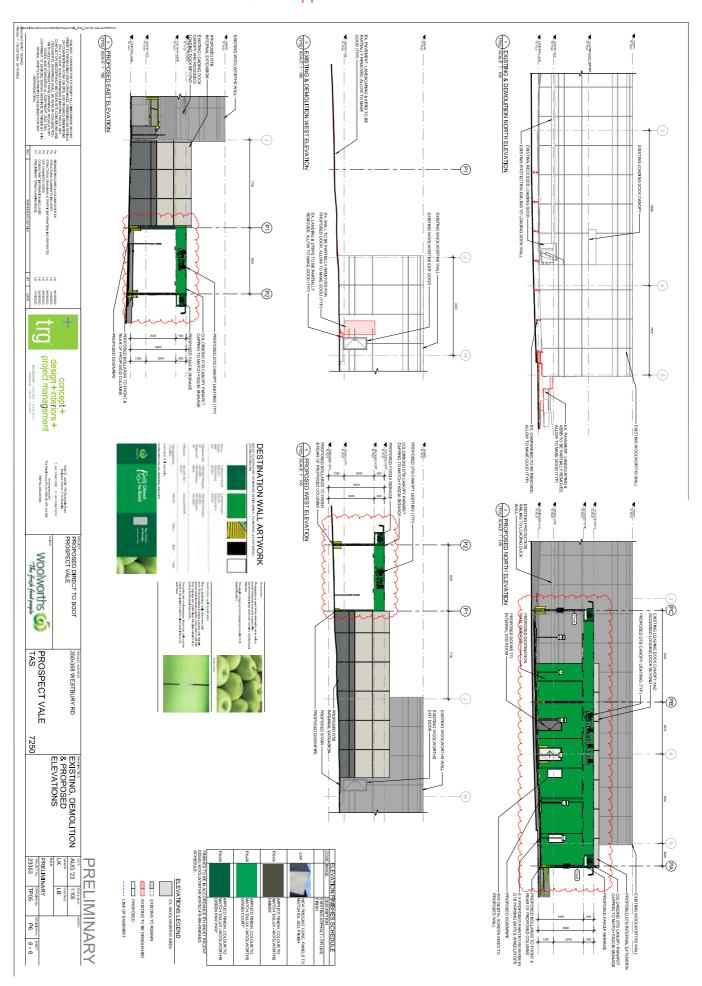
PROSPECT, TAS,



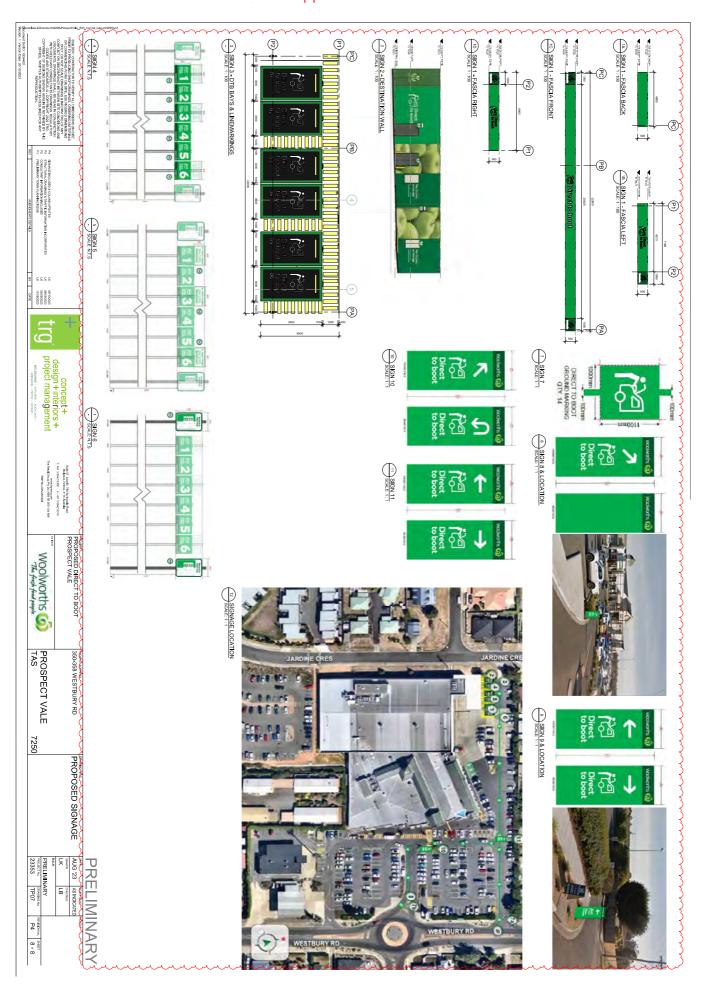


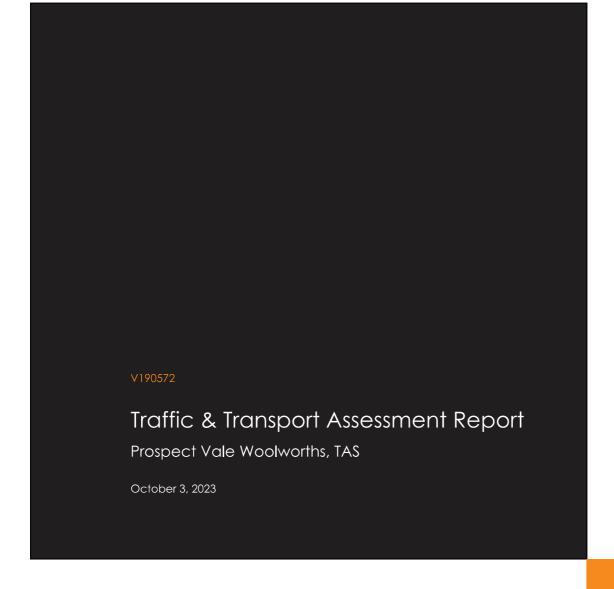
















Revision	Description	Author		Quality Check		
D01	First Draft	Joshua Carroll JC		Luke Smith	LS	



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Prepared by ____ Joshua Carroll

Reviewed by ___ Luke Smith



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1.0 INTRODUCTION

Stantec have been engaged by Woolworths Food Group to undertake a review of the proposed direct to boot pick up area arrangement the Prospect Vale Woolworths store located at 350 - 358 Westbury Road, Prospect Vale, 7250.

The safety of Woolworths staff and pedestrian movements between the proposed Pick up area will also be assessed. The proposed Pick up area is located on the southern side of the Woolworths site as shown below in Figure 1-1.

Figure 1-1 Site Locality



The Woolworths Pick up program allows customers to order groceries online and collect them from their desired supermarket location. The designation of Pick up spaces at a supermarket aims to ensure that parking spaces are available for these customers when they arrive to collect their groceries, which are placed in the customer's vehicle by a Woolworths staff member.

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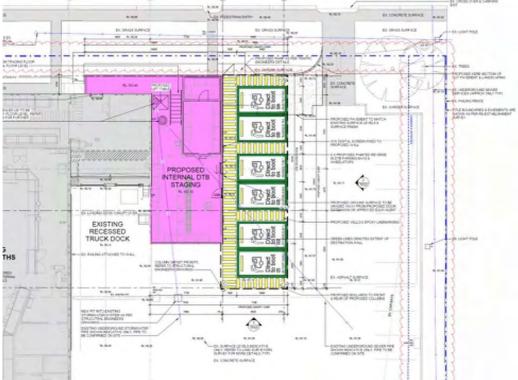


2.0 PROPOSED DEVELOPMENT

2.1 GENERAL

The proposal is to provide six (6) Pick up parking spaces within the northern portion of the existing shared car park of the Woolworths store, with access to the internal road network via Westbury Road to the east. Jardine Cr to the west is currently exit only, which will be maintained. The proposed Pick up layout is shown in Figure 2-1.

Figure 2-1 Proposed Pick up Layout



To accommodate this option, it is proposed to install pedestrian paths such that each bay is serviced by at least one (1) path. The entire Pick up area will be serviced by a main pedestrian path running east-west along the front of the Pick up bays to ensure Woolworths staff safety. The new footpaths will be utilised by Woolworths staff to safely access customer's vehicles from the Pick up store entrance.

All modifications adhere to Australian Standard 2890.1:2004 and are shown in Figure 2-1 and Appendix A.

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2.2 PEDESTRIAN SAFETY REVIEW

Having considered the proposed Pick up location and the likelihood of an incident between vehicles and pedestrians, it is recommended to provide the following safety measures so that pedestrian safety is maintained within the parking area.

2.2.1 Pedestrian Footpath

It is recommended to paint a pedestrian footpath adjacent to the proposed parking spaces to provide a safe path of travel for Woolworths staff. This will reduce the likelihood of an incident occurring between manoeuvring vehicles and staff when they are loading orders into a parked vehicle.

Based on the location of the proposed internal DTB staging area, a new footpath link is proposed to link to the existing north-south footpath from Jardine Crescent and access the DTB pedestrian path via a new DDA compliant pram ramp. This will ensure safe pedestrian access from Jardine Crescent to the centre is maintained.

2.2.2 Engineering Controls

Other measures to be included in the area to improve pedestrian safety involve:

- The installation of wheel stops at the front of the proposed Pick up spaces to ensure motorists do not
 cross onto the pedestrian path;
- The installation of a footpath extension connecting the existing footpath south of the proposed building extension to the existing footpath running east-west connecting to Jardine Cr; and
- Addition of a new 1.5m wide pedestrian path running east-west connecting the exiting footpath to the internal carpark due to the closure of the existing footpath connection.

2.3 INTERNAL VEHICLE MANOEUVRING

To accommodate the Pick up arrangement, vehicles will be required to enter via Westbury Road to the east, vehicles will be able to exit via Westbury Road to the east or to Jardine Cr to the west via the exit only.

Access to the Pick up zone would be via a reverse-in forward-out manoeuvre to maintain a high level of safety including ease of access to deliver goods to the boot of customers cars and maintain good sightlines when entering and exiting the spaces.

Access to the existing loading dock is via Westbury Road to the east. The proposed Pick up area does not impede existing vehicle manoeuvres for a 19m semi-trailer.

Figure 2-2 below and attached as Appendix B show the swept paths of vehicles entering and exiting the Pick up area. Figure 2-3 below and attached as Appendix B show the swept paths for a 19m semi-trailer entering and exiting the loading dock area.

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Figure 2-2 Proposed Reverse-In / Forward-Out Pick up Bay Swept Paths

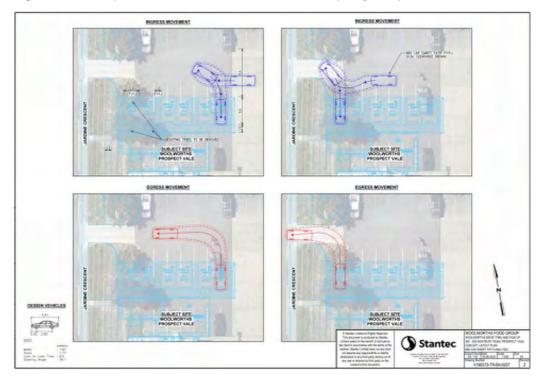
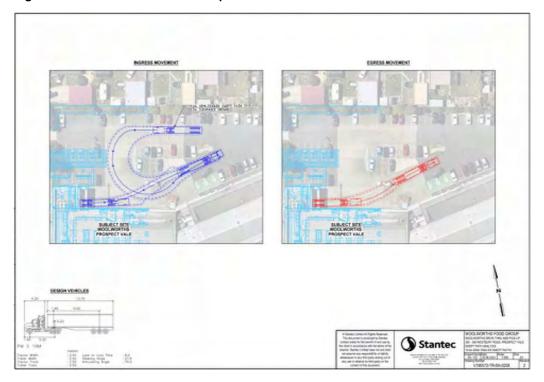




Figure 2-3 19m Semi-Trailer Swept Paths





3.0 CAR PARKING REVIEW

The existing 6.7m dual-width two-way car circulation aisle in the vicinity of the Pick up area will increased to 9.5m due to the realignment of the existing carpark to enable the construction of the D2B pick up room and six (6) D2B car parking spaces. The provision of 3.0m wide and 5.4m long car parking spaces are to be provided for the Pick up bays. Twelve (12) car parking spaces will need to be converted to a total of six (6) Pick up car spaces. This will result in an overall nett loss of six (6) car parking spaces within the car park.

The proposed car parking spaces and access aisle are designed to meet Australian Standard 2890.1:2004 and meet the Launceston City Council Planning Scheme requirements.

3.1 CAR PARKING DEMAND ASSESSMENT

The redevelopment of the car parking area will result in a reduction of six (6) car parking spaces, bringing the total number of parking spaces within the car park from 371 to 365, inclusive of the six (6) proposed Pick up parking spaces to replace the existing at-grade car parking spaces. Table 3-1 shows the statutory car parking requirements based on the Tasmanian Planning Scheme – State Planning Provisions Table C2.1 Parking Space Requirements.

Table 3-1 Planning Scheme Car Parking Requirements

Use	Area/ No.	Rate	Car Parking Measure	Total
Woolworths Supermarket	4,326 sq.m	1	for each 30 sq.m of floor area	144 spaces
Adjoining Tenancies	3,990 sq.m	1	for each 30 sq.m of floor area	133 Spaces
			TOTAL	277 spaces

As shown above, the statutory requirement for the mixed-used development is 277 car parking spaces. Therefore, the proposal exceeds the statutory car parking requirement by 88 spaces. The following provides an analysis of parking turnover and utilisation which further supports the proposed reduction in six (6) car parking spaces.

3.2 PICK UP BAY TURNOVER

Due to the Pick up arrangements, shoppers will set a time to collect their shopping. This process will be conducted quickly and ensure that the Pick up car parking spaces are turning over frequently.

Assumptions of the car parking turnover are as follows:

- Existing "Unrestricted" car parking spaces turn over conservatively once every hour; and
- Proposed Pick up spaces turn over conservatively every 15 minutes or four (4) times per hour.

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To ensure that the car park is not adversely affected by the loss of these spaces a car parking demand and turnover assessment has been conducted in Table 3-2 below.

Table 3-2 Planning Scheme Car Parking Requirements

Site Car Parking Conditions	P (1 hour turnover)	Pick up (15 min turnover)	Car Space Turnover
Existing	12 spaces	0 spaces	12 cars
Proposed	0 space	6 spaces	24 cars
Nett Change	(-) 12 spaces	(+) 6 spaces	(+) 12 cars

As shown in Table 3-2, the car park will increase in utilisation by 12 cars per hour due to the implementation of the six (6) new Pick up bays.

3.3 CAR PARK UTILISATION

As previously stated, the introduction of the six (6) new Pick up bays will result in a reduction of six (6) car parking spaces within the Woolworths Mowbray shared car park. This reduction can be deemed insignificant due to the following:

- A loss of six (6) car parking bays only reduces the overall car parking capacity by around 1%;
- The statutory requirement for the mixed-used development is 277 car parking spaces. The current proposal exceeds this requirement by 88 spaces;
- The altered car parking arrangement will result in 24 cars per hour being serviced (at peak) compared to the existing 12 cars per hour (at peak) under the current arrangement. The introduction of the six (6) Pick up bays will result in an increase of 12 cars per hour being serviced in the car park, thus benefitting the overall arrangement as there will be a reduced demand for long-term parking.

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4.0 HISTORICAL CAR PARKING DEMAND ASSESSMENT

In order to more accurately support the reduction of six (6) car spaces, an assessment has been completed on the historical utilisation rates of the car park using aerial imaging (NearMaps). The results are shown in Table 4-1. The car park utilisation was assessed within the area shown in Figure 4-1.

Table 4-1 Historical Car Parking Demand Assessment

Date / Time	Capacity	Occupancy	Utilisation	Post- Change Capacity	Post- Change Occupancy	Post- Change % Utilisation
Wednesday, 22 February 2023	371	237	64%	365	237	65%
Thursday, 20 October 2022	371	218	59%	365	218	60%
Saturday, 26 February 2022	371	177	48%	365	177	48%
Sunday, 28 November 2021	371	173	47%	365	173	47%
Sunday, 4 April 2021	371	158	43%	365	158	43%
Wednesday, 20 January 2021	371	133	36%	365	133	36%
Monday, 2 March 2020	371	184	50%	365	184	50%
Sunday, 8 December 2019	371	167	45%	365	167	46%
Saturday, 19 January 2019	371	216	58%	365	216	59%
Wednesday, 7 March 2018	371	230	62%	365	230	63%
AVERAGE (exc. highlighted rows)	371	189	51%	365	189	52%

NOTE: Vehicles driving through the parking aisles were included within the utilisation counts. Parking spaces covered by foliage were assumed to be occupied.

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Figure 4-1 Car Parking Area



As the above shows, the average utilisation across the previous 10 aerials was shown to be 51%, with peak periods seeming to operate at a utilisation of approximately 65%. Introducing the Pick up parking spaces would therefore result in conservative utilisation increase of approximately 1%.

Based upon the information provided within Table 4-1, it is understood from the historical car parking assessment that the current car park reaches a maximum capacity of 230 car parking spaces. As such, a reduction of six (6) car parking space will result in no less than 135 parks being available.



5.0 POTENTIAL STRATEGIES

It is anticipated that there may be some interactions between shoppers and Pick up staff at the proposed painted pedestrian paths due to its proximity to the southern entrance of the shopping centre.

Generally, there are several strategies that could be implemented to improve the pedestrian safety:

- The Pick up program provides a car delivery service at some supermarkets, whereby a staff member will deliver the groceries to a parked vehicle instead of the customer exiting their vehicle. Woolworths will be responsible for ensuring that staff members that deliver to the Pick up spaces are familiar with all relevant OHS regulations and company policies;
- The above arrangement should be communicated to Pick up customers to ensure that they remain at their vehicle when collecting groceries rather than walking to the store entrance. This can be relayed to the customer when they make their online purchase and with signage at the Pick up spaces;
- It is recommended that appropriate signage be placed at all car parking entries and at the proposed Pick up parking area to ensure that customers are aware of the Pick up parking area and remain in their vehicles; and
- It is recommended to provide a Wayfinding Plan to customers when they place their orders to ensure
 they are familiar with the location of the Pick up parking spaces. This is particularly important for first
 time users who may not be aware of the Pick up process.



6.0 CONCLUSIONS

The potential interaction between Pick up staff and vehicle movements will be minimised if the following alterations are provided to the proposed Pick up parking:

- A nett decrease of six (6) car parking spaces inclusive of the six (6) proposed Pick up parking spaces;
- With a reduction of six (6) car parking spaces, the Woolworths parking area (365 car parks) still exceeds the statutory car parking requirements based on Table C2.1 Parking Space Requirements of the Tasmanian Planning Scheme State Planning Provisions by 88 spaces;
- A painted pedestrian path not less than 1.2m wide to allow staff members access to the Pick up spaces with a main pedestrian path measuring 1.5m running east-west along the front of the bays;
- Clearly defined Pick up parking spaces are proposed with adequate signage and line-marking to ensure
 the safety of both staff and customers;
- Existing footpath connections will be maintained with the addition of a proposed footpath and pram ramp west of the proposed D2B staging room;
- Kerb changes are proposed to enable exiting manoeuvres from the D2B parking spaces to the west via Jardine Cr:
- Existing conditions for vehicles accessing the loading dock are unaffected by the proposed D2B parking area; and
- Based upon the preceding analysis the decrease of six (6) car parking spaces will not adversely affect on-site car parking.

It is recommended that appropriate signage be installed to ensure that customers remain at their vehicles and to remind staff members to be aware of manoeuvring and approaching vehicles within the area.

I trust this information is of assistance.

Regards,

Stantec

Level 25, 55 Collins Street Melbourne Victoria 3000 Australia

Joshua Carroll

Civil Engineer Phone: 03 8415 7524

Fax: n/a

Sender's Email: joshua.carroll@stantec.com

Luke Smith

Principal Traffic & Transport Engineer

Phone: 03 8415 7721

Fax: n/a

Sender's Email: luke.smith@stantec.com

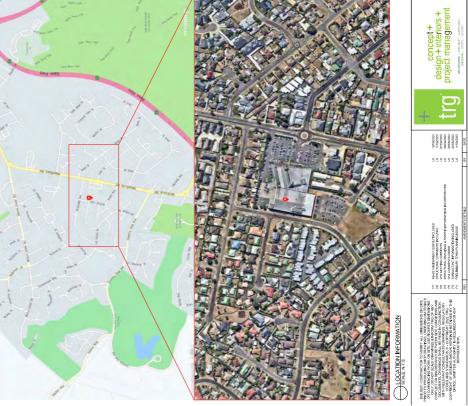
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APPENDIX A - ARCHITECTURAL PLANS









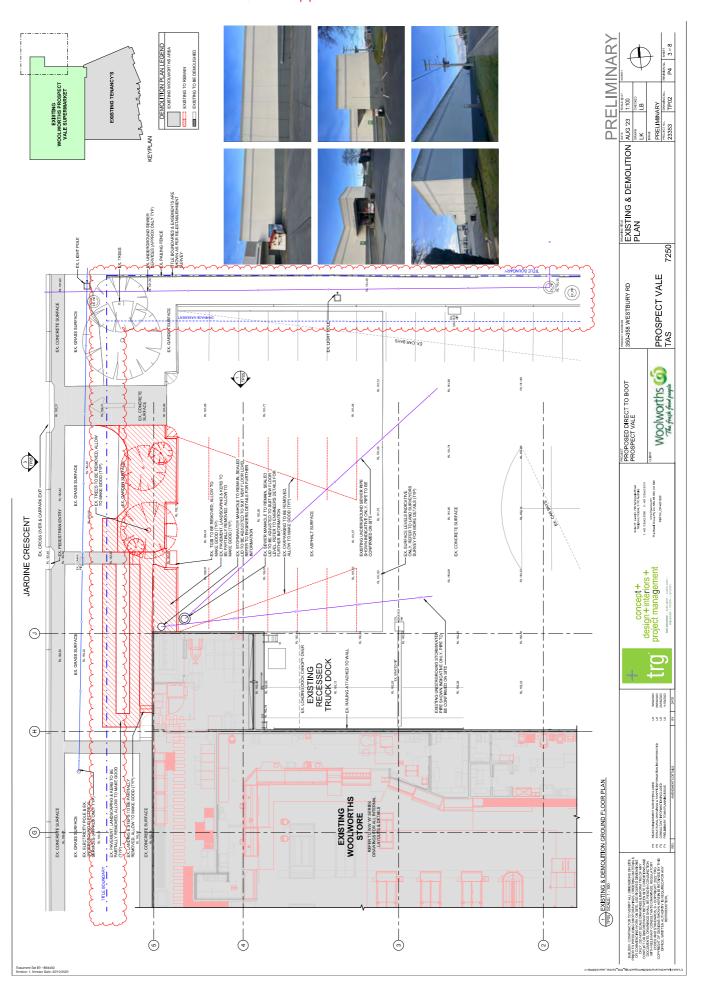
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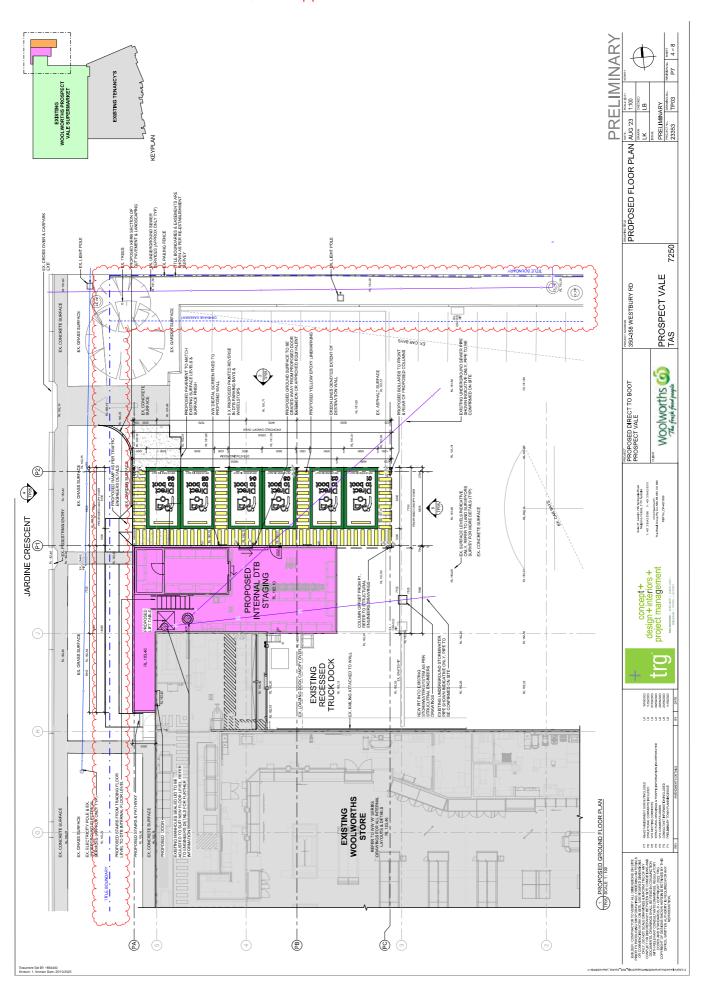
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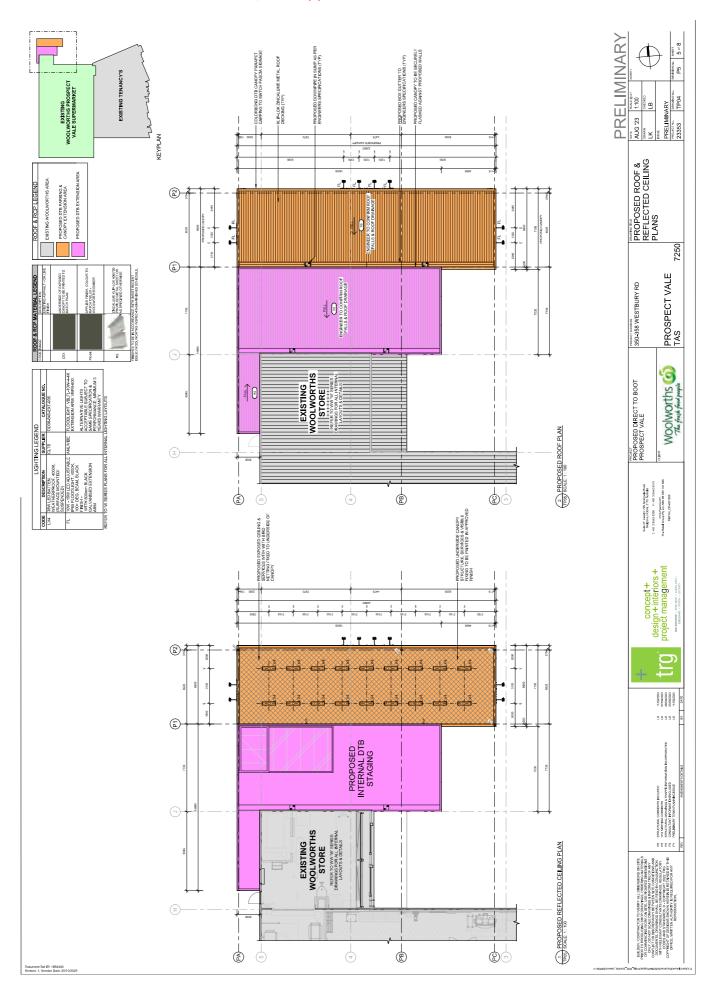
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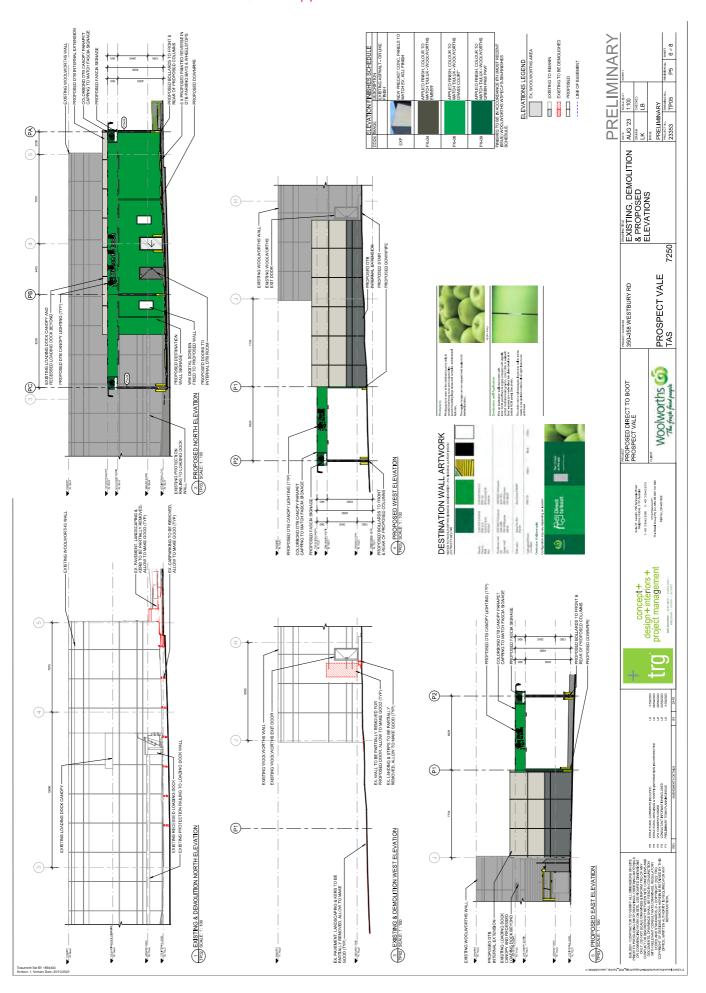
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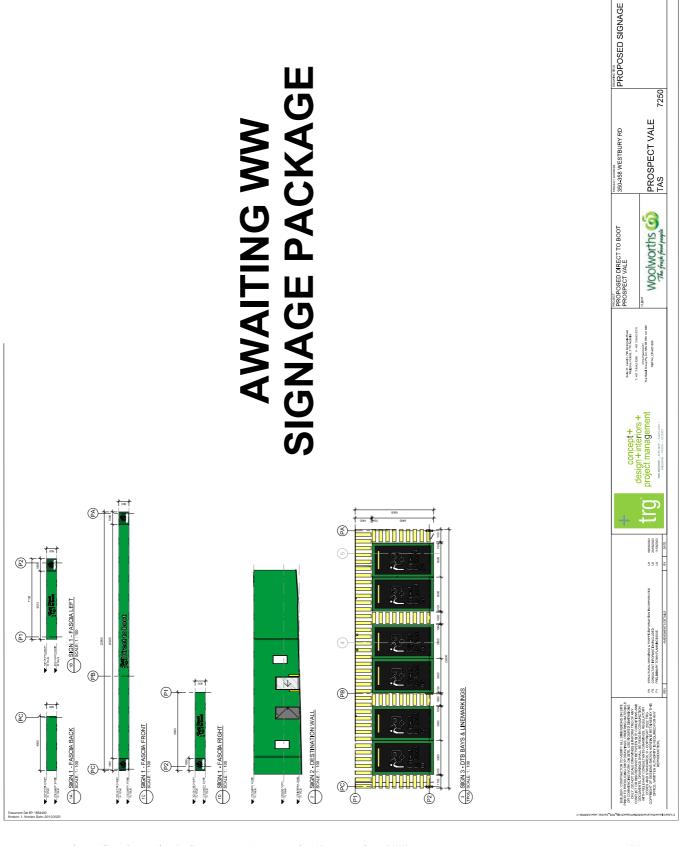










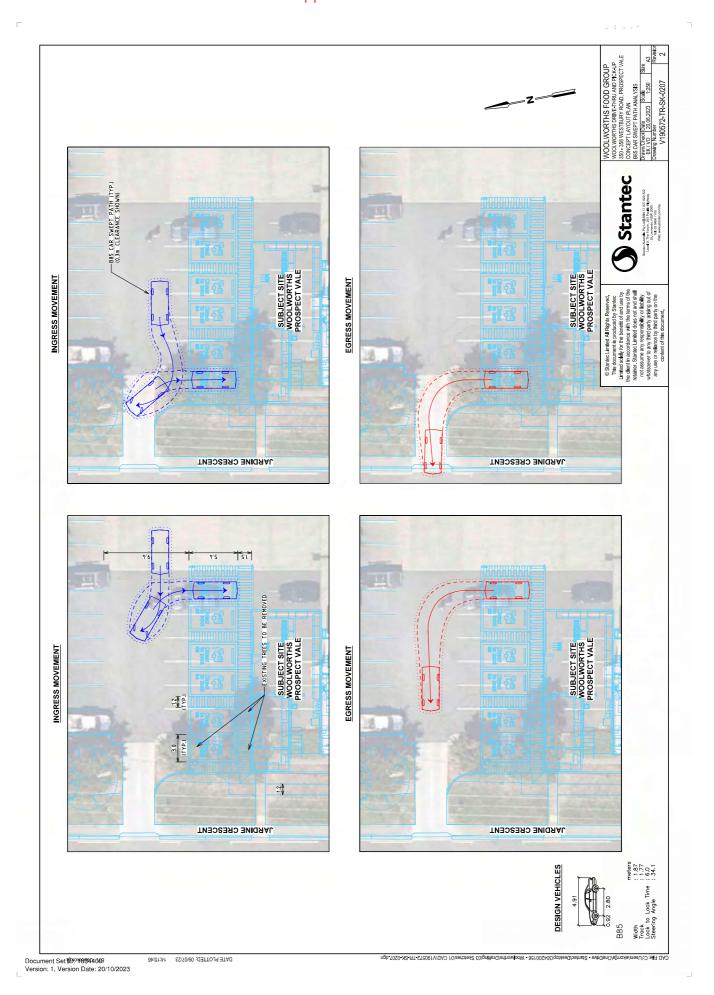


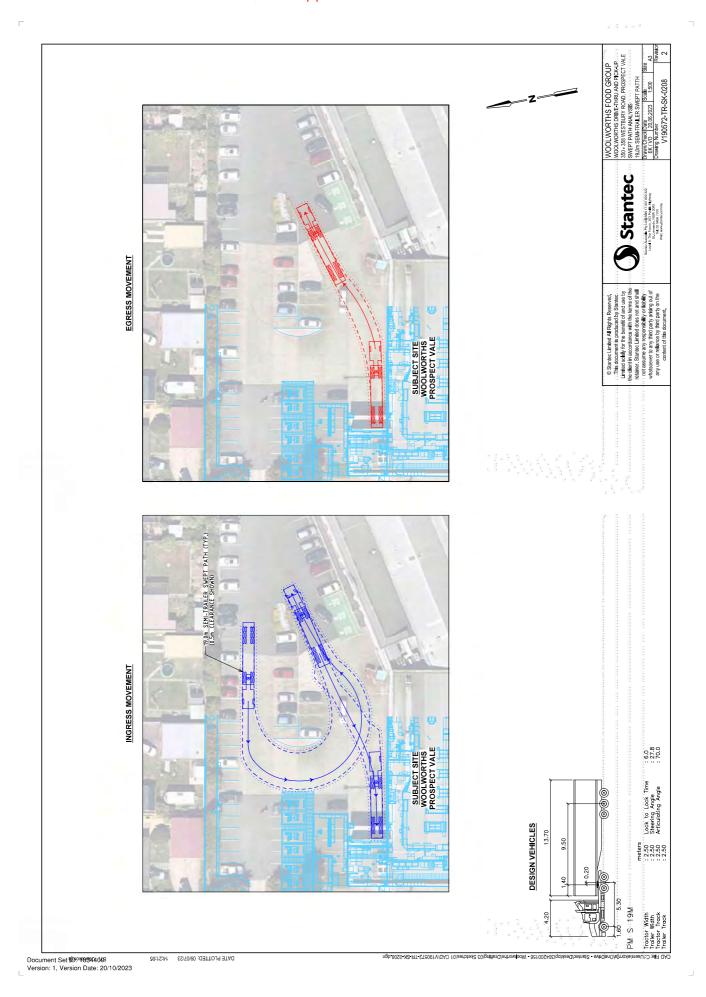
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APPENDIX B - SWEPT PATH ASSESSMENT

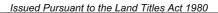






RESULT OF URDS SEARCH

RECORDER OF TITLES





UNREGISTERED AND RECENTLY REGISTERED DEALINGS REPORT

SEARCH DATE : 11-Aug-2023 SEARCH TIME : 09:50 am

CT: 169734/1

Lodge Date	<u>Type</u>	<u>DealingNo</u>	Reg Date
29-Jul-2022	TFR/LEASE	М959750	19-May-2023
26-Apr-2023	CHG/NAME	E346847	02-Aug-2023

Search covers any dealings registered in the last 90 days and any dealings yet to be registered.

Page 1 of 1

12.1.9 Agency Consultation - Taswater

From: "TasWater Development Mailbox" < Development@taswater.com.au>

Sent: Mon, 16 Oct 2023 15:09:48 +1100

To: "Planning @ Meander Valley Council" <planning@mvc.tas.gov.au>
Subject: TWDA2023/001412-MVC - RE: Northern Region: PA\24\0097 - Planning
Application - 350-358 Westbury Road, Prospect Vale - Extension to loading dock, addition of canopy & reduction in car parking

Dear Planning Authority,

Pursuant to the Water and Sewerage Industry Act 2008 (TAS) Section 56P(1) TasWater has assessed the application for the above mentioned permit and has determined that the proposed development did not require a referral and therefore does not require a submission from TasWater as the *Extension to loading dock, addition canopy & reduction in the parking,* will not;

- a. Increase the demand for water supplied by TasWater; or
- b. Increase the amount of sewage or toxins that is to be removed by, or discharged into, TasWater sewerage infrastructure; or
- c. Damage or interfere with TasWater works; or
- d. Adversely affect TasWater operations.

If you have any queries, please contact me.

Kind regards, Rachael Towns

Assessment Officer

M 0436 615 228 F 1300 862 066

A GPO Box 1393, Hobart TAS 7001

36-42 Charles Street, Launceston, TAS 7250

E rachael.towns@taswater.com.au

W http://www.taswater.com.au/

Have I been helpful? Please provide feedback by clicking <u>here</u>. Please note that I am currently working Monday to Thursday

From: Planning @ Meander Valley Council planning@mvc.tas.gov.au

Sent: Monday, October 9, 2023 10:24 AM

To: TasWater Development Mailbox <u>Development@taswater.com.au</u>

Subject: Northern Region: PA\24\0097 - Planning Application - 350-358 Westbury Road, Prospect Vale -

Extension to loading dock, addition of canopy & reduction in car parking

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender.

Good afternoon,

Planning Authority Report

19 Weetah Road, Deloraine

Proposal Extension to Single dwelling, Extension to Residential

outbuilding (garage) & Demolition of Residential outbuilding

(garden shed)

Report Author Brenton Josey

Town Planner

Authorised by Krista Palfreyman

Director Development & Regulatory Services

Application reference PA\24\0114

Decision due 12 December 2023

Decision sought It is recommended that Council approves this application.

See section titled "Planner's Recommendation" for further details.

Applicant's Proposal

Applicant G Plunkett

Property 19 Weetah Road, Deloraine (CT: 124427/1)

Description The applicant seeks planning permission for:

- 1. Extension to the Residential single dwelling;
- 2. Extension to a Residential outbuilding (garage); and
- 3. Demolition of a Residential outbuilding (garden shed).

Documents submitted by the Applicant are attached, titled "Application Documents".



Figure 1: Aerial image of 19 Weetah Road Deloraine with proposed works identified (image source ListMap).

Planner's Report

Planning Scheme Tasmanian Planning Scheme - Meander Valley

("the Scheme")

Zoning Agriculture

Applicable Overlays C7.0 Natural Assets Code – Waterway protection area

C13.0 Bushfire Prone Areas

Existing Land Use Residential – Single dwelling

Summary of Planner's Generally, an Extension to a Residential single dwelling,

Assessment Extension to a Residential outbuilding (garage) and

Demolition of Residential outbuilding (garden shed) is classed

as permitted in this zone (Agriculture).

Discretions For this application, two discretions are triggered. This means

Council has discretion to approve or refuse the application

based on its assessment of:

21.4.2 – P2 Setbacks

C7.6.1 - P1Building and works within a waterway protection area.

Before exercising a discretion, Council must consider the relevant Performance Criteria, as set out in the Planning Scheme.

See attachment titled "Planner's Advice - Performance Criteria" for further discussion.

Performance Criteria & This proposal is assessed as satisfying the relevant Applicable Standards Performance Criteria and compliant with all Applicable Standards of the Scheme.

> See attachments titled "Planner's Advice - Applicable Standards" and "Planner's Advice – Performance Criteria" for further discussion.

Public Response Two responses ("representations") were received from the public. One does not object, the other requests Crown Consent be sought.

> See attachment titled "Public Response – Summary of Representations" for further information, including the planner's advice given in response.

Agency Consultation Tasmanian Gas Pipeline

The application was referred to the Tasmanian Gas Pipeline on 2 November 2023. A response received on 2 November 2023 noted no objection to the proposal.

See attachment titled "Agency Consultation – Tasmanian Gas Pipeline".

Internal Referrals Infrastructure Services

No conditions or notes.

Environmental Health

Inclusion of a note stating no construction is to occur over the existing onsite wastewater management system.

Planner's Recommendation to Council

The planner's recommendation, based on a professional assessment of the planning application and its compliance with the Planning Scheme, is set out below.

Council must note the qualified advice received before making any decision, then ensure that reasons for its decision are based on the Planning Scheme. Reasons for the decision are also published in the minutes.

For further information, see *Local Government Act 1993*, s65, *Local Government (Meeting Procedures) Regulations 2015*, s25(2) and *Land Use and Approvals Act 1993*, s57.

Recommendation

This application by G Plunkett for an Extension to Single dwelling, Extension to Residential outbuilding (garage) & Demolition of Residential outbuilding (garden shed), on land located at 19 Weetah Road Deloraine (CT: 124427/1), is recommended for approval generally in accordance with the Endorsed Plans, and recommended Permit Conditions and Permit Notes.

Endorsed Plan

- a) Development plans drawn by Gayle Plunkett Architect Job No. EA-23.01 Dated 31 October 2023 – Drawings CD.00 – CD.05 (6 pages); and
- b) Photos of location of works and demolition from applicant Not dated 2 pages.

Permit Conditions

- 1. The use of the extension to the Residential outbuilding (garage) is not permitted for human habitation and is limited to residential storage and related residential activities only.
- 2. When undertaking the demolition of Residential outbuilding (garden shed) and the extension to the Residential outbuilding (garage), the actions and recommendations of the Wetlands and Waterways Works Manual (Department of Natural Resources and Environment Tasmania) are to be applied.

Permit Notes

- 1. No construction is to occur over the existing onsite wastewater management system.
- 2. Any other proposed development or use (including amendments to this proposal) may require separate planning approval. For further information, contact Council.
- 3. This permit takes effect after:

- a. The 14-day appeal period expires; or
- b. Any appeal to the Tasmanian Civil & Administrative Tribunal (TASCAT) is determined or abandoned; or
- c. Any other required approvals under this or any other Act are granted.
- 4. Planning appeals can be lodged with TASCAT Registrar within 14 days of Council serving notice of its decision on the applicant. For further information, visit the TASCAT website.
- 5. This permit is valid for two years only from the date of approval. It will lapse if the development is not substantially commenced. Council has discretion to grant an extension by request.
- 6. All permits issued by the permit authority are public documents. Members of the public may view this permit (including the endorsed documents) at the Council Office on request.
- 7. If any Aboriginal relics are uncovered during works:
 - a. All works to cease within delineated area, sufficient to protect unearthed or possible relics from destruction;
 - b. Presence of a relic must be reported to Aboriginal Heritage Tasmania; and
 - c. Relevant approval processes for state and federal government agencies will apply.

Attachments

- 1. Public Response Summary of Representations [12.2.1 2 pages]
- 2. Representation 1 Dept. of State Growth [12.2.2 1 page]
- 3. Representation 2 Parks and Wildlife Service, DNRET [12.2.3 1 page]
- 4. Planner's Advice Applicable Standards [12.2.4 7 pages]
- 5. Planner's Advice Performance Criteria [12.2.5 5 pages]
- 6. Application Documents [12.2.6 11 pages]
- 7. Agency Consultation Tasmanian Gas Pipeline [12.2.7 1 page]

Public Response

Summary of Representations

A summary of concerns raised by the public about this planning application is provided below. Two responses ("representations") were received during the advertised period.

This summary is an overview only, and should be read in conjunction with the full responses (see attached). In some instances, personal information may be redacted from individual responses.

Council offers any person who has submitted a formal representation the opportunity to speak about it before a decision is made at the Council Meeting.

Name Department of State Growth – Representation 1

Concern a) The Department has no objections to the proposed development

Planner's Response a) Noted

Name

Parks and Wildlife Service, Department of Natural Resources, Environment Tasmania – Representation 2

Concern

a) "From a preliminary review of the Development Application (DA) documentation provided by Council, it appears that the proposal uses Crown land Reserve Road and Crown Acquired Road to create legal access. It therefore appears that Crown consent may be required for the lodgement of the planning application pursuant to section 52(1B) of the Land Use Planning and Approvals Act 1993.

Planner's Response

a) The portion of concern to Parks and Wildlife Service is a 15m length of property access road between the end of the Council maintained road and the property boundary.

12.2.1 Public Response - Summary Of Representations



Figure 1: Aerial photo showing Council maintained road as orange line, and non-Council maintained road as grey line.

b) Council has legal advice that states:

- unless the access is being used for another purpose other than residential, and
- that there is no intensification of the existing residential use, and
- that there is no works proposed within the Crown Land, and that the development is on private land;

then S.52 (1B) of the *Land Use Planning and Approvals Act 1993* (LUPAA) does not apply.

In this instance, the application is for an extension to an outbuilding (personal workshop and hobby room) and an extension of a single dwelling (back porch and sunroom). This development does not intensify the residential use. This development does not occur on the Crown Land. Based on the criteria above, this proposal does not trigger the requirement for Crown Land consent as per S.52 of LUPAA.

Note: The planning application was advertised in a local newspaper and on Council's website for a statutory period of 14 days from 11 November 2023 to 28 November 2023. The property was also signposted.

12.2.2 Representation 1 - Dept. Of State Growth

Brenton Josey

From:Siale, Vili <Vili.Siale@stategrowth.tas.gov.au>Sent:Tuesday, 14 November 2023 11:53 AMTo:Planning @ Meander Valley Council

Subject: PA\24\0114 - Extension to Single dwelling, Residential Outbuilding, 19 Weetah

Road, Deloraine

Your Reference: PA\24\0114
Our Reference: D23/280647

Dear Sandi,

Thank you for your letter of 10 November 2023 regarding the above matter.

Following a review of the related documents, the Department has no objections to the proposed development.

If you have any further queries regarding this matter, please let me know.

Regards,

Vili.

Vili Siale | Traffic Engineering Liaison Officer

Traffic Engineering | Network Performance Infrastructure Tasmania | Department of State Growth IIA Goodman Court, INVERMAY TAS 7248 | GPO Box 536, Hobart TAS 7001 Ph. (03) 6777 1951 | Mb. 0439 101 614 www.stategrowth.tas.gov.au

Courage to make a difference through

TEAMWORK | INTEGRITY | RESPECT | EXCELLENCE

My current work pattern:

Monday	Tuesday	Wednesday	Thursday	Friday
Office	Office	Office	WFH	WFH

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12.2.3 Representation 2 - Parks And Wildlife Service, DNRET

Brenton Josey

From: Johnson, Rhys <Rhys.Johnson@parks.tas.gov.au>
Sent: Wednesday, 15 November 2023 3:40 PM
To: Planning @ Meander Valley Council

Subject: Response to Adjoining Landowner Notice - 19 Weetah Road Deloraine -

PA/24/0114

Good afternoon,

I refer to the below email notification, dated 10 November 2023, regarding the DA at 19 Weetah Road Deloraine - (Your Ref: DA PA/24/0114).

From a preliminary review of the Development Application (DA) documentation provided by Council, it appears that the proposal uses Crown land Reserve Road and Crown Acquired Road to create legal access. It therefore appears that Crown consent may be required for the lodgement of the planning application pursuant to section 52(1B) of the Land Use Planning and Approvals Act 1993.

If you have any questions, or require any further information, please do not hesitate to contact me.

Regards,



Rhys Johnson (he, him, his) | A/Senior Property Officer Property Services | Assessments Parks and Wildlife Service

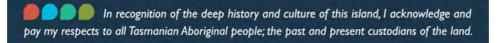
Department of Natural Resources and Environment Tasmania

134 Macquarie Street Hobart TAS 7000

E: rhys.johnson@parks.tas.gov.au

W: nre.tas.gov.au

Delivering a sustainable Tasmania



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Background

The proposal is for an extension to a Residential dwelling, extension to Residential outbuilding (garage) and demolition of Residential outbuilding (garden shed) at 19 Weetah Road, Deloraine (CT: 124427/1).

The property consists of a dwelling, residential outbuildings and an agricultural building. The property has an area of 2.69ha and is primarily squarish in shape, with vehicle access to Weetah Road



Figure 1: Aerial photo of subject titles and adjoining land.

19 Weetah Road Deloraine is in the Agriculture Zone. Adjoining lots are also in the Agriculture Zone. Properties in the surrounding area are utilised for agricultural purposes including cropping and grazing, with some properties containing dwellings and associated outbuildings.



Figure 2: Zoning of subject titles and adjoining land. Brown – Agriculture Zone, Yellow – Utilities Zone. Light blue represents waterway protection area (Natural Assets Code).

The extension to the dwelling involves the removal of a small existing porch and the construction of a 3.6m \times 8.5m (floor area of 30.6m²) sunroom. Another existing porch area will be renovated as part of the works.

The extension to the garage will add a space, $6.7 \text{m} \times 6.35 \text{m}$ (floor area of 42.5m^2), apex height of 2.95 m, for a residential workshop and hobby room. To facilitate this, an existing garden shed will be demolished.

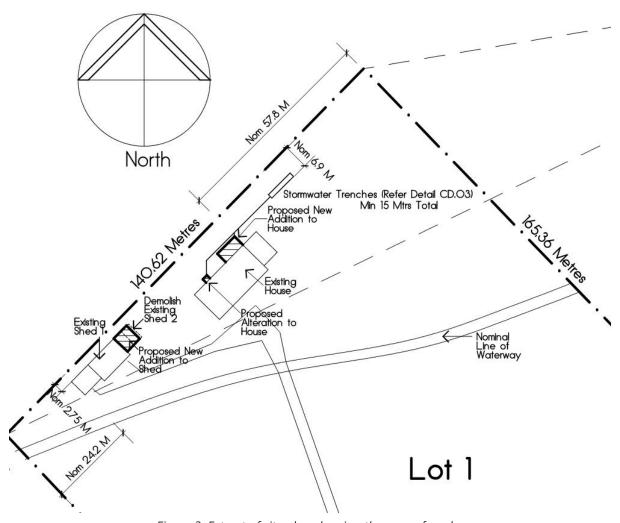


Figure 3: Extract of site plan showing the area of works.

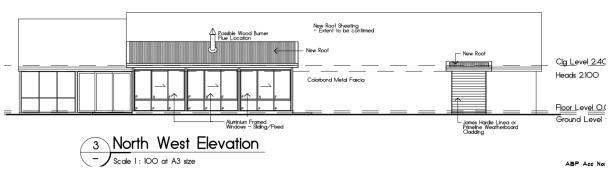


Figure 4: Elevation showing sunroom addition to dwelling.

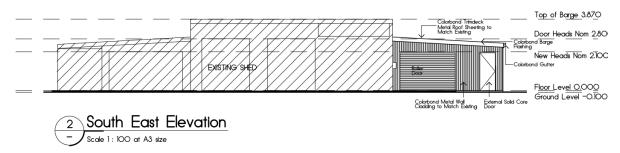


Figure 5: Elevation showing addition to the garage.



Figure 6: Northwest elevation of existing dwelling, location of new sunroom and porch.



Figure 7: Garden shed to be demolished (centre of photo), garage to the left to be extended in the location of the demolished garden shed.

Summary of Planner's Advice

This application was assessed against General Provisions Standards, as well as the Applicable Standards for this Zone and any relevant Codes.

All Standards applied in this assessment are taken from the Planning Scheme.

This application is assessed as compliant with the relevant Acceptable Solutions, except where "Relies on Performance Criteria" is indicated (see tables below).

Council has discretion to approve or refuse the application based on its assessment of the Performance Criteria, where they apply. Before exercising discretion, Council must consider the relevant Performance Criteria, as set out in the Planning Scheme.

For a more detailed discussion of any aspects of this application reliant on Performance Criteria, see the attachment titled "Planner's Advice - Performance Criteria".

21.0 Agriculture Zone				
Scheme Standard	Planner's Assessment	Assessed Outcome		
21.3.1	Discretionary Uses			
A1-A4	Extension to an existing Residential dwelling is a permitted use in the Agriculture Zone. As per the definition of dwelling in the planning scheme, a dwelling includes associated outbuildings.	Not Applicable		
21.4.1	Building Height			
A1	The apex height of the garage extension is 2.95m and the apex height of the dwelling addition is 3.95m.	Complies		
21.4.2	Setbacks			
A1	The extension to the residential outbuilding is 2.75m from the northwest boundary, no closer than the existing residential outbuilding.	Complies		
	The dwelling addition will be 6.9m from the northwest boundary.			
	The development is more than 5m from all other boundaries.			
A2	A dwelling is classed as having a sensitive use. The dwelling extension moves the dwelling closer to a boundary, creating a new setback of 6.9m. The existing setback is 10.5m.	Relies on Performance Criteria		

C7.0 Natural Assets Code				
Scheme Standard	Planner's Assessment	Assessed Outcome		
C7.6.1	Buildings and works within a waterway protection of	nrea		
A1	The proposed development and works for the residential outbuilding are within the waterway protection area. The sealed plans (titles) do not nominate a building area, the works are not for a bridge or crossing and is not within tidal waters.	Relies on Performance Criteria		



Figure 8: Waterway protection area mapped on the property.

A2	Development is not within a future coastal refugia area.	Not Applicable
A3	Plans have not nominated a new stormwater discharge point.	Complies
A4	No dredging or reclamation work required.	Not Applicable
A5	No watercourse erosion or inundation protection works required.	Not Applicable

21.0 Agriculture Zone

Planning Scheme Provision

21.4.2 Setbacks

Objective

That the siting of buildings minimises potential conflict with use on adjoining properties.

Performance Criteria P2

Buildings for a sensitive use must be sited so as not to conflict or interfere with an agricultural use, having regard to:

- (a) the size, shape and topography of the site;
- (b) the prevailing setbacks of any existing buildings for sensitive uses on adjoining properties;
- (c) the location of existing buildings on the site;
- (d) the existing and potential use of adjoining properties;
- (e) any proposed attenuation measures; and
- (f) any buffers created by natural or other features.

Summary of Planner's Advice

The development is assessed as satisfying Performance Criteria P2, and is consistent with the objective.

Details of the planner's assessment against the provision are set out overleaf.

Scheme Provision	Planner's Assessment	
21.4.2 Performance Criteria P2	A dwelling used for residential purposes, is defined as having a sensitive use. Where a setback of a sensitive use to a boundary is proposed to be less than 200m, or if already less than 200m the setback, is proposed to be further reduced, then the proposal is required to satisfy the Performance Criteria.	
	The proposed development includes an extension to the dwelling which reduces the setback to a boundary from 10.5m to 6.9m. The extension to the dwelling is for a sunroom.	
The slight, further, encroachment of the dwelling towards the bouresults in a negligible change to the existing risk or potential for continuent interference with an adjoining agricultural use.		
	The extension for a sunroom creates a sitting area which is enclosed but does have the option to open windows and doors. The ability to sit within	

12.2.5 Planner's Advice - Performance Criteria

Scheme Provision	Planner's Assessment
	an enclosed space assists to mitigate any nuisance affects of the adjoining agricultural land. Conversely, persons sitting in an open-air environment would not be able to mitigate any nuisance affects that may be experienced. It is noted to create an open-air sitting space would also not be subject to planning assessment.
	The existing dwelling does not have any buffers between itself and the adjoining agricultural land. This addition is not considered to warrant the introduction of any buffers as the risk for conflict is unchanged. It is also noted the sunroom is on the northern orientation of the dwelling, therefore, its purpose is to be unshaded to capture sunlight to provide an enjoyable habitable space.
	The extension to the dwelling is sited so as not to conflict or interfere with an agricultural use. The proposed development satisfies the Performance Criteria.

C7.0 Natural Assets Code

C7.6.1 Buildings and works within a waterway protection area

Objective

That buildings and works within a waterway and coastal protection area or future coastal refugia area will not have an unnecessary or unacceptable impact on natural assets.

Performance Criteria P1.1

Buildings and works within a waterway and coastal protection area must avoid or minimise adverse impacts on natural assets, having regard to:

- (a) impacts caused by erosion, siltation, sedimentation and runoff;
- (b) impacts on riparian or littoral vegetation;
- (c) maintaining natural streambank and streambed condition, where it exists;
- (d) impacts on in-stream natural habitat, such as fallen logs, bank overhangs, rocks and trailing vegetation;
- (e) the need to avoid significantly impeding natural flow and drainage;
- (f) the need to maintain fish passage, where known to exist;
- (g) the need to avoid land filling of wetlands;
- (h) the need to group new facilities with existing facilities, where reasonably practical;
- (i) minimising cut and fill;
- (j) building design that responds to the particular size, shape, contours or slope of the land;
- (k) minimising impacts on coastal processes, including sand movement and wave action;
- (I) minimising the need for future works for the protection of natural assets, infrastructure and property;
- (m)the environmental best practice guidelines in the Wetlands and Waterways Works Manual; and
- (n) the guidelines in the Tasmanian Coastal Works Manual.

P1.2 – Not Applicable as location is not tidal waters.

Summary of Planner's Advice

The development is assessed as satisfying Performance Criteria P1.1, and is consistent with the objective.

Details of the planner's assessment against the provision are set out below.

Scheme Provision C7.6.1 Performance Criteria P1.1 The waterway protection extends approximately 30m from a mapped watercourse. The watercourse is a highly modified drainage channel, transporting overland flow from agricultural land to the north of the property, through the property, to a large farm dam on the neighbouring property to the east. The garage extension will be approximately 25m from the watercourse at the nearest point. The existing development is closer at approximately 12m.



Figure 1: Aerial image showing contours. Contours at watercourse 286.5AHD and at outbuilding extension, 287AHD.

The change in elevation between the area of works and the watercourse is approximately 0.5m. The area between the works and the watercourse has a grass or driveway ground coverage. Exposed soil for earthworks will be temporary. Standard construction soil and erosion controls, such as silt fencing would be sufficient to mitigate risks. The existing grass coverage will also provide filtration of overland flows should any be generated from the area of works.

12.2.5 Planner's Advice - Performance Criteria

Scheme Provision	Planner's Assessment
	The proposal could potentially require the removal of some vegetation, garden variety plants and shrubs near the area of works. This development does not require the removal of any vegetation along the banks of the watercourse. The development will have no impact on streambank or streambed condition, nor in-stream habitat. The development will not impede natural flow or drainage nor fish passage (which is unlikely to exist due to the ephemeral nature of the watercourse and its lack of connectivity with other waters).
	The proposed development is an extension to an existing building and does not result in development encroaching closer to the watercourse. The area of development is relatively flat, therefore, minimal cut and fill is required, with the development generally being mindful of its position in the waterway protection area. There is a very low risk the development will result in the need for future works for protection of property or natural assets.
A recommended condition of the permit is adherence recommendations of the environmental best practice guidelines. Wetlands and Waterways Works Manual during the works.	
	The proposed development minimises adverse impacts on natural assets. The proposed development satisfies the Performance Criteria.

APPLICATION FORM



PLANNING PERMIT

Land Use Planning and Approvals Act 1993

- Application form & details MUST be completed IN FULL.
- · Incomplete forms will not be accepted and may delay processing and issue of any Permits.

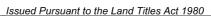
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Property No:			Assessment No:	<u> </u>		_ [
DA\		PA		PC			
	ady received a	a Planning Re	I building work? eview for this proposal? uired?	X	es 🔲	No II No No	ndicate by ✓ box
PROPERTY DI	ETAILS:						
Address:	19 We	etah Road		Certific	ate of Title	P 124	427
Suburb:	Delora	ine	7304	1	Lot No	1	
and area:	2.69 ha	a		m² / ha	1		
Present use of and/building:	Reside	ntial			(vacant,	residentia	A THE STREET STREET
DETAILS OF U	JSE OR DE	VELOPME	NT:				
ndicate by ✓ box	■ Buildir ■ Forest	ng work ry	Change of use Other	☐ Subdi	ivision	⊠ Dem	olition
Total cost of deve (inclusive of GST):	elopment	\$250,00	0 Includes total c	ost of building w	ork, landsca	ping, road wo	orks and infrastructure
Description					_		
of work:	Additions to	house an	d shed. Demolition o	f small she	ed.		
Jse of	Additions to		ling (m		osed buildin	g – dwelling,	garage, farm building
Use of puilding:			ling (m	ain use of proportory, office, sho	osed buildin	g – dwelling,	garage, farm building
of work: Use of building: New floor area: Materials:	Dwelling ar	nd Outbuild	ling (m	ain use of proportory, office, sho	p) m	g – dwelling,	garage, farm building

Document Set ID: 1889252 Version: 1, Version Date: 03/11/2023

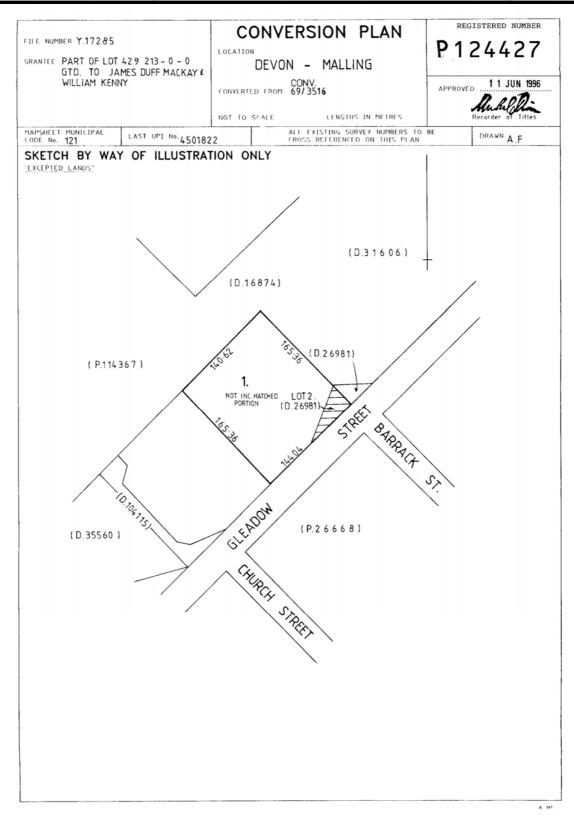


FOLIO PLAN

RECORDER OF TITLES







Search Date: 21 Jul 2023

Search Time: 03:53 PM

Volume Number: 124427

Revision Number: 01

Page 1 of 1

Document-Set/I Nat 849 786 ources and Environment Tasmania Version: 1, Version Date: 03/11/2023

www.thelist.tas.gov.au



RESULT OF SEARCH

RECORDER OF TITLES





SEARCH OF TORRENS TITLE

VOLUME	FOLIO
124427	1
EDITION	DATE OF ISSUE
1	09-Jul-1996

SEARCH DATE : 21-Jul-2023 SEARCH TIME : 03.51 PM

DESCRIPTION OF LAND

Parish of MALLING, Land District of DEVON Lot 1 on Plan 124427

Being the land described in Conveyance No. 69/3516

Derivation: Part of Lot 429, 213 Acres, Gtd. to James Duff

Mackay & William Kenny Derived from Y17285

SCHEDULE 1

GLENMURROUGH PTY LTD

SCHEDULE 2

	_
Reservat	ions and conditions in the Crown Grant if any
C441291	SUBJECT to the Gas Pipeline right set forth in
	Memorandum of Provisions No. M260 acquired by the
	Crown in accordance with the Land Acquisition Act
	1993 freed and discharged from all estates, statutory
	reservations and dedications in so far as they affect
	the said Gas Pipeline right over the land marked "Gas
	Supply Easement" shown on Plan No. 137020 as passing
	through the said land within described. Registered
	26-Oct-2004 at noon
D4401	Transfer of the "Gas Pipeline Right" created by
	Instrument C441291 in favour of Tasmanian Gas
	Pipeline Pty Ltd Registered 02-May-2012 at noon
В724955	MORTGAGE to Australia and New Zealand Banking Group
	Limited Registered 09-Jul-1996 at noon
C286470	NOTICE of Notified Corridor under Section 15 of the
	Major Infrastructure Development Approvals Act 1999
	affecting the land therein described Registered
	15-Mar-2001 at noon
C604831	Notice of Permit Corridor under S15 of the Major
	Infrastructure Development Approvals Act 1999
	affecting the said land within described. Registered
	14-Nov-2004 at noon
	14-NOV-2004 at 110011

Page 1 of 2

Additions to Residence, Shed Demolition and Addition to Shed for Mr and Mrs J and E Weetah Road, Deloraine Earley



DA Drawing Schedule:

Site Plan

House Additions and Alterations Plans
House Additions Elevations
Shed Addition Plan

Shed Addition Elevations

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Version: 1, Version Date: 03/11/2023

Revisions and issues Planning Application Planning Review Application

> Apprvd Plotted Sept 2023

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Additions to Residence and Shed 19 Weetah Rd, Deloraine

Cover

Sheet

Acc No. CC4022J Reg No. 2081 EA-23.01 Address: 1/62-64 Emu Bay Roac Deloraine TAS 1304 obile: 0418 873 112 CD.00 B

GAYLE



Lot 1 on Plan P 124427 Land District of DEVON Parish of MALLING Total Area: 2.69 ha REAL PROPERTY DESCRIPTION:

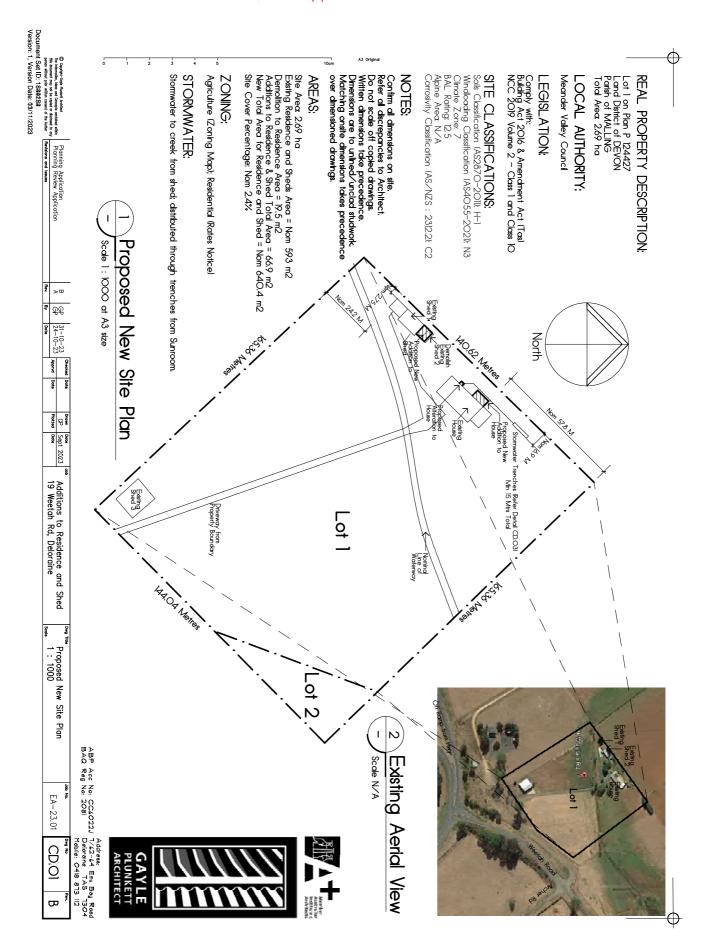
Meander Valley Council LOCAL AUTHORITY:

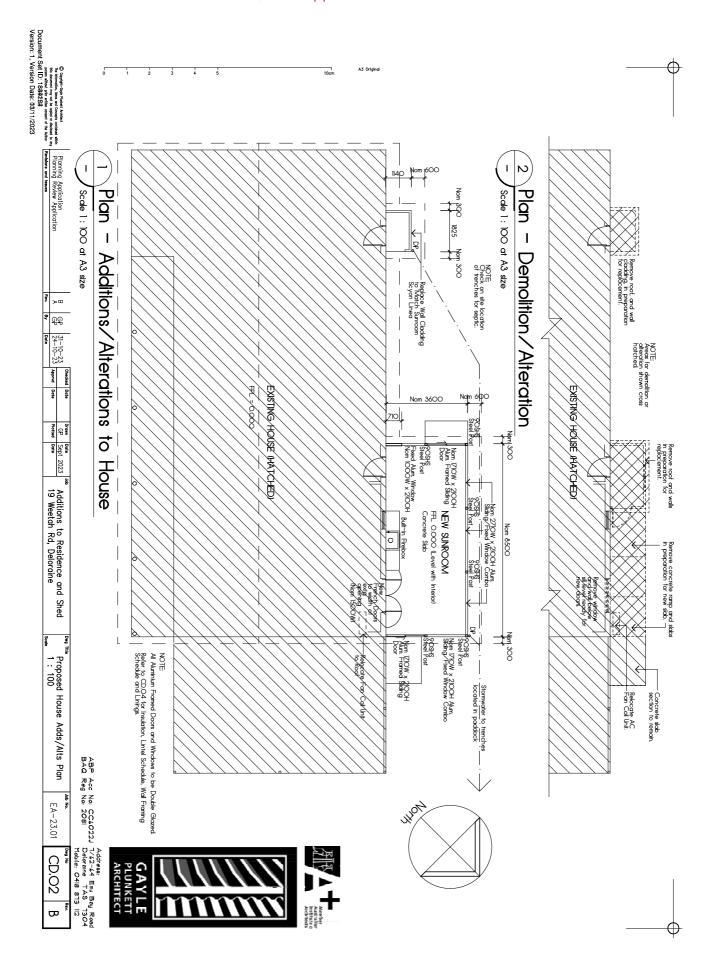
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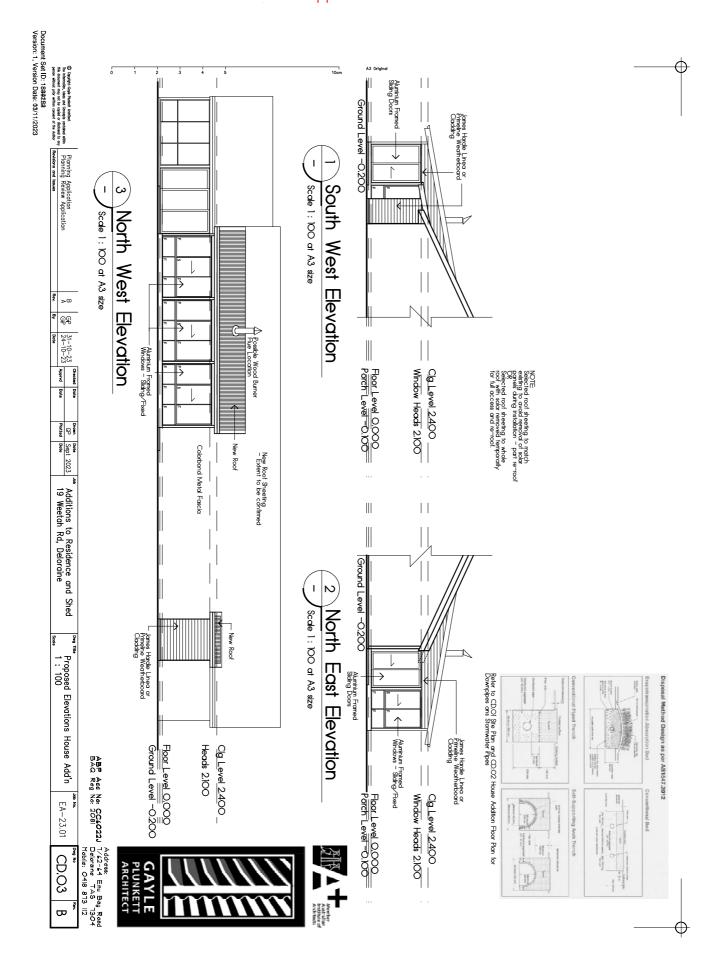
Comply with:
Building Act 2016 & Amendment Act (Tas)
NCC 2019 Volume 2 – Class 1 and Class 10

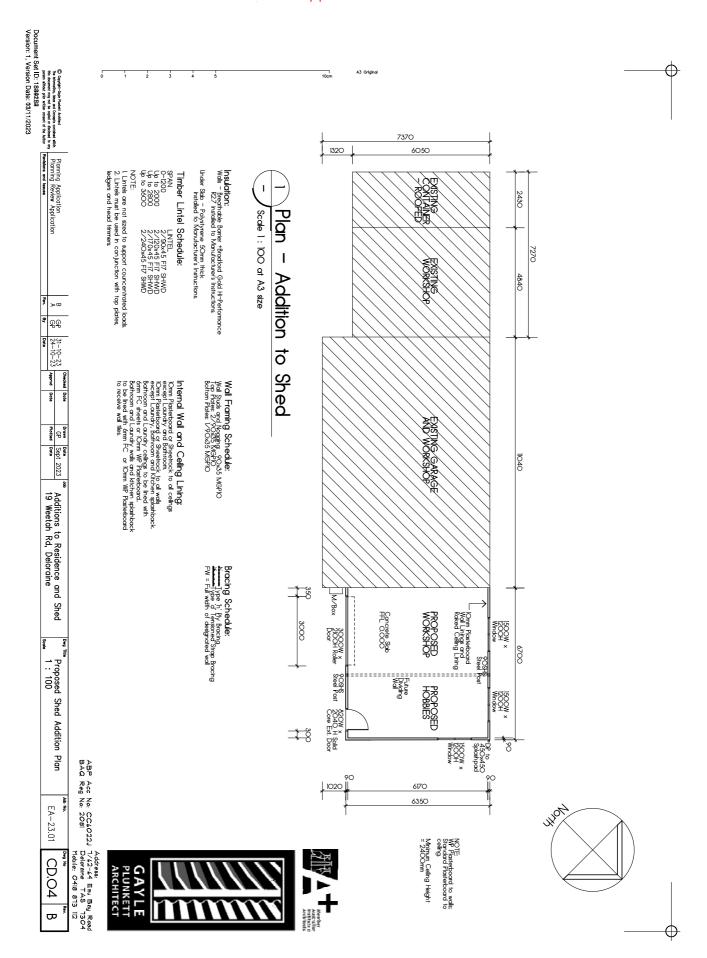
SITE CLASSIFICATIONS:

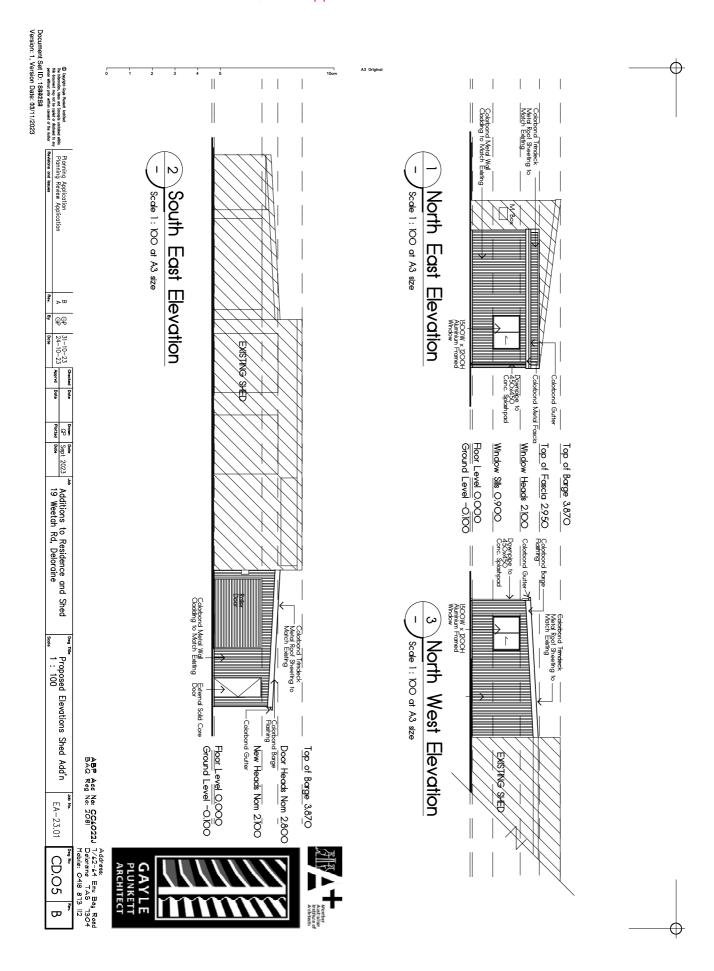
Windloading Classification (AS4055-2021): N3 Climate Zone: 7 BAL Rating: 12.5 Alpine Area: NVA Corrosivity Classification (AS/NZS: 2312.2): C2 Soils Classification (AS2870–2011): H-1











Earley Residence and Outbuildings - Photos 19 Weetah Road, Deloraine. 7304



Rear of House – Sunroom addition to left after porch demolished; Small porch – roof and wall cladding replaced.



Small Shed to be demolished; Large shed to left where addition to be constructed.

Document Set ID: 1889292 Version: 1, Version Date: 03/11/2023

12.2.6 Application Documents



Existing large shed – addition to right hand side.

Document Set ID: 1889222 Version: 1, Version Date: 03/11/2023

12.2.7 Agency Consultation - Tasmanian Gas Pipeline



Tasmanian Gas Pipeline Pty Ltd ACN 083 052 019 C/O- Palisade Integrated Management Services Level 27, 140 William Street Melbourne VIC 3000 PO Box 203 Collins Street West VIC 8007

Telephone +61 3 9044 1123

2 November 2023

Planning Team Meander Valley Council 26 Lyall Street Westbury, PO Box 102, Westbury Tasmania 7303 Tel: (03) 6393 5300

Dear Abbie,

REF: PA\24\0114 - Planning Application - 19 Weetah Road, Deloraine - Additions to House and Shed, Demolition of Shed

In reference to the above application, we have completed our evaluation of possible effects on the Tasmanian Gas Pipeline.

In accordance with the *Gas Industry Act (2019)* section 50(1b), Tasmanian Gas Pipeline Pty Ltd has reviewed and has no objection with the above application.

We note that this application is for additions to the existing dwelling on the property, including removal of an existing shed. There are no planned activities within the gas pipeline easement or directly over the pipeline.

Please be aware that any activity within the gas pipeline easement or over the pipeline requires contact through **Before you Dig Australia** (Formerly Dial before you Dig 1100). A field technician shall reply within two working days from the enquiry on issues relating to site activities.

If you have any further queries, please do not hesitate to contact the undersigned on 1300 241 820 or via email on enquiries@tasmaniangaspipeline.com.au

Yours sincerely,

S S Kulkarni

Rob Kulkarni

Tasmanian Gas Pipeline

Councillor Notices of Motion

Notice of Motion - Livestreaming of Council Meetings

Report Author Anne-Marie Loader

Councillor

Authorised by Jonathan Harmey

General Manager

Decision Sought A decision is sought to livestream Meander Valley Council

Ordinary, Special and Annual General Council Meetings. This is to allow better access to meetings for Meander Valley residents and ratepayers. Livestreaming will enable a greater level of awareness of Council meetings for the community. It will also provide a greater level of accountability and transparency than the existing

audio recordings allow.

Vote Simple majority

Recommendation to Council

That Council:

- 1. Direct Council officers to establish livestreaming of all Ordinary Council Meetings, Special Council Meetings and Annual General Meetings;
- 2. Prepare a new draft "Council Meetings Policy" for adoption to cover Council Meeting protocols and the use of livestreaming for all Council Meetings, no later than July 2024, which will be in place prior to the first meeting being livestreamed; and
- 3. Livestream the first Council Meeting following the adoption of the new "Council Meeting Policy".

Report (Councillor Anne-Marie Loader)

A similar motion was brought to the February 2019 Ordinary Meeting but lapsed for want of a seconder.

Since this attempt to bring Meander Valley Council into the world of livestreaming, much has changed. Livestreaming and meetings via online conferencing software are now the

norm. The convenience and inclusiveness of this practice have been welcomed and are part of everyday life. Had the 2019 motion been carried, meetings held during the Covid lockdown years would have enabled a greater level of transparency and inclusion for the Meander Valley community.

Our Council meetings are held at such a time that makes it difficult for most people to attend. Livestreaming will go some way to mitigate this. The audio recordings have been a good first step, however, it isn't easy to follow who is speaking. Livestreaming allows the viewer to watch each speaker and therefore they have a greater depth of understanding. At the same time, livestreaming will also provide a greater level of accountability for Councillors to community.

A simple Google search will reveal that upwards of 13 Tasmanian councils livestream. Livestreaming isn't new. It's time for Meander Valley to catch up.

Livestreaming meetings is not an attempt to allow Councillors to attend remotely. This is purely for community access only.

Report (Jonathan Harmey, General Manager)

If Councillors do support livestreaming Council Meetings it is recommended that the livestream be publicly available in an open manner through a system such as YouTube. It is recommended that audio recording of Council Meetings (published to Council's website) continues to occur, regardless of whether livestreaming is supported. Approval of a new Council Policy to establish the livestreaming processes is considered essential if the recommendation is supported by Council.

Attachments Nil

Strategy Supports the objectives of Council's strategic future direction

3: vibrant and engaged communities

5: innovative leadership and community governance.

See Meander Valley Community Strategic Plan 2014-24. **Click here** or visit **www.meander.tas.gov.au/plans-and-strategies** to view.

Policy

- Information Management Policy (Policy Number 45)
- Personal Information Policy (Policy Number 67)

Legislation

- Local Government Act 1993
- Local Government (Meeting Procedures) Regulations 2015
- Right to Information Act 2009
- Personal Information Protection Act 2004
- Archives Act 1983

Consultation No formal community consultation.

Budget & Finance The costs associated with livestreaming using a public platform such

as YouTube are expected to be able to be accommodated within the

approved Budget Estimates.

Risk Management Risk Management would be considered through the development of

a new Council Policy, as per Recommendation 2.

Alternative Council can approve the recommendation with amendments, or not

Motions approve the recommendation.

Development & Regulatory Services

Review of Policy No. 90 - Mobile Food Vehicles

Report Author Madeline McKinnell

Team Leader Environmental Health

Authorised by Krista Palfreyman

Director Development & Regulatory Services

Decision Sought Council review and update of Policy No. 90 – Mobile Food Vehicles.

Vote Simple majority

Recommendation to Council

That Council confirms the continuation of Policy No. 90 – Mobile Food Vehicles, as amended in Attachment 1.

Report

The purpose of Policy No. 90 – Mobile Food Vehicles is to support compliance with the relevant provisions of the *Food Act 2003*, the *Traffic Act 1925*, the *Vehicle and Traffic Act 1999* and the Tasmanian Planning Scheme – Meander Valley.

To achieve compliance, an operator of a food business must:

- Be approved to operate as a food business under the Food Act 2003; and
- Hold a current Vendor's Permit under the Vehicle and Traffic Act 1999 if operating on a public street (as defined in the Traffic Act 1925); and
- Hold relevant planning approval (if required) under the Tasmanian Planning Scheme – Meander Valley.

This Policy is due for review, which provides an opportunity to ensure that Council's approach to mobile food vehicles operating from a public street is in line with current practices and desired outcomes.

As part of the review, minor amendments were made to the existing Policy, including reference to the Tasmanian Planning Scheme and clarification of the respective roles of the Director Development & Regulatory Services and the Director Infrastructure Services as they relate to the relevant legislation.

The draft Policy was listed for noting at the Council workshop on 28 November 2023.

Attachments

1. Policy No 90 Mobile Food Vehicles Marked up Copy [14.1.1 -3 pages]

Strategy Supports the objectives of Council's strategic future direction 4: a healthy and safe community.

> See Meander Valley Community Strategic Plan 2014-24. Click here or visit www.meander.tas.gov.au/plans-and-strategies to view.

Policy The process of policy review ensures that policies are kept up-todate and appropriate.

Legislation Food Act 2003, Traffic Act 1925, Vehicle and Traffic Act 1999 and

Tasmanian Planning Scheme – Meander Valley.

Consultation Not applicable

Budget & Finance Not applicable

Risk Management Not applicable

Alternative Council may elect to make further amendments.

Motions

POLICY MANUAL

Policy Number: 90 Mobile Food Vehicles

Purpose: The purpose of this Policy is to provide direction for

the granting of permits for mobile food vehicles to operate from a public street or Council owned or

managed property.

Department: Community & Development Services-Development &

Author: Regulatory Services

Katie Proctor, Environmental Health Officer Madeline

McKinnell, Team Leader Environmental Health

Council Meeting Date: 12 March 2019 12 December 2023

Minute Number: 44/2019-XXX

Next Review Date: March 2023 2027

POLICY

1. Definitions

A **mobile food vehicle** is a food business that operates from a mobile structure under the *Food Act 2003*. A mobile structure includes a vehicle or trailer that is not permanently fixed to the whole, or part, of a building, structure or land, in, at or from which food is, or is intended to be, handled or sold.

A **public street** means any street, road, lane, thoroughfare, footpath, bridge or place open to the public, or to which the public have or are permitted to have access, whether on payment of a fee or otherwise as defined in the *Traffic Act 1925*.

Council owned or managed property includes Council managed parks, reserves, sports grounds, car parks and road reserves.

Objective

The objective of this policy is to establish the conditions under which Council may grant permits for mobile food vehicles to operate from a public street or Council owned or managed property.

3. Scope

The policy shall apply to anyone wanting to operate a mobile food vehicle within the municipality from a public street or Council owned or managed property.

4. Policy

Council supports the operation of mobile food vehicles within Meander Valley.

Council will consider applications for permits for mobile food vehicles on any public street within the municipality and on Council owned or managed property.

4.1 Assessment considerations

When assessing permit applications, the Council will take into account the following matters:-

- Advice from Tasmania Police as to the traffic and safety conditions and any other impact of the operation;
- Advice from Department of State Growth if the proposed location is suitable;
- Advice from key users (e.g. sports clubs) of Council owned or managed property;
- Whether the operation is an appropriate distance from established permanently fixed food premises;
- Proximity of sensitive uses (e.g. school, hospital); and
- Proposed time of day and period of operation.

Guidelines are to be made to give effect to this policy. Guidelines for operating a Mobile Food Vehicle from a public street or Council owned or managed property are available with this Policy.

4.2 Exemptions

This policy does not apply to applications by mobile food vehicles to operate on a public street during an event where Council has granted permission for a street closure to conduct that event.

5. Legislation

Vehicle & Traffic Act 1999

Food Act 2003

Meander Valley Interim Planning Scheme 2013 Tasmanian Planning Scheme – Meander Valley

Traffic Act 1925

Responsibility

Responsibility for the operation of the policy rests with the Director Community & Development Services and Director Infrastructure Services.

14.1.1 Policy No 90 Mobile Food Vehicles Marked Up Copy

Determination of compliance with the <i>Food Act 2003</i> and Tasmanian Planning Scheme -							
Meander Valley rests with the Director Development & Regulatory Services. Determination of compliance with the Vehicle and Traffic Act 1999 and Traffic Act 1925, a							
operation of this policy rests with the Director Infrastructure Services.							

Infrastructure Services

Review of Budget Estimates 2023-24

Report Author Dino De Paoli

Director Infrastructure Services

Authorised by Jonathan Harmey

General Manager

Decision Sought Council approval for budget estimate alterations to capital works

and operating programs.

Vote Absolute majority

Recommendation to Council

That Council:

- 1. Approves, in accordance with the *Local Government Act 1993* Section 82(4), adjustment to the following individual items following receipt of grant funding contributions towards current capital works projects, as follows:
 - a. Grant revenue from Local Government of Tasmania Open Spaces Grant Round 1 of \$130,000 and corresponding capital works project expenditure of \$70,000 for existing project 6529 'Carrick Recreation Ground Public Toilets Upgrade' and \$60,000 for new project 8013 'Carrick Recreation Ground Playground Upgrade';
 - b. Grant revenue from Northern Tasmanian Waste Management Group Best Practice Waste Transfer Stations of \$90,909 and corresponding capital works project expenditure for project 6619 'Deloraine Landfill Site Improvements'; and
 - c. Grant revenue from Department of Natural Resources and Environment Landfill Readiness Grant Program of \$86,632 and corresponding capital works project expenditure for project 6619 'Deloraine Landfill Site Improvements'.
- 2. Approves, in accordance with the *Local Government Act 1993* Section 82(4), variations to the 2023-24 Capital Works Program, as per Attachment 1, noting an increase of \$307,541 to the value of the program;
- 3. Notes, in accordance with the *Local Government Act 1993* Section 82(6), the capital works project budget variation approved by the General Manager; and
- 4. Approves, in accordance with the *Local Government Act 1993 Section 82(4)*, a new operating budget project allocation of \$175,000 for 'Meander Valley brand

strategy', noting that this is funded from a favorable Financial Assistance Grants allocation result for the 2023-24 financial year.

Report

Capital Works Program Budget Review

The purpose of the capital works budget review is to seek Council approval for variation to the 2023-24 Capital Works Program through the receipt of funding from external grant programs and the reallocation of funding within the current program.

Section 82(4) of the *Local Government Act 1993* requires the Council to approve by absolute majority any proposed alteration to the Council's estimated capital works outside the limit of the General Manager's financial delegation of \$20,000. Section 82(7) of the Act requires the General Manager to report any adjustments to Council made under delegation.

Project budget allocations within the Capital Works Program that are submitted to the Council for approval prior to the commencement of each fiscal year are prepared using a range of methods. In some instances and depending on the availability of resources and time constraints, projects can be thoroughly scoped, and accurate estimates prepared using available empirical or supplier information. Conversely, project cost estimates may only be general allowances prepared using the best information available at the time.

During the fiscal year, detailed design, adjustment to project scope and the undertaking of additional works during construction, results in project expenditure under and over approved budget amounts. New projects may also be requested for inclusion in the Program, or removal.

The overall financial objective in delivering the Capital Works Program is to have a zero net variation in the program budget. Project savings are generally used to offset project overruns and additional funding can be requested to assist with balancing the budget or to finance new projects.

In this instance, Officers are reporting on additional grant funding to be allocated to existing and proposed projects, and recommended budget adjustments to existing projects.

Officers have been successful in securing \$307,541 in grant funding from the following agencies:

- 1. Local Government of Tasmania (LGAT) Open Spaces Grant Round 1 \$130,000;
- 2. Northern Tasmanian Waste Management Group (NTWMG) Best Practice Waste Transfer Stations \$90,909; and
- 3. Department of Natural Resources and Environment (NRE) Landfill Readiness Grant Program \$86,632.

It is recommended that the LGAT funding be allocated to the upgrade of the Carrick Recreation Ground public toilet and also reconstruction of the Carrick playground. Despite numerous attempts, the public toilet project has been stalled due to increasing costs for the required work exceeding the available budget. The allocation of an additional \$70,000 toward this project will enable Officers to seek new pricing from the building market.

The remaining \$60,000 from the LGAT funding program is proposed to be allocated to the renewal and upgrade of the Carrick playground. This playground is flagged in the Forward Works Program to receive funding in 2024/25FY. Officers will assess design options for the new playground and seek additional funding from Council leading into the 2024/25FY as required. It is noted that projects receiving funding through LGAT's Open Spaces Grant do not need to be completed until June 2025.

The \$177,541 in funding secured through the NTWMG and NRE grant programs will be allocated to proposed improvements at the Deloraine landfill site, and specifically the purchase, fabrication, and installation of the new weighbridge and associated infrastructure.

The variation proposed to the Westwood Road reconstruction project is to allow for construction of an additional 400 metres of road. The minor budget variation approved by the General Manager for the East Barrack Street footpath projects relates to a change in scope of work with the contractor.

Through the addition of grant funding to two existing and one new project, the overall change in the Program budget is \$307,541. Refer to the attached "Proposed 2023-24 Capital Works Budget Adjustments" table for the funding allocation details and new project information.

Operational Program Budget Review

When undertaking consultation for the Tasmanian Government's Future of Local Government review, we received feedback from our community members about the things that they value about living in Meander Valley, including a sense of pride in the area. We have identified a proposed new project which aims to provide a better definition of the Meander Valley identity, engaging with our stakeholders, to provide Council, businesses and community members with guidelines, logos and a narrative that captures the Meander Valley.

For a number of years there has been a lack of clear branding, imagery and communication that relates to Meander Valley. This project is an opportunity to develop this with input from community stakeholders. The community strategic plan process will involve consultation with community stakeholders. This proposed project is intended to work in conjunction with the strategic plan process and complement the engagement process that we will be undertaking. Council budgeted an amount of \$5,077,200 for Financial Assistance Grants for the 2023-24 financial year. We received advice from the Tasmanian Grants Commission in August 2023 that our allocation would be \$5,439,171 with adjustments from the prior financial year. The additional Financial Assistance Grant funding provides the opportunity to complete the new branding project without financially impacting other projects, during the same period as completing our community strategic plan engagement.

Attachments

1. Proposed 2023-24 Capital Works Budget Adjustments-1 [**15.1.1** - 1 page]

Strategy Supports the objectives of Council's strategic future direction

3: vibrant and engaged communities

5: innovative leadership and community governance

6: planned infrastructure services.

See Meander Valley Community Strategic Plan 2014-24. Click here or visit www.meander.tas.gov.au/plans-and-strategies to view.

Policy Not applicable.

Legislation *Local Government Act 1993*: s82.

Consultation Not applicable.

Budget & Finance The recommended capital works budget project variations proposed in this report will result in a \$307,541 increase to the value of Council's Capital Works Program for 2023-24 which is fully funded by new grant revenue.

> The recommended new operating budget project will result in a \$175,000 increase to the value of Council's operating expenditure budget which is funded by additional Financial Assistance Grant revenue.

Risk Management Not applicable.

Alternative Council can approve the recommendations with amendments. **Motions**

15.1.1 Proposed 2023-24 Capital Works Budget Adjustments-1

PROPOSED CAPITAL WORKS PROJECT ADJUSTMENTS

Project No.	Project Name	Council Costs to date	Current Budget	Proposed Budget Variation	Revised Budget	Delegation	Comments
6694 6272	Footpath Renewals - Bracknell, Deloraine, Carrick East Barrack Street Footpath - Deloraine	\$0 \$3,586	\$315,000 \$144,200	- \$6,000 \$6,000	\$309,000 \$150,200	GM GM	Transfer funds to PN6272 Transfer funds from PN6694
6697 6245	Rural Road Rehabilitation Program Westwood Rd Reconstruction - Westwood	\$0 \$126,094	\$234,000 \$310,000	- \$120,000 \$120,000	\$114,000 \$430,000	Council Council	Transfer funds to PN6245 Transfer funds from PN6697
6529	Carrick Recreation Ground - Public Toilets Upgrade	\$14,374	\$130,000	\$70,000	\$200,000	Council	\$70k funded from LGAT Open Spaces Grant Program Round 1
8013	Carrick Recreation Ground - Playground Upgrade	\$0	\$0	\$60,000	\$60,000	Council	\$60k funded from LGAT Open Spaces Grant Program Round 1
6619	Deloraine Landfill Site Improvements	\$142,454	\$450,000	\$177,541	\$627,541	Council	\$177k funded from NTWMG & DNRE grants.
	Totals	\$286,508	\$1,583,200	\$307,541	\$1,890,741		

It is noted that the listed "costs to date" in the table are based on finance report accessed 30 November 2023.

Infrastructure Services

Receipt of review of Council swimming pools and natural swimming sites

Report Author Dino De Paoli

Director Infrastructure Services

Decision Sought Council to receive the consultant's report and supporting

documentation associated with the review of Council's pools and

natural swimming sites.

Vote Simple majority

Recommendation to Council

That Council receives the report titled Meander Valley Swimming Pools and Natural Swimming Sites Review Report October 2023 and associated supporting documentation prepared by consultant Leisure Management Excellence as attached to this report.

Report

Council engaged consultant Leisure Management Excellence (LME) to undertake a review of Council's swimming pools at Deloraine and Caveside, and a number of natural swimming sites across the municipality. LME's work is now complete, with the final report and relevant associated documents attached to this report.

The natural swimming sites considered as part of the consultant's work included:

- Meander River at Deloraine and Egmont Reserve;
- South Esk River at Hadspen;
- Lake Trevallyn at Blackstone Park; and
- Liffey River at Bracknell and Carrick.

LME presented to Councillors at the September Workshop to discuss key aspects of the review and initial findings, and the final draft report and supporting documentation was presented to Council at the November Workshop.

There are 13 recommendations to Council as provided in section 9, page 41, of the LME report and can be summarized as follows:

- 1. Develop an aquatic facilities strategy that includes a plan for the provision of an aquatic facility in Deloraine and is clear on the future of the existing Deloraine outdoor pool;
- 2. Undertake short to medium term asset maintenance works as proposed, including repainting of the pool shell and other remedial works at the Deloraine Pool;
- 3. Share condition assessment information for the Caveside Swimming Pool with the Caveside Pool Committee;
- 4. Undertake a risk appetite assessment of the operating of the Caveside Pool without lifeguards, with consideration to the range of risk mitigation strategies noted;
- 5. Replace the current Memorandum of Understanding for the management and operation of the Caveside Pool with a fit for purpose management agreement which clearly details the responsibilities of Council and the Caveside Committee to ensure an appropriately managed and maintained facility;
- 6. Commit resources to ensure that the management agreement for the operation of the Deloraine Pool is effectively managed, and that the pool operator fully complies with all contractual obligations;
- 7. Undertake a review of the Deloraine pool's operating hours ensuring that they appropriately align with community needs, and with consideration to usage patterns and the impact of weather conditions;
- 8. Review the risk assessment information and the proposed risk mitigation strategies provided and directly implement and/or instruct the Deloraine Swimming Pool operator and the Caveside Committee of management to action to the extent that the actions are in alignment with Council's risk appetite;
- 9. Review the natural swimming sites risk assessment and the proposed risk mitigation strategies, and implement to the extent that the actions are in alignment with Council's risk appetite;
- 10. The following public safety efforts be undertaken:
 - a. Improve water quality testing measures;
 - b. Undertake a thorough review of key systems of work;
 - c. Adopt risk management practices to support operational decisions;
 - d. Ensure comprehensive recording of safety measures to promote due diligence; and
 - e. Strategic placement of clear and visible signage.
- 11. That Council meet with the Deloraine Primary School to explore opportunities for the expansion and broadening of community use of the school pool, and that discussions include the exploration of initiatives that would achieve greater access by individuals, older adults and people with disabilities through support of facility improvements and changes to operating/usage terms and conditions;
- 12. That Council meet with the Hagley Farm Primary School to better understand the requirements of the school to enable community access of their pool and explore how Council may assist the school in overcoming or addressing any barriers; and

13. That further consultations occur between Council and the Department of Natural Resources and Environment to determine and agree on the implementation of identified hazard controls at natural swimming sites.

While LME is recommending a broad range of actions and improvements, there were no impediments identified to prevent the operation and use of the Deloraine or Caveside pools for this coming season. To that end, Council officers have been working with the operator of the Deloraine pool and various suppliers to ensure both pools provide an appropriate level of service to the community.

Council officers will be reviewing the risk information provided by LME in detail to and determine an appropriate risk management and implementation plan. There were 22 risks in total included in the consultant's register for the pool assets, with 12 of those being rated high (refer attachment 4.1). On implementation of mitigation measures, the number of high risks can be reduced to nil. There were 25 risks in total included in the consultant's register for natural waterways, with two (2) being critical and 18 rated as high (refer attachment 5.1). On implementation of mitigation measures, these critical and high risks can be reduced to seven (7) high risks.

The LME report also highlights the significant cost associated with relining the existing pools, as well as renewal of the Deloraine pool structures. It has been estimated that the Caveside pool may need relining in 2 to 3 years and this could cost in the order of \$150,000. The shell of the Caveside pool is estimated to have a feasible operational life of 10 to 15 years.

Similarly, the Deloraine 25metre pool shell is estimated to have a feasible operational life of 10 to 15 years. The estimated replacement cost could be in the order of \$3M, with relining costs in the order of \$300,000 depending on the treatment applied. The toddlers pool is not compliant to current standards and the shell may have a life remaining between 5 and 10 years.

Officer's recommend Council receives the LME report.

Attachments

- Meander Valley Swimming Pools and Natural Swimming Sites Review Report [15.2.1 - 42 pages]
- 2. Attachment 1 Meander Valley Swimming Pool Condition Audit [15.2.2 29 pages]
- 3. Attachment 2 Risk + Safety Position Statement (MVC Pools + Natural Waterways) [15.2.3 47 pages]
- 4. Attachment 3 MVC 360 Service Review + Audit [15.2.4 68 pages]
- 5. Attachment 4.1 Pools risk assessment [15.2.5 1 page]
- 6. Attachment 4.2 Pools risk matrix [15.2.6 1 page]
- 7. Attachment 4.3 Pools inherent risk register [15.2.7 1 page]

- 8. Attachment 4.4 Pools residual risk register (part) [15.2.8 1
- 9. Attachment 5.1 Natural waterways risk assessment [15.2.9 -1 page]
- 10. Attachment 5.2 Natural waterways inherent risk register [**15.2.10** - 2 pages]
- 11. Attachment 5.3 Natural waterways residual risk register (part) [15.2.11 - 2 pages]

Strategy

Supports the objectives of Council's strategic future direction 4: a healthy and safe community; and 6: planned infrastructure services.

See Meander Valley Community Strategic Plan 2014-24. Click here or visit www.meander.tas.gov.au/plans-and-strategies to view.

Policy Not applicable.

Legislation Not applicable.

Consultation

The consultant prepared and executed the community consultation plan for this review project, which included an on-line survey and opportunities for the community to attend one of a number of forums to speak with the consultant.

Budget & Finance

This report recommends that Council receives the consultant's report only. Officers will assess immediate and future cost implications associated with the recommendations in the consultant's report and seek approval of funds from Council as part of future budget decisions as required.

Risk Management

The consultant has completed a thorough assessment of risks associations and the consultant has completed a thorough assessment of risks association and the consultant has completed as thorough assessment of risks association and the consultant has completed as thorough assessment of risks association and the consultant has completed as thorough assessment of risks association and the consultant has completed as thorough assessment of risks association and the consultant has completed as thorough assessment of risks association and the consultant has completed as thorough assessment of risks association and the consultant has completed as thorough assessment of risks association and the consultant has completed as thorough assessment of the consultant has been also as the consultant has completed as the consultant has been as the consultant has b with the use of Council's pools and swimming in natural waterways by community. Refer to the consultant's risk and safety position staten attached to this report. Key themes for risk mitigation include consis water quality testing, validity and currency of documentation, enhansystems of work, demonstrating due diligence and maintaining up to and visible safety signage. The consultant's report emphasizes importance of proactive risk management in respect to Council's as: Council officers will be reviewing the details of the risk review preparing an appropriate plan for management moving forward.

Alternative Not applicable. **Motions**

MEANDER VALLEY SWIMMING POOLS AND NATURAL SWIMMING SITES REVIEW REPORT



October 2023



15.2.1 Meander Valley Swimming Pools And Natural Swimming Sites Review Report

Contents

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1. BACKGROUND/INTRODUCTION

Leisure Management Excellence was engaged by Meander Valley Council to undertake "a detailed review of Council's existing pool assets and natural swimming sites and deliver a report with clear recommendations to Council to guide future decision making".

The review was to include "an assessment of existing and future levels of service across all of the local government area, existing asset condition and investment requirements to renew or upgrade assets for compliance with relevant standards, and legal and insurance advice on safety standards and operating arrangements".

Recent events had highlighted:

- The vulnerability of Council pools at Deloraine and Caveside due to flood events
- Changed risk tolerance from regulators and public liability insurers
- A lack of clarity on Council's responsibilities at known natural swimming areas
- A need to define more clearly the terms under which Council pools are operated by community committees or contracted operators

To complete the review a number of key activities were undertaken, which included:

- meetings with key stakeholders
- profiling of aquatic facilities throughout the Meander Valley and surrounding areas
- a management and operational audit of Council's swimming Pools
- a review of all historical reports and current strategies pertaining to Council's aquatic facilities
- a review of the management contracts/ memorandum of understandings
 Council have developed and applied for the management of their swimming pools
- safety and risk audits of Council's swimming pools
- a review of related insurance and legal advice regarding the operation of the swimming pools
- safety and risk audits of natural swimming sites in the Meander Valley
- a condition assessment of Council's swimming pools
- Council engagement/workshop
- community engagement in the form of a community survey, 4 community forums and the invitation to submit public submissions

Leisure Management Excellence was assisted in the completion of all works by Creo Consultants who are aquatic engineers and who conducted the condition assessments on both Council pools, as well Aquatic Risk Services Australia who undertook the risk and Safety audits, and operational/service audits.

The conducting of the operational audits, and the pool risk and safety audits, as well the contract managers compliance with the management contract was hampered by the unavailability of the representative of the Contract management organisation and Council's Team leader Community Facilities and Recreation.

In undertaking the review, and the various activities, it was identified that a number of key questions needed to be answered to assist with the development of recommendations to guide future decision making:

- What is the condition of the 2 Council owned outdoor pools?
- How appropriate and effective are the management models that are in place, to achieve Council's objectives?
- What alternatives are available for the community to access facilities/locations for aquatic activities?
- What are the inherent and operational risks in the provision of the 2 pools, and how can these risks be reduced?
- What are the inherent and operational risks in the access to natural swimming sites, and how can these risks be reduced?
- What are the views and perceptions of the community regarding what is offered and what could be offered in terms of aquatic services?

The following report details the findings of the review, and proposes a number of key recommendations. Many of the findings within this report are summaries of what was found in the following detailed reports which are attached to this summary report, and should be read to obtain the full context of the findings of each:

Attachment 1 - Meander Valley Swimming Pool Condition Audit

Attachment 2 - Pool Filtration Plant Asset List & Condition Summary

Attachment 3 - Pool Finishes Refurbishment Options Budget Estimates

Attachment 4 - Risk + Safety Position Statement (MVC Pools + Natural Waterways)

Attachment 5 - MVC 360 Service Review + Audit

Attachment 6 - MVC Aquatic Facilities Risk Register

Attachment 7 - MVC Natural Swimming Sites Risk Register

Attachment 8 - MVC Community and Stakeholder Engagement Report

2. EXECUTIVE SUMMARY

The key findings of the review have found:

- That the Deloraine Outdoor Pool is nearing its "end of life". The pool shell is unlikely to retain its watertightness (hold water) in 10 to 15 years, the change rooms are sub standard, the toddlers pool is poorly designed and the overall structure and design no longer aligns with standards relating to water treatment, circulation or disability access.
- The pool will need to be replaced in 10 to 15 years, and as such a short to medium term plan is required for the pool, to ensure that short term activities are undertaken in consideration of the future plans for the pool
- Within the next 2 years, pool shell works need to be undertaken at the Deloraine Pool. These works can either be a complete tiling of the pool shell, or repainting
- The Caveside Pool which is of a similar age to the Deloraine Pool, is also nearing the end of its life, with the pool shell unlikely to be fully retaining water in 10 to 15 years.
- The memorandum of understanding between the Caveside Committee of Management and the Meander valley Council does not adequately fulfil Council's obligations as owner of the facility to ensure the safe and effective operation of the facility
- That the contract management model, and the agreement in place for the management and operation of the Deloraine pool is the most appropriate model, and is fit for purpose, but not effectively managed by Council
- The Council's insurers, RLSSA and the risk assessor have advised that depending on the Council's own risk appetite the Caveside Pool could potentially operate without lifeguards, however this would be subject to a diligent risk assessment and implementation of risk mitigation strategies, that are then regularly reviewed
- The Meander Valley exceeds the Tasmanian average of number of pools per head of population, and is also fortunate that there are 2 schools in the region that have indoor pools, that in one instance, the community are able to access (Deloraine Primary School). The availability, albeit with some limitations, and with scope for the second school pool to be accessed, does not therefore warrant Council building another indoor pool
- The natural swimming sites have some inherent risks that Council must take "reasonable" measures to reduce the risks associated with swimming in these waterways, particularly those that they operate on behalf of the Crown under a lease
- The Mole Creek Pool which is independently owned by the Mole Creek
 Progress Association is closed due to the inability to secure insurance. It would
 appear that this pool will not reopen unless Council was to take on a more
 active role in the support of the association in its operation of the facility

There is no aquatic strategy in place that provides clarity into the future for the
Deloraine Outdoor Pool, Caveside Pool nor consideration to the servicing of
the broader Meander Valley population. It is noted that Tasmania is currently
subject to a local government review which may possibly have ramifications on
such an aquatic strategy, and therefore it is appropriate that this be completed
before an aquatic strategy is formed

Refer to section 9 of this report: "Recommendations" which lists proposed actions to address and respond to these and other key findings.

3. FACILITIES PROFILES AND CONDITION ASSESSMENT

The Deloraine Pool is located on Crown Land at 50 West Parade, Deloraine under a 10 year lease, with the most recent expiry/renewal occurring on 24th November 2022. The pool is located next to the Deloraine River and is situated on a 510m2 lot. The pool facilities consist of a 25 yard pool, a toddlers pool with a water feature flowing into it, as well as changerooms.



The Caveside Swimming Pool is located at 150 Pool Road, Caveside and is managed by the Caveside Swimming Pool Committee, which is a special committee of Council. It is located next to a tributary of the Mersey River, and like the Deloraine Pool was flooded in October 2022, which resulted in the closures of both pools.

On 11 July 2023, Creo Consultants undertook a condition assessment of the Deloraine Swimming Pool and the Caveside Swimming Pool. The following section provides a summary of the findings of the report. Full reports which are attachments to this report provides full details of the audit included costings of required works and assets.

3.1 Deloraine Swimming Pool

The Deloraine Swimming Pool is operated under a management contract with Aquatic Management Services Tasmania.



The pool at Deloraine is a 25 yard (23m) outdoor swimming pool, of a 10 m width. It is 0.9 m deep at shallow end and 1.6 m deep at the deep end, and has a consistent grading along the length of the pool. Additionally, an outdoor toddlers pool has been constructed on the site is approximately 4 m long and 2.5 m wide. The pool is of varying depths, to a maximum of 400 mm. There is also a water feature channel on the western side of the pool consisting of a 600 mm wide and 150 mm deep spoon drain arrangement. The main pool is heated whereas the toddlers pool is not.

25 Metre Pool

It is extremely difficult to establish the remaining operational life of pools, however based on a standard life of 50 to 70 years, and with consideration to the findings of the condition assessment, it is anticipated that the feasible operational life of the 25 yard pool could be anywhere between 10 years to 15 years.

Key findings from the condition assessment at the Deloraine swimming pool:

• there was localised concrete pitting and chip damage to the gutter ledge in the south-eastern corner of the pool. Whilst visibility was poor due to the condition

- of the water (which would be expected in the off-season), it is likely that similar gutter damage would be present throughout the pool.
- Uncharacteristically there did not appear to be a central expansion or construction joint at the mid length of the pool
- from discussions with the pool operator, there did not appear to be any issues with the pools watertightness
- condition of the concrete shell is not considered to be structurally dangerous nor was there evidence that the shell is at risk of failure that would place patrons at risk or cause unscheduled closure of the facility
- the rubber paint coating generally has a life of 4 to 5 years and as such it
 appears that it is reaching its end of life. Prior to the commencement of any
 works it is recommended that the underlying render coating also be assessed
 for damage or failures in the applied render. At this time it would also be
 prudent to undertake repair to the perimeter gutter ledge to address the
 concrete damage
- it would appear that the tiles on the north, south and west sides of the pool are of a load group B/R9 slip rating, however pools generally require load group C/R 12 rating. It is recommended that Council undertake an internal risk assessment, which would include contacting the manufacturer to obtain a slip testing certification document.
- on the outer side of the hobs, the applied tiling overhangs the concrete wall by a range of 20 mm to 30 mm. If the tile is not appropriately bedded with a compliant minimum of 90% adhesive coverage, there is a high probability of the outer row tiling debonding from the hob were someone to apply load on the overhang.
- there was localised chip damage and the full debonding of one tile along the deep end/South end hole at mid point of the wall, likely caused due to the overhang
- the top side of the perimeter hop to the east side of the pool had been rendered and painted. Whilst there was no evidence of damage to the surface of the hob, the paint coating does not provide a compliant slip rating and is considered a slip risk
- whilst the climb out ladder appeared to be in a satisfactory condition, the general stair arrangement does not satisfy the relevant access codes and standards

A major recommendation is that the finishes applied to the pool be refurbished.

Short Term Approach

Administer localised patch works on a reactive basis to address what we would anticipate as being ongoing localised patch failures of existing applied tiling system across the perimeter hob of the 25 m pool. Such an approach would warrant the councils acceptance of the risk profile associated with such.

Long-term approach

Fully remove all pool internal paint and render coating and top of hob tiling systems. Administer any necessary repairs to areas of the pool shell that have been subject to spall damage or where any existing crack damage warrants repair. Apply a new cementitious render to all internal surfaces of the pool and perimeter hob wall. This applied render system must be appropriately specified with consideration to suitably and adaptability to the applied paint coating and hob tiling systems. Following the completion of these works, consider one of the following two options:

1) Full tiling

Application of an appropriately specified waterproof membrane system to all internal surfaces and the pool. A suitably qualified and experienced contractor would be required who would be willing and able to provide a 10 year warranty on the product, materials and performance of the applied membrane.

2) Painting internals and tiling hobs

Painting of the internal shell should ensure that an appropriate grit be applied to the paint system to provide suitable slip resistance. A two year warranty is considered industry-standard. Fully tile the top side of the pool perimeter hob using suitably selected commercial pool tiles with an appropriate slip rating.

The costs for such works are as per the following costings of options:

A new stainless steel stair handrail that complies with relevant standards should be installed at the time of such works.

The preliminaries and options available to address the existing pool finishes, and the associated costs are as presented on the following page:

Project Works	Quantity	Unit	Rate	Total
•				
General				
Preliminaries	1	Item	\$22,500	\$22,500
Site Establishment	1	Item	\$2,500	\$2,500
Site Clean-up & Demobilisation	1	Item	\$5,000	\$5,000
SubTotal				\$30,000
Pool Draindown, Refilling and Commissioning				
Pools Draindown, Refilling and Commissioning	1	Item	\$15,000	\$15,000
SubTotal				\$15,000
Pool Finishes & Fittings - Option A - Wall & Floor Full Tiling Option				
Pool Internal Surfaces Demolition (removal of finishes & render)	1	Item	\$20,000	\$20,000
Pool Walls & Floors Preparation				
(PC allowance subject to thickness of existing render removed, allowance for new 20mm				
render to walls and floor)	400	m ²	\$130	\$52,000
Pool walls & Floor Membrane System Application	400	m ²	\$65	\$26,000
Pool Walls & Floor Full Tiling	400	m ²	\$450	\$180,000
SubTotal				\$278,000
Pool Finishes & Fittings - Option B - Wall & Floor Painting Option				
Pools Internal Surfaces Preparation (removal of existing paint finish via hydro-blasting)	1	Item	\$40,000	\$40,000
Pool Walls & Floors Preparation				
(PC allowance subject to condition of existing render to walls and floor upon paint removal)	380	m ²	\$100	\$38,000
Pool Walls & Floor Painting (including paint treatment to perimeter hob wall)	380	m ²	\$300	\$114,000
Pool Top of Hob Retiling	30	m ²	\$450	\$13,500
SubTotal				\$205,500
Option A - Wall & Floor Full Tiling Option				\$323,000
Contractor Margin (10%)				\$32,300
GST				\$35,530
OPTION A TOTAL (INCLUDING GST)				\$390,830
· ·				
Option B - Wall & Floor Painting Option				\$250,500
Contractor Margin (10%)				\$25,050
GST				\$27,555
OPTION B TOTAL (INCLUDING GST)				\$303,105
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Option C - Asset Replacement - New 25m Pool (including all new pipework and filtration)				\$2,200,000
Contractor Preliminaries (15%)				\$330,000
Contractor Margin (10%)				\$220,000
GST				\$242,000
OPTION B TOTAL (INCLUDING GST)				\$2,992,000

Pool Access Compliance

The age of the pool predates the relevant current standards for design for access and mobility and as such Council have no obligation to modify the following identified inadequacies of the current design, which do not comply with NCC 2019- BCA and AS 1428.1 Design for Access and Mobility:

- the perimeter sides of the single stair entry point are only 800 mm wide, whereas the standard now states 1200 mm
- the handrail extends only 200 mm beyond the bottom stairs, whereas it should extend 600 mm

• the standards also require a ramp for pools which have a perimeter of greater than 70 m, or alternatively a platform type lift/hoist such as a pool pod

Whilst there is no mandatory requirement to bring predating existing facilities up to current standards, access to the 25 pool is limited and is not considered to be DDA compliant. As a minimum, Council could consider the provision of a mobile sling type hoist.

It is also noted that the perimeter hob is considered an obstruction from ease of entry into and exit out of the pool.

The gradient of entry into the toddlers pool is not compliant with the standard. Additionally, the cross-section of the channel to the west side of the pool is too steep and is considered a hazard with respect to patrons walking across the channel. It is therefore considered that the toddlers pool at present is unsafe for entry and access.

Pool water treatment and water Heating Plant

The 25 m filters were found to be in a satisfactory condition.

The Public Health Act (Tas) does not specify turnover rates however Creo Consultants would suggest that an outdoor seasonal 25 pool should have a minimum turnover rate of four hours and as such would require a filtered area of 3 m². The two filter banks provide a combined filter area of 1.78 m², and we would therefore suggest that the current filter banks are insufficient. It is acknowledged however that in discussions with the current manager that the filters appear to achieve "reasonable water quality".

The toddlers pool's single filter provides for filter area of 0.38 m². The filter provisions for such a small water volume were deemed to be sufficient and the condition of the filter vessels as satisfactory.

There is no filtration backwash holding tank with all backwash water discharged directly into the river adjoining the centre. Backwash water should be discharged into a holding tank and then into a mains sewer at a controlled release rate so as not to flood the sewer. It is therefore recommended that Council undertake appropriate investigations and subsequently implement a solution to provide a compliant backwash holding tanks discharge point for the backwash water or upgrade the treatment of this water if it is intended to be discharged directly into the river.

Pool circulation pumps

The 25 m pool circulation pumps were recently installed so are in near new condition. Based on best practice pump rates of pool pumps, the current flow rates would seem to be insufficient based on a 15 Litres a second turnover rate in contrast to an ideal 22 litres per second, however all staff have advised that the water quality is generally of a satisfactory standard and as such no work is required on the pool circulation pumps.

Pool primary sanitiser

The dosing chemical control system was found to be in a satisfactory condition and the operator advised that they had not experienced any issues with the unit.

The toddlers pool is manually dosed. In a public environment this is less than ideal due to the reliance on administrative controls and the likelihood of the pool directly chlorinated when in use. If this pool is to be maintained, we recommend that Council consider upgrading the water treatment systems so that the chlorine is automatically sampled and dosed into the filtered water return line rather than manually dosing into the water body.

Pool pH control

Observed that the chemical control unit was placed on the ground without any spill containment provisions. This placed the acid within 3 m of the liquid chlorine which are noncompatible chemicals and is contrary to best practice. Acknowledging that there is limited space and as such it is recommended that they be separated by a minimum of 1 m and that the acid be stored within a spill containment container.

Pool water heating

There is no pool heating for the toddlers pool.

The 25 m pool heating system is in a satisfactory condition, however it would appear to be inadequate to service the outdoor 25 m pool, based on a target temperature of 27°C. This assessment corresponded with the views of management who advised that achieving satisfactory water temperatures throughout the pool season was not possible. It is unclear whether the heating system is turned off overnight, however it is recommended that it be operated continuously and that in the evenings the thermal blankets be utilised. It is also recommended that these units be regularly cleaned of all leaf/ tree debris and serviced annually

Pool pipework

The filtration pipework within the plant room is generally in reasonable condition. It is however recommended that the pipework be appropriately labelled noting soiled water returns, filtered water returns, backwash et cetera. Additionally the pipework should be properly and compliantly supported on suitable propriety pipework rather then placed directly on the ground as is currently the case. Pipework labels should be also numbered and labelled correctly. Additionally, the operations and maintenance manual should be prepared to define the purpose of each valve and it's relevant operation.

It is further recommended that all pipework and associated plant be subject to a general clean to remove all the debris and trace chemical build up at least annually to avoid deterioration of any metallic surfaces such as the pump casings.

Plant room electrical sub board

There was no electrical pool sub board, with pool equipment generally running off single phase power outlets. Council may wish to consider upgrading the facility to

provide a suitable bonding loop to remove the risk of electric shock both within the pool plant room as well as a general assessment of the sites compliance with the requirements of AAS 3000 and AAS/NZ S61439.

Toddlers Pool

The toddlers pool is arguably poorly designed, with an attempted beach entry that is of an inappropriate gradient for entry into a swimming pool.

In regards to the toddlers pool, there is evidence of pitting and leaching of the concrete surface below the waterline. If uninhibited, this deterioration of the concrete substance service will result in long-term concrete spall damage.

There was localised corrosion staining of the applied galvanised plates. Based on discussions with the centre operator it was reported that there does not appear to be any issues with the pools watertightness.

At the time of inspection, the condition of the toddlers pool concrete shell is not considered to be structurally dangerous nor was there evidence that the shell is at risk of failure. It is difficult to estimate the life span of this pool, however it is feasible that there is an operational life of anywhere between 5 years to 10 years. This could be extended with a suitable protective coating applied to the concrete surface to protect against the deterioration of the surface concrete caused by exposure to chlorinated water. It is however questionable whether such works are warranted, based on the water safety and compliance of this pool.

3.2 Caveside Swimming Pool

Caveside Pool

Opened in 1957 and is very much a local pool that was built by locals and now operated by locals. A roster exists where the committee of which there are 10 members have responsibilities that includes the requirement to test the pool water and to open the gates which generally occurs at around 9 am. They then close the gates again at 7.00pm however if it is warmer weather the closure might not occur until 9.00pm. The pool is not supervised during that time.

The pool season depends on the weather at the time and can open as early as the 1st of December but sometimes does not open until closer to Christmas, and then ends when the weather gets colder.

The committee noted that they had been required to enhance and improve the operation on a number



of occasions and which had included a complete fencing and installation of security gates, the provision of a ladder and the increasing in the number of signs, particularly noting that no lifeguards were on duty.

The committee were somewhat confused as to why they had been asked to close, apparently due to water safety concerns expressed by the insurer, despite RLSSA having previously conducted an audit which had specified that with additional signage, lifeguarding whilst ideal, was not essential, as long as appropriate risk assessments and treatments were in place.

The project also entailed a risk assessment and review of the natural swimming sites in the Meander Valley region

The Caveside swimming pool is $12 \text{ m} \times 6.5 \text{ m}$ wide in total with a $6 \text{ m} \times 6.5 \text{ m}$ wide section comprising a wade in section, which is separated from the main water body by a pool fence. The main water body are is 0.9 m at the shallow end and 1.4 m at the deep end. In the wade in area, it is 0.25 m deep at the shallow end and 0.75 m at the deep end. Between the two zones, there is an immediate step down from 0.75 m depth to 0.9 m depth, although the access to this step is restricted by the pool fence.

The pool's internal surfaces are painted with what appears to be a chlorinated rubber paint system. The topside pool wall is also painted and there is a 20 mm step up from the top of the pool wall to the top surface of the Pebblecrete concourse pavement. Noting that the pool was built in 1957 and that pool shells, rarely are operational beyond 70 years, it is reasonable to expect that the pool has a maximum lifespan of 10 to 15 years. It is however acknowledged that there is currently no water loss.

The painting on the pool surfaces seem to be of a reasonable condition and it would therefore be anticipated that the recoating would be required in 2 to 3 years. It is noted that there is a 20 mm lip between the top of the pool top surface of the adjoining concourse. This joint has been previously painted over resulting in the paint system failing and slitting along the full length. It is recommended this perimeter joint be



cleaned and the inner depth of the joist caulked. Note that without modifying the topside of the pool wall, it is not possible to address the 20 mm height differential.

The fencing arrangement will generally satisfy the pool fencing requirements and was found to be in a satisfactory condition.

The pool ladder has been painted black and this paint is peeling off however the ladder underneath appears to be in a satisfactory condition.

The repainting of the pool in three years time needs to be scheduled and should be undertaken in one of two ways:

Option 1: chlorinated rubber paint coating reapplication

Option 2: epoxy paint coating

Please refer to the main report for the advantages and disadvantages of each option.

Anticipated costs for each:

Option 1: \$156,695 Option 2: \$203,885

Such costs are for the works to be done by qualified tradespeople who will provide up to 15 year warranties on the works undertaken. Cheaper options might be considered which would entail the local community purchasing and applying chlorinated paints. But such an approach, naturally presents risks in relation to the quality of works and the associated longevity of the application

Water treatment and water heating

In addition to a water skimmer there appears to be a secondary pump suction point below the skimmer with a balanced draw point for the pump suction line. If this is in

fact a suction point, this is considered a suction entrapment risk and at a minimum a suction compliant grate cover should be fitted across this opening.

The filter vessel is considered to be well beyond its intended operational life, however from discussions with the operator, the unit still works without evidence of leakage. Whilst the Tasmanian Public Health Act does not provide any clear guidance on appropriate turnover rates, the existing filter banks are considered to be insufficient. Discussions with operational volunteers did however suggest that the sand filtration generally operates without issue and generally maintains reasonable water quality.

The backwash water is discharged directly into the adjoining Creek. There is no filtration backwash holding tank. It is recommended that Council consider discharging water into a holding tank with suitable treatment measures applied prior to the water then being released into the creek system.

The model of the pool pumps could not be established due to deterioration of the labels, however it is estimated that the pump flow rate is in the order of 5 L per second which is half what it would be ideally operated at. The pump is considered to be well beyond its expected operational life. However the centre operator advised that the pump still runs without issue.

Pool primary sanitiser

The water is treated with granular sodium hypochlorite that is manually added into a 20 litre carboy then auto dosed. This form of treatment is not considered suitable for a commercial facility noting that it is difficult to properly control the chlorine content within the undiluted solution. Council should consider switching to liquid chlorine sourced in 200 litre drums.

Pool pH control

The acid carboy was placed directly on the ground without any spill containment provisions. It is recommended that a spill containment container be utilised and that it be located no less than 1 metre from the chlorine.

Pool chemical control

The pool chemical control unit was found to be in a satisfactory condition and the operator advised that they had not experienced any issues with the unit. It is noted that make-up water is pumped directly from the creek. This is understandable based on the location of the pool, however it is recommended that make-up water only be added to the pool outside of operational hours.

Pool pipework

There is minimal pipework associated with the filtration plant. The small extent of pipework was generally found to be in a satisfactory condition.

Plant room electrical board and general wiring.

There was no electrical power board. Council may wish to consider upgrading facilities to provide a suitable bonding loop to remove the risk of electric shock both within the pool and the plant room as well as a general assessment of the sites compliance with the requirements of a 3000 and AES/NZ S61439.

3.3 Summary of condition assessment findings

The Deloraine 25 pool has a likely life of 10 to 15 years, whilst the toddlers pool has a life of 5 to 10 years. The toddlers pool is not heated, has poor access due to the steepness of the gradient, and the concrete surface is porous. The main pool shell is currently in need of repainting/resurfacing, as well as retiling of the pool hob at a cost of \$300,000 to \$400,000. The toddlers pool would ideally be replaced, however both pieces of work need to be considered in the context of a planned future for this pool. It would appear that Council have 2 key decisions to make in regards to the Deloraine Pool:

- 1. Is there to be an outdoor pool in Deloraine in the future, and if so, at what location?
- 2. If the current site is the location for the Deloraine Outdoor pool into the future, are Council to undertake the immediate resurfacing and tiling works, or alternatively work towards a full pool replacement?

4. OPERATIONAL PERFORMANCES

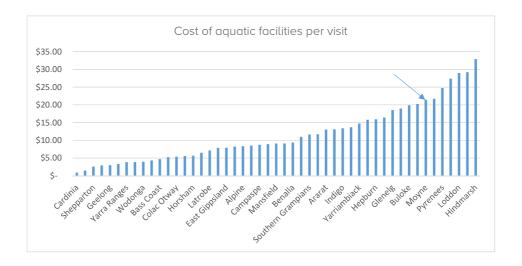
The comprehensive review of the operational performance of the Deloriane Pool could not be undertaken. This was due to the review being conducted during the off season, and as a consequence of the management agency not being available for the review, nor Council being in possession of any recent operational reports. Whilst annual reports from previous years were available, the information was extremely limited, and therefore did not enable an effective assessment of the service standards, lifeguarding standards, the program range, the state of maintenance, rostering practices, staff qualifications or cleaning schedules.

Customers were however willing to share their perceptions within the surveys and community forums, and whilst there was no significant concerns regarding the standards of service, lifeguarding, maintenance or cleanliness, there was regular reference to dissatisfaction with the lack of flexibility of opening hours ie extending hours on hot days and that they did not offer swim lessons, nor activity days.

The primary information that could be sourced was the amount of subsidy provided to the operator as well as the historical number of annual visits. With this information, a high level assessment of usage could be made which suggested that the Deloraine Pool received fewer visitations than what would be considered as an industry norm for such of pool, which is 2.5 visits per head of the catchment population. This very

approximate usage standard is primarily a Victorian benchmark, with similar data within Tasmania not as easily accessible. Two Tasmanian pools for which such data is known is the New Norfolk Pool (3 visits per head of catchment population) and the Huonville Pool (5.5 visits). This is in stark contrast to the Deloraine Swimming Pool that attracts 1.15 visits (catchment population of 3,035/ Total Visits 3470).

Another readily accessible piece of industry insight that is available in Victoria due to a mandatory requirement of local government to report to the public, is the cost of aquatic facilities per visitation. The following table provides a snapshot of rural Victorian municipalities with Meander Valley inserted into the table to provide an industry comparison, and which reveals that if located in Victoria, Meander Valley would sit within the top 12 per centile of amount of subsidy per visitation, with a subsidy of \$21.69 incurred for every visitor to the Deloraine Swimming Pool.



Based on the known expenses attributed to the pool (that would seem to be reasonable), the relatively poor performance of the cost per visit is more likely attributable to low patronage which the visits per head of population would also reaffirm. The reasons for the lower than expected patronage is not fully understood due to the lack of data made available, however it is likely that it is due to the restricted operating hours, which don't have an alignment with the warmer weather, as well as the generally outdated and unappealing facilities.

Meander Valley

No operational review of the Caveside pool was undertaken due to no service actually being delivered apart from the provision of clean and well maintained water and facilities which is addressed in the risk and safety assessment of this report.

5. MANAGEMENT MODELS

The Meander Valley Council have in place differing management models for each of their two pools.

For the Deloraine outdoor pool, a management contract was developed and awarded to Aquatic Management Services Tasmania. This is a three-year contract that was due to end in 2023 but which has been subsequently extended to 2024 due to the impact on the 2022/23 season due to the floods.

Council pools are generally operated under management contracts, committees of management or directly by Council. A management contract would seem to be the best arrangement for the Meander Valley Council, as it is clear that they do not have the internal infrastructure to effective manage the pool, and whilst the committee of management is certainly a viable option, it is not recommended for the Deloraine Swimming Pool as such models still require Council guidance and input, which Council arguably are not in a position to offer.

The current contract has been reviewed and the terms and conditions and the overall model that the council have engaged the contractor under, could be considered as best practice with all appropriate requirements and obligations specified. It is however apparent that whilst the requirements that would ensure best practice at the Deloraine pool are required of the operator, there is no evidence that the operator is being effectively managed to fulfil these obligations.

It is noted that the contractor is to provide Council with the following:

- annual reports
- incident reports
- workplace health and safety management system
- safe work method statements
- risk assessment

The following excerpt from the contract regarding the Workplace Health and Safety Management System and Risk Assessment requirements are quite explicit in the requirements of the contractor. Whilst the designated council officer responsible for the management and supervision of the contract has been unavailable during the review, it does not appear that the contractor is fulfilling these obligations and/or that the Council are managing and monitoring such requirements:

Workplace Health and Safety Management System

The Contractor is to establish a Workplace Health and Safety Management System suitable for its operation complying with the relevant Acts and Standards. The Contractor must forward to the Principal 2 weeks prior to the commencement of work under the contract evidence of its current Workplace Health and Safety Management System and Safe Work Method Statements for the project. The documentation as a minimum must address the following:

- Company's safety policy
- · Responsible person and his/her responsibilities
- Safety procedures
- Training
- Inspection and test plan and audit process
- Contractor's safety records

Risk Assessment

The Contractor is to prepare a project based risk assessment plan and submit to the Principal for approval 2 weeks prior to the commencement of the work. The risk assessment plan as a minimum must identify the following:

- The task
- Potential hazards or risk
- Likelihood of the risk
- Consequence of the risk
- Proposed risk treatment or control measures
- Manageable residual risk

This is of even greater concern, as during the audit, the auditors requested this information directly from the contractor who was unable to provide any of these documents, or any operating manuals, procedures or work instructions. The auditors were advised that such information is not available as the contractor was in Queensland and was unable to provide the documentation as it was only accessible from his offices in Tasmania. As this information was not made available during the audit, it is essential that Council fulfil all their responsibilities under the contract and actively gain surety that the operator is complying with all their obligations.

Caveside Swimming Pool Memorandum of Understanding

There is a Memorandum of Understanding (MOU) between Council and the Caveside Committee of Management. Arguably, a MOU is an inadequate instrument to be utilised for formalising each party's obligations in the management and operation of a facility such as a pool. A review of the MOU does further raise concerns as to its suitability to clearly detail each party's obligations in providing a safe environment. It is important to note that Council as owner of the Pool maintains a responsibility for the operation of the facility, and this cannot be delegated without ensuring that requirements exist that satisfy Council that the pool will be operated appropriately, and safely. The memorandum of understanding does not achieve this. A simple example of the failure of the document to provide clarity of responsibilities is the following 2 statements under Councils responsibilities:

 Council will allow the management committee to manage and maintain the facility without interference

• Council will provide reasonable notice of any changes it intends to make in respect of management on operational change for the facility

The referencing to public liability and Council's coverage would seem to be contrary to what has actually occurred in respect to insurance coverage for the pool. There is an all-encompassing statement which notes that the committee "conducts its business in accordance with Council's requirements". It does appear that these requirements have not been stipulated, and consequently Council are not fulfilling their obligations as the owner of the facility, that it is being operated safely.

The MOU needs to be replaced with a new Management Agreement which explicitly details each parties obligations, particularly in reference to health and safety and risk, and the activities to be undertaken to ensure that compliance with each parties obligations are maintained.

6. ALTERNATE AQUATIC FACILITIES/LOCATIONS

There are 5 swimming pools in the Meander Valley that could be deemed suitable for public swimming:

NAME	ADDRESS	CLASSIFICATION	
Deloraine Swimming Pool	25 West Parade,	Meander Valley Council	
	Deloraine	Outdoor Pool	
Caveside Pool	Pool Road, Caveside	Meander Valley Council	
		Outdoor Pool	
Deloraine Primary School	32 – 36 Barrack Street,	Education Department	
Pool	Deloraine	Indoor Pool	
Hagley Farm Primary	2508 Meander Valley Rd,	Education Department	
School Pool	Hagley	Indoor Pool	
Mole Creek Pool	Mole Creek	Outdoor Pool: Owned and	
		operated by Mole Creek	
		Progress Association	

In addition to Council's 2 outdoor pools, the Mole Creek Pool when open is available for public access, the Deloraine Primary School Indoor Pool is available for public use at times when not utilised by the school for their students. Hagley Farm Primary School is currently only accessible by their students and the school community.

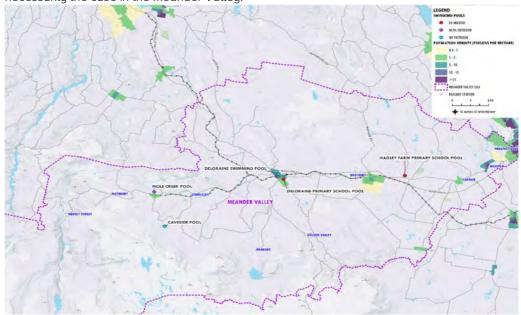
Aquatic facility provision benchmarks in Tasmania



8 publicly-accessible aquatic facilities

Based on the Tasmanian average of 10,800 people per aquatic facility (Source: The Social, Health and Economic Value of the Australian National Aquatic Industry, July 2021, RLSSA& PWC) the residents of Meander Valley based on a population of 21,369, has twice as many pools than the Tasmanian average, with 1 facility per 5,342 residents.

The following map details the locations of these pools, and also includes population density mapping. It is worth noting that in the majority of circumstances across Australia pools are located within the towns with the denser populations, ensuring maximised participation. As can be seen within the following map, this is not necessarily the case in the Meander Valley:



Mole Creek swimming pool

The Mole Creek Pool Is believed to be approximately 40 years old. The pool is of 25 metres length, and has a toddlers/learners pool which is attached to the side which can be evidenced in the following image:

The pool is operated by the Mole Creek Progress Association, who own the facility and are fully independent of Council.

The pool has historically operated without lifeguards. The pool was however unable to be opened for



the 22/23 season as the association has not been able to obtain insurance for the operation of the pool.

Capital works are funded through the committee undertaking fundraising activities. Pool pumps were replaced 4 years ago, and was achieved by local fundraising.

Access was previously gained by providing a \$20 deposit at the post office to obtain a key to the pool. A gold coin donation is also sought.

Deloraine primary school

The Deloraine Primary School Pool is a 25 metre pool with six lanes and is approximately 7 metres in width. It has a target temperature of 30°. The pool is publically available from 5.00 am until 8.00 pm, however use between 9.00 am and 3.00pm is discouraged.

A weekly access package for the morning lap swimmers (from 5 am to 8 am) is \$15. This is only available to adults of 18 years and above. Individuals and groups can also book the whole pool for \$25 per hour. All bookings are limited to groups of no more than 10 people. All morning swimmers are therefore required to nominate their time at which they will swim to ensure that this 10 person maximum is not exceeded.

The hire rate for anyone conducting swim lessons is \$30 per hour. Two groups are currently renting the pool for swim lessons and do so for a total of 15 to 20 hours per week.

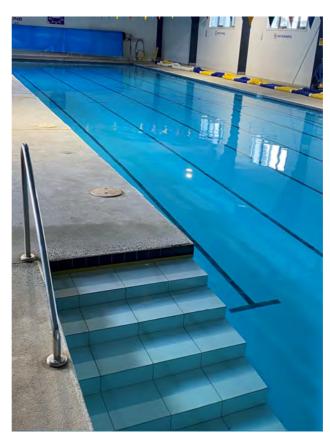
Access by individuals in the morning and by groups at other times are limited to a maximum of one hour.

Water exercise has been conducted in the past by a private operator however they are not currently utilising the pool.

Physio fit are currently conducting physiotherapy sessions.

The school advised that the only way that public access will continue, is if the Department of Education continue to underwrite the operational expenses of the pool which far exceed the income generated by community use.

The Department of Education provide for two-hour swim lessons for students of the primary school, whereby they employ the swim teachers directly.



Our Lady of Mercy Primary School do not utilise the facilities at Deloraine primary school.

Hagley Farm Primary School Pool

This pool is a 25 metre pool, with 4 lanes that is indoor and heated. At present it is only available to students of the school and the school community.

In discussions with the school, they did not rule out public access, but advised for such access to occur, capital works would need to occur which enabled the public to access the pool without walking through the school grounds. There was a belief that this could possibly be achieved by the installation of fencing from the carpark directly to the pool. It is likely that such works would need to be funded by a third party, rather than by the school, or the Department of Education.

Other Aquatic Facilities in neighbouring Council Areas

There are a further 6 public Council pools that are located in neighbouring Council areas, that Meander Valley residents (as evidenced within the community survey):

NAME	ADDRESS	CLASSIFICATION	
Launceston Leisure and	18a High Street,	Local government (LG)	
Aquatic Centre	Launceston	Indoor/Outdoor	
Splash Devonport Aquatic	260 Steele Street,	LG Indoor/Outdoor	
and Leisure Centre	Devonport		
Riverside Pool	Eden Street, Riverside	LG Outdoor	
Cressy Pool	39a Main Street, Cressy	LG Outdoor	
Latrobe Swim Centre	George Street, Latrobe	LG Outdoor	
Cataract Gorge Swimming	74 – 90 Basin Road, West	LG Outdoor	
Pool	Launceston		



New Facilities/Relocation of Facilities

During several of the community forums, it was suggested that the Deloraine Community Complex had been developed with a view of having the Deloraine pool relocated there in the future. It was however not possible to locate any documentation that supported this view. It was in fact established that a masterplan developed by Tredwell Management consultants in 2011 had a range of facilities earmarked for this location, but it did not however include a new pool, but rather recognised the proximity to the Deloraine Primary School Indoor Pool to the overall site.

Whilst reviewing previous consultancy reports it was also noted that Tredwell Management were also engaged in 2012 to undertake a Westbury Aquatic Facility

Feasibility Study. The report concludes with a number of recommendations to Council, and broaches a number of options such as:

- working with the primary schools to gain increased access for the public to these indoor pools
- that Council accept the recommendation of the report that the construction and operation of an indoor aquatic centre comprising an indoor 25m pool and program pool in Westbury is not feasible and the identified demand does not justify the capital cost and ongoing operational subsidy
- to actively support private developers to construct a hydrotherapy pool
- consider adapting the Deloraine Public Pool when funding permits and develop the site as an aquatic playground/playground and picnic area

There is no record of Council's response to these recommendations, however they would seem as relevant now as they were in 2012.

7. RISK AND SAFETY

An assessment of the level of risk associated with the swimming pools and natural swimming sites within the Meander Valley as well as a review of the processes, systems and practices was undertaken by Aquatic Risk Services Australia.

The primary objective of the safety and risk reports was to identify potential risks and develop mitigation strategies to ensure the safety and well-being of the community and visitors engaging in aquatic activities in this region.

Deloraine site audit

An inspection of Deloraine Pool was conducted while it was closed, as it operates exclusively during the summer. Signage was visible upon entry, including clear wayfinding to staff areas, offices, and the first aid room. A review of first aid and rescue equipment was conducted, and it was observed that the oxygen and first aid equipment were current and in operational condition. However, the rescue equipment was not available for review, as the operator had removed it due to seasonal closure. At the time of inspection, a request was made to review their emergency plans to understand the positioning and accessibility of rescue equipment for audit purposes. Appropriate CPR signage was displayed and visible to the public.

Regarding the pool area, an assessment of the signage revealed that depth indicator signage was not consistently present on the ground across the concourse. It was noted that the minimum height for depth indicator signage should be 100mm and in a contrasting colour such as black, especially at locations with variable depth like dropoffs. Several regulatory signs were individually positioned around the pool, covering areas such as no diving, deep water, and slippery surfaces. While some of the signage was compliant by design, others lacked appropriate text to describe the hazard or warning as supportive information was missing. Additionally, the positioning of the signage was not at the desirable height between 1500mm-1800mm, which is

considered eye level. Reflecting industry practices and guidelines, it is suggested that condensing the number of individual signs to 6-8 larger signs, as recommended, would be of value.

An inspection of the plant room was carried out, although it is acknowledged that there are ongoing works as a result of flooding and other recent weather events. Several non-conformances with Tasmanian dangerous goods regulations were observed. The 'HAZCHEM' signage was faded and needed replacement. While there was evidence of PPE signage, no physical PPE was available or accessible to workers. Furthermore, there were no labels on pipes, and proper chemical storage for substances like chlorine and sulfuric acid, including spill management, was not in place. Signage specific to individual chemicals and Safety Data Sheets near the chemicals was absent.

Specific to systems of work, a 'Swimming Pool Procedure Manual' dated from 2006 was located. During a phone discussion with the operator, it was revealed that they had removed intellectual property and documentation in preparation of the season closure. They assured ARSA of having up-to-date documentation, but upon requesting the information via email, ARSA did not receive the documentation within 14 days of the original request.

Caveside Site Audit

During the inspection of Caveside pool, it was observed that the pool was closed, as it operates exclusively during the summer. Notably, the pool has been operating without lifeguards since 1957, with no reportable incidents or injuries recorded in its history. The pool area is enclosed by a fence, with one main entry point secured by a padlock and supplementary child lock. Inside, the pool is one body of water with a shallow and deep end, and an internal fence separates access to and from the deep end.

A warning sign indicating that the pool is not supervised, with assumption of risk statements, is visible. However, depth indicator signage was not consistently present on the ground across the concourse. It is essential to ensure that depth indicator signage meets industry standards, with a minimum height of 100mm and in a contrasting colour such as black, especially at locations with variable depth like dropoffs. Along the fence line, signs displaying 'No Diving' and 'Shallow Water' were compliant with industry practices and guidelines.

During the inspection, there was no visible indication of accessible rescue equipment or signage to imply its use or accessibility. However, an operational defibrillator was found securely mounted on the external wall of the chemical storage shed. Regarding dangerous goods storage, several contraventions were noted specific to Tasmania's regulations. These included inadequate bunding for chemical storage, absence of labels on pipes, lack of access to safety data sheets, missing personal protective equipment, and the absence of 'HAZCHEM' signage.

A summary of the results of the audits are as follows:

	Deloraine Pool	Caveside Pool
Legislative Compliance	35%	35%
Risk Management	<10%	<10%
Operational Delivery	63%	55-93%
Physical and Psychosocial	<10%	<10%
Hazards		
Systems of work	50%	68%

The report and supplementary assessment encompassed a comprehensive evaluation of the hazard controls, operational procedures, and environmental factors associated with the Deloraine and Caveside Pool locations. Key risks were identified through a combination of on-site inspections, stakeholder interviews, and thorough documentation review. These risks encompassed a range of factors including water quality, risk management, legislative compliance, emergency management, signage, and general systems of work.

Throughout the assessment process, several common themes emerged in relation to risk mitigation. Ensuring consistent water quality testing, validity and currency of documentation, enhancing systems of work, demonstrating due diligence, and maintaining up to date/visible safety signage were found to be critical components in addressing the identified risks effectively.

To address these findings and promote safety, we recommend a series of actionable measures as outlined in this and the attached risk reports. These include improving current water quality testing measures, reviewing key systems of work, supporting operational decisions through rigorous risk management practices, recording safety measures to promote due diligence, and strategically placing clear and visible signage in areas prone to risks.

Improving Water Quality Testing Measures:

It is recommended that the current water quality testing methods are reviewed to ensure accurate recording, including documenting corrective actions. This can be achieved by accessing free industry resources or designing electronic systems of work to capture water quality data. These improvements will ensure that water quality standards are consistently met and thereby reducing potential health risks.

Thorough Review of Key Systems of Work:

A comprehensive review of existing systems of work is recommended. A review of this nature would seek to identify potential health and safety gaps. Collaborating with department heads, contractors and reviewing information provided by industry experts such as the information in this report, risk assessment and audits, will yield insights into areas where adjustments can be made to minimise hazards and meet compliance.

Adopting Risk Management Practices to Support Operational Decisions: The integration of rigorous risk management practices is essential to justify decision making. This involves conducting thorough risk assessments for critical activities, establishing clear risk acceptance criteria, and implementing proactive risk mitigation strategies. By embracing a risk-conscious approach, Council can proactively address potential challenges and uphold safety standards. It is recommended that future changes or modifications to managing hazards is recorded within risk assessments.

Comprehensive Recording of Safety Measures to Promote Due Diligence: An essential aspect of any health and safety strategy is the meticulous recording of safety measures and compliance efforts. Implementing a digital safety documentation system will enable real-time recording of safety interventions, inspections, and training. This not only promotes a culture of due diligence but also ensures the availability of accurate records when determining levels of compliance.

Strategic Placement of Clear and Visible Signage:

In recognising the significance of pre-emptive communication, it is recommended that clear and visible signage be strategically placed in areas that pose inherent risks. These signs should convey potential hazards and provide concise instructions to support public safety. Internal inspections should be conducted to confirm the visibility and effectiveness of signage on a regular occurrence.

The full risk reports that accompanies this report emphasises the importance of proactive measures to promote public safety specific to natural waterways and aquatic facilities within the Meander Valley region. By addressing the identified risks and implementing the recommended strategies, inherent risks can be reduced to promote positive public safety outcomes.

In the interest of improving public safety and mitigating potential risks associated with the Meander Valley pools and natural waterways, Aquatic Risk Services Australia (ARSA) in conjunction with Leisure Management Excellence (LME) have undertaken an analysis and developed a comprehensive risk and safety position statement. This report delves into existing hazards, assessing suitability of controls and identifying areas for improvement. Our shared objective is to foster a low-risk environment for the community, visitors, and water activity enthusiasts.

The basis of the report understands the communities view that swimming in a controlled environment like a pool entails inherently lower risks in contrast to swimming in nearby/accessible local waterways characterised by currents, submerged obstacles and other hazards. Closure of pools as a result of maintenance or inability to secure insurance, inadvertently creates an unintended public safety concern as the behaviour and attitudes adopted by the community is to seek alternative swimming locations such as natural waterways where significantly greater hazards are present.

Extensive consultation has been conducted with the community, aquatic operators, community entities, Tasmania Police (Deloraine), and Natural Resources Tasmania (NRT). Our objectives were to assess the condition, safety, and risk profiles of Deloraine and Caveside pools, and natural swimming sites across the region in order to develop risk assessments that support the principles of reasonable care and due diligence. This has been achieved by undertaking site inspections, developing risk assessments to support decision making, whilst considering MVC's risk appetite and tolerance. By understanding the current safety measures and working towards improving public safety outcomes, we have sought to create a unified and proactive approach that supports MVC outcomes, whilst balancing community needs and expectations.

Limitations were encountered during the stakeholder engagement and documentation review process for audits and reports. Despite making formal requests and allowing a reasonable timeframe of over fourteen (14) days, requested documentation was only partially provided. As a result, the information presented in this report is based on the best available knowledge and findings accessible to us. The absence of complete documentation may introduce some degree of uncertainty into the accuracy and comprehensiveness of our analysis. This limitation should be considered when interpreting the results presented in this report, and the attached reports.

During the consultation process and audits, three prominent key findings consistently emerged, aligning closely with our outlined recommendations in the report. These key findings are as follows:

- 1) Strengthening risk management practices and refining systems of work within aquatic environments.
- 2) Improving consultative efforts to identify hazards and ensuring the demonstration of due diligence across aquatic environments.
- 3) Addressing and reducing risk exposures unique to aquatic facilities.

In assessing the current environment of accessible pools and natural waterways within the Meander Valley region, our approach has been comprehensive and well-rounded, encompassing both traditionally supervised and unsupervised facilities. A breadth of considerations, ranging from evidence-based practices to evidence-informed practices, have guided our evaluation and recommendations to reduce risk and improve existing public safety measures.

In Tasmania, as in the rest of Australia, the principle of 'reasonable care' holds significant importance in ensuring public safety. Under Tasmanian legislation, 'reasonable care' refers to the level of caution, attentiveness, and action that an ordinary, prudent person would take in a similar situation to prevent harm or injury. To demonstrate the key principles of 'reasonable care' in relation to public safety, several methods can be implemented. These include conducting thorough risk

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assessments and hazard identification processes specific to the environment, implementing appropriate safety measures and controls based on the identified hazards/risks, providing clear and visible signage and warnings to inform the public of potential hazards, regularly inspecting and maintaining public areas to address any potential safety issues promptly, ensuring staff or responsible individuals receive proper training and qualifications relevant to their roles, and actively engaging in communication and education to promote awareness and responsible behaviour.

It is important to note that ARSA does not determine what is 'reasonable care', but to aid in strengthen risk controls and systems to promote safety as far as reasonably practicable. The determination of 'reasonable care' is subjective and can vary based on specific circumstances in litigation or coronial inquests. Courts and legal authorities generally evaluate available evidence and arguments presented by both parties to reach a conclusion on whether reasonable care was exercised in a given situation.

A risk assessment was conducted for both the swimming pools and the waterways, and risk mitigation strategies identified that are detailed within the full Risk assessment report, the following does however summarise the strategies available to Council in consideration to addressing the risk, but that Council will ultimately need to determine, what levels of action they need to take, that will correspond with Council's risk appetite:

Swimming	Pools:	Risk A	Assessment

	Swimming Pools: Risk Assessment			
SUMMARY OF HAZARD OR EXPOSURE (Foreseeable and or	RR (RISK RATING)	Risk rating following treatment	IMPLEMENTATION SUMMARY	
M anually insert text in all boxes below:				
Slip, Trip, Fall	Low	Low	Establish routine opening, mid and closing checklists that include observational checks for slip, trip and fall hazards. In lieu, establish routine systematic facility inspections daily or weekly. Where hazards are identified record them and adopt hazard controls.	
Aquatic Drowning (Immersion) - Supervised Locations	Medium	Low	Ensure operator demonstrates systems of work that record the currency of training records and expiry. Obtain critical systems of works such as lifeguard deployment plans, supervision safety management plans and emergency procedures to support fulfilment of duty of care.	
Aquatic Drowning (Immersion) - Unsupervised Locations	Medium	Medium	Review MVC risk tolerance, external guidance, independ legal and insurance advice to determine appetite to opera community pools that predominately have no lifeguard supervision. Consider SWOT analysis and risk justification, Adopt substitution and admin controls to reduce applicate hazards. Adopt temporary or permanent emergency distress beacon to call emergency services with accessive emergency equipment.	
Medical Emergency (Non-Drowning) - Supervised Locations	Medium	Low	Ensure operator demonstrates systems of work that record the currency of training records and expiry. Obtain critical systems of works such as lifeguard deployment plans, supervision safety management plans and emergency procedures to support fulfilment of duty of care.	
Medical Emergency (Non-Drowning) - Unsupervised	Medium	Low	Review MVC risk tolerance, external guidance, independent legal and insurance advice to determine appetite to operate community pools that predominately have no lifeguard supervision. Consider SWOT analysis and risk justification. Adopt substitution and admin controls to reduce applicable hazards. Adopt temporary or permanent emergency distress beacon to call emergency services with accessible emergency equipment.	
Sunburn and Heat- related Illnesses	Low	Low	Monitor and required as required.	
Chemical Exposure in Plant Room	High	Low	Ensure operator and MVC have appropriate HAZCHEM, chemical sighing GHS7,	
Inadequate Lifeguard Supervision - Supervised Locations	Medium	Low	Ensure operator demonstrates systems of work that record the currency of training records and expiry. Obtain critical systems of works such as lifeguard deployment plans, supervision safety management plans and emergency procedures to support fulfilment of duty of care.	

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Maintain Existing Operational Provisions with no Lifeguards at Unsupervised Locations	High	Medium	Review MVC risk tolerance, external guidance, independent legal and insurance advice to determine appetite to operate community pools that predominately have no lifeguard supervision. Consider SWOT analysis and risk justification. Adopt substitution and admin controls to reduce applicable hazards.	
Non-conformance to Water Quality Regulations (Poor Water Quality)	Medium	Confirm condition of water quality testing kit. Confirm systems of work consisting of water quality testing recording pH, alkalinity, chlorine/combined chlorine, another requirements set out by department of health.		
Inadequate Emergency Response - Supervised Locations	High	Medium	Ensure operator demonstrates systems of work that record the currency of training records and expiry. Obtain critical systems of works such as lifeguard deployment plans, supervision safety management plans and emergency procedures to support fulfilment of duty of care.	
Inade quate Emergency Response - Unsupervised Locations	High	Medium	Review MVC risk tolerance, external guidance, independer legal and insurance advice to determine appetite to operate community pools that predominately have no lifeguard supervision. Consider SWOT analysis and risk justification Adopt substitution and admin controls to reduce applicable hazards. Procure or hire portable or permanent emergency distress beacon with CCTV capabilities. Access to emergency equipment such as a defibrillator and rescue equipment. Engage in local community to develop a 'community response' team that involved trained first aiders or medical professionals.	
Unattended/Unsuper vised Children	High	Procure, clean and install safety signage promoting supervision of children. Where lifeguards operate, ensure lifeguards proactively share safety messages and intervention where required. Adopt the education program Watch Around Water' for supervised and unsupervised programs		
Electrical Hazards Around the Pool Areas	Medium	Low	Ensure both operator and MVC demonstrates systems of work that include assessing for general hazards including electrical risks around the aquatic environment. Develop routine system of work such as a daily pre-opening checklist.	
Weather-related Risks (storms, lightning, extreme temperatures)	High	Low	Ensure both operator and MVC adopt appropriate risk management controls to protect users in the event of a lightning, storm or extreme weather. E.G. Unsupervised pools may be closed where storms or adverse weather is forecasted. Develop policies and procedures specific to adverse weather conditions.	
Overcrowding	Medium	Low	Establish policies and procedures specific to overcrowding.	
Inadequate Signage	High	Low	Review signage on a daily basis and undertake an annual review condition of signage. Ensure signage is compliant with AS 1319-1994 Safety Signs for the Occupational Environment / ISO 7001 Graphic Symbol – Public Information Symbols / AS 2293.3 2005 Emergency Escape Lighting and Exit Signs for Buildings	

Unattended Children in the Change Rooms	High	Medium	Establish policies and procedures specific to managing child safety. Involving training for staff at supervised locations, signage and community messaging to promote awareness and education.	
Expired and or Inadequate Systems of Work - Supervised Locations	High	Low Ensure operator demonstrates systems of work that record the currency of training records and expiry. Obtain critical systems of works such as lifeguard deployment plans, supervision safety management plans and emergency procedures to support fulfilment of duty of care.		
Expired and or Inadequate Systems of Work - Unsupervised Locations	High	Low	MVC to collate specific information of systems of work related to WHS, risk management, legal insurance, consider investment of training community leaders in first aid and pool lifeguard (if mutually reasonable). Develop emergency procedures, systematic observations and checklists to ensure general safety of unsupervised locations such as fencing, emergency equipment, signage, updated conditions of entry, training, assumption of risk, safety video, emergency response/emergency distress beacon etc.	
Storage and Handling of Dangerous Goods/Chemicals	High	Low	Staff and contractors hold appropriate dangerous goods handling including aquatic technical operators training whe managing dangerous goods and chemicals. Appropriate storage solutions for chemicals, appropriate separation and documentation such as SDS.	
Access to Unsupervised Pools	High	Low	MVC to determine/confirm access and desired hours of operation E.G. 4PM - Sunset. MVC work with community to determine interest of undergoing training and develop systems of work to strengthen compliance. Review conditions of entry and include information on MVC website so information is publicly accessible with videos, warnings and conditions.	

Natural Swimming Sites: Risk Assessment

SUMMARY OF HAZARD OR EXPOSURE (Foreseeable and or Actual)	RR (RISK RATING)	RISK RATING FOLLOWING TREATMENT	IMPLEMENTATION SUMMARY
Erosion of Riverbanks	Medium	Medium	To address erosion of riverbanks, prioritize areas at risk, and employ measures like vegetation planting and bank stabilization structures
Water Pollution	Medium	Medium	Work in collaboration with EPA where possible to reduce impacts of flooding events and promote public safety.
Flooding Event(s)	High	High	Work in collaboration with NRT where possible to reduce impacts of flooding events and promote public safety.
Excess Rubbish and Litter	Low	Low	Monitor and review as per MVC KPI's.
Algal Blooms	Low	Low	Monitor and review as per MVC KPI's.
High Water Flow	High	High	Work in collaboration with NRT where possible to reduce impacts of significant high water flow which may require state government intervention and financial support.
Landslides	Medium	Medium	Work in collaboration with NRT where possible to reduce impacts of landslides which may require state government intervention and financial support.
Exposure to Currents and Undertows	Critical	High	Monitor and review risk appeatice and tolerance. Based on this, improve signage specific to currents and undertows to deter people from potential exposures.
Occurrence of Drowning	High	Medium	Dependant on MVC decision in whether to permit, restrict or ban swimming. Will influence the risk rating on the provision that signage is displayed and positioned.
Watercraft/Power craft Collisions	High	Medium	Working relationship with NRT and transport agencies to provide/promote education around watercraft/power craft safety.
Debris and Obstacles	High	High	Develop and incorporate observational inspections of common waterways to identify enhanced risks and where required, promote community safety messages after a floor or high flow event.
Temperature Extremes (Cold Water)	High	High	Monitor visibility of signage and where appropriate, promote community safety messages about the hazards of cold water.

Cold Water Shock Response	High	High	Monitor visibility of signage and where appropriate, promote community safety messages about the hazards of cold water.
Inconspicuous Signage Placed Near Waterbodies	High	Low	Develop and incorporate observational inspections of signage. Adopt routine maintenance to prevent determination.
Validity and Consistency in Signage	High	Low	Develop and incorporate observational inspections of signage. Adopt routine maintenance to prevent determination.
Obstructed Signage	High	Low	Develop and incorporate observational inspections of signage. Adopt routine maintenance to prevent determination.
Non-strategic Placement of Signage in Accessible Areas	High	Low	Consider findings and recommendations of external review. Based on MVC risk appetite and tolerance, determine appraise actions to promote public safety.
Exposure to Eddies, Pillow Waves and Holes	Critical	High	Dependant on MVC decision in whether to permit, restrict or ban swimming. Will influence the risk rating on the provision that signage is displayed and positioned.
Inconsistent Regulatory Rulings across Waterbodies. (No Swimming/Prohibited or Swimming Not Advised)	High	Low	Dependant on MVC decision in whether to permit, restrict or ban swimming. Will influence the risk rating on the provision that signage is displayed and positioned.
Access to Waterways via Private Property	High	Medium	Seek guidance from NRT and state legal services.
Activity related hazards (Alcohol, drug use, crowding, medical and risk taking behaviour)	High	Medium	Monitor and review as required.
No Access to Public Rescue Equipment	High	Low	Conduct a risk benefit analysis to determine appropriate hazard intervention. Consider Royal Life Saving Society Australia - Managing Risks in Inland Waterways
Emergency Management and Control of Waterways	High	Low	Conduct a risk benefit analysis to determine appropriate hazard intervention. Consider Royal Life Saving Society Australia - Managing Risks in Inland Waterways
Limited Information/Knowledge of Size, Location and Nature of Waterways/Waterbody	High	Low	Seek to develop local water safety plan based on Royal Life Saving Society Australia - Managing Risks in Inland Waterways
Lack of Governance Contributes to Negligence.	High	Low	Seek to develop local water safety plan based on Royal Life Saving Society Australia - <i>Managing Risks in</i> <i>Inland Waterways</i>

IMPORTANT NOTICE

This section (Section 7) of the report has sought to provide an overview and somewhat of a snapshot of what has been fully documented within the attached Risk and Safety Position Statement, 360 Review and Audit as well as the risk registers for both aquatic facilities and natural swimming sites. It is essential that these reports be fully read and responded to, as a minimum, by officers at Council who are responsible for addressing the findings and recommendations within these reports.

8. COMMUNITY ENGAGEMENT

All feedback and insights in their entirety, gained from the community consultation, can be found within the "Maeander Valley Swimming Pools and Natural Swimming Sites: Community Consultation Report", which is provided as an attachment to this report. A summary of the key findings from the community consultation is as follows:

Swimming pools are deemed as an integral part of the community. In addition to reinforcing the importance of physical benefits and access to learn to swim opportunities, the importance of social interaction was regularly raised within the forums and the surveys. Several mentioned that as farmers, they were socially isolated, and the pool provided an essential place to gather with others from within the community. This in turn contributed positively towards one's mental health. There was also a concern that there was very little for children to do, and as a relatively inexpensive activity, pools were an essential offering for them to have fun and socialise, that wasn't readily available at other facilities or premises within the Council area. It was also highlighted that exercising in water, is a very safe activity, especially for older members of the community.

There is great dissatisfaction at the closure of the Caveside Pool and the Mole Creek Pool, and dismay at the rationale for closures. There appears to be minimal understanding or awareness of the differentiation between the ownership and operation of the Mole Creek Pool, in contrast to the Caveside pool. The 2 pools were generally packaged together as a single problem that council were imposing upon the community in reference to their closures. An overwhelming sentiment is that the Caveside (and Mole Creek) communities desperately wanted their pools reopened. There was an awareness that the closures were due to there being no lifeguards, and that as there were no lifeguards the insurers were apparently unwilling to allow these facilities to open. Interestingly, no one made mention of the closure of the Deloraine Pool as a consequence of flooding. It just seemed to be a general collective perception, that council were complicating things, that didn't need to be complicated, by voluntarily deciding to close the pools based on the guidance of their insurers.

Many of the respondents regularly referenced the role of parents in supervising their children, and noting that such supervision was far more effective and diligent than that of lifeguards. Several also proposed that any risk of injury, and corresponding legal action, should be negated by conditions of entry and/or entrants signing and indemnifying Council, when entering the pool, and acknowledging that they enter at

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their own risk. A large number of respondents spoke of the irony that the pools have been closed for safety reasons, but as a consequence, residents, and in particular children, were being forced to swim in the far more dangerous rivers. This was reinforced by several people who noted the inevitability of drownings if the pools were to remain closed.

There was also mention of the excellent safety record at Caveside, as well as a view conveyed that Caveside is arguably safer than Deloraine due to a relatively safe maximum depth of 1.4 metres, and the segregation of the children's swimming area from the deeper water, which was ideal for parents when attending with children.

Suggestions that Council should offer to the Caveside community, defibrillator training, and lifeguard training, to enhance the water safety knowledge and skills of the local residents, and in so doing, enable it to continue to operate as a pool without lifeguards.

There was a lot of positivity conveyed in respect to Caveside Pool, which was similarly reflected in the comments regarding the Mole Creek Pool, with many people simply claiming that they were wonderful pools that the community loved and appreciated. The comments regarding the Caveside Pool were overwhelmingly positive, many noting the delightful setting, the historical significance of the pool, and wonderful sense of community, and with only a couple of people mentioning just how cold the water could be.

Whilst there was minimal negativity regarding the Caveside Pool, there was low levels of satisfaction with the Deloraine Pool. Despite there being heating at the Deloraine Pool, many people spoke of the need to improve the heating. The greatest negativity regarding the Deloraine pool was the opening hours, followed by the state of the change rooms, and some general views that the pool was simply outdated. The concerns regarding opening hours related to both the number of hours per day, the days per week as well as the length of the season. Several specifically noted that the closing of the pool at 5.00pm, was restrictive on those who were working, including farmers who struggled to get to the pool before the closing time. Some people felt that the pool closing at the end of February was too early, and that it should extend into March. Some did appreciate the challenges that management were experiencing engaging qualified lifeguards, and suggested that there might need to be assistance provided to offer more training within the community.

Other suggested improvements at the Deloraine Pool included, a better toddlers pool, improved grass area, more shade area, a picnic area with barbecue, a wind break, a cover or sail over the actual pool and a suggestion that a levy should be built to protect the pool from any future floods. Whilst there were some who spoke fondly of the toddlers pool, others felt it needed to be enhanced or replaced with a more contemporary toddlers pool, or a splash pad. There was also much dissatisfaction that the Deloraine Pool was simply not accessible or inviting for people with disabilities or the elderly.

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Several people spoke of the pool needing to be open all year round, however this may be alluding to the need for it to be enclosed and/or replaced with an indoor pool. Others suggested Council needed to be more pro active in promoting the pool, particularly to families through their social media.

The survey results highlighted the importance of social interaction as a reason for people's usage of the pool with 73% of respondents who attend the Caveside Pool listing this as important, whilst 54% listed social interaction as an important factor at Deloraine Pool. The other most important reasons for attending a pool were fun (73% at Deloraine and 89% at Caveside), as well as health and fitness (58% at Deloraine and 51% at Caveside).

When rating the various features/elements of each of the pools, the highest rated areas of performance at Deloraine were parking, water quality and accessibility, whereas at Caveside it was parking, value for money and pool water quality.

The areas in which respondents rated the Deloraine Pool the poorest was opening times, changerooms, swimming lessons and water temperature. Whereas at Caveside Pool, the areas receiving the lowest ratings were swimming lessons, pool supervision, staff and water temperature.

There was an acknowledgement that Deloraine residents had access to the Deloraine Primary School indoor pool, however there were mixed perceptions regarding the accessibility and quality of this pool. Whilst some spoke positively about the pool, a greater number spoke of the limitations of access due to the high demand for the pool, the school prioritising their student's access, and booking requirements which encouraged bookings that doesn't really accommodate individuals. One respondent noted the opportunity for the school and the Council to work together to develop an operating model which enabled increased access and opportunities at the school's indoor pool. Additionally, it was suggested that similar access to what was available at the Deloraine Primary School pool should be sought at the Hagley Farm Primary School pool.

There was a view that older adults and people with disabilities were not catered for within the current outdoor pools, and this was noted by a number of people. There was mention of a disability toilet/change room at the Deloraine outdoor pool, but a view that it could not generally be accessed. Noted also that the outdoor pools was not appropriate for rehabilitation or physio activities.

There was a belief that Deloraine would best be serviced by an indoor pool, however some people suggested such a facility should be located in Westbury. Whilst there was minimal detail provided by those people that sought an indoor pool as to the features, several did specify the need for a hydrotherapy pool, particularly in the Westbury area.

Another key insight identified from the survey results, was that the overwhelming majority of those who had not attended the pools in the past 24 months, listed the opening hours as being the primary reason (48.6%). The next highest ranked reason for not attending, was the pools being too greater distance from home (12.9%).

The survey results also provided an insight into the usage of the natural swimming sites. Of those who responded to the question of whether they attended the natural swimming sites, 77% indicated that they had swum at the Meander River at Deloraine, followed by Meander River at Egmont (32%) and then South Esk River at Hadspen Lions Park (16%). All others were 10% or less, and included 8 other different sites.

In regards to risky behaviours witnessed by respondents, consumption of alcohol, jumping off the train bridge and the jumping into unknown depths were the most common responses. All 3 were however exceeded by those who responded by saying they had not observed any risky behaviours.

When listing observed hazards, the most common responses were either submerged debris, or debris on the surface, particularly after floods. Another hazard raised within the survey and within the community forums was the discomfort relating to the quality of the river water, particularly after floods, and with concerns regarding run offs from farmer's fields that may have used pesticides or other harmful products.

9. RECOMMENDATIONS

In response to the review findings, the following recommendations are presented to Council for their consideration:

- 1. Develop a Meander Valley aquatic facilities strategy that as a minimum includes a clear plan for the provision of an aquatic facility in Deloraine, and that is equally clear on the future of the Deloraine Outdoor Pool.
- 2. Undertake the short to medium term asset maintenance works as proposed in the Creo Consultant report, including the repainting of the pool shell, and other remedial works at the Deloraine Swimming Pool.
- 3. That the Creo Consultant condition assessment of the Caveside Swimming Pool be shared with the Caveside Committee of Management, and that both parties collaboratively develop an asset management plan to address all items identified as requiring attention.
- 4. Undertake a risk appetite assessment of the operating of the Caveside Pool without lifeguards, with consideration to the range of risk mitigation strategies as noted in this report, and as further identified by Council, and implement accordingly.
- 5. Replace the current Memorandum of Understanding for the management and operation of the Caveside Pool with a fit for purpose management agreement which clearly details the Caveside Committee of Management and the Council's responsibilities ensuring an appropriately managed and maintained aquatic facility
- 6. Commit the appropriate resources to ensure that the management agreement for the operation of the Deloraine Pool is effectively managed, and that the pool operator fully complies with all contractual obligations.
- 7. Undertake a review of the Deloraine pool's operating hours ensuring that they more appropriately align with community needs, and with consideration to usage patterns and the impact of weather conditions.
- 8. Review the Consultant's swimming pool's risk assessment and the proposed risk mitigation strategies, and directly implement and/or instruct the Deloraine Swimming Pool operator and the Caveside Committee of Management to

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- action to the extent that the actions are in alignment with Council's risk appetite.
- 9. Review the Consultant's natural swimming sites risk assessment and the proposed risk mitigation strategies, and implement to the extent that the actions are in alignment with Council's risk appetite
- 10. That as a minimum the following public safety efforts that are fully detailed within the attached Risk and Safety Assessment Report, be undertaken:
 - > Improve water quality testing measures
 - > Undertake a thorough review of key systems of work
 - > Adopt risk management practices to support operational decisions
 - Ensure comprehensive recording of safety measures to promote due diligence
 - > Strategic placement of clear and visible signage
- 11. That Council meet with the Deloraine Primary School to explore opportunities for the expansion and broadening of community use of the school pool, and that discussions include the exploration of initiatives that would achieve greater access by individuals, older adults and people with disabilities through support of facility improvements and changes to operating/usage terms and conditions.
- 12. That Council meet with the Hagley Farm Primary School to better understand what are the requirements of the school to enable community access of their pool, and explore how Council may assist the school in overcoming or addressing these barriers.
- 13. That further consultations occur between Meander Valley Council and Natural Resources Tasmania in order to determine and agree on the implementation of identified hazard controls at the natural swimming sites.

Note:

There is possibly a role that Council could fulfil in both assisting the Mole Creek Progress Association in being able to reopen the Mole Creek Pool, and in also supporting the Westbury Community Health Centre in their quest to facilitate interested parties in developing a hydrotherapy pool. Whilst both initiatives would result in increased aquatic opportunities for the residents of the Meander Valley, the scope of the project did not allow for adequate assessment of these projects, and the merits as well as the potential pitfalls to warrant their inclusion within the recommendations provided to Council. Both projects may however warrant Council's further investigations.



creo consultants

Level 7, 176 Wellington Parade, East Melbourne, VIC, Australia 3002

Our Ref: 230125-002-R-SI-JT - Meander Valley Swimming Pool Condition Audit - Rev B.docx

Contact: James Tabban

4 September 2023

Leisure Management Excellence 21 Latrobe Street BOX HILL SOUTH VIC 3128

Attention: John Summers

Dear John

RE: Meander Valley Outdoor Swimming Pools - Technical Inspection Pool Facilities, Plant & Equipment Condition Assessment Report

A representative of Creo Consultants Pty Ltd inspected each of the two Meander Valley Council facilities as listed below on Tuesday 11th July 2023:

- Deloraine Swimming Pool located at 25 W Parade, Deloraine TAS 7304. This facility is a seasonal outdoor pool facility, owned by Council with an externally contracted facility operator.
- 2. Caveside Swimming Pool located at Pool Road, Caveside TAS 7304. This is a seasonal outdoor pool facility, owned by Council with an externally contracted facility operator.

The purpose of the inspections across each of the two facilities was to assess the existing condition of the centre's outdoor pools and the associated filtration plant and provide advice and recommendations to assist Council with the on-going maintenance of the facility as well as future planning in terms of refurbishment or asset replacement.

Please click the link below to download all photographs taken on site and subsequently referenced throughout this report:

DOWNLOAD LINK - SITE PHOTOGRAPHS

Please be advised that this report is based on our visual inspection of the pools, associated filtration plant and equipment only. Entry into the pools was not undertaken as part of the inspection works noting that at the time of inspection each of the pools remained full of the water with, being the off-season, the water body not maintained to enable any reasonable entry.

Beyond the visual inspection works, no other intrusive or destructive testing was administered as part of our site investigation. Any other reports, documents, defects, areas of deterioration or damage not listed within this report are deemed to have been unavailable / inaccessible at the time of our inspection /assessment and subsequently have not been considered by Creo Consultants.

Note that an independent consultant has been engaged to undertake a pool safety and signage audit and as such this report does not provide any commentary relating to general signage, depth marker signage and safety advisory signage in and around the pools.

This report has been compiled into the following sections for each of the two facilities:

Section 1: Facility Description Section 2: Pool Concrete Shell Section 3: Pool Finishes & Fittings Section 4: Pool Access Compliance

Section 5: Pool Water Treatment & Water Heating Plant

Please note the following definition of terms used within this report:

- Ponding: refers to water pooling in a localised area that is unable to drain away.
- Crack Damage: refers to a crack through the surface and/or depth of a masonry or concrete element.
- Spall Damage: refers to the corrosion of embedded steel reinforcement within a concrete
 element to a degree that has resulted in the delamination / debonding of the surrounding
 concrete from said reinforcement.
- Short Term (ST): refers to a time frame between three (3) months to six (6) months for the purpose of this report.
- Mid / Medium Term (MT): refers to a time frame between six (6) months to twelve (12) months for the purpose of this report.
- Long Term (LT): refers to a time frame between twelve months and twenty-four (24) months for the purpose of this report.

Attached to this report are the following Excel spreadsheet documents that are intended to be read in conjunction with the observations, findings and recommendations listed within this report:

- 2023-09-04 230125 Pool Filtration Plant Asset List & Condition Summary
- 2023-09-04 230125 Pool Finishes Refurbishment Options Cost Estimates

The two abovementioned attachments in Excel form have been attached under separate cover.

Please don't hesitate to call me if you have any further queries on 0421 630 475 or via email at james.tabban@creoconsultants.com.au.

Yours sincerely **Creo Consultants**

James Tabban Director

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Section 1: Facility Description

The facility includes the following pools:

Outdoor 25m Pool:

The pool is 25m x 10m wide and varies in depth as follows:

- 0.9m deep at the shallow end (northern end) with a consistent grade along the length of the pool to a depth of 1.6m at the deep end (southern end).

The pool shell is a reinforced concrete shell.

The pool has a full perimeter hob wall with an undrained 'gutter ledge' nominally 100mm below top of water level around the perimeter of the pool.

The pool is serviced by six (6) skimmer boxes evenly spaced along the eastern length side of the pools.

Entry into and exit out of the pool water body is via the following:

- An integrated stair entry approximately 800mm wide five (5) step treads, each with an approximate riser height of 150mm located at the shallow end of the pool in the north west corner.
- One stainless steel ladder climb-out positioned approximately 900mm off the deep end wall to the western length side of the pool (south west corner).
- We are unsure as to whether the facility is equipped with a mobile sling-type hoist noting we did not sight any fixing points that would suggest a sling type hoist is available for use at the facility.

The pool internal surfaces are painted with what appears to be a chlorinated rubber paint system. The top side of the hop wall is tiled to the north, south and west sides of the pool noting that the eastern length (skimmer box side) did not have any tiling and instead has been rendered and painted.

Refer to Figure 1 & 2 below for the photographs of the 25m pool.



Figure 1: Outdoor 25m Pool (looking north)



Figure 2: Outdoor 25m Pool (looking south)

Outdoor Toddler Pool:

The Toddler pool is located immediately north of the 25m pool and is approximately 4m long x 2.5m wide. The pool has a varying depth with what appears to be an attempt at a beach entry arrangement at the southern end to a depth of 400mm at the northern end. There is also a water feature channel on the western side of the pool consisting of a 600mm wide x 150mm deep spoon drain arrangement. The top end of this channel is where filtered and treated water is discharged which subsequently flows down the channel and into the toddler pool.

The pool and channel shell are of concrete construction with likely a light reinforcement mesh provided to the main pool area only (i.e. the channel is likely unreinforced).

The pool has two water take-off pipe openings on the eastern side of the pool and feed into a concrete pit. It is understood that the toddler system then draws water from.

As noted above, entry into and exit out of the pool water body is via a very steep beach entry arrangement noting that all other sides of the pool are too steep to be considered to provide any safe entry into the pool.

The pool internal surfaces are exposed concrete noting that the colour of the finish concrete is likely due to an oxide colouring introduced into the concrete mix.

Refer to Figure 2 above for the photograph of the drained down LTS pool.



Figure 3: Outdoor Toddler Pool (looking north-west)



Figure 4: Outdoor Toddler Pool (looking south)

Section 2: Pool Concrete Shells

With both pools still holding water at the time of inspection, and due to the discolouration of the water, visual inspection of the concrete shell structures was very limited.

Outdoor 25m Pool:

- i. The internal concrete surface of the pool shell could not be fully visually inspected given the pool was holding water at the time of inspection. However, the following was noted:
 - There was localised concrete pitting and chip damage to the gutter ledge in the south east corner of the pool. It is likely that this extent of damage to the formed gutter is present around other sections of the perimeter of the pool.



Figure 5: Outdoor 25m Pool South East Corner Gutter Ledge Damage

- Beyond the abovementioned gutter damage, there was no observed concrete spall damage to the perimeter hob wall.
- iii. There did not appear to be a central expansion or construction joint at mid length of the pool. However, it is important to note that pool internals could not be clearly visually inspected.
- iv. From discussions with the centre operator, it was reported that there does not appear to be any issue with the pool's watertightness (i.e. the pool shell appropriately contains / holds the water body without excessive leakage)

At the time of our inspection, the condition of the concrete shells is not considered to be structurally dangerous nor was there evidence that the shell is at risk of failure that would place patrons at risk or cause unscheduled closure of the facility.

It is difficult to establish an exact remaining operational life of the concrete pool shell given the limitations of our inspection works. However, we would estimate that 25m pool shell has a feasible operational life anywhere between 10 years to 15 years.

Outdoor Toddler Pool:

- i. The internal concrete surface of the pool shell could not be fully visually inspected given the pool was holding water at the time of inspection. However, the following was noted:
 - There is evidence of pitting and leaching of the concrete surface below the water line noting the internal of the pool exhibits an 'exposed aggregate' appearance.
 This is due to the chlorinated water deteriorating the upper concrete surface over time given that the concrete shell has no protective coating. If uninhibited, this deterioration of the concrete substrate surface will result in long-term concrete spall damage.



Figure 6: Outdoor Toddler Pool Concrete Surface Pitting & Leaching

- There was localised corrosion staining to the surface of the concrete at the water take-off pipe locations likely due to the corrosion of the applied galvanised plates that hold the plastic grating across the take-off opening in place.
- From discussions with the centre operator, it was reported that there does not appear
 to be any issue with the pool's watertightness (i.e. the pool shell appropriately
 contains / holds the water body without excessive leakage)

At the time of our inspection, the condition of the concrete shells is not considered to be structurally dangerous nor was there evidence that the shell is at risk of failure that would place patrons at risk or cause unscheduled closure of the facility.

It is difficult to establish an exact remaining operational life of the concrete pool shell given the limitations of our inspection works. However, we would estimate that Toddler pool shell has a feasible operational life anywhere between 5 years to 10 years. This could be extended were a suitable protective coating applied to the concrete surface to protect against the deterioration in the surface concrete caused by the exposure to chlorinated water.

However, prior to considering any coating upgrade works, Council should consider the broader safety and compliance of this pool as discussed throughout this report.

Section 3: Pool Finishes & Fittings

Outdoor 25m Pool:

- The pool internal surfaces are render coated and painted with what appears to be a chlorinated rubber paint coating. The applied paint coating is approaching its end of life noting that such paint coating systems generally need to be reapplied every 4 to 5 years. However, prior to renewing the paint coating system, an inspection of the underlying render coating may need to be undertaken to address any localised damage or failures in the applied render. In addition, it would be prudent to undertake repair to the perimeter gutter ledge to address the concrete damage observed as described in Section 2.
- ii. The top side of the perimeter hob to the north, south and west sides of the pools had been tiled with rounded nosing tile. Note the following:
 - As could best be determined visually and by touch, the applied tile appears to be consistent with Load Group 'B' / R9 slip rated tile. Surface to the perimeter of pools such as this should generally have a Load Group 'C' / R12 slip rating. Council may want to carry out an internal risk assessment relating to the slip rating compliance of the applied hob tiling perspective with consideration to actual slip rating testing or approaching the manufacturer of the applied tile and requesting their slip testing certification documents for the tile.
 - On the outer side of the hob, the applied tiling overhangs the concrete wall by a range of 20mm to 30mm. If the tiling is not appropriately bedded with a compliant minimum 90% adhesive coverage, there is a high probability of the outer row tiling debonding from the hob were someone to apply load on the overhang.
 - There was localised chip damage and the full debonding of one tile along the deep end / south end hob at mid width of the wall. The deboning of this tile was likely caused by the overhang of the tile and a lack of appropriate adhesive coverage between the tile and the top of hob and the subsequent loading of this tile
- iii. The top side of the perimeter hob to the east side of the pool had been rendered and painted. Whilst there was no evidence of damage to the surface of the hob, the paint coating does not provide a compliance slip rating and is considered a slip risk.







Figure 8: 25m Pool Hob Damaged Tiling



Figure 9: 25m Pool Hob Render

iv. The 25m pool has minimal fixtures being the shallow end stair entry stainless steel handrail and the deep end stainless steel climb-out ladder. The climb-out ladder was found to be in a satisfactory condition and whilst the stair handrail was also in satisfactory condition, the handrail projections and the general stair arrangement does not satisfy the relevant access codes and standards. Refer to Section to Section 4 for further details relating to access compliance.





Figure 10: 25m Pool Stair Handrail

Figure 11: 25m Pool Climb-out Ladder

Given the observations and commentary above, we are of the opinion that the finishes applied to the pool should be refurbished. Council has several options available for consideration with respect to the repair and/or broader refurbishment of the pool tiling systems and associated finishes and fittings as follows:

Option 1 – Short-Term Approach

Maintain the existing coating systems with Council needing to access and accept the risk profile associated with the existing applied finishes. Administer localised patch works on a reactive basis to address what we anticipate on-going localised patch failures of the existing applied tiling system across the perimeter hob of the 25m pool.

The ad-hoc and reactive nature of these works is such that we are unable to provide any cost estimates.

Option 2 – Long-Term Approach

Were the expected operational life of the facility to be between 5 years to 15 years, we would suggest the following scope of works noting that the below relates only to the 25m pool:

- i. Decommission the filtration and heating plant and drain the pool.
- ii. Fully remove all pool internal paint and render coating and top of hob tiling systems.
- iii. Administer any necessary repairs to areas of the pool shell that has been subjected to spall damage or where any existing crack damage warrants repair.
- iv. Apply a new cementitious render to all internal surfaces of the pool and perimeter hob wall. This applied render system must be appropriately specified with consideration to suitability and adaptability to the applied paint coating and hob tiling systems.
- v. Consider one of the following two options:

Option A - Full Tiling

Application of an appropriately specified waterproof membrane system to all internal surfaced on the pool. Note that selected membrane must be fit for purpose and be installed by a suitably qualified and experienced contractor who will provide a minimum 10-year warranty on the product, materials and performance of the applied membrane. Note that the purpose of this membrane is to prolong the life concrete shell only.

Fully tile the pool (walls and floors) using suitably selected commercial pool tiles. Note that an appropriately specified tiling system that is installed by a suitably qualified and experienced contractor will be provided with a product, materials and performance warranty of 10 years. Do not accept any lesser warranty.

Option B - Painting Internals and Tiling Hobs

Application of Luxapool Epoxy Pool Paint in strict accordance with the manufacturer's specifications to all internal surfaces as well as the external vertical face of the perimeter hob. We recommend that across the floor and stair entry of the pool, a grit be applied to the paint system to provide suitable slip resistance. A 2-year warranty is considered industry standard.

Fully tile the top side of the pool perimeter hob using suitably selected commercial pool tiles with an appropriate slip rating. Note that an appropriately specified tiling system that is installed by a suitably qualified and experienced contractor will be provided with a product, materials and performance warranty of 10 years. Do not accept any lesser warranty.

- vi. Provide new stainless steel stair handrail that comply with the relevant standards as much as practicable as determined by the engaged consultant responsible for the tiling documentation package and reinstall the existing climb-out ladder.
- vii. Recommission the pool noting that the filling of the pool, introduction of chemicals and reheating of the water shall be administered in accordance with the requirements of AS 3958.1: Ceramic Tiles Part 1: Guide to the Installation of Ceramic Tiles.

Please refer to the indicative cost plan prepared by Creo Consultants attached under separate cover, reference Excel spreadsheet document 2023-09-04 230125 – Pool Finishes Refurbishment Options Cost Estimates

To assist Council in their assessment of the presented options, within the referenced costings spreadsheet, we have listed the estimated cost to construct a new outdoor 25m pool of equivalent size on the basis that this work would include a wet deck edge type pool, an accessible ramp to the 25m pool, and new filtration plant and pipework.

Outdoor Toddler Pool:

The pool internal surfaces do not have any applied coatings. As noted within Section 2, there is evidence of pitting across the pool internal surfaces due to the direct and prolonged exposure of the concrete surface to chlorinated water. The finish of the concrete is unlikely to achieve slip rating compliance and given the steepness of the beach entry and side walls into this pool, prior to considering any coating upgrade works, Council should consider the broader safety and compliance of this pool and whether this asset is maintained.

Were Council to proceed with the application of a paint coating system, we would recommend the following:

- Undertake any repairs to the concrete surface to prepare the surface for the application of the new coating system.
- Apply a suitable UV stable epoxy paint coating system to all concrete surfaces of the pool with a grit applied into the paint coating to provide an R12 / P5 slip rating.
- ii. The only fixture to the pool is the plastic mesh grating held in position with the two galvanised brackets that covers the take-off pipe openings on the eastern side of the pool. Subject to the whether Council retain this asset, the cover across the take-offs should be replaced with a new entrapment compliant plastic cover.

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Section 4: Pool Access Compliance

Outdoor 25m Pool:

The current access into and out of the pool water body is via the following:

Single stair entry point located in the north west corner of the pool at the shallow end
of the of pool. The riser heights of the stairs were measured to be approximately
150mm which is considered to be compliant with NCC 2019 – Building Code of
Australia (BCA) and AS 1428.1 – Design for Access and Mobility.

However, the perimeter hob presents a non-conformance in that this is a landing point and does not satisfy the minimum width of a landing (1,200mm).

The width of the stair is only 800mm and this does not satisfy the minimum compliant width of a stair entry (i.e. a minimum of 1,000mm clear between handrails).

The stair has a single stainless-steel handrail that terminates 100mm beyond the outer edge of the perimeter hob wall and projects down to approximately 200mm beyond the bottom stair. The handrail provisions do not comply with the requirements of *NCC 2019 – BCA* and *AS 1428.1 – Design for Access and Mobility* in terms of their being only one rail to one side of the stair in lieu of a rail to both sides, as well as the projection of the rail to the top and bottom landings of the stair (i.e. a minimum 600mm projection from the edge of the top and bottom riser).

The age of the pool predates the relevant current standards, and it is not uncommon for pools of this age to have stair entries that do not comply with current day standards. Council is under no obligation to modify the stair entry to achieve compliance and whilst we would not consider it appropriate to modify the riser heights, we would recommend the following in relation to the handrail provisions:

- Replace the existing stair handrail with a new rail that provides a more compliant projection beyond the top and bottom riser edge.
- ii. One (1) ladder climb-out that extend into the water body located to the south west corner of the pool at the deep end. With the ladder projecting into the water body, the gap between the ladder and the pool wall may present an entrapment and entanglement risk. We recommend that the ladder be side plated a PVC based plate positioned to ensure that gaps between the pool wall and the new plating are kept to a maximum of 8mm to satisfy entrapment compliance requirements.
- iii. Under the current requirements of the NCC 2019 (BCA), pools with a perimeter of more than 70m require the provision of an access ramp compliant with AS 1428.1 or a platform type lift / hoist such as a Pool Pod.
 - Whilst there is no mandatory requirement to bring predating existing facilities up to current day standards, access to the 25m pool is limited and is not considered to be DDA compliant.
 - As a minimum, Council should consider the provision of a mobile sling type hoist such as the Pelican Pool Hoist or equivalent.
- iv. The perimeter hob is considered an obstruction from an ease of entry into and exit out of the pool perspective. Furthermore, it will also form an obstruction in the event of any need to administer a rescue of a drowning or troubled swimmer, especially if said rescue is a spinal board rescue.

Outdoor Toddler Pool:

The current access into and out of the pool water body is via the following:

- A beach entry located at the southern end of the pool. However, a beach entry is not considered to be compliant noting that the gradient of the entry is more than 1 in 20.
 - The side walls of the pool are steeply angled and are not considered to be suitable entry points into the pool.
 - The cross-section of the channel to the west side of the pool is too steep and is considered to present a hazard with respect to patrons walking across the channel.
 - Generally, we consider the toddler pool to present unsafe entry / access conditions.

Section 5: Pool Water Treatment & Water Heating Plant

The water treatment system for the 25m pool is summarised below:

- Water is skimmed off the 25m pool surface via the six (6) skimmer boxes located along the eastern length side of the pool.
- Water flows from the skimmer outlets into a common pipe into the plantroom.
- Water is drawn into the water treatment system via two end-suction pumps through integrated in-line pot strainers.
- Each pump then circulates soiled water through into a bank of two sand filters (i.e. each pump services two filter units).
- Water from each bank of filters is them combined into a single filtered water return.
- A side stream pipe takes water from this main line and circulates water through the external electric heat pumps. Heated water from Heat Pump 1 and Heat Pump 2 is delivered back into the filtered water return line within the main plant room. Note that only the 25m pool is heated.
- The filtered water's chemistry and dosing is administered by an auto-granular chlorine and acid dosing controller unit.
- Filtered, heated and treated water is returned to the pool through a single pipe feeding the return inlets.
- This pool is equipped with a drain-down valve located at the southern end of the pool that enables the pool content to be drained into a water line that we understand discharged directly into the adjoining river. From discussions with the operator, it is understood that this valve passes water and is in need of repair / replacement.

The water treatment system for the toddler pool is summarised below:

- Water is taken off the surface of the pool via the two pipe openings on the easter wall that we have described earlier as the off-take opening. These tow pipes appear to feed water into a small soiled water collection pit immediately adjoining the eastern side of the pool.
- Water is drawn into the water treatment system from the soiled water pit via a single endsuction pump through the integrated in-line pot strainer.
- The pump then circulates soiled water through into a single sand filter.
- Water from the filter is then piped back to the pool and discharged through a single outlet at the top side of the channel forming a flowing water feature down into the pool.
- The toddler pool is manually dosed with chlorine, and acid is automatically dosed through the Chemigem water management controller.

Note the following commentary relating to the various elements of the filtration plant that service each pool:

Filters:

The 25m pool filters consist of two (2) Zodiac Titan Series ZT700B top mount sand filters (filter bank 1) and two (2) Zodiac Titan Series ZT800 top mount sand filters (filter bank 2). The two filter banks provide a combined filter area of 1.78m² with each of the filter banks configured with its own pool circulation pump (i.e. one pump services two filters).

The filter vessels were found to be in a satisfactory condition.

The Public Health Act (TAS) – Recreational Water Quality Guidelines 2007 does not provide suitable guidance relating to water turn-over and appropriate filtering rates for commercial pool facilities. However, if we apply what Creo Consultants considers to be minimum best

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practice for an outdoor seasonal 25m pool, we suggest a minimum turn-over rate of 4 hours. Based on this recommended turn-over rate, the required filter area is $3.00m^2$.

When applying this increased turnover rate, the existing filter bank is still considered to be insufficient.

See below further commentary relating to the best practice compliance of other elements of the water treatment plant.

It is also important to note that from discussion with operations staff, we understand that the sand filtration generally operates without issue and generally maintains 'reasonable' water quality.







Figure 13: 25m Filters 3 & 4 (Bank 2)

The toddler pool filter is a single Zodiac Titan Series ZT700B top mount sand filters (filter bank 1). This single filter provides a filter area of 0.38m².

The filter vessels were found to be in a satisfactory condition.

We consider the filtration provisions for such a small water volume to be sufficient and in line with what we consider best practice.



Figure 14: Toddler Filters 5 (Bank 3)

■ Filter Backwash Holding Tank:

There is no filtration backwash holding tank with backwash water discharged directly into the river adjoining the centre. Backwash water should be discharged into a holding tank and then into a mains sewer at a controlled release rate so as not to flood the sewer.

We are of the opinion that Council need to undertake appropriate investigations and subsequently implement a solution to provide a compliant backwash holding tanks discharge point for the backwash water or upgrade the treatment of this water if it is intended to be discharged directly into the river.

Pool Circulation Pumps:

The 25m pool water is circulated through the system by two (2) identical fixed speed end suction pumps. Note the following pump specs:

Pump Manufacturer: Davey

Pump Model: Davey PowerMaster 450 end suction pumps PM450-0

Pump Integrated Motor Type: 816 Pump Motor Power: 2.2kW @ 50Hz

Original Pump Capacity: 7.5 litres/second at 10m total head (as extracted from

manufacturer's pump curves)

Combined Pump System Capacity (2 No. pumps): 15 litres/second at 10m total head.

The pumps were recently installed so are in near-new condition.

The pumps are configured such that each pump draws water directly out of the soiled water collection line, through their integrated pot strainer and then pushed through in to two separate filter banks (i.e. one pump services two filters). The soiled water pipework is not configured to 'balance flows' so it is possible that pump 1 will draw more water than pump 2.

The Public Health Act (TAS) – Recreational Water Quality Guidelines 2007 does not provide suitable guidance relating to water turn-over and subsequently flow rates for commercial pool facilities. However, if we apply what Creo Consultants considers to be minimum best practice for an outdoor seasonal 25m pool, we suggest a minimum turn-over rate of 4 hours. Based on this recommended turn-over rate, the required combined pump flow rate is 22 litres/second.

When applying this increased turnover rate, the existing circulation pumps are considered to be insufficient. However, from discussion with operations staff, we understand that the circulation system generally operates without issue and generally maintains 'reasonable' water quality. As such, there is no immediate need to replace or upgrade the filtration plant.







Figure 15: 25m Circ Pump 1

Figure 16: 25m Circ Pump 2

Figure 17: Toddler Pool Pump

The toddler pool water is circulated through the system by a single fixed speed end suction pump. Note the following pump specs:

Pump Manufacturer: Davey

Pump Model: Davey PowerMaster 250 end suction pumps PM250-0

Pump Integrated Motor Type: 803 Pump Motor Power: 1.4kW @ 50Hz

Original Pump Capacity: 4.1 litres/second at 12m total head (as extracted from

manufacturer's pump curves)

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The pumps were recently installed so are in near-new condition.

We consider the flow rate provisions for such a small water volume to be sufficient and in line with what we consider best practice.

Pool Primary Sanitiser:

The 25m pool water treatment system utilises granular sodium hypochlorite (chlorine) administered through a Granudos 10-CPR Touch XL automatic granular chlorine and acid dosing chemical control system. The Granudos unit contains a small dilution tank to which granular chlorine is mixed into to create a liquid chlorine solution that is then drawn from the dilution tank and injected directly into the filtered water return line by the unit.

The Granudos unit was found to be in a satisfactory condition and the operator advised that they had not experienced any issues with the unit.



Figure 18: Granudos Controller



Figure 19: Granudos Controller (rear of unit)

The toddler pool is manually dosed with diluted granular chlorine administered directly to the main water body. In a commercial environment, this is not considered to be appropriate and is reliant on administrative controls to be in place to ensure that doing is undertaken when the pool is not in use given it is not acceptable to dose the pool with diluted chlorine when in use.

If this pool is to be maintained, we recommend that Council consider upgrading the water treatment system such that chlorine is automatically sampled and dosed into the filtered water return line rather than manually dosed into the water body.

Pool pH Control:

The 25m pool water treatment system utilises sulfuric acid ('low fume pool acid') drawn from a 20L carboy automatically dosed to control water pH by the pool's Granudos chem controller.

At the time of our inspection, the acid carboy was placed directly on the ground immediately behind the Granudos chem controller unit without any spill containment provisions. This places the acid carboy too close to a liquid chlorine source noting that best practice chemical storage requirements recommend (where possible) a 3m separation of non-compatible chemicals. However, given the limitations of space within the plant room, we recommend that a minimum 1,000mm separation between chlorine and acid be maintained at all times and that the acid carboy in use be stored within a spill containment container.

Similarly, any spare carboys to be stored on site should be stored on a spill containment pallet or similar.

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The toddler pool utilises a Chemigem DM52 chemistry controller to automatically sample and does the pool with sulfuric acid. The Chemigem unit was found to be in a satisfactory condition.

It is understood from the discussions with the operator that other chemicals such as sodium bicarbonate are manually dosed into the pool to assist with pH control as required.

Pool Chemical Control:

As noted above, the 25m pool water chemistry is automatically controlled through the Granudos 10-CPR Touch XL automatic granular chlorine and acid dosing chemical control system.

The Granudos unit was found to be in a satisfactory condition and the operator advised that they had not experienced any issues with the unit.

As noted above, the toddle pool water chemistry from a pH perspective is controlled through the Chemigem unit.

■ Pool Make-up Water:

At the time of inspection our inspection, we were unable to locate the mains water make-up feed and it is understood that make-up water is manually added to the pool systems by the operator when the pool is in operation over the summer months.

Pool Water Heating:

The toddler pool does not have any water heating.

The 25m pool water primary heating is administered by two electric heat pumps as follows:

i. Heat Pump 1:

Evoheat CS Series Commercial Heat Pump

Model: CS47 SS304

Rated Heating Capacity: 47kW

i. Heat Pump 2:

Evoheat CS Series Commercial Heat Pump

Model: CS47 SS304

Rated Heating Capacity: 47kW

Each of the units is direct connected into the filtered water return lines of the 25m pool only.

Based on our preliminary review of the heat plant, the two units are undersized to adequately service the outdoor 25m pool. As a combined water volume of approximately 312.5m³ and assuming a water set temperature of 27 degrees Celsius, we estimate the pools to require the following:

- i. Initial Rated Heat-up Load: 200kW based upon a 72 hour heat up duration.
- ii. Summer Operational Rated Heat Load: 150kW with covers in use overnight and /or when the facility is closed to the public.

iii. Winter Operational Rated Heat Load: 200kW with covers in use overnight to both pools. Note that we understand the facility is a seasonal facility so only open during the summer months, the current climate conditions are such that it is not uncommon for cooler more 'winter-like' temperatures to be experienced during the pool's operational months.

Note that the above heating requirements are estimates only and were a new system to be provided or the existing system upgraded a detailed design assessment would need to be administered to determine more accurate heating requirements.

From discussions with the facility operator on site (over the phone), we understand that our assessment of the heating system is consistent with the reality of what is experienced on site with the heat pumps unable to maintain pool water temperatures during the cooler periods over the open season.

In relation to the condition of the units, at the time of inspection and whilst the units were not operational, the heat pumps visually appeared to be in a reasonable condition. However, these units should be regularly cleaned of all leaf / tree debris and serviced annually at the absolute minimum. Subject to the date of last service, it would be prudent for Council to arrange for the units to be inspected and serviced by a qualified heat pump technician.

The controller units for the heat pumps were located within the plant room and were found to be in a satisfactory condition.

From a cost minimisation perspective, we would suggest that the centre operator ensures that they roll out the pool thermal covers every night and whenever the pool is not in use to minimise heat loss. In addition, access to the heating system should be provided to the water bodies on a 24/7 basis. Council should investigate whether the heating is programmed to shutdown at night and if so, the heat plant should be reprogrammed to run continuously in order to maintain a heated water supply during the evening and night period.







Figure 20: 25m Pool Heat Pump 1

Figure 21: 25m Pool Heat Pump 2

Figure 22: 25m Pool Heat Pump Controllers

Pool Pipework:

The filtration pipework within the plantroom is generally in reasonable condition. However, we note the following:

- i. The soiled water pump suction line is placed directly onto the ground and is 'chocked up' by several bricks. Pipework should be properly and compliantly supported on suitable proprietary pipe support brackets. Similarly, a broader improvement of pipework support should be carried out to ensure all pipework within the plantroom is appropriately supported.
- ii. There is no labelling on any of the pipework. It would be appropriate to provide labelling of all pipework including the soiled water runs, filtered water returns, backwash pipework, the heated water side stream flow and return pipework, and any externally pipework.

- iii. Pipework valves should be numbered and labelled accordingly, and an operations and maintenance manual should be prepared to define the purpose of each valve and its relevant operation.
- iv. We would recommend that the pipework and associated plant be subjected to a general clean and wipe down to remove all dirt, debris, and trace chemical buildup at least annually. Note that such activities will slow the rate of deterioration of any metal surfaces such as the pump casings. The general clean should be extended to all areas of the plantroom and should include the disposal of any empty chemical containers (understanding that the centre utilises cleaned empty carboys as hold down weights pool covers).





Figure 23: 25m Pool Pipework (supported on bricks)

Figure 24: 25m Pool Filtration Pipework

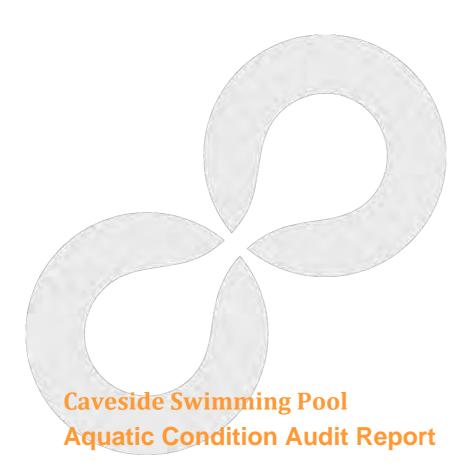
Plantroom Electrical Sub-Board:

There was no electrical pool sub-board with pool equipment generally running off sing-phase 240V general power outlets. It is assumed that these GPOs are run directly from the site's main switch board.

There is no evidence of any equipotential bonding of any of the metal elements within the pool plantroom nor the stainless-steel fittings within the pool water body (i.e. stair handrail and climb-out ladder).

Council may want to consider upgrading the facility to provide a suitable bonding loop to remove the risk of electric shock both within the pool and the plant room as well as a general assessment of the site's compliance with the requirements of AS3000 and AS/NZS 61439.

For further information relating to the water treatment plant and equipment items, please refer to the Excel spreadsheet 2023-09-04 230125 – Pool Filtration Plant Asset List & Condition Summary.





Section 1: Facility Description

The facility includes a single noting the following details:

The main pool water body is $12m \times 6.5m$ wide with a $6m \log x \cdot 6.5m$ wide wade in section that is separated from the main water body by a pool fence. Note that the fence does not permit access between the zones and to access the main water body you need to open the pool fence gates to each side of the surrounding concourse.

The pool depths vary as follows:

- Main water body: 0.9m deep at the shallow end (middle of the overall pool) with a consistent grade along the length of the pool to a depth of 1.4m at the deep end (east end).
- Wade In Area water body: 0.25m deep at the shallow end (west end) with a consistent grade along the length of this section of the pool to a depth of 0.75m deep at the deep end (middle of the overall pool)
- Between the two zones, there is an immediate step down from 0.75m deep to 0.9m deep noting that access to this step is restricted by the pool fence.

The pool shell is a reinforced concrete shell.

The pool is serviced by a single skimmer box located in the north east corner of the pool at the deep end. There is a lower level suction line below the skimmer to enable additional pump suction.

Entry into and exit out of the pool water body is via the following:

- Entry into the wade in area is assumed to be stepping into the shallow end of this pool. This is a step height between 300mm and 350mm noting that there is 50mm to 100mm freeboard from top of water level to the top of the pool wall.
- One stainless steel ladder climb-out positioned approximately 900mm off the shallow end of the main water body on the northern side of the pool.
- It did not appear that the facility is equipped with a mobile sling-type hoist noting
 we did not sight any fixing points that would suggest a sling type hoist is available
 for use at the facility.

The pool internal surfaces are painted with what appears to be a chlorinated rubber paint system. The top side pool wall is also painted and there is a nominate 20mm step up from the top of the pool wall to the top surface of the pebblecrete concourse pavement.





Figure 1: Outdoor Pool (looking east)

Figure 2: Outdoor Pool (looking west)

Section 2: Pool Concrete Shells

With the main water body of the pool still holding water at the time of inspection, and due to the discolouration of the water, visual inspection of this area of the concrete shell structures was very limited. However, the wade in area shell was visually accessible and there was no visual evidence of concrete damage that warrants immediate repair or presents a risk to swimmers.

At the time of our inspection, the condition of the concrete shells is not considered to be structurally dangerous nor was there evidence that the shell is at risk of failure that would place patrons at risk or cause unscheduled closure of the facility.

It is difficult to establish an exact remaining operational life of the concrete pool shell given the limitations of our inspection works. However, assuming the pool does not exhibit considerable water loss according to the operator, we would estimate that pool shell has a feasible operational life anywhere between 10 years to 15 years.

Section 3: Pool Finishes & Fittings

- i. The pool internal surfaces and top side of the pool walls are painted with what appears to be a chlorinated rubber paint coating. The applied paint coating whilst exhibiting a degree of fade (which is common for these coating systems), is considered to be in a reasonable condition. We would anticipate the recoating works being required in 2 to 3 years.
- ii. There is a 20mm lip between the top of the pool wall and the top surface of the adjoining concourse. This joint has been previously painted over resulting in the paint system failing and slitting along the length of the joint.
 - We recommend that this perimeter joint be cleaned out and the inner depth of the joist caulked. Note that without modifying the top side of the pool wall, it is not possible to address the 20mm height differential.

The applied paint coating system (when reapplied) should be terminated at the interface with the new caulked joint.



Figure 3: Existing Paint Coating



Figure 4: Cracked Hob Paver (west side)

- iii. The pool has a stainless-steel pool fence that separates the wade in area of the pool from the main water body. At the time of our inspection, the fence arrangement generally satisfied the pool fencing requirements and was found to be in a satisfactory condition.
- iv. The main water body has a single stainless-steel climb-out ladder located at the shallow end of the pool along the northern side. This ladder had an applied black paint coating that at the time of our inspection had generally deteriorated and was pealing across sections of the rail. The underlying stainless-steel ladder was found to be in a reasonable condition.





Figure 5: Pool Fence & Climb-out Ladder

Figure 6: Climb-out Ladder

Given the condition of the existing applied paint coating system, Council should consider scheduling in the repainting of the pool in 2 to 3 years noting the following options:

Option 1 – Chlorinated Rubber Paint Coating Reapplication

Chlorinated rubber paint coating systems can generally be applied directly over existing chlorinated rubber coatings without the need for complete removal back to the render surface. As such, they present a cheaper cost option in comparison to an epoxy paint coating system. However, the compromise is that the anticipate life span of a newly applied coating is generally 2 to 3 years prior to the coating exhibiting fade and discolouration. We generally recommend the scheduling or recoating works for this type of coating every 4 to 5 years at a maximum.

Whilst chlorinated rubber paint systems can be applied over the existing chlorinated rubber coating, where the existing paint system is peeling or exhibits considerable cracking, these areas should be lightly ground back to remove the localised area of the existing coating that exhibits the damage.

In addition to the above, there may be areas of the pool internals that require localised repair to the applied render coating system and possibly the underlying concrete shell.

Option 2 – Epoxy Paint Coating

Epoxy paint coating systems provide a higher quality paint surface in comparison to chlorinated rubber and generally will provide a 3 to 4 year period prior to exhibiting fade and discolouration. We generally recommend the scheduling or recoating works for this type of coating every 5 to 7 years at a maximum.

This system requires the substrate to be cleaned of all previous coatings.

Were Council to consider an epoxy paint system, we would recommend the application of Luxapool Epoxy Pool Paint in strict accordance with the manufacturer's specifications to all internal surfaces as well as the external vertical face of the perimeter hob. We recommend that across the floor of the pool, a grit be applied to the paint system to provide suitable slip resistance.

There may be areas of the pool internals that require localised repair to the applied render coating system and possibly the underlying concrete shell.

Typical warranty periods for paint coating systems range between 2 to 3 years. However, the longer the warranty period, the higher the cost.

Please refer to the indicative cost plan prepared by Creo Consultants attached under separate cover, reference Excel spreadsheet document 2023-09-04 230125 – Pool Finishes Refurbishment Options Cost Estimates

Section 4: Pool Access Compliance

The current access into and out of the pool water body is via the following:

- i. One (1) ladder climb-out that extend into the main water body located on the northern side at the shallow end. With the ladder projecting into the water body, the gap between the ladder and the pool wall may present an entrapment and entanglement risk. We recommend that the ladder be side plated with a PVC based plate positioned to ensure that gaps between the pool wall and the new plating are kept to a maximum of 8mm to satisfy entrapment compliance requirements.
- ii. Under the current requirements of the NCC 2019 (BCA), pools with a perimeter of more than 40m require at least one compliant form of entry (i.e. a stair entry as a minimum). The lack of stair entry into either portion of this pool presents a nonconformance.

Whilst there is no mandatory requirement to bring predating existing facilities up to current day standards, access to the pool is limited and is not considered to be generally compliant with the minimum provisions of the BCA nor DDA compliant.

As a minimum, Council should consider the provision of step entry into the wading area as well as a mobile sling type hoist such as the Pelican Pool Hoist or equivalent to the main water body.

Section 5: Pool Water Treatment & Water Heating Plant

The water treatment system for the pool is summarised below:

- Water is skimmed off the pool surface via the single skimmer boxes located in the north eastern corner of the pool. In addition to the skimmer, there is what appears to be a secondary pump suction point below the skimmer to act as a balance draw point for the pump suction line. If this is in fact a suction point, this is considered a suction and entrapment risk and at a minimum a suction compliant grated cover should be fitted across this opening.
- Water flows from the skimmer outlet into a common pipe into the plantroom.
- Water is drawn into the water treatment system via a single end-suction pumps through a PVC in-line pot strainers.
- The pump then circulates soiled water through a single sand filter.
- Water from filter is returned to the pool via a single filtered water return inlet. This filtered water return inlet is the stainless-steel pipe fitting located at the top of the pool wall along the southern side at the interface between the wade in area and the main water body.
- The filtered water's chemistry and dosing is administered by auto-sampling and dosing chemistry controller unit.
- Note that there is no heating to this pool.
- Pool make-up water is drawn directly from the adjacent creek via an end suction pump located in the plant room.



Figure 7: Skimmer & Low Level Suction Point



Figure 8: Filtered Water Return Inlet

Note the following commentary relating to the various elements of the filtration plant that service the pool:

Filters:

The pool has a single filter which is a J.R Filtration Pty Ltd Sand Pressure Filter. The filter vessel is 600mm in diameter x 1000mm tall. However, beyond this level of detail, we have been unable to find any other information relating to this filter unit given the units age.

Based on the filter diameter, we estimate that this single sand filter provides a filter area of 0.28m².

The filter vessel is considered to be well beyond its intended operational life. However, from discussion with the operator, the unit still works without evidence of leakage.

The Public Health Act (TAS) – Recreational Water Quality Guidelines 2007 does not provide suitable guidance relating to water turn-over and appropriate filtering rates for commercial pool facilities. However, if we apply what Creo Consultants considers to be minimum best

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practice for an outdoor seasonal pool, we suggest a minimum turn-over rate of 4 hours. Based on this recommended turn-over rate, the required filter area is 0.50m².

When applying this increased turnover rate, the existing filter bank is considered to be insufficient.

See below further commentary relating to the best practice compliance of other elements of the water treatment plant.

It is also important to note that from discussion with operations staff, we understand that the sand filtration generally operates without issue and generally maintains 'reasonable' water quality.





Figure 9: Filter

Figure 10: Filter label Plate

Filter Backwash Holding Tank:

There is no filtration backwash holding tank with backwash water discharged directly into adjoining creek.

Backwash water should be discharged mains sewer at a controlled release rate so as not to flood the sewer

We are of the opinion that Council need to undertake appropriate upgrades to discharge backwash water into mains sewer or into a holding tank with suitable treatment measures applied prior to the water then being released into the creek system with approvals from the relevant water / catchment authority.

Pool Circulation Pumps:

The pool water is circulated through the system by a single fixed speed end suction pump. The pump and motor label plates had deteriorated and the relevant details of the pump in terms of model, power draw and output were difficult to read and our investigation for similar pumps from the same manufacturer has yielded no results.

The pump is manufactured by Ingersoll Rand.

We estimate that the pump flow rate is in the order of 5 litres/second.

The pump is considered to be well beyond its expected operational life. However, the centre operator advised that the pump still runs without issue.

The *Public Health Act (TAS) – Recreational Water Quality Guidelines 2007* does not provide suitable guidance relating to water turn-over and subsequently flow rates for commercial pool facilities. However, if we apply what Creo Consultants considers to be minimum best practice for an outdoor seasonal pool, we suggest a minimum turn-over rate of 4 hours. Based on this recommended turn-over rate, the required pump flow rate is 8 litres/second.

When applying this increased turnover rate, the existing circulation pump is unlikely to be sufficient based on the condition of the pump and our estimates of the flow rate capacity.



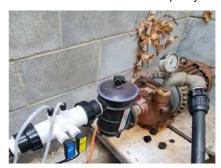


Figure 11: Circ Pump

Figure 12: Circ Pump

Pool Primary Sanitiser:

The pool water treatment system utilises granular sodium hypochlorite (chlorine) that is manually diluted into a 20-litre carboy and then auto-dosed into the filtered water return line via a Astral Rolachem RC9 Automatic Acid & Chlorine Doser.

The manual dilution of granular chlorine is not considered suitable for a commercial facility noting that it is difficult to properly control the chlorine content within the diluted solution. Council should consider switching to liquid chlorine that can be sourced in in 200 litre drums or smaller carboy vessels.

Furthermore, any liquid chlorine solution (including diluted granular chlorine) should be placed within a spill containment bund or vessel to comply with the chemical storage standards.

Pool pH Control:

The pool water treatment system utilises hydrochloric acid (HCL) drawn from a 20L carboy automatically dosed to control water pH by the pool's Astral Rolachem RC9 Automatic Acid & Chlorine Doser.

At the time of our inspection, the acid carboy was placed directly on the ground without any spill containment provisions. In addition, the acid carboy was immediately next to the liquid chlorine dilution bucket noting that best practice chemical storage requirements recommend (where possible) a 3m separation of non-compatible chemicals. However, given the limitations of space within the plant room, we recommend that a minimum 1,000mm separation between chlorine and acid be maintained at all times and that the acid carboy in use be stored within a spill containment container.

Note that all new spare HCL acid carboys should be stored on a spill containment pallet or within a spill containment bunded area.

Pool Chemical Control:

As noted above, pool water sanitiser and acid pH control are automatically sampled, dosed and controlled through the Astral Rolachem RC9 Automatic Acid & Chlorine Doser.

The Rolachem unit was found to be in a satisfactory condition and the operator advised that they had not experienced any issues with the unit.







Figure 14: Chem Controller

■ Pool Make-up Water:

Pool make-up water is drawn directly from the adjoining creek via a separate end suction pump. When manually activated, the pump will pump water from the creek directly into the pool with a 50mm poly line connecting directly into the shallow end of the pool.

Note that it is generally considered standard practice to only utilise mains water for pool make-up water. Given the likely unavailability of a mains water supply in the vicinity of the plant room, it is recommended that creek water not be added to the water body whenever swimmers are within the pool (i.e. make-up water is only added after operational hours).



Figure 14: Make-up Water Pump



Figure 15: Pump Discharge Line into Pool

Pool Water Heating:

The pool is not equipped with heating.

■ Pool Pipework:

There is minimal pipework associated with the filtration plant. The small extent of pipework was general found to be in a satisfactory condition.

15.2.2 Attachment 1 - Meander Valley Swimming Pool Condition Audit

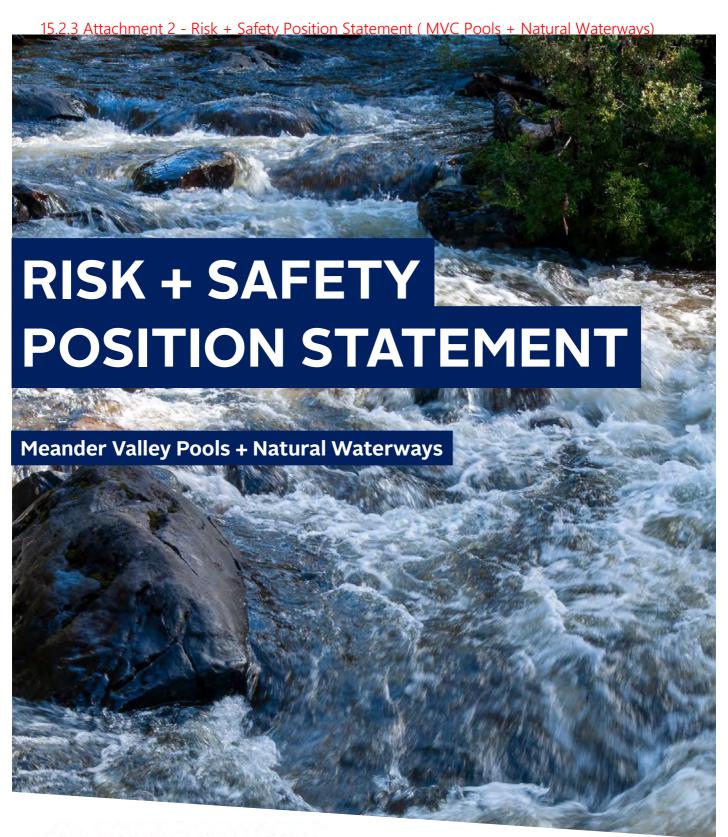
Plantroom Electrical Sub-Board & General Wiring:

There was no electrical pool sub-board. The main circ pump and the make-up water pump are wired with a 3-phase supply which is appropriately installed within conduits mounted to the plantroom walls. However, the chem controlled is fed by a single phase 240V untagged extension lead likely plugged into a GPO at the site's electrical board. The lead was slung across the plantroom without any conduit or compliant cable support / tray.

In addition, there is no evidence of any equipotential bonding of any of the metal elements within the pool plantroom nor the stainless-steel fittings within the pool water body (i.e. stair handrail and climb-out ladder).

Council may want to consider upgrading the facility to provide a suitable bonding loop to remove the risk of electric shock both within the pool and the plant room as well as a general assessment of the site's compliance with the requirements of AS3000 and AS/NZS 61439.

For further information relating to the water treatment plant and equipment items, please refer to the Excel spreadsheet 2023-09-04 230125 – Pool Filtration Plant Asset List & Condition Summary.





In partnership wit



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1. Executive Summary

This executive summary provides an overview of the risk and safety considerations specific to natural waterways and aquatic facilities located in the Meander Valley region. The primary objective of this report is to identify potential risks and develop mitigation strategies to ensure the safety and well-being of the community and visitors engaging in aquatic activities in this region.

The report and supplementary assessment encompassed a comprehensive evaluation of the hazard controls, operational procedures, and environmental factors associated with the Deloraine and Caveside Pool locations. Key risks were identified through a combination of on-site inspections, stakeholder interviews, and thorough documentation review. These risks encompassed a range of factors including water quality, risk management, legislative compliance, emergency management, signage, and general systems of work.

Throughout the assessment process, several common themes emerged in relation to risk mitigation. Ensuring consistent water quality testing, validity and currency of documentation, enhancing systems of work, demonstrating due diligence, and maintaining up to date/visible safety signage were found to be critical components in addressing the identified risks effectively.

To address these findings and promote safety, we recommend a series of actionable measures as outlined in this report. These include improving current water quality testing measures, reviewing key systems of work, supporting operational decisions through rigorous risk management practices, recording safety measures to promote due diligence, and strategically placing clear and visible signage in areas prone to risks.

In conclusion, this risk and safety report emphasises the importance of proactive measures to promote public safety specific to natural waterways and aquatic facilities within the Meander Valley region. By addressing the identified risks and implementing the recommended strategies, inherent risks can be reduced to promote positive public safety outcomes.

Ashley Presser

An

Lead Consultant and Auditor



1.1 Background

In interest of improving public safety and mitigating potential risks associated with Meander Valley pools and natural waterways, Aquatic Risk Services Australia (ARSA) in conjunction with Leisure Management Excellence (LME) have undertaken an analysis and developed a comprehensive risk and safety position statement. This report delves into existing hazards, assessing suitability of controls and identifying areas for improvement. Our shared objective is to foster a low-risk environment for the community, visitors, and water activity enthusiasts.

The basis of the report understands the communities view that swimming in a controlled environment like a pool entails inherently lower risks in contrast to swimming in nearby/accessible local waterways characterised by currents, submerged obstacles and other hazards. Closure of pools as a result of maintenance or inability to secure insurance, inadvertently creates an unintended public safety concern as the behaviour and attitudes adopted by the community is to seek alternative swimming locations such as natural waterways where significantly greater hazards are present.

Extensive consultation has been conducted with the community, aquatic operators, community entities, Tasmania Police (Deloraine), and Natural Resources Tasmania (NRT). Our objectives were to assess the condition, safety, and risk profiles of Deloraine and Caveside pools, including natural swimming sites across the region in order to develop risk assessments that support the principles of reasonable care and due diligence. This has been achieved by undertaking site inspections, developing risk assessments and this report to support decision making, whilst considering MVC's risk appetite and tolerance. By understanding the current safety measures and working towards improving public safety outcomes, we aim to create a unified and proactive approach that supports MVC outcomes, whilst balancing community needs and expectations.

1.2 Lead Consultant and Auditor

Ashley Presser has accumulated fifteen (15) years of extensive experience within the broader Aquatics industry. He holds tertiary and post-graduate qualifications specialising in occupational health and safety as well as leadership. Notably, he is a certified General Practitioner by the Australian Institute of Health and Safety (AIHS). Furthermore, Ashley is a registered expert witness affiliated with the University of New South Wales (Expert Opinion Services). This professional background highlights his credibility and capacity to offer insights to risk management practices. His combined academic proficiency and industry exposure equip him to provide pragmatic and knowledgeable consultancy services.

1.3 Limitations

Limitations were encountered during the stakeholder engagement and documentation review process for audits and reports. Despite making formal requests and allowing a reasonable timeframe of over fourteen (14) days, requested documentation was partially provided. As a result, the information presented in this report is based on the best available knowledge and findings accessible to us. The absence of complete documentation may introduce some degree of uncertainty into the accuracy and comprehensiveness of our analysis. This limitation should be considered when interpreting the results presented in this report.

1.4 Objectives

Aquatic Risk Services Australia (ARSA) was engaged to undertake a detailed review of the Meander Valley Councils (MVC) pool assets and natural swimming sites (natural waterways), focusing on risk management and public safety. Through this review, we aim to provide clear recommendations that guide future decision-making based on reasonable care, due diligence, and effective risk management approaches targeted to support the needs of the community.

As part of this review, our aim is to support proactive measures that effectively mitigate the risk of potential litigation and unnecessary risk exposures across pools and natural waterways. With a comprehensive approach and stakeholder engagement, we have provided a detailed report in an attempt to understand the complexities of the inherent risks, community social behaviours, regulatory practices, risk management and reasonable controls in order to equip decision-makers with the necessary insights to promote public safety.

1.5 Key Findings

During the consultation process and audits, three prominent key findings consistently emerged, aligning closely with our outlined recommendations in this report. These key findings are as follows:

- Strengthening risk management practices and refining systems of work within aquatic environments.
- 2) Improving consultative efforts to identify hazards and ensuring the demonstration of due diligence across aquatic environments.
- 3) Addressing and reducing risk exposures unique to aquatic facilities.

1.6 Recommendations (Key Themes)

In light of the imperative focus on health and safety within this report, the following executive recommendations are proposed to strengthen the commitment in reducing risk exposures and promoting public safety efforts. Specific recommendations are available in section '8. Recommendations'.

Improving Water Quality Testing Measures:

It is recommended that the current water quality testing methods are reviewed to ensure accurate recording, including documenting corrective actions. This can be achieved by accessing free industry resources or designing electronic systems of work to capture water quality data. These improvements will ensure that water quality standards are consistently met, reducing potential health risks associated with poor/compromised.

Thorough Review of Key Systems of Work:

A comprehensive review of existing systems of work is recommended. A review of this nature would seek to identify potential health and safety gaps. Collaborating with department heads, contractors and reviewing information provided by industry experts such as the information in this report, risk assessment and audits, will yield insights into areas where adjustments can be made to minimise hazards and meet compliance.

Adopting Risk Management Practices to Support Operational Decisions:

The integration of rigorous risk management practices is essential to justify decision making. This involves conducting thorough risk assessments for critical activities, establishing clear risk acceptance criteria, and implementing proactive risk mitigation strategies. By embracing a risk-conscious approach, we can proactively address potential challenges and uphold safety standards. It is recommended that future changes or modifications to managing hazards is recorded within risk assessments.

Comprehensive Recording of Safety Measures to Promote Due Diligence:

An essential aspect of any health and safety strategy is the meticulous recording of safety measures and compliance efforts. Implementing a digital safety documentation system will enable real-time recording of safety interventions, inspections, and training. This not only promotes a culture of due diligence but also ensures the availability of accurate records for when determining levels of compliance.

Strategic Placement of Clear and Visible Signage:

In recognising the significance of pre-emptive communication, it is recommended that clear and visible signage be strategically placed in areas that pose inherent risks. These signs should convey potential hazards and provide concise instructions to support public safety. Internal inspections should be conducted to confirm the visibility and effectiveness of signage on a regular occurrence.

2. Problem Analysis

John Summers from Leisure Management Excellence (LME) was engaged by MVC in response to the ambiguity of insurance and associated risks which contributed to the closure of two regional pools. These closures were primarily due to challenges in obtaining insurance coverage, insufficient risk practices, the requirement for lifeguards to ensure active supervision, and the need for general guidance and progressive benchmarks such as the Victorian Public Pools Code of Practices. MVC recognised the importance of addressing these issues and sought the expertise of LME and ARSA to provide guidance and operational provisions that support the principles of reasonable care and due diligence.

2.1 Public Safety Principles

The principles of public safety, particularly in the context of aquatic safety, are of utmost importance within **MVC**. Ensuring accessibility to pools is a critical consideration when evaluating the potential closure of these facilities due to insurance challenges.

The principles of public safety are upheld through the implementation of risk management strategies and a generative safety culture. By integrating risk assessment practices, proactive identification of potential hazards, and methods of effective mitigation plans, government organisations can demonstrate their commitment to safeguarding the well-being of the community.

Public safety is enhanced as risk management practices ensure that potential threats or exposures are addressed pre-emptively, allowing for the allocation of resources and measures to minimise potential exposures. As a result of these efforts, a culture of vigilance and preparedness is fostered, reinforcing shared responsibilities when monitoring hazards.

3. Methodology

In assessing the current environment of accessible pools and natural waterways within the Meander Valley region, our approach has been comprehensive and well-rounded, encompassing both traditionally supervised and unsupervised facilities. A breadth of considerations, ranging from evidence-based practices to evidence-informed practices, have guided our evaluation and recommendations to reduce risk and improve existing public safety measures.

A comprehensive hazard and risk assessment was undertaken for Deloraine Pool and Caveside Pool. The assessment aimed to evaluate potential dangers and vulnerabilities associated with their operational environments and risk exposures specific to occupational health and safety. The method of on-site inspections was adopted to identify potential hazards, forming parts of our assessment and assess the effectiveness of existing safety measures. These inspections were supplemented by an in-depth review of monthly reports, which provided limited insights into recurring issues and incident trends. Additionally, a review of available systems of work and risk tolerance guides helped establish a framework for understanding current practices. By combining these approaches, we were able to form a holistic understanding of the risks inherent to the pools' operations and natural waterways. This process enabled us to provide tailored recommendations to enhance risk mitigation strategies and ensure a safer environment for both patrons and staff.

4. Regulatory Framework

4.1 Reasonable Care

In Tasmania, as in the rest of Australia, the principle of 'reasonable care' holds significant importance in ensuring public safety. Under Tasmanian legislation, 'reasonable care' refers to the level of caution, attentiveness, and action that an ordinary, prudent person would take in a similar situation to prevent harm or injury. To demonstrate the key principles of 'reasonable care' in relation to public safety, several methods can be implemented. These include conducting thorough risk assessments and hazard identification processes specific to the environment, implementing appropriate safety measures and controls based on the identified hazards/risks, providing clear and visible signage and warnings to inform the public of potential hazards, regularly inspecting and maintaining public areas to address any potential safety issues promptly, ensuring staff or responsible individuals receive proper training and qualifications relevant to their roles, and actively engaging in communication and education to promote awareness and responsible behaviour.

It is important to note that **ARSA** does not determine what is 'reasonable care', but to aid in strengthen risk controls and systems to promote safety as far as reasonably practicable. The determination of 'reasonable care' is subjective and can vary based on specific circumstances in litigation or coronial inquests. Courts and legal authorities generally evaluate available evidence and arguments presented by both parties to reach a conclusion on whether reasonable care was exercised in a given situation.

4.2 Tasmanian Legislation

On occasions, there can be merit in drawing insights from the advancements and experiences of other jurisdictions, it remains crucial to centre our focus on the pertinent laws and regulations governing work health and safety within Tasmania. While reflection upon the progress made elsewhere can provide a valuable perspective, our foremost consideration must always be the distinct legal setting of the operational environment.

The basis of this report reflects applicable Tasmanian legislation, which governs health and safety practices. By aligning our evaluation with the specific regulations stipulated by Tasmanian law, we ensure validity and currency in the operational setting. The report, risk assessment and audits are supported by national/harmonised work health and safety practices, including codes of practices and industry practices.

5. Current Challenges (Underlying Themes)

5.1 Balancing Risk and Perception: The Paradox of Accessibility of Pools and nearby Waterways/Rivers

Caveside Pool is located in small community town with a combined population of under 700 people, as reported in the 2021 Census by the Australian Bureau of Statistics. This pool is community-managed and not operated with the intention/purpose of generating profits due limited seasonal uptake, visitations/usage because of the population size. It is important to note that pools of this kind are not uncommonly without supervision, which has raised concerns with current insurers and **MVC** surrounding potential litigation.

The prevailing sentiment within the community is that swimming in an enclosed environment such as a pool is of inherently lesser risk, compared to swimming in nearby local rivers with various currents and underwater obstacles. However, community behaviours and norms have fostered a culture of frequent river and natural waterbody use. As a result of the closures of pools and accessibility to other natural waterbodies, unintentionally encourages individuals to swim in areas where greater hazards exist.

Caveside Pool (Location of Pool and Proximity to River)



Entry to Caveside Pool.



Rear of Caveside Pool.



Lobster Rivulet surrounds Caveside Pool within close proximity (10 Meters).



Shallow water embankment.

5.2 Unsupervised Pools: Addressing Safety Concerns and Insurance Considerations

The initial information provided by the MVC raised concerns about operating unsupervised pools referencing the 'Victorian Safer Public Pools Code of Practice' in comparison. While adherence to this benchmark is desirable, it is important to note that it does not hold weight in the Tasmanian jurisdiction. The Tasmanian demographic, climate, and other unique factors necessitate the consideration of a different model tailored specifically to the local context. To ensure the safety and well-being of pool users, it is crucial to strive for compliance with Australian standards pertaining to work health safety and risk management. An example of standards include:

- AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems -Requirements with guidance for use
- AS/NZS 4801:2001 Occupational Health and Safety Management Systems Specification with guidance for use
- AS/NZS 5139:2019 Electrical installations Safety of battery systems for use with power conversion equipment
- AS 1926.1-2012 Swimming pool safety Safety barriers for swimming pools

Furthermore, compliance and comparisons must be met with appropriate Tasmanian legislation, such as the Tasmanian Work Health and Safety Act and other Regulations. These include:

- Work Health and Safety Act 2012 (Tasmania)
- Work Health and Safety Regulations 2022 (Tasmania)

By adhering and demonstrating intention of compliance through risk assessment strategies and risk justification to these standards and regulations, pool operators and **MVC** can demonstrate reasonable care and due diligence in addressing community needs by providing access to these facilities with reasonable risk controls.

5.3 Legal Ownership: Responsivity and Duties of Landowners (Natural Waterways)

When it comes to legal ownership and the associated responsibilities concerning natural waterways, the Tasmanian *Water Management Act 1999* does not explicitly provide a definitive definition of the scope of rivers. As a result, further clarification was sought through extensive consultation with Natural Resources Tasmania (**NRT**), the authority responsible for managing and preserving Tasmania's natural resources.

Through these consultations, **NRT** provided specific advice that shed light on the responsibilities of landowners regarding the safety of natural waterways. According to **NRT**, the duty to ensure safety rests upon the managing authority of the land in question. In the case of the Meander Valley region, this managing authority consists of various entities, including the Crown, lease arrangements, and the **MVC**. Determining the exact boundaries and responsibilities can be done by referencing the local government's 'List Map', which provides valuable information regarding land ownership and management in the area.

5.4 Hazardous Waters: Risks Associated with Local Rivers and Natural Waterbodies

The Meander Valley region of Tasmania boasts stunning natural waterways that attract visitors and locals alike which appears to be imbedded in local culture. However, it is essential to be aware of the potential risks and hazards associated with these bodies of water. Over the years, there have been several known incidents and drownings within the region, emphasising the need for caution and awareness when engaging in water-related activities.

One prominent risk factor in the local waterways is the presence of fast-flowing currents. The topography and geography of the area contribute to the formation of powerful and swift currents, particularly during periods of heavy rain or snowmelt. These strong currents can pose a significant danger to individuals, even experienced swimmers, making it crucial to exercise caution and avoid areas where the water is visibly turbulent or fast-moving.

Additionally, other hazards should be taken into consideration. Submerged rocks, fallen branches, and tree roots can create hidden obstacles beneath the water's surface, posing risks of injury or entanglement. It is also important to be mindful of sudden changes in water depth, as some sections of the rivers may have deep drop-offs or unexpected shallow banks. Factors such as weather conditions, tides, and seasonal variations can further impact the water's behaviour, necessitating ongoing vigilance and adjustment of activities.

5.5 Mitigating Hazards: Strategies for Enhancing Safety in Unsupervised Pool Environments

In various locations across Australia, it is not uncommon to find unsupervised pools, including those found in hotels, motels, and recreational reserves like Cataract Gorge in Tasmania. Considering factors such as the community population, the breadth of usage, and the intended purpose of these pools, it is often infeasible to provide constant supervision due to practical and financial constraints. However, it is crucial to provide the community with alternatives to swimming in hazardous rivers and ensure their safety in unsupervised pool environments as far as reasonably practicable.

6. Observations and Findings

6.1 Balancing Risk and Perception of Human Behaviour

In order to prioritise public safety, it is imperative to acknowledge and understand human behaviours within this community, recognising that individuals will assume/accept additional risks when swimming in open water bodies that inherently possess heightened hazards compared to swimming in an enclosed waterbody such as a pool.

6.2 Importance of Determining Managing Authority

In consultation with NRT, further guidance on the potential legal implications in the event of a fatality was to occur was mutually explored. It was of the view of NRT that in such unfortunate circumstances, litigation would generally fall within the realm of Government, as the managing authority. The Civil Liability Act 2002 would typically govern these legal proceedings, outlining the principles of 'reasonable care' that would be primarily taken into account. Under this act, the courts would consider whether the Government, as the responsible party, acted with reasonable care in ensuring the safety of individuals using the waterways under their jurisdiction. Considerations are also given in determining the actions of a reasonable person in the given circumstances. The Act establishes principles that govern the standard of care and analysis of behaviour expected from individuals involved in legal proceedings. Variable factors are generally considered or explored such as actions, knowledge and experience etc. In general principle, it assesses whether a reasonable person, in the same situation, would have foreseen and taken steps to prevent potential harm. These considerations aim to establish a fair and objective assessment of an individual(s) behaviour and determine whether their actions align with what a reasonable person would have done under similar circumstances.

6.3 Inconsistent Recording of Water Quality

During the inspection of both pools, several inconsistencies were noted concerning the documentation of water quality results. These inconsistencies included the recording of results that did not align with public health regulations. Based on observations and available information, where water quality tests failed to meet regulatory parameters, no corresponding corrective actions were recorded/documented. This implies that the pool(s) may have remained operational and accessible to the general public, even when not in compliance with regulatory requirements.

6.4 Inconsistent or Outdated Systems of Work

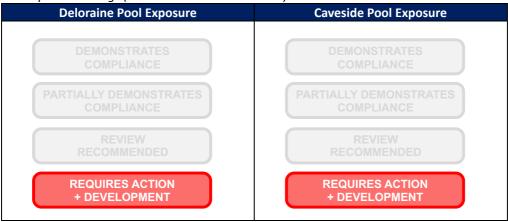
As part of the audit and service review process, several inconsistent and antiquated systems of work were observed. These encompassed operational checklists, water quality tests, policies, procedures, and emergency management practices. Notably, it was observed that certain documents in circulation bore dates as far back as 2006, based on the information available. These observations highlight the need to revisit and modernise operational frameworks to align with applicable standards and best practices.

6.5 Risk Exposure for Aquatic Facilities

ARSA undertook a '360 Service Review and Audit' which considered adherence to legislative compliance, operational delivery, systems of work, risk management, customer experience, physical and psychological hazards within the workplace. Considering the audit was undertaken outside of operating season, customer experience and psychological hazards were unable to be assessed.

The audit provides a high-level snapshot in understanding potential risk exposures.

Risk Exposure Ratings (Deloraine and Caveside Pool)



Audit results as of 28 July 2023.

Based on the available information and site inspection conducted in July 2023, both locations were considered to be of 'High Exposure' to non-conformance of legislative requirements and industry practices. At the time of inspection, hazards were not reasonably identified, captured or considered. Resulting in significant exposure to foreseeable risks. In order to reduce potential risk exposures, further action and development is required to avoid and reduce potential litigation and breaches of duty of care.

7. Risk Assessment Summary

ARSA conducted two separate risk assessments for Aquatic Facilities (Supervised and Non-Supervised Locations), and Natural Waterways within the Meander Valley region. These assessments were undertaken reflecting risk management practices. Hazard assessment was primarily based on thorough observation and inspection of these areas, ensuring a comprehensive evaluation of potential risks.

In response to the risk assessments, **ARSA** has developed a series of risk controls, each tailored to address specific hazards identified during the assessments. However, to allow flexibility and consideration of local factors, **ARSA** presents these controls as a range of options for **MVC** to choose from. The preferred approach will ultimately be determined by **MVC**, keeping in mind the primary objective of hazard reduction. **ARSA** is committed to providing practical and achievable options that align with **MVC**'s risk tolerance and meet the overarching goal of improving public safety across these unique aquatic environments.

Scope	Total Hazards	Hazard Reduction Rate	
Aquatic Facilities (Supervised & Unsupervised)	22	↓85 %	
Meander Valley Natural Waterways	25	40%	

The above 'Hazard Reduction Rate(s)' are calculated based on the change of risk classification. The results of the risk assessment demonstrate that is it possible to implement reasonable controls to achieve positive hazard reduction rates on the provision **MVC** determine appropriate controls and execute implementation strategies.

Meander Valley Council - Ordinary Meeting Agenda: 12 December 2023

8. Recommendations

8.1 Improving Compliance Specific to Public Health Regulations (Water Quality)

It is of value to review the methods of existing water quality testing to improve systematic approaches for recording corrective actions when water quality results deviate from regulations. This strategy not only aligns with industry standards but ensures compliance with public health regulations. Crucially, individuals conducting pool tests should hold proper qualifications and training.

It is our recommendation that by implementing a clear policy or procedure for documenting and addressing discrepancies will address this compliance gap and further streamline operational responses and accountability.

8.2 Understanding Managing Authority: Focus on Strategic Investment and Efforts

Given the complex nature of legal ownership within these environments and the unique characteristics of natural waterways, it is essential for landowners and managing authorities to work together by engaging in joint consultation with appropriate Government agencies. By understanding and fulfilling responsibilities across all Government agencies, such methods of consultation can ensure the safety and well-being of individuals enjoying these natural resources while complying with applicable legislation and demonstrating a commitment to reasonable care and due diligence that promote greater public safety outcomes.

Based on the available information and various considerations, the responsibility falls on the relevant managing authority, which would benefit from a consultative approach with other government stakeholders to establish a consensus on risk tolerance and implement hazard controls.

It is our recommendation that further consultation needs to occur between MVC and NRT in order to determine and agree on the implementation of hazard controls. When the land falls outside the purview of MVC's responsibility, allocating human resources, capital, or other assets holds limited value from an objective standpoint if MVC is not tasked with managing the associated risk.

8.3 Mitigating Risks within Natural Waterways (Signage)

Risk assessment controls proposed by **ARSA** include recommendations based on risk tolerances, signage, warnings, and advice from the managing authorities and industry. As a member(s) of the public, inherent dangers and being prepared with proper safety equipment, such as a life jacket(s), is crucial when engaging in recreational activities near or within these natural waterbodies. Considering a range of aquatic recreational activities take place in natural waterways there is value in promoting undertaking such activities with a buddy or in the presence of competent persons (e.g., tour operator etc.) who may be knowledgeable about the local conditions and potential hazards.

By being aware of the risks associated with hazardous waters in the Meander Valley region and taking necessary precautions, members of the public can better enjoy the natural beauty of these rivers while being aware and informed of natural/inherent hazards.



When considering potential risks and hazards in the natural waterways of Meander Valley revealed several common themes for effective risk mitigation. Among these, a significant focus was on enhancing the existing systems of work, particularly with regards to the inspection and maintenance of signage.

Ensuring the consistency and legibility of signage emerged as a consistent concern, aiming to provide clear guidance to visitors regarding safety messages and hazards. Furthermore, positioning these regulatory/informative signs strategically at entry points and near carparks emerged as a recurrent mitigation theme, aiming to increase their visibility and impact (EG. Deloraine Playground, located near the riverbank). A notable pattern in risk mitigation strategies was the emphasis on improving signage to convey specific hazards, safety measures and communicate potential risks.

It is our recommendation that a separate review is undertaken to account for current signage, dependant on who the relevant managing authority is (which may not be **MVC**). To ensure adequate signage is positioned, visible and contains specific hazard information.

8.4 Determining Swimming Provision in Selected Natural Waterways

Across natural waterways and popular swimming locations, inconsistent signage was displayed permitting and restricting recreational swimming. Balancing the community's desire to enjoy these areas with the paramount concern for public safety posed a potential conflict.

It is our recommendation that MVC need to determine whether swimming should be permitted in some waterways or if a strong discouragement should be communicated through signage and public awareness campaigns to avoid mixed or confusing messaging.

8.5 Mitigating Risks for Unsupervised Pool Environments

One approach to mitigate risks is to fund community members who are willing to obtain a Pool Lifeguard Certificate and other appropriate qualifications. These trained individuals can then operate the pools within defined hours based on weather temperatures, for example, when the temperature exceeds 25 degrees Celsius. However, it is important to acknowledge the limitations of this approach. Feedback from the community indicated that they had little desire or interest in taking on these responsibilities, particularly as many identified themselves expressing, they were "just farmers and don't have the fitness or capacity". Furthermore, relying on volunteers to invest their time and effort may not be sustainable long-term.

An alternative option is to make the pools accessible and unsupervised but implement additional safety measures. This can include the installation of fixed or portable CCTV cameras for surveillance purposes, as well as the presence of emergency distress/response beacons. Conditions of entry to the pools can also mandate the use of a buddy system, ensuring that individuals swim or engage in water activities with a companion. Additionally,

a waiver, terms and conditions for pool usage can be revised and modernised to educate users about the hazards involved and clearly outline the assumption of risk.

As part of our recommendation, a risk assessment was developed by **ARSA** which incorporated proposed strategies, and now requires careful consideration by **MVC** to determine their suitability based on **MVC**'s risk tolerances, consultation and community feedback. It is essential for **MVC** to carefully assess the potential effectiveness and feasibility of each strategy in light of their specific risk management goals and the input received from the community. By engaging in this comprehensive evaluation process, **MVC** can make informed decisions that best align with their limitations, objectives and ensure the implementation of measures to reduce the risk within these environments.

It is our recommendation that **MVC** continue to monitor hazards using the completed risk assessment developed by **ARSA**.

8.6 Monitoring and Continuous Improvement of Risks

An effective approach consists of establishing a structured schedule for hazard reviews, stipulating that each identified hazard should be comprehensively re-evaluated at minimum occurrence of no greater than twelve (12) months. This timeframe allows for timely identification of emerging risks and the assessment of the effectiveness of existing mitigation measures.

It is our recommendation that there is a need to adopt a quality management system (QMS) to support regular site inspections, review of risk assessments, internal and external audits can support the understanding of potential shifts in risk profiles. Incorporating incident report data, near miss and analysing trends in reports further enhances the monitoring process. Additionally, leveraging digital platforms for data aggregation and analysis facilitates efficient hazard tracking and supports evidence-based decision-making. By implementing these achievable methods, MVC can proactively address evolving hazards and promote due diligence across aquatic environments.

8.7 Improving Key Systems of Work

It is our recommendation that **MVC** review the 360 Service Review + Audit to address areas that are categorised as 'Requires Action and Development' and 'Review Recommended' to address compliance gaps.

Further recommendations are made specific to each pool and natural waterway in the next section(s) of this report.

9. Conclusion

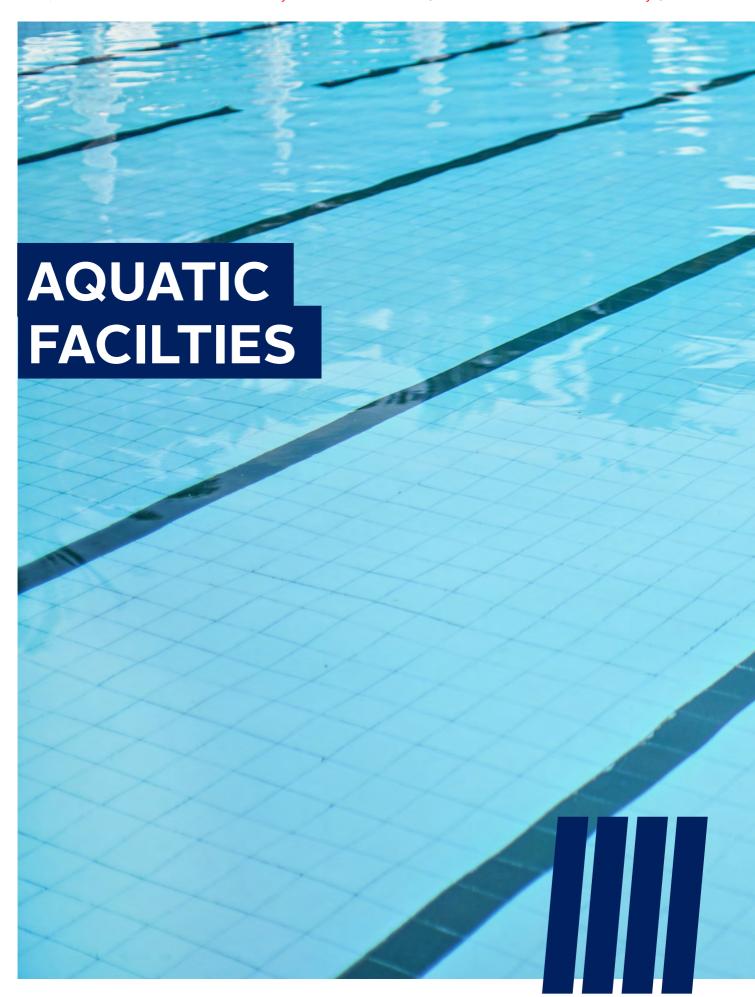
In conclusion, this risk and safety report has reviewed operational facets of health and safety pertaining to aquatic hazards in pools and natural waterways. Through the development of detailed Risk Assessments, a comprehensive 360 Service Review + Audit, and this Report, we have identified areas of strength, concern, and opportunities for improvement.

The outcome of our analysis underscores the importance of vigilance and commitment to proactive risk management practices outlined in this report. These practices include insightful measures aimed at enhancing existing controls, ensuring safety, and promoting compliance. By following these measures, due diligence is demonstrated within reasonable practicability.

In acknowledgement to **MVC**, the investment and commitment in seeking external advice demonstrates the good intent to address risk exposures to improve public safety. We encourage **MVC** to review the audit outcomes and where required, consider specified hazard controls to support prescribed measures as a testament to their commitment to public safety.

In collaboration with **LME** and **ARSA**, **MVC** is assured of practical guidance and rationale in executing the most effective risk management strategies. Our shared goal as part of this engagement is to enhance safety measures within aquatic facilities and natural waterways, promoting a low-risk environment for residents and visitors alike.

We trust this report and resources provides insights necessary to navigate the intricacies of work health and safety with confidence and diligence. We thank **MVC** for entrusting **LME** and **ARSA** to provide these services.



1. Aquatic Facilities

1.1 Interpreting Guidelines for Safe Pool operations and Applicability

The Guidelines for Safe Pool Operations (**GSPO**), developed by Royal Life Saving Society state the following points.

- 1) Supervision should be in place for all swimming pools (both outdoor and indoor) that are situated, constructed or installed, on any non-residential premises occupied by the Crown, public authority, or by a private body for public or commercial use.
 - GSPO (SV1) Aquatic Supervision Requirements, 2023

Based on this guideline, its purpose is to promote safety and security by requiring the presence of supervision for all swimming pools within these specified environments.

It is crucial to comprehend that the guidelines are confined to ensuring the best intent of adopting supervision for swimming pools and do not encompass or address factors external to aquatic considerations such as feasibility, population statistics, or any other non-aquatic contextual considerations. The absence of specific guidance on feasibility or intended usage specific to population, demographic etc., implies that the guidelines do not impose any obligation to assess the practicality or appropriateness of implementing supervision in particular circumstances.

As a result, the guidelines do not require consideration of the financial, logistical, or operational feasibility of enforcing supervision for a swimming pool in a given environment/setting. In which these factors need to be given careful consideration in the aspect of public safety within these communities, as the alternative may be promoting recreational swimming in rivers which is of greater risk(s).

- 2) Supervision is highly recommended for all swimming pools (both outdoor and indoor) that are situated, constructed or installed, on premises on which a residential building, a moveable dwelling or where tourist and visitor accommodation is located and where that swimming pool:
- is not fenced in accordance with Australian Standards or;
- contains aquatic amusement devices or;
- is accessible for general use to the public or;
- has water depths more than 1.8m or;
- serves or permits alcohol within the swimming pool area or;
- is subject to more than 50 persons in the water at any given time
 GSPO (SV1) Aquatic Supervision Requirements, 2023

Based on this guideline, it is important to consider the above conditions and give considerations to the applicability of the type of aquatic environments such as Caveside Pools.

In the case of Caveside Pool, it is important to note the following.

- a) Caveside pool have a fence around the body of water. Caveside has an internal fence restricting access to the deeper end of the pool.
- b) Caveside pool does not contain aquatic amusement devices.
- c) Both pools are accessible to the general public but does not exceed a depth greater than 1.8m.
- d) Alcohol is not permitted nor served.
- e) Based on community consultation and knowledge, Caveside pool rarely exceed more than 50 persons in the water at any given time.

1.2 Availability of Information

Given the limited information provided by the operator of Deloraine Pool and MVC, it posed challenges in ascertaining and thoroughly assessing the extent of compliance. Despite providing ample opportunities on several occasions to understand the facility's operating nature and its methods for demonstrating compliance, the auditor's evaluation relied solely on available information, questioning relevant individuals, and making conclusions based on direct observations. The audit process was conducted with utmost diligence, given the constraints, to gain valuable insights into the facility's compliance status. However, to ensure a comprehensive and accurate assessment, it is crucial for the operator and MVC to provide more detailed and transparent information in the future.

2. Deloraine Aquatic Facility

2.1 Deloraine Pool Summary

Deloraine Pool, located in the region of Northern Tasmania, specifically in Deloraine, Meander Valley, offers a twenty-five (25) meter outdoor swimming pool. Operating seasonally during the summer months, this facility is positioned adjacent to the Deloraine River, which has been subject to severe flooding in the past six (6) years. Accompanying the main pool is a small children's pool featuring a slow-flowing water stream.

The Deloraine Pool experiences up to 2,500 visitations based on **MVC** data and is operated under a contract model by Aquatic Management Services (**AMS**). The pool is accessible to the general public and is used by nearby schools and community groups.

2.2 Findings (Deloraine Pool)

An inspection of Deloraine Pool was conducted while it was closed, as it operates exclusively during the summer. Signage was visible upon entry, including clear wayfinding to staff areas, offices, and the first aid room. A review of first aid and rescue equipment was conducted, and it was observed that the oxygen and first aid equipment were current and in operational condition. However, the rescue equipment was not available for review, as the operator had removed it due to seasonal closure. At the time of inspection, a request was made to review their emergency plans to understand the positioning and accessibility of rescue equipment for audit purposes. Appropriate CPR signage was displayed and visible to the public.



Regarding the pool area, an assessment of the signage revealed that depth indicator signage was not consistently present on the ground across the concourse. It was noted that the minimum height for depth indicator signage should be 100mm and in a contrasting colour such as black, especially at locations with variable depth like drop-offs. Several regulatory signs were individually positioned around the pool, covering areas such as no diving, deep water, and slippery surfaces. While some of the signage was compliant by design, others lacked appropriate text to describe the hazard or warning as supportive information was missing. Additionally, the positioning of the signage was not at the desirable height between 1500mm-1800mm, which is considered eye level. Reflecting industry practices and guidelines, it is suggested that condensing the number of individual signs to 6-8 larger signs, as recommended, would be of value.

An inspection of the plant room was carried out, acknowledging ongoing works as a result of flooding and other recent weather events. Several non-conformances with Tasmanian dangerous goods regulations were observed. The 'HAZCHEM' signage was faded and needed replacement. While there was evidence of PPE signage, no physical PPE was available or accessible to workers. Furthermore, there were no labels on pipes, and proper chemical storage for substances like chlorine and sulfuric acid, including spill management, was not in place. Signage specific to individual chemicals and Safety Data Sheets near the chemicals was absent.

Specific to systems of work, a 'Swimming Pool Procedure Manual' dated from 2006 was located. During a phone discussion with the operator, it was revealed that they had removed intellectual property and documentation in preparation of the season closure. They assured **ARSA** of having up-to-date documentation, but upon requesting the information via email, **ARSA** did not receive the documentation within 14 days of the original request.

2.3 Recommendations (Deloraine Pool)

Recommendation 1 – Restore and Simplify Aquatic Signage For enhanced pool safety, we recommend strategically placing visible depth indicator markers around the concourse. These markers are vital for swimmers' safety and awareness. Eye-level "No Diving" signs are essential near unsuitable depths, while "Supervise Children" signs should remind guardians within the facility. Clearly visible "Deep Water" signs need placement around substantial depth areas, and "Depth Indicator" signs should accompany marker indicators, aiding swimmers in assessing water depth for safer activities. MVC Review and Comments: Person(s) Responsible:

HAZCHEM Signage				
Recommendation 2 – HAZCHEM Signage				Peference
Procure chemical bunding for the storage of hazardous chemicals and dangerous goods.		HAZ	CHEM	
MVC Review and Comments:				
Date of Completion:		Person(s)	Responsible:	

Chemical Bunding			
Recommendation 3 – Chemical	Bunding	Image/Diagram F	Reference
Procure chemical bunding for the storage of hazardous			
chemicals and dangerous goods.			_
MVC Review and Comments:			
Date of Completion:	Pe	erson(s) Responsible:	

PPE & Safety Data Sheets Recommendation 4 – PPE & Safety Data Sheets Procure and make available PPE specific to handing hazardous chemicals. Refer to Tasmanian Dangerous Goods and Handling Code of Practice. This includes goggles, mask, respirator, mock, first aid etc. Safety Data Sheets (SDS) to be updated and accessible on site where chemicals are stored. **MVC Review and Comments: Date of Completion:** Person(s) Responsible: **Individual Chemical Signage** Recommendation 5 - Chemical Signage Chemicals must be individually labelled and conform with Flammosol FLAMMABLE LIQUID, TOXIC N.O.S. GHS7. Signage must be displayed in a prominent location UN 1992 where the chemical is stored. Example image attached. **MVC Review and Comments:** Person(s) Responsible: **Date of Completion:** Review Systems of Work (WHS/OHS) Recommendation 5 – Review Systems of Work (WHS/OHS) Seek system of work from operator in order to demonstrate compliance and due diligence. If documentation is not available, seek to develop or request the following documentation: -Lifeguard Deployment Plan -Supervision Management Plan -Emergency Procedures -Training and Induction Records -General Work Instructions -Opening and Closing Checklists -Incident Report Forms -Hazard Inspections -Risk Assessments -Equipment Checklists In the absence of any of the above systems of work, seek to develop updated documentation. **MVC Review and Comments:**

Person(s) Responsible:

Aquatic Risk Services Australia

Date of Completion:



3. Caveside Community Pool

3.1 Caveside Pool Summary

Caveside Pool, situated within the Northern Tasmania region, precisely in Caveside, Meander Valley, offers a twenty (20) meter outdoor swimming pool. This location was established in 1957 and has not been supervised by lifeguards or managed by a leisure management company. The facility is predominately seasonal and is next to the river, which has also encounted several flooding events in recent years. The pool is accessible to the general public.

3.2 Findings (Caveside Pool)

During the inspection of Caveside pool, it was observed that the pool was closed, as it operates exclusively during the summer. Notably, the pool has been operating without lifeguards since 1957, with no reportable incidents or injuries recorded in its history. The pool area is enclosed by a fence, with one main entry point secured by a padlock and supplementary child lock. Inside, the pool is one body of water with a shallow and deep end, and an internal fence separates access to and from the deep end.

A warning sign indicating that the pool is not supervised, with assumption of risk statements, is visible. However, depth indicator signage was not consistently present on the ground across the concourse. It is essential to ensure that depth indicator signage meets industry standards, with a minimum height of 100mm and in a contrasting colour such as black, especially at locations with variable depth like drop-offs. Along the fence line, signs displaying 'No Diving' and 'Shallow Water' were compliant with industry practices and guidelines.

During the inspection, there was no visible indication of accessible rescue equipment or signage to imply its use or accessibility. However, an operational defibrillator was found securely mounted on the external wall of the chemical storage shed.

Regarding dangerous goods storage, several contraventions were noted specific to Tasmania's regulations. These included inadequate bunding for chemical storage, absence of labels on pipes, lack of access to safety data sheets, missing personal protective equipment, and the absence of 'HAZCHEM' signage.

3.3 Recommendations (Caveside Pool)

Restore and Simplify Aquatic Signage

Recommendation 1 – Restore and Simplify Aquatic Signage For enhanced pool safety, we recommend strategically placing visible depth indicator markers around the concourse. These markers are vital for swimmers' safety and awareness. Upon inspection markings were faded and not legible. Supervision signage should be erected in and around the aquatic area.



MVC Review and Comments:	•	
Date of Completion:	Person(s) Responsible:	

HAZCHEM Signage

Recommendation 2 – HAZCHEM Signage

Procure chemical bunding for the storage of hazardous chemicals and dangerous goods.

HAZCHEM

MVC Review and Comments:		
Date of Completion:	Person(s) Responsible:	

Chemical Bunding

Recommendation 3 - Chemical Bunding

Procure chemical bunding for the storage of hazardous chemicals and dangerous goods.



WVC Review and Comments:		
Date of Completion:	Person(s) Responsible:	

PPE & Safety Data Sheets

Recommendation 4 – PPE & Safety Data Sheets

Procure and make available PPE specific to handing hazardous chemicals. Refer to Tasmanian Dangerous Goods and Handling Code of Practice. This includes goggles, mask, respirator, mock, first aid etc. Safety Data Sheets (SDS) to be updated and accessible on site where chemicals are stored.







MVC Review and Comments:			
Date of Completion:	1	Person(s) Responsible:	

Individual Chemical Signage

Recommendation 5 – Chemical Signage

Chemicals must be individually labelled and conform with GHS7. Signage must be displayed in a prominent location where the chemical is stored. Example image attached.



MVC Review and Comments:		
Date of Completion:	Person(s) Responsible:	

Incorporate MVC (Council) Risk Practices into Unsupervised Pools

Recommendation 6 – Risk Management

MVC to review risk assessment and agree on appropriate controls and implementation. This may include, but not limited to:

- -Determine Council/Community risk appetite.
- -Provide training to community members.
- -Establish a community response team/group to respond to emergencies.
- -Procure emergency distress beacon with CCTV (remote monitoring).
- -Improve 'Conditions of Entry' including verbiage of assumption of risk.
- -Develop or obtain a pool water safety video (QR Code or availability on MVC website).
- -Implement Buddy System
- -Improve existing water quality systems of work including recording corrective actions.

These proposed controls need to be considered by MVC and implemented to demonstrate hazard reduction.

by MVC and

MVC	Review	and	Comments:

Date of Completion:	Person(s) Responsible:	

4. Potential Operating Models for Unsupervised Pools

ARSA has conducted a thorough review of existing information, engaged in community forums, and adopted a risk-managed approach. As a result, we have proposed several potential operating models for MVC. However, we emphasise that these recommendations require further consideration by MVC, taking into account their risk tolerance, feasibility, and feedback from the community. We are committed to ensuring that the proposed models align with the best interests of the community, while also addressing any potential risks and challenges associated with implementation. Our aim is to collaboratively develop a robust and sustainable approach that reflects the needs and aspirations of the community, while upholding regulatory compliance and public safety.

4.1 Third Party Management

Third Party Management	Risk	High
Third Party Management	Cost	High
A potential option is to engage a third-party external	Human Resources	High/Difficult
contractor to manage and oversee operations of the		
facility.		
Risk: Taking into account various factors such as location, accessibility, community demographics, and available human resources, a notable risk arises in the form of operational challenges, which could prove unmanageable for a third-party contractor due to substantial limitations and insufficient funding. Additionally, it is evident that the operator would unlikely generate income, considering the historical pool access has been facilitated through a gold coin donation.		
Cost: The cost of engaging an external contractor would be considered 'High' on the basis no contractor has been engaged in the history of Caveside Pool to support operations. The costs in managing an asset like this would be substantial and most likely would not be feasibility for both the operator and MVC.		
Human Resources: Despite engaging in an external contractor, there would be a significant degree of difficulty in obtaining and maintaining staff given the population of the local area is under 120 people. Thus, additional expenditure would have to be factored to manage and oversee the facility. Thus, this may not be reasonably practicable.		

4.2 Council Managed Pools – Limited Opening Hours (Include Paid Pool Lifeguards)

Council Managed Pool – Limited Opening Hours	Risk	Low
(Include Paid Pool Lifeguards)		
Council Managed Pool – Limited Opening Hours	Cost	High
(Include Paid Pool Lifeguards)	Human Resources	Medium
A potential option is for MVC to manage facilities		
internally and provide paid lifeguards during limited		
operating hours based on the following provisions:		
Temperature: Only open 25> degrees		
Type of Day: Weekends		
 Time of Day: Only open between 4PM – Sunset ^Examples only 		
Risk:		
Similar risks exist if seeking to engage a third-party		
contractor to manage the pools. Given the population and direct feedback from the community, the general		
populations have no interest in becoming lifeguards nor		
see value. This subsequently presents numerous		
operational challenges in maintaining a viable service to		
the community.		
Cost:		
The cost for MVC to manage such facilities would be		
substantial given the population. It most likely would		
not be feasible for MVC to maintain long-term.		
Human Resources:		
MVC would require additional and appropriate		
resources to effectively support and carry out various		
operations, including training, compliance, staff		
rostering, payroll, and other essential business functions.		
Turicuons.		

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4.3 Continual Community Managed Pool (Include Volunteer Pool Lifeguards)

Continual Community Managed Pool – Committee	Risk	Medium
(Include Volunteer Pool Lifeguards)		
Continual Community Managed Pool - Committee	Cost	Low
(Include Volunteer Pool Lifeguards)	Human Resources	High/Difficult
Despite Caveside Pool being already managed by the		
community, MVC could provide financial assistance		
specifically to fund training course such as first aid and		
pool lifeguard qualifications.		
Risk:		
MVC must be aware that despite Caveside pool already		
being managed by the community, MVC still maintain		
liability and duties of Officers or Persons Conducting		
Business/Undertaking which cannot be transferable		
under the Tasmanian Work Health and Safety Act 2012.		
Thus, MVC still have legal duties despite being managed		
by a volunteer committee which requires oversight and		
engagement.		
If MVC provided funding for people within the		
community to obtain appropriate qualifications, there		
may not be the desired uptake nor availability of		
potential volunteers to offer lifeguarding services given		
the population of the community. This subsequently		
presents numerous operational challenges in		
maintaining a viable service to the community.		
Ct-		
Cost: Given alternative models, this could be considered to		
be a viable option, however MVC would need to		
monitor the implementation of its effectiveness,		
arrange training and provide appropriate systems of		
work.		
Human Resources:		
MVC would require a degree of additional resourcing to		
effectively form a voluntary committee and provide		
guidance to support operational delivery in preparation for summer. The success of viability would largely		
depend upon the uptake of the community and		
willingness to volunteer.		

4.4 Portable Emergency Distress Beacon with CCTV (Inc. Local Community Response)

Risk

Portable Emergency Distress Beacon with CCTV
(Inc. Local Community Response)
In absence of feasibility and constraints in sourcing an
external contractor, managing services internally or
engaging the community to service these facilities. An
alternative option is to deploy the use of technology in
a method to enhance existing risk controls. The use of a
portable emergency distress beacon with CCTV could
be deployed and used by the public to raise potential
emergency incidents. Such technology is used across

Portable Emergency Distress Beacon with CCTV (Inc.

Local Community Response)

other natural waterways and beaches.

Risk.

A system of work would need to be established by MVC to ensure operational readiness such as weekly or daily checks, maintenance, and effectiveness of CCTV. Recognising that the facilities would continue to be unsupervised by a physical lifeguard, a comprehensive risk assessment could effectively demonstrate reasonable controls, considering the unique constraints of the community and risk tolerance of MVC.

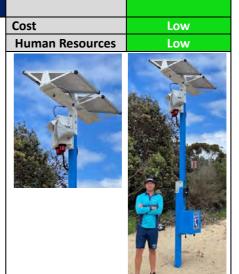
Cost:

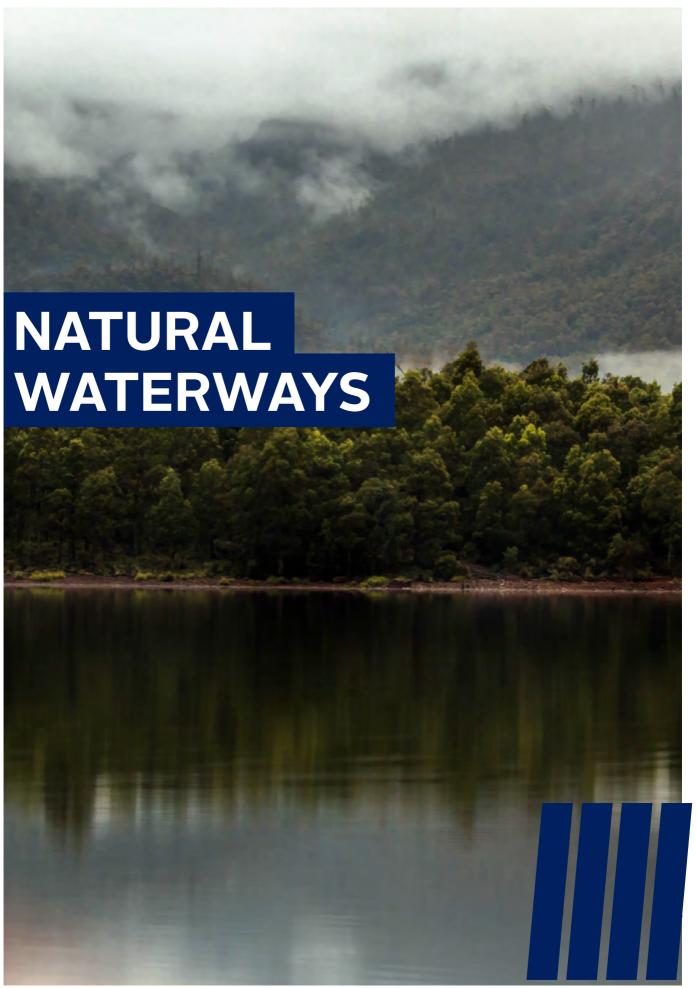
When compared to alternative operating models, the initial cost of hiring or procuring a portable emergency distress beacon with CCTV could be reasonably viewed as a viable long-term investment, especially considering the extent of the summer season.

Human Resources:

MVC would need to engage in a hire or specialist company to provide a portable emergency distress beacon with CCTV. Consultation with emergency services such as local police or fire services would need to be undertaken as activation of the distress beacon could liaise with emergency services.

MVC would have the option to provide a live feed to council offices, emergency services, or seek assistance through external security monitoring companies. Additionally, depending on public interest, there may be value in establishing a 'Community Emergency Response Team,' wherein the emergency beacon is automatically diverted to trained individuals to respond promptly.





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1. Natural Waterways

1.1 Signage Summary

During the inspection of the Meander Valley Region's natural waterways, including the Meander River, South Esk River, Lake Trevallyn, and Liffey River. A review of existing signage was conducted with the objective to evaluate the hazard profile, compatibility, visibility, and consistency of the signage across these water bodies. Consideration was given to signs warning of potential dangers/hazards, such as swift currents, submerged rocks, restricted areas, and other safety-related information. Additionally, the review aimed to identify potential gaps that might pose a risk to public safety and result in potential exposure to hazards based on the environment. The review also took into consideration potential and known activities which was guided by community knowledge including activities such as swimming, fishing spots or recreational craft use.

1.2 Sample Signage

Regulatory signage seeks to enhance public awareness, mitigate potential risks, and promote a lower risk environment for all individuals interacting with water environments in accordance with the prevailing water safety guidelines.

Pictogram	Function
0	A "Permitted" sign with a green outer circle is a distinctive communication tool, designed to convey authorisation or approval for specific actions or activities within a designated area. Complying with Australian Standards, this sign features a vibrant green circle, symbolizing permission or acceptance, often encompassing a black or white pictogram that represents the allowed action. The clear and easily recognisable symbol ensures individuals can quickly identify what is permitted in the given location. Common examples of a "Permitted" sign include indications for parking, fishing, boating or recreational craft.
0	The "Regulatory Prohibition" sign, in accordance with Australian Standards, plays a vital role in communicating strict prohibitions within designated areas. This sign consists of a bold red circle encompassing a black pictogram representing the prohibited action, accompanied by a clear diagonal line. Its universally recognisable "no" symbol ensures easy comprehension regardless of language barriers. These signs convey enforceable instructions from relevant authorities, aiming to maintain safety and compliance. Examples of activities prohibited include smoking, unauthorized entry, littering, and other hazardous behaviours. Placed at entrances, exits, or strategic locations, adherence to these signs is obligatory, with potential legal consequences for non-compliance.
\Diamond	The "Warning" sign is a critical element in accordance with Australian Standards, designed to provide essential cautionary information in various environments. This sign features a striking black symbol or pictogram on a bright yellow background, aiming to draw immediate attention and awareness. It serves as a clear and universally recognisable alert, effectively conveying potential hazards or risks to individuals within a specific area. "Warning" signs are strategically placed in locations where hazards, such as slippery floors, high-voltage areas, biohazards, or other safety concerns potentially exist. Their purpose is to prompt individuals to exercise caution, adhere to safety, and take necessary precautions to prevent accidents and injuries. Complying with "Warning" signs is imperative, as they play a vital role in promoting safety and minimising risks within public spaces.
	An "Information" or "Permission" sign serves as an essential communication tool, adhering to Australian Standards, to convey information or grant specific permissions within a particular environment. These signs typically feature clear, concise text and relevant pictograms, set against a contrasting background for easy visibility. The purpose of an "Information" sign is to provide relevant details, guidelines, or instructions to individuals within a given space, such as operating hours, emergency procedures, or points of interest. On the other hand, a "Permission" sign grants individuals consent to carry out certain activities or access restricted areas. These signs contribute to enhancing clarity and safety within various environments, including public spaces and private establishments.



Example of Natural Waterway Signage in Victoria and Tasmania







Parks Victoria, Victoria, Natural Waterway (River)



Cataract Gorge Reserve, Tasmania, First Basin Water, Natural Waterway (River)

The images provided above demonstrate applicable signage near natural waterways in Victoria and Tasmania, highlighting potential inconsistencies in the design, branding, height, and size of water safety signage. In accordance with Australian Standards, it is crucial to maintain consistency across water safety signage, especially in natural waterway settings. This consistency ensures that users can effortlessly comprehend the meaning of pictograms and read accompanying text, promoting clear communication of safety information. Furthermore, adhering to appropriate height or elevation levels ensures that signage is easily identifiable at eye level, maximising visibility for the general public. Strategic placement of signage at critical points along the waterways enhances its effectiveness in alerting users to potential hazards and safety guidelines. Ensuring signage is clean and well-maintained is essential to preserve its legibility and overall effectiveness.

2. Meander River

2.1 Meander River Overview

Upon observation of the Meander River locations, Deloraine water safety signage was found to be positioned on top of the roof of a BBQ shelter, facing the direction of the footpath and road. The signage consisted of warning signs displaying messages such as 'Deep Water,' 'Submerged Obstacles,' 'Submerged Objects,' and 'No diving.' However, it was noted that there were no supplementary signs placed across the river or in the playground area where members of the public may congregate such as nearby toilets, footpaths, or playgrounds. The natural waterway revealed various potential hazards, including fast-flowing currents, both deep and shallow embankments, swift water due to rocks and change in elevation of the river system.

The Egmont River water safety signage was strategically placed on the external toilet wall, facing the car park, and in close proximity to the riverbank. Additional signs were spotted near private property, effectively conveying essential warnings to members of the public. These signs covered various potential dangers, including 'Deep Water,' 'Submerged Obstacles,' 'Submerged Objects,' 'Strong Currents,' 'Unstable Cliffs,' 'Slippery Area,' 'No Diving,' and 'No Entry.' However, one sign located adjacent to private property posed challenges in visibility due to being partially obscured by a tree branch and showing signs of partial damage.

Furthermore, during the observation, a 'Danger - No diving, No Jumping' sign was also sighted on the nearby bridge.



2.2 Recommendations (Meander River)

Based on observations, community engagement, and hazard assessment. The recommendations listed below have been identified to mitigate potential exposures as far as reasonably practicable. A holistic approach encompassing various environmental and human factors has been adopted to gain valuable insights and local knowledge in the Meander Valley Region. By combining this information, we aim to develop a balanced approach to reduce potential risks and hazards associated with water activities. These recommendations have been curated to enhance water safety signage, improve communication effectiveness, promote better understanding of potential hazards, and encourage responsible behaviour around natural waterways.

Strategic Position of Water Safety Signage

Recommendation 1 – Strategic Position of Water Safety Signage

Reposition or replace existing signage to be freestanding at eye level for ease of identification and recognition, as opposed to elevated on the roof. Appropriate areas such as car park, playground, minimum two near accessible water entry points.



MVC Review and Comments:		
Date of Completion:	Person(s) Responsible:	

Confirm Managing Authority		
Recommendation 2 – Confirm Managing Authority Confirm the managing authority and demonstrate appropriate consultation to determine responsibility for the maintenance and updates of water safety signage. In instances where MVC is not the overseeing authority, it might not be advantageous for MVC to allocate financial and human resources towards the mitigation of hazards.		Image/Diagram Reference
MVC Review and Comments:		.1
Date of Completion:	Person(s) Responsible:	

Recognition of Hazards

Recommendation 3 – Recognition of Hazards

Expand on existing water safety signage to better convey hazards within the area, including a large 'warning' symbol accompanied by associated symbols such as 'submerged obstacles,' 'submerged objects,' 'uneven ground,' 'strong currents,' and 'drop-off.' Prohibited signage, like 'no diving,' should be supplemented by additional signs promoting 'Supervision of Children' to increase safety awareness.





MVC Review and Comments:

Date of Completion:

Person(s) Responsible:

Determine 'Swimming Not Advised' or 'No Swimming'

Recommendation 4 - Determine 'Swimming Not Advised' or 'No Swimming'

Based on community behaviours, known incidents, and the risk tolerance of **MCV**, consider adding either a 'No Swimming' prohibited sign or a 'Swimming Not Advised' sign in certain areas to deter potentially dangerous activities.





MVC Review and Comments:

Date of Completion:

Person(s) Responsible:

Supervision of Children

Recommendation 5 – Supervision of Children

Include informative symbols that promote the active supervision of children around waterways, emphasizing the importance of parental vigilance in preventing accidents.

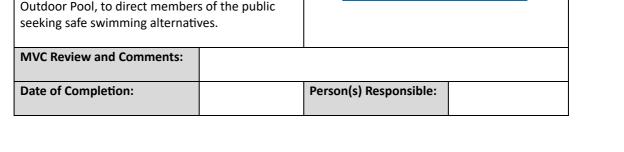


MVC Review and Comments:

Date of Completion:

Person(s) Responsible:

Recommendation 6 - Emergency Service Beacon Reference Collaborate with emergency services and the managing authority to develop standardized emergency markers that aid the direction of emergency responders in case of incidents or accidents. MVC Review and Comments: Date of Completion: Person(s) Responsible: Alternative Swimming Locations Recommendation 7 - Alternative Swimming Image/Diagram Reference



Alternative Swimming Area Nearby (Deloraine Pool)



Locations

Provide local information on water safety signage,

such as indicating the close proximity of Deloraine

3. South Esk River (Inc. Hadspen Lions Park & Bull Run Reserve)

3.1 South Esk River Overview

During the inspection of various South Esk River locations, it was observed that two distinct styles of water safety signage were placed on either side of the main road at Hadspen Lions Park. One set of signage, installed by Natural Resources Tasmania (NST), included additional warnings and precautions within the area. Moreover, there were designated launching and retrieval ramps for boats and watercraft, as well as a designated ski area. Additionally, Maritime and Safety Tasmania (MST) had installed separate signage specifically addressing recreational boating safety.

Notably, there were no navigational buoys or markers observed during the inspection, although this absence could potentially be attributed to recent flooding events impacting their placement.

Signage branded by **MVC** had several inconsistencies. Multiple signs, stating 'No swimming' and 'Enter water at your own risk,' along with an explanation that the water body was deemed unsuitable for recreational use, were found to be folded in half and padlocked. The reason behind some locations displaying this signage openly while others covered it from public view remains unknown, presenting incongruities in public messaging across various locations. This incongruity requires further investigation and resolution to ensure clear and consistent safety communication to the public.

3.2 Recommendations (South Esk River)

After observations, community engagement, and hazard assessment, the following recommendations have been identified to mitigate potential exposures. Adopting a holistic approach that considers various environmental and human factors, we sought valuable insights and local knowledge in the Meander Valley Region. Integrating this information, we aim to develop a balanced strategy to reduce potential risks and hazards related to water activities. These recommendations focus on enhancing water safety signage, improving communication effectiveness, promoting a better understanding of potential hazards, and encouraging responsible behaviour around natural waterways.

Consistent Style and Branding			
Recommendation 1 – Consistent Branding Consider consistent style and bra as not to confuse their purpose of	nding for signage	Image/Diagram Reference	
MVC Review and Comments:			
Date of Completion:		Person(s) Responsible:	

Confirm Managing Authority

Recommendation 2 - Confirm Managing Authority

Confirm the managing authority and demonstrate appropriate consultation to determine responsibility for the maintenance and updates of water safety signage.

In instances where MVC is not the overseeing authority, it might not be advantageous for MVC to allocate financial and human resources towards the mitigation of hazards.

3 . 3

MVC Review and Comments:

Date of Completion: Person(s) Responsible:

Improved Signage

Recommendation 3 - Improved Signage

Expand on existing water safety signage to better convey hazards within the area, including a large 'warning' symbol accompanied by associated symbols such as 'submerged obstacles,' 'submerged objects,' 'uneven ground,' 'strong currents,' and 'drop-off.' Prohibited signage, like 'no diving,' should be supplemented by additional signs promoting 'Supervision of Children' to increase safety awareness.



MVC Review and Comments:

Date of Completion: Person(s) Responsible:

Determine 'Swimming Not Advised' or 'No Swimming'

Recommendation 4 - Determine 'Swimming Not Advised' or 'No Swimming'

Based on community behaviours, known incidents, and the risk tolerance of **MCV**, consider adding either a 'No Swimming' prohibited sign or a 'Swimming Not Advised' sign in certain areas to deter potentially dangerous activities.



MVC Review and		
Comments:		
Date of Completion:	Person(s) Responsible:	

Recommendation 5 - Restricted Signage (Padlock) Investigate the reasons and decision making behind the padlocking of 'No Swimming' prohibited signs in certain locations along the South Esk River, while visible signage is present in others. MVC Review and Comments: Date of Completion: Person(s) Responsible:

4. Lake Trevallyn and Liffey River (Inc. Blackstone Parks, Bracknell and Arthur Reserve)

4.1 Lake Trevallyn and Liffey River Overview

During the inspection of Lake Trevallyn and Liffey River locations, water safety signage was observed to be placed strategically upon entry and nearby waterbodies, particularly close to sandbanks or grass areas. However, several inconsistencies were noticed across these areas. Multiple signs displaying prohibition messages such as 'No swimming' and 'Enter water at your own risk,' with an explanation that the water body is deemed unsuitable for recreational use, were present, unlike other locations such as South Esk River. Moreover, one of the signs was padlocked, limiting its visibility and access to information. The reason behind securing this sign by folding it into two and using a padlock remains unknown, and there is significant value in understanding the reasoning behind this action. Clarity in signage placement and communication is essential to ensure public safety and adherence to guidelines at these locations.

The restriction of signage may be attributed to the popularity of recreational river activities, including boating and recreational craft like kayaking or stand-up paddleboarding. If this is the case, there is substantial value in displaying advisory/informative signage, encouraging users to wear a life jacket for enhanced safety while engaging in these activities.

4.2 Recommendations (Lake Trevallyn and Liffey River)

After observations, community engagement, and hazard assessment, the following recommendations have been identified to mitigate potential exposures. Adopting a holistic approach that considers various environmental and human factors, we sought valuable insights and local knowledge in the Meander Valley Region. Integrating this information, we aim to develop a balanced strategy to reduce potential risks and hazards related to water activities. These recommendations focus on enhancing water safety signage, improving communication effectiveness, promoting a better understanding of potential hazards, and encouraging responsible behaviour around natural waterways.

Confirm Managing Authority					
Recommendation 1 - Confirm	Managing Authority	Image/Diagram Reference			
Confirm the managing author	ty and demonstrate appropriate				
consultation to determine res	oonsibility for the maintenance and				
updates of water safety signage	ge.				
, ,	•				
In instances where MVC is not	the overseeing authority, it might not be				
	advantageous for MVC to allocate financial and human resources				
towards the mitigation of haza					
to trained the three gation of the	45.				
MVC Review and					
Comments:					
Date of Completion:	Person(s) Responsible:				

Improved Signage

Recommendation 2 - Improved Signage
Expand on existing water safety signage to
better convey hazards within the area,
including a large 'warning' symbol
accompanied by associated symbols such
as 'submerged obstacles,' 'submerged
objects,' 'uneven ground,' 'strong
currents,' and 'drop-off.' Prohibited
signage, like 'no diving,' should be
supplemented by additional signs
promoting 'Supervision of Children' to



MVC Review and Comments:

increase safety awareness.

Date of Completion: Person(s) Responsible:

Determine 'Swimming Not Advised' or 'No Swimming'

Recommendation 3 - Determine 'Swimming Not Advised' or 'No Swimming'

Based on community behaviours, known incidents, and the risk tolerance of MCV, consider adding either a 'No Swimming' prohibited sign or a 'Swimming Not Advised' sign in certain areas to deter potentially dangerous activities.



MVC Review and Comments:

Date of Completion: Person(s) Responsible:

Restricted Signage (Padlock)

Recommendation 4 - Restricted Signage (Padlock)

Investigate the reasons and decision making behind the padlocking of 'No Swimming' prohibited signs in certain locations along the Liffey River, similar to South Esk River.



	CONTRACTOR OF THE PROPERTY OF	
MVC Review and		
Comments:		
Date of Completion:	Person(s) Responsible:	

5. Sample Signage

In efforts to simplify and streamline signage across the **MVC** region, the following sign has been developed, reflecting ISO and Australian Standards, based on the common hazards found within these natural waterways.

Example 1 of 2 - Natural Waterway Signage (Swimming Not Advised)



Example 2 of 2 - Natural Waterway Signage (No Swimming)



6. References

International Organisation for Standardisation and or Australian Standards

- ISO 310002018 Risk Management
- ISO 54002018 OHS Management Systems
- ISO 90012016 Quality Management Systems
- AS 310102020 Risk Management
- AS 37452010 Planning for Emergencies

Tasmanian Legislation

- Work Health & Safety Act 2012
- Work Health & Safety Regulations 2022
- Dangerous Substances (Safe Handling) Regulations 2009
- Water Management Act 1999
- Dangerous Goods (General) Regulations 1998
- Civil Liability Act 2002

SafeWork Tasmania Resources

- How to Manage Work Health and Safety Disks: Code of Practice
- Managing the Risks of plant in the Workplace: Code of Practice
- Managing the Work Environment and Facilities: Code of Practice

Industry Resources

- Australian Policy and Case Law for Public Safety in Inland Waterways (2023)
- Guidelines for Safe Pool Operations

Meander Valley Council - Ordinary Meeting Agenda: 12 December 2023



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360 SERVICE REVIEW + AUDIT

Meander Valley Council



In partnership with



Dear Meander Valley Council

We have now completed your 360 Service Review + Audit!

We thank you for the opportunity to work with you and your team across Deloraine and Caveside Outdoor Pools.

On the next few pages, you will see various diagrams which will outline your risk and safety performance across key elements. Each element will demonstrate the degree of your risk exposure and help you to understand areas of strength and opportunities to improve.

You will find a summary of the 360 Service Review + Audit at the front of this package. In addition, a full breakdown of the 360 Audit is included in separate appendices for each location.

We trust you find this 360 Service Review + Audit valuable.

If you have any questions or would like to engage in any of our other services, you can



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Scope

Service: 360 Service Review + Audit **Client:** Meander Valley Council

Lead Consultant: & Auditor: Ash Presser **Workplace Inspections:** 11th - 14th July 2023

Purpose

The 360 Service Review & Audit is benchmarked against applicable Legislations, ISO/AS, Codes of Practices and Industry Guidelines. Aquatic Risk Services Australia is an independent body providing training and safety solutions across a variety of aquatic environments. This service seeks to educate and provide independent advice. However, the results and findings of the 360 Service Review & Audit alone, should not solely determine the long-term effectiveness of the organisations risk and safety performance. Results and findings are intended to highlight areas of strength and opportunities for improvement.

Tasmanian Legislation

Work Health Safety Act 2012 Work Health Safety Regulations 2022 Dangerous Substances (Safe Handling) Regulations 2009 Water Management Act 1999 Dangerous Goods (General) Regulations 1998 Civil Liability Act 2004

International Organization for Standardization + Australian Standard

SO 310002018 – Risk Management ISO 54002018 – OHS Management Systems ISO 90012016 – Quality Management Systems AS 310102020 – Risk Management AS 37452010 – Planning for Emergencies

Codes of Practices + Industry Resources

Managing Psychosocial Hazards at Work
How to Manage Work Health and Safety Risks
Labelling of Workplace Hazardous Chemicals
Managing Risks of Plant in the Workplace
Australian Policy and Case Law for Public Safety in Inland Waterways
Guidelines for Safe Pool Operations



360 Service Review + Audit

A comprehensive 360 Service Review + Audit can support a workplace in demonstrating due diligence, its legislative duties and responsibilities. This service will broadly assess general compliance, operational practices, customer experience, systems of work and identify actual, foreseeable, or potential hazards within the workplace(s).



The 360 Risk Analysis Lens will rate your level of exposure from high to low. More detailed information will be provided in your snapshot to better understand strengths and opportunities for improvement.

Accessibility

Document Permissions

Aquatic Risk Services Australia wishes to advise that electronic documents are encrypted and may be password protected. In some cases, documents may be electronically monitored. In the event your password does not open a document, or you have forgotten. You can contact us at aquaticriskservices.com.au to obtain a new password.

You will be provided with a hard copy of this document within fourteen (14) days (excluding audit details). In the event you would like additional copies, please contact us at aquaticriskservices.com.au



2

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Confidentiality + Privacy

At Aquatic Risk Services Australia, we take confidentiality, privacy and intellectual property seriously. For the purposes of the 360 Service Review + Audit, it is not uncommon for us to ask Clients for documents or additional evidence in order to adequately assess the degree of risk and safety functions and controls within the workplace.

In order to protect confidential information, all physical and electrical documentation is destroyed within twenty-one (21) days. Confidentiality means any information, technical data or know-how (whether disclosed before or after the date of this service), including, but not limited to, information relating to business and product or service plans, customer lists, business forecasts, sales and merchandising, human resources, patents, patent applications, computer object or source code, research, inventions, processes, designs, drawings, engineering, marketing or finance to be confidential or proprietary or which information would, under the circumstances, appear to a reasonable person to be confidential or proprietary.

Where physical or remote interviews are conducted, Aquatic Risk Services Australia reserves the right to not disclose any personal information or details that may be shared by a interviewee. Aquatic Risk Services Australia Consultants agree to contribute to the prevention of harm in the workplace and promotion of people's safety and health through the design and conduct of good work. Furthermore, upholding values of: integrity, objectivity, impartiality, professionalism, confidentiality and disclosure.

Non-Disclosure Agreements

At the request of either party (Aquatic Risk Services Australia or the Client), a Non-Disclosure Agreement will be enforced and adhered to as far as reasonably practicable.

A Non-Disclosure Agreement can be requested by either party at any time during the engagement of services (including prior, during or after). You can raise a request through your lead consult or auditor.



Connect with a Consultant

Just Received your Report?

It can be confusing to digest and understand the contents in this report. To save you time, you are entitled to connect with one of our consultants who will explain observations, findings, non-conformances and recommendations.

What will be discussed?

The Scope of Report

The consultant may discuss the specific areas of the report that were evaluated, as well as any limitations of the report.

Findings and Recommendations (Included in separate Risk + Safety Statement Report)

The consultant will likely discuss the main findings of the report, including any safety hazards or issues that were identified. They will also provide recommendations for how to address these issues and improve overall safety.

Implementation + Review

The consultant will likely discuss the steps that need to be taken to implement the recommendations outlined in the Risk + Safety Statement Report, and how to monitor progress over time to ensure that the recommendations are having the desired effect.

Compliance, Regulations + Industry Practices

The consultant will likely discuss any relevant laws, regulations, and industry practices that apply to the report, and how the findings and recommendations align with them.

Cost and Budget

The consultant will likely discuss any costs associated with implementing the recommendations, and how they could align with operational expenditure, or other methods that are cost efficient.

Timelines

The consultant will likely discuss the timeframe for the implementation of the recommendations, including milestones and deadlines for completion.



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Service Review

In the period spanning from 11th-14th July 2023, Aquatic Risk Services Australia (**ARSA**) was engaged to conduct a comprehensive service review and audit of two outdoor pools - Deloraine and Caveside. This engagement encompassed an assessment of various operational delivery, legislative compliance, systems of work and risk management. Additionally, as part of this initiative, **ARSA** executed risk assessments for aquatic environments. The culmination of these efforts resulted in detailed reports offering insights into potential areas of concern and recommendations for operational enhancements.

The 360 Service Review + Audit is designed to evaluate the potential hazards and risks associated with a specific operation or activity. The purpose of this assessment is to identify potential risk exposures and to consider controls to mitigate or eliminate those hazards in order to ensure a safer working environment.

The 360 Service Review + Audit will include an evaluation of the general operations and additional aquatic activities, as well as any relevant regulations or guidelines. The evaluation will also include a walk-through of the workplace to identify any potential hazards and to assess the current controls in place. Interviews with workers and other individuals involved in the operation or activity may also be conducted.

Key information has been published within the 'Risk + Safety Position Statement'.



Understanding the Results



Legislative Compliance

This element takes into consideration applicable legislations reflective of Workplace Health and Safety / Occupational Health Safety.



Risk Management

This element considers the latest international standards (ISO) and practice in risk mitigation and management.



*Operational Delivery

This element considers how system of work are physically being implemented within the workplace. We review the alignment of framework and physically execution based on the environment.



Physical + Psychosocial Hazards

This element considers physical hazards in the workplace that present as a reasonable risk. In addition, we assess the potential psychological hazards within the workplace where applicable.



Systems of Work

This element considers what frameworks, processes or structures are in place to support the execution of various work functions to reduce risk.

*Assessment of 'Operational Delivery' in the setting of Caveside Pool, is reflective of the scope of a non-supervised community pool. Assessment of lifeguard functions was not applicable given the environment.

100% - 85%

Compliance Score



Demonstrates Compliance

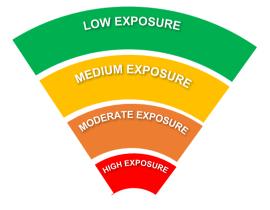
The workplace exhibits strong elements of compliance through various systems of work or legislative compliance.



Exceed Expectations

The workplace demonstrates an exceptional level of engagement, performance, confidence or service.

Exposure Rating



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Five Key Elements

84% - 70%

Compliance Score

69% - 55%

Compliance Score

54% - 0%

Compliance Score

Partially Demonstrate Compliance

The workplace exhibits a reasonable degree of compliance through various systems of work or legislative compliance with some minor gaps or inconsistencies.



The workplace exhibits a basic degree of compliance through various systems of work or legislative compliance. A review may be required to achieve a greater level of compliance.

Requires Development + Action

The workplace cannot demonstrate a reasonable degree of compliance, consideration or implementation. Action is required to address gaps and exposures.

Satisfactory

The workplace demonstrates a good level of engagement, performance, confidence, or service.

Unsatisfactory

The workplace demonstrates an undesirable level of engagement, performance, confidence or service.

Poor

The workplace cannot demonstrate sufficient level of engagement, performance, confidence or service.

Low Exposure

The workplace has a low level of exposure to legislative compliance and industry practices. Hazards are effectively identified and calculated to consider the degree of risk. Through good risk assessment, the workplace actively demonstrates how systems of work are able to be embedded into general operations to reduce risk.



Moderate Exposure

The workplace has a moderate level of exposure to legislative compliance and industry practices. Hazards are not accurately or consistently identified, captured or considered. The workplace demonstrates a basic method of assessing risk, however a review of existing methods and systems are required to address gaps or exposures.



Low

Medium Exposure

The workplace has a medium level of exposure to legislative compliance and industry practices. Hazards are mostly considered, but methods of risk calculation or reduction are partially achieved. Systems of work are partially developed and or implemented.



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High Exposure

The workplace has a high level of exposure to legislative compliance and industry practices. Hazards are not reasonably identified, captured or considered. Resulting in significant exposure to foreseeable risks. Action and development is required to avoid the likelihood of potential litigation and or breaches in duty of care.

360 Risk Analysis Lens



Legislative Compliance



Requires Development + Action

The workplace cannot demonstrate a reasonable degree of compliance, consideration or implementation. Action is required to address gaps and



High Exposure

The workplace has a high level of exposure to legislative compliance and industry practices. Hazards are not reasonably identified, captured or considered. Resulting in significant exposure to foreseeable risks. Action and development is required to avoid the likelihood of potential litigation and breaches of duty of



Risk Management



Requires Development + Action

The workplace cannot demonstrate a reasonable degree of compliance, consideration or implementation. Action is required to address gaps and



High Exposure

The workplace has a high level of exposure to legislative compliance and industry practices. Hazards are not reasonably identified, captured or considered. Resulting in significant exposure to foreseeable risks. Action and development is required to avoid the likelihood of potential litigation and breaches of duty of



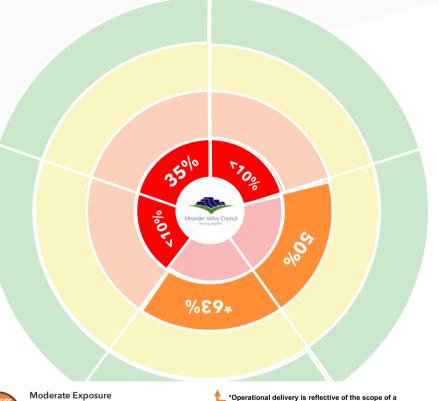
*Operational Delivery



Review Recommended

The workplace exhibits a basic degree of compliance through various systems of work or legislative compliance. A review may be required to achieve a greater level of compliance.

Combined (Deloraine and Caveside)



non-supervised community pool when assessing

Caveside Pool Assessment of lifequard functions

was not applicable given the environment.



The workplace has a moderate level of exposure to legislative compliance and industry practices. Hazards are not accurately or consistently identified, captured or considered. The workplace may have a conflict in

methods of assessing risks, a review of existing methods and systems are required to address gapsights Reserved 2023 and exposures

Physical + Psychosocial Hazards



Requires Development + Action

The workplace cannot demonstrate a reasonable degree of compliance, consideration or implementation. Action is required to address gaps and



High Exposure

The workplace has a high level of exposure to legislative compliance and industry practices. Hazards are not reasonably identified, captured or considered. Resulting in significant exposure to foreseeable risks. Action and development is required to avoid the likelihood of potential litigation and breaches of duty of



Systems of Work



Review Recommended

The workplace exhibits a basic degree of compliance through various systems of work or legislative compliance. A review may be required to achieve a greater level of compliance.



Moderate Exposure

The workplace has a moderate level of exposure to legislative compliance and industry practices. Hazards are not accurately or consistently identified, captured or considered. The workplace may have a conflict in methods of assessing risks, a review of existing methods and systems are required to address gaps and exposures.



360 Risk Analysis Lens



Legislative Compliance



Requires Development + Action

The workplace cannot demonstrate a reasonable degree of compliance, consideration or implementation. Action is required to address gaps and exposures.



High Exposure

The workplace has a high level of exposure to legislative compliance and industry practices. Hazards are not reasonably identified, captured or considered. Resulting in significant exposure to foreseeable risks. Action and development is required to avoid the likelihood of potential litigation and breaches of duty of care.



Risk Management



Requires Development + Action

The workplace cannot demonstrate a reasonable degree of compliance, consideration or implementation. Action is required to address gaps and exposures.



High Exposure

The workplace has a high level of exposure to legislative compliance and industry practices. Hazards are not reasonably identified, captured or considered. Resulting in significant exposure to foreseeable risks. Action and development is required to avoid the likelihood of potential litigation and breaches of duty of



*Operational Delivery



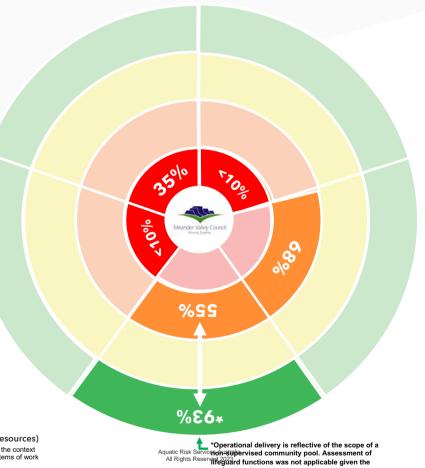
*Demonstrates Compliance

The workplace exhibits strong elements of compliance through various systems of work or legislative compliance.



*Low Exposure (Legislation) / Moderate (Specific Resources) The workplace can demonstrate legislative compliance. However, in the context of the operating environment of Caveside Pool, industry specific systems of work need to be established and considered to reduce exposures.

Caveside Pool (Community Pool)



Ph Ha

Physical + Psychosocial Hazards



Requires Development + Action

The workplace cannot demonstrate a reasonable degree of compliance, consideration or implementation. Action is required to address gaps and exposures.



High Exposure

The workplace has a high level of exposure to legislative compliance and industry practices. Hazards are not reasonably identified, captured or considered. Resulting in significant exposure to foreseeable risks. Action and development is required to avoid the likelihood of potential litigation and breaches of duty of care.



Systems of Work



Review Recommended

The workplace exhibits a basic degree of compliance through various systems of work or legislative compliance. A review may be required to achieve a greater level of compliance.



Moderate Exposure

The workplace has a moderate level of exposure to legislative compliance and industry practices. Hazards are not accurately or consistently identified, captured or considered. The workplace may have a conflict in methods of assessing risks, a review of existing methods and systems are required to address gaps and exposures.



360 Risk Analysis Lens



Legislative Compliance



Requires Development + Action

The workplace cannot demonstrate a reasonable degree of compliance, consideration or implementation. Action is required to address gaps and exposures.



High Exposure

The workplace has a high level of exposure to legislative compliance and industry practices. Hazards are not reasonably identified, captured or considered. Resulting in significant exposure to foreseeable risks. Action and development is required to avoid the likelihood of potential litigation and breaches of duty of care.



Risk Management



Requires Development + Action

The workplace cannot demonstrate a reasonable degree of compliance, consideration or implementation. Action is required to address gaps and exposures.



High Exposure

The workplace has a high level of exposure to legislative compliance and industry practices. Hazards are not reasonably identified, captured or considered. Resulting in significant exposure to foreseeable risks. Action and development is required to avoid the likelihood of potential litigation and breaches of duty of



*Operational Delivery

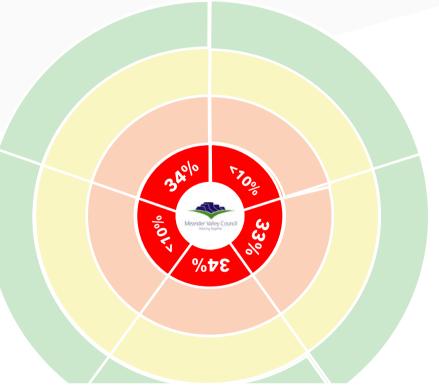


Requires Development + Action

The workplace cannot demonstrate a reasonable degree of compliance, consideration or implementation. Action is required to address gaps and exposures.

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Deloraine Pool



Physical + Psychosocial Hazards



Requires Development + Action

The workplace cannot demonstrate a reasonable degree of compliance, consideration or implementation. Action is required to address gaps and exposures.



High Exposure

The workplace has a high level of exposure to legislative compliance and industry practices. Hazards are not reasonably identified, captured or considered. Resulting in significant exposure to foreseeable risks. Action and development is required to avoid the likelihood of potential litigation and breaches of duty of core.



Systems of Work



Requires Development + Action

The workplace cannot demonstrate a reasonable degree of compliance, consideration or implementation. Action is required to address gaps and exposures.



High Exposure

The workplace has a high level of exposure to legislative compliance and industry practices. Hazards are not reasonably identified, captured or considered. Resulting in significant exposure to foreseeable risks. Action and development is required to avoid the likelihood of potential litigation and breaches of duty of



High Exposure

The workplace has a high level of exposure to legislative compliance and industry practices. Hazards are not reasonably identified, captured or considered. Resulting in significant exposure to foreseeable risks. Action and development is required to avoid the likelihood of potential litigation and breaches of business dustralia.

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360 Service Review + Audit (Tasmania)

Score	33.86%	Flagged items	26	
Location				Deloraine Swimming Pool
Date & Time				11.07.2023 10:00 AEST
Lead Consultant				Ash Presser





8 YcfUJbY'Dcc'

360 SERVICE REVIEW + AUDIT

Flagged items 26 flagged

Legislative Compliance / General Work Health + Safety

Does the workplace demonstrate methods to maintain legislative compliance and other applicable requirements as far as reasonably practicable?

Requires Development + Action

At the time of audit, several documentation gaps were identified specific to risk management, currency of information, validity and oversight.

Legislative Compliance / General Work Health + Safety

Evidence of methods and or processes of practices to assist workers to achieve a healthier + safer working environment?

Review Recommended

Legislative Compliance / General Work Health + Safety

Do WHS/OHS duties reflect the appropriate level of control and responsibility?

Requires Development + Action

Legislative Compliance / General Work Health + Safety

Do emergency plans include:

Review Recommended

Legislative Compliance / General Work Health + Safety

Does the workplace consider the following in emergency plans:

Requires Development + Action

Legislative Compliance / Leadership

Systems of work are available to workers to reduce risks to health and safety?

Review Recommended

At the time of audit, some systems of work were observed. These documents were dated from 2016. Council reports were also reviewed containing minimal information specific to health and safety.

Legislative Compliance / Leadership

Appropriate systems of work are available for plant and machinery?

Review Recommended

Limited information was observed in the Plant Room. There is value in reviewing systems of work for plant and machinery, including dangerous goods.

Legislative Compliance / Leadership

Systems of work include, but are not limited to operational use, storage, and handling of plant equipment and substances?

Review Recommended

Legislative Compliance / Leadership

The workplace can demonstrate that PCBU(s) and an Officer(s)

Requires Development + Action

360 SERVICE REVIEW + AUDIT

demonstrate Due Diligence by:

Legislative Compliance / Leadership

A framework or process is used to communicate incidents, hazards and risks in a timely manner including:

Review Recommended

Legislative Compliance / Hazard Controls

Does the workplace demonstrate listing hierarchy of controls through either substituting, isolating the hazard or implementing engineering controls? (EG. Included in a Risk Assessment).

Requires Development + Action

Unable to view at time of audit. Further information requested but not received.

Legislative Compliance / Hazard Controls

Where workers work in remote or isolated conditions, does the workplace consider hazards and methods of risk mitigation? (EG. Risk assessments, systems of work etc.)

Requires Development + Action

Unable to view at time of audit. Further information requested but not received.

Legislative Compliance / Dangerous Goods + Handling (DGH)

Does the workplace have a Dangerous Goods Register?

Requires Development + Action

MVC to ensure operator develops a dangerous goods register given the use of pool related chemicals including chlorine and acid.

Legislative Compliance / Dangerous Goods + Handling (DGH)

Does the workplace have a dangerous goods chemical manifest available?

Requires Development + Action

Legislative Compliance / Dangerous Goods + Handling (DGH)

Dangerous goods risk assessments include the chemical, known hazard(s), task and application.

Requires Development + Action

Legislative Compliance / Dangerous Goods + Handling (DGH)

Safety Data Sheets are in date and accessible (Reviewed every 5 years)?

Requires Development + Action

Operator to review and update SDS.

Legislative Compliance / Dangerous Goods + Handling (DGH)

Chemicals are appropriately labelled including:

Requires Development + Action

Upon inspection of the Plant Room, there was no visible labelling on pipes or near dangerous goods such as chlorine etc.

Legislative Compliance / Dangerous Goods + Handling (DGH)

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360 SERVICE REVIEW + AUDIT

The workplace demonstrates:	Requires Development + Action
Legislative Compliance / Dangerous Goods + Handling (DGH)	
Pipework containing a hazardous chemical(s) is identified via signage or labelling.	Requires Development + Action
Legislative Compliance / Dangerous Goods + Handling (DGH)	
Does the workplace have spill kits readily available and accessible?	Requires Development + Action
Despite the facility not being open to the general public, workers we general inspections, maintenance or other works. Thus there is valuatit.	
Legislative Compliance / Dangerous Goods + Handling (DGH)	
The workplace provides:	Requires Development + Action
Legislative Compliance / Dangerous Goods + Handling (DGH)	
Emergency safe guards are operational? (Inc Emergency dump shower and eye wash)	Requires Development + Action
Upon inspection, I was unable to locate an emergency dump showe	r or eye wash station.
Legislative Compliance / Dangerous Goods + Handling (DGH)	
Appropriately sized bunding is in place? (Dependant on the class of chemical(s))	Requires Development + Action
Upon inspection, I was unable to locate bunding for dangerous goo	ds.
Physical + Psychological Hazards / Physical Hazards (Observational)	
1) Description of physical hazard?	At Risk
Physical + Psychological Hazards / Physical Hazards (Observational)	
2) Description of physical hazard?	At Risk
Physical + Psychological Hazards / Physical Hazards (Observational)	
3) Description of physical hazard?	At Risk





General Work Health + Safety

Does the workplace adopt a Work Health Safety/Occupational Health Safety policy?

Unable to View/Assess

Requested by the operator and MVC. Unable to view.

Does Work Health Safety/Occupational Health Safety policy consider:

Unable to View/Assess

Does the workplace demonstrate methods to maintain legislative compliance and other applicable requirements as far as reasonably practicable?

Requires Development + Action

At the time of audit, several documentation gaps were identified specific to risk management, currency of information, validity and oversight.

Risks within the workplace are identified, in order to adopt risk controls to eliminate or minimise?

Partially Demonstrates
Compliance

I observed hard copies of risk identification included in the Deloraine Swimming Pool Operations Manual. At the time, I was unable to view supplementary documentation to suggest methods of minimisation.

General Risk Assessment	Yes
Plant + Substances	Yes
Does the workplace demonstrate methods of effective consultation and representation of workers?	Unable to View/Assess

Does the workplace demonstrates knowledge and awareness. Including foreseeable hazards affecting risks to health and safety?

Partially Demonstrates Compliance

MVC to seek further understanding from operator in regards to how the contractor meets compliance specific to health and safety.

The workplace adopts a WHS/OHS resolution framework?	Unable to View/Assess
Evidence of methods and or processes of practices to assist workers to achieve a healthier + safer working environment?	Review Recommended
Does the workplace demonstrate WHS/OHS education and training?	Partially Demonstrates Compliance
Does the workplace adopt a method to allow workers to challenge WHS/OHS functions?	Unable to View/Assess
Does the workplace adopt a continuous improvement model or framework?	Unable to View/Assess

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Legislative Compliance

Are WHS/OHS functions defined within a Governance
Framework?

Do WHS/OHS duties reflect the appropriate level of control and responsibility?

Requires Development + Action

Do risk assessments include the likelihood, degree of harm and the risk(s) concerned?

Unable to View/Assess

At time of the audit and fourteen days after, no risk assessment was provided.

The workplace demonstrates awareness of hazards and is appropriately captured through various systems of work?

Partially Demonstrates Compliance

I observed documentation that considered awareness of hazards through systems of work, however not all systems of work were included.

Risk reduction is achieved by either hazard elimination or methods of minimisation?	Unable to View/Assess
The workplace demonstrates suitable hazard reduction through systems of work?	Unable to View/Assess
Where risks are considered to be 'High'. Does the workplace consider or capture related costs against minimising the risk? (EG. If the cost is grossly disproportionate to the risk).	Unable to View/Assess
Do emergency plans include:	Review Recommended
Response to an emergency (inc. Aquatic Emergencies)?	No
General evacuation procedures?	Yes
Evidence of testing emergency procedures?	No
Method of notifying emergency services?	No
Medical treatment and assistance?	No
Methods of communication and incident escalation to PCBU and Officers?	No
Evidence of training, instruction and accessibility of information to implement emergency procedures?	Yes
Does the workplace consider the following in emergency plans:	Requires Development + Action
The nature of work being conducted?	Yes
The nature of hazards at the workplace?	No

Legislative Compliance

The size and location of workplace?

The number of staff and composition of workers?

No

Leadership

The workplace demonstrates methods of supervision for workers?

Unable to View/Assess

Systems of work are available to workers to reduce risks to health and safety?

Review Recommended

At the time of audit, some systems of work were observed. These documents were dated from 2016. Council reports were also reviewed containing minimal information specific to health and safety.

Appropriate systems of work are available for plant and machinery?

Review Recommended

Limited information was observed in the Plant Room. There is value in reviewing systems of work for plant and machinery, including dangerous goods.

Systems of work include, but are not limited to operational use, storage, and handling of plant equipment and substances?

Review Recommended

Does the workplace promote worker welfare with information that is accessible?

Unable to View/Assess

Does the workplace maintain/record evidence of training that considers the operational environment for all workers?

Unable to View/Assess

Does the workplace adopt a method to monitor the working environment to prevent illness or injury?

Unable to View/Assess

Role functions of a PCBU (Person(s) Conducting Business or Undertaking) are appropriately defined? (EG. WHS/OHS duties are captured in a job/position description or other systems of work).

Unable to View/Assess

Unable to view at time of audit. Further information requested but not received. There is value in the operator and MVC to review role functions specific to Deloraine Pool.

Role functions of an Officer are appropriately defined? (EG. WHS/OHS duties are captured within the governance framework, job/position description or other systems of work).

Unable to View/Assess

The workplace can demonstrate that PCBU(s) and an Officer(s) demonstrate Due Diligence by:

Requires Development + Action

Provide evidence of vocational currency/training including WHS/ OHS?

No

Legislative Compliance

Demonstrate knowledge of common hazards and risks through systems of work?	
Demonstrate methods of elimination or reduction of risks to health and safety? (EG. Risk Assessments, Safe Work Method Statements etc.)	
A framework or process is used to communicate incidents, hazards and risks in a timely manner including:	nded
Notifiable incidents.	\checkmark
Consultation involving workers.	V
Delivering training to workers reflective of job role and work health safety.	\checkmark
Where a HSR (Health Safety Rep) is appointed, training is made available?	
Incident notification process and information is captured within systems of work? Demonstrates Comp	liance
Systems of work detail a response to notifiable incidents? Partially Demonstr Compliance	ates
Worker duties and functions are captured through induction, training and other methods? Unable to View/As	sess
Roles that require nationally recognised training (units of competency) under the Australian Qualification Framework are communicated/outlined to potential and current workers?	bliance
Does the workplace adopt a system or method(s) to identify or prevent a worker from undertaking duties if they do not/no longer hold appropriate qualification(s)?	sess
Consultation	
Does the workplace provide training or methods for consultation with workers atleast once in every 3 (three) Unable to View/As months)?	sess
Does the workplace record evidence of consultation with workers and their contribution? Unable to View/As	sess
The workplace demonstrates methods to communicate WHS/OHS information? Unable to View/As	sess
The workplace has a framework or process to identify when	sess

Legislative Compliance

Psychosocial Risk

Does the workplace consider psychological hazards related to the operational environment within systems of work? (EG. Safety Management Plan, Risk Management Plan etc.)

Unable to View/Assess

Has the workplace identified and attempted to eliminate or minimise psychosocial risks (as far as reasonably practicable)?

Unable to View/Assess

The workplace demonstrates appropriate levels of control for psychosocial risks that consider:

Unable to View/Assess

Hazard Controls

Does the workplace demonstrate listing hierarchy of controls through either substituting, isolating the hazard or implementing engineering controls? (EG. Included in a Risk Assessment).

Requires Development + Action

Unable to view at time of audit. Further information requested but not received.

Where the method of risk reduction adopts an administrative approach, are controls identified and or implemented?

Unable to View/Assess

Where the method of risk reduction adopts the use of personal protective equipment, are controls identified and or implemented?

Unable to View/Assess

Does the workplace demonstrate appropriate considerations towards risks to ensure measures are fit for purpose, suitable and effective?

Unable to View/Assess

Does the workplace consider the risk of falls through systems of work or contained in risk assessments?

Unable to View/Assess

Does the workplace undertake electrical testing and tagging to ensure there is no unsafe electrical equipment?

Demonstrates Compliance

Are electrical inspections performed by a competent person?

Demonstrates Compliance

Where there is unsafe electrical equipment, is equipment disconnected and isolated?

Demonstrates Compliance

Where workers work in remote or isolated conditions, does the workplace consider hazards and methods of risk mitigation? (EG. Risk assessments, systems of work etc.)

Requires Development + Action

Unable to view at time of audit. Further information requested but not received.

Where confined spaces exist in the workplace, a specific risk assessment is recorded?

N/A

Legislative Compliance

Compliance	
Confined risk assessments are kept for a minimum of 28 days?	N/A
Confined space entry permits are kept until works are completed?	N/A
Where lock-out tags are used, appropriate systems of work are in place?	N/A
Physical Workplace	
Entries and exits are clear and accessible within the workplace?	Demonstrates Compliance
Floors and other surfaces are in good/adequate condition?	Demonstrates Compliance
Sufficient lighting is in place to enable general works, carry out an evacuation and move without risks to health and safety?	Demonstrates Compliance
The workplace has sufficient ventilation to undertake work?	Demonstrates Compliance
Controls are in place for extreme heat or cold conditions?	Unable to View/Assess
The workplace has amenities such as drinking water, toilets, and eating/break facilities?	Demonstrates Compliance
Upon observation, the workplace amenities are clean, operational and safe?	Demonstrates Compliance
Does the workplace have first aid gear/equipment?	Demonstrates Compliance
Is first aid gear/equipment assessable for all workers?	Demonstrates Compliance
Training	
Does the workplace demonstrate how workers are provided with suitable and adequate information, training and instruction in:	Unable to View/Assess
Systems of work consider the nature of work, associated risks, control measures, information and training? (EG. Training manuals, learning guides etc.)	Unable to View/Assess
Does the workplace provide information, training and instructions in a manner that is accessible and readily available?	Unable to View/Assess
Workplace Hazards	
Where the risk of potential falls is identified, are appropriate	Unable to View/Assess

Legislative Compliance

levels of controls in place? (EG. Secure fence, edge protection, working platforms, covers or fall arrest protection)

Does the workplace demonstrate appropriate controls for risks associated with potential falls?

Unable to View/Assess

Does the workplace consider hazardous manual handling tasks?

Unable to View/Assess

Unable to view at time of audit. Further information requested but not received.

Where the risk of hazardous manual handling tasks is identified, are appropriate levels of controls in place? (EG. Information included through systems of work or in a risk assessment?)

Unable to View/Assess

Unable to view at time of audit. Further information requested but not received.

Control measures for hazardous manual handling consider movement, work conditions, design of work area, size and weight?

Unable to View/Assess

Unable to view at time of audit. Further information requested but not received.

Where workers are exposed to hazardous atmospheres, does the workplace demonstrates appropriate level of controls?

N/A

Where an unsafe atmosphere is identified, appropriate levels of training are carried out reflective of the Australian Qualification Framework and relevant Skills Package.

N/A

Dangerous Goods + Handling (DGH)

Does the workplace have a Dangerous Goods Register?

Requires Development + Action

MVC to ensure operator develops a dangerous goods register given the use of pool related chemicals including chlorine and acid.

Does the workplace have a dangerous goods chemical manifest available?

Requires Development + Action

Dangerous goods risk assessments include the chemical, known hazard(s), task and application.

Requires Development + Action

Safety Data Sheets are in date and accessible (Reviewed every 5 years)?

Requires Development + Action

Operator to review and update SDS.

Chemicals are appropriately labelled including:

Requires Development + Action

Upon inspection of the Plant Room, there was no visible labelling on pipes or near dangerous goods such as chlorine etc.

Legislative Compliance

Name (Substance)?	No	
Chemicals are appropriately labelled? (Inc. Dangerous Goods Class Label (EG. 1-9))	No	
HAZCHEM?	Yes	
UN No.?	No	
Contacts?	No	
The workplace demonstrates:	Requires Development + Action	
Not exceeding an exposure standard?	Yes	
Evidence of the implementation of control measures specific to DGH?	No	
Evidence of assessing risk?	No	
Pipework containing a hazardous chemical(s) is identified via signage or labelling.	Requires Development + Action	
Placards are displayed where dangerous goods and chemicals are stored? (Inc. HAZCHEM upon entry of the workplace)	Partially Demonstrates Compliance	
HAZCHEM signage displayed is faded upon the entry door of the Pla	ant Room.	
Appropriate PPE signage is placed where DGH exist?	Demonstrates Compliance	
Does the workplace have spill kits readily available and accessible?	Requires Development + Action	
Despite the facility not being open to the general public, workers would access the Plant Room for general inspections, maintenance or other works. Thus there is value in having an accessible spill kit.		
The workplace provides:	Requires Development + Action	
PPE is suitable for intended use?	No	
PPE is suitable for various sizes, fit and reasonably comfortable?	No	

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how to use PPE?

Does the workplace store flammable or combustible

substances at the lowest practicable quantity?

PPE observed is clean, hygienic and in good working order?

Systems of work provide information and or instruction on

No

No

Demonstrates Compliance

Legislative Compliance

Are chemicals appropriately separated to prevent confusion or mixing?

Partially Demonstrates
Compliance

Where required, does the workplace have evidence of notifying the appropriate safety regulator or emergency services regarding quantities?

Unable to View/Assess

Emergency safe guards are operational? (Inc Emergency dump shower and eve wash)

Requires Development + Action

Upon inspection, I was unable to locate an emergency dump shower or eye wash station.

Appropriately sized bunding is in place? (Dependant on the class of chemical(s))

Requires Development + Action

Upon inspection, I was unable to locate bunding for dangerous goods.

Chemical inlet and outlet connections are secure, free of leaks, including transfer points?

Demonstrates Compliance

Water Quality

Evidence of water quality testing and sampling being conducted? (Inc. Every four (4) hours)

Demonstrates Compliance

Evidence of microbiological testing and sampling being conducted?

Demonstrates Compliance

Evidence of non-conformance records and corrective actions? (Inc. Corrective actions are reasonable)

Demonstrates Compliance

Evidence of water maintenance by recording backwashes?

Unable to View/Assess

Does the water appear to be visually clear?

N/A

Pool was closed.

High-Risk Works + Confined Spaces

Where the workplace undertakes high-risk works, is there evidence of systems of work for:

NI/A

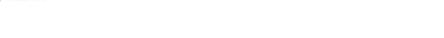
Does the workplace acknowledge confined spaces or are confined spaces are identified?

N/A

Does the workplace acknowledge atmospheric hazards or are they identified?

N/A





Risk Management Practices

Does the workplace demonstrate how it integrates the knowledge of risk into the governance of the business or organisation across all levels? (Inc. Knowledge of risks and operational matters)

Unable to View/Assess

Unable to view at time of audit. Further information was requested but not received.

Unable to view at time of audit. Further information was requested but not received.				
Evidence of the workplace adopting a risk management statement?	Unable to View/Assess			
Does the workplace demonstrate appropriate allocation or resources to managing risks as far as reasonably practicable?	Unable to View/Assess			
Does the workplace assign or appoint authority, responsibility and accountability for the management of risks across functions of the business or organisation?	Unable to View/Assess			
Does the workplace demonstrate methods of communication about risks to related/appropriate personnel?	Unable to View/Assess			
Evidence of a framework or process to systematically monitor risks?	Unable to View/Assess			
To support risk management systems, does the workplace demonstrate values, strategy, mission, values and objectives to support a safe/low-risk working environment?	Unable to View/Assess			
Does the workplace communicate its objectives and commitments to risk management?	Unable to View/Assess			
Does the workplace demonstrate how and when different types of decisions are made and or esculated?	Unable to View/Assess			
Does the workplace adopt a framework or process whether a risk is accepted/tolerated or not?	Unable to View/Assess			
The risk management approach is frequently assessed, measured and evaluated for relevancy, implementation and hazard indicators?	Unable to View/Assess			
The workplace adopts a change management framework when there is a modification or adjustment in an operational setting? (Inc. Change management approach)	Unable to View/Assess			
Evidence of a continual improvement framework or system to manage hazards within the workplace?	Unable to View/Assess			
Where required, is there evidence of engaging in either	Unable to View/Assess			

Risk Management

internal or external consultants to aid decision-making?

Does the workplace have a prescribed risk criterion that considers:	Unable to View/Assess
Risk identification considers:	Unable to View/Assess
Risks are understood by considering:	Unable to View/Assess
Does the workplace evaluate risks considering:	Unable to View/Assess

Operational Delivery

Aquatic Operations + Environment

Public areas are clean and presentable? (Inc. Aquatic areas)	Demonstrates Compliance	
Electrical power outlets are safely secured, away from water?	Partially Demonstrates Compliance	
Adequate way finding signage is displayed within the aquatic environment?	Demonstrates Compliance	
Rescue and emergency equipment is placed within close proximity of aquatic areas? (Within 0-15M)	Unable to View/Assess	
Requested further information such as emergency equipment layou information was not received.	ıt plan/map. Further	
Does the workplace provide workers with two-way radios as a primary form of communication?	Unable to View/Assess	
Does the workplace adopt the use of 'pro-words' in general operations?	Unable to View/Assess	
Safety provisions are in place for splash/aquatic playgrounds? (Inc. Lifeguard considerations, operational use, blind spots etc.)	Unable to View/Assess	
Splash/aquatic playgrounds are free of sharp edges, protruding objects and risk of entrapment?	Demonstrates Compliance	
Safety provisions are in place for the use of play structures such as inflatables, ropes, aquatic obstacle courses etc.? (Inc. Lifeguard considerations, operational use, blind spots etc.)	Unable to View/Assess	
Safety provisions are in place for the use of diving boards or towers? (Inc. Lifeguard considerations, operational use, blind spots etc.)	Unable to View/Assess	
Lifeguards execute established workplace procedures and practices? (Inc. Supervision deployment plans or safety management plans?)	Unable to View/Assess	
Lifeguard Performance		
Do lifeguards hold appropriate PPE? (Inc. Radio, waist bag etc.)	Demonstrates Compliance	
Based on available systems of work.		
Lifeguard(s) demonstrates they are operationally ready by carrying a rescue device or know the location of the nearest rescue device?	Unable to View/Assess	

Operational Delivery

Pool closed.

Lifeguard(s) display situational awareness in and around the aquatic area(s)?	N/A
Lifeguard(s) position themselves in a manner where they have appropriate vision of the aquatic area(s)?	N/A
Lifeguard(s) demonstrate the application of a dynamic risk assessment? (EG. Investigating hazards etc.)	Unable to View/Assess
Lifeguard(s) demonstrate initiative and dynamic decision-making?	Unable to View/Assess
Lifeguard(s) apply dynamic decision-making on the basis of their positioning? (EG. Positioning themselves where a heightened level of risk may exist or at-risk user group)	Unable to View/Assess
Lifeguard(s) demonstrate attentiveness by not being distracted?	Unable to View/Assess
Lifeguard(s) frequently demonstrate the use of scanning patterns?	Unable to View/Assess
Do Lifeguard(s) demonstrate undertaking a verbal handover during shift?	Unable to View/Assess
Lifeguard(s) frequently undertake head counting?	Unable to View/Assess
An appropriate number of lifeguards are positioned in aquatic areas, reflective of workplace practices?	Unable to View/Assess
Unable to identify workplace practices/systems of work.	

Physical + Psychological Hazards

Psychological Hazard Interview (Casual Worker #1)

Psychological/social hazard interview not undertaken as the setting does not directly employ workers as it is a community managed pool. However, there is value in reviewing questions listed to below to incorporate future surveys or controls.

I have a sense of control over aspects of the work, including how or when a job is done?

My workload is reasonable and I work within my contracted hours?

Work demands are reasonable?

I am emotionally supported when experiencing aggressive customers or being involved in a traumatic incident?

If undertaking shift work, I do not perform overtime on a frequent basis?

I am supported in my role through training and access to information?

I have the appropriate resources and equipment to do my job?

I have a sense of stability in the workplace?

I am supported by the leadership/management team?

There is a culture of positive feedback and rewards?

Relationships between workers and their managers, supervisors, colleagues and clients or others are respectful and professional?

I am not in a position where my job role is conflicted?

The workplace is free from sexual harassment or gender violance?

The workplace is free from bullying, violence and aggression?

Where psychological hazards exist including bullying, high-job demands, harassment, trauma or work-related aggression. Has the worker been provided with a prevention plan?



Physical + Psychological Hazards

Physical Hazards (Observational)

In addition to the audit and service review. The consultant will perform an observational assessment of physical hazards within the workplace. Notwithstanding, at the time of assessment, there may not be any physical hazards present. Thus, no physical hazards will be listed.

Are there physical hazards within the workplace?	Yes	
1) Description of physical hazard?	At Risk	
Detail the type of hazard?	Inconsistent and missing signage for an aquatic facility. Examples include missing depth markings, signage displayed at various heights, faded signs etc.	
2) Description of physical hazard?	At Risk	

Physical + Psychological Hazards

Detail	the	tvpe	of	hazard?	
		-71-			

Managing general hazards for dangerous goods and chemicals. Examples include incorrect and missing regulatory signage, no chemical bunding, no labelling of pipes, no emergency stations, no spill kits and no personal protective equipment.

3) Description of physical hazard?

At Risk

Detail the type of hazard?

Outdated systems of work pertaining to general systems of work and compliance to regulatory and industry practices.



General Operations

Does the workplace provide access to policies, procedures and systems of work for workers?	Unable to View/Assess
Unable to view at time of audit. Further information was requested	but not received.
Does the workplace provide access to industry practices, codes and guidelines? (EG. Code of practice etc.)	Unable to View/Assess
The workplace adopts an onboarding system to obtain qualifications for workers?	Unable to View/Assess
Do lifeguards and Supervisors/Duty Managers hold appropriate units of competency reflective of the Australian Qualification Framework or Skills Package?	Unable to View/Assess
Does the workplace provide an induction process for?	Unable to View/Assess
Does the workplace adopt a contractor management system? (EG. Approval, inductions, sign-in, sign-out)	Unable to View/Assess
Does the workplace adopt a system or method to assess first aid stock levels and procurement?	Demonstrates Compliance
Does the workplace adopt a system or method to assess operational readiness for medical-grade oxygen and procurement?	Demonstrates Compliance
Does the workplace adopt a system or method to assess operational readiness for a defibrillator and procurement?	Unable to View/Assess
Does the workplace request worker health assessments to be undertaken?	Unable to View/Assess
Do aquatic areas display appropriate water safety signage? (Reflective of AS 2416, including prohibited, hazard, information and advisory signage?).	Partially Demonstrates Compliance
Missing text below pictograms/symbols. Missing depth markings.	
The workplace positions water safety signage in a location where a reasonable person would self-identify or recognise?	Partially Demonstrates Compliance

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No diving sign? (Inc. Use of prohibited symbol)

Shallow water sign missing depth indicator text.

Deep or shallow water sign? (Inc. Warning text or symbol)

No

Systems of Work

Active supervision for children and young people sign? (Inc. Warning or information sign)

Yes

Supervision signage missing instructional text.

Marking for static or variable water depths? (Inc. Warning or information sign)

No

Depth indicator marking faded and missing. Not consistent across the entire pool.

Workplace specific signage to reduce risk?

Yes

Lifeguard Operations

Evidence of ongoing employment training occurring every three (3) months?

Unable to View/Assess

Does ongoing employment training capture:

Unable to View/Assess

Are lifeguards provided with work instructions? (Inc. Supervision deployment plans or safety management plans?)

Unable to View/Assess

Does a supervision deployment plan or safety management plan include:

Unable to View/Assess

Are lifeguards identifiable? (Inc. Wearing contrasting or high visibility clothing with the text 'Lifeguard')

Yes

Does the workplace identify potential blind spots or hazardous areas?

Unable to View/Assess

Where there are blind spots or hazardous areas, are additional controls in place? (EG. Use of mirrors etc.)

Unable to View/Assess

Does the workplace have controls for lifeguard fatigue management?

Unable to View/Assess

Does the workplace provide adequate shade for outdoor workers?

Unable to View/Assess

Emergency Management

Does the workplace have one (1) first aider for every twenty-five (25) workers? (Reflective of high-risk workplaces - Code of Practice First Aid in the Workplace (TAS 2020))

Demonstrates Compliance

Does the workplace adopt AS 3745-2010 Planning for Emergencies in Facilities?

Unable to View/Assess

Does the workplace adopt an emergency planning committee (EPC) and emergency control organisation (ECO)?

Unable to View/Assess

Systems of Work

Does the workplace adopt emergency plans or procedures reflecting industry codes of practices?	Demonstrates Compliance
Does the workplace adopt a clear warden structure? (Inc. Chief warden, deputy warden, floor or area warden etc.)	Unable to View/Assess
Does the workplace have an evacuation checklist for each warden location?	Unable to View/Assess
Does the workplace have an emergency contact list?	Demonstrates Compliance
Evidence of a full or partial evacuation undertaken in the workplace within twelve (12) months?	Unable to View/Assess
Evidence of emergency management or response training? (Inc. Responding to alarms, fire, incidents, EWIS, WIP and use of equipment)	N/A
Does the workplace consider access for emergency services? (Inc. Entry, access to first aid room and exit)	Demonstrates Compliance
Does the workplace display emergency diagrams no less than 210 x 297mm (A4) in size?	Demonstrates Compliance
Do emergency diagrams include:	Partially Demonstrates Compliance
Tile and location of the workplace?	Yes
'You are here' text?	Yes
Location of WIP or emergency communication devices?	No
EWIS (Electrical wiring interconnection system)?	N/A
Location of fire suppression (Inc. Extinguishers, hose reels, blankets etc.)	N/A
Validity date?	No
Where the workplace has emergency lighting, are service records kept and maintained?	Unable to View/Assess
Where the workplace has fire suppression equipment, are service records kept and maintained?	Demonstrates Compliance





360 Service Review + Audit (Tasmania)

Score	43.51% Flagged items	73	
Location			Caveside Pool
Date & Time			12.07.2023 10:00 AEST
Lead Consultant			Ash Presser





Caveside Pool

Flagged items 73 flagged

Legislative Compliance / General Work Health + Safety

Does the workplace adopt a Work Health Safety/Occupational Health Safety policy?

Review Recommended

Review recommended on the basis that Caveside Pool adopts the use of MVC policies and procedures by default .

Legislative Compliance / General Work Health + Safety

Does the workplace demonstrate methods of effective consultation and representation of workers?

Review Recommended

MVC to apply their WHS documents to capture consultation and representation specific to Caveside Pool.

Legislative Compliance / General Work Health + Safety

The workplace adopts a WHS/OHS resolution framework?

Review Recommended

MVC to apply their internal WHS/OHS resolution framework into practice.

Legislative Compliance / General Work Health + Safety

Does the workplace adopt a continuous improvement model or framework?

Review Recommended

 $\ensuremath{\mathsf{MVC}}$ to adopt existing internal CIM framework into the operation of Caveside Pool.

Legislative Compliance / General Work Health + Safety

Do WHS/OHS duties reflect the appropriate level of control and responsibility?

Review Recommended

Considering the scope of Caveside Pools, there is value in MVC to define levels of control and responsibility.

Legislative Compliance / General Work Health + Safety

Do risk assessments include the likelihood, degree of harm and the risk(s) concerned?

Requires Development + Action

At the time of audit there was no risk assessment available specific to general hazards

Legislative Compliance / General Work Health + Safety

Do emergency plans include:

Requires Development + Action

Legislative Compliance / General Work Health + Safety

Does the workplace consider the following in emergency plans:

Review Recommended

Legislative Compliance / Leadership

Appropriate systems of work are available for plant and machinery?

Review Recommended

Limited information was observed in the Plant Room. There is value in reviewing systems of work for plant and machinery, including dangerous goods.

Legislative Compliance / Leadership

Systems of work include, but are not limited to operational use, storage, and handling of plant equipment and substances?

Review Recommended

Legislative Compliance / Leadership

Role functions of a PCBU (Person(s) Conducting Business or Undertaking) are appropriately defined? (EG. WHS/OHS draties captured in a job/position description or other systems of work).

Requires Development + Action

There is value in MVC to review role functions specific to Caveside Pool. This may be a component within a 'Leisure Services' co-ordinator or manager position within MVC.

Legislative Compliance / Leadership

Role functions of an Officer are appropriately defined? (EG. WHS/OHS duties are captured within the governance framework, job/position description or other systems of work).

Requires Development + Action

Legislative Compliance / Leadership

The workplace can demonstrate that PCBU(s) and an Officer(s) demonstrate Due Diligence by:

Requires Development + Action

Legislative Compliance / Leadership

Systems of work detail a response to notifiable incidents?

Review Recommended

MVC to tailor a work response specific to Caveside Pool and or public spaces reflective of regulatory provisions.

Legislative Compliance / Psychosocial Risk

Does the workplace consider psychologocal hazards related to the operational environment within systems of work? (EG. Safety Management Plan, Risk Management Plan etc.)

Review Recommended

MVC to consider potential psychological/psychosocial hazards involving the management and operation of Caveside Pool.

Legislative Compliance / Psychosocial Risk

Has the workplace identified and attempted to eliminate or minimise psychosocial risks (as far as reasonably practicable)?

Review Recommended

Legislative Compliance / Psychosocial Risk

The workplace demonstrates appropriate levels of control for psychosocial risks that consider:	Review Recommended
Legislative Compliance / Psychosocial Risk	
Interaction or combination of psychosocial hazards?	No
Legislative Compliance / Psychosocial Risk	
Job demands and design of work?	No
Legislative Compliance / Psychosocial Risk	
Systems of work that consider how work is managed, organised or supported?	No
Legislative Compliance / Hazard Controls	
Does the workplace demonstrate listing hierarchy of controls through either substituting, isolating the hazard or implementing engineering controls? (EG. Included in a Risk Assessment).	Requires Development + Action
Unable to view at time of audit. Further information requested but	not received.
Legislative Compliance / Hazard Controls	
Does the workplace undertake electrical testing and tagging to ensure there is no unsafe electrical equipment?	Review Recommended
MVC to arrange appropriate testing and tagging of electrical equip	ment for Caveside Pool.
Legislative Compliance / Hazard Controls	
Are electrical inspections performed by a competent person?	Review Recommended
Legislative Compliance / Hazard Controls	
Where workers work in remote or isolated conditions, does the workplace consider hazards and methods of risk mitigation? (EG. Risk assessments, systems of work etc.)	Review Recommended
Legislative Compliance / Hazard Controls	
Where confined spaces exist in the workplace, a specific risk assessment is recorded?	Requires Development + Action
Legislative Compliance / Physical Workplace	
Sufficient lighting is in place to enable general works, carry out an evacuation and move without risks to health and safety?	Review Recommended
Legislative Compliance / Physical Workplace	
Controls are in place for extreme heat or cold conditions?	Review Recommended

Specific to Caveside Pool, there is value in determining controls and operational provisions in the event of extreme heat or cold weather days.

Legislative Compliance / Physical Workplace

Is first aid gear/equipment assessable for all workers?

Review Recommended

There is value in MVC developing an emergency equipment layout or checklist on a reoccurring basis for the operating environment.

Legislative Compliance / Training

Does the workplace demonstrate how workers are provided with suitable and adequate information, training and instruction in:

Review Recommended

Legislative Compliance / Workplace Hazards

Where the risk of hazardous manual handling tasks is identified, are appropriate levels of controls in place? (EG. Information included through systems of work or in a risk assessment?)

Review Recommended

MVC to adopt the use of internal documentation.

Legislative Compliance / Dangerous Goods + Handling (DGH)

Does the workplace have a Dangerous Goods Register?

Requires Development + Action

MVC to develop a dangerous goods register given the use of pool related chemicals including chlorine and acid.

Legislative Compliance / Dangerous Goods + Handling (DGH)

Does the workplace have a dangerous goods chemical manifest available?

Requires Development + Action

Legislative Compliance / Dangerous Goods + Handling (DGH)

Dangerous goods risk assessments include the chemical, known hazard(s), task and application.

Requires Development + Action

Legislative Compliance / Dangerous Goods + Handling (DGH)

Safety Data Sheets are in date and accessible (Reviewed every 5 years)?

Requires Development + Action

MVC to provide SDS within the plant room(s).

Legislative Compliance / Dangerous Goods + Handling (DGH)

Chemicals are appropriately labelled including:

Requires Development + Action

Upon inspection of the Plant Room, there was no visible labelling on pipes or near dangerous goods such as chlorine etc.

Legislative Compliance / Dangerous Goods + Handling (DGH)

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The workplace demonstrates:

Review Recommended

Legislative Compliance / Dangerous Goods + Handling (DGH)

Pipework containing a hazardous chemical(s) is identified via signage or labelling.

Requires Development + Action

Legislative Compliance / Dangerous Goods + Handling (DGH)

Placards are displayed where dangerous goods and chemicals are stored? (Inc. HAZCHEM upon entry of the workplace)

Review Recommended

Legislative Compliance / Dangerous Goods + Handling (DGH)

Appropriate PPE signage is placed where DGH exist?

Review Recommended

Legislative Compliance / Dangerous Goods + Handling (DGH)

Does the workplace have spill kits readily available and accessible?

Requires Development + Action

Despite the facility not being open to the general public, workers would access the Plant Room for general inspections, maintenance or other works. Thus there is value in having an accessible spill kit

Legislative Compliance / Dangerous Goods + Handling (DGH)

The workplace provides:

Requires Development + Action

Legislative Compliance / Dangerous Goods + Handling (DGH)

Emergency safe guards are operational? (Inc Emergency dump shower and eye wash)

Review Recommended

Legislative Compliance / Dangerous Goods + Handling (DGH)

Appropriately sized bunding is in place? (Dependant on the class of chemical(s))

Requires Development + Action

Risk Management / Risk Management Practices

Does the workplace demonstrate how it integrates the knowledge of risk into the governance of the business or organisation across all levels? (Inc. Knowledge of risks and operational matters)

Review Recommended

Given the operation of Caveside Pool and dependence by default on MVC. MVC systems of work would support operational efforts as the land owner.

Risk Management / Risk Management Practices

Evidence of the workplace adopting a risk management statement?

Review Recommended

Risk Management / Risk Management Practices

Does the workplace demonstrate appropriate allocation or resources to managing risks as far as reasonably practicable?

Review Recommended

Risk Management / Risk Management Practices

Does the workplace assign or appoint authority, responsibility and accountability for the management of risks across functions of the business or organisation?

Review Recommended

Risk Management / Risk Management Practices

Does the workplace demonstrate methods of communication about risks to related/appropriate personnel?

Review Recommended

Risk Management / Risk Management Practices

To support risk management systems, does the workplace demonstrate values, strategy, mission, values and objectives to support a safe/low-risk working environment?

Review Recommended

Risk Management / Risk Management Practices

Does the workplace communicate its objectives and commitments to risk management?

Review Recommended

Risk Management / Risk Management Practices

Does the workplace demonstrate how and when tiffes coft decisions are made and or escalated?

Review Recommended

Risk Management / Risk Management Practices

Does the workplace adopt a framework or process whether a risk is accepted/tolerated or not?

Review Recommended

Risk Management / Risk Management Practices

The risk management approach is frequently assessed, measured and evaluated for relevancy, implementation and hazard indicators?

Review Recommended

Risk Management / Risk Management Practices

The workplace adopts a change management framework when there is a modification or adjustment in an operational setting? (Inc. Change management approach)

Review Recommended

Risk Management / Risk Management Practices

Evidence of a continual improvement framework or system to manage hazards within the workplace?

Review Recommended

Risk Management / Risk Management Practices

Where required, is there evidence of engaging in either internal or external consultants to aid decision-making?

Review Recommended

Risk Management / Risk Management Practices

Does the workplace have a prescribed risk criterion that considers:

Review Recommended

Risk Management

Risk identification considers:

Review Recommended

Risk Management

Risks are understood by considering:

Review Recommended

Risk Management

Does the workplace evaluate risks considering:

Review Recommended

Operational Delivery / Aquatic Operations + Environment

Rescue and emergency equipment is placed within close proximity of aquatic areas? (Within 0-15M)

Review Recommended

There is value in MVC to develop emergency equipment layout plan/map.

Physical + Psychological Hazards / Physical Hazards (Observational)

1) Description of physical hazard?

At Risk

Physical + Psychological Hazards / Physical Hazards (Observational)

2) Description of physical hazard?

At Risk

Physical + Psychological Hazards / Physical Hazards (Observational)

3) Description of physical hazard?

At Risk

Systems of Work / General Operations

Does the workplace provide access to policies, procedures and systems of work for workers?

Requires Development + Action

MVC to build upon existing general systems of work to support Caveside Pool.

Systems of Work / General Operations

Does the workplace provide access to industry practices, codes and guidelines? (EG. Code of practice etc.)

Requires Development + Action

Systems of Work / General Operations

The workplace adopts an onboarding system to obtain qualifications for workers?

Review Recommended

MVC to develop specific information regarding Caveside Pool for external contractors.

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Systems of Work / General Operations

Do aquatic areas display appropriate water safety signage? (Reflective of AS 2416, including prohibited, hazard, information and advisory signage?).

Review Recommended

Missing pool depth markings.

Systems of Work / General Operations

The workplace positions water safety signage in a location where a reasonable person would self-identify or recognise?

Review Recommended

Systems of Work / Lifeguard Operations

Are lifeguards provided with work instructions? (Inc. Supervision deployment plans or safety management plans?)

Review Recommended

Despite Caveside Pool being unsupervised, there is value in developing a method of supervision with may involve a buddy system or use of external monitoring systems.

Systems of Work / Lifeguard Operations

Does a supervision deployment plan or safety management plan include:

Review Recommended

Systems of Work / Emergency Management

Does the workplace adopt emergency plans or procedures reflecting industry codes of practices?

Requires Development + Action

Systems of Work / Emergency Management

Does the workplace display emergency diagrams no less than 210 x 297mm (A4) in size?

Requires Development + Action

Despite the context of Caveside Pool, there is value in sharing emergency diagrams for the general public.

Legislative Compliance

General Work Health + Safety

Does the workplace adopt a Work Health Safety/Occupational Health Safety policy?

Review Recommended

Review recommended on the basis that Caveside Pool adopts the use of MVC policies and procedures by default .

Does Work Health Safety/Occupational Health Safety policy consider:

Unable to View/Assess

Does the workplace demonstrate methods to maintain legislative compliance and other applicable requirements as far as reasonably practicable?

Unable to View/Assess

Risks within the workplace are identified, in order to adopt risk controls to eliminate or minimise?

Unable to View/Assess

Does the workplace demonstrate methods of effective consultation and representation of workers?

Review Recommended

MVC to apply their WHS documents to capture consultation and representation specific to Caveside Pool

Does the workplace demonstrates knowledge and awareness. Including foreseeable hazards affecting risks to health and safety?

Unable to View/Assess

The workplace adopts a WHS/OHS resolution framework?

Review Recommended

MVC to apply their internal WHS/OHS resolution framework into practice.

Evidence of methods and or processes of practices to assist workers to achieve a healthier + safer working environment?

Unable to View/Assess

Does the workplace demonstrate WHS/OHS education and training?

Unable to View/Assess

Does the workplace adopt a method to allow workers to challenge WHS/OHS functions?

Unable to View/Assess

Does the workplace adopt a continuous improvement model or framework?

Review Recommended

MVC to adopt existing internal CIM framework into the operation of Caveside Pool.

Are WHS/OHS functions defined within a Governance Framework?

Demonstrates Compliance

Do WHS/OHS duties reflect the appropriate level of control and responsibility?

Review Recommended

Legislative Compliance

Considering the scope of Caveside Pools, there is value in MVC to define levels of control and responsibility.

Do risk assessments include the likelihood, degree of harm and the risk(s) concerned?

Requires Development + Action

At the time of audit there was no risk assessment available specific to the hazards

The workplace demonstrates awareness of hazards and is appropriately captured through various systems of work?

Unable to View/Assess

Despite the type of operation of Caveside, supporting documentation needs to support the operational methodology. EG. How to access the pool, risk assessment, provisions to open and close, water quality testing etc.

Risk reduction is achieved by either hazard elimination or methods of minimisation?	Unable to View/Assess
The workplace demonstrates suitable hazard reduction through systems of work?	Unable to View/Assess
Where risks are considered to be 'High'. Does the workplace consider or capture related costs against minimising the risk? (EG. If the cost is grossly disproportionate to the risk).	Unable to View/Assess
Do emergency plans include:	Requires Development + Action
Response to an emergency (inc. Aquatic Emergencies)?	No
General evacuation procedures?	No
Evidence of testing emergency procedures?	N/A
Method of notifying emergency services?	No
Medical treatment and assistance?	No
Methods of communication and incident escalation to PCBU and Officers?	No
Evidence of training, instruction and accessibility of information to implement emergency procedures?	No
Does the workplace consider the following in emergency plans:	Review Recommended
The nature of work being conducted?	No
The nature of hazards at the workplace?	No
The size and location of workplace?	No

Legislative Compliance

The number of staff and composition of workers?

N/A

Leadership

The workplace demonstrates methods of supervision for workers?

N/A

Not required based on there being no workers as part of the Caveside Pool operation. However, MVC to consider the interactions of external contractors.

Systems of work are available to workers to reduce risks to health and safety?

Unable to View/Assess

Appropriate systems of work are available for plant and machinery?

Review Recommended

Limited information was observed in the Plant Room. There is value in reviewing systems of work for plant and machinery, including dangerous goods.

Systems of work include, but are not limited to operational use, storage, and handling of plant equipment and substances?

Review Recommended

Does the workplace promote worker welfare with information that is accessible?

Unable to View/Assess

Does the workplace maintain/record evidence of training that considers the operational environment for all workers?

Unable to View/Assess

Does the workplace adopt a method to monitor the working environment to prevent illness or injury?

Demonstrates Compliance

MVC documentation viewed specific to prevent worker injury and illness.

Role functions of a PCBU (Person(s) Conducting Business or Undertaking) are appropriately defined? (EG. WHS/OHS duties are captured in a job/position description or other systems of work).

Requires Development + Action

There is value in MVC to review role functions specific to Caveside Pool. This may be a component within a 'Leisure Services' co-ordinator or manager position within MVC.

Role functions of an Officer are appropriately defined? (EG. WHS/OHS duties are captured within the governance framework, job/position description or other systems of work).

Requires Development + Action

The workplace can demonstrate that PCBU(s) and an Officer(s) demonstrate Due Diligence by:

Requires Development + Action

Provide evidence of vocational currency/training including WHS/ OHS?

N/A

Legislative Compliance

Compliance	
Demonstrate knowledge of common hazards and risks through systems of work?	No
Demonstrate methods of elimination or reduction of risks to health and safety? (EG. Risk Assessments, Safe Work Method Statements etc.)	No
A framework or process is used to communicate incidents, hazards and risks in a timely manner including:	Partially Demonstrates Compliance
Notifiable incidents.	\checkmark
Consultation involving workers.	
Delivering training to workers reflective of job role and work health safety.	abla
Where a HSR (Health Safety Rep) is appointed, training is made available?	N/A
Incident notification process and information is captured within systems of work?	Unable to View/Assess
Systems of work detail a response to notifiable incidents?	Review Recommended
\ensuremath{MVC} to tailor a work response specific to Caveside Pool and or public regulatory provisions.	spaces reflective of
Worker duties and functions are captured through induction, training and other methods?	Unable to View/Assess
Roles that require nationally recognised training (units of competency) under the Australian Qualification Framework are communicated/outlined to potential and current workers?	N/A
Does the workplace adopt a system or method(s) to identify or prevent a worker from undertaking duties if they do not/no longer hold appropriate qualification(s)?	N/A
Consultation	
Does the workplace provide training or methods for consultation with workers atleast once in every 3 (three) months)?	N/A
Does the workplace record evidence of consultation with workers and their contribution?	N/A
The workplace demonstrates methods to communicate WHS/OHS information?	N/A
The workplace has a framework or process to identify when	N/A

Legislative Compliance

consultation with workers may be required?

Psychosocial Risk

Does the workplace consider psychological hazards related to the operational environment within systems of work? (EG. Safety Management Plan, Risk Management Plan etc.)

Review Recommended

MVC to consider potential psychological/psychosocial hazards involving the management and operation of Caveside Pool.

Has the workplace identified and attempted to eliminate or Review Recommended minimise psychosocial risks (as far as reasonably practicable)? The workplace demonstrates appropriate levels of control for Review Recommended psychosocial risks that consider: Frequency, duration and severity of exposure? No Interaction or combination of psychosocial hazards? No Job demands and design of work? No Systems of work that consider how work is managed, No organised or supported? **Environmental conditions?** Training, instruction and supervision for workers?

Hazard Controls

Does the workplace demonstrate listing hierarchy of controls through either substituting, isolating the hazard or implementing engineering controls? (EG. Included in a Risk Assessment).

Requires Development + Action

Unable to view at time of audit. Further information requested but not received.

Where the method of risk reduction adopts an administrative approach, are controls identified and or implemented?

Unable to View/Assess

Where the method of risk reduction adopts the use of personal protective equipment, are controls identified and or implemented?

Unable to View/Assess

Does the workplace demonstrate appropriate considerations towards risks to ensure measures are fit for purpose, suitable and effective?

Unable to View/Assess

Does the workplace consider the risk of falls through systems

Unable to View/Assess

Legislative Compliance

of work or contained in risk assessments?

Does the workplace undertake electrical testing and tagging to ensure there is no unsafe electrical equipment?

Review Recommended

MVC to arrange appropriate testing and tagging of electrical equipment for Caveside Pool.

Are electrical inspections performed by a competent person?

Review Recommended

Where there is unsafe electrical equipment, is equipment disconnected and isolated?

Demonstrates Compliance

Where workers work in remote or isolated conditions, does the workplace consider hazards and methods of risk mitigation? (EG. Risk assessments, systems of work etc.)

Review Recommended

Where confined spaces exist in the workplace, a specific risk assessment is recorded?

Requires Development + Action

Confined risk assessments are kept for a minimum of 28 days?

N/A

Confined space entry permits are kept until works are completed?

N/A

Where lock-out tags are used, appropriate systems of work are in place?

N/A

Physical Workplace

Entries and exits are clear and accessible within the workplace?

Demonstrates Compliance

Floors and other surfaces are in good/adequate condition?

Partially Demonstrates
Compliance

Upon observation there were uneven surfaces around the aquatic area with cracks and raised edges.

Sufficient lighting is in place to enable general works, carry out an evacuation and move without risks to health and safety?

Review Recommended

The workplace has sufficient ventilation to undertake work?

Demonstrates Compliance

Controls are in place for extreme heat or cold conditions?

Review Recommended

Specific to Caveside Pool, there is value in determining controls and operational provisions in the event of extreme heat or cold weather days.

The workplace has amenities such as drinking water, toilets, and eating/break facilities?

N/A

Caveside Pool does not have provisions for such services.

Legislative Compliance

Upon observation, the workplace amenities are clean, operational and safe?	Demonstrates Compliance
Does the workplace have first aid gear/equipment?	Demonstrates Compliance
Is first aid gear/equipment assessable for all workers?	Review Recommended

There is value in MVC developing an emergency equipment layout or checklist on a reoccurring basis for the operating environment.

Training

Does the workplace demonstrate how workers are provided with suitable and adequate information, training and instruction in:	Review Recommended
Summary of hazards?	No
Need for, and the appropriate use of control measures?	No
Selection, fit and purpose of PPE?	Yes
Emergency procedures?	No
Systems of work consider the nature of work, associated risks, control measures, information and training? (EG. Training manuals, learning guides etc.)	N/A
Does the workplace provide information, training and instructions in a manner that is accessible and readily available?	N/A
Workplace Hazards	
Where the risk of potential falls is identified, are appropriate levels of controls in place? (EG. Secure fence, edge protection, working platforms, covers or fall arrest protection)	N/A
Does the workplace demonstrate appropriate controls for risks associated with potential falls?	N/A
Does the workplace consider hazardous manual handling tasks?	Partially Demonstrates Compliance
Where the risk of hazardous manual handling tasks is identified, are appropriate levels of controls in place? (EG. Information included through systems of work or in a risk assessment?)	Review Recommended
MVC to adopt the use of internal documentation.	

Legislative Compliance

Control measures for hazardous manual handling consider movement, work conditions, design of work area, size and weight?

Unable to View/Assess

Where workers are exposed to hazardous atmospheres, does the workplace demonstrates appropriate level of controls?

Unable to View/Assess

Where an unsafe atmosphere is identified, appropriate levels of training are carried out reflective of the Australian Qualification Framework and relevant Skills Package.

N/A

Dangerous Goods + Handling (DGH)

Does the workplace have a Dangerous Goods Register?

Requires Development + Action

MVC to develop a dangerous goods register given the use of pool related chemicals including chlorine and acid.

Does the workplace have a dangerous goods chemical manifest available?

Requires Development + Action

Dangerous goods risk assessments include the chemical, known hazard(s), task and application.

Requires Development + Action

Safety Data Sheets are in date and accessible (Reviewed every 5 years)?

Requires Development + Action

MVC to provide SDS within the plant room(s).

Chemicals are appropriately labelled including:

Requires Development + Action

Upon inspection of the Plant Room, there was no visible labelling on pipes or near dangerous goods such as chlorine etc.

Name (Substance)?	No
Chemicals are appropriately labelled? (Inc. Dangerous Goods Class Label (EG. 1-9))	No
HAZCHEM?	Yes
UN No.?	No
Contacts?	No
The workplace demonstrates:	Review Recommended
Not exceeding an exposure standard?	Yes
Evidence of the implementation of control measures specific to DGH?	No

Legislative Compliance

Evidence of assessing risk?	No
Pipework containing a hazardous chemical(s) is identified via signage or labelling.	Requires Development + Action
Placards are displayed where dangerous goods and chemicals are stored? (Inc. HAZCHEM upon entry of the workplace)	Review Recommended
Appropriate PPE signage is placed where DGH exist?	Review Recommended
Does the workplace have spill kits readily available and accessible?	Requires Development + Action

Despite the facility not being open to the general public, workers would access the Plant Room for general inspections, maintenance or other works. Thus there is value in having an accessible spill kit.

The workplace provides:	Requires Development + Action
PPE is suitable for intended use?	No
PPE is suitable for various sizes, fit and reasonably comfortable?	No
PPE observed is clean, hygienic and in good working order?	No
Systems of work provide information and or instruction on how to use PPE?	No
Does the workplace store flammable or combustible substances at the lowest practicable quantity?	Demonstrates Compliance
Are chemicals appropriately separated to prevent confusion or mixing?	Partially Demonstrates Compliance
Where required, does the workplace have evidence of notifying the appropriate safety regulator or emergency services regarding quantities?	Unable to View/Assess
Emergency safe guards are operational? (Inc Emergency dump shower and eye wash)	Review Recommended
Appropriately sized bunding is in place? (Dependant on the class of chemical(s))	Requires Development + Action
Chemical inlet and outlet connections are secure, free of leaks, including transfer points?	Demonstrates Compliance
Water Quality	
Evidence of water quality testing and sampling being conducted? (Inc. Every four (4) hours)	Demonstrates Compliance

Legislative Compliance

Evidence of microbiological testing and sampling being conducted?	Demonstrates Compliance
Evidence of non-conformance records and corrective actions? (Inc. Corrective actions are reasonable)	Demonstrates Compliance
Evidence of water maintenance by recording backwashes?	Unable to View/Assess
Does the water appear to be visually clear?	N/A
Pool was closed.	
High-Risk Works + Confined Spaces	
Where the workplace undertakes high-risk works, is there evidence of systems of work for:	N/A
Does the workplace acknowledge confined spaces or are confined spaces are identified?	N/A
Does the workplace acknowledge atmospheric hazards or are they identified?	N/A



Risk Management Practices

Does the workplace demonstrate how it integrates the knowledge of risk into the governance of the business or organisation across all levels? (Inc. Knowledge of risks and operational matters)

Review Recommended

Given the operation of Caveside Pool and dependence by default on MVC. MVC systems of work would support operational elements as the land owner.

Evidence of the workplace adopting a risk management statement?	Review Recommended
Does the workplace demonstrate appropriate allocation or resources to managing risks as far as reasonably practicable?	Review Recommended
Does the workplace assign or appoint authority, responsibility and accountability for the management of risks across functions of the business or organisation?	Review Recommended
Does the workplace demonstrate methods of communication about risks to related/appropriate personnel?	Review Recommended
Evidence of a framework or process to systematically monitor risks?	Unable to View/Assess
To support risk management systems, does the workplace demonstrate values, strategy, mission, values and objectives to support a safe/low-risk working environment?	Review Recommended
Does the workplace communicate its objectives and commitments to risk management?	Review Recommended
Does the workplace demonstrate how and when different types of decisions are made and or escalated?	Review Recommended
Does the workplace adopt a framework or process whether a risk is accepted/tolerated or not?	Review Recommended
The risk management approach is frequently assessed, measured and evaluated for relevancy, implementation and hazard indicators?	Review Recommended
The workplace adopts a change management framework when there is a modification or adjustment in an operational setting? (Inc. Change management approach)	Review Recommended
Evidence of a continual improvement framework or system to manage hazards within the workplace?	Review Recommended

Risk Management

Where required, is there evidence of engaging in either internal or external consultants to aid decision-making?	Review Recommended		
Does the workplace have a prescribed risk criterion that considers:	Review Recommended		
Likelihood or frequency factors?	Yes		
Consequences?	Yes		
Time related factors?	No		
How the level of risk is assessed?	Yes		
Capacity to address the hazard?	No		
Impact? (Inc. Financial, people, culture and legal etc.)	Yes		
Risk identification considers:	Review Recommended		
Tangible and intangible factors of risk?	No		
Potential causes?	Yes		
Previous incidents or events?	No		
Emerging hazards and risks?	Yes		
Limitations of knowledge and credibility of information?	No		
Risks are understood by considering:	Review Recommended		
Likelihood of incidents or events?	No		
Magnitude of consequences?	No		
Complexity?	No		
Time related factors? No			
Effectiveness of controls?	No		
Sensitivity and confidence levels?	No		
Does the workplace evaluate risks considering:	Review Recommended		
Possible risk treatment options?	Yes		
Possible need to undertake further analysis?	No		

360 SERVICE REVIEW + AUDIT Risk Management Maintain existing controls? Reconsider objectives or continue to monitor? No



Aquatic Operations + Environment

<u> </u>	
Public areas are clean and presentable? (Inc. Aquatic areas)	Partially Demonstrates Compliance
Pool was closed during audit, however was reasonably clean.	
Electrical power outlets are safely secured, away from water?	Demonstrates Compliance
Adequate way finding signage is displayed within the aquatic environment?	Partially Demonstrates Compliance
Rescue and emergency equipment is placed within close proximity of aquatic areas? (Within 0-15M)	Review Recommended
There is value in MVC to develop emergency equipment layout plan	/map.
Does the workplace provide workers with two-way radios as a primary form of communication?	N/A
Does the workplace adopt the use of 'pro-words' in general operations?	N/A
Safety provisions are in place for splash/aquatic playgrounds? (Inc. Lifeguard considerations, operational use, blind spots etc.)	N/A
Splash/aquatic playgrounds are free of sharp edges, protruding objects and risk of entrapment?	N/A
Safety provisions are in place for the use of play structures such as inflatables, ropes, aquatic obstacle courses etc.? (Inc. Lifeguard considerations, operational use, blind spots etc.)	N/A
Safety provisions are in place for the use of diving boards or towers? (Inc. Lifeguard considerations, operational use, blind spots etc.)	N/A
Lifeguards execute established workplace procedures and practices? (Inc. Supervision deployment plans or safety management plans?)	N/A
Lifeguard Performance	
Do lifeguards hold appropriate PPE? (Inc. Radio, waist bag etc.)	N/A
Caveside Pool do not operate with lifeguards.	
Lifeguard(s) demonstrates they are operationally ready by carrying a rescue device or know the location of the nearest	N/A

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Operational Delivery

rescue device?

Lifeguard(s) display situational awareness in and around the aquatic area(s)?	N/A
Lifeguard(s) position themselves in a manner where they have appropriate vision of the aquatic area(s)?	N/A
Lifeguard(s) demonstrate the application of a dynamic risk assessment? (EG. Investigating hazards etc.)	N/A
Lifeguard(s) demonstrate initiative and dynamic decision-making?	N/A
Lifeguard(s) apply dynamic decision-making on the basis of their positioning? (EG. Positioning themselves where a heightened level of risk may exist or at-risk user group)	N/A
Lifeguard(s) demonstrate attentiveness by not being distracted?	N/A
Lifeguard(s) frequently demonstrate the use of scanning patterns?	N/A
Do Lifeguard(s) demonstrate undertaking a verbal handover during shift?	N/A
Lifeguard(s) frequently undertake head counting?	N/A
An appropriate number of lifeguards are positioned in aquatic areas, reflective of workplace practices?	N/A



Physical + Psychological Hazards

Psychological Hazard Interview (Casual Worker #1)

Psychological/social hazard interview not undertaken as the setting does not directly employ workers as it is a community managed pool. However, there is value in reviewing questions listed to below to incorporate future psychosocial surveys or controls.

I have a sense of control over aspects of the work, including how or when a job is done?

My workload is reasonable and I work within my contracted hours?

Work demands are reasonable?

I am emotionally supported when experiencing aggressive customers or being involved in a traumatic incident?

If undertaking shift work, I do not perform overtime on a frequent basis?

I am supported in my role through training and access to information?

I have the appropriate resources and equipment to do my job?

I have a sense of stability in the workplace?

I am supported by the leadership/management team?

There is a culture of positive feedback and rewards?

Relationships between workers and their managers, supervisors, colleagues and clients or others are respectful and professional?

I am not in a position where my job role is conflicted?

The workplace is free from sexual harassment or gender violance?

The workplace is free from bullying, violence and aggression?

Where psychological hazards exist including bullying, high-job demands, harassment, trauma or work-related aggression. Has the worker been provided with a prevention plan?



Physical + Psychological Hazards

Physical Hazards (Observational)

In addition to the audit and service review. The consultant will perform an observational assessment of physical hazards within the workplace. Notwithstanding, at the time of assessment, there may not be any physical hazards present. Thus, no physical hazards will be listed.

Are there physical hazards within the workplace?	Yes
1) Description of physical hazard?	At Risk
Detail the type of hazard?	Inconsistent and missing signage for an aquatic facility. Examples include missing depth markings, signage displayed at various heights, faded signs etc.
2) Description of physical hazard?	At Risk

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Managing general hazards for

360 SERVICE REVIEW + AUDIT

Physical + Psychological Hazards

Detail the type of hazard?	dangerous goods and chemicals. Examples include incorrect and missing regulatory signage, no chemical bunding, no labelling of pipes, no emergency stations, no spill kits and no personal protective equipment.
3) Description of physical hazard?	At Risk
Detail the type of hazard?	Minimal/no risk assessments or analysis to support the operation of Caveside Pool. Compliance gaps exist specific to general systems of works.



General Operations

Does the workplace provide access to policies, procedures and systems of work for workers?

Requires Development + Action

MVC to build upon existing general systems of work to support Caveside Pool.

Does the workplace provide access to industry practices, codes and guidelines? (EG. Code of practice etc.)

Requires Development + Action

The workplace adopts an onboarding system to obtain qualifications for workers?

Review Recommended

4	
MVC to develop specific information regarding Caveside Pool for ex	ternal contractors.
Do lifeguards and Supervisors/Duty Managers hold appropriate units of competency reflective of the Australian Qualification Framework or Skills Package?	N/A
Does the workplace provide an induction process for?	Demonstrates Compliance
Lifeguards?	N/A
Customer Experience/Service?	N/A
Swim Instructor and Programs?	N/A
Duty Manager/Supervisor?	N/A
Management?	Yes
Does the workplace adopt a contractor management system? (EG. Approval, inductions, sign-in, sign-out)	Demonstrates Compliance
Does the workplace adopt a system or method to assess first aid stock levels and procurement?	Demonstrates Compliance
Does the workplace adopt a system or method to assess operational readiness for medical-grade oxygen and procurement?	N/A
Does the workplace adopt a system or method to assess operational readiness for a defibrillator and procurement?	Demonstrates Compliance
Does the workplace request worker health assessments to be undertaken?	N/A

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information and advisory signage?).

Systems of Work

Missing pool depth markings.			
The workplace positions water safety signage in a location where a reasonable person would self-identify or recognise?	Review Recommended		
No diving sign? (Inc. Use of prohibited symbol)	Yes		
Deep, shallow or variable depth water sign? (Inc. Warning text or symbol)	Yes		
Marking for static or variable water depths? (Inc. Warning or information sign)	Yes		
Active supervision for children and young people sign? (Inc. Warning or information sign)	Yes		
Workplace specific signage to reduce risk?	Yes		
Lifeguard Operations			
Evidence of ongoing employment training occurring every three (3) months?	N/A		
Does ongoing employment training capture:	N/A		
Are lifeguards provided with work instructions? (Inc. Supervision deployment plans or safety management plans?)	Review Recommended		
Despite Caveside Pool being unsupervised, there is value in developing which may involve a buddy system or use of external monitoring system			
Does a supervision deployment plan or safety management plan include:	Review Recommended		
Lifeguard positions?	N/A		
Number of lifeguards? (Inc. Occupancy considerations)	N/A		
High risk areas?	No		
Surveillance or supervision areas clearly defined?			
Operational considerations? (Inc. rotations, breaks, coverage etc.)	N/A		
Are lifeguards identifiable? (Inc. Wearing contrasting or high visibility clothing with the text 'Lifeguard')	N/A		
Does the workplace identify potential blind spots or hazardous areas?	Unable to View/Assess		

Systems of Work

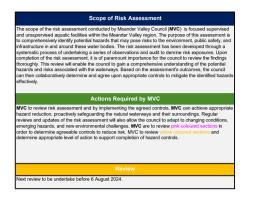
t Work	
Where there are blind spots or hazardous areas, are additional controls in place? (EG. Use of mirrors etc.)	N/A
Does the workplace have controls for lifeguard fatigue management?	N/A
Does the workplace provide adequate shade for outdoor workers?	N/A
Emergency Management	
Does the workplace have one (1) first aider for every twenty-five (25) workers? (Reflective of high-risk workplaces - Code of Practice First Aid in the Workplace (TAS 2020))	N/A
Does the workplace adopt AS 3745-2010 Planning for Emergencies in Facilities?	N/A
Does the workplace adopt an emergency planning committee (EPC) and emergency control organisation (ECO)?	N/A
Does the workplace adopt emergency plans or procedures reflecting industry codes of practices?	Requires Development + Action
Does the workplace adopt a clear warden structure? (Inc. Chief warden, deputy warden, floor or area warden etc.)	N/A
Does the workplace have an evacuation checklist for each warden location?	N/A
Does the workplace have an emergency contact list?	Partially Demonstrates Compliance
Evidence of a full or partial evacuation undertaken in the workplace within twelve (12) months?	N/A
Evidence of emergency management or response training? (Inc. Responding to alarms, fire, incidents, EWIS, WIP and use of equipment)	N/A
Does the workplace consider access for emergency services? (Inc. Entry, access to first aid room and exit)	N/A
Does the workplace display emergency diagrams no less than 210 x 297mm (A4) in size?	Requires Development + Action
Despite the context of Caveside Pool, there is value in sharing emerpublic.	rgency diagrams for the general
Do emergency diagrams include:	Partially Demonstrates Compliance

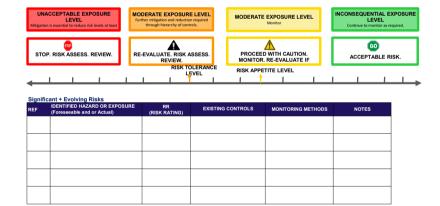
Systems of Work

THE STATE OF THE S	
'You are here' text?	No
Location of WIP or emergency communication devices?	N/A
EWIS (Electrical wiring interconnection system)?	N/A
Location of fire suppression (Inc. Extinguishers, hose reels, blankets etc.)	No
Validity date?	No
Where the workplace has emergency lighting, are service records kept and maintained?	N/A
Where the workplace has fire suppression equipment, are service records kept and maintained?	Partially Demonstrates Compliance

15.2.5 Attachment 4.1 - Pools Risk Assessment







Exposur	Probability	Access to Emergency	Incident Frequency	Frequency of Activity	Skills
Certain	Will probably occur more than once	30+ minutes	<3 Months	Daily	No or limited awareness, skills o experience
Very High	High probability will occur at least once	15-30 Minutes	<12 Months	Weekly	Fundamental awareness, skills o experience
	Reasonable that it could occur more than once	10-15 Minutes	<3 Years	Monthly	Partial awareness, skills or experience
	May occur once	5-10 Minutes	<5 Years	Annual	Intermediate awareness, skills o experience
Minor	May occur in exceptional circumstances	0-5 Minutes	<10 Years	>Annual	Advanced awareness, skills or experience

15.2.6 Attachment 4.2 - Pools Risk Matrix





CALCULATION								
Likelihood	Consequence							
Almost Certain	Critical							
Likely	Major							
Possible	Moderate							
Unlikely	Minor							
Rare	Insignificant							

	LEVEL	DESCRIPTOR	FINANCIAL	MANAGEMENT	HEALTH + SAFETY	MEDICAL	3RAND + REPUTATION	LEGAL +
	1	Insignificant	Loss, error or omission up to 1% of annual budget or projected revenue	which can be absorbed	An event, the impact of which can be absorbed through business as usual activity	First aid treatment required	Minor adverse local public or media attention or complaints	Minor compliance issues
OR	2	Minor	Loss, error or omission 1% - 5% of annual budget or projected revenue	can be absorbed but		Significant but reversible disability requiring hospitalisation		Minor legal issues, non- compliances and breaches or regulations
DESCRIPTO	3	Moderate	Loss, error or omission 5% - 10% of annual budget or projected revenue	resources required,		Permanent disabling injury or disabling illness to one or more persons	attention	Breach of regulation with investigation or report to authority with prosecution and/or moderate fine possible
	4	Major		be endured, may involve some changes in management, additional	proper management can be endured, may involve	Single fatality and/or severe irreversible disability (>30%) to one or more persons		Major breach of regulation, prosecution or major litigation
	5	Critical	Loss, error or omission >15% of annual budget or projected revenue	nature it could lead to a		Series of fatalities or significant irreversible disability, or significant		Significant prosecution and fines, very serious litigation

15.2.7 Attachment 4.3 - Pools Inherent Risk Register

Risk Register 20/11/20

-	-		Inhere	ent Risk Register																	
R	RISK MATRIX REGISTER Proceived + Actual Proceived + Actual Register (Institute Register Regis																				
				Fixed cells	'				= Scroll to v							Piek Calculation					
REF	RISK I	RISK	DATE	SUMMARY OF HAZARD OR EXPOSURE	IMAGE REFERENCE	LOCATION	CAUSES	CONSEQUENCES	EXISTING CONTROLS	LEGISLATIV E	LEGISLATIV	BENCHMARK	RISK TYPE	LIKELIHOOD	CONSEQUENCE	RR	RISK	FURTHER RISK REDUCTION	STATUS?	REVIEW DATE	ADDITIONAL NOTES
			Insert date below:	(Foreseeable and or Actual)		Manually inset ted in all box				REFERENCE	E TYPE	REFERENCE	Dropdown	Droodown	Droodown	(RISK RATING)	TOLERATED?	REQUIRED?			Manually insert additional notes below:
MAI CAM			THE CASE CHOOL		No Image Displayed	All Aquatic Facilities	Water splashing, pool usage, wet feet, improper maintenance, damaged.	Slips, trips, and falls contributing to injuries.	Regular maintenance and inspections, use of anti- slip mats and use of warning signs.	Doposes	Diposis -	AMERICAN PROPERTY PROPERTY AND ASSESSMENT	Lingson	- Diposei	Lisposini		Diposes			PER CAN LINE.	General slip trip falls not accurately captured in common systems of works.
1	IVC PS	s	06-Aug-23	Slip, Trip, Fall			Slippery tiles and wet surfaces.			Yes	Regulation	Work Health and Safety Regulations 2022 (Tasmania)	Operational	Unlikely	Minor	Low	Yes	Further Consideration Required	Further Treatment Required	06-Aug-23	
2	IVC PS	s	06-Aug-23	Aquatic Drowning (Immersion) - Supervised	No Image Displayed	Deloraine Pool	Poor swimming ability, fatigue, inattentive lifeguards	Aquatic related injury or death.	Lifeguards receive aquatic based training (Pool Lifeguard Skillet) and First Aid qualifications. In- house service training undertaken seasonally as per Guidelines of Safe Pool Operations - Royal Life Saving Society Australia	Yes	Act	Work Health and Safety Act 2012 (Tasmania)	Legal	Unlikely	Major	Medium	No	Further Consideration Required	Further Treatment Required	06-Aug-23	Further guidance specific to hazard/exposure can be found in Guidelines for Safe Pool Operations - Royal Life Saving Society Australia
3	IVC PS	s	06-Aug-23	Aquatic Drowning (Immersion) - Unsupervised	No Image Displayed	Caveside Pool	Poor swimming ability, fatigue, no public recognition or absent supervision of others.	Aquatic related injury or death.	No clear or defined existing controls in place.	Yes	Act	Work Health and Safety Act 2012 (Tasmania)	Legal	Unlikely	Major	Medium	No	Further Consideration Required	Further Treatment Required	06-Aug-23	Further guidance specific to hazard/exposure can be found in Guidelines for Safe Pool Operations - Royal Life Saving Society Australia
4	IVC PS	s	06-Aug-23	Medical Emergency (Non-Drowning) - Supervised	No Image Displayed	Deloraine Pool	Inherent health issues, unexpected medical emergency, exposed equipment or environmental influences.	Aquatic related injury or death.	Lifeguards receive aquatic based training (Pool Lifeguard Skillet) and First Aid qualifications. In- house service training undertaken seasonally as per Guidelines of Safe Pool Operations - Royal Life Saving Society Australia	Yes	Act	Work Health and Safety Act 2012 (Tasmania)	Legal	Unlikely	Moderate	Medium	No	Further Consideration Required	Further Treatment Required	06-Aug-23	Further guidance specific to hazard/exposure can be found in Guidelines for Safe Pool Operations - Royal Life Saving Society Australia
5	IVC PS	s	06-Aug-23	Medical Emergency (Non-Drowning) - Unsupervised	No Image Displayed	Caveside Pool	Inherent health issues, unexpected medical emergency, exposed equipment or environmental influences.	Aquatic related injury or death.	No clear or defined existing controls in place.	Yes	Act	Work Health and Safety Act 2012 (Tasmania)	Legal	Unlikely	Moderate	Medium	No	Further Consideration Required	Further Treatment Required	06-Aug-23	Further guidance specific to hazard/exposure can be found in Guidelines for Safe Pool Operations - Royal Life Saving Society Australia
6	IVC PS	s	06-Aug-23	Sunburn and heat-related illnesses	No Image Displayed	All Aquatic Facilities	Prolonged sun exposure, lack of shade and inadequate hydration.	Sunburn, heatstroke, dehydration	Shade structures, sunscreen stations and water fountains.	No	Not Applicable	NA .	Social Culture	Unlikely	Minor	Low	Yes	Further Consideration Required	Further Treatment Required	06-Aug-23	No notes.
7	IVC PS	s	06-Aug-23	Chemical Exposure in Plant Room	TARTON PLANTS		Mishanding of chemicals, improper storage, non- conformance of Tasmanian Dangerous Goods and Chemical Handing Codes.	Chemical burns, environmental impacts, respiratory issues, injury or death.	No clear or defined existing controls in place specific to chemical exposure.	Yes	Regulation	Work Health and Safety Regulations 2022 (Tasmania)	Operational	Likely	Moderate	High	No	Further Consideration Required	Further Treatment Required	06-Aug-23	Further guidance specific to hazardiexposure can be found in Managing risks of hazardous chemicals in the workplace: Code of practice - WorkSafe Tasmania
8	IVC PS	s	06-Aug-23	Inadequate Lifeguard Supervision - Supervised Locations	No Image Displayed	Deloraine Pool	Insufficient staffing, limited lifeguard availability, nolittle accountability, distraction, poor training and supervision.	Increased exposure to aquatic related incidents or drownings.	Lifeguards receive aquatic based training (Pool Lifeguard Skillet) and First Aid qualifications. In- house service training undertaken seasonally so per Guidelines of Safe Pool Operations - Royal Life Saving Society Australia	Yes	Act	Work Health and Safety Act 2012 (Tasmania)	Operational	Unlikely	Moderate	Medium	No	Yes	Further Treatment Required	06-Aug-23	No notes.
9	IVC PS	s	06-Aug-23	Maintain Existing Operational Provisions with no Lifeguards at Unsupervised Locations	No Image Displayed	Caveside Pool	No feasibility to deploy lifeguards, low/minimal population, limited usage, nature of environment and demographic.	Exposure to litigation.	No clear or defined existing controls in place.	Yes	Act	Work Health and Safety Act 2012 (Tasmania)	Legal	Possible	Major	High	No	Yes	Further Treatment Required	06-Aug-23	No notes.
10	IVC PS	s	06-Aug-23	Non-conformance to Water Quality Regulations (Poor Water Quality)	No Image Displayed	All Aquatic Facilities		Breach of Public Health regulations, potential contamination and or disease.	No clear or defined existing controls in place.	Yes	Regulation	Tasmanian Recreational Water Quality Guidelines 2007	Legal	Unlikely	Moderate	Medium	No	Yes	Further Treatment Required	06-Aug-23	Further guidance specific to hazard/exposure can be found in Tammanian Recreational Water Quality Guidelines 2007.
11	IVC PS	s	06-Aug-23	Inadequate Emergency Response - Supervised Locations	No Image Displayed	Deloraine Pool	accountability, poor systems	time to attend emergency and provide support. Inability	Lifeguards receive aquatic based training (Pool Lifeguard Skilled) and First Aid qualifications. In- bouse service training undertaken easonsally as per Guidelines of Safe Pool Operations - Royal Life Saving Society Australia	Yes	Regulation	Work Health and Safety Regulations 2022 (Tasmania)	Operational	Possible	Moderate	High	No	Further Consideration Required	Further Treatment Required	06-Aug-23	No notes.
12	IVC PS	s	06-Aug-23	Inadequate Emergency Response - Unsupervised Locations	No Image Displayed	Caveside Pool	management, risk justification, risk/hazard analysis, no	Inability to send for help or contact emergency services and request for additional support.	No clear or defined existing controls in place.	Yes	Act	Work Health and Safety Act 2012 (Tasmania)	Legal	Possible	Moderate	High	No	Further Consideration Required	Under Review	06-Aug-23	Further guidance specific to hazardfexposure can be found in Guidelines for Safe Pool Operations - Royal Life Saving Society Australia
13	IVC PS	s	06-Aug-23	Unattended/Unsupervised Children		All Aquatic Facilities	Lack of supervision and distraction of guardians.	Aquatic related injury or death.	Visible signage, parental supervision guidelines and training.	Yes	Act	Work Health and Safety Act 2012 (Tasmania)	Legal	Possible	Moderate	High	No	Further Consideration Required	Under Review	06-Aug-23	No notes.
14	IVC PS	s	06-Aug-23	Electrical Hazards Around the Pool Areas	No Image Displayed	All Aquatic Facilities	Faulty wiring and exposed electrical equipment.	Electric shocks and electrocution.	Regular electrical inspections, general daily facility reports/inspections and proper grounding of equipment.	Yes	Regulation	Work Health and Safety Regulations 2022 (Tasmania)	Operational	Unlikely	Moderate	Medium	No	Yes	Further Treatment Required	06-Aug-23	No notes.
15	IVC PS	s	06-Aug-23	Weather-related Risks (storms, lightning, extreme temperatures)	No Image Displayed	All Aquatic Facilities	Unpredictable weather patterns.	Lightning strikes, heatstroke and hypothermia.	Weather monitoring system and emergency weather protocols in the form of policies and procedures.	Yes	Industry Guidelines	Guidelines for Safe Pool Operations	Operational	Likely	Moderate	High	No	Yes	Further Treatment	06-Aug-23	No notes.

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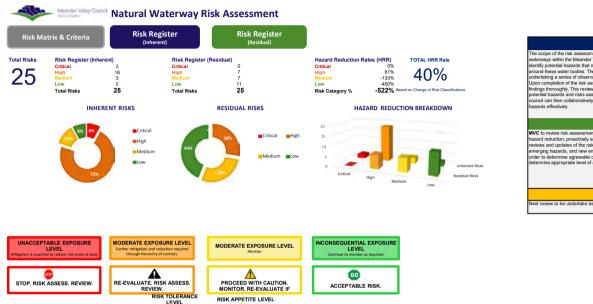
Risk Register 20/11/2023

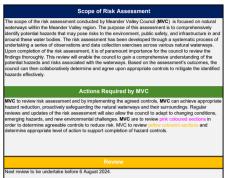


				Fixed Cells	Inhe	rent Risk Determin	ation		
REF	RISK RAISER	RISK AREA	DATE	SUMMARY OF HAZARD OR EXPOSURE (Foreseeable and or Actual)	LIKELIHOOD	CONSEQUENCE	RR (RISK RATING)	HIERARCHY OF CONTROLS	RISK REDUCTION METHOD
Ref Code	MVC	PS	Insert date below: 06-Aug-23	Manually insert text in all boses below:	Unlikely	Minor	Low	Elimination	Install slip-resistant flooring, ensure proper drainage, place non-slip mats in high-risk areas, and enforce "no running" rules.
2	MVC	PS	06-Aug-23	Aquatic Drowning (Immersion) - Supervised Locations	Unlikely	Major	Medium	Substitution	Where facility is supervised or in a greater public domain, Lifeguards are present and hold SISSS00111 Pool Lifeguard Skill Set, including HLTAID09 Provide CPR and HLTAID091 Provide First Aid with appropriate rescue equipment.
3	MVC	PS	06-Aug-23	Aquatic Drowning (Immersion) - Unsupervised Locations	Unlikely	Major	Medium	Admin Controls	Undertake MVC Risk Tolerance exercise to understand Officers risk appetite. Seek external guidance from consultants to support risk justification and decision making to implement reasonable controls considering community needs, historic incident rates (0 reported to date), intended usage and engineered controls in absence of a Lifeguard.
4	MVC	PS	06-Aug-23	Medical Emergency (Non-Drowning) - Supervised Locations	Unlikely	Moderate	Medium	Engineering Controls	Where facility is supervised or in a greater public domain, Lifeguards are present and hold SISSS00111 Pool Lifeguard Skill Set, including HLTAID09 Provide CPR and HLTAID091 Provide First Aid with appropriate rescue equipment.
5	MVC	PS	06-Aug-23	Medical Emergency (Non-Drowning) - Unsupervised	Unlikely	Moderate	Medium	Admin Controls	Undertake MVC Risk Tolerance exercise to understand Officers risk appettle. Seek external guidance from consultants to support risk justification and decision making to implement reasonable controls considering community needs, historic incident rates (0 reported to date), intended usage and engineered controls in absence of a Lifeguard.
6	MVC	PS	06-Aug-23	Sunburn and Heat-related Illnesses	Unlikely	Minor	Low	Admin Controls	Encourage visitors to use sunscreen, provide shaded rest areas, promote water consumption, offer free water bottles.
7	MVC	PS	06-Aug-23	Chemical Exposure in Plant Room	Likely	Moderate	High	Engineering Controls	Conduct regular staff training on chemical handling, use personal protective equipment (PPE), implement spill response procedures. Ensure correct signage in erected and visible.
8	MVC	PS	06-Aug-23	Inadequate Lifeguard Supervision - Supervised Locations	Unlikely	Moderate	Medium	Elimination	Where facility is supervised or in a greater public domain, Lifeguards are present and hold SISSS0011 Pool Lifeguard Skill Set, including HLTAID009 Provide First Aid with appropriate rescue equipment. Leisure operator to demonstrate compliance which is supported by participating in regular audits. The operator deploys systems of work to mitigate/eliminate lifeguards becoming distracted or performing non-supervisory tasks.

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15.2.9 Attachment 5.1 - Natural Waterways Risk Assessment





sk Register 20/11/202

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	RISK IV	IATRIX	(P	ISK REGISTER RISK REGISTER (Residual)																	
		1		Fixed cells					← Scroll to vi	iew more →	LEGISLATIV					Risk Calculation		FURTHER RISK			
REF	RISK	RISK R AREA	DATE	SUMMARY OF HAZARD OR EXPOSURE (Foreseeable and or Actual)	IMAGE REFERENCE	LOCATION	CAUSES	CONSEQUENCES	EXISTING CONTROLS	E REFERENCE	E TYPE	REFERENCE	RISK TYPE	LIKELIHOOD	CONSEQUENCE	RR (RISK RATING)	RISK TOLERATED	REDUCTION REQUIRED?	STATUS?	REVIEW DATE	ADDITIONAL NOTES
Ref Code	Insert Initia	d Chopdown	inset data below:			Natural Waterways	hiset text is all boss below:	Sedimentation, loss of	Work with government agenises to determine	Dropdown	Dropdown	Manually insert references below:	Dropdows	Dropdown	Dropdown		Dropdown	Dropdown	Dropdown	Insert date below:	Manualy/seer additional notes below: Hazard involving natural events is objectively
1	MVC	PS	06-Aug-23	Erosion of Riverbanks		Natural Walerways	inadequate vegetation cover.	habitat.	work will government agenises or deelmine areas that present a risk to humans and where required isolate or restrict access. Plant native vegetation, implement erosion control structures.	Not Applicable	Not Applicable	No Reference	Environmenta I	Possible	Minor	Medium	Yes	Further Consideration Required	Further Treatment Required	06-Aug-23	reactal a reviewing feature as events as objectively outside of reasonable control of MVC/Land Owner.
2	MVC	PS	06-Aug-23	Water Pollution	No Image Displayed	Natural Waterways	Agricultural runoff, industrial discharges, exposed active and inactive pipelines.	Contaminated water, harm to aquatic life and human health.	Proper waste management, sediment traps, and water quality monitoring.	Yes	Act	Environmental Management and Pollution Control Act	Legal	Possible	Minor	Medium	No	Further Consideration Required	Further Treatment Required	06-Aug-23	Engage with Tasmania EPA where required or transfer risk.
3	MVC	PS	06-Aug-23	Flooding Event(s)	No Image Displayed	Natural Waterways	Heavy rainfall, dam failure.	Property damage, risk to human life, invisible submerged objects, changes to water streams and currents.	Flood warning systems, floodplain management.	Yes	Act	Water Management Act 1999	Legal	Possible	Moderate	High	Yes	Further Consideration Required	Further Treatment Required	06-Aug-23	Hazard involving natural events is objectively outside of reasonable control of MVC/Land Owner.
4	MVC	PS	06-Aug-23	Excess Rubbish and Litter	No Image Displayed	Natural Waterways	Improper waste disposal.	Contamination, aesthetic pollution, harm to wildlife and human health.	Access to bins and regular rubbish collection. Education and awareness campaigns, regular clean-ups.	No	Not Applicable	No Reference	Environmenta I	Unlikely	Minor	Low	No	Further Consideration Required	Further Treatment Required Further	06-Aug-23	No notes. Engage with Tasmania EPA where required
5	MVC	PS	06-Aug-23	Algal Blooms	No Image Displayed	Natural Waterways	nutrient runoff.	Harmful to aquatic life and water quality.	Work with government agencies to complete water quality testing and implement nutrient management plans.	Yes	Act	Water Management Act 1999	Environmenta I	Unlikely	Minor	Low	No	Further Consideration Required	Further Treatment Required	06-Aug-23	Engage with I asmania EPA where required or transfer risk.
6	MVC	PS	06-Aug-23	High Water Flow	No Image Displayed	Natural Waterways	Heavy rainfall, dam releases	Flood risk, erosion.	Public education and warning systems supported by emergency management Tasmania. Dam management and flood control structures where appropriate.	Yes	Act	Water Management Act 1999	Legal	Possible	Moderate	High	Further Consideration Required	Further Consideration Required	Further Treatment Required	06-Aug-23	No notes.
7	MVC	PS	06-Aug-23	Landslides	No Image Displayed	Parkland	Heavy rainfall, unstable slopes.	Sedimentation, habitat destruction.	Slope stabilization, monitoring landslide-prone areas	Yes	Not Applicable	No Reference	Environmenta I	Unlikely	Moderate	Medium	Yes	Further Consideration Required	Further Treatment Required	06-Aug-23	No notes.
8	MVC	PS	06-Aug-23	Exposure to Currents and Undertows	No Image Displayed	Natural Waterways	Underwater currents formed by fast flowing water and rock beds.	away from river banks or beach/sandbar entries.	Regulatory and educational signage reflective of the waterbody consisting of hazards and dangers.	Not Applicable	Not Applicable	No Reference	Social Culture	Almost Certain	Major	Critical	No	Yes	Further Treatment Required	06-Aug-23	Hazard subject to natural environmental settings is objectively outside of reasonable control of MVC/Land Owner. However education and prevention of hazardous activities can be established.
9	MVC	PS	06-Aug-23	Occurrence of Drowning	No Image Displayed	Natural Waterways	Swimmer or recreational water user fatigue, lack of swimming ability or no lifejacket, submerged objects or haardous water conditions.	or first responders.	Signage, public education, safety buoys and flotation devices.	Yes	Act	The Civil Liability Act 2002	Legal	Likely	Major	High	No	Yes	Further Treatment Required	06-Aug-23	Hazard subject to natural environmental settings is objectively outside of reasonable control of MVC/Land Owner. However education and prevention of hazardous activities can be established.
10	MVC	PS	06-Aug-23	Watercraft/Power craft Collisions		Natural Waterways	Interaction between swimmers and boats, jet skis, or other watercraft.	Loss of life, injury and emotional trauma to familie or first responders.	Work with Taxmania Natural Services (TNS) to display signage, public education and safety buoys. Designated swimming areas, speed limits for watercraft, education on safe boating practices.	Yes	Act	The Civil Liability Act 2002	Legal	Possible	Moderate	High	No	Yes	Further Treatment Required	06-Aug-23	Hazard subject to natural environmental settings is objectively outside of reasonable control of MVCILand Owner. However education and prevention of hazardous activities can be established.
11	MVC	PS	06-Aug-23	Debris and Obstacles	1	Natural Waterways	Natural rocks, boulders, tree branches, logs or other submerged objects in the water.	Cuts, bruises, entanglemen hazards	Educational signage reflecting hazards and public education.	Not Applicable	Not Applicable	No Reference	Environmenta I	Almost Certain	Moderate	High	Yes	Further Consideration Required	Further Treatment Required	06-Aug-23	No notes.
12	MVC	PS	06-Aug-23	Temperature Extremes (Cold Water)	No Image Displayed	Natural Waterways	Geographic location contributes to cold water.	Hypothermia	Educational signage reflecting hazards and public education.	Not Applicable	Not Applicable	No Reference	Environmenta I	Almost Certain	Moderate	High	Yes	No	Under Review	06-Aug-23	Hazard involving natural events is objectively outside of reasonable control of MVC/Land Owner.
13	MVC	PS	06-Aug-23	Cold Water Shock Response	No Image Displayed	Natural Waterways	water, especially during warm weather.		Educational signage reflecting hazards and public education.	Not Applicable	Not Applicable	No Reference	Environmenta I	Almost Certain	Moderate	High	Yes	No	Under Review	06-Aug-23	Hazard involving natural events is objectively outside of reasonable control of MVC/Land Owner.
14	MVC	PS	06-Aug-23	Inconspicuous Signage Placed Near Waterbodies		Natural Waterways	Little consideration of placement of signage E.G. Walkways, paths, populated areas etc.	Aquatic related injury or death.	Existing signage is positioned as is.	Yes	Act	The Civil Liability Act 2002	Legal	Likely	Major	High	No	Yes	Further Treatment Required	06-Aug-23	No notes.
15	MVC	PS	06-Aug-23	Validity and Consistency in Signage	-	Natural Waterways	Lack of planning or assessment of signage.	Aquatic related injury or death.	Signage review undertaken in mid 2023 by Leisure Management Excellence and Aquatic Risk Services Australia, providing a peer review report "MVC Risk and Safely Statement - Meander Valley Pools & Natural Waterways".	Yes	Act	The Civil Liability Act 2002	Legal	Likely	Moderate	High	No	Yes	Further Treatment Required	06-Aug-23	No notes.
16	MVC	PS	06-Aug-23	Obstructed Signage		Natural Waterways	Overgrowth of vegetation, trees and bushes.	Inability to view informative, regulatory signage.	Signage review understaken in mid 2023 by Leisure Management Excellence and Aquatic Risk Services Australia, providing a peer review report TMC Risk and Safety Statement - Meander Valley Pools & Natural Waterways*.	Yes	Act	The Civil Liability Act 2002	Legal	Likely	Moderate	High	No	Yes	Further Treatment Required	06-Aug-23	No notes.
17	MVC	PS	06-Aug-23	Non-strategic Placement of Signage in Accessible Areas		Natural Waterways	Lack of planning or assessment of signage.	Inability to view informative, regulatory signage.	Signage review undertaken in mid 2023 by Leisure Management Excellence and Aquatic Risk Services Australia, providing a peer review report "MVC Risk and Safety Statement - Meander Vailey Pools & Natural Waterways".	Yes	Act	The Civil Liability Act 2002	Legal	Possible	Moderate	High	No	Yes	Further Treatment Required	06-Aug-23	No notes.

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15.2.10 Attachment 5.2 - Natural Waterways Inherent Risk Register

ik Register 20/11/200

18	MVC	PS	06-Aug-23	Exposure to Eddies, Pillow Waves and Holes		Natural Waterways	Natural rocks, boulders, tree branches, logs or other submerged objects in the water.	Aquatic related injury or death.	Educational signage reflecting hazards and public education.	Not Applicable	Not Applicable	No Reference	Environmenta I	Almost Certain	Major	Critical	Yes	No	Under Review	06-Aug-23	Hazard subject to natural environmental settings is objectively outside of reasonable control of MVCLand Owner. However education and prevention of hazardous activities can be established.
19	MVC	PS		Inconsistent Regulatory Rulings across Waterbodies. (No Swimming/Prohibited or Swimming Not Advised)	- All	Natural Waterways	Poor planning or lack of communication across relevant government departments.	Aquatic related injury or death.	Existing signage is positioned as is.	No	Not Applicable	The Civil Liability Act 2002	Legal	Likely	Moderate	High	No	Yes	Further Treatment Required	06-Aug-23	No notes.
20	MVC	PS	06-Aug-23	Access to Waterways via Private Property		Private Property	Poor planning or lack of communication across relevant government departments.	Aquatic related injury or death.	No existing controls in place.	Yes	Act	Local Government Act 1993 (TAS)	Operational	Likely	Moderate	High	Further Consideration Required	Further Consideration Required	Under Review	06-Aug-23	No notes.
21	MVC	PS	06-Aug-23	Activity related hazards (Alcohol, drug use, crowding, medical and risk taking behaviour)	No Image Displayed	Natural Waterways	Popularity of location, time of year and accessibility to nearby services e.g. car park, parklands, playground etc.	Anti-social behaviour	Work with local authorities such as Tasmania Police and Local Rangers to undertake spot checks during times of increased activity.	Not Applicable	Not Applicable	The Civil Liability Act 2002	Operational	Possible	Moderate	High	Further Consideration Required	Further Consideration Required	Under Review	06-Aug-23	No notes.
22	MVC	PS	06-Aug-23	No Access to Public Rescue Equipment	No Image Displayed	Natural Waterways	Person(s) experience difficulty in a waterbody.	Aquatic related injury or death.	Monitor the use, popularity and need for public rescue equipment to be accessible.	Yes	Industry Guidelines	Guidelines for Inland Waterway Safety - Guidance and Minimum Standards (Royal Life Saving Society Australia)	Social Culture	Possible	Moderate	High	No	Further Consideration Required	Further Treatment Required	06-Aug-23	No notes.
23	MVC	PS	06-Aug-23	Emergency Management and Control of Waterways	No Image Displayed	Natural Waterways	required as a result of flooding, natural disaster or major incident.	Property damage, risk to human life, invisible submerged objects, changes to water streams and currents.	Seek to review in MVC Emergency Management Planning Committee (EMPC) at least every twelve (12) months.	Yes	Industry Guidelines	Guidelines for Inland Waterway Safety - Guidance and Minimum Standards (Royal Life Saving Society Australia)	Legal	Possible	Moderate	High	Further Consideration Required	Further Consideration Required	Further Treatment Required	06-Aug-23	No notes.
24	MVC	PS	06-Aug-23	Limited Information/Knowledge of Size, Location and Nature of Waterways/Waterbody	No Image Displayed	Natural Waterways	waterbody contributes to appeal for visitors.	Aquatic related injury or death.	Develop water safety/management plan considering characteristics, update of swimmers or recreational watercraft users, suitability and availability of mitigating risks.	Yes	Industry Guidelines	Guidelines for Inland Waterway Safety - Guidance and Minimum Standards (Royal Life Saving Society Australia)	Legal	Possible	Moderate	High	No	Further Consideration Required	Further Treatment Required	06-Aug-23	No notes.
25	MVC	PS	06-Aug-23	Lack of Governance Contributes to Negligence.	No Image Displayed	Natural Waterways	Lack of governance and or understanding of duties and responsibilities across government.		Engage with Natural Resources Tasmania (NRT) to determine appropriate land owner and deploy consistent risk practices to manage public safety across MVC region.	Yes	Act	The Civil Liability Act 2002	Legal	Possible	Moderate	High	No	Further Consideration Required	Further Treatment Required	06-Aug-23	No notes.

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Risk Register 20/11/2023



				Fixed Cells	Inhe	rent Risk Determina	ation		
REF	RISK RAISER	RISK AREA	DATE	SUMMARY OF HAZARD OR EXPOSURE (Foreseeable and or Actual)	LIKELIHOOD	CONSEQUENCE	RR (RISK RATING)	HIERARCHY OF CONTROLS	RISK REDUCTION METHOD
Ref Code	Insert Initial	Dropdown	Insert date below:	Manually insert text in all boxes below:					Work with appropraite government
1	MVC	PS	06-Aug-23	Erosion of Riverbanks	Possible	Minor	Medium	Admin Controls	agencies and where required, consider value in bank stabilisation structures, sediment control measures, riverbank monitoring, public education and awareness.
2	MVC	PS	06-Aug-23	Water Pollution	Possible	Minor	Medium	Admin Controls	Work with appropraite government agencies such as EPA and NRT to monitor water quality.
3	MVC	PS	06-Aug-23	Flooding Event(s)	Possible	Moderate	High	Admin Controls	Work with appropriate government agencies such as Emergency Management Tasmania to preapre for flooding events and share critical public safety messages.
4	MVC	PS	06-Aug-23	Exess Rubbish and Litter	Unlikely	Minor	Low	Engineering Controls	Maintain existing rubbish collection and where required increase collections based on demand.
5	MVC	PS	06-Aug-23	Algal Blooms	Unlikely	Minor	Low	Admin Controls	Work with appropraite government agencies such as EPA and NRT to monitor water quality.
6	MVC	PS	06-Aug-23	High Water Flow	Possible	Moderate	High	Admin Controls	Work with appropraite government agencies such as EPA and NRT to monitor water high water flows.
7	MVC	PS	06-Aug-23	Landslides	Unlikely	Moderate	Medium	Admin Controls	Work with appropraite government agencies such as NRT to identify areas that may be prone to landslides as a result of flooding.
8	MVC	PS	06-Aug-23	Exposure to Currents and Undertows	Almost Certain	Major	Critical	Admin Controls	Review and install appropraite signage in key strategic locations or common areas of entry near the waterbody. List specific hazards on signage such as currents and undertows.
9	MVC	PS	06-Aug-23	Occurrence of Drowning	Likely	Major	High	Engineering Controls	Occurrence, likelihood of drowning will be relevant upon MVC determination of promoting swimming within natural waterways or express either 'No Swimming' or 'Swimming Not Advised'.
10	MVC	PS	06-Aug-23	Watercraft/Power craft Collisions	Possible	Moderate	High	Engineering Controls	Work with appropriate government agencies such as NRT to maintain and improve watercraft/power craft safety. E.G. signage, buoys, navigational markers etc.
11	MVC	PS	06-Aug-23	Debris and Obstacles	Almost Certain	Moderate	High	Admin Controls	Review and install appropriate signage in key strategic locations or common areas of entry near the waterbody. List specific hazards on signage such as debris and obstacles.
12	MVC	PS	06-Aug-23	Temperature Extremes (Cold Water)	Almost Certain	Moderate	High	PPE	Review and install appropriate signage in key strategic locations or common areas of entry near the waterbody. List specific hazards on signage such as cold water.
13	MVC	PS	06-Aug-23	Cold Water Shock Response	Almost Certain	Moderate	High	PPE	Review and install appropriate signage in key strategic locations or common areas of entry near the waterbody. List specific hazards on signage such as cold water.
14	MVC	PS	06-Aug-23	Inconspicuous Signage Placed Near Waterbodies	Likely	Major	High	Engineering Controls	Perform routine inspections to assess visibility and currency of signage.
15	MVC	PS	06-Aug-23	Validity and Consistency in Signage	Likely	Moderate	High	Engineering Controls	Perform routine inspections to assess visibility and currency of signage.
16	MVC	PS	06-Aug-23	Obstructed Signage	Likely	Moderate	High	Elimination	Develop an routine inspection of local government signage to ensure visibility and perform preventative maintenance.

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15.2.11 Attachment 5.3 - Natural Waterways Residual Risk Register (Part)

Risk Register

20/11/2023

_				Non-stantania Pianamant of Olympus				ı	Devices and in stall account of
17	MVC	PS	06-Aug-23	Non-strategic Placement of Signage in Accessible Areas	Possible	Moderate	High	Substitution	Review and install appropriate signage in key strategic locations or common areas such as entries near the waterbody
18	MVC	PS	06-Aug-23	Exposure to Eddies, Pillow Waves and Holes	Almost Certain	Major	Critical	Admin Controls	MVC to determine position on natural waterways or selected waterways be considered as 'No Swimming' or 'Swimming Not Advised' based on MVC risk appetite and tolerance.
19	MVC	PS	06-Aug-23	Inconsistent Regulatory Rulings across Waterbodies. (No Swimming/Prohibited or Swimming Not Advised)	Likely	Moderate	High	Admin Controls	Upon MVC determination if swimming is promoted or not, consistent signage can be erected across natural waterways.
20	MVC	PS	06-Aug-23	Access to Waterways via Private Property	Likely	Moderate	High	Engineering Controls	Engage with NRT to determine specific state laws in regard to access of natural waterways via private property.
21	MVC	PS	06-Aug-23	Activity related hazards (Alcohol, drug use, crowding, medical and risk taking behaviour)	Possible	Moderate	High	Admin Controls	Engage with Tasmania Police (Deloraine) to increase frequency of patrols and local rangers to identify potential anti-social behaviour.
22	MVC	PS	06-Aug-23	No Access to Public Rescue Equipment	Possible	Moderate	High	Admin Controls	MVC to determine the need to make public rescue equipment's available such as a Life Ring or Throw Rope Bag.
23	MVC	PS	06-Aug-23	Emergency Management and Control of Waterways	Possible	Moderate	High	Admin Controls	Engage with NRT to support emergency management efforts specific to disaster prevention. Where required, develop signage to inform aquatto recreational users of imminent flood.
24	MVC	PS	06-Aug-23	Limited Information/Knowledge of Size, Location and Nature of Waterways/Waterbody	Possible	Moderate	High	Admin Controls	Develop water safety management plan/local water safety plan to identify and define water safety risks associated with specific waterways.
25	MVC	PS	06-Aug-23	Lack of Governance Contributes to Negligence.	Possible	Moderate	High	Admin Controls	Establish a multi-agency or disciplinary committee to consult and develop a water safety management plan specific to inland water ways.

Governance

Council Meeting Dates 2024

Report Author Wezley Frankcombe

Manager Governance & Performance

Authorised by Jonathan Harmey

General Manager

Decision Sought Confirmation of the schedule for monthly ordinary Council

meetings of Council for 2024.

Vote Absolute majority

Recommendation to Council

That Council:

- 1. Approves the schedule of Ordinary Meetings for 2024 in Attachment 1, to be convened by the Mayor at the Council Chambers in Westbury at 3.00pm on each nominated date; and
- 2. Notes that in accordance with the *Local Government (Meeting Procedures) Regulations* 2015, a notice of the time and dates of meetings will be placed in the Examiner newspaper and placed on the Council website.

Report

The Local Government (Meeting Procedures) Regulations 2015 require a mayor (and in certain circumstances the General Manager) to convene council meetings. There is also a requirement to give public notice of planned meetings at least once each year.

Council has discretion to set the date and time of meetings but must hold at least one meeting in each calendar month. Any decision to hold council meetings before 5.00pm must be determined by the Council by absolute majority.

Over the years, Meander Valley Council meetings have been held at varying start times, from 1.30pm (1993-2018) to 4.00pm (2019-2021). Since 2021, meetings have commenced at 3.00pm.

To accommodate the Christmas and New Year period, the 16 January 2024 meeting is planned to occur on the third Tuesday, rather than our regular second Tuesday.

The schedule of ordinary Council Meeting dates and times were discussed at the 28 November 2023 Council Workshop.

Attachments

1. Council Ordinary Meeting Schedule 2024 [16.1.1 - 1 page]

Strategy Supports the objectives of Council's strategic future direction 5: innovative leadership and community governance.

> See Meander Valley Community Strategic Plan 2014-24. Click here or visit www.meander.tas.gov.au/plans-and-strategies to view.

Policy Not applicable.

Legislation Local Government (Meeting Procedures) Regulations 2015: Regulation 4, 6 and 7.

> Commencing a meeting before 5.00pm requires an absolute majority vote, in accordance with Regulation 6(1).

Consultation No formal consultation undertaken on Council meeting dates and times.

Budget & Finance If Council meetings are scheduled outside of office hours additional costs for employee overtime will be applicable.

Risk Management Not applicable.

Alternative Council may amend the recommendation to alternative meeting Motions dates and/or times, provided at least one meeting is held in each calendar month.

> If the Council Meeting commencement time is set for 5.00pm or later, the motion only requires a simple majority vote.

Ordinary Council Meetings for the period January 2024 to December 2024

The Mayor in accordance with the *Local Government (Meeting Procedures) Regulations 2015* will convene council meetings according to the following schedule:

Time	Day	Date
3.00 pm	Tuesday	16 January 2024
3.00 pm	Tuesday	13 February 2024
3.00 pm	Tuesday	12 March 2024
3.00 pm	Tuesday	9 April 2024
3.00 pm	Tuesday	14 May 2024
3.00 pm	Tuesday	11 June 2024
3.00 pm	Tuesday	9 July 2024
3.00 pm	Tuesday	13 August 2024
3.00 pm	Tuesday	10 September 2024
3.00 pm	Tuesday	8 October 2024
3.00 pm	Tuesday	12 November 2024
3.00 pm	Tuesday	10 December 2024

Governance

Councillor Representation - Committees & External Organisations

Report Author Wezley Frankcombe

Manager Governance & Performance

Authorised by Jonathan Harmey

General Manager

Decision Sought Council ensures strong councillor representation on committees

that determine matters of community interest or regional

significance.

Vote Simple majority

Recommendation to Council

Council nominates and appoints representatives to Council committees and external organisations as listed in Attachment 1 titled "Council Appointments".

Report

A strong, functioning and truly representative Council demands an engaged team of elected members and executives who contribute strongly on matters of community interest and regional significance.

Each year, Council reviews the elected representatives and other key stakeholders who represent our community's interests on various internal committees, and in external groups and organisations.

The attached table sets out each entity requiring Meander Valley Council representation. Council officials who represent on committees and organisations are expected to become familiar with the requirements set out in *Council's Policy No. 23 – Responsibilities of Council Representatives*, including:

1. Staying abreast of upcoming dates relevant to their role, including meeting and event dates, and providing RSVPs directly to the meeting chair;

- 2. Attending meetings and responding to any out-of-session correspondence in a timely and consistent fashion, including the investment of time needed to review agenda materials and any relevant minutes;
- 3. Reporting all representative attendances to the Office of the General Manager each month, for publication in our public council meeting agenda and minutes;
- 4. Advising the General Manager of any business requiring attention or broader distribution; and
- 5. Advising the General Manager of any inability to attend or report on meetings, or other circumstances which may necessitate review of the appointment.

Appointments to the Northern Tasmanian Development Corporation (NTDC) and Local Government Association of Tasmania (LGAT) are allocated to the Mayor by convention.

Council also has special committees under section 24 of the *Local Government Act 1993*. Membership of these committees will be considered at Council's December Ordinary Meeting.

Councillor representation on committees was discussed at the 28 November 2023 Council Workshop.

Attachments

1. Councillors Appointments Committees and External Organisations [16.2.1 - 2 pages]

Strategy Supports the objectives of Council's strategic future direction 5: innovative leadership and community governance.

See Meander Valley Community Strategic Plan 2014-24. **Click here** or visit **www.meander.tas.gov.au/plans-and-strategies** to view.

Policy Policy No. 23 – Responsibilities of Council Representatives

Legislation *Local Government Act 1993:* ss22-23.

Consultation Not applicable.

Budget & Finance Not applicable.

Risk Management Not applicable.

Alternative Council may determine alternative nominations. **Motions**

16.2.1 Councillors Appointments Committees And External Organisations

Legislated Committees & Bodies	Appointment	Frequency
Meander Valley Council Audit Panel (2 or 3 elected members)	Councillor Ben Dudman Councillor Kevin House	Quarterly
Meander Valley Council Emergency Management and Social Recovery Committee	Mayor Wayne Johnston Councillor Michael Kelly	Every four months
TasWater (1 elected member as shareholder, with proxy	Mayor Wayne Johnston	Bi-annual
appointees as required)	Deputy Mayor Stephanie Cameron (Proxy)	(As required)
	General Manager (Proxy)	

Internal Committees	Appointment Recommended	Frequency
Australia Day Awards Committee	Councillor Kevin House Councillor Michael Kelly	Annual
Community Grants Committee	Deputy Mayor Stephanie Cameron Councillor Kevin House Councillor Anne-Marie Loader	Quarterly
Development Assessment Group	All Councillors	Weekly

16.2.1 Councillors Appointments Committees And External Organisations

External Committees & Organisations	Appointment	Frequency
Great Western Tiers Tourism Association	Councillor Anne-Marie Loader	Monthly, except
	Councillor Ben Dudman	December & January
Northern Tasmanian Development	Mayor Wayne Johnston	Quarterly or as required
Corporation	General Manager (Committee Representative proxy)	
(Automatic nomination of mayor as		
shareholder and Council representative)		
Local Government Association of	Mayor Wayne Johnston	Quarterly
Tasmania (1 elected member as	Deputy Mayor Stephanie Cameron (Proxy)	
shareholder, with proxy appointees as	General Manager (Proxy)	
required		
City of Launceston Homelessness	Councillor Anne-Marie Loader	Bi-monthly or as
Advisory Committee	Councillor Ben Dudman (Proxy)	required

Governance

Appointment of Members to Special Committees of Council

Report Author Wezley Frankcombe

Manager Governance & Performance

Authorised by Jonathan Harmey

General Manager

Decision Sought The Council makes appointments to special committees under

section 24 (2) of the Local Government Act 1993.

Vote Simple majority

Recommendation to Council

That Council appoints under section 24(2) of the *Local Government Act 1993*, special committee membership as per Attachment 1 "Recommended Appointees to Special Committees of Council".

Report

Council has a number of special hall and recreation ground committees together with the Deloraine and Westbury Community Car Committees. Each year it is necessary to formalise the appointment of members of all Special Committees as member representation changes.

The purpose of this report is for Council to consider the attached membership details, and formally appoint each person under the *Local Government Act 1993*: section 24(2) to the nominated special committee.

The special committees and their volunteer members deliver a range of services to the Meander Valley community.

At present, Meander Valley Council has the following established special committees:

- 1. Birralee Memorial Hall Committee;
- 2. Bracknell Public Hall and Recreation Ground Committee;

- 3. Carrick Community Committee;
- 4. Caveside Recreation Committee;
- 5. Chudleigh Memorial Hall Committee;
- 6. Dairy Plains Memorial Hall Committee;
- 7. Deloraine Community Car Committee;
- 8. Meander Hall and Recreation Ground Committee;
- 9. Mole Creek Memorial Hall Committee;
- 10. Rosevale Memorial Hall and Recreation Ground Committee;
- 11. Selbourne Memorial Hall Committee;
- 12. Weegena Hall Committee;
- 13. Westbury Community Car Committee;
- 14. Westbury & Districts Historical Society; and
- 15. Whitemore Recreation Ground Committee.

The membership composition of each committee is decided at each individual committee annual general meeting. A list of names for each member is then provided to Council.

Attachments

1. Recommended Appointees to Special Committees of Council [16.3.1 - 2 pages]

Strategy Supports the objectives of Council's strategic future direction 3: vibrant and engaged communities.

> See Meander Valley Community Strategic Plan 2014-24. Click here or visit www.meander.tas.gov.au/plans-and-strategies to view.

Policy Not applicable.

Legislation Local Government Act 1993: s24.

Consultation Special committees seek to appoint members through discussions conducted at their respective Annual General Meetings, which are locally advertised in line with legislative requirements.

> Any member of the community who is interested in becoming involved with any of the work undertaken by a special committee has the ability to attend the AGM and either contribute to discussions about membership or seek membership and/or nomination for a role as office-bearer.

Budget & Finance Not applicable.

Risk Management Special committees operate under Memorandum

> Understanding with Council, outlining the ongoing arrangements for the effective management of the respective Council-owned assets.

> Each individual member of a special committee provides member

information details to Council for insurance purposes.

Motions

Alternative Not applicable.

16.3.1 Recommended Appointees To Special Committees Of Council

Special Committee		Members Appointed at Special Committee's AGM
1.	Birralee Memorial Hall Committee	Ernie Blackberry, Esther Blackberry, G Blackberry, L Blackberry, J Booth, F Camino, M Dewsberry, R Franklin, D Hall, N Hall, J Pennington, R Rumble
2.	Bracknell Public Hall and Recreation Ground Committee	A Cousens, S Cousens, C Jones, N Jones, Sharmane Jones, Stephen Jones, E Leonard, R Leonard, I Mackenzie, T Preece, B Shelton, Merrilyn Shelton, O Shelton, C Spencer
3.	Carrick Community Committee	J Cunningham & D Williams.
4.	Caveside Recreation Committee	C Capper, G Capper, Ann Crowden, Andrew Crowden, M Crowden, Z Crowden, C Doyle, N Doyle, L Ertler, Katy Haberle, Kevin Haberle, B Harris, B Hedger, P Hickman, K Howe, M Howe, S Jones, R Linger, M Manners, S Manners, J Philpott, S Philpott, C Robertson, G Robertson, J Robertson, T Robertson, D Rollins, M Rollins, A Scott, D Scott, J Scott, R Stafford
5.	Chudleigh Memorial Hall Committee	A Cameron, M Cameron, S Cameron, N Clarke, D Crowden, S Crowden, B Daw, L Ertler, L Flannagan, L Haberle, B James, L Middleton, L Motton, P Philpott, T Picket, N Ritchie, W Richardson, S Snow, B Sturzaker, M Taylor, M Wyer, P Wynter
6.	Dairy Plains Memorial Hall Committee	A Atkins, G Atkins, K Atkins, P Atkins, R Atkins, C Lee, S Mc Creath
7.	Deloraine Community Car Committee	K Earley, C Fowler, K Hall, S Keegan, M Savage, L Wadley, M Young
8.	Meander Hall and Recreation Ground Committee	A Berne, K Bird, T Buttery, A Costello, C Chilcott, D Chilcott, D Jones, M Johnston, S Johnston, B McGowan, P Mallon, S Saltmarsh, L Willoughby, B Willoughby
9.	Mole Creek Memorial Hall Committee	K Faulkner, J Lloyd, M Martin, S Meure, J Nicol, D Stewart

16.3.1 Recommended Appointees To Special Committees Of Council

Special Committee		Members Appointed at Special Committee's AGM
10.	Rosevale Memorial Hall and Recreation Ground Committee	K Best, L Blackwell, G Cuthbertson, T Cuthbertson, W Cuthbertson, C Davson-Galle, R Hardwicke, C Hendley, T Hendley, R Millwood, T Reed, G Smith, B Tatnell, J Tatnell, H Scheibler, R Scheibler
11.	Selbourne Memorial Hall Committee	A Batterham, M Brown, J Brown, P Brown, D Eyles, G Eyles, J Eyles, P Eyles, D French, M Heazelwood, M Hills, T Hills, A Reed, N Reed
12.	Weegena Hall Committee	J Buck, R Buck, C Gard, S Harvey, J Hawley, A Lindsay, M Lindsay, C Norton, L Norton, F Robinson, R Robinson
13.	Westbury Community Car Committee	E Blackley, C Blazeley, T Carter, D Dienes, K Hewlett, M Kerr, D Pyke, R Travis, W Travis, M Talbot
14.	Westbury & Districts Historical Society	C Bennett, M Cameron, B Green, V Greenhill, J Robinson, P Swain, A Taylor, K Treloggan, M Ward, S West, A Witherden
15.	Whitemore Recreation Ground Committee	P Coull, M Cresswell, M Dent, S French, K Hingston, N Hingston, K Johns, R Johns, B Pearn, E Shaw, C Suitor

Governance

Review of Policy No. 81 - Online Communication

Report Author Jonathan Harmey

General Manager

Decision Sought Council to review and approve the continuation of Policy No. 81.

Vote Simple majority

Recommendation to Council

That Council confirms the continuation of Policy No. 81 Online Communication, as amended in Attachment 1.

Report

Council first adopted Policy 81 in June 2014. Council continues to use online communications as a tool to engage with, and inform our community. The use has been considered, limited to issues of relevance, focused on council activity and has provided support to community groups and government agencies needing to disperse alerts and messages to our community. The review by Council officers has resulted in a small number proposed changes to the wording of the Policy.

Council considered the review of this Policy at the Council Workshop on 28 November 2023.

Attachments 1. Review of Policy 81 marked up [16.4.1 - 3 pages]

Strategy Supports the objectives of Council's strategic future direction

3: vibrant and engaged communities

5: innovative leadership and community governance.

See Meander Valley Community Strategic Plan 2014-24. **Click here** or visit **www.meander.tas.gov.au/plans-and-strategies** to view.

Policy The process of Policy review will ensure that policies are up to date and appropriate.

Legislation The Policy specifies the related legislation.

Consultation Not applicable.

Budget & Finance Not applicable.

Risk Management The Policy provides conditions to mitigate the risks associated with

online communication.

Alternative Council can confirm the continuation of the Policy with further

Motions amendments.

POLICY MANUAL

Policy Number: 81 Online Communication

Purpose: To provide direction to assist the Mayor, Councillors and

employees in the appropriate and productive use of

Council social media.

Department: Governance

Author: General Manager Marianne MacDonald, Communications

Officer

Council Meeting Date: 13 February 2018 12 December 2023

Minute Number: 31/2018 xx/2023

Next Review Date: January 2022 December 2027

POLICY

1. Definitions

a. Social media -- is a collection of internet based websites or applications online technologies that enable users to engage and communicate by creating and sharing content. It can take on many forms including, but not limited to:

Blogs

Micro-blogging sites

- i. Social Networking sites; and
- ii. Video and photo-sharing sites
- **b. Council social media users** those employees authorised to administer Council managed social media platforms.
- **c. Council managed social media platforms** those social media platforms created and managed by Council, such as a Meander Valley Council Facebook page, a Meander Valley Council Twitter account or a Meander Valley Council YouTube channel.

2. Objective

This policy outlines Meander Valley Council's approach to official social media use by employees, and public participation in our social media channels with the aim of:

- a. Enhancing community engagement through effective use of social media to build trust and confidence in Council information and services;
- b. To ensure Ensuring appropriate and productive use of social media; and
- c. To minimise Minimising risks associated with Council's use of social media.

3. Scope

This policy applies to all elected members and employees of Council.

4. Policy

- a. All Council social media users must:
 - i. Be authorised by the General Manager, and
 - ii. Act in accordance with Council's Values and Council's Social Media Operational Guidelines.
- b. If Council employees or Councillors comment publicly through Council's social media channels or using a personal account, the user must make it clear that their comments represent their opinion as a private individual or as a member of an external organisation and not their opinion as a Council employee or Council representative.
- c. Social media communication, activity and content are considered a public record and must be documented and captured in a corporate system in line with Council's Social Media procedure.
- d. Council may turn off public comments or not respond to comments due to workloads and volumes of traffic.
- e. Council encourages open conversation and debate, but expect participants to behave in a respectful manner. We reserve the right to delete comments that are:
 - i. Knowingly false or mischievous complaints or statements about individuals, companies or the government;
 - ii. Misleading, obscene, off-topic, sexist, racist or spam;
 - iii. Promotional or commercial in nature:
 - iv. Unlawful or incite others to break the law;
 - v. Defamatory or harassing of our employees, volunteers or the participants in our channels
- vi. Information that may compromise the safety or security of the public;
- vii. Repetitive posts copied and pasted or duplicated by single or multiple users; or
- viii. Any other inappropriate content or comments as determined by Meander Valley Council.

5. Legislation and related Council Policies

Legislation:

- Local Government Act 1993
- Archives Act 1983
- Copyright Act 1968

16.4.1 Review Of Policy 81 Marked Up

- Right to Information Act 2009
- Tasmanian Defamation Act 2005
- Tasmania Anti-Discrimination Act 1998
- Commonwealth Privacy Act 1988

Policies:

- Risk Management Policy
- Information Management Policy
- Media Communications Policy
- Customer Service Charter
- Customer Service Standards Meander Valley Council
- Human Resources Policies and Procedures
- Social Media Operational Guidelines 2014

6. Responsibility

Responsibility for the operation of this policy rests with the General Manager or their delegate.

Governance

Review of Policy No. 86 - Industrial Development Incentive

Report Author Jonathan Harmey

General Manager

Decision Sought Council to review and approve the continuation of Policy No. 86.

Vote Simple majority

Recommendation to Council

That Council confirms the continuation of Policy No. 86 Industrial Development Incentive, as amended in Attachment 1.

Report

Council first adopted Policy 86 in October 2015. The purpose of the proposed policy is to establish guidelines for the provision of an incentive to support industrial development in key strategic locations. A small number of businesses have accessed the Policy, it is recommended for continuation with minimal changes.

Council considered the review of this Policy at the Council Workshop on 28 November 2023.

Attachments 1. Review of Policy 86 marked up [16.5.1 - 2 pages]

Strategy Supports the objectives of Council's strategic future direction 2: a thriving local economy.

See Meander Valley Community Strategic Plan 2014-24. **Click here** or visit **www.meander.tas.gov.au/plans-and-strategies** to view.

Policy The process of Policy review will ensure that policies are up to date and appropriate.

Legislation The Policy specifies the related legislation.

Consultation Not applicable.

Budget & Finance Not applicable.

Risk Management Not applicable.

Alternative Council can confirm the continuation of the Policy with further

Motions amendments or discontinue the Policy.

POLICY MANUAL

Policy Number: 86 Industrial Development Incentive

Purpose: To establish guidelines for the provision of an incentive to

support industrial development in key strategic locations.

Department: Governance **Author:** General Manager

Council Meeting Date: 8 October 2019 12 December 2023

Minute Number: 185/2019 xx/2023

Next Review Date: October 2023 December 2027

POLICY

1. Definitions

a) Industrial Precincts: - means the industrial precincts at Valley Central Birralee Road, Westbury, and East Goderich Street, Deloraine

b) Eligible Development:

- Means new business development that establishes in the industrial precincts; or
- the relocation of an existing Meander Valley business to the industrial precincts;
 and
- Employs three (3) or more full time equivalent employees for the entire term of the industrial development incentive period.
- c) Eligible Recipient: means the owner of the property title.

2. Objective

The objective of this policy is to provide the parameters for Council to apply a financial incentive for the establishment of Eligible Development in the Industrial Precincts.

3. Scope

This Policy applies specifically to the establishment of new Eligible Development in the Industrial Precincts.

4. Policy

a) Background

The Industrial Precincts have been deemed as strategically important in accommodating industrial development as new development at these sites will avoid

16.5.1 Review Of Policy 86 Marked Up

conflict with other uses and relocation of industry will assist in reducing conflict where there have been historical land use incompatibilities.

Whilst the industrial development incentive (IDI) will be unlikely to be the deciding factor for the location or relocation of an enterprise, it does however send a clear message to industry that Meander Valley Council is "open for business" and is serious about supporting business growth and the creation of local employment opportunities.

b) IDI Period

The IDI period applies for three (3) years from the date of the commencement of operation of the Eligible Development.

c) IDI Calculation

The IDI will be based on the General Rate component of the annual Rates and Charges levied on an Eligible Development and will be applied in the following manner.

- An eligible recipient must apply annually and in writing to Council.
- An eligible recipient will receive a grant equivalent to 100% the General Rate for the first financial year of operation
- An eligible recipient will receive a grant equivalent to 50% of the General Rate for the second financial year of operation.
- An eligible recipient will receive a grant equivalent to 25% of the General Rate for the third financial year of operation.
- Grants may be calculated on a proportional basis where an operational year crosses over from one financial year to the next financial year.

5. Legislation and related Council Policies

Legislation:

• Local Government Act 1993

6. Responsibility

Responsibility for the operation of this policy rests with the General Manager or their delegate.

Governance

Acting General Manager Arrangements

Report Author Jonathan Harmey

General Manager

Decision Sought Council to approve specified arrangements to cover absences of

the General Manager for a continuous period of not more than 30

days.

Vote Absolute majority

Recommendation to Council

That Council:

- 1. Approve a standing appointment under section 61B(4) of the Local Government Act (1993), of an Acting General Manager during any absence of the incumbent General Manager of 30 days' duration or fewer as follows:
 - i. Krista Palfreyman, Director Development and Regulatory Services; and
 - ii. Matthew Millwood, Director Works.
- 2. That the above approvals under section 61B(4) of the *Local Government Act (1993)* will remain in place until reviewed, on or before 31 December 2024.

Report

As well as being responsible for the strategic leadership and direction of the Council, the General Manager at a council entails several statutory and delegated powers from Council. Effective and prudent conduct of Council business relies on the lawful exercise of these responsibilities.

There are significant risks (including material monetary loss, significant litigation exposure and reputational damage) associated with Council failing to meet its statutory deadlines, or Council leadership failing to adequately respond to critical incidents and other emerging crises. Such events can occur during even short-term absences by the General Manager and are ideally managed through the appointment of an Acting General Manager who is able to step in under a clear instrument of appointment.

For these reasons, it is recommended that Council ensures ongoing coverage of the General Manager role through a standing arrangement for one or more executive officers to act as General Manager.

The current Acting General Manager arrangements were approved on 18 April 2023, in summary an order of officers to Act as General Manager is as follows:

- 1. Jonathan Harmey, Director Corporate Services
- 2. Dino De Paoli, Director Infrastructure Services
- 3. Krista Palfreyman, Director Development & Regulatory Services
- 4. Matthew Millwood, Director Works

Mr Craig Davies will commence in the role of Director Corporate Services on 11 December 2023. Mr Dino De Paoli will conclude his employment in the role of Director Infrastructure Services on 18 December 2023, a recruitment process is currently underway for his successor. To allow for the new Directors to become settled in their new roles, and for them to understand the responsibilities as Acting General Manager, it is recommended that these positions are temporarily removed from the acting arrangements and reintroduced at the next review.

Attachments Nil

Strategy Supports the objectives of Council's strategic future direction 5: innovative leadership and community governance.

See Meander Valley Community Strategic Plan 2014-24. **Click here** or visit **www.meander.tas.gov.au/plans-and-strategies** to view.

Policy Not applicable

Legislation Section 61B of the Local Government Act 1993 provides for the appointment of an Acting General Manager.

Under section 61B(4), the Council may appoint a person to act in the office of General Manager during every absence of the General Manager.

An appointment ends when the first of the following occurs:

- "(a) the General Manager returns to duty;
- (b) the term of the appointment expires;
- (c) the Mayor or the council revokes the appointment;
- (d) a person is appointed as General Manager under section 61."

Consultation Not applicable.

Budget & Finance Any additional costs when under Acting General Manager

arrangements will be met within the approved Budget Estimates.

Risk Management The arrangements proposed seek to manage short term risks

relating to the General Manager role being vacant.

Alternative Council can approve Acting General Manager arrangements with

Motions amendments.

Governance

Management of the Deloraine Caravan Park

Report Author Jonathan Harmey

General Manager

Decision Sought Council to decide on the preferred

Vote Simple majority

Recommendation to Council

That Council:

- 1. Note Expressions of Interest for the management of the Deloraine Caravan Park closed on 17 November 2023 with three applications received.
- 2. Authorises the General Manager to negotiate a management agreement for the the Deloraine Caravan Park with the Apex Club of Deloraine, to be approved by Council when terms are agreed;
- 3. Seek approval from the Tasmanian Government, in accordance with the lease to Meander Valley Council dated 24 November 2022, for the APEX Club of Deloraine to manage the Deloraine Caravan Park;
- 4. Write to Deloraine House and the Campervan & Motorhome Club of Australia to thank them for their unsuccessful Expressions of Interest to manage the Deloraine Caravan Park; and
- 5. Identify Council infrastructure upgrades required at the Deloraine Caravan Park for inclusion in Council's 2024-25 capital works program.

Report

On 27 October 2023 Council first advertised and made available Expression of Interest (EOI) documentation (Attachment 1) for the future management of the Deloraine Caravan Park. The EOI period closed on 17 November 2023. Councillors and Council officers met on 28 November to review the applications received and correspondence from community members relating to the applications.

The APEX Club of Deloraine (APEX) is recommended to continue to manage the Deloraine Caravan Park, on new terms to be negotiated between APEX and the General

Manager, that are consistent with the EOI documentation (Appendix 1) and the lease for the area between Council and the Tasmanian Government. There were positive aspects to each EOI application received. It was recognised that the application from Deloraine House was well put together and provided Council with a very realistic alternative proposal to manage the Caravan Park, should they change from the current provider APEX. A summary of reasons why APEX has been put forward as the preferred site manager is as follows:

- The majority of community correspondence received was in favor of APEX being selected as the successful applicant, this included other service organisations from the Deloraine area.
- A new management agreement will provide the opportunity to formalise the desired operational requirements for the Caravan Park that will meet contemporary standards of operation.
- Former members of APEX have contributed significantly to the current site layout and facilities available at the Caravan Park.
- The current members have used the EOI process to identify their vision for the Caravan Park and future plans.
- Issuing the management agreement to APEX will support social and community benefits, which was identified in the EOI process as an important consideration.
- APEX have proven that in the event of rising waters of the Meander River, they
 have successfully moved customers and their equipment to higher ground to
 avoid flood damage.

The Deloraine Caravan Park management arrangements were discussed at the 22 August, 26 September and 28 November Council Workshops.

Attachments

1. Deloraine Caravan Park: EOI Information Pack [16.7.1 - 12 pages]

Strategy Supports the objectives of Council's strategic future direction

2: a thriving local economy

5: innovative leadership and community governance.

See Meander Valley Community Strategic Plan 2014-24. **Click here** or visit www.meander.tas.gov.au/plans-and-strategies to view.

Policy Not applicable.

Legislation Local Government Act 1993.

Consultation Council has liaised with the three applicants to receive their

Expressions of Interest. Councillors and Council officers have held face to face meetings, phone calls and email correspondence with members of the public regarding the Expression of Interest process for management of the Deloraine Caravan Park.

Budget & Finance There are no financial costs to negotiate a management agreement for the Deloraine Caravan Park, other than Council officer time which is approved in the Budget Estimates.

> Any identified and supported Council capital works projects for the Deloraine Caravan Park are anticipated to be considered for approval by Council at the June 2024 Council Meeting.

Risk Management Risks at the Deloraine Caravan Park area will be managed through a management agreement between Meander Valley Council and the party approved to manage the property.

Alternative Council can amend the recommendation for the General Manager Motions to negotiate a management agreement with an alternative Expression of Interest applicant.



EXPRESSION OF INTEREST

Deloraine Caravan Park



Invitation closes at 9.00am, Friday 17 November 2023

1. CONTACT INFORMATION

All enquiries regarding this document are to be directed to Jonathan Harmey as per the details below.

Contact Details: Jonathan Harmey - General Manager

Phone 03 6393 5300 Email: ogm@mvc.tas.gov.au

2. INTRODUCTION

Purpose of Expressions of Interest

Meander Valley Council (Council) is seeking Applications from parties interested in managing the day-to-day operations of the Deloraine Caravan Park. The Caravan Park, located at West Parade, Deloraine, is positioned on the banks of the Meander River.

Management Arrangements

Council leases the Premises from the Tasmanian Government and is seeking a site manager, within the permitted use being the operation of the Deloraine Caravan Park.

Council intend to issue a management agreement for a period of five years, with options to extend for a further period of time beyond the initial term. Council will negotiate the financial obligations with the successful Applicant. Section 3 and completion of the Expression of Interest Form will establish how each Applicant propose to manage the Premises.

Council has established that the following conditions will apply to the successful Applicant when forming a management agreement. As the Manager, the Applicant will:

- Pay all land tax, rates, water and sewerage charges payable by an owner
- Pay any employees employed by the Manager
- Pay all expenses for maintenance of the grounds and building structures
- Pay all cost of service delivery to the property such as electricity, telephone, NBN
- Obtain and keep current at all times insurance for building structures and public liability for the management of the premises, specifically:
 - Personal injury to, or death of, any person (for not less than \$20,000,000 for each individual claim or series of claims arising out of a single occurrence);
 - o Either or both loss of, or damage to, property of a person;
 - o Workers compensation insurance for any employee of the Manager; and
 - o Property insurance for any structures at the Premises.

Meander Valley Council Expression of Interest: Deloraine Caravan Park Page 2 of 12

- Maintain sufficient signage regarding the Caravan Park operations to assist customers regarding infrastructure and Premises management
- Operate within the remit of the law, including to obtain and keep current approvals and permits for the use and occupation of the premises under the Land Use Planning and Approvals Act 1993 (Tas)
- Acknowledge that the Premises will be solely for the Permitted Use
- Keep all vegetation at the premises in safe order
- Not allow customers to cause nuisance for other customers or members of the public
- Acknowledge that all fixed improvements on the Premises are, and shall be, the property of Council, unless agreed in writing
- Provide a report to Council annually that demonstrated financial transactions relating to the Premises, detailing a profit and loss, and application of any profits withing the Premises or for an alternative community purpose within the Meander Valley Council area
- Keep and leave the premises, improvements and all other buildings, structures, facilities, plant, equipment and services or other improvements on the premises:
 - o In good repair of condition;
 - o Free from vermin, noxious weeds and fire hazards;
 - In a safe state and condition for everyone who enters the Premises or uses the facilities; and
 - Maintained, installed and repaired, including with respect to all structural matter, in accordance with all Laws, Approvals and other requirements of any Government Body, good industry practice and any directions given by the Lessor.
- Acknowledge that the Manager is responsible for maintenance and repair of all buildings, structures, facilities, plant, equipment, and services or other improvements on the premises including all structural matters and all costs associated during the term of the Management Agreement
- Not to alter or erect any building or structure or alter any building or structure on the premises without obtaining all responsible Government Body's written consent
- Not to assign, sublease or grant a mortgage without the prior written consent of the Council and Tasmanian Government
- Note that the Tasmanian Government will need to consent to the successful Applicant receiving the management agreement
- Permit Council with or without workmen to enter the premises at all reasonable times to review compliance with the terms of the management agreement

Meander Valley Council Expression of Interest: Deloraine Caravan Park Page 3 of 12

- On expiry of the management agreement, or a sooner date agreed by both parties, the Manager must cease to exercise the rights conferred under the management agreement and leave the premises in a condition consistent with the Manager's obligations under the management agreement, it being acknowledged by both parties that immediately before the expiration or sooner determination of the management agreement the Manager must remove all contents property from the Premises
- The Manager acknowledges that any Improvements or any personal property, buildings, structures, plant and equipment or other improvements remaining on the premises after the expiration or sooner determination of the management agreement without the consent of the Council will:
 - o Become the property of Council without compensation to the Manager; or
 - Be removed from the Premises at the Manager's costs and disposed of by Council without reference or liability to the Manager with all damage to the premises caused by such removal to be made good at the Manager's expense.
- The Manager pays all required outgoings and performs all obligations contained in the agreement, then the Manager will receive non-exclusive use of the Premises during the Term without any disturbance from the Council. Non-exclusive use is due to the mix of public and private infrastructure in the Premises such as walking trails, public road, adjoining Swimming Pool and Wild Wood recreation areas
- The Manager indemnifies Council against all present and future liability, claims or proceedings for:
 - Personal injury or death of a customer of the Manager
 - o Loss or damage to property of the Manager or a third party
 - o Financial loss of the Manager or a third party
 - The Manager must take out and keep current throughout the Term

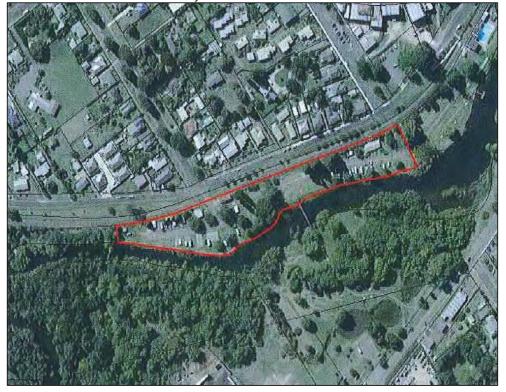
Meander Valley Council Expression of Interest: Deloraine Caravan Park

Location

The Deloraine Caravan Park is located off West Parade, Deloraine:



The area defined in Meander Valley Council's lease from the Tasmanian Government:



Meander Valley Council Expression of Interest: Deloraine Caravan Park

Page 5 of 12

3. MANDATORY INFORMATION FOR EOI RESPONSE

The Expression of Interest is to be presented as a business case for the future use of the Deloraine Caravan Park. The following mandatory information should be included in the template provided:

- a. Identify the legal entity of the Applicant to enter into an agreement for the Premises;
- b. Overview of how all profits from the Caravan Park will be applied to improvements within the Premises or an alternative community purpose in the Meander Valley Council area;
- c. Identification of any infrastructure improvements planned for the Premises including expectations of future commitments from the Applicant and from Council;
- d. Overview of how the Applicant will operate the bookings of customers;
- e. Overview of how the Applicant will control any nuisance customers at the Premises;
- f. Identification of any social and economic benefits to the Meander Valley Council area from the proposed use of the Premises as the Deloraine Caravan Park;

Lodgement Details

Expressions of Interest are to be emailed to: ogm@mvc.tas.gov.au by 9.00am, Friday 17 November 2023.

4. ASSESSMENT OF EXPRESSIONS OF INTEREST

Post Offer Negotiations

- a. Council reserves the right to ask for refinement or more information from Applicants;
- b. Any questions or requests for clarification or further information regarding this invitation or the Expression of Interest process must be submitted to Council in writing at least 5 working days prior to the Expression of Interest closing time;
- c. Council may make available to other prospective Applicants the details of such a request together with any response;
- d. Applicants who are shortlisted will be provided with details of lease terms and prerequisite steps depending on the nature of the proposal.

Agreement Dependencies

Before execution of any agreement, certificate of currency of insurances including Public Liability Insurance (min, \$20,000,000) must be provided to Council.

Meander Valley Council Expression of Interest: Deloraine Caravan Park Page 6 of 12

EXPRESSION OF INTEREST FORM

Applicant's Information		
Trading name:		
Registered name:		
Australian Business Number:		
Address of registered office:		
Postal address: (if different to above):		
Principal office in Tasmania (if applicable):		
Contact Details		
Name of contact person:		
Position title:		
Preferred email:		
Preferred telephone number:		
Lease Details (Please tick)		
Proposed operation		
Legal entity □		
Association □		
Special Committee of Council		
Provide more detail here		
Indicate which part of the si	ite you are proposing to use	
All site □		
Part site □		
If part site, please specify whi	ch areas are required	
Meander Valley Council Expression of Interest: Deloraine C	Page 7 of 12 Caravan Park	

Financial Capacity (Please tick)
Cash at bank □
Amount held for this project
Management Agreement would be grant reliant □
Has grant funding been confirmed by funding partners □
Grant amount required from funding partners
Pitch your Proposal
Overview of how expenses will be managed including how all profits from the Caravan Park will be applied to improvements within the Premises or an alternative community purpose in the Meander Valley Council area.

Meander Valley Council Expression of Interest: Deloraine Caravan Park Page 8 of 12

ture Site Aspirations	
entification of any infrastructure improvements p ture commitments from yourself as the Applicant	
. ,	

Expression of Interest: Deloraine Caravan Park

Site Management
Site Management
Overview of how the Applicant will operate the bookings of customers (including any proposed limits to length of stay, pricing arrangements, provision for RV and camping customers);
<u> </u>

Meander Valley Council Expression of Interest: Deloraine Caravan Park Page 10 of 12

Overview of how the Applicant will control any nuisance customers at the Premises;				
Referee Details				
Provide details below for at lea	st 2 referees			
Name of referee (1):				
Project:				
Contact Telephone				
Name of referee (2):				
Project:				
Contact Telephone				

Meander Valley Council Expression of Interest: Deloraine Caravan Park Page 11 of 12

Signed for and on behalf of the Applicant

I certify that as the repres and correct position of th	sentative the Applicant, I have completed the EOI response as a true are Applicant:
Name:	
Position:	
Signature:	
Date:	

Meander Valley Council Expression of Interest: Deloraine Caravan Park

Motion to Close Meeting

Motion Close the meeting to the public for discussion of matters in the list of

agenda items below.

Refer to Local Government (Meeting Procedures) Regulations 2015: s15(1).

Vote Absolute majority

Closed Session Agenda

Confirmation of Closed Minutes

Refer to Local Government (Meeting Procedures) Regulations 2015: s34(2).

Leave of Absence Applications

Refer to Local Government (Meeting Procedures) Regulations 2015: s15(2)(h).

2024 Australia Day Awards

Refer to Local Government (Meeting Procedures) Regulations 2015: s15(2) (g) regarding information of a personal and confidential nature or information provided to the council on the condition it is kept confidential

Contract No. 256-2023-24 - Western Creek, Montana Road Bridge - Design and Construction

Refer to Local Government (Meeting Procedures) Regulations 2015: s15(2) (d) regarding contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.

Meander Valley brand strategy services

Refer to Local Government (Meeting Procedures) Regulations 2015: s15(2) (d) regarding contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal.

Release of Public Information

Refer to Local Government (Meeting Procedures) Regulations 2015: s15(8).

Meeting End