



Meander Valley Council
Working Together

ORDINARY AGENDA

COUNCIL MEETING

Tuesday 11 May 2021

MEETING CONDUCT

- The conduct of Council Meetings is currently being undertaken in accordance with the *COVID-19 Disease Emergency (Miscellaneous Provisions) Act 2020*. This has necessarily meant that public attendance at meetings has been restricted. Under these arrangements Council meetings have been undertaken remotely via online avenues.
- Given the current COVID-19 circumstance in Tasmania, Council has now resumed face to face meetings at the Council Chambers in Westbury.
- While COVID-19 restrictions remain in place, Council is mindful of the need to ensure community safety and compliance with regard to the number of people who may gather. This obligation is balanced with the need to minimise disruption to the business of Council. Considering this, Council has determined that limited public access to Council meetings will be permitted from 11 August 2020.
- During this first phase priority will be given to those individuals making representations to planning applications which are subject to statutory timeframes. Any member of the public attending will be required to pre-register and attend the meeting for their relevant agenda item or question time. To ensure compliance with Council's COVID-19 Safety Plan, those intending to attend must register their interest with Council's Customer Service Centre by phoning 6393 5300. On arrival, attendees will be required to provide their name, address and contact number to support COVID-19 tracing in the event it is necessary.
- Overall numbers will be limited to **seven members** of the public in the Council Chambers at once. At the discretion of the Mayor, people may be asked to leave the meeting at the conclusion of an agenda item. Priority access will be afforded to those making representations to planning applications. The general public will be afforded priority over media representatives. If more than seven representors have an interest in an agenda item, people may be asked to leave the meeting room after their representation to allow others to make their representation to Council.
- Council will continue to ensure minutes and audio recordings of Council meetings are available on Council's website and will review access for other people and media in due course.

These arrangements are subject to review based on any changing circumstance relating to the COVID-19 Disease Emergency.

SECURITY PROCEDURES

At the commencement of the meeting the Mayor will advise that:

- Evacuation details and information are located on the wall to his right.
- In the unlikelyhood of an emergency evacuation an alarm will sound and evacuation wardens will assist with the evacuation.
- When directed, everyone will be required to exit in an orderly fashion through the front doors and go directly to the evacuation point which is in the car park at the side of the Town Hall.



Meander Valley Council
Working Together

PO Box 102, Westbury,
Tasmania, 7303

Notice is hereby given that an Ordinary Meeting of the Meander Valley Council will be held at the Westbury Council Chambers, 26 Lyall Street, Westbury, on **Tuesday 11 May 2021, commencing at 3.00pm.**

In accordance with Section 65 of the *Local Government Act 1993*, I certify that with respect to all advice, information or recommendations provided to Council with this agenda:

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

Jonathan Harmey
ACTING GENERAL MANAGER

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Agenda for an Ordinary Meeting of the Meander Valley Council to be held at the Council Chambers Meeting Room, 26 Lyall Street, Westbury, on Tuesday 11 May 2021 at 3.00pm.

Business is to be conducted at this meeting in the order in which it is set out in this agenda, unless the Council by Absolute Majority determines otherwise.

PRESENT

APOLOGIES

IN ATTENDANCE

CONFIRMATION OF MINUTES

Reference No. 77/2021

Councillor xx moved and Councillor xx seconded, ***“that the minutes of the Ordinary Meeting of Council held on Tuesday 13 April 2021, be received and confirmed.”***

COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING

Reference No. 78/2021

Date	Items discussed:
27 April 2021	<ul style="list-style-type: none">• Bracknell Hall – Presentation• Creative Cities – Presentation• Communications Calendar• Waste Management Strategy• Draft Capital Works Program 2021-22• Deloraine High School – Presentation• Items for Noting:<ul style="list-style-type: none">(a) Annual Report Update – March quarter(b) Review of Policy No. 11 – Public Open Space

	(c) Review of Policy No. 36 – Private Timber Reserves (d) Deloraine Squash Courts
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ANNOUNCEMENTS BY THE MAYOR

Reference No. 79/2021

13 April 2021

Council Meeting – Westbury

27 April 2021

Council Workshop - Westbury

3 May 2021

NTDC Board Meeting – Longford

ANNOUNCEMENTS BY COUNCILLORS

Reference No. 80/2021

Nil

DECLARATIONS OF INTEREST

Reference No. 81/2021

TABLING AND ACTION ON PETITIONS

Reference No. 82/2021

PUBLIC QUESTION TIME

General Rules for Question Time:

Public question time will continue for no more than thirty minutes for 'questions on notice' and 'questions without notice'.

At the beginning of public question time, the Chairperson will firstly refer to the questions on notice. The Chairperson will ask each person who has a question on notice if they would like to ask their question. If they accept they will come forward and state their name and where they are from (suburb or town) before asking their question(s).

The Chairperson will then ask anyone else with a question without notice to come forward and give their name and where they are from (suburb or town) before asking their question.

If called upon by the Chairperson, a person asking a question without notice may need to submit a written copy of their question to the Chairperson in order to clarify the content of the question.

A member of the public may ask a Council officer to read their question for them.

If accepted by the Chairperson, the question will be responded to, or, it may be taken on notice as a 'question on notice' for the next Council meeting. Questions will usually be taken on notice in cases where the questions raised at the meeting require further research or clarification. These questions will need to be submitted as a written copy to the Chairperson prior to the end of public question time.

The Chairperson may request a Councillor or Council officer to provide a response. A Councillor or Council officer who is asked a question without notice at a meeting may decline to answer the question.

All questions and answers must be kept as brief as possible. There will be no debate on any questions or answers.

In the event that the same or similar question is raised by more than one person, an answer may be given as a combined response.

If the Chairperson refuses to accept a question from a member of the public, they will provide reasons for doing so.

Questions on notice and their responses will be minuted. Questions without notice raised during public question time and the responses to them will be minuted, with exception to those questions taken on notice for the next Council meeting.

Once the allocated time period of thirty minutes has ended, the Chairperson will declare public question time ended. At this time, any person who has not had the opportunity to put forward a question will be invited to submit their question in writing for the next meeting.

Notes

- Council officers may be called upon to provide assistance to those wishing to register a question, particularly those with a disability or from non-English speaking cultures, by typing their questions.
- The Chairperson may allocate a maximum time for each question, or maximum number of questions per visitor, depending on the complexity of the issue, and on how many questions are anticipated to be asked at the meeting. The Chairperson may also indicate when sufficient response to a question has been provided.
- Limited Privilege: Members of the public should be reminded that the protection of parliamentary privilege does not apply to Local Government, and any statements or discussion in the Council Chamber or any documents produced are subject to the laws of defamation.

PUBLIC QUESTION TIME

Reference No. 83/2021

1. PUBLIC QUESTIONS TAKEN ON NOTICE – APRIL 2021

1.1 Martin Hamilton, Westbury

- (a) In last month's meeting, the General Manager announced that Council's Senior Strategic Town Planner Jo Oliver had resigned, giving 3 months notice. Will Council explain all the details of its planned recruitment campaign, including where, when and how it plans to advertise the role or, if they do not intend to advertise for candidates to fill the role, why not?

Response by John Jordan, General Manager:

Council acknowledges and celebrates Jo Oliver's expertise and her long period of service to both Council and the community over the years. Recruitment in

accordance with normal practices has commenced and a planning role has been advertised.

- (b) Since being announced as Liberal Party Candidates for the House of Assembly Election scheduled 1st May 2021, Councillors Susie Bower and Stephanie Cameron have renamed their Meander Valley Councillor Facebook profiles, from "Susie Bower - Councillor Meander Valley Councillor" and "Stephanie Cameron Meander Valley Councillor" to "Susie Bower - Liberal for Lyons" and "Stephanie Cameron Liberal Candidate for Lyons" respectively. Given municipal councils are normally supposed to be apolitical, does them using their MVC pages to promote themselves as political candidates for the Liberal Party breach any code of conduct, social media policies and the like that Meander Valley Council have in place?

Response by John Jordan, General Manager:

Meander Valley Council is an apolitical statutory body led by nine Councillors, who were elected to represent the local community in terms of policy and overall decision-making processes. Both Councillor Bower and Councillor Cameron have requested leave and declined to accept any Councillor allowances for the period 1 April 2021 to 30 April 2021 inclusive. Both Councillor Bower and Councillor Cameron are aware they continue to be bound by their obligations under our Councillor Code of Conduct. The Facebook pages were established by the councillors, not Council.

2. PUBLIC QUESTIONS WITH NOTICE – MAY 2021

Nil

3. PUBLIC QUESTIONS WITHOUT NOTICE – MAY 2021

COUNCILLOR QUESTION TIME

Reference No. 84/2021

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – APRIL 2021

1.1 Councillor Frank Nott

Will the General Manager or Director of Planning advise of a Council limit for the number of entrances in a cul-de-sac?

Response by Krista Palfreyman, Director Development & Regulatory Services:

There is no Council limit for the number of entrances in a cul-de-sac, nor is there a limit in the Tasmanian Standard Drawings for road and crossover construction requirements. Council's Director Infrastructure Services advised that matters relating to serviceability of properties in a cul-de-sac, including garbage bin placement and truck manoeuvrability, can be considered when assessing engineering design for road and crossover construction.

2. COUNCILLOR QUESTIONS WITH NOTICE – MAY 2021

2.1 Cr Tanya King

In recent weeks, the last bank owned ATM in Westbury was removed.

This means that in Westbury, you cannot access your money from a bank account without either making a purchase, or paying a fee. If you have a fortnightly pension, and access your money once per fortnight, this could add up to over \$60 a year expended on fees – more if you want to access your money more often.

Could Council please write to Anna Bligh, CEO of the Australian Banking Association and TasCOSS (Tasmanian Council of Social Service Inc) to advocate for better financial support services for our regional towns?

Response by Jonathan Harmey, Acting General Manager:

Yes, Council will write to the Australian Banking Association and TasCOSS to draw their attention to the absence of any bank owned ATM services in Westbury and the negative impact this can have on members of the Meander Valley community.

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – MAY 2021

DEPUTATIONS BY MEMBERS OF THE PUBLIC

Reference No. 85/2021

PLANNING AUTHORITY ITEMS

For the purposes of considering the following Planning Authority items, Council is acting as a Planning Authority under the provisions of the Land Use Planning and Approvals Act 1993.

The following are applicable to all Planning Authority reports:

Strategic/Annual Plan Conformance

Council has a target under the Annual Plan to assess applications within statutory timeframes.

Policy Implications

Not applicable.

Legislation

Council must process and determine the application in accordance with the *Land Use Planning and Approvals Act 1993* (LUPAA) and its Planning Scheme. The application is made in accordance with Section 57 of LUPAA.

Risk Management

Risk is managed by the inclusion of appropriate conditions on the planning permit.

Financial Consideration

If the application is subject to an appeal to the Resource Management Planning and Appeal Tribunal, Council may be subject to the cost associated with defending its decision.

Alternative Recommendations

Council can either approve the application with amended conditions or refuse the application.

Voting Requirements

Simple Majority

PLANNING AUTHORITY 1

Reference No. 86/2021

320 AND 334 WESTBURY ROAD, PROSPECT VALE

Planning Application: PA\21\0033

Proposal: Retirement Village (65 dwellings including associated building, retaining walls, signage, front fence and car parking), subdivision (two (2) lots to two (2) lots) and the demolition of the four (4) existing buildings.

Author: Leanne Rabjohns
Town Planner

1) Proposal

Application

Council has received an application for the construction of a Retirement Village (65 dwellings including associated building, retaining walls, signage, front fence and car parking), subdivision (two (2) lots to two (2) lots) and the demolition of the four (4) existing buildings at 320 and 334 Westbury Road, Prospect Vale (three (3) titles).

Applicant	Respect Group Limited
Owner	Respect Group Limited, S Munro & S Shaw
Property	320 and 334 Westbury Road, Prospect Vale (CTs: 237405/1, 247658/1 & 232934/1)
Zoning	General Residential Zone
Discretions	8.4.2 Setbacks and building envelope for all dwellings P3
	8.4.3 Site coverage and private open space for all dwellings P2
	8.4.4 Sunlight to private open space of multiple dwellings P1
	8.4.6 Privacy for all dwellings P3
	8.4.7 Frontage fences for all dwellings P1
	C1.6.1 Development Standards for Buildings and Works P2
	C2.5.1 Car parking numbers P1
C2.6.2 Design and layout of parking areas P1	

	C2.6.5 Pedestrian access P1
	C3.5.1 Traffic generation at a vehicle crossing, level crossing or new junction P1
Existing Land Use	Nursing home & Residential
Number of Representations	Three (3)
Decision Due	12 May 2021
Planning Scheme:	Tasmanian Planning Scheme – Meander Valley. (referred to in this report as the 'Scheme'). <i>Note: The Tasmanian Planning Scheme became operational on 19 April 2021 and as such the application must be assessed against this Scheme.</i>

If approved, the application will result in the construction of a Retirement Village of 65 dwellings with an associated community centre and car parking areas. Retirement Village is defined as *"use of land to provide permanent accommodation for retired people or the aged and includes communal recreational or medical facilities for residents of the village"*. The proposal includes a community centre, which is considered to cater as a communal recreational facility.

An indicative site plan is included below. Please refer to the attachment for the full application details and plans.



Figure 1: Site and landscaping plan.

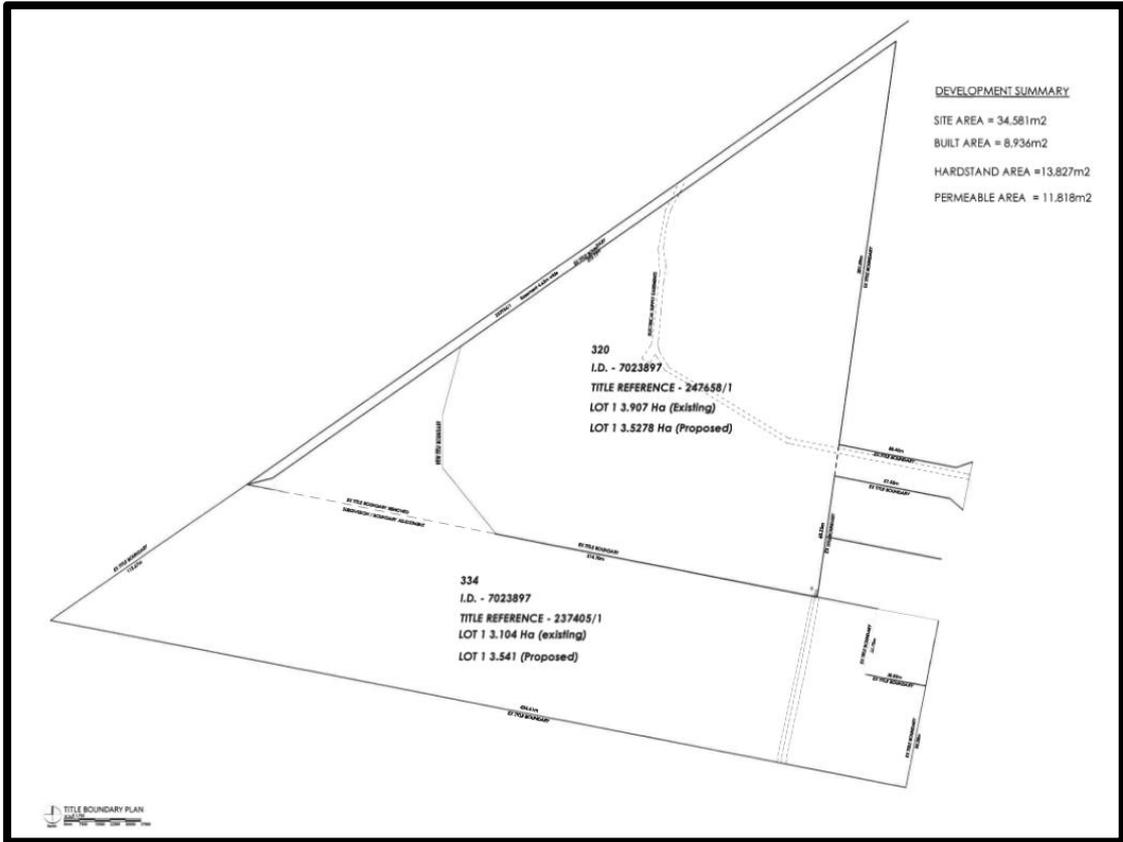


Figure 2: Proposed subdivision plan.

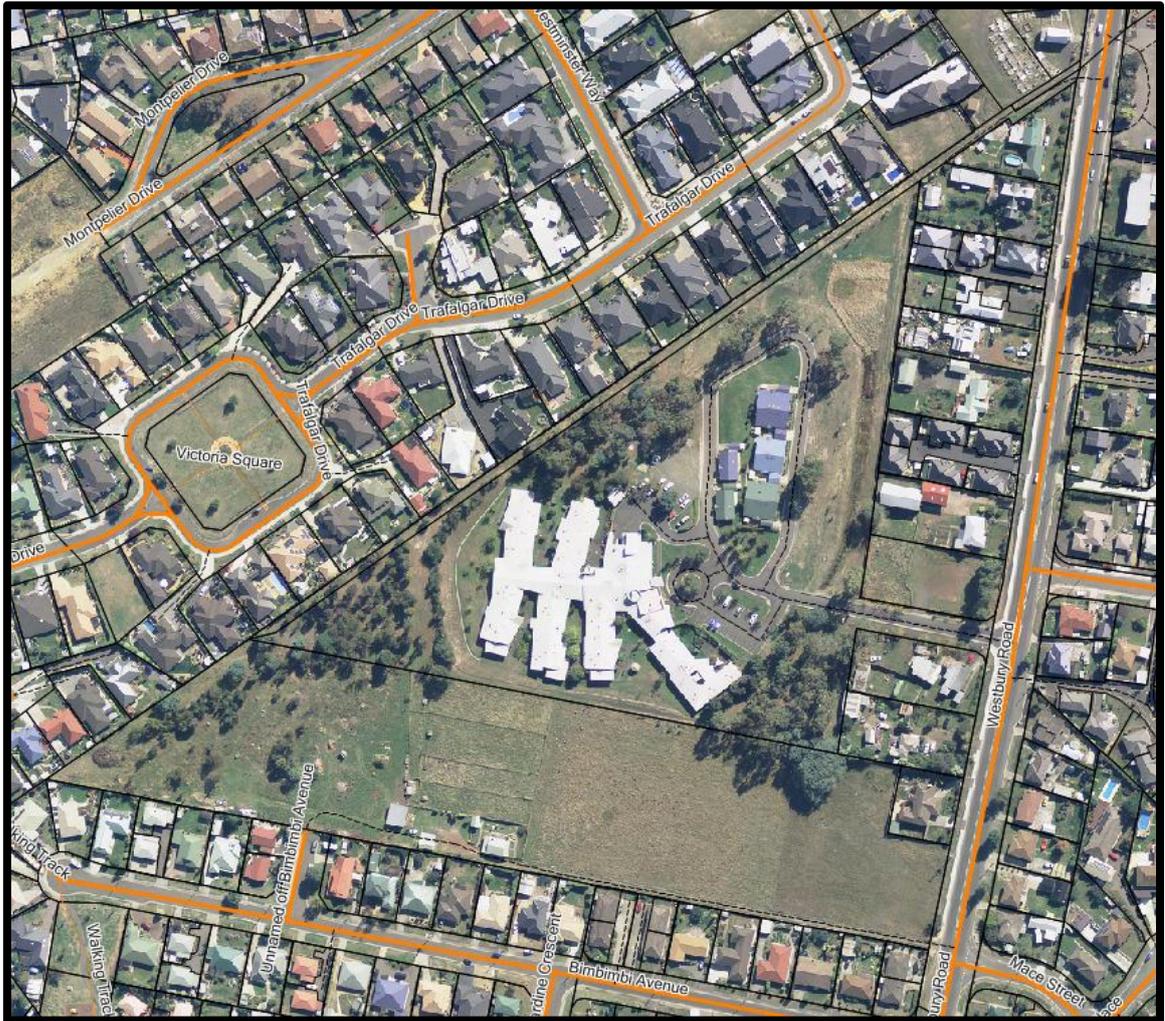


Figure 3: Aerial photo of the subject site.



Figure 4: Showing the subject three titles in their current form.

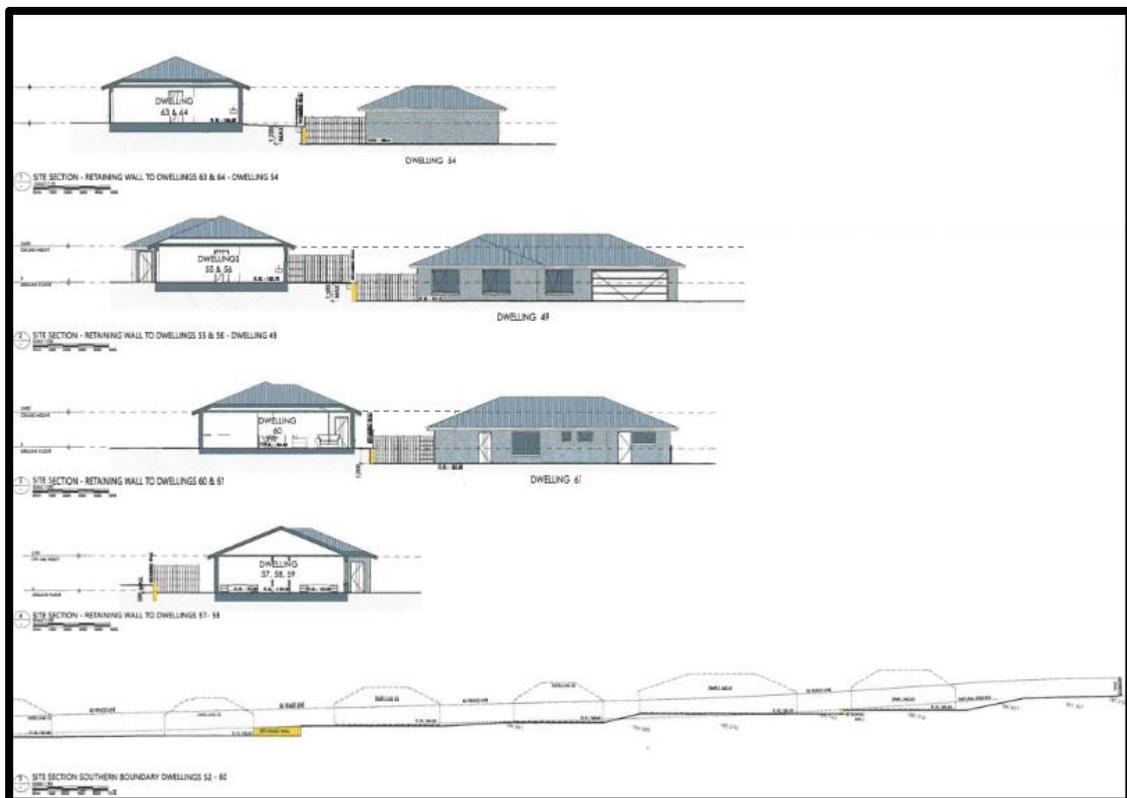


Figure 5: Retaining wall details.

Standards Requiring Discretion

The application relies on the following Performance Criteria:

8.4.2	Setbacks and building envelope for all dwellings	P3
8.4.3	Site coverage and private open space for all dwellings	P2
8.4.4	Sunlight to private open space of multiple dwellings	P1
8.4.6	Privacy for all dwellings	P3
8.4.7	Frontage fences for all dwellings	P1
C1.6.1	Development Standards for Buildings and Works	P2
C2.5.1	Car parking numbers	P1
C2.6.2	Design and layout of parking areas	P1
C2.6.5	Pedestrian access	P1
C3.5.1	Traffic generation at a vehicle crossing, level crossing or new junction	P1

2) Summary of Assessment

The application is for the construction of 65 dwellings and community centre as part of a Retirement Village at 320 and 334 Westbury Road, Prospect Vale (covering three (3) titles). The site is located in the General Residential Zone. Vehicle access is directly from Bimbimbi Avenue and Westbury Road, with an internal driveway connecting the two roads. The proposed units comprise of four (4) different floor plan layouts with variations to the garage component and private open space.

The proposal covers three (3) titles - CTs: 237405/1, 247658/1 and 232934/1 (see Figure 4). CTs 237405/1 and 247658/1 are in the ownership of Respect Group Limited and the proposal includes the realignment of the shared boundary. CT 232934/1 is in the ownership of S Munro & S Shaw. The applicant is currently pursuing the acquisition process to gain ownership of this title. In accordance with section 52 of the *Land Use Planning and Approvals Act 1993*, the applicant does not need to be the owner of the land to submit an application. The application included the signed declaration that the applicant has notified the land owner. The application can be processed and determined prior to the acquisition process being completed.

The proposal includes four (4) retaining walls (see Figure 5). The retaining wall along the shared boundary with 34 Bimbimbi Avenue retains the natural slope to a maximum height of 0.9m at the boundary. The retaining wall along the rear boundary with 7 Hyde Court, 8 Hyde Court and 18 Trafalgar Drive retains a

0.5m cut into the slope. The retaining wall between units 60 and 61 is 0.5m in height at the boundary. The fourth retaining wall is located internally behind units 49 and 50 and 56 and is a maximum 1.2m high.

The standards of the Scheme which require assessment of the Performance Criteria and the application of Council’s discretion to approve or refuse the application are outlined above and detailed in the Scheme Assessment in Section 6.

Overview:

- A Residential Use (for a Retirement Village), is a permitted use in the General Residential Zone.
- The total number of units is 65, one of which will be used temporarily as a display home.
- The development comprises three stages:

Stage	Development proposed
1	community centre, car parking areas, 19 units and internal access extended from Westbury Road.
2	21 units, existing buildings used as site office during construction stage and later demolished, and internal access extended from Westbury Road.
3	25 units and internal access extended from Bimbimbi Avenue.

- 64 units proposed for the Bimbimbi Avenue Lot.
- One (1) additional unit is proposed for the Westbury Road Lot.
- The boundary between CTs 237405/1 and 247658/1 is to be realigned.
- A portion of an existing open stormwater drain will be piped to accommodate the community centre.
- Four (4) retaining walls are located on the western portion of the development.
- Rubbish bins are stored in the drying area of each unit. A waste management contractor will collect the bins from inside the estate.
- The proposal triggers Performance Criteria in relation to setbacks, private open space, sunlight, privacy, frontage fence, signage, car parking, pedestrian walkway and new access.
- With conditions, the proposal complies with the Performance Criteria.
- Three (3) representations were received. The representations primarily relate to the density of units, data source used in the Traffic Impact Assessment, removal of trees impacting on privacy (visual barrier), noise during construction and continual noise from development post

construction, removal of trees impacting on local wildlife, use of easement, value of existing trees to residents, and impact of four (4) units close to Trafalgar Drive residences.

With conditions the proposed development is considered to comply with the applicable standards of the Scheme, and is recommended for approval.

3) Recommendation

It is recommended that the application for Use and Development for a Retirement Village (65 dwellings including associated building, retaining walls, signage, front fence and car parking), subdivision (two (2) lots to two (2) lots) and the demolition of the existing four (4) buildings at 320 and 334 Westbury Road, PROSPECT VALE (CTs: 237405/1, 247658/1 and 232934/1) by Respect Group Limited, be APPROVED, generally in accordance with the endorsed plans:

- a. Midson Traffic P/L – Traffic Impact Assessment – dated February 2021;***
- b. JMG Engineers & Planners – Report – Urban Salinity – Dated: September 2020;***
- c. Plans to Build – Project Number: 20009 – Drawing Number: A00-DA, A01-DA, A02-DA, A03-DA, A04-DA, A05-DA, A06-DA, A07-DA (2 pages), A08-DA, A09-DA, A10-DA, A11-DA, A12-DA, A13-DA, A14-DA, A15-DA, A16-DA and A17-DA;***
- d. Lange Design – Landscape Concept Plan; and***
- e. JMG Engineers & Planners – Project Number: J2020125CL – Drawing Number: E04, E05, SK06, SK01 and P01.***

and subject to the following conditions:

- 1. Covenants or similar restrictive controls must not be included on or otherwise imposed on the titles to the lots created by the subdivision, permitted by this permit unless:**
 - a) Such covenants or controls are expressly authorised by the terms of this permit or by the consent in writing of Council; and**
 - b) Such covenants or similar controls are submitted for and receive written approval by Council prior to submission of a Plan of Survey and associated title documentation is submitted to Council for sealing.**

- 2. Prior to the commencement of any works, amended plans must be submitted for approval to the satisfaction of Council's Town Planner. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and must show:**
 - a) All private open space areas being adequately fenced to provide individual areas to each unit.**
 - b) Adequate screening to the front windows of Units 58 and 59 to a minimum height of 1.7m or to increase the sill height to 1.7m above floor level, to prevent vehicle light intrusion.**
 - c) An additional two (2) car parking spaces on site, to an appropriate standard.**
 - d) Detailed engineering design documentation for stormwater services, road and crossover construction, including the extension of any Council services required to the satisfaction of Council's Director Infrastructure Services and in accordance with the recommendation of the endorsed Traffic Impact Assessment prepared by Midson Traffic Pty Ltd. Detailed engineering documentation must be prepared by a suitably qualified civil engineer. The design documentation must incorporate the following:**
 - i. Construction of road extension including kerb and footpath of the unnamed road off Bimbimbi Avenue to Tasmanian Standard drawings; and**
 - ii. Piping of the open drain inside the property as shown on the endorsed drawings.**
- 3. Prior to the completion of Stage 1, the existing driveway crossover on Westbury Road must be completely removed. Kerb and footpath are to be reinstated in accordance with Tasmanian Standard Drawing TSD-R11 and R14 to the satisfaction of the Director Infrastructure Services (see Note 1).**
- 4. Prior to the commencement of works for Stage 2, the Final Plan of Subdivision must be sealed.**
- 5. All retaining wall and associated drainage must be wholly contained on the subject land.**

6. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA No 2021/00092-MVC attached).

Notes:

1. Prior to any construction being undertaken in the Road Reservation separate consent is required by the Road Authority. An Application for Works in Road Reservation is enclosed. All enquiries should be directed to Council's Infrastructure Department on (03) 6393 5312.
2. Stormwater detention is required for this development. Please see attached letter regarding the provision of detention and the requirements of Council acting as the Stormwater Authority in accordance with the *Urban Drainage Act 2013*.
3. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Scheme by Council. All enquiries can be directed to Council's Development and Regulatory Services on 6393 5320 or via email: mail@mvc.tas.gov.au.
4. This permit does not imply that any other approval required under any other by-law or legislation has been granted. The following additional approvals may be required before construction commences:
 - a) Building approval
 - b) Plumbing approval

All enquiries should be directed to Council's Permit Authority on (03) 6393 5320 or Council's Plumbing Surveyor on 0419 510 770.

5. This permit takes effect after:
 - a) The 14 day appeal period expires; or
 - b) Any appeal to the Resource Management and Planning Appeal Tribunal is abandoned or determined; or
 - c) Any other required approvals under this or any other Act are granted.
6. A planning appeal may be instituted by lodging a notice of appeal with the Registrar of the Resource Management and Planning Appeal Tribunal.

A planning appeal may be instituted within 14 days of the date the Corporation serves notice of the decision on the applicant. For more information see the Resource Management and Planning Appeal Tribunal website www.rmpat.tas.gov.au.

7. This permit is valid for two (2) years only from the date of approval and will thereafter lapse if the development is not substantially commenced. An extension may be granted if a request is received.
8. In accordance with the legislation, all permits issued by the permit authority are public documents. Members of the public will be able to view this permit (which includes the endorsed documents) on request, at the Council Office.
9. If any Aboriginal relics are uncovered during works:
 - a) All works are to cease within a delineated area sufficient to protect the unearthed and other possible relics from destruction,
 - b) The presence of a relic is to be reported to Aboriginal Heritage Tasmania Phone: (03) 6233 6613 or 1300 135 513 (ask for Aboriginal Heritage Tasmania) Fax: (03) 6233 5555 Email: aboriginal@heritage.tas.gov.au; and
 - c) The relevant approval processes will apply with state and federal government agencies.

4) Representations

The application was advertised for the statutory 14-day period from 20 March to 9 April 2021. During the advertising period three (3) representations were received (attached documents). A summary of the concerns raised in the representation is provided below. While the summary attempts to capture the essence of the concerns, it should be read in conjunction with the full representations included in the attachments.

Concern - data source used in the Traffic Impact Assessment – out of date, not relevant; increase in traffic numbers.

Comment: Council's Team Leader Engineering provided the following comments:

In response to the data relevance used for the TIA.

The existing traffic generation was calculated using Clarence Lifestyle Village as a similar development in size and nature. Although the

existing development may generate slightly different traffic volumes to that calculated using Clarence Lifestyle Village, the impact on the road network, in relation to safety and efficiency, is not considered to be material. It is noted that the generation for the new development was calculated using the RMS Guide which is conservative as the peak traffic of the road network is unlikely to coincide with the peak traffic loading from the development. Although the traffic count date for Westbury Road used in the TIA is from 2014, data collected by Council Officers on Westbury Road near Bimbimbi Avenue early in 2021 indicates that the traffic volume for Westbury Road has had negligible change since 2010. The annual average daily traffic (AADT) used in the TIA was 15,000vpd. Council's recent traffic count data undertaken over a number of weeks from February to March reflect an AADT of less than 14,000vpd, thus the volumes used in the TIA are relevant.

In response to concerns over traffic generated by the development.

Recent traffic counts along Westbury Road shows that traffic volumes are slightly less than those used in the TIA. Based on the expected growth of the area, the major road network will continue to operate at a reasonable level of service for at least 10 years. Following recent discussion with Council concerning development in Blackstone Heights and Prospect Vale, Council Officers will be reviewing the broader traffic network and levels of service moving forward. The information provided by the applicant does not suggest there will be capacity or safety issues in the network.

Concern – removal of trees impacting on privacy (visual barrier), removal of trees impacting on local wildlife, value of existing trees to residents.

Comment: The proposal includes the removal of a number of trees along the western and eastern side boundaries.

The Scheme map shows the subject land and surrounding land being mapped as containing Priority Habitat vegetation. This mapping was based on TasVeg 3.0 (released in 2013). The updated TasVeg 4.0 (released in 2020) shows the land as being Modified Land (Urban Areas) (not priority habitat).

The Natural Assets Code exempts all development and use from Priority Habitat areas in the General Residential Zone (except for subdivisions). The proposal includes a subdivision (realignment of a boundary between two (2) lots). The subdivision component is solely to change the shape of the title boundaries. The subdivision does not require any works within the land mapped as being priority habitat and does not require the clearance of native vegetation to complete this

component. As such, the proposal complies with the Acceptable Solutions for C7.7.1 and C7.7.2.

The area of vegetation to be removed is on uneven ground. The level outdoor area used by the residents of Tyler House is to be retained (see Photo 1 below). The screening trees behind this outdoor area will be partially removed to accommodate the unit development. The existing trees within the outdoor area will remain. The proposal includes a landscaping plan which shows tree planting to this area (see Figure 1).



Photo 1: Showing the level outdoor area behind Tyler House.

In this instance, neighbouring properties have relied on vegetation on another lot for their privacy. The Scheme provides an exemption for vegetation management within a private garden. As such, the removal of the vegetation within an established residential area is considered acceptable.

Concern – density of units, need to remove 4 units from proposal.

Comment: The proposal includes the construction of 65 units as part of a Retirement Village development. The proposed Lot 1 (off Bimbimbi Ave) has an area of 35,410m². With a total of 64 units on Lot 1, the unit density is calculated at 1 per 553.3m². The Acceptable Solution is a site area per dwelling of not less than 325m². As such, the proposed number of units complies with the Acceptable Solution for unit density. In accordance with the unit density requirements of the

Scheme, there is no basis to remove four (4) units from the proposal.

Concern – use of easement.

Comment: The use of the easement relates to the Right-of-carriage and Electricity Infrastructure Easement of CT 232934/1.

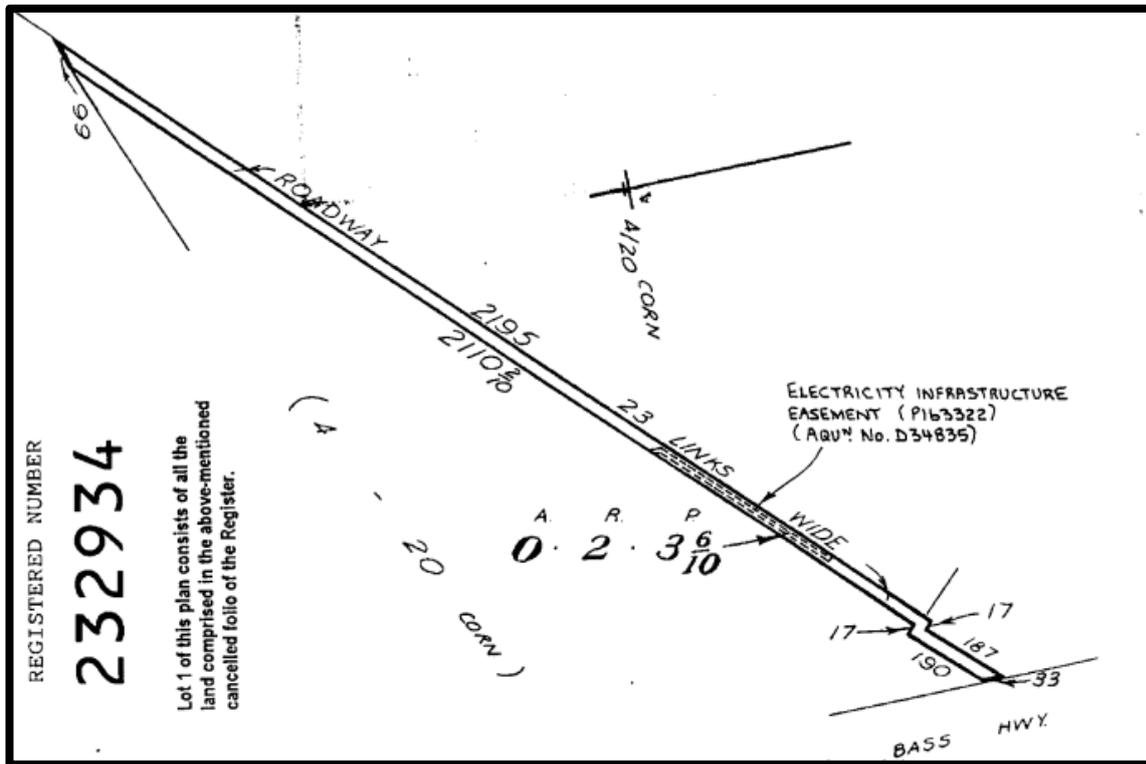


Figure 6: An extract from the Folio Plan for CT 232934/1.

The applicant is aware of the notation "Roadway" on the title (CT 232934/1) and is pursuing legal processes to address this matter. Council's legal advice is that there is no evidence of the land being used as a "user road" or as a public road. A number of adjoining properties have a right-of-carriage over this land.

The private open space and drying areas associated Units 44, 45, 46, 47 and 48 encroach into this title. However these works do not extend onto the Electricity Infrastructure Easement as shown in Figure 6 above.

The applicant is currently pursuing the acquisition process to gain ownership of this title and to address the easement on the title. Works on or associated with this title (including tree removal) cannot commence until such time as the ownership and easement on the title has been addressed. Works within this title are scheduled for stage 3.

Concern – noise during construction, continual noise from development post construction.

Comment: Council Environmental Health team have provided the following comment regarding noise created as part of any construction/building works:

Prohibited hours of use for mobile machinery, forklifts or portable equipment (e.g. power tools, air compressor, cement mixer):

Monday-Friday: before 7am and after 6pm

Saturday: before 8am and after 6pm

Sunday/public holiday: before 10am and after 6pm

The above information is per the *Environmental Management and Pollution Control (Noise) Regulations 2016*.

The use of the development is for residential purposes and it not expected to create a noise greater than a standard residential use.

Concern – impact of 4 units close to Trafalgar Drive residences.

Comment: The proposal includes a number of units in close proximity to properties fronting onto Trafalgar Drive. The associated representors who referred to the 4 units live at 24 and 26 Trafalgar Drive, Prospect Vale.

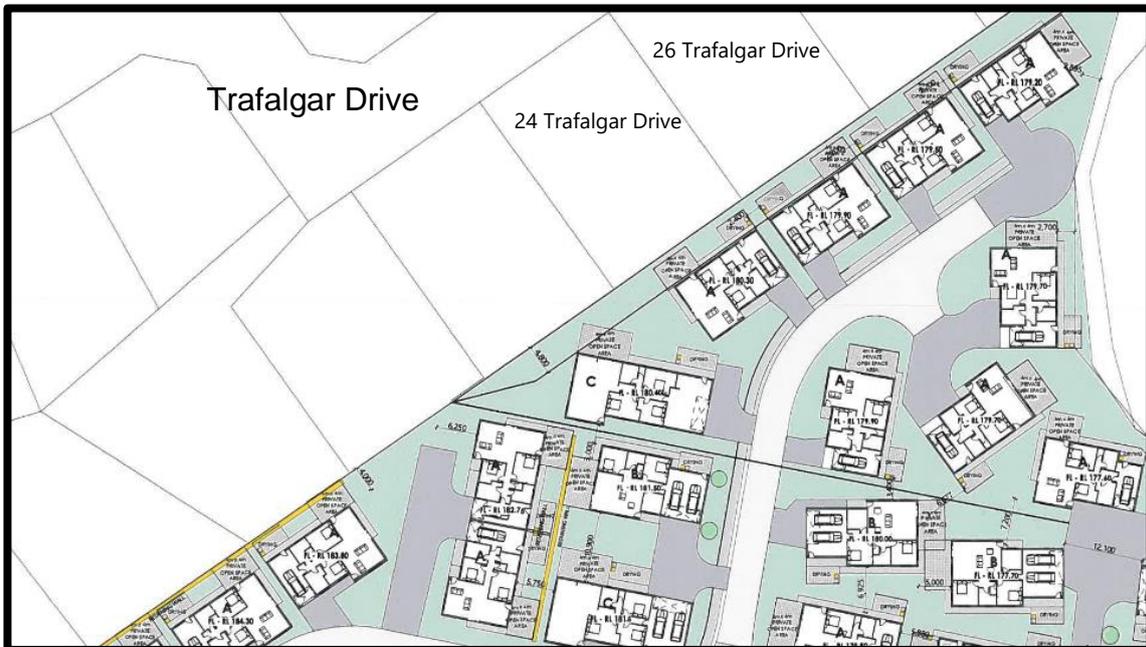


Figure 7: Showing the units in close proximity to Trafalgar Drive.

Within the General Residential Zone, privacy and amenity impacts are managed through clauses relating to the Building Envelope, the location of private open space and screening/separation. The rear boundary fence of adjoining properties fronting Trafalgar Drive is a wooden panel fence up to 1.7m high. The house at 26 (and 28) Trafalgar Drive is double storey. The double storey component is setback approximately 10.5m from the rear boundary.

The subject units are located at least 4.8m from these rear boundaries. The associated private open space and drying areas are located between these units and their rear boundaries. The plans show these areas surrounded by 1.8m high fences. The building envelope standard allows for development within 1m of the rear boundary. While acknowledging that there is a separate title between the units and the rear boundary of lots fronting onto Trafalgar Drive, the applicant is undertaking legal action to acquire this land into their ownership. The use and development of these four (4) units is dependent on the applicant acquiring ownership of the separate title and removing the right-of-carriage.

The proposed units are single storey and with the 1.8m high fences around the private open space area, privacy is expected to be similar to other residential development; and is consistent with the purpose statement of the zone.

5) Consultation with State Government and other Authorities

The application was referred to TasWater. A Submission to Planning Authority Notice (TWDA 2021/00092-MVC) was received on 5 March 2021 (attached document).

6) Scheme Assessment

Use Class: Residential (retirement village)

Performance Criteria

Those aspects of the development which require Council to exercise discretion are outlined and addressed in the following tables. The Performance Criteria outlines the specific matters that Council must consider in determining whether to approve or refuse the application.

8.0 General Residential Zone

8.4.2 Setbacks and building envelope for all dwellings

Objective:

The siting and scale of dwellings:

(a) *provides reasonably consistent separation between dwellings and their frontage*

within a street;

- (b) provides consistency in the apparent scale, bulk, massing and proportion of dwellings;*
- (c) provides separation between dwellings on adjoining properties to allow reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space; and*
- (d) provides reasonable access to sunlight for existing solar energy installations.*

Performance Criteria

P3

The siting and scale of a dwelling must:

- (a) not cause an unreasonable loss of amenity to adjoining properties, having regard to:
 - (i) reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining property;*
 - (ii) overshadowing the private open space of a dwelling on an adjoining property;*
 - (iii) overshadowing of an adjoining vacant property; or*
 - (iv) visual impacts caused by the apparent scale, bulk or proportions of the dwelling*
 - when viewed from an adjoining property;**
- (b) provide separation between dwellings on adjoining properties that is consistent with that existing on established properties in the area; and*
- (c) not cause an unreasonable reduction in sunlight to an existing solar energy installation on:
 - (i) an adjoining property; or*
 - (ii) another dwelling on the same site.**

Response

Within the Bimbimbi Avenue allotment there are six (6) units that are not contained within the Building Envelope. The reason for not meeting the Acceptable Solution relates to a cumulative wall length in close proximity to a boundary.

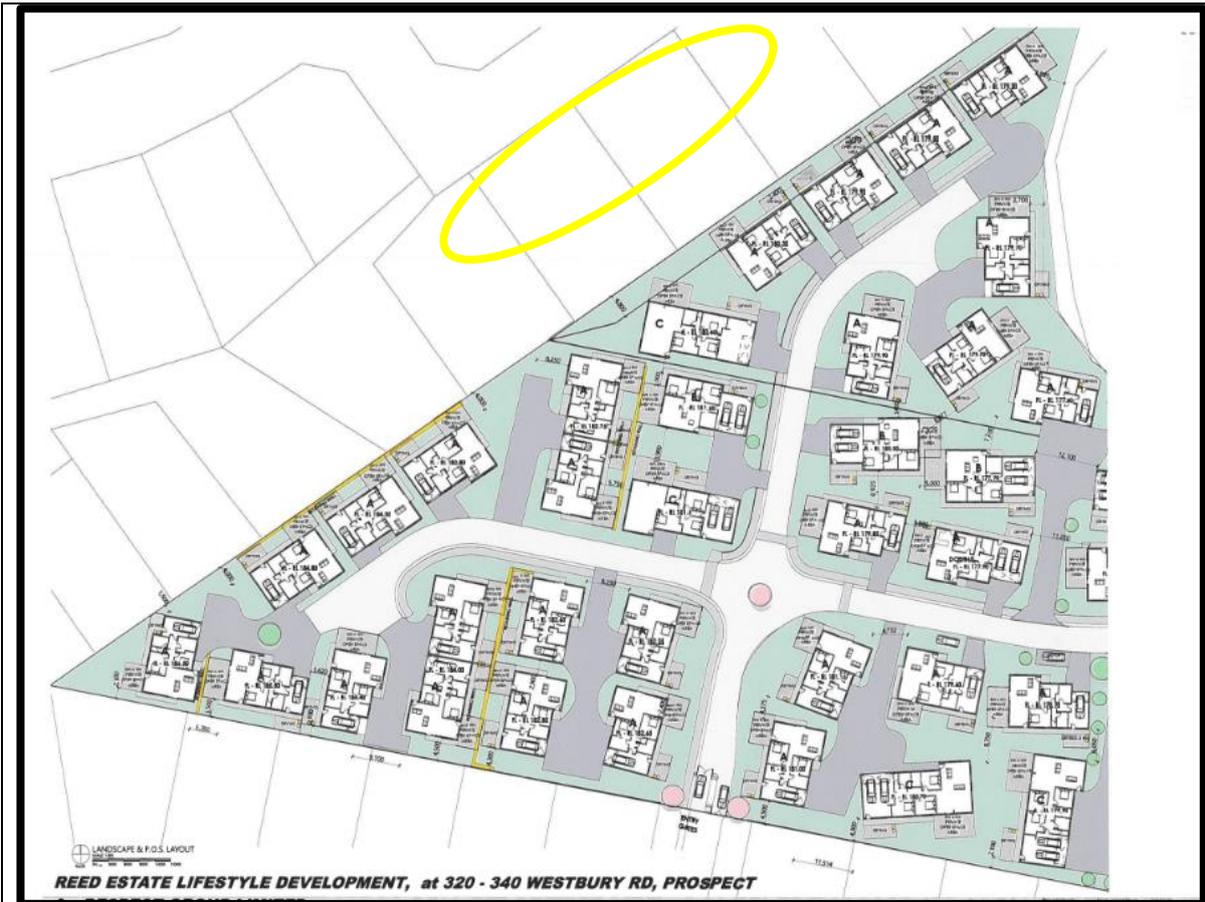


Figure 8: Highlighting (yellow circle) the buildings that do not meet the Acceptable Solution for Building Envelope.

As shown in Figure 8 above, the five (5) units not compliant with the Building Envelope requirements are circled in yellow. The sixth unit is circled yellow in Figure 9 below. In both instances, the adjoining lands are the subject titles of the application.

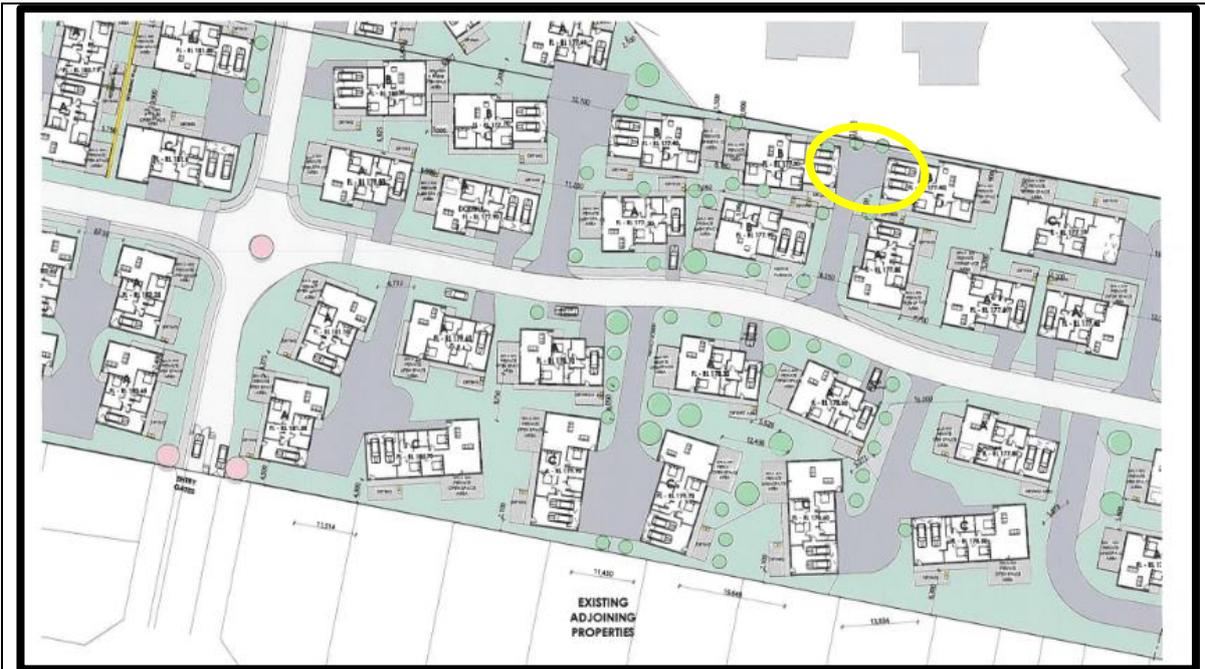


Figure 9: Highlighting (yellow circle) the building that does not meet the Acceptable Solution for Building Envelope.

In regards to the five (5) units in Figure 8, the closest boundary to the buildings (not part of the application) is a further 4.8m to the north-west. Considering that the units are all single storey and that their individual private open space is screened with a 1.8m high fence, the proposed setback is considered acceptable in terms of privacy, overshadowing and overlooking.

As stated above, the removal of vegetation in this vicinity and the construction of units will alter the existing outlook from adjoining properties with frontage onto Trafalgar Drive. However, single storey dwellings are typical of a residential area. The purpose of the zone is to provide for a range of residential use or development. The density of units on the Bimbimbi Avenue allotment is in keeping with the relevant Acceptable Solution. There are roof mounted solar installations at 22 and 24 Trafalgar Drive, however the single storey units are not expected to impact on these roof mounted solar panels which are setback over 10m from their rear boundary.

Buildings on the neighbouring properties fronting Trafalgar Drive have a range of setbacks to their rear boundaries. The proposed 4.8m separation of the units to the shared boundaries with the properties in Table 1 is considered consistent with the existing pattern in the immediate area.

Address	Development & Setback
20 Trafalgar Drive	Dwelling approximately 1m from rear boundary.
22 Trafalgar Drive	Dwelling approximately 4m from rear boundary. The roof mounted solar panels are located approximately 10m from the rear boundary.
24 Trafalgar Drive	Two outbuildings built to rear boundary. Dwelling (with roof mounted solar panels) is located approximately 10m from the rear boundary.
26 Trafalgar Drive	Dwelling located approximately 9m from rear boundary.
28 Trafalgar Drive	Dwelling located approximately 7.5m from rear boundary.
30 Trafalgar Drive	Outbuilding built to rear boundary.

Table 1: Setback distances of adjacent development.

In regards to the one (1) unit in Figure 9, though the setback is less than 1m, the closest building on the adjacent title is over 12m to the north (part of Tyler House). The unit is single storey. Their private open space is screened by a 1.8m high fence. As such, the proposed unit is considered acceptable in terms of privacy, overshadowing and overlooking.

Based on the above, the proposed setbacks are considered consistent with the Objective and Performance Criteria.

8.0 General Residential Zone

8.4.3 Site coverage and private open space for all dwellings

Objective:

That dwellings are compatible with the amenity and character of the area and provide:

- (a) for outdoor recreation and the operational needs of the residents;*
- (b) opportunities for the planting of gardens and landscaping; and*
- (c) private open space that is conveniently located and has access to sunlight.*

Performance Criteria

P2

A dwelling must have private open space that includes an area capable of serving as an extension of the dwelling for outdoor relaxation, dining, entertaining and children's play and is:

- (a) conveniently located in relation to a living area of the dwelling; and*
- (b) orientated to take advantage of sunlight.*

Response

Each unit has been provided with a fenced area for private open space. The designated areas have a minimum dimension of 4m. The submitted plans show the private open spaces for Units 33 and 40 overlapping (see Figure 10 below). It is assumed that this is a minor drafting error that can be easily corrected with a condition. As such, it is recommended that the following condition be placed on a permit (if approved):

Prior to the commencement of any works, amended plans must be submitted for approval to the satisfaction of Council's Town Planner. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and must show:

- a) All private open space areas being adequately fenced to provide individual areas to each unit.*

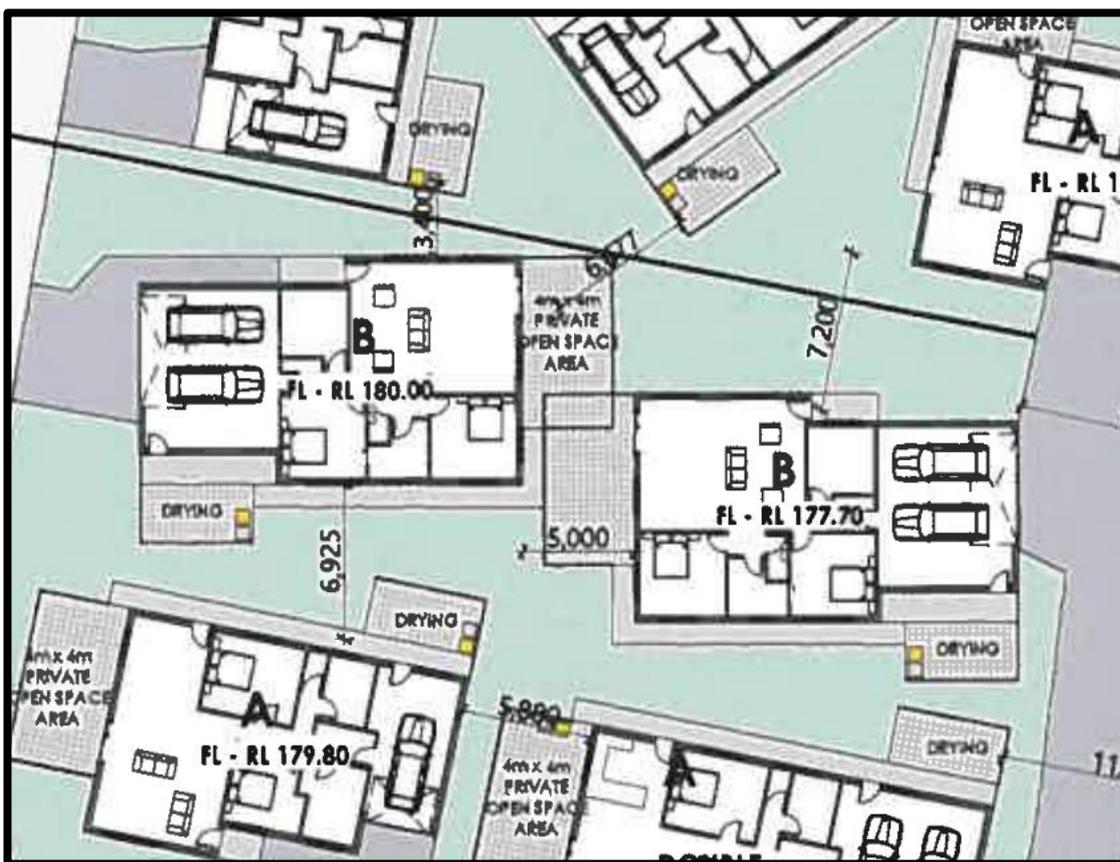


Figure 10: Shows the private open space for Units 33 and 40.

With the recommended condition, the proposed private open spaces are considered consistent with the Objective and Performance Criteria.

8.0 General Residential Zone

8.4.4 Sunlight to private open space for multiple dwellings

Objective:

That the separation between multiple dwellings provides reasonable opportunity for sunlight to private open space for dwellings on the same site.

Performance Criteria

P1

A multiple dwelling must be designed and sited to not cause an unreasonable loss of amenity by overshadowing the private open space, of another dwelling on the same site, which is required to satisfy A2 or P2 of clause 8.4.3 of the Scheme.

Response

The separation distance between Unit 43 and the private open space of Unit 42 is 1.7m. In this instance, Unit 42 will receive direct sunlight into their private open space during the morning as demonstrated in Figure 11.

In regards to Unit 14 and the private open space of Unit 13, the separation distance is 2.47m. In this instance, Unit 13 will receive direct sunlight into their private open space during the afternoon as demonstrated in Figure 12.

In both cases, this amount of sunlight into private open space is considered acceptable and reasonable for multiple dwellings.

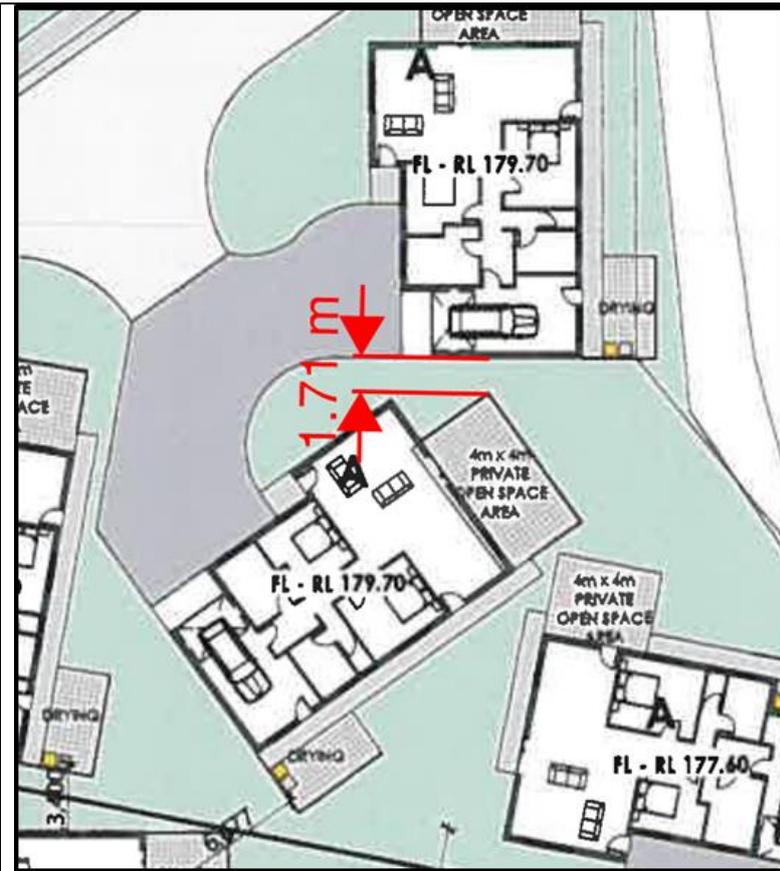


Figure 11: showing separation distance between Unit 43 and the private open space of Unit 42.

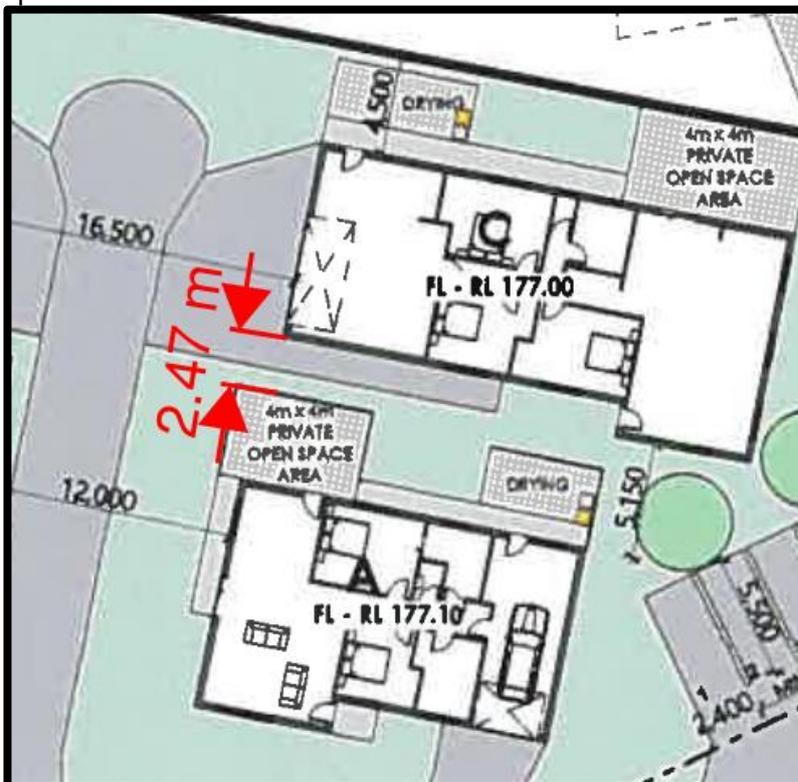


Figure 12: showing separation distance between Unit 14 and the private open space of Unit 13.

The above private open spaces have reasonable access to sunlight and as such are considered consistent with the Objective and Performance Criteria.

8.0 General Residential Zone

8.4.6 Privacy for all dwellings

Objective:

To provide a reasonable opportunity for privacy for dwellings.

Performance Criteria

P3

A shared driveway or parking space (excluding a parking space allocated to that dwelling), must be screened, or otherwise located or designed, to minimise unreasonable impact of vehicle noise or vehicle light intrusion to a habitable room of a multiple dwelling.

Response

The separation distance between Units 58 and 59 and the shared internal driveway is 0.99m and 1.2m (see Figure 13). The habitable room windows may be subject to vehicle light intrusion. A condition is recommended to provide adequate screening in front of the window to a minimum height of 1.7m or to increase the sill height to 1.7m.

Prior to the commencement of any works, amended plans must be submitted for approval to the satisfaction of Council's Town Planner. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and must show:

- a) adequate screening to the front windows of Units 58 and 59 to a minimum height of 1.7m above floor level or to increase the sill height to 1.7m to prevent vehicle light intrusion.*



Figure 13: Showing the separation distance between Units 58 and 59 to the internal driveway.

With the recommended condition, the proposed separation distance between Units 58 and 59 to the internal driveway is considered consistent with the Objective and Performance Criteria.

8.0 General Residential Zone

8.4.7 Frontage fences for all dwellings

Objective:

The height and transparency of frontage fences:

- (a) provides adequate privacy and security for residents;*
- (b) allows the potential for mutual passive surveillance between the road and the dwelling; and*
- (c) is reasonably consistent with that on adjoining properties.*

Performance Criteria

P1

A fence (including a free-standing wall) for a dwelling within 4.5m of a frontage must:

- (a) provide for security and privacy while allowing for passive surveillance of the road; and*
- (b) be compatible with the height and transparency of fences in the street, having regard to:*
 - (i) the topography of the site; and*

(ii) traffic volumes on the adjoining road.

Response

The proposal includes a solid section of front fence (incorporating the sign component) facing onto Bimbimbi Avenue (see Figure 13 below). The fence is located at the end of a short cul-de-sac, with two gates providing entrance into the subject property. The fence component faces the grass verge. The gates face directly onto the road and are an open metal design that allow for passive surveillance from the road. Being auto opening gates, security and privacy is provided. The security system to open the gates is still to be determined; however this is not a matter considered by the Scheme.

Based on a previous Tribunal decision (File No: 58/19P) compatible (in regards to building height) means *"requires an outcome which is in harmony or broad correspondence with the surrounding area"*. The proposed height of the fence is 1.8m. Though there are no other solid 1.8m high front boundary fences in close vicinity to this site, the fence is a continuation of an existing side boundary. It is not unusual for side and rear boundary fences to be solid.

The entire length of the frontage is approximately 17m and the solid fence component is 3.2m long. The fence component is 18% of the length. The appearance of the fence is considered non-obtrusive and is in keeping with the gate design.



Photo 2: View towards frontage off Bimbimbi Avenue.

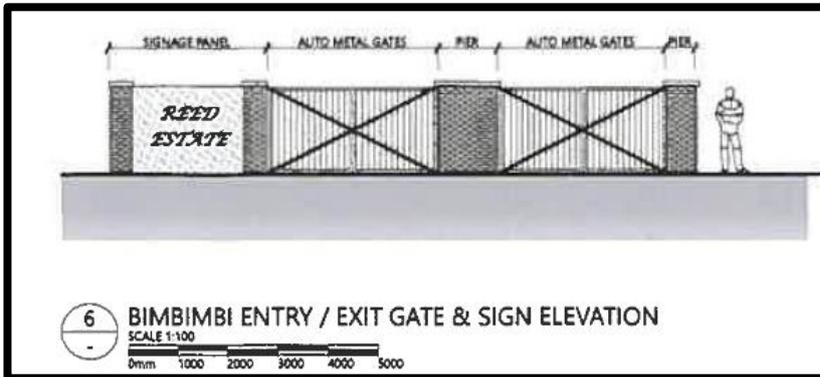


Figure 14: Showing the Bimbimbi Avenue fence, sign and entrance gates.

As the front fence incorporates open design gates allowing for passive surveillance, the front fence is considered consistent with the Objective and Performance Criteria.

C1 Signage Code

C1.6.1 Design and siting of signs

Objective:

That:

- (a) signage is well designed and sited; and
- (b) signs do not contribute to visual clutter or cause an unreasonable loss of visual amenity to the surrounding area.

Performance Criteria

P2

A sign must not cause an unreasonable loss of amenity to adjoining residential properties, having regard to:

- (a) the topography of the site and the surrounding area;
- (b) the relative location of buildings, habitable rooms of dwellings and private open space;
- (c) any overshadowing; and
- (d) the nature and type of the sign.

Response

The proposal includes two (2) signs. One sign is located at the Bimbimbi Avenue entrance (see Figure 14 above). The other sign is located internally near the post boxes (see Figure 15 below). Both signs are classified Ground Based Signs.

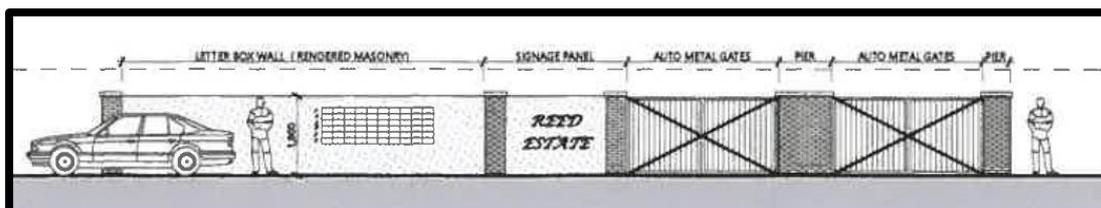


Figure 15: Showing the internal sign from the Westbury Road entrance.

Both signs are located within 2m of other properties located within the General Residential Zone. Both signs state the name of the development "Reed Estate". The design is simple, provides identification, not illuminated and is incorporated into a fence component. The structures are 1.8m high. The appearance will be similar to a standard boundary fence and as such is not expected to create any amenity impact on adjoining land by overshadowing or visual clutter.

As the sign is simple in design, provides identification and is incorporated into a fence component, the signage is considered consistent with the Objective and Performance Criteria.

C2.0 Parking and Sustainable Transport Code

C2.5.1 Car parking numbers

Objective:

That an appropriate level of car parking spaces are provided to meet the needs of the use.

Performance Criteria

P1.1

The number of on-site car parking spaces for uses, excluding dwellings, must meet the reasonable needs of the use, having regard to:

- (a) the availability of off-street public car parking spaces within reasonable walking distance of the site;*
- (b) the ability of multiple users to share spaces because of:
 - (i) variations in car parking demand over time; or*
 - (ii) efficiencies gained by consolidation of car parking spaces;**
- (c) the availability and frequency of public transport within reasonable walking distance of the site;*
- (d) the availability and frequency of other transport alternatives;*
- (e) any site constraints such as existing buildings, slope, drainage, vegetation and landscaping;*
- (f) the availability, accessibility and safety of on-street parking, having regard to the nature of*
the roads, traffic management and other uses in the vicinity;
- (g) the effect on streetscape; and*
- (h) any assessment by a suitably qualified person of the actual car parking demand determined having regard to the scale and nature of the use and development.*

P1.2

The number of car parking spaces for dwellings must meet the reasonable needs of the use, having regard to:

- (a) the nature and intensity of the use and car parking required;*

- (b) the size of the dwelling and the number of bedrooms; and
(c) the pattern of parking in the surrounding area.

Response

The Acceptable Solution standard for car parking spaces is two (2) spaces per dwelling and one (1) space per three (3) dwellings for visitor parking. For 65 units the total number of car parking spaces required is 152.

The proposal shows at least one car parking space with each unit. Including the two (2) main car parking areas, the total number of car parking spaces provided is 150 plus four (4) motorbike parking spaces. As car parking spaces on Westbury Road and Bimbimbi Avenue (side street) are limited, it is recommended as a condition to provide an additional two (2) car parking spaces be provided on site:

Prior to the commencement of any works, amended plans must be submitted for approval to the satisfaction of Council's Town Planner. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and must show:

- b) An additional two (2) car parking spaces on site, constructed to an appropriate standard.*

C2.0 Parking and Sustainable Transport Code

C2.6.2 Design and layout of parking areas

Objective:

That parking areas are designed and laid out to provide convenient, safe and efficient parking.

Performance Criteria

P1

All parking, access ways, manoeuvring and circulation spaces must be designed and readily identifiable to provide convenient, safe and efficient parking, having regard to:

- (a) the characteristics of the site;*
- (b) the proposed slope, dimensions and layout;*
- (c) useability in all weather conditions;*
- (d) vehicle and pedestrian traffic safety;*
- (e) the nature and use of the development;*
- (f) the expected number and type of vehicles;*
- (g) the likely use of the parking areas by persons with a disability;*
- (h) the nature of traffic in the surrounding area;*
- (i) the proposed means of parking delineation; and*
- (j) the provisions of Australian Standard AS 2890.1:2004 - Parking facilities, Part 1:*

Off-street car parking and AS 2890.2 -2002 Parking facilities, Part 2: Off-street commercial vehicle facilities.

Response

The proposal includes car parking spaces in garages, private driveways, car parking adjacent to the internal driveway and two main car parking areas. In regards to the following matters:

(a) the characteristics of the site;

The development consists of a number of dwellings with connecting internal driveways. The car parking spaces are located conveniently throughout the development site.

(b) the proposed slope, dimensions and layout;

The car parking areas are located on relatively flat ground. The dimensions of the car parking areas do not meet the Acceptable Solution standard within the Scheme. However the dimensions do meet the standards within the Australian Standard AS 2890.2-2002 Parking facilities Part 2: Off-street commercial vehicle facilities.

(c) useability in all weather conditions;

The car parking areas are sealed and as such will be useable in all weather conditions.

(d) vehicle and pedestrian traffic safety;

The car parking spaces link with the proposed internal driveway and pedestrian walkways, throughout the development. The pedestrian pathways are 1.5m wide and the development is a slow speed environment. Vehicle and pedestrian safety is considered acceptable.

(e) the nature and use of the development;

The proposal is for a retirement village. Being a gated community, the development is a slow speed environment.

(f) the expected number and type of vehicles;

The number of car parking spaces has been addressed in clause C2.5.1 Car parking numbers above. Being a residential development, it is anticipated that the vehicles will be small to medium sized cars.

(g) the likely use of the parking areas by persons with a disability;

The Scheme does not specify the number of disabled car parking spaces required. One disabled car parking space is provided in the main car parking area, in close proximity to the community centre.

(h) the nature of traffic in the surrounding area;

The car parking spaces relate to the proposed Retirement Village. As stated above, being a gated community, the development is a slow speed environment.

(i) the proposed means of parking delineation; and

The plans show the main car parking areas being line marked. The car parking spaces adjacent to the internal driveway are delineated by surface treatment.

(j) the provisions of Australian Standard AS 2890.1:2004 - Parking facilities, Part 1: Off-street car parking and AS 2890.2 -2002 Parking facilities, Part 2: Off-street commercial vehicle facilities.

The dimensions of the main car parking areas do not meet the Acceptable Solution standard within the Scheme. However the dimensions do meet the standards within the Australian Standard AS 2890.2-2002 Parking facilities Part 2: Off-street commercial vehicle facilities.

As such, the proposed dimensions are considered acceptable and consistent with the Objectives and Performance Criteria.

C2.0 Parking and Sustainable Transport Code

C2.6.5 Pedestrian access

Objective:

That pedestrian access within parking areas is provided in a safe and convenient manner.

Performance Criteria

P1

Safe and convenient pedestrian access must be provided within parking areas, having regard to:

- (a) the characteristics of the site;*
- (b) the nature of the use;*
- (c) the number of parking spaces;*
- (d) the frequency of vehicle movements;*
- (e) the needs of persons with a disability;*
- (f) the location and number of footpath crossings;*
- (g) vehicle and pedestrian traffic safety;*
- (h) the location of any access ways or parking aisles; and*
- (i) any protective devices proposed for pedestrian safety.*

Response

The proposal shows internal concrete pedestrian walkways adjacent to the internal driveway for the majority of the development. This pedestrian walkway provides

linkages to Bimbimbi Avenue, Westbury Road, the community centre and Tyler House complex.

The walkway is 1.5m wide, and the Acceptable Solution standard is 1m wide. Council's Team Leader Engineering provided the following comments:

The requirements of AS1428.2 Design for Access and Mobility – Part 2: Enhanced and Additional Requirements – Building and Facilities states that a footpath must have an unobstructed width of not less than 1200mm wide. The internal footpath network for the proposed development is 1500mm wide, which is deemed acceptable.

The internal driveway is considered a slow speed environment. The walkways provide safe pedestrian movement with crossing points available at driveway locations.

The disabled car parking space in the main car parking space provides pedestrian pathway directly to the community centre.

With the width of the walkway and the slow speed environment, the internal pedestrian walkways are considered consistent with the Objective and Performance Criteria.

C3.0 Road and Railway Assets Code

C3.5.1 Traffic generation at a vehicle crossing, level crossing or new junction

Objective:

To minimise any adverse effects on the safety and efficiency of the road or rail network from vehicular traffic generated from the site at an existing or new vehicle crossing or level crossing or new junction.

Performance Criteria

P1

Vehicular traffic to and from the site must minimise any adverse effects on the safety of a junction, vehicle crossing or level crossing or safety or efficiency of the road or rail network, having regard to:

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

Response

The application includes a Traffic Impact Assessment (TIA) prepared by Midson Traffic P/L dated February 2021. The proposal is for a Retirement Village in association with an existing facility (Tyler House) and incorporates an existing access onto Westbury Road (which will be retained as a driveway crossover) and a new access off Bimbimbi Avenue. A second existing driveway crossover off Westbury Road that services the residence (proposed to be demolished) will be utilised as a walkway access.

The TIA considered existing and proposed traffic generated from the site, the accesses, number of accesses and existing road traffic/speed limits. The TIA concludes that the proposed development is supported on traffic and parking grounds. Council's Team Leader Engineering provided the following additional comments:

Council Officers note that the TIA references 64 units however the application includes a total of 65 units. This is expected to increase the traffic volumes generated by the development by 2.1 vehicles per day and 0.4 vehicles per hour during peak times; based on vehicle loading in the TIA. This is considered to have a negligible impact on the road network in respect to safety and efficiency (~1.5% internal increase of the development, ~0.014% increase to the external Westbury Road network).

Council Officers note that the entry gates off Bimbimbi Avenue are set back off the property boundary to allow for a holding bay inside the property. It is also noted that an additional space will be available in the unnamed road off Bimbimbi Avenue as the driveways to the adjoining properties are set back off the property boundary. This will allow a total of two cars to be queued at any one time before any impact on the adjoining properties is realised. This is considered acceptable.

Based on the above, the proposed development is considered consistent with the Objective and Performance Criteria.

Acceptable Solutions

The following tables include an assessment of compliance against all of the applicable Acceptable Solutions of the Scheme.

Zone Standards

Scheme Standard	Comment	Assessment
8.3 Use Standards		
8.3.1 Discretionary uses		
A1	Residential (retirement village) = Permitted use class	Not Applicable.
A2	As above.	Not Applicable.
A3	As above.	Not Applicable.
A4	As above.	Not Applicable.
8.3.2 Visitor Accommodation		
A1 & A2	The application is for Residential (retirement village), not visitor accommodation.	Not Applicable.
8.4.1 Residential Density for multiple dwellings		
A1	Multiple dwelling (means more than 2 dwellings on a site). The application classification is Retirement Village. Proposed Lot 1 (off Bimbimbi Ave) = $35410\text{m}^2 / 64 \text{ units} = 553.3\text{m}^2$ (the standard is 325m^2).	Complies with Acceptable Solution.
8.4.2 Setbacks and building envelope for all dwellings		
A1	Bimbimbi Avenue lot – front boundary is off Bimbimbi Avenue (primary frontage) – all units are at least 4.5m from Bimbimbi Avenue (not a vacant site – as existing dwelling). The secondary frontage onto Westbury Road – buildings are setback more than 3m. Westbury Road lot is an internal access lot, so all development is greater than 4.5m from Westbury Road.	Complies with Acceptable Solution.
A2	Garages are located more than 5.5m from Bimbimbi Avenue and Westbury Road primary frontages.	Complies with Acceptable Solution.
A3	On Westbury Road lot – the community centre and display home all fit the	Relies on Performance Criteria.

	<p>building envelope. On the Bimbimbi Avenue lot – 5 units build to rear boundary, 1 unit build less than 1m from shared boundary with Westbury Road lot.</p>																
8.4.3 Site coverage and private open space for all dwellings																	
A1	<p>Site coverage for Bimbimbi Avenue lot– 32% roof area. Site coverage for Westbury Road lot is less than 50%.</p> <p>All units have floor level on ground.</p> <p>Definitions: <i>private open space means an outdoor area of the land or dwelling for the exclusive use of the occupants of the land or dwelling, excluding areas proposed or approved for vehicle access or vehicle parking.</i></p> <p>The units are not delineated by fences, as such private open space of 60m² per unit is achievable. The definition of private open space does not include the need for fences.</p> <table border="1" data-bbox="376 1256 956 1518"> <thead> <tr> <th>Unit type</th> <th>Outdoor area m²</th> <th>Drying area</th> </tr> </thead> <tbody> <tr> <td>A - single</td> <td>31</td> <td>bins</td> </tr> <tr> <td>A - double</td> <td>31 + bins</td> <td></td> </tr> <tr> <td>B</td> <td>31.5</td> <td>bins</td> </tr> <tr> <td>C</td> <td>34.5</td> <td>bins</td> </tr> </tbody> </table> <p>NOTE: that bins shown for A double could be located in the drying area. Area around the units would meet the 60m² private open space requirement.</p>	Unit type	Outdoor area m ²	Drying area	A - single	31	bins	A - double	31 + bins		B	31.5	bins	C	34.5	bins	Complies with Acceptable Solution.
Unit type	Outdoor area m ²	Drying area															
A - single	31	bins															
A - double	31 + bins																
B	31.5	bins															
C	34.5	bins															
A2	<p>Each unit has an alfresco area of over 30m² (24m²).</p> <p>All alfresco areas have a minimum dimension of 4m.</p> <p>Some POS is located on another title.</p> <p>Lot orientation on Westbury Road frontage of Bimbimbi Avenue lot is less</p>	Relies on Performance Criteria.															

	<p>than 30 degrees. Gradient meets standard.</p> <p>Some courtyard area shown overlays another courtyard area – assuming a mistake, there is ample space to not overlay and could be conditioned.</p>	
8.4.4 Sunlight to private open space of multiple dwellings		
A1	Not all private open spaces complies.	Relies on Performance Criteria.
8.4.5 Width of openings for garages and carports for all dwellings		
A1	No garage/carport openings facing the primary frontage are within 12m.	Complies with Acceptable Solution.
8.4.6 Privacy for all dwellings		
A1	All floors on ground level.	Complies with Acceptable Solution.
A2	As above.	Complies with Acceptable Solution.
A3	Some units are less than 2.5m from the unit to internal driveway and window sill height is less than 1.7m – healthy and connected communities.	Relies on Performance Criteria
8.4.7 Frontage fences for all dwellings		
A1	Off Bimbimbi Avenue – fence height is 1.8m and a portion is solid up to 1.8m – does not fit exemption. Allows for passive surveillance through gate.	Relies on Performance Criteria
8.4.8 Waste storage for multiple dwellings		
A1	2 bins with each unit – can be placed in the clothes drying area that is fenced.	Complies with Acceptable Solution.
8.5 Development Standards for Non-dwellings		
8.5.1 Non-dwelling development		
A1	Community centre Setback – 16m.	Complies with Acceptable Solution.
A2	The community centre fits the building envelope.	Complies with Acceptable Solution.
A3	The community centre covers less than 50% coverage.	Complies with Acceptable Solution.
A4	Not applicable.	Not Applicable.
A5	The community centre's waste storage area screened.	Complies with Acceptable Solution.

A6	Heat pumps exempt as more than 10m from a boundary – clause 4.6.11.	Not Applicable.
8.5.2 Non-residential garages and carports		
A1	Not applicable.	Not Applicable.
A2	As above.	Not Applicable.
8.6 Development Standards for Subdivision		
8.6.1 Lot Design		
A1	Each lot is larger than 450m ² . Existing buildings will meet the setback standards.	Complies with Acceptable Solution.
A2	Frontages are existing and the proposal does not change the front boundary width.	Complies with Acceptable Solution.
A3	Both lots already have frontage to a Council maintained road.	Complies with Acceptable Solution.
A4	The lots meet the orientation standard.	Complies with Acceptable Solution.
8.6.2 Roads		
A1	No new roads are proposed.	Not Applicable
8.6.3 Services		
A1	The lots are connected to reticulated water.	Complies with Acceptable Solution.
A2	The lots are connected to sewerage services.	Complies with Acceptable Solution.
A3	The lots are connected to stormwater system.	Complies with Acceptable Solution.

C1 Signage Code		
Scheme Standard	Comment	Assessment
C1.2 Application of this Code		
	Ground Based Sign – can be considered in all zones, the proposal is for one (1) sign per lot frontage, the maximum height is 1.8m and the wall is part of the sign design.	Code applies.
C1.6.1 Design and siting of signs		
A1	Can be constructed in all zones.	Complies with Acceptable Solution.
A2	The signs are located on either a boundary or in close proximity to a boundary.	Relies on Performance Criteria.

A3	One (1) sign per road frontage	Complies with Acceptable Solution.
C1.6.2 Illuminated signs		
A1	The signs are not illuminated.	Not Applicable.
C1.6.3 Third party sign		
A1	The signs are not third party signs.	Not Applicable.
C1.6.4 Signs on local heritage places and in local heritage precincts and local historic landscape precincts.		
A1	The property is not heritage listed.	Not Applicable.

C2 Parking and Sustainable Transport Code		
Scheme Standard	Comment	Assessment
C2.2 Application of this Code		
	Applies to all use and development.	Code applies.
C2.5.1 Car parking numbers		
A1	Residential = two (2) spaces per unit + one (1) space per three (3) units (22 visitor spaces). The total requirement is 152 parking spaces. The plans show 150 parking spaces (plus 4 motorbike parking).	Relies on Performance Criteria.
C2.5.2 Bicycle parking numbers		
A1	Not a requirement for Retirement Village.	Not Applicable.
C2.5.3 Motorcycling parking numbers		
A1	Retirement Village – not applicable.	Not Applicable.
C2.5.4 Loading bays		
A1	Retirement Village – not applicable.	Not Applicable.
C2.5.5 Number of car parking spaces within the General Residential Zone and Inner Residential zone		
A1	Retirement Village – not applicable.	Not Applicable.
C2.6.1 Construction of parking areas		
A1	All driveways and parking areas are drained. The materials to be used are not stated; however it is implied by the plans that the driveway and parking areas would have an impervious seal.	Complies with Acceptable Solution.
C2.6.2 Design and layout of parking areas		
A1.1	The plans state that parking area will be constructed to meet the Australian	Relies on Performance Criteria.

	<p>Standard.</p> <p>Vehicles can enter and exit in a forward direction.</p> <p>Plans show the car parking spaces being delineated.</p> <p>Car parking spaces 5.5m x 2.4m – manoeuvring area = 5.5m.</p> <p>The standard is 2.6m x 5.4m with an aisle width of 6.4m.</p>	
A1.2	<p>Disabled car parking is located within the main car parking area – closest to the community centre. The plans show that the car parking area will be constructed to AS/NZS 2890.6.</p>	
C2.6.3 Number of accesses for vehicles		
A1	<p>Each lot has only one (1) crossover (existing). The Acceptable Solution is 1 crossover.</p>	Complies with Acceptable Solution.
A2	<p>The land is not zoned Central Business Zone.</p>	Not Applicable.
C2.6.4 Lighting of parking within the General Business Zone and Central Business Zone		
A1	<p>The properties are located within the General Residential Zone.</p>	Not Applicable.
C2.6.5 Pedestrian access		
A1.1	<p>Pedestrian walkway goes close, but not directly to the car parking area.</p>	Relies on Performance Criteria.
A1.2	<p>Pedestrian walkway goes close, but not directly to the disabled car parking space.</p>	
C2.6.6 Loading bays		
A1	<p>The proposal does not trigger the requirement for assessment for a loading bay – see clause 5.6.2 (b)</p>	Not Applicable.
A2	<p>See above</p>	Not Applicable.
C2.6.7 Bicycles parking and storage facilities within the General Business Zone and Central Business Zone		
A1	<p>The property is not zoned General Business Zone or Central Business Zone.</p>	Not Applicable.
A2	<p>As above</p>	Not Applicable.
C2.6.8 Siting of parking and turning areas		
A1	<p>The property is zoned General Residential Zone, and as such is not</p>	Not Applicable.

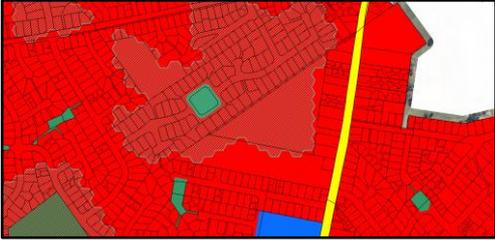
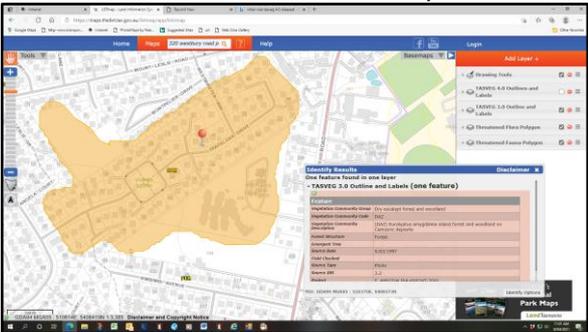
	applicable.	
A2	The property is not zoned Central Business Zone.	Not Applicable.
C2.7.1 Parking precinct plan		
A1	There is no parking prescient plan.	Not Applicable.

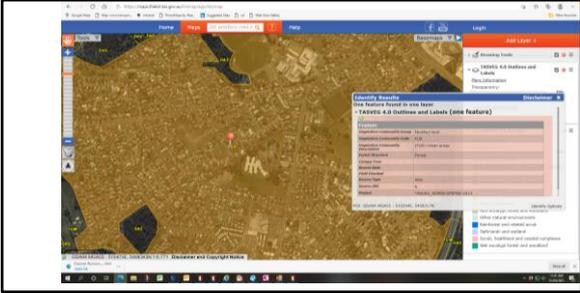
C3 Road and Railway Assets Code		
Scheme Standard	Comment	Assessment
C3.2 Application of this Code		
		Code applies.
C3.5 Use Standards		
C3.5.1 Traffic generation at a vehicle crossing, level crossing or new junction		
A1.1	Westbury Road and Bimbimbi Avenue are not Category 1 roads.	Relies on Performance Criteria.
A1.2	Road Authority consent not provided. A Traffic impact Assessment provided.	
A1.3	The Rail Network does not extend into Prospect Vale.	
A1.4	Vehicles will utilise the existing Westbury Road access. It is anticipated that vehicle movements will exceed 10% or 10 vehicle movements per day.	
A1.5	Vehicles will be able to enter and exit Westbury Road and Bimbimbi Avenue in a forward direction.	
C3.6 Development Standards for Building or Works		
C3.6.1 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. The speed limit on Westbury Road is 60km/hr.	Not Applicable.
C3.7 Development Standards for Subdivision		
C3.7.1 Subdivision for sensitive uses within a road or railway attenuation area		
A1	The site is not located within a road or railway attenuation area.	Not Applicable.

C4 Electricity Transmission Infrastructure Protection Code		
Scheme Standard	Comment	Assessment
C4.2 Application of this Code		
	Not applicable.	Code not applicable.

C5 Telecommunications Code		
Scheme Standard	Comment	Assessment
C5.2 Application of this Code		
	Not applicable.	Code not applicable.

C6 Local Historic Heritage Code		
Scheme Standard	Comment	Assessment
C6.2 Application of this Code		
	The properties are not listed as a local heritage place, a local area precinct, a local historic landscape precinct, a place or precinct of archaeological potential or a place with significant heritage trees.	Code not applicable.

C7 Natural Assets Code		
Scheme Standard	Comment	Assessment
C7.2 Application of this Code		
	 <p>The property is mapped as containing priority habitat.</p> <p>TasVeg 3.0 (released in 2013) shows the land and surrounding land containing <i>Dry eucalyptus amygdalina inland forest and woodland on Cainozoic deposits</i>.</p> 	Code applies.

	<p>TasVeg 4.0 (released in 2020) updated mapping shows the land as being Modified Land (Urban Areas).</p>  <p>The code is applicable in the General Residential Zone only if for subdivision. The application includes a subdivision component within the General Residential Zone.</p> <p>The aerial photos show that the property and surrounding land have been severely modified over time.</p>	
C7.5 Use Standards		
C7.5.1 There are no use standards in the Code.		
	Not applicable.	Not applicable.
C7.6 Development Standards for Buildings and Works		
C7.6.1 Development Standards for Buildings and Works		
A1	This code is only applicable to the subdivision component (not the unit development component).	Not Applicable.
A2	As above.	Not Applicable.
A3	As above.	Not Applicable.
A4	As above.	Not Applicable.
A5	As above.	Not Applicable.
C7.6.2 Clearance within a priority vegetation area		
A1	As above.	Not Applicable.
C7.7 Development Standards for Subdivision		
C7.7.1 Subdivision within a waterway and coastal protection area or a future coastal refugia area		
A1	The subdivision is not within a waterway, coastal protection area or a future coastal refugia area.	Not Applicable.

C7.7.2 Subdivision with a priority vegetation area		
A1	<p>(a) The proposed subdivision is not for the creation of a separate lot for existing buildings.</p> <p>(b) to (d) Not applicable.</p> <p>(e) The Priority Habitat mapping layer shows the subject land and surrounding land as containing Priority Habitat. The Priority Habitat mapping layer is based on TasVeg 3.0 (released in 2013). Each TasVeg release contains new mapping information. The current version of TasVeg (TasVeg 4.0) was released in July 2020. TasVeg 4.0 shows the property and surrounding land mapped as being Modified Land (Urban Areas).</p> <p>The proposal includes a subdivision (two (2) lots to two (2) lots). The subdivision component is solely to change the shape of the title boundaries and does not require any works within the land mapped as being priority habitat and does not require the clearance of native vegetation to complete this component.</p>	Complies with Acceptable Solution

C8 Scenic Protection Code		
Scheme Standard	Comment	Assessment
C8.2 Application of this Code		
	The land is not located within the scenic management area or a scenic corridor.	Code not applicable.

C9 Attenuation Code		
Scheme Standard	Comment	Assessment
C9.2 Application of this Code		
	The land is not mapped as being within an attenuated distance or is the use an attenuated activity.	Code not applicable.

C10 Coastal Erosion Hazard Code		
Scheme Standard	Comment	Assessment
C10.2 Application of this Code		
	The land is not located on the coast.	Code not applicable.

C11 Coastal Inundation Hazard Code		
Scheme Standard	Comment	Assessment
C11.2 Application of this Code		
	The land is not located on the coast.	Code not applicable.

C12 Flood-Prone Areas Hazard Code		
Scheme Standard	Comment	Assessment
C12.2 Application of this Code		
	The land is not mapped as being flood prone.	Code not applicable.

C13 Bushfire-Prone Areas Code		
Scheme Standard	Comment	Assessment
C13.2 Application of this Code		
	The area is not mapped as being within the Bushfire Prone Area.	Code not applicable.

C14 Potentially Contaminated Land Code		
Scheme Standard	Comment	Assessment
C14.2 Application of this Code		
	Council has not records of the land being contaminated.	Code not applicable.

C15 Landslip Hazard Code		
Scheme Standard	Comment	Assessment
C15.2 Application of this Code		
	The land is not mapped as being within the Landslip Hazard Bands.	Code not applicable.

C16 Safeguarding of Airports Code		
Scheme Standard	Comment	Assessment

Standard		
C16.2	Application of this Code	
	Not applicable.	Code not applicable.

Conclusion

It is considered that the application for Use and Development for a Retirement Village (65 dwellings including associated building, retaining walls, signage, front fence and car parking), subdivision (two (2) lots to two (2) lots) and the demolition of the existing buildings is acceptable in the General Residential Zone and is recommended for approval.

DECISION:

APPLICATION FORM

PLANNING PERMIT

Land Use Planning and Approvals Act 1993



Index No. 11906	
Meander Valley Council Doing it Together	
RCVD	10 AUG 2020 MVC
Permit Officer SS	Dept. OS
EO	OD
OFFICE USE ONLY	

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

Property No:	11906	Assessment No:	01 - 5175 - 2160
DA\	21/0055	PA\	21/0033
PC\			

- Is your application the result of an illegal building work? Yes No Indicate by ✓ box
- Have you already received a Planning Review for this proposal? Yes No
- Is a new vehicle access or crossover required? Yes No

PROPERTY DETAILS:

Address:	320 / 334 WESTBURY RD	Certificate of Title:	
Suburb:	PROSPECT VALLEY 7250	Lot No:	
Land area:		m ² / ha	
Present use of land/building:	VACANT / AGRO CROPPING	(vacant, residential, rural, industrial, commercial or forestry)	

- Does the application involve Crown Land or Private access via a Crown Access Licence: Yes No
- Heritage Listed Property: Yes No

DETAILS OF USE OR DEVELOPMENT:

- Indicate by ✓ box
- Building work
 - Change of use
 - Subdivision
 - Demolition
 - Forestry
 - Other

Total cost of development (inclusive of GST): **\$ 15 million.** **STAGE 1 4 million.**
Includes total cost of building work, landscaping, road works and infrastructure

Description of work: **RETIREMENT VILLAGE - NEW BUILDING.**

Use of building: **RETIREMENT VILLAGE.** (main use of proposed building – dwelling, garage, farm building, factory, office, shop)

New floor area: m² New building height: m

Materials: External walls: **Brick.** Colour: **T-B-A**
 Roof cladding: **cb / tiles** Colour: **T-B-A**

SEARCH OF TORRENS TITLE

VOLUME 247658	FOLIO 1
EDITION 11	DATE OF ISSUE 12-Aug-2019

SEARCH DATE : 03-Aug-2020

SEARCH TIME : 12.54 PM

DESCRIPTION OF LAND

Town of PROSPECT VALE
 Lot 1 on Plan 247658
 Derivation : Part of 321Acs-3Rds-25Ps. Gtd. to H Burrows
 Prior CT 2886/79

SCHEDULE 1

D21278, D21280 & E176613 RESPECT GROUP LIMITED Registered
 12-Aug-2019 at noon

SCHEDULE 2

Reservations and conditions in the Crown Grant if any
 BENEFITING EASEMENT: A right of carriage way over the Roadway
 on Diagram 88263

C554127 BURDENING ELECTRICITY INFRASTRUCTURE EASEMENT with
 the benefit of a restriction as to user of land in
 favour of Aurora Energy Pty Ltd over Electricity
 Infrastructure Easement variable wide shown passing
 through the said land within described (Subject to
 Provisions) Registered 18-Aug-2004 at noon

D86669 BURDENING ELECTRICITY INFRASTRUCTURE EASEMENT with
 the benefit of a restriction as to user of land in
 favour of Aurora Energy Pty Ltd over the Electricity
 Infrastructure Easement on P247658 Registered
 31-May-2013 at noon

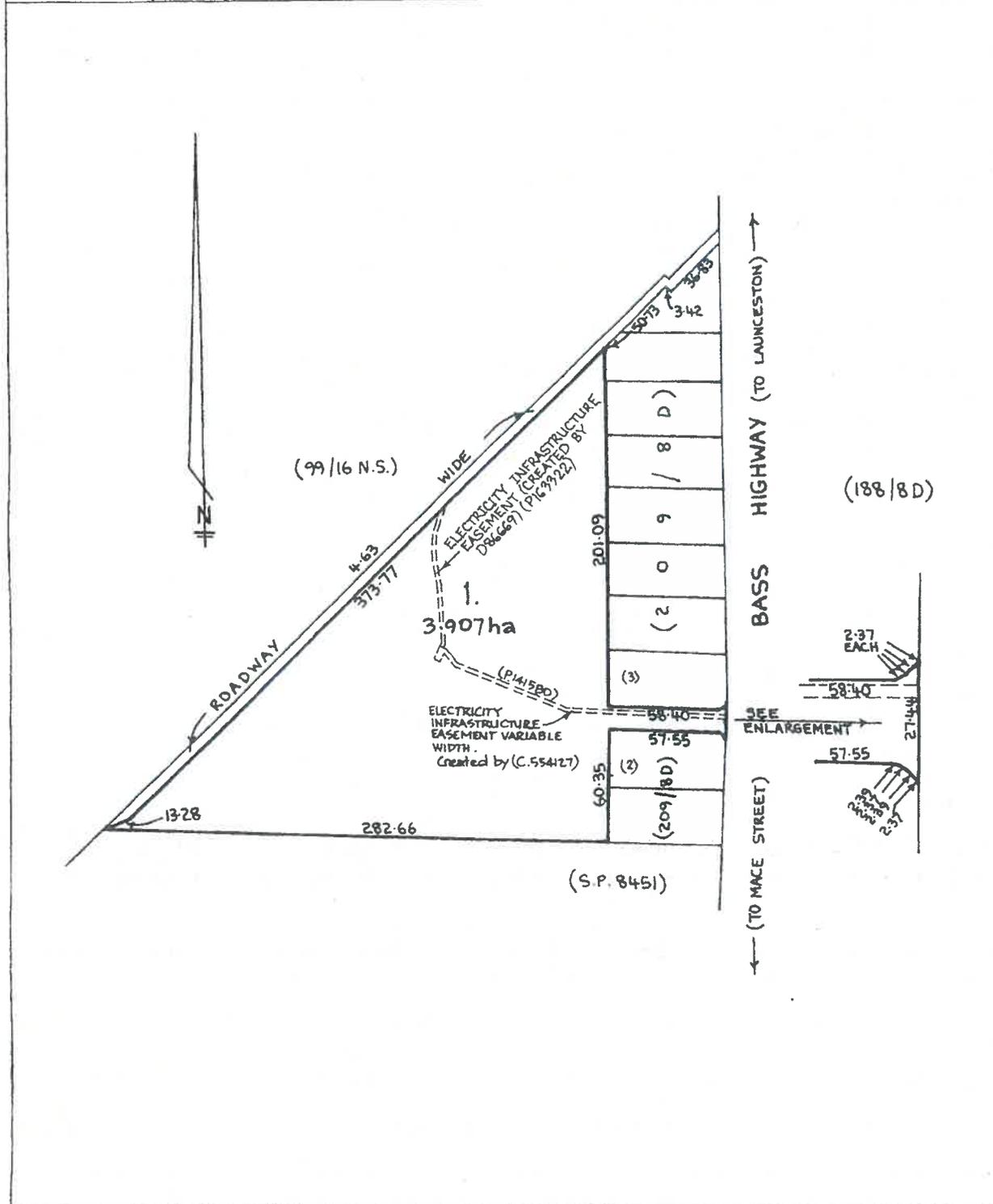
C667668 APPLICATION This land is used as a retirement village
 Registered 03-Oct-2005 at noon

E61766 MORTGAGE to Commonwealth Bank of Australia
 Registered 20-Sep-2016 at 12.01 PM

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

OWNER FOLIO REFERENCE C.T. 2886/79 GRANTEE	PLAN OF TITLE LOCATION TOWN OF PROSPECT VALE		Registered Number P. 247658
	FIRST SURVEY PLAN No. (4/20 CORN) COMPILED BY LTO SCALE 1: 2000 LENGTHS IN METRES		APPROVED 30 APR 1998 <i>Michael Din</i> Recorder of Titles
MAPSHEET MUNICIPAL CODE No. 121 -13 (5040-23)	LAST UPI No. FED27	LAST PLAN No.	ALL EXISTING SURVEY NUMBERS TO BE CROSS REFERENCED ON THIS PLAN



A-143
DAB

SEARCH OF TORRENS TITLE

VOLUME 237405	FOLIO 1
EDITION 3	DATE OF ISSUE 05-Feb-2020

SEARCH DATE : 03-Aug-2020

SEARCH TIME : 12.50 PM

DESCRIPTION OF LAND

Town of PROSPECT VALE
 Lot 1 on Plan 237405
 Derivation : Part of 321A-3R-25Ps. Gtd. to H. Burrows.
 Prior CT 3557/28

SCHEDULE 1

E5827 TRANSFER to LUANA VILLAS PTY LTD of one thousand six hundred and sixty-seven undivided 1/10000 shares and RESPECT GROUP LIMITED of eight thousand three hundred and thirty-three undivided 1/10000 shares as tenants in common Registered 05-Feb-2020 at noon

SCHEDULE 2

Reservations and conditions in the Crown Grant if any

UNREGISTERED DEALINGS AND NOTATIONS

M836590 PRIORITY NOTICE reserving priority for 60 days
 TRANSFER LUANA VILLAS PTY LTD to RESPECT GROUP
 LIMITED Lodged by SIMMONS WOLFHAGEN on 21-Jul-2020
 BP: M836590

ORIGINAL - NOT TO BE REMOVED FROM TITLES OFFICE

R.P. 1489
TASMANIA
REAL PROPERTY ACT, 1882, as amended

CERTIFICATE OF TITLE

NOTE REGISTERED FOR OFFICE
CONVENIENCE TO REPLACE



Register Book
Vol. Fol.
3218 15

Cert. of Title Vol. 226 Fol. 6

I certify that the person described in the First Schedule is the registered proprietor of an estate in fee simple in the land within described together with such interests and subject to such encumbrances and interests as are shown in the Second Schedule. In witness whereof I have hereunto signed my name and affixed my seal.

M. H. H. H. H.

Recorder of Titles.



DESCRIPTION OF LAND

TOWN OF PROSPECT VALE
TWO ROADS THREE PERCHES AND SIX-TENTHS OF A PERCH on the Plan hereon

FIRST SCHEDULE (continued overleaf)

SUSANNAH MUNRO of Launceston, Married Woman and
SARAH ANN SHAW of Launceston, Married Woman.
AS TENANTS IN COMMON IN EQUAL SHARES.

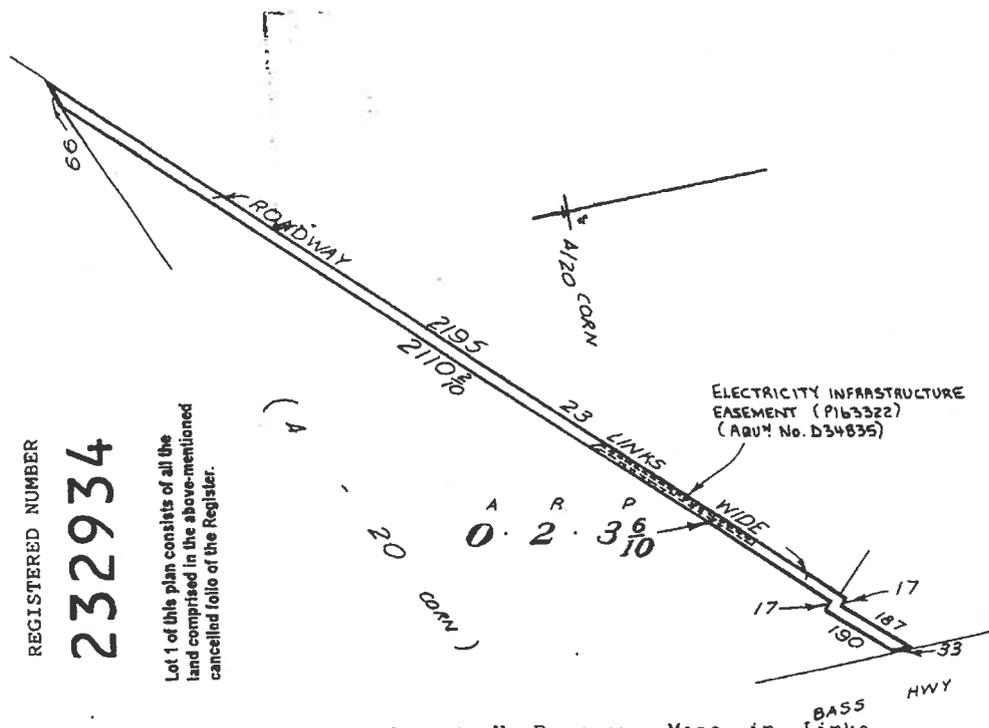
SECOND SCHEDULE (continued overleaf)

SUBJECT TO a right of carriage way (appurtenant to the land
comprised in Indenture of Conveyance No. 18/3465) over the said
land within described
SUBJECT TO a right of way (appurtenant to Lots 3 and 4 on Diagram
No. 4/20Corn.) over the said land within described.

NOTE. ENTRIES CANCELLED UNDER SIGNATURE OF THE RECORDER OF TITLES ARE NO LONGER SUBSISTING.

REGISTERED NUMBER
232934

Lot 1 of this plan consists of all the land comprised in the above-mentioned cancelled folio of the Register.



Part of 321A-3R-25Ps. - Gtd. to H. Burrows - Meas. in Links. 4/20Corn.
SECOND Edition. Registered **14 JUN 1972**
Derived from C.T. Vol. 226. Fol. 6.

SEARCH OF TORRENS TITLE

VOLUME 232934	FOLIO 1
EDITION 2	DATE OF ISSUE 23-Jan-2012

SEARCH DATE : 11-Mar-2021

SEARCH TIME : 11.01 AM

DESCRIPTION OF LAND

Town of PROSPECT VALE
 Lot 1 on Plan 232934
 Derivation : Part of 321A-3R-25Ps. Gtd. to H. Burrows
 Prior CT 3218/15

SCHEDULE 1

SUSANNAH MUNRO and SARAH ANN SHAW as tenants in common in equal shares

SCHEDULE 2

Reservations and conditions in the Crown Grant if any
 BURDENING EASEMENT: Right of Carriageway [appurtenant to the land comprised in Indenture of Conveyance No. 18/3465) over the said land within described
 BURDENING EASEMENT a right of way (appurtenant to Lots 3 and 4 on Diagram No. 4/20Corn.) over the said land within described
 D34835 BURDENING ELECTRICITY INFRASTRUCTURE EASEMENT with the benefit of a restriction as to user of land in favour of Aurora Energy Pty Ltd over the Electricity Infrastructure Easement shown on P.163322 (Subject to Provisions) Registered 23-Jan-2012 at 12.01 PM

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

01-0311

ANNEXURE TO CERTIFICATE OF TITLE

VOL. 3557

FOL. 28

REGISTERED NUMBER

237405

M. M. M. M. M.
Recorder of Titles



Lot 1 of this plan consists of all the land comprised in the above-mentioned cancelled folio of the Register.

TWN. PROSPECT VALE
MEAS. IN METRES

$\frac{4}{21}$ Corn.

M.M.

$(\frac{4}{20}$ Corn.)

S. P. 8 4 5 1

314.70

$(99\frac{1}{6}$ N.S.)

115.67

3.104 ha

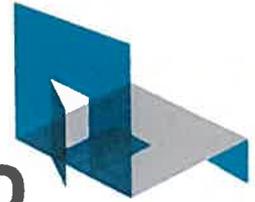
32.75

30.00

50.38

424.61

WESTBURY ROAD



DEVELOPMENT APPLICATION REPORT- Amended 11.03.21

Project

New Development- 320 & 334 Westbury Rd, Prospect

The Site

The sites, are Torrens Title Volumes, 237405- Folio 1, 247658- Folio 1 & 232934- Folio 1 which are located within the General Residential Zone of the interim Meander valley Council planning scheme, the scheme. Overlay- Salinity Risk- Refer to report.

The site also houses an existing aged care facility Respect Aged Care Tyler village consisting of 75 bedrooms with future expansion anticipated to 90 beds. 8 existing independent living units are also located on the site.

An existing farm house and associated out building is located on the mainly vacant site at 334 Westbury road and will be demolished as part of the proposed development.

The site 320 Westbury road also has a stormwater detention basin and overland stormwater drainage channel that is proposed to be upgraded and then ownership of the asset handed back over to Meander Valley council as part of the proposed development.

The Development

64 Independent living units, Community Centre & associated civil works

Dwelling TYPE A – 2 bedroom, study Single Garage - 40 Dwellings

Dwelling TYPE A – 2 bedroom, study Double Garage- 2 Dwellings

Dwelling TYPE B– 2 bedroom, study Double Garage- 11 Dwellings

Dwelling TYPE C– 3 bedroom, study Double Garage- 11 Dwellings

Dwelling TYPE A (DISPLAY Dwelling) – 3 bedroom, study Double Garage- 1 Dwelling.

The Display unit will be used as a fulltime independent living unit at the completion of the sales period for the development

Total number of Independent living Dwellings – 64 + Display

A proposed new Community Centre, which has 3 large multi-purpose rooms for resident meetings and functions, catering kitchen, teamaking, games room, library, entertainment room, office, hall (multipurpose with teamaking, dining & Lounge). The Community Centre is primarily set up for residents of Reed Estate.

Stages of this Development

Stage 1- 18 Dwellings, + 1 Display Dwelling + Community Centre an associated civil works
Stage 2- 21 Dwellings and associated civil works
Stage 3- 25 Dwellings and associated civil works

Total value of works – 15,Million over 3 stages (Value of each stage 5 Million)

Waste Collection

Waste bin location as shown on the floor & site plans for each unit. Refer also to associated document for waste management plan.

Mail Collection

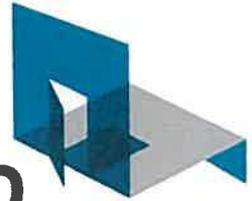
Refer to site plan for mail box locations.

Future Development (not part of this application)

Extensions to Existing Tyler Village aged care centre
Men's Shed
Assisted Living Units

everyone needs...

**PLANS
TO BUILD**



The project will be called 'Reed Estate' This is aimed at honouring the hard work of volunteers who usually started them, in Tyler Village's case it was developed by the Salvation Army.

Board Mission Statement

Retirement Village residents typically like the comfort of having an aged care home 'on-site' in case their partner or themselves require that level of care one day, however, they generally don't like to be referred to under the same name or associated with a residential aged care facility whilst they are still able. For this reason, we believe we need to call the retirement village a different name.

Tyler Village, was originally called St Anna's, which was a private aged care hostel. St Anna's was purchased from the private owners in 1974 by the Salvation Army, developed, and residents moved there from the Salvation Army's aged care home, called Cooina. St Anna's was renamed Tyler House in 1983 due to the public mistaking it for a Catholic home. It was named after Charles Tyler, who was Tasmania's first Salvation Army Captain. Tyler House was renamed Tyler Village in 2003 when the new and current aged care home was built, due to the intention to also build independent living units on the site (they built 8, which we still own). However, Tyler Village is still referred to as Tyler House by many locals including long serving employees.

In seeking a name for the new retirement village which is distinct from the aged care home, we recommend staying with a Salvation Army theme, in respecting the hard work and volunteerism of those who built the existing aged care service.

We recommend renaming Tyler Village to Tyler House to differentiate between the residential aged care home and the new retirement village whilst keeping the original Salvation Army name by which it is still recognised, and we recommend naming the new retirement village after Henry Reed.

Henry Reed (1806-1880) settled in Launceston at the age of 20. With no conveyancing available he walked from Hobart to Launceston and obtained a position in a local store. Through entrepreneurship and hard work, over the course of his life, Reed became a wealthy and successful landowner, shipowner, merchant and philanthropist. He became associated with General Booth (the founder of the Salvation Army), and helped him with money and advice in the difficult formative years of the Salvation Army. Henry Reed, secretly, gave William Booth the income from a trust of £5000 to provide the capital to assist in the creation of the Salvation Army circa 1870.

Considering Henry Reed's strong connections with both Launceston and the founding of the Salvation Army, we recommend calling the retirement village Reed Estate."



Level 2, 93 York Street, Launceston TAS 7250
Tel: 6388 9287 | Mob: 0400 655 771 | Email: leigh@planstobuild.com.au

everyone needs...

**PLANS
TO BUILD**



Site Demolition Photos



Existing residence



Level 2, 93 York Street, Launceston TAS 7250
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everyone needs...

**PLANS
TO BUILD**



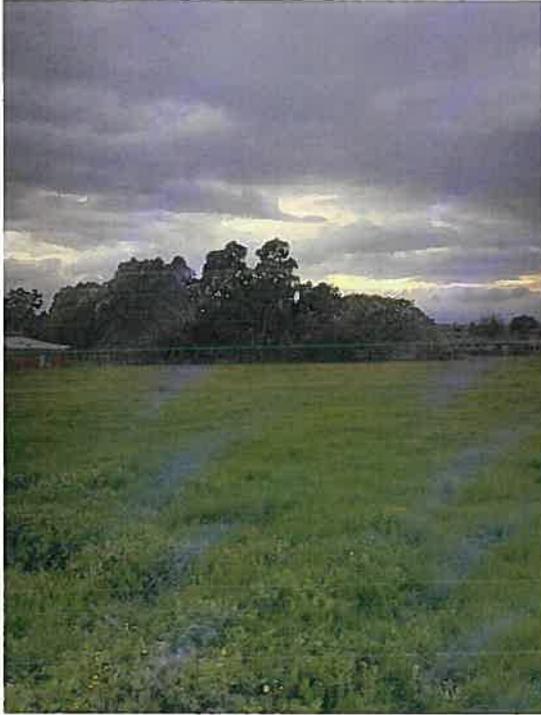
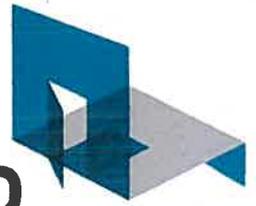
Outbuildings & Sheds to be Removed



Level 2, 93 York Street, Launceston TAS 7250
Tel: 6388 9287 | Mob: 0400 655 771 | Email: leigh@planstobuild.com.au

everyone needs...

**PLANS
TO BUILD**



North Western and Southern Western Trees & vegetation to be removed (Gum trees And wattle)

Yours Faithfully,

09.03.21

Leigh Dell - Accredited Building Practitioner - Tasmania - Building Designer- ACC No. CC5932 G



Level 2, 93 York Street, Launceston TAS 7250
Tel: 6388 9287 | Mob: 0400 655 771 | Email: leigh@planstobuild.com.au



16 March 2021

Dear Leanne,

RE: Title Reference - 232934 – 1

Owners - Susannah Munro, Sarah Ann Shaw (tenants in Common – Equal Shares)

The subject site has never been fenced and has been maintained by Respect since we purchased the Tyler village site in 2006. The site is not serviced and is burdened by an electricity supply easement (title documentation attached) which would remain. As part of the DA and prior to lodging a Building permit for stage 3, Respect would make all attempts to have purchased the title, any changes to this would then require an amended DA. No buildings are being proposed to be built on the lot as part of the submitted DA, but it is proposed to use the area / lot for private open space.

We have received advice from the land titles office of Tasmania that the Land could be purchased following the due legal process for such a purchase. We have engaged legal advice from Simmons Wolfhagen, with the intention to commence the acquisition process on our behalf.

Please let me know if you require any further information.

Kind Regards,

A handwritten signature in blue ink, appearing to be "M Griffin", with a long horizontal stroke extending to the right.

Michael Griffin
Property & Sales Manager

Head Office: 5B Reibey Street, Ulverstone TAS 7315
P: 1300 144 144 | E: info@respect.com.au

www.respect.com.au

JMG Ref: J202125CL

7th January 2021

Launceston City Council & Taswater

Dear Sir/Madam

**RE: Proposed Development
320*-340 Westbury Road
PROSPECT VALE**

117 Harrington Street

Hobart 7000

Phone (03) 6231 2555

Fax (03) 6231 1535

infohbt@jmg.net.au

49-51 Elizabeth Street

Launceston 7250

Phone (03) 6334 5546

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Johnstone McGee &

Gandy Pty Ltd

ABN 76 473 834 852

ACN 009 547 139

as trustee for Johnstone

McGee & Gandy

Unit Trust

www.jmg.net.au

I write in reference to a Development Proposal at the above address.

JMG Have produced a concept Civil infrastructure plan which outlines the internal layout of services for the proposal, together with the points of connection to public mains of sewer water and stormwater. The proposal is not a subdivision and does not create and additional public roads, stormwater mains, sewer mains or water mains, although there are proposals to rationalise some mains, and to abandon and replace others.

The concept layout plan is attached. Some specific aspects are worthy of mention.

Stormwater

Stormwater pipes pass through the site from Bimbimby Avenue, and at the northern extent of the site (within Tyler House), from Westbury Road. Council has advised of the need to cater for overland flow pathways near to these locations and appropriate open spaces have been provided in the layout so that flows can be conveyed around proposed buildings with minimal impact. The proposed overland flow paths include the main service road, and a circulating driveway to the south, and an overflow and Caravan car park and driveway access to the East.

Downstream of the Site (within Tyler House) there are multiple parallel pipes systems and an open drain. The proposal seeks to rationalise these conduits, and a number of existing stormwater pipes will be abandoned, together with the abandonment of the existing open drain. The proposed community centre will be built over the open drain and some of the council stormwater pipes.

The access road will become a conduit for major flows to the existing culvert that passes under the Tyler House access drive. A new stormwater main will be constructed from the proposal to just before, or just after, the access culvert described above. Final arrangements will be determined in the detailed design phase.

Within the site, internal and private stormwater pipes are shown when required to drain more than 4 units. Lesser conduits will be designed within the plumbing permits. Some additional details still need to be determined, particularly with regard to the additional units to the North West, but this ought not affect the Development Application process. Service Pipes are intended to connect to the proposal, and there is no intention to connect service pipes to any existing services in Tyler House.

A single point of stormwater connection for the proposal proposed near to the access road.

The community building will connect directly to the new main proposed within the Tyler House premises, most likely at a gully put/manhole just south of the existing culvert described above.

Sewer

A sewer main passes through the site from Bimbimby Avenue, and there are two mains from Westbury Road. These have been located by pothole and survey. The alignment of the northern sewer from Westbury Road does not appear to agree with the Taswater records. It appears to continue further through the proposal before turning north. This variation is shown on the attached plan.

The southern sewer from Westbury Road, which is a 300 dia meter main, restricts the ability to develop the site and it is proposed to divert this sewer around a proposed building. This proposed realignment is also shown on the attached plan.

There are two proposed points of attachment to the Taswater sewer main, one midblock on the link from Bimbimby Avenue at a new Manhole, and one at the common boundary with Tyler House. There is no proposal to connect any new units to any existing sewers in Tyler House.

It appears sensible to allow at least two points of connection for a large scale development such as this. Such an allowance will avoid the need to create a number of parallel pipes.

The proposed new units to the north west will be connected to this proposal, and not to Tyler House.

The sewer connection of the new community building has not yet been defined. Ideally it will be connected to any existing sewer services for Tyler House, but if these are unavailable it may be necessary to make a connection to the sewer main passing through the site on the opposite side of the access road to the proposal. Final design will establish this arrangement.

Water Supply

All services are private and there is no current intention to cross connect any units with existing Tyler House service pipes. The community building will however be connected to existing Tyler House services, whilst the additional new units to the North West will be connected to this proposal.

A single new point of connection is proposed at the south Eastern corner of the site. The Taswater water main at this location is a 100 mm cast iron 1960 pipe (A611040). A pedestrian link to Westbury Road is proposed at this location and this should enable ready meter reading access. There is an existing property service connection (A613177) at this location, which would be abandoned.

Please feel free to contact us for any other supporting information.

Yours faithfully

JOHNSTONE MCGEE & GANDY PTY LTD



Geoff BRAYFORD Dip Tech (Civil Eng), BE (hons), LGE (NSW), MBA
SENIOR CIVIL ENGINEER



MVC RFI Development

Application PA\21\0033 11906

Date 10/02/2021

Request for Additional Information

Please find below response to council RFI dated 4th March 2021

Item 1 Title Information

TBC - legal advice currently being sought as to the process around confirming the legal ownership of the title and/or consolidation of the title or an easement classification.

Item 2 Site Coverage

% of Bimbimbi site area including the boundary adjustment - 36, 151 m² - Roof Area
11,682.5m² = 32% Roof coverage

Item 3 Gym Reference

Supporting documentation updated to include removal of gym reference
Refer to document:

- PTB Planning Development Report- B

Item 4 Community Centre use

The Community Centre will be predominantly for Retirement Village resident use only.
Drawings have also been updated to include bin storage and the AC location to the community centre.

Refer to document:

- A13 Community Centre Plan

Item 5 Retaining Walls

Updated detail of each retaining wall

Refer to document:

- A17 - SITE SECTIONS

Item 6 TasWater



Plans to Build

320 – 340 Westbury Rd
Prospect Vale – Lifestyle Village
Traffic Impact Assessment

February 2021



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1. Introduction

1.1 Background

Midson Traffic were engaged by Plans to Build to prepare a traffic impact assessment for a proposed expansion to the Respect Group Lifestyle Village at 320 and 334 Westbury Road, Prospect Vale.

1.2 Traffic Impact Assessment (TIA)

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

This TIA has been prepared in accordance with the Department of State Growth (DSG) publication, *A Framework for Undertaking Traffic Impact Assessments*, September 2007. This TIA has also been prepared with reference to the Austroads publication, *Guide to Traffic Management, Part 12: Traffic Impacts of Developments*, 2009.

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

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

This TIA also addresses the relevant clauses of E4, *Road and Railway Assets Code*, and E6, *Car Parking and Sustainable Transport Code*, of the Meander Valley Interim Planning Scheme, 2013.

1.3 Statement of Qualification and Experience

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

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

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

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

1.4 Project Scope

The project scope of this TIA is outlined as follows:

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

1.5 Reference Resources

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

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

1.6 Subject Site

The subject site is located at 320 and 334 Westbury Road, Prospect Vale. The site is known as 'Tyler House' which is currently an aged care facility that has 75 beds. The site is currently accessed via Westbury Road, opposite and south of the Bradford Avenue junction.

The site is zoned 'General Residential' under the Planning Scheme.

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

Figure 1 Subject Site & Surrounding Road Network

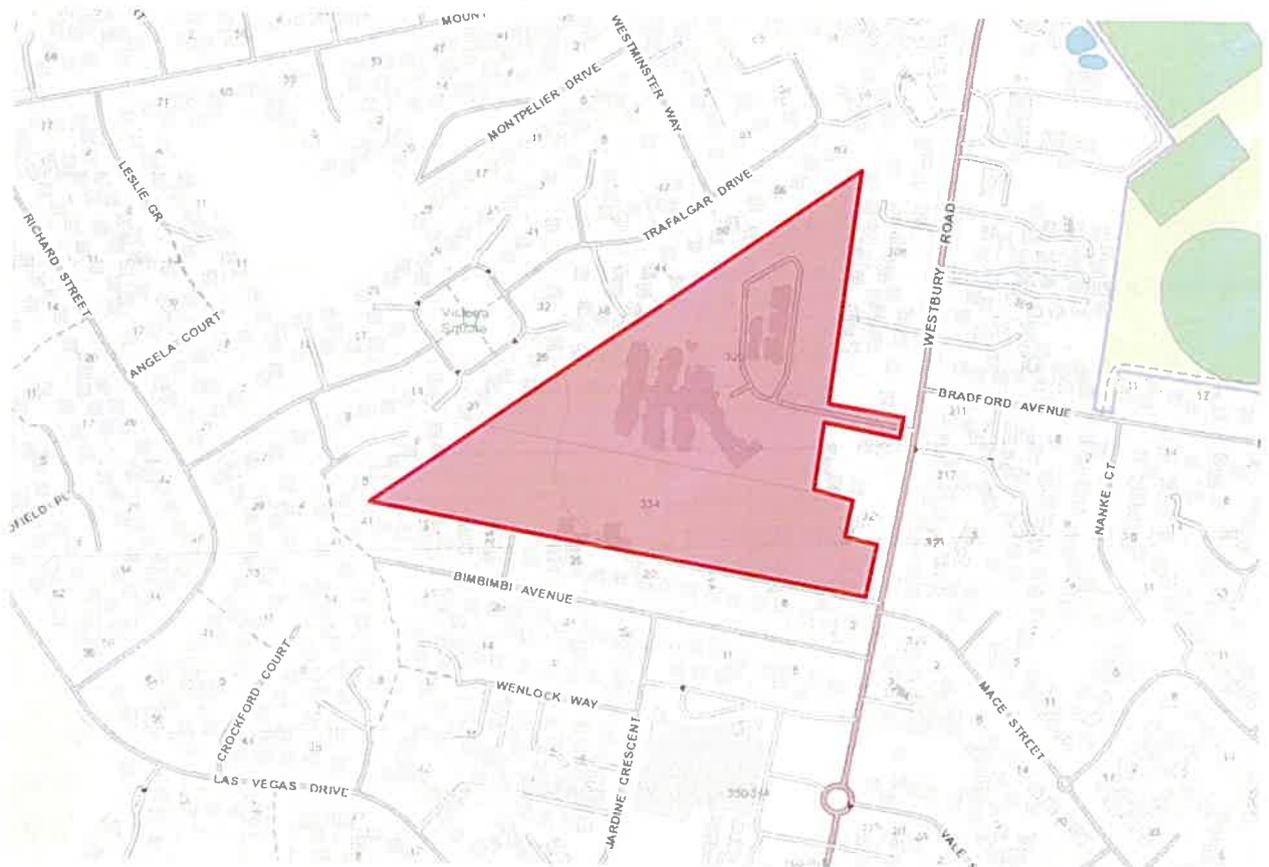


Image Source: LIST Map, DPIPWE

2. Existing Conditions

2.1 Transport Network

For the purposes of this report the transport network consists only of Westbury Road and Bimbimbi Avenue.

Westbury Road is a major collector road connecting between the Bass Highway and the City of Launceston, providing access to the suburbs of Prospect, Prospect Vale, Blackstone Heights and, to a lesser extent, Summerhill. Westbury Road provides access to Launceston to/from Bass Highway without the need to utilise the Midland Highway. The posted speed limit on Westbury Road is 60-km/h with a 40-km/h school zone in the vicinity of the Mount Leslie Road roundabout, where St Patricks College is located.

Westbury Road carries approximately 15,000 vehicles per day between Mount Leslie Road and Mace Street, with an 85th percentile speed of around 60-km/h. Westbury Road at the Bimbimbi Avenue junction is shown in Figure 2.

Figure 2 Westbury Road



Bimbimbi Avenue is a local access road that is approximately 420 metres in length. It connects to Westbury Road at its eastern end and terminates at a cul-de-sac at its western end. Bimbimbi Avenue carries approximately 600 vehicles per day. The default general urban speed limit of 50-km/h applies to Bimbimbi Avenue.

Bimbimbi Avenue connects to Westbury Road at a T-junction with a channellised right-turn facility provided for traffic turning into Bimbimbi Avenue.

Bimbimbi Avenue connects to Jardine Crescent approximately midway along its length. Jardine Crescent provides access to the rear of the Prospect Vale Market Place shopping centre.

Bimbimbi Avenue near the subject site's access is shown in Figure 3.

Figure 3 Bimbimbi Avenue



2.2 Road Safety Performance

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

Crash data was obtained from the Department of State Growth for a 5+ year period between 1st January 2015 and 31st March 2020 for the full length of Bimbimbi Avenue and Westbury Road between Bimbimbi Avenue and Bradford Avenue.

The findings of the crash data is summarised as follows:

Bimbimbi Avenue

- One crash was reported in Bimbimbi Avenue. This crash occurred in July 2019 at 7:30pm outside house number 4 (near the Westbury Road junction). The crash involved a collision between two vehicles that resulted in property damage only.

Westbury Road

- A total of 9 crashes were reported in Westbury Road.
- Severity. 1 crash involved serious injury; 1 crash involved minor injury; 1 crash involved first aid at the scene; 6 crashes involved property damage only.
- Day of week. There were no clear crash trends by day of week. 2 crashes were reported on Tuesdays, Thursdays and Fridays; 1 crash was reported on a Wednesday, Saturday and Sunday. No crashes were reported on Mondays.
- Time of day. The majority of crashes were reported between 8:00am and 6:00pm (7 crashes). The remaining two crashes were reported at 10:50pm and 12:51am.

- Crash types. No clear crash type trends were evident. 2 crashes involved 'right-near' collisions; all other crashes involved various crash types.
- Crash locations. 5 crashes were reported at the Mace Street junction; 1 crash was reported at the Bradford Avenue junction; 3 crashes were reported at mid-block locations. The crash locations are shown in Figure 4.

The crash data does not indicate that there are any road safety deficiencies in the existing network that may be exacerbated by traffic generated by the proposed development.

Figure 4 Crash Locations

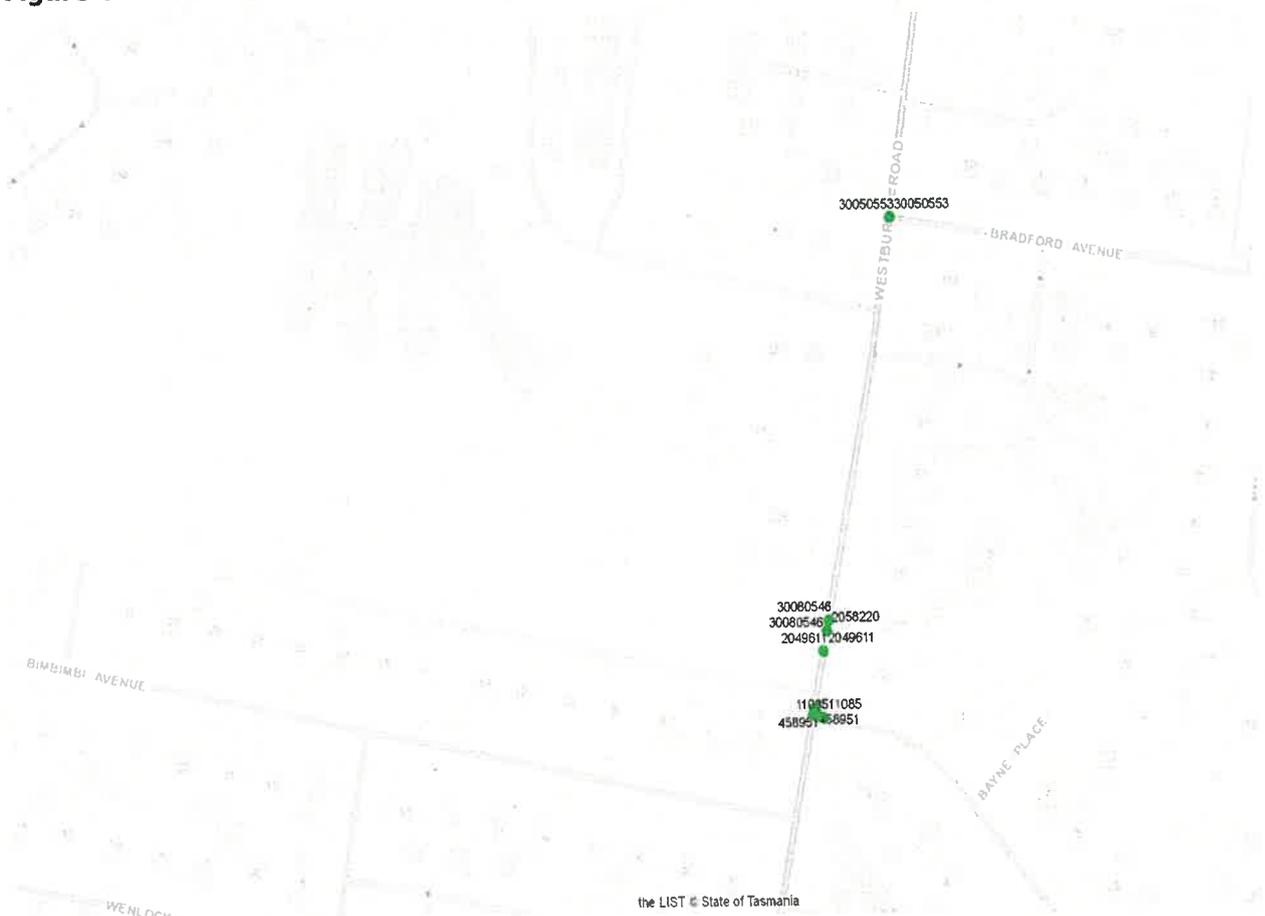


Image Source: Department of State Growth

3. Proposed Development

3.1 Development Proposal

The proposed development involves the expansion of the existing Lifestyle Village with the following additions:

- 64 independent living units. This consists of the following:
 - 42 x Type A units (2-bedroom, 40 x single car garage, 2 x double garage, refer to Figure 6)
 - 11 x Type C units (2-bedroom, double car garage, refer to Figure 8)
 - 10 x Type B units (2-bedroom, double car garage, refer to Figure 7)
 - 1 x display unit on aged care site
- 1 x community centre (refer to Figure 9).
- New road connection between existing development and Bimbimbi Avenue. This access will be gated with entry pillars, landscaped threshold and feature street trees. The access location from Bimbimbi Avenue is shown in Figure 10.
- New 19 space car park.
- New community gardens.
- Secure caravan/ trailer/ boat storage for residents.
- Visitor car parking within the internal road network.

The proposed development is shown in Figure 5.

Figure 5 Proposed Development Layout Plans



Figure 6 Type A Dwellings

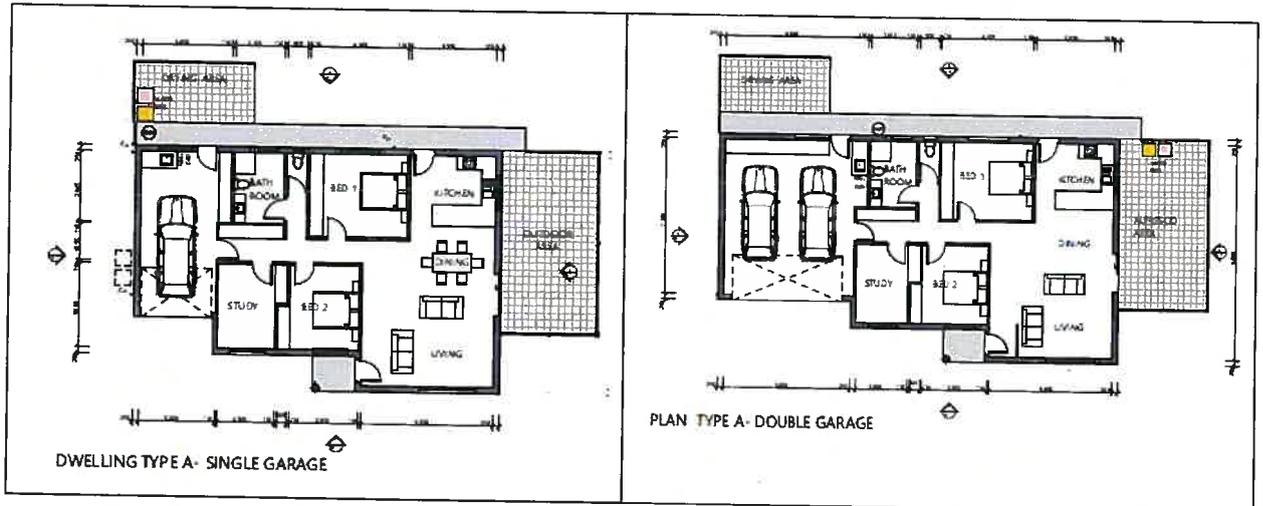


Figure 7 Type B Dwellings

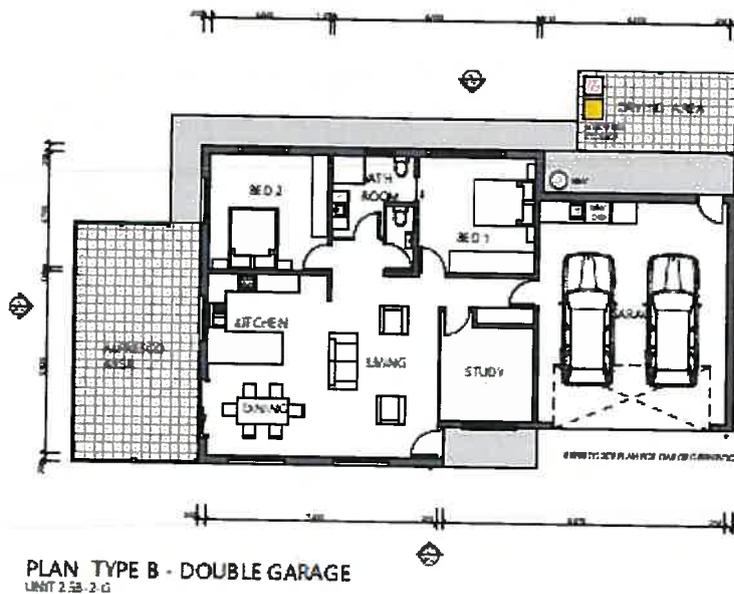


Figure 8 Type C Dwellings

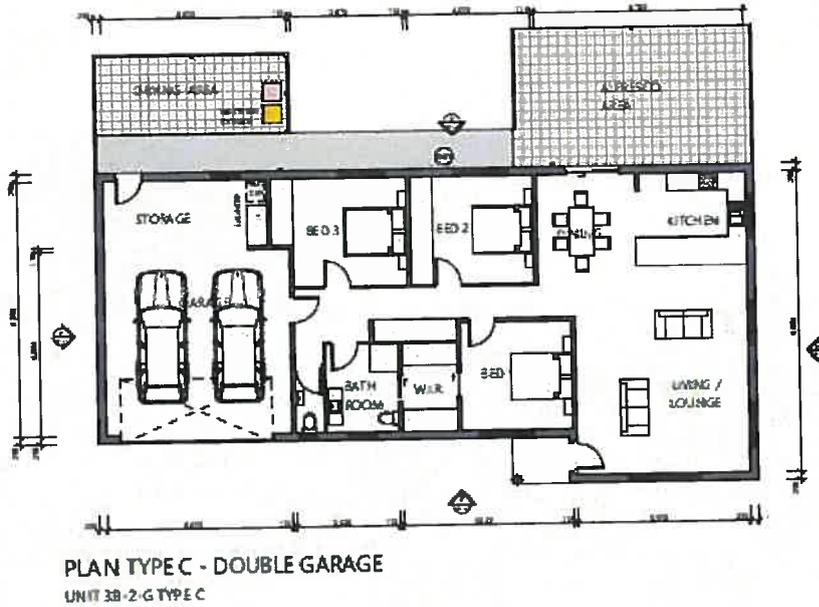


Figure 9 Community Centre Layout Plans

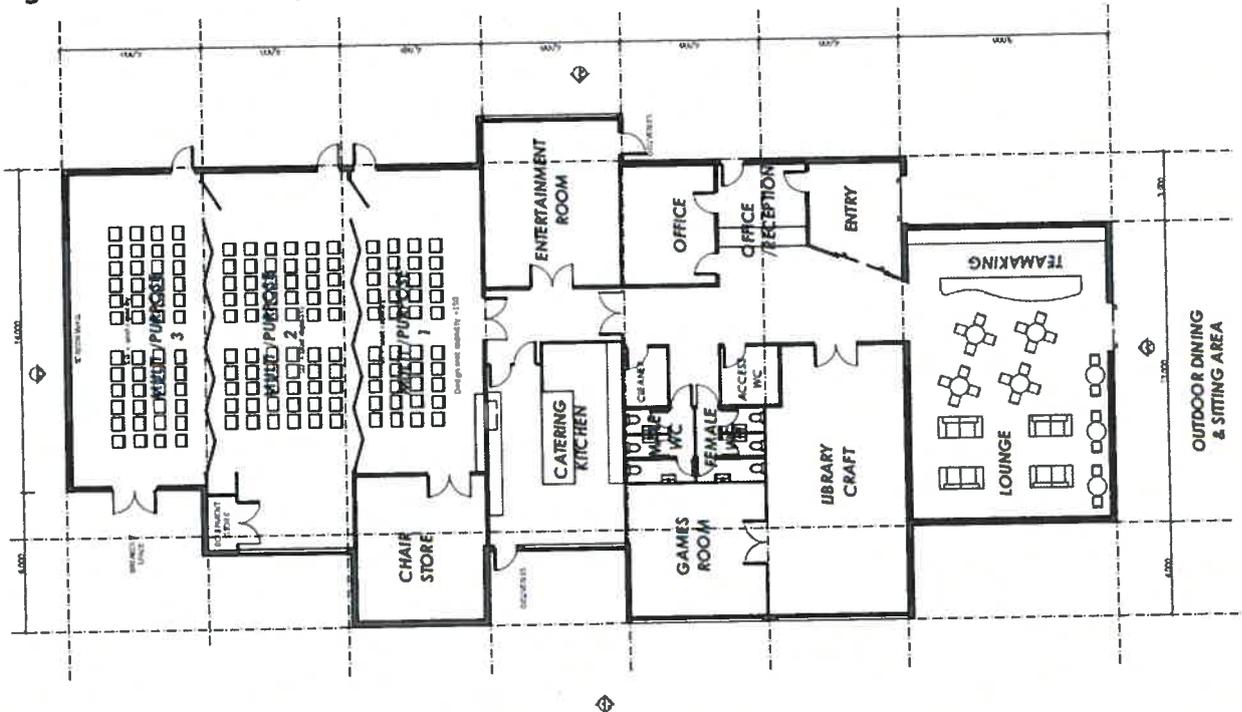


Figure 10 Site Access at Bimbimbi Avenue



4. Traffic Impacts

4.1 Traffic Generation

4.1.1 Existing Site Traffic Generation

The existing traffic generation of the site was difficult to determine by surveys due to Covid19 restrictions at the time of writing the report.

Traffic surveys were undertaken at a similar site at the Clarence Lifestyle Village on Monday 7th March 2016 during the morning and afternoon peak periods. The surveys are summarised in Table 1.

Table 1 Clarence Lifestyle Village Traffic Generation Surveys

Peak Period	Vehicles Entering	Vehicles Exiting	Total Vehicles
Morning Peak (8:00-9:00am)	12 vehicles	9 vehicles	21 vehicles
Evening Peak (5:00-6:00pm)	6 vehicles	6 vehicles	12 vehicles

At the time of the survey, the Clarence Lifestyle Village currently has 56 occupied units. This equates to the following peak hour generation rates:

- 0.375 trips per dwelling during the morning peak period. The directional split is 57% inward trips/ 43% outward trips.
- 0.214 trips per dwelling during the afternoon peak period. The directional split is 50%/ 50% inward/ outward trips.

Note that the peak hour trip rates surveyed at the Clarence Lifestyle Village are generally consistent with the RMS Guide recommendations (refer to Section 4.1.2). The RMS Guide recommends a peak rate of 0.4 trips per hour but notes that the development peak does not coincide with the transport network peak. In this case, the network peak hour (8:00am to 9:00am) was surveyed and this rate was similar, but less than, the RMS Guide rate of 0.4 trips per hour.

Applying this traffic generation rate to the existing site, with the assumption that each bed is equivalent to one unit (the existing nursing home has 75 beds and 8 independent living units), we have the following:

- Morning peak traffic generation: 31 trips per hour (18 inward/ 13 outward)
- Evening peak traffic generation: 18 trips per hour (9 inward/ 9 outward)

The daily traffic generation is likely to be 20% of the peak generation. This equates to a rate of approximately 155 vehicles per day for the existing site.

4.1.2 RMS Guide Traffic Generation – Retirement Village

The RMS Guide provides traffic generation rates for 'Housing for the aged and disabled persons'. It is defined as follows:

"Housing for aged or disabled persons refers to residential accommodation (in any building form), which is used or is intended to be used permanently as accommodation for aged persons or disabled persons. Housing of this kind may consist of hostels, a grouping of self-contained dwellings, or a combination of both. This accommodation usually includes one or more of the following facilities:

- *accommodation for staff employed or to be employed in connection with the development.*
- *chapel or other place of worship.*
- *medical consulting room.*
- *meeting room, recreation facility.*
- *shops.*
- *therapy room.*
- *any other facilities for the use or benefit of aged or disabled persons".*

The traffic generation rates provided in the updated RMS Guide are summarised as follows:

- 2.1 trips per day per dwelling
- 0.4 trips per hour per dwelling during peak periods. It further states that "morning site peak hour does not generally coincide with the network peak hour".

The proposed community centre is considered ancillary to the units and will be used primarily by residents of the aged care centre. The traffic generation rates provided by the RMS Guide accounts for components such as this (as highlighted in the RMS Guide quote above).

Based on these traffic generation rates, the proposed development may generate the following trips:

- 134 trips per day
- 26 trips per hour during peak periods.

4.1.3 Total Site Traffic Generation

The total traffic generation of the site (including the existing site and the proposed development) is:

- Daily generation – 289 trips per day
- Peak generation – 57 trips per hour (evening peak)

4.2 Trip Distribution

The site will be accessed via the new access on Bimbimbi Avenue as well as the existing access on Westbury Road. Note traffic generation is two-way vehicle movements.

The distribution of traffic utilising each of the accesses is summarised in Table 2.

Table 2 Traffic Distribution

Access	Existing Site	ILU's	TOTAL
Westbury Road	100%	50%	222 vpd 44 vph
	155 vpd	67 vpd	
	31 vph	13 vph	
Bimbimbi Avenue	0%	50%	67 vpd 13 vph
		67 vpd	
		13 vph	
TOTAL	155 vpd	134 vpd	289 vpd 57 vph
	31 vph	26 vph	

4.3 Access Impacts

The development will be accessed via the existing access on Westbury Road and a new access on Bimbimbi Avenue.

The Acceptable Solution A2 of Clause E4.6.1 of the Planning Scheme states: "For roads with a speed limit of 60km/h or less the use must not generate more than a total of 40 vehicle entry and exit movements per day".

The development will generate more than 40 vehicles per day at both accesses. The development was therefore assessed against the requirements of Performance Criteria P2 of Clause E4.6.1 of the Planning Scheme which states:

"For roads with a speed limit of 60km/h or less, the level of use, number, location, layout and design of accesses and junctions must maintain an acceptable level of safety for all road users, including pedestrians and cyclists".

In this case the following points are noted:

- The development utilises two key access locations, effectively spreading the traffic generation within the network. This results in a lower traffic volume at each access compared to reliance on the existing access alone.
- The existing access on Westbury Road has been in operation for many years without issue. The new access in Bimbimbi Avenue is located in a low-speed and low traffic volume environment.
- Both accesses have sufficient sight distance in accordance with Planning Scheme requirements (refer to Section 4.5).

Based on the above, the development satisfies the requirements of Performance Criteria P2 of Clause E4.6.1 of the Planning Scheme.

4.4 Number of Accesses

The Acceptable Solution A1 of Clause E4.7.2 of the Planning Scheme states *"For roads with a speed limit of 60km/h or less the development must include only one access providing both entry and exit, or two accesses providing separate entry and exit"*.

The development provides two accesses and therefore does not comply with the requirements of Acceptable Solution A1 of Clause E4.7.2 of the Planning Scheme.

The Performance Criteria, P1, states: *"For roads with a speed limit of 60km/h or less, the number, location, layout and design of accesses and junctions must maintain an acceptable level of safety for all road users, including pedestrians and cyclists"*.

The following is relevant with respect to the accesses associated with the development proposal:

- The Westbury Road access is existing and has been in use for many years without issue.
- The design of the accesses accommodates the appropriate design vehicles and the layout is clear for all road users.
- No road safety issues have been noted at both accesses in terms of previous road safety performance.
- The two accesses will disburse the traffic generation of the development throughout the network.

Based on the above assessment, the development proposal meets the requirements of Performance Criteria P1 of Clause E4.7.4 of the Planning Scheme.

4.5 Sight Distance

The Acceptable Solution A1 of Clause E4.7.4 of the Planning Scheme states "*sight distances at an access or junction must comply with the Safe Intersection Sight Distance shown in Table E4.7.4*".

The Safe Intersection Sight Distance (SISD) requirements of Table E4.7.4 of the Planning Scheme are reproduced in Table 3.

Table 3 Sight Distance Requirements

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

The access connects to Westbury Road which has a posted speed limit of 60-km/h, and a new access in Bimbimbi Avenue with a speed limit of 50-km/h. Note that the development will connect to an existing road link that forms a T-junction with Bimbimbi Avenue. The assessment of sight distance in this report relates to the sight distance at the existing T-junction along Bimbimbi Avenue.

The 'vehicle speed' in Table E4.7.4 of the Planning Scheme is the '*actual or recorded speed of traffic passing along a road and is the speed at or below which 85% of passing vehicles travel*'. In traffic engineering terminology this is referred to as the 85th percentile vehicle speed.

It has been assumed that the 85th percentile vehicle speed of traffic in Westbury Road is 60-km/h. The 85th percentile speed of traffic in Bimbimbi Avenue is estimated to be less than 50-km/h due to its dead-end configuration. For assessment purposes it has been assumed to be 50-km/h.

The SISD requirements for the two access locations are summarised as follows:

- Westbury Road 105 metres
- Bimbimbi Avenue 80 metres

The available sight distance exceeds these SISD requirements at both accesses. The Acceptable Solution A1 of Clause E4.7.4 of the Planning Scheme is met.

4.6 Westbury Road Junction Treatment

Both accesses to the site (existing site access and Bimbimbi Avenue) connect to Westbury Road at T-junctions with short channelised right-turn lanes. Right turn entry storage is available for 2 and 3 cars at the site access and Bimbimbi Avenue junctions respectively.

A high-level intersection assessment was undertaken of the intersection of the existing site access and Bimbimbi Avenue junctions with Westbury Road using SIDRA Intersection analysis software. SIDRA uses complex analytical traffic models coupled with iterative approximation technique to provide estimates of capacity and performance of intersections. SIDRA is endorsed as a modelling tool by Austroads.

The key outputs of the SIDRA modelling are defined as follows:

- Average delay for all vehicles (s)
The average delay in seconds for all vehicles taking into account how many vehicles are performing each manoeuvre and the average delay for that movement.
- Worst movement average delay (s)
The average delay in seconds for all vehicles undertaking the movement with the highest average delay.
- 95th percentile queue length (m)
The queue length in metres not exceeded 95% of the time for the lane with the highest queue length.
- Average level of service (LOS)
The average level of service for all vehicles taking into account how many vehicles are performing each manoeuvre and the level of service for that movement.
Level of service is a representation of average delay and describes the quality of traffic service in terms of 6 levels with level of service A (LOS A) representing the best operating condition (i.e. at or close to free flow) and level of service F (LOS F) representing the worst (i.e. forced flow).
In general, the target level of service in an urban environment such as the subject site is level of service D (LOS D).
- Worst movement level of service
The level of service for all vehicles undertaking the movement with the worst level of service.

The LOS measurement criteria used in SIDRA modelling is summarised in Table 4.

Table 4 SIDRA Level of Service Criteria

LOS	Average Delay per vehicle (s/veh)	Traffic Signals/ Roundabout	Give Way and Stop Signs
LOS A	< 14	Good operation, ideal flow conditions	Good operation, ideal flow conditions
LOS B	15 – 28	Good operation with acceptable delays and spare capacity	Good operation with acceptable delays and spare capacity
LOS C	29 – 42	Satisfactory operating conditions.	Satisfactory operating conditions.
LOS D	43 – 56	Operating near capacity. Generally accepted limit for urban peak periods.	Operating near capacity. Generally accepted limit for urban peak periods.
LOS E	57 – 70	At capacity.	At capacity, requires alternative traffic management control method.
LOS F	> 70	Forced flow conditions.	Forced flow conditions.

Traffic data for the intersection was estimated using available data for the surrounding network superimposed with traffic generated by the proposed development. The key peak hour movements are summarised as follows:

Existing Site Access

- Westbury Road peak hour flow (2-way flow) 1,500 vehicles per hour
- Right turn entry traffic (including existing + development traffic) 22 vehicles per hour

Bimbimbi Avenue/ Westbury Road

- Westbury Road peak hour flow (2-way flow) 1,500 vehicles per hour
- Right turn entry traffic (including existing + development traffic) 7 vehicles per hour

Westbury Road has an evening peak hour directional split of 52% southbound/ 48% northbound¹. The opposing flow for right turning entry traffic at both the existing access and Bimbimbi Avenue is therefore approximately 715 vehicles per hour.

¹ Obtained from Westbury Road Transport Study, using 2014 traffic data at Westbury Road/ Country Club Avenue roundabout.

On this basis the 95th percentile queue for both accesses will be 1 car. The available storage in the right turn lanes at both Westbury Road junctions can accommodate this storage requirement.

4.7 Pedestrian Impacts

The development proposal will generate a moderate amount of pedestrian activity. The existing pedestrian infrastructure in the surrounding road network is considered to be adequate and appropriate for the anticipated pedestrian activity.

It is noted that the primary pedestrian path connecting the site to the external road network connects directly to Westbury Road. This provides a high level of connectivity to pedestrian generating facilities in the surrounding area (including medical centre, Prospect Vale Shopping Centre, etc).

4.8 Road Safety Impacts

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

- There is sufficient spare capacity in Westbury Road near the existing site access and Bimbimbi Avenue to absorb the peak hour traffic generated from the proposed development (up to 56 vehicles per hour in total).
- The access on Westbury Road is an existing access that has been in use for many years without issue and is relatively clear and obvious for all road users.
- Bimbimbi Avenue has a very low traffic volume near the site's access.
- The existing road safety performance of Westbury Road and Bimbimbi Avenue near the subject site does not indicate that there are any specific road safety deficiencies that might be exacerbated by traffic generated by the proposed development.

5. Parking Assessment

5.1 Parking Provision

The parking provision of the development consists of the following:

- 1 or 2 garage spaces per independent living unit (total 86 garage spaces). One or two additional spaces are also available immediately in front of many of the garages (approximately 55 spaces).
- 20 space car park for visitors, including 1 disabled space.
- 4 motorcycle spaces.
- Various on-street car parking spaces within the internal road network. This amounts to approximately 8 spaces.
- Caravan/ boat/ trailer storage (9 allocated spaces)

The total parking provision is estimated to be 169 spaces (excluding the caravan/ boat/ trailer storage).

5.2 Planning Scheme Requirements

Acceptable Solution A1 of Clause E6.6.1 of the Planning Scheme states the number of car parking spaces must not be less than the requirements of Table E6.1. These requirements are:

- Residential. 2 spaces per dwelling (for dwellings with 2 or more bedrooms) plus 1 dedicated space per 4 dwellings for visitor parking. This equates to a requirement for 144 spaces.

The community centre is considered ancillary to the aged care facility and will be used primarily by residents.

The total parking provided by the proposed development exceeds the Planning Scheme requirements, therefore the Acceptable Solution A1 of Clause E6.6.1 is met.

5.3 Car Parking Layout

The Acceptable Solution A2 of Clause E6.7.2 of the Planning Scheme states:

"A2.1 Car parking and manoeuvring space must:

a) have a gradient of 10% or less; and

b) where providing for more than 4 cars, provide for vehicles to enter and exit the site in a forward direction; and

c) have a width of vehicular access no less than prescribed in Table E6.2, and not more than 10% greater than prescribed in Table E6.2; and

d) have a combined width of access and manoeuvring space adjacent to parking spaces not less than as prescribed in Table E6.3 where any of the following apply:

i) there are three or more car parking spaces; and

ii) where parking is more than 30m driving distance from the road; or

iii) where the sole vehicle access is to a category 1, 2, 3 or 4 road; and

A2.2 The layout of car spaces and access ways must be designed in accordance with Australian Standards AS 2890.1 - 2004 Parking Facilities, Part 1: Off Road Car Parking."

The following is relevant with respect to the proposal:

A2.1

- a. The gradient of the parking spaces within the site is less than 10%
- b. All cars can enter and exit the site in a forward direction.
- c. Table E6.2 requires an access width of 5.5 metres. Both accesses to the site have a width that exceeds this amount (both approximately 6.5m). The access widths therefore exceed the requirements of Table E6.2 by more than 10%.
- d. The width of access strip and manoeuvring space does not comply with the requirements of Table E6.3 of the Planning Scheme (notably the car parking spaces do not match the requirements of Table E6.3).

A2.2

- The car parking spaces are classified in AS2890.1 as 'User Class 1A' for staff and resident parking and 'User Class 2' for visitors. AS2890.1 requires space lengths of 5.4 metres for both parking types, and minimum widths of 2.4 metres and 2.5 metres for User Classes 1A and 2 respectively.
- The car parking spaces appear to meet the requirements of AS2890.1 for these user groups.

The development proposal therefore does not meet the requirements of Acceptable Solution A2 of Clause E6.7.2 of the Planning Scheme. This is due to the width of the accesses being greater than 10% of the requirements of Table E6.2.

The Performance Criteria P2 states:

"Car parking and manoeuvring space must:

- a) be convenient, safe and efficient to use having regard to matters such as slope, dimensions, layout and the expected number and type of vehicles; and*
- b) provide adequate space to turn within the site unless reversing from the site would not adversely affect the safety and convenience of users and passing traffic".*

Based on the assessment of A2.1 and A2.2 above, the car parking associated with the development meets the requirements of Performance Criteria P1 of Clause E6.7.2 of the Planning Scheme, noting particularly that the access width is considered appropriate for road accesses to a facility of the scale of the proposal.

6. Conclusions

This traffic impact assessment (TIA) investigated the traffic and parking impacts of a proposed residential aged care expansion at 320 to 340 Westbury Road, Prospect Vale.

The key findings of the TIA are summarised as follows:

- The proposal utilises the existing access to the site from Westbury Road, as well as a new access on Bimbimbi Avenue. The development proposal meets the requirements of Performance Criteria P1 of Clause E4.7.4 of the Planning Scheme.
- The key traffic generating components of the site include 64 independent living units. The development is estimated to generate 134 vehicle trips per day, with a peak of 26 vehicles per hour.
- The traffic generation will not have any significant adverse impact on the traffic efficiency or road safety of the network.
- The proposal provides a total of 169 on-site car parking spaces. The parking provision meets the requirements of the Acceptable Solution A1 of Clause E6.6.1 of the Planning Scheme.

Based on the findings of this report the proposed development is supported on traffic and parking grounds.

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Document Status

Revision	Author	Review	Date
0	Keith Midson	Zara Kacic-Midson	19 May 2020
1	Keith Midson	Zara Kacic-Midson	23 February 2021



16 March 2021

Dear Leanne,

RE: Title Reference - 232934 – 1
Owners - Susannah Munro, Sarah Ann Shaw (tenants in Common – Equal Shares)

The subject site has never been fenced and has been maintained by Respect since we purchased the Tyler village site in 2006. The site is not serviced and is burdened by an electricity supply easement (title documentation attached) which would remain. As part of the DA and prior to lodging a Building permit for stage 3, Respect would make all attempts to have purchased the title, any changes to this would then require an amended DA. No buildings are being proposed to be built on the lot as part of the submitted DA, but it is proposed to use the area / lot for private open space.

We have received advice from the land titles office of Tasmania that the Land could be purchased following the due legal process for such a purchase. We have engaged legal advice from Simmons Wolfhagen, with the intention to commence the acquisition process on our behalf.

Please let me know if you require any further information.

Kind Regards,

A handwritten signature in blue ink, appearing to be 'M Griffin', is written over a circular stamp or mark.

Michael Griffin
Property & Sales Manager

Head Office: 5B Reibey Street, Ulverstone TAS 7315
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www.respect.com.au

REPORT - URBAN SALINITY

For RESPECT AGED CARE

320-340 Westbury Road
Prospect Vale

September 2020

Issuing Office: 49-51 Elizabeth Street, Launceston								
JMG Project No. J202125CL								
Document Issue Status								
Ver.	Issue Date	Description	Originator		Checked		Approved	
1	14/09/2020	Draft Report for Comment	DPL		DPL		NFA	
2	18/09/2020	Report	DPL		DPL		NFA	<i>[Signature]</i>

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- This report presents information provided by others. JMG do not claim to have checked, and accept no responsibility for, the accuracy of such information.

ESTIMATES

- Estimates have been prepared on the basis of information to hand at the time.
- Estimates are order of cost. They are not quotes, nor based on quotes and are not upper limit of cost.
- Estimates are not based on measured quantities or a defined scope of works.
- Estimates are exclusive of GST, engineering fees, market escalation, associated builder's works, builder's margins, design contingency, project contingency.
- As project scope becomes better defined it is strongly recommended that estimates are updated.

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Appendix A - Tasman Geotechnics Reports



1. Introduction

This report addresses the requirements of the 'Urban Salinity Code' which is called up in the Meander Valley Interim Planning Scheme, Section E16. There is a salinity overlay in this part of Prospect Vale where the proposed development is located.

2. Scope

This report addresses the two components of the Development to be consistent with the two Geotechnical Investigations undertaken by Tasman Geotechnics, April 2020.

The components are:

1. No 320 Westbury Road
 - 6 new self-contained units
 - New Community Centre
 - New aged care wing
2. No 334 Westbury Road
 - Residential units

3. Site Description - General

An aerial photograph of the site is attached as Figure 1 - this is an extract of the site from the current ListMap.

In terms of potential salinity issues, the site consists of:

- a) A stand of trees in the southwest corner of the existing Tyler Village site (where the proposed Community Centre is to be located). These are to be removed.
- b) A similar stand of trees to the west of the main Tyler House building where 6 to 8 units are proposed, and these will also be removed.
- c) The existing paddock to the south of the site where the bulk of the new units are proposed. This has been cleared of trees for many years, except for some in the very western end which were progressively cleared between 2004 and 2008.

4. Salinity Code Triggers

The site is recorded in the Tasman Geotechnics report noted above as being 'Jurassic aged sediments', described on the 1:25,000 Tasmania Digital Geological Atlas as 'inferred dolerite beneath soil or Cainozoic deposits'.

Table E16.1 of the Urban Salinity Code notes that such soils need to have a Salinity Risk level determined.

5. Landscape, Topography

The site is part of the flatter part of Prospect Vale where there is a Jurassic Dolerite escarpment exposed at the Harley Parade/Country Club Casino area, which is approximately 1km to the southwest. The next break of slope is just northeast of St Patricks College, approximately 600 metres away. Between these two features, there is a macro fall of approximately 1.1% to the northeast.

Tyler Village is on a slight rise within this shelf, and site levels range from RL187 in the western corner and RL174 in the northeast corner. This is an average slope of 2.6% to the northeast.

6. Site Condition/Salinity Indicators

As noted in Section 3, the site consists of:

1. The cleared paddock in the south.
2. Tyler Village Development in the centre.
3. The low area along the eastern boundary, including the stand of trees.
4. The existing southwest detention basin in the northeast corner.

In the low areas, there has been an open drain established from many years, dating back to the initial site development. The paddock has been cleared for an even longer time as noted above.

There are no salinity indicators present. No salt deposits were observed, there is no sign of affected vegetation and there are no structural issues with the buildings which have been caused by salinity.

7. Hydrology

This has been separately addressed in JMG Stormwater report, but in essence, the main features of the site are:

- 1) The overland flow in the site itself is from the western high point to the north eastern low point.
- 2) There is an ARI 100 year flow path from Bimbimbi Avenue and Westbury Road to the site identified in the Stormwater report.

This has been determined and mapped by Meander Valley Council. The flow path enters the site from both Bimbimbi Avenue and Westbury Road. It flows to the existing detention basin via the existing open drain.

- 3) Other stormwater and overland flow is catered for within the existing municipal stormwater system.

8. Groundwater Depth, Salinity Analysis

Two areas were investigated as representation of the site - See Appendix A for location in Tasman Geotechnics report Figure 1.

Hole 21 was located amongst the trees to be removed as part of the Community Centre building, and Hole 22 was in the cleared paddock where the Units will be located.

The full results of the investigation are contained in the Tasman Geotechnics report in Appendix A.

In summary, they have concluded that all soils on the site have a Low Salinity Risk.

9. Salinity Mitigation Measures

Despite the Low Salinity rating, it is considered prudent to outline what measures will be taken on site to control any potential later issues with ground salinity. These measures are generally in accordance with the practices recommended in the IPWEA 'Local Government Salinity Management Handbook', produced in 2002.

9.1 Irrigation of Garden Areas

All units and public areas will have the ability to connect to the internal stormwater system. Each building will have a stormwater connection to the Municipal system, and in conjunction with this, a facility will be provided to connect to the low point of the gardens of each property and public area to its own piped stormwater system.

All stormwater mains will have porous backfill immediately around the pipe and the captured ground water will be directed into the nearest available pit or manhole.

Provide effective mulched garden areas which require minimum irrigation for the survival of plants.

Planting of drought reinstated species should be encouraged.

9.2 Stormwater from Hard-Stand Areas

Such areas such as driveways and paths will either drain to the systems in Section 9.1, or into the road network where it will be connected via gully pits into the Municipal stormwater system.

Roofs of all structures will be directed into the system in the normal way.

9.3 Lower Areas

The low areas near the Community Centre will be treated so that the water table will not rise any higher than it is now. Where open drains are to be replaced by pipes, these pipes will have porous bedding and immediate backfill around the pipe, and connections made directly into the next downstream manhole.

This will ensure that any groundwater collecting around the pipes will be directed into the stormwater system, thus maintaining present groundwater levels.

9.4 Excavation

Where any permanent, bulk excavation is needed, a system of surface and subsurface drains will be provided to capture any surface water and prevent it entering the water table. This will be then drained into the stormwater system.

9.5 Vegetation Clearance

As noted above, there are two stands of trees which will be removed as part of the development. There has been a Landscape Plan provided with the DA, and there are a number of areas in the associated plan which are to be provided with trees. Referring to the 'Lange

Design' Plan, issue B. In that report, the areas nominated as 4, 8, 13, 15, 17, 18, 19 and 22 have the potential to be provided with a blend of native and exotic deep-rooted trees which will draw water out of the water table, and require minimum applied water for them to survive successfully.

9.6 Roads & Impervious Surface

Normal sensitive stormwater design will be implemented so that ground and surface water is kept away from road pavements and structures. These measures include:

- Effective under drainage of roads and associated structures.
- Grading of roads so that low areas are kept to a minimum, and the ones which are required are effectively drained.
- All building construction to be in accordance with current saline - reinstatement requirements.



Figure 1 - Aerial Photograph



J202125CL 320-340 Westbury Road, Prospect Vale • Urban Salinity •
 September 2020

APPENDIX A

Tasman Geotechnics Reports



TASMAN geotechnics

Transmission/Memo

To	Dale Luck	From	Wayne Griffioen
Method	Electronic	Date	16 September 2020
Company	JMG Engineers	Reference	TG20198/1 - 01memo
cc		Pages	1 of 8
Subject	Salinity Assessment Tyler Village		

1 INTRODUCTION

Tasman Geotechnics was commissioned by Dale Luck of JMG Engineers to carry out soil and groundwater sampling for a salinity assessment at Tyler Village, 320 and 334 Westbury Road, Prospect Vale.

Tasman Geotechnics carried out a site classification investigation at the site in March 2020 (TG20050/3 -01report and TG20050/3 - 02report). The investigation encountered sand/silt topsoil overlying predominantly high plasticity clays (Liquid Limit 44% to 86%, and Plastic Limit 20% to 32%).

2 INVESTIGATION

Two boreholes were drilled at the site (BH21 and BH22) to about 5m below ground level using a 4WD mounted Eziprobe on Tuesday 1 September 2020 by two Geotechnicians from Tasman Geotechnics.

The Eziprobe drill system is a direct push method that uses a percussion hammer to advance a cutting bit into the ground in 1.2m to 1.5m runs. The soil inside the cutting bit is pushed up inside a PVC sleeve (typically 1.5m long). The sleeves were cut open in the laboratory for soil profiling and selecting samples for laboratory testing.

Upon completion of drilling, the borehole was converted to a groundwater monitoring well. The borehole logs with construction details of the monitoring wells are attached.

Soil samples were taken at 1m intervals from the PV sleeves and tested for pH and EC. A sub-sample was dried to determine the field moisture content. Another sub sample was prepared at 1 part soil: 5 parts water from the natural moisture content. The results are summarised in Table 1.

The groundwater wells were checked on 10 September for groundwater level and to sample the groundwater. No groundwater was encountered in BH21, and the water level in BH22 was 4.28m below ground level. A water sample was taken from the open drain close to BH21. The water samples were also tested for pH and EC, and the results are presented in Table 2.

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Reference: TG20198/1 - 01memo

Table 1. Laboratory test results

Borehole	Sample Depth	Field MC	EC1:5 (dS/m)	pH1:5
BH21	0.95-1.1	39	0.13	5.80
	1.95-2.1	31	0.12	4.67
	2.95-3.1	25	0.12	4.58
	3.95-4.1	24	0.13	4.73
	4.95-5.1	23	0.13	4.74
BH22	0.95-1.1	21	0.16	5.02
	2.2-2.4	32	0.21	4.38
	3.1-3.2	32	0.31	4.96
	4.0-4.1	39	0.34	5.83
	5.0-5.1	39	0.40	6.10

Table 2. Water quality test results

Sample location	Water level	pH	EC (dS/m)
BH21	Dry	-	-
BH22	4.82m bgl	5.48	6.55
Creek/drain	-	7.44	0.34

3 DISCUSSION

The subsurface conditions encountered at BH21 and BH22 was similar to the previous investigations: 0.1m to 0.4m of sand/silt topsoil, overlying high plasticity clay.

In BH21, the moisture content of the clay was between 20% and 30%, and the consistency was very stiff to hard to 5m below ground level. In BH22, the moisture content of the clay was greater than 30%, and the consistency was very stiff to firm.

Field observations during drilling suggested that the groundwater level in BH22 would be high: the sampling run from 1.5m to 2.7m fell out due to water. Nevertheless, a week after installing the monitoring well, the groundwater level at BH2 was about 4.2m below ground level (at the end of winter), and more than 5.5m below ground level at BH21.

The salinity criteria in the Meander Valley Interim Planning Scheme are based on Saturated Extract (ECe), which is a difficult test to conduct. Instead, most laboratories test soil at 1:5 ratio (soil:water) to obtain EC1:5. The EC1:5 is converted to ECe by multiplying by a factor. The factor ranges from 15 for sand, and 6 for heavy clays. For the present site, the soil is considered to be heavy clay, and a factor of 6 was used to convert EC1:5 to ECe. The calculated ECe values are summarised in Table 3.

BH21 shows no change in ECe values with depth (about 0.7dS/m), while BH22 shows a uniform increase in ECe with depth (from about 1dS/m at 1m to 2.4dS/m at 5m). The higher EC values in BH22 at 5m are consistent with the elevated EC values observed in the groundwater sample.

The classification in Table 3 is based on Table E16.1 Salinity Risk Level in the Meander Valley Interim Planning Scheme.

Table 3. Laboratory test results

Borehole	Sample Depth	EC1:5 (dS/m)	ECe (dS/m)	Classification
BH21	0.95-1.1	0.13	0.78	Low
	1.95-2.1	0.12	0.72	Low
	2.95-3.1	0.12	0.72	Low
	3.95-4.1	0.13	0.78	Low
	4.95-5.1	0.13	0.78	Low
BH22	0.95-1.1	0.16	0.96	Low
	2.2-2.4	0.21	1.86	Low
	3.1-3.2	0.31	1.86	Low
	4.0-4.1	0.34	2.04	Moderate
	5.0-5.1	0.40	2.40	Moderate

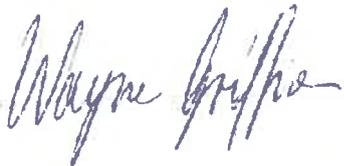
4 CONCLUSION

Although the EC data indicates there is a Moderate salinity risk for the soils in BH22 from 4m below ground level, the overlying soils have a Low salinity risk.

Since the groundwater at BH22 is more than 4m below ground level, the likelihood of the groundwater level rising to impact on future infrastructure and buildings is negligible.

Should you require further information or clarification of any details, please do not hesitate to contact undersigned.

For and on behalf of Tasman Geotechnics Pty Ltd



Dr Wayne Griffioen

Principal Geotechnical Engineer

- Attachments:
- Important Information about Your Report (1 page)
 - Figure 1 Site Layout and Monitoring Well Locations (1 page)
 - Borehole logs (explanation sheet + 2 pages)



TASMAN
geotechnics

Important information about your report

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

Project Scope

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

Subsurface Conditions

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

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

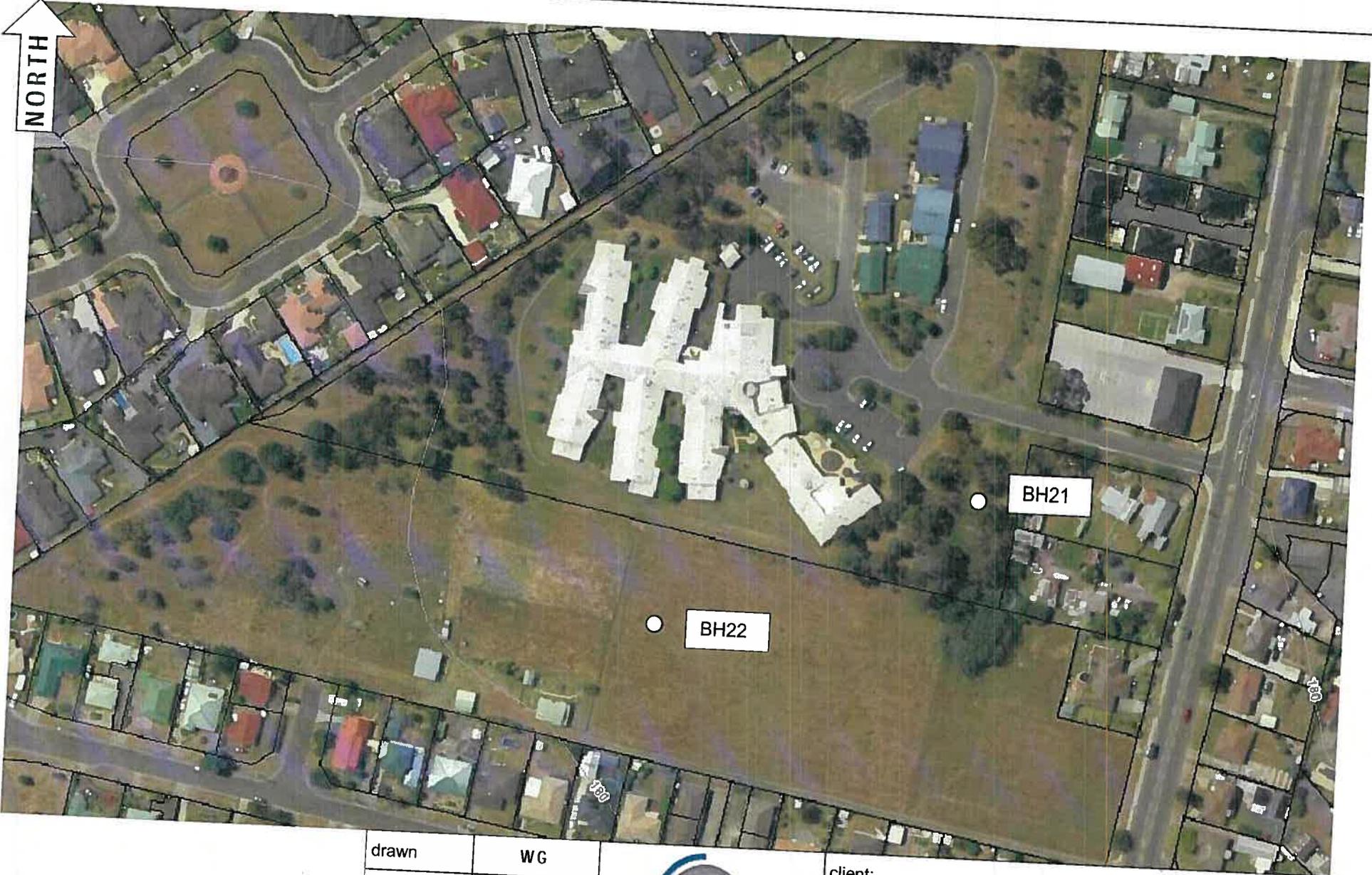
Nothing can be done to change the conditions that exist, but steps can be taken to reduce the impact of unexpected conditions. For this reason, the services of Tasman Geotechnics should be retained throughout the project, to identify variable conditions, conduct additional investigation or tests if required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

Advice and Recommendations

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

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

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



drawn	WG
approved	WG
date	16/9/2020
scale	NTS
original size	A4



client:	JMG Engineers & Planners
project:	Tyler House 324 Westbury Road, Prospect Vale Salinity Assessment
title:	Site Layout and Monitoring Well Locations
project no:	TG20198/1 - 01memo
figure no:	FIGURE 1



TASMAN geotechnics

SOIL DESCRIPTION EXPLANATION SHEET

Soils are described in accordance with the Unified Soil Classification System (UCS), as shown in the following table.

FIELD IDENTIFICATION

COARSE GRAINED SOILS	more than 65% of material less than 63mm is larger than 0.075mm	GRAVELS	GW	Well graded gravels and gravel-sand mixtures, little or no fines	DRY STRENGTH	DILATANCY	TOUGHNESS
			GP	Poorly graded gravels and gravel-sand mixtures, little or no fines			
		GRAVELLY SOILS	GM	Silty gravels, gravel-sand-silt mixtures, non-plastic fines			
			GC	Clayey gravels, gravel-sand-clay mixtures, plastic fines			
		SANDS	SW	Well graded sands and gravelly sands, little or no fines			
			SP	Poorly graded sands and gravelly sands, little or no fines			
		SANDY SOILS	SM	Silty sand, sand-silt mixtures, non-plastic fines			
			SC	Clayey sands, sand-clay mixtures, plastic fines			
FINE GRAINED SOILS	more than 35% of material less than 63mm is less than 0.075mm	SILT & CLAY, liquid limit less than 50%	ML	Inorganic silts, very fine sands or clayey fine sands	None to low	Quick to slow	None
			CL	Inorganic clays or low to medium plasticity, gravelly clays, sandy clays and silty clays	Medium to high	None to very slow	Medium
			OL	Organic silts and organic silty clays of low plasticity	Low to medium	Slow	Low
		SILT & CLAY, liquid limit greater than 50%	MH	Inorganic silts, micaceous or diatomaceous fine sands or silts	Low to medium	Slow to none	Low to medium
			CH	Inorganic clays of high plasticity, fat clays	High	None	High
			OH	Organic clays of medium to high plasticity	Medium to high	None to very slow	Low to medium
PEAT	Pt	Peat muck and other highly organic soils					

Particle size descriptive terms

Name	Subdivision	Size
Boulders		>200mm
Cobbles		63mm to 200mm
Gravel	coarse	20mm to 63mm
	medium	6mm to 20mm
	fine	2.36mm to 6mm
Sand	coarse	600µm to 2.36mm
	medium	200µm to 600µm
	fine	75µm to 200µm

Consistency of cohesive soils

Term	Undrained strength	Approximate Pocket Penetrometer Reading	Field guide
Very soft VS	<12kPa	25kPa	A finger can be pushed well into soil with little effort
Soft S	12 - 25kPa	25-50kPa	Easily penetrated several cm by fist
Firm F	25 - 50kPa	50-100kPa	Soil can be indented about 5mm by thumb
Stiff St	50-100kPa	100-200kPa	Surface can be indented but not penetrated by thumb
Very stiff VSt	100-200kPa	200-400kPa	Surface can be marked but not indented by thumb
Hard H	>200kPa	>400kPa	Indented with difficulty by thumb nail
Friable Fb	-	-	Crumbles or powders when scraped by thumb nail

Moisture Condition

Dry (D)	Looks and feels dry. Cohesive soils are hard, friable or powdery. Granular soils run freely through fingers.
Moist (M)	Soil feels cool, darkened in colour. Cohesive soils are usually weakened by moisture presence, granular soils tend to cohere.
Wet (W)	As for moist soils, but free water forms on hands when sample is handled

Cohesive soils can also be described relative to their plastic limit, ie: <Wp, =Wp, >Wp. The plastic limit is defined as the minimum water content at which the soil can be rolled into a thread 3mm thick.

Minor Components

Term	Proportions	Observed properties
'Trace of'	Coarse grained: <5% Fine grained: <15%	Presence just detectable by feel or eye. Soil properties little or no different to general properties of primary component.
'With some'	Coarse grained: 5-12% Fine grained: 15-30%	Presence easily detected by feel or eye. Soil properties little different to general properties of primary component.

Density of granular soils

Term	Density index
Very loose	<15%
Loose	15 to 35%
Medium Dense	35 to 65%
Dense	65 to 85%
Very dense	>85%

ENGINEERING BOREHOLE LOG

Client: JMG Engineers & Planners
Project: Salinity Assessment
Location: Tyler House, Prospect Vale

Drill model: Eziprobe
Hole diameter: 58mm
Slope: -90 **Bearing:** 0



TASMAN
geotechnics

Borehole no: BH21

Sheet no. 1 of 1
Job no. TG20198/1

Date: 09/01/2020
Logged By: WG

Easting: 510516 **Northing:** 5408181
Elevation:

Method	Penetration				Notes Samples Tests	Piezo	Depth	Graphic Log	Classification	Material Description	Moisture Condition	Consistency density, index	Pocket Penetrometer	Structure, additional observations
	1	2	3	4										
							0	X	MH	Clayey SILT, high liquid limit, dark brown	M	St		Cemented collar
							0.5		CH	CLAY, high plasticity, dark brown, trace ironstone gravel (rounded)	=Wp	Fb-VSt		
										becomes dark grey	<Wp			
							1			becomes grey mottled orange		H	+	
							1.5			becomes grey mottled red; no gravel			+	
							2			becomes light grey			+	
							2.5							
							3			trace ironstone gravel				
							3.5							
							4			becomes grey mottled red and purple				
							4.5							
							5			becomes grey mottled orange				
							5.5			Coring ceased 5.1m, still going. Deepened for well; no sample recovery				
							6			Hole terminated at 5.5m below ground level				

method DT Diatube AS Auger screwing AD Auger drilling RR Roller/tricone CB Claw/blade bit NMLC NMLC core NQ, HQ Wireline core	water 17/03/18 water level on date shown water inflow partial drill fluid loss complete drill fluid loss	Piezometer Legend Backfill Bentonite Sand Packing Screen End Cap	Moisture Condition Dry (D) Moist (M) Wet (W) Cohesive soils can also be described relative to their plastic limit, ie: <Wp =Wp >Wp	Consistency VS Very soft S Soft F Firm St Stiff VSt Very stiff H Hard Fb Friable VL Very Loose L Loose MD Medium Dense D Dense VD Very Dense
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PLANNING AUTHORITY 1

ENGINEERING BOREHOLE LOG



Borehole no: BH22

Sheet no. 1 of 1

Job no. TG20198/1

Date: 09/01/2020

Logged By: WG

Client: JMG Engineers & Planners
 Project: Salinity Assessment
 Location: Tyler House, Prospect Vale

Drill model: Eziprobe
 Hole diameter: 58mm
 Slope: -90 Bearing: 0

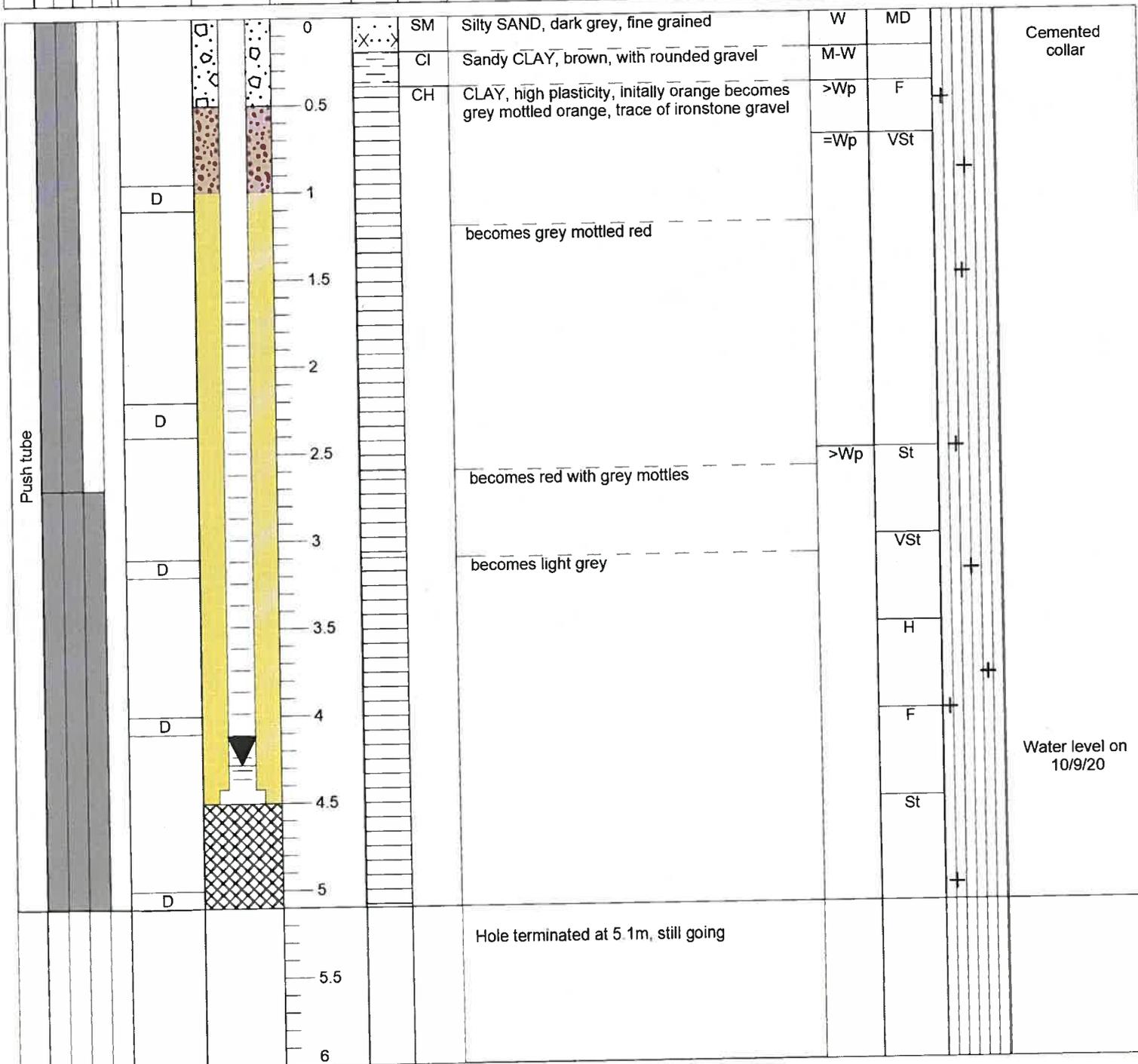
TASMAN
 geotechnics

Easting: 510407

Northing: 5408135

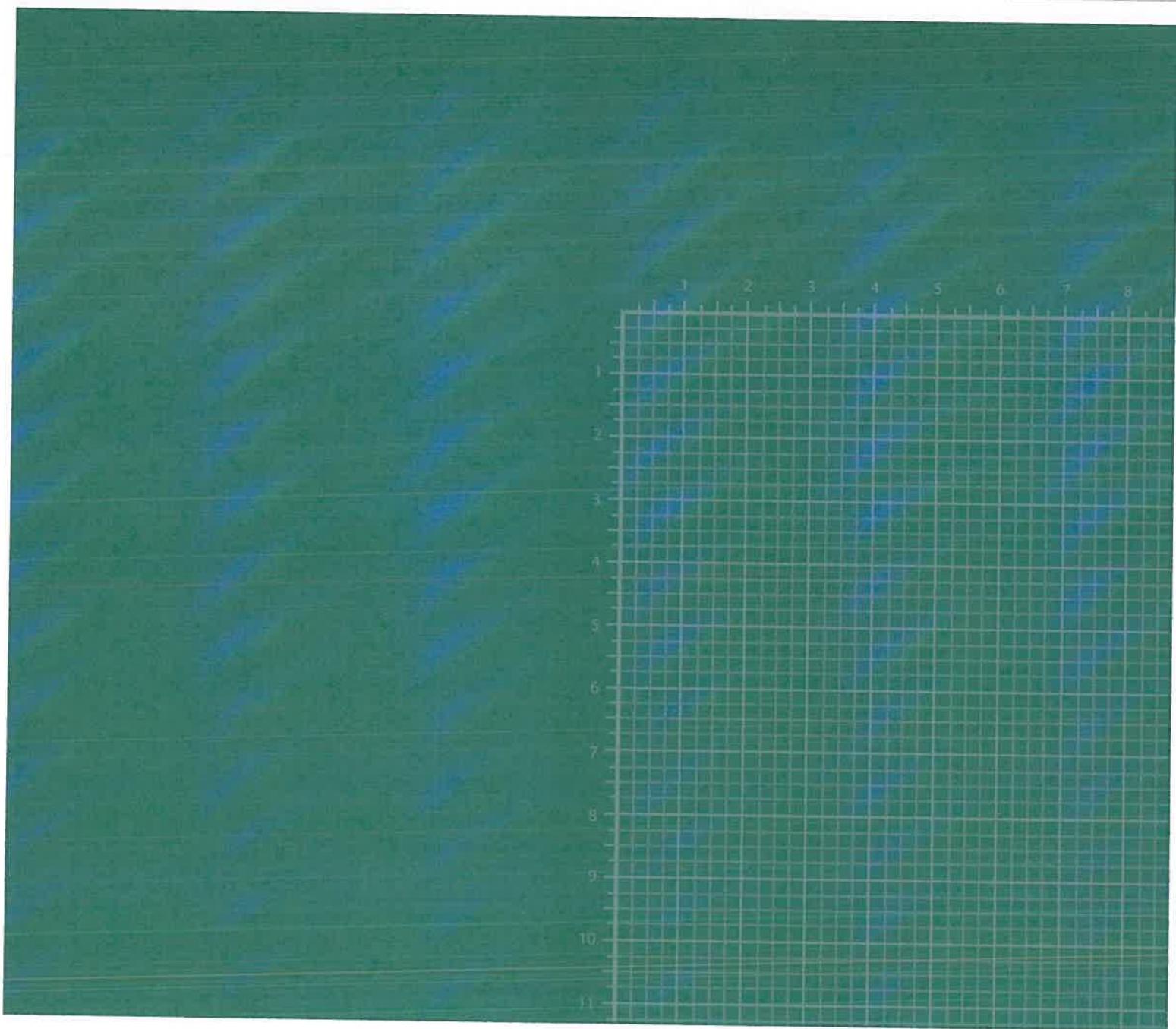
Elevation:

Method	Penetration				Notes Samples Tests	Piezo	Depth	Graphic Log	Classification	Material Description	Moisture Condition	Consistency density index	Pocket Penetro-meter	Structure, additional observations
	1	2	3	4										



method DT Diatube AS Auger screwing AD Auger drilling RR Roller/tricone CB Claw/blade bit NMLC NMLC core NQ, HQ Wireline core	water 17/03/18 water level on date shown water inflow partial drill fluid loss complete drill fluid loss	Piezometer Legend Backfill Bentonite Sand Packing Screen End Cap	Moisture Condition Dry (D) Moist (M) Wet (W) Cohesive soils can also be described relative to their plastic limit, ie: <Wp =Wp >Wp	Consistency VS Very soft S Soft F Firm St Stiff VSt Very stiff H Hard Fb Friable VL Very Loose L Loose MD Medium Dense D Dense VD Very Dense
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PLANNING AUTHORITY



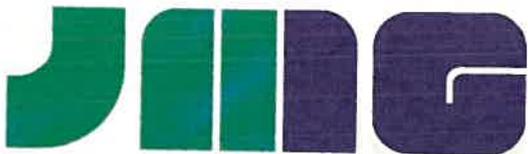
Johnstone McGee & Gandy Pty Ltd

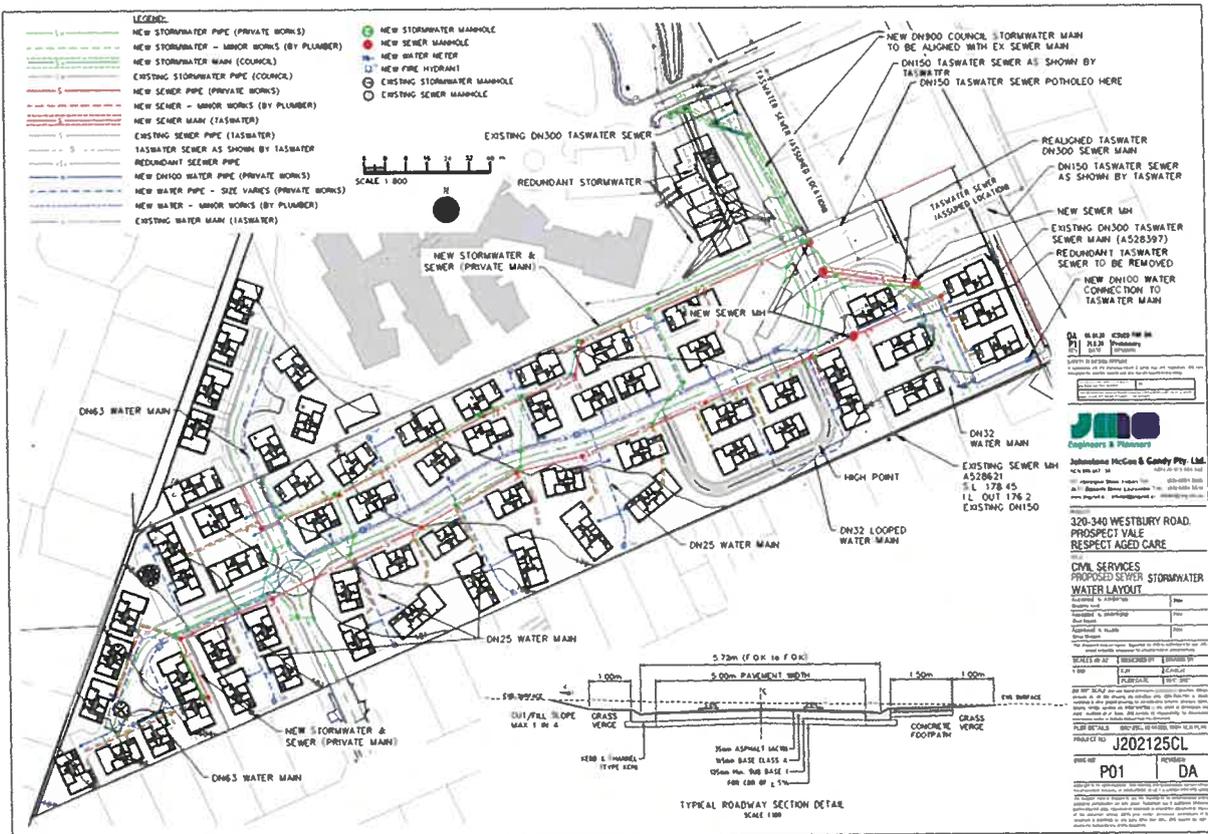
ARN 76 473 834 852 ACN 009 547 139

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Phone (03) 6334 5548
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EXISTING SITE SURVEY PLAN
SCALE 1:7500

North 0m 7500 15000 22500 30000 37500

REED ESTATE LIFESTYLE DEVELOPMENT, at 320 - 340 WESTBURY RD, PROSPECT

for RESPECT GROUP LIMITED

PLANNING AUTHORITY 1

PROJECT NUMBER: 20009
SCALE: IF BY DOWNT ASK SCALE @ A2
PRINT DATE: 18/03/2021
DRAWING NO: A00-DA

REVISION

DocuSign

REV. NO. 1

DATE

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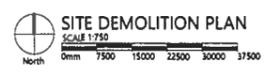
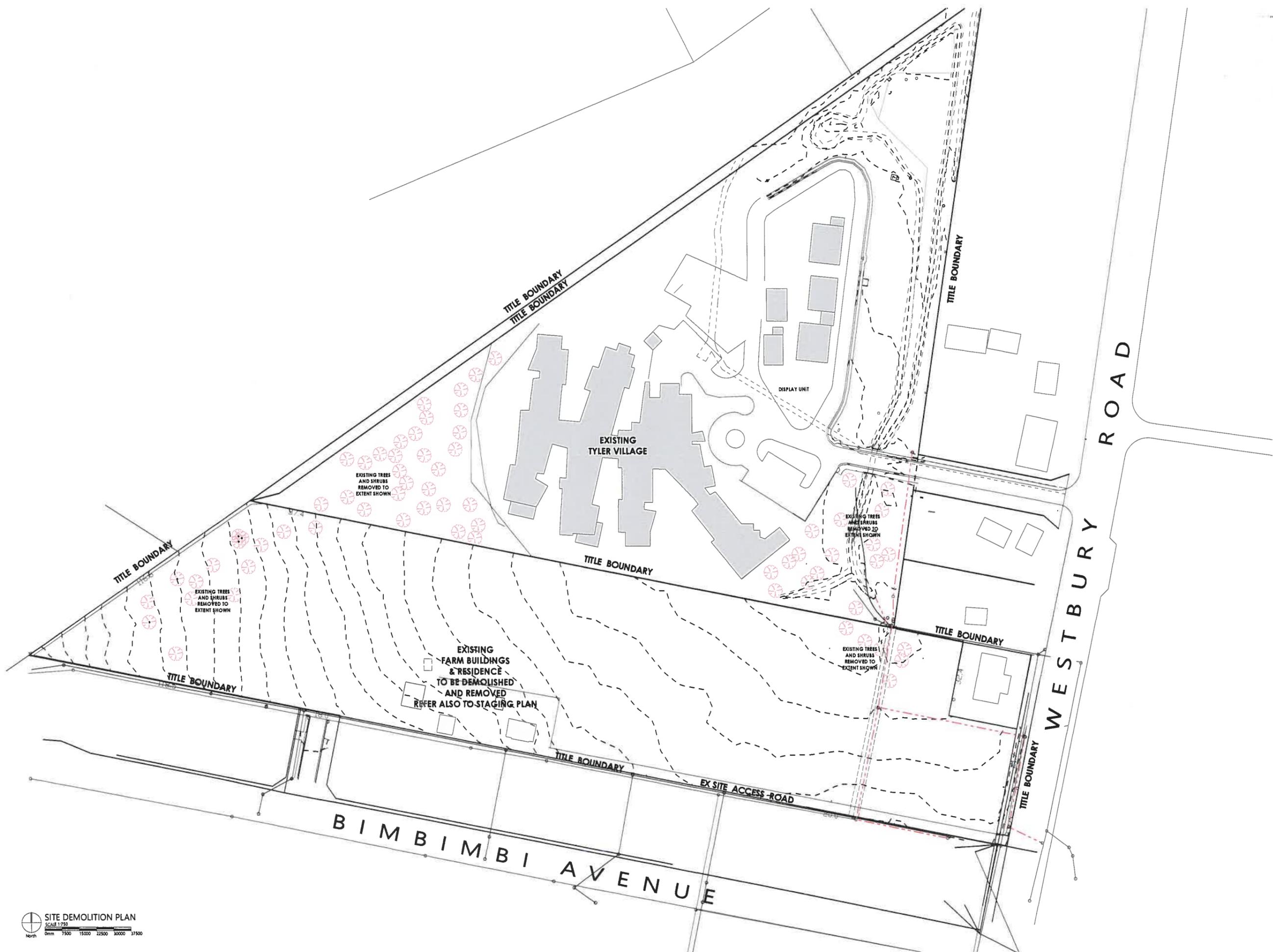
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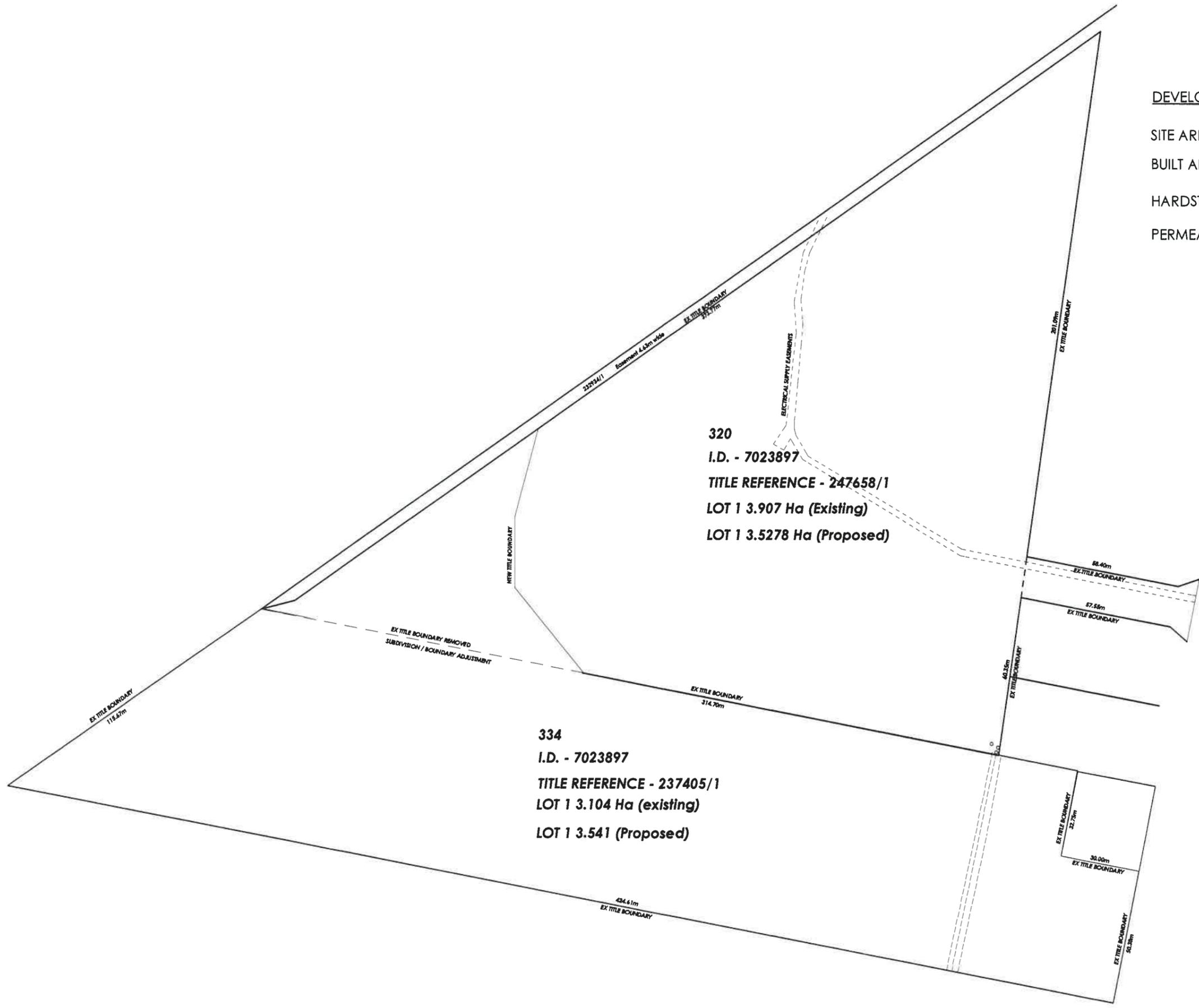


REED ESTATE LIFESTYLE DEVELOPMENT, at 320 - 340 WESTBURY RD, PROSPECT
 Meander Valley Council Open Meeting Agenda - 11 May 2021
for RESPECT GROUP LIMITED
PLANNING AUTHORITY 1



ABN 28 241 886 701
 Level 2, 93 York Street, Launceston
 Tasmania, 7250.
 Tel: 6388 9287 - Mob: 0400 655 771
 Email: leigh@plans2obuild.com.au
 L. B. BELL - ACC. No. CC1932 G

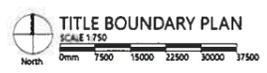
Rev	Description	Date	By



DEVELOPMENT SUMMARY
 SITE AREA = 34,581m²
 BUILT AREA = 8,936m²
 HARDSTAND AREA = 13,827m²
 PERMEABLE AREA = 11,818m²

320
 I.D. - 7023897
 TITLE REFERENCE - 247658/1
 LOT 1 3.907 Ha (Existing)
 LOT 1 3.5278 Ha (Proposed)

334
 I.D. - 7023897
 TITLE REFERENCE - 237405/1
 LOT 1 3.104 Ha (existing)
 LOT 1 3.541 (Proposed)



ABN 25 341 664 791
 Level 2, 93 York Street, Launceston
 Tasmania, 7250.
 Tel - 4396 1287 - Mob - 0400 655 771
 Email - leigh@plans2obuild.com.au
 L.M.B.E.L. ACC. No. CC8332 G

Rev	Description	Date	By



STAGE 1 - SITE PLAN
SCALE 1:750
0m 7500 15000 22500 30000 37500

REED ESTATE LIFESTYLE DEVELOPMENT, at 320 - 340 WESTBURY RD, PROSPECT
PLANNING AUTHORITY 1

Meander Valley Council Open Meeting Agenda - 11 May 2021

for RESPECT GROUP LIMITED

PROJECT NUMBER: 20009
 SCALE: IF IN DOUBT ASK: SCALE @ A2
 PRINT DATE: 18/03/2021

Page 126
 DRAWING NO: A03-DA

REVISION

Client: **Giraffe** (Logo)
 Logo: **respect.**
 Logo: **PLANS TO BUILD** (Logo)
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STAGE 2 - SITE PLAN
SCALE 1:7500

REED ESTATE LIFESTYLE DEVELOPMENT, at 320 - 340 WESTBURY RD, PROSPECT
Meander Valley Council Open Meeting Agenda - 11 May 2021
for RESPECT GROUP LIMITED **PLANNING AUTHORITY 1**

REVISION



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STAGE 3 - SITE PLAN
SCALE 1:7500

REED ESTATE LIFESTYLE DEVELOPMENT, at 320 - 340 WESTBURY RD, PROSPECT

for RESPECT GROUP LIMITED

PLANNING AUTHORITY 1



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PROJECT NUMBER: 20009
SCALE: 1:7500 ASK
SCALE @ A2
DATE: 18/03/2021

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A05-DA



SITE CONCEPTUAL PLAN
 SCALE 1:750
 0m 7500 15000 22500 30000 37500

REED ESTATE LIFESTYLE DEVELOPMENT, at 320 - 340 WESTBURY RD, PROSPECT
 Meander Valley Council Open Meeting Agenda - 11 May 2021
PLANNING AUTHORITY 1

RESPECT GROUP LIMITED

- NEW 5m WIDTH ROADWAY
- NEW 1.5m PEDESTRIAN FOOTPATH
- NEW BUILDING REED ESTATE LIFESTYLE DEVELOPMENT
- DRIVEWAY ACCESS

Gratie
 CIVIL CONTRACTORS

respect.

PLANS TO BUILD

ABN 23 241 046 791
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Rev.	Description	Date	By



REED ESTATE LIFESTYLE DEVELOPMENT, at 320 - 340 WESTBURY RD, PROSPECT
PLANNING AUTHORITY 1



REVISION

WASTE BIN STORAGE LOCATION FOR PRIVATE KERBSIDE COLLECTION WITHIN THE DEVELOPMENT BY RESPECT

RETAINING WALLS TO ENG'S DETAILS MAX 1.2m IN HEIGHT

REFER ALSO TO LANDSCAPE MASTERPLAN

WESTBURY ROAD

LANDSCAPE & P.O.S. LAYOUT
SCALE 1:200

REED ESTATE LIFESTYLE DEVELOPMENT, at 320 - 340 WESTBURY RD, PROSPECT
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PLANNING AUTHORITY 1

Document for **RESPECT GROUP LIMITED**
Version: 1, Version Date: 22/03/2021

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L.M.DELL ACC. No. CCE932 G



WASTE BIN STORAGE LOCATION FOR PRIVATE RESIDUE COLLECTION WITHIN THE DEVELOPMENT BY RESPECT

RETAINING WALLS TO ENG RS DETAILS MAX 1.2m IN HEIGHT

REFER ALSO TO LANDSCAPE MASTERPLAN



REED ESTATE LIFESTYLE DEVELOPMENT, at 320 - 340 WESTBURY RD, PROSPECT

for **RESPECT GROUP LIMITED**

PLANNING AUTHORITY 1

PROJECT NUMBER: 20009
SCALE: IF IN DOUBT ASK SCALE @ A2
PRINT DATE: 18/03/2021

Page 132
A09-DA



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L.M.B.M. ACC. No. CC2192 G



WASTE BIN STORAGE LOCATION FOR PRIVATE KIBBSIDE COLLECTION WITHIN THE DEVELOPMENT BY RESPECT

RETAINING WALLS TO ENG'S DETAILS MAX 1.2m IN HEIGHT

REFER ALSO TO LANDSCAPE MASTERPLAN

LANDSCAPE & P.O.S. LAYOUT
 SCALE 1:300
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REED ESTATE LIFESTYLE DEVELOPMENT, at 320 - 340 WESTBURY RD, PROSPECT
 Meander Valley Council Open Meeting Agenda - 11 May 2021
PLANNING AUTHORITY 1

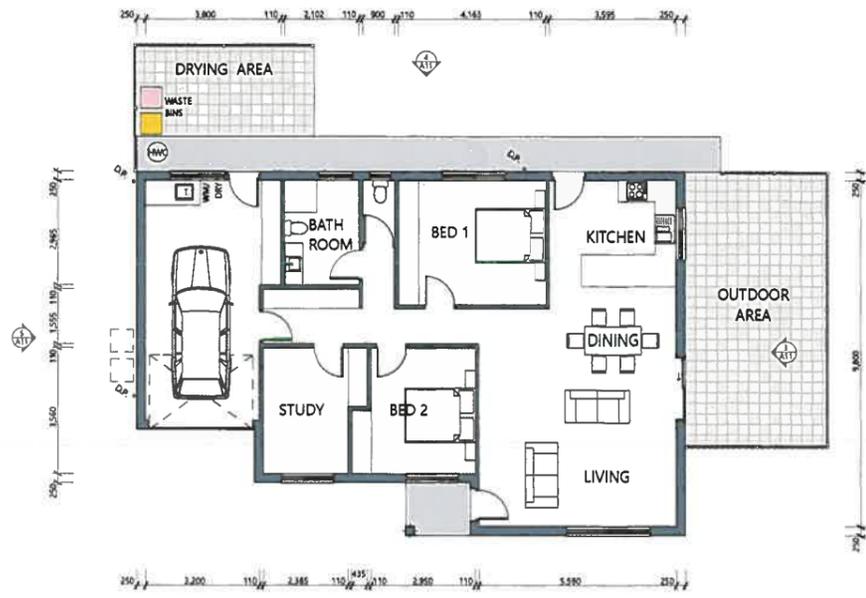
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PLANS TO BUILD

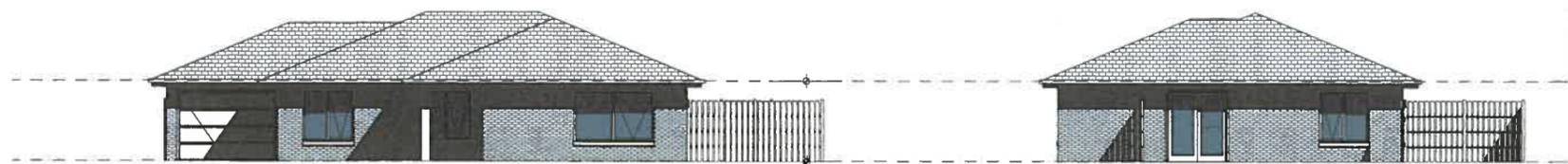
ASH 20 241 042 700
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No.	Description	Date	Issued



DWELLING TYPE A- SINGLE GARAGE

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 SCALE 1:100
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2 TYPE A FRONT ELEVATION
 SCALE 1:100
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3 TYPE A RH SIDE ELEVATION
 SCALE 1:100
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4 TYPE A REAR ELEVATION
 SCALE 1:100
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5 TYPE A LH SIDE ELEVATION
 SCALE 1:100
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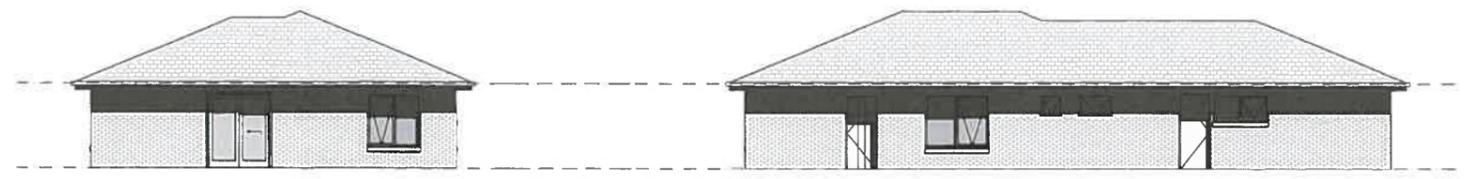
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6 FLOOR PLAN 2 BEDROOM + STUDY- DOUBLE GARAGE
 SCALE 1:100
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7 TYPE A FRONT ELEVATION
 SCALE 1:100
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 SCALE 1:100
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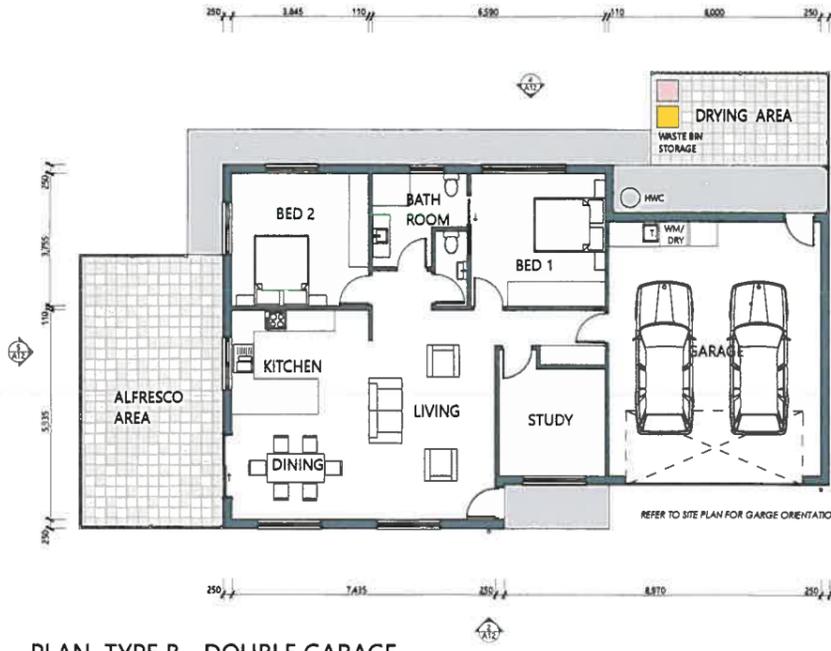


9 TYPE A RH SIDE ELEVATION
 SCALE 1:100
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10 TYPE A REAR ELEVATION
 SCALE 1:100
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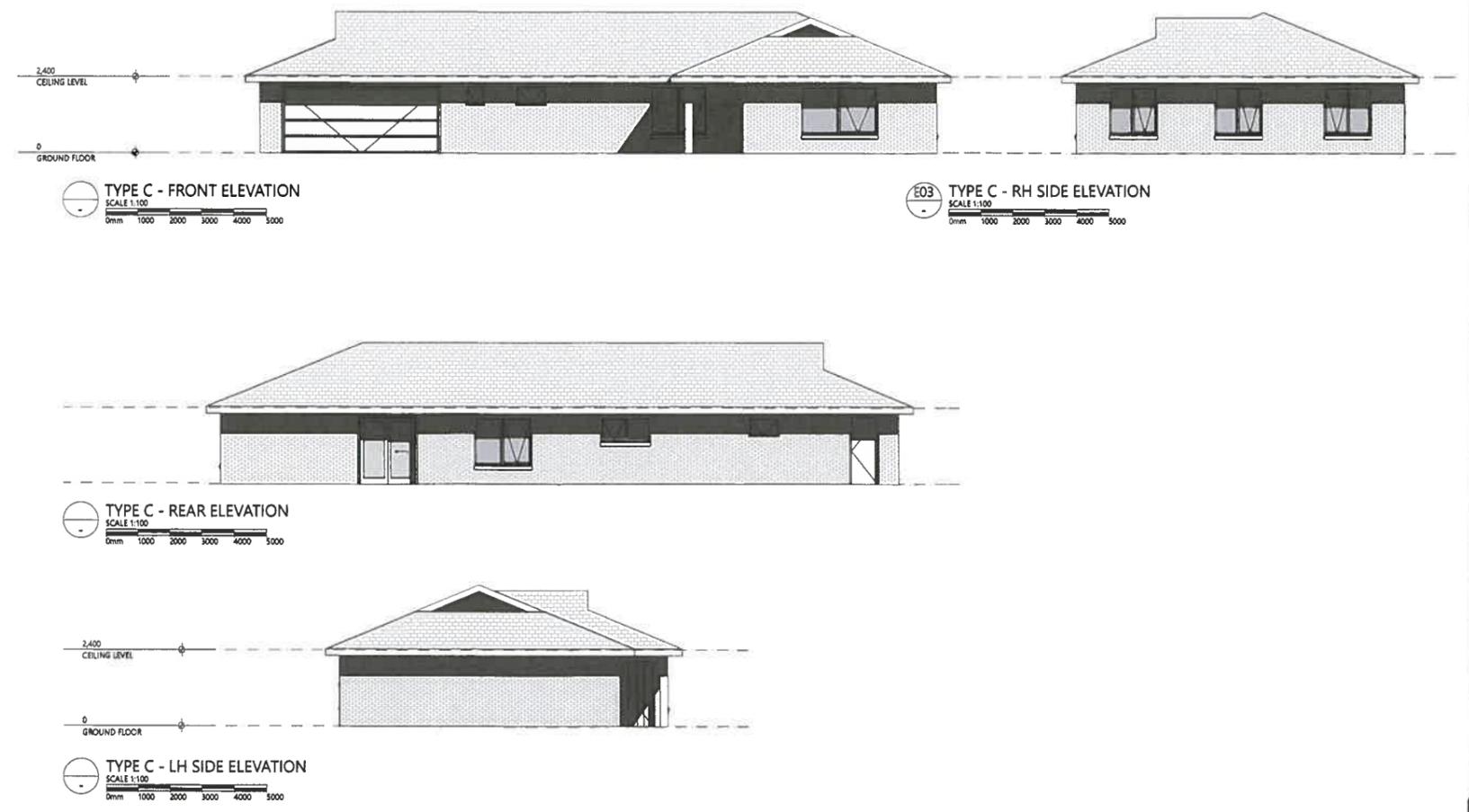
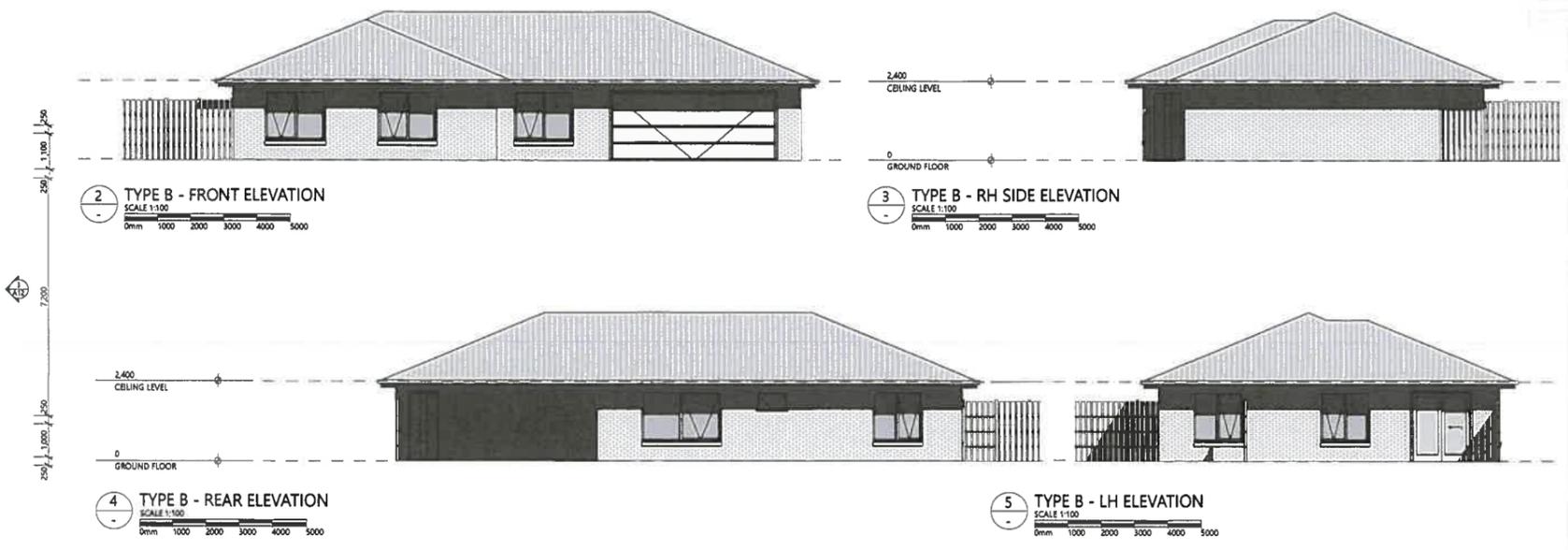
PLAN TYPE B - DOUBLE GARAGE
UNIT 2.5B-2-G

1 FLOOR PLAN TYPE B - 2 BEDROOM + STUDY
DOUBLE GARAGE
SCALE 1:100



PLAN TYPE C - DOUBLE GARAGE
UNIT 3B-2-G TYPE C

6 FLOOR PLAN TYPE C - 3 BEDROOM, DOUBLE GARAGE
SCALE 1:100



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CIVIL CONTRACTORS

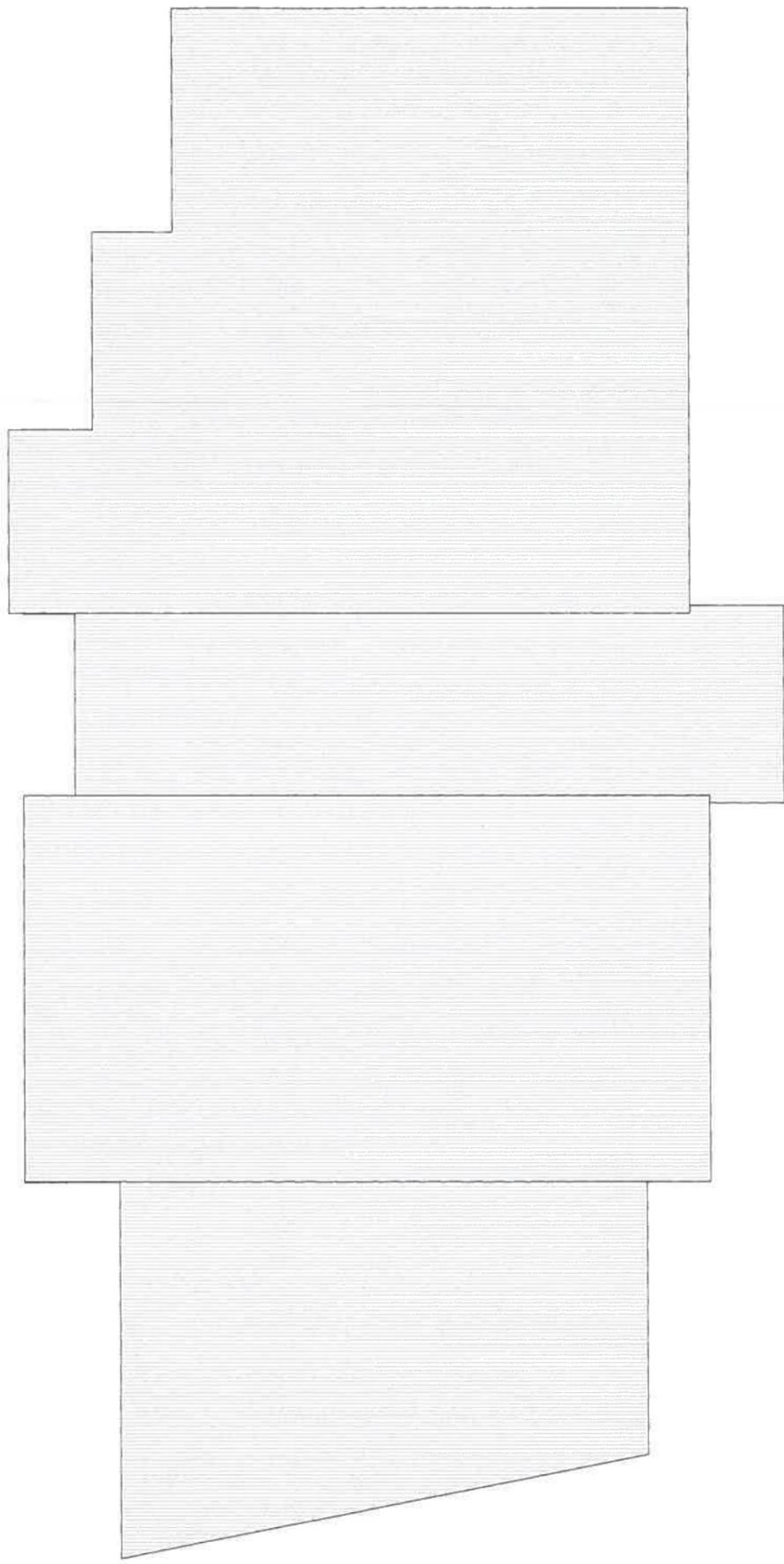
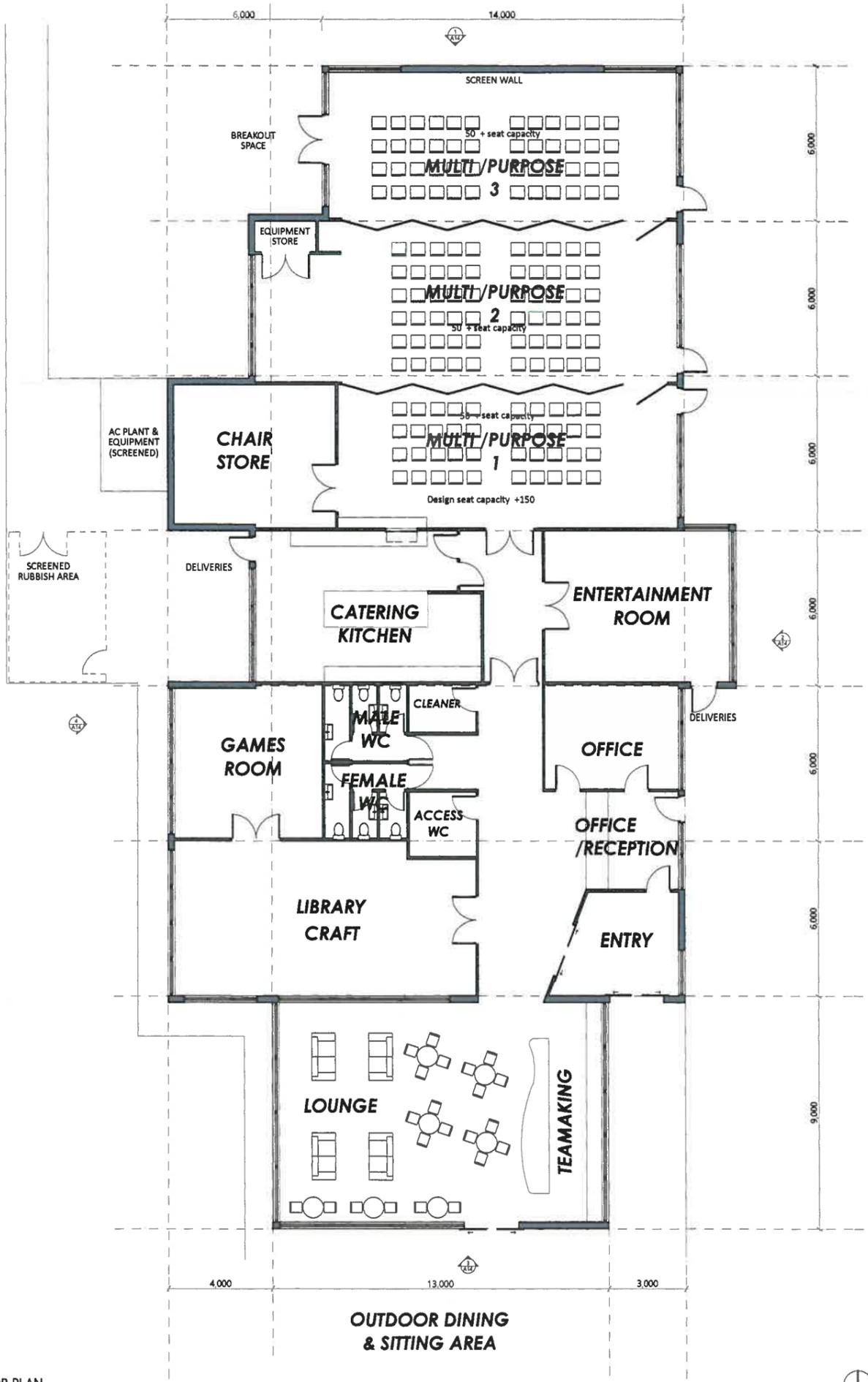
respect.

PLANS TO BUILD

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L.M.D.B.I.L. ACC. No. CCE132 G

Fig. No.	Description	Date	By	App.

Rev	Description	Date



FLOOR PLAN
SCALE 1:100
Project North

ROOF PLAN
SCALE 1:100
Project North

REED ESTATE LIFESTYLE DEVELOPMENT, at 320 - 340 WESTBURY RD, PROSPECT
Meander Valley Council Open Meeting Agenda - 11 May 2021

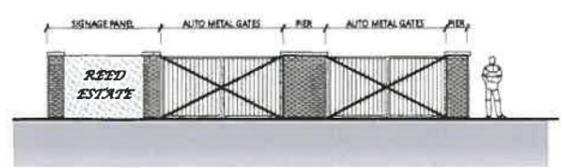
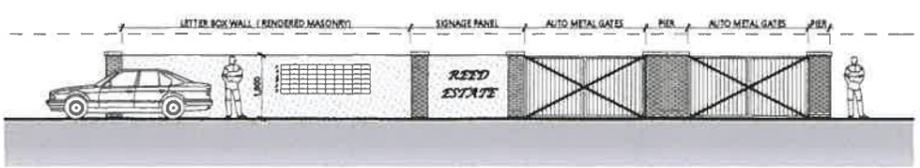
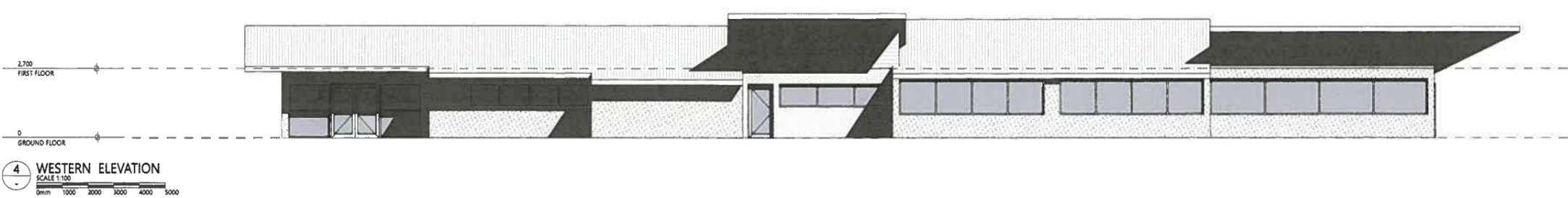
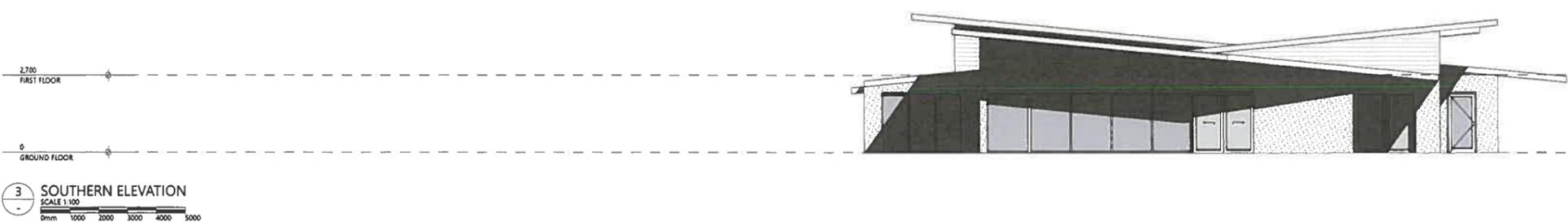
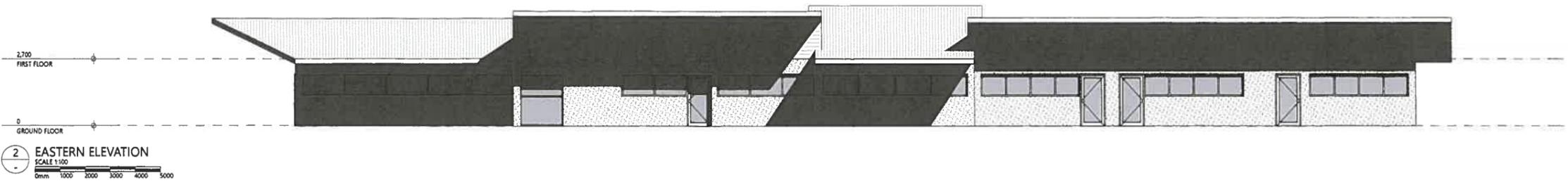
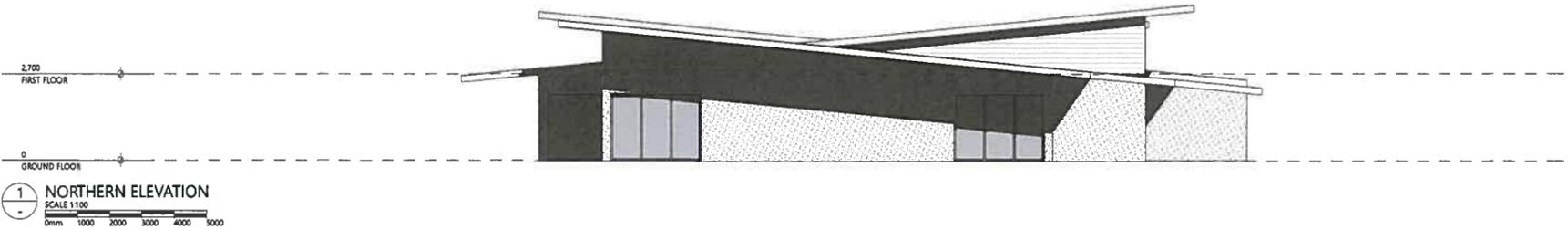
PLANNING AUTHORITY 1



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Rev	Description	Date

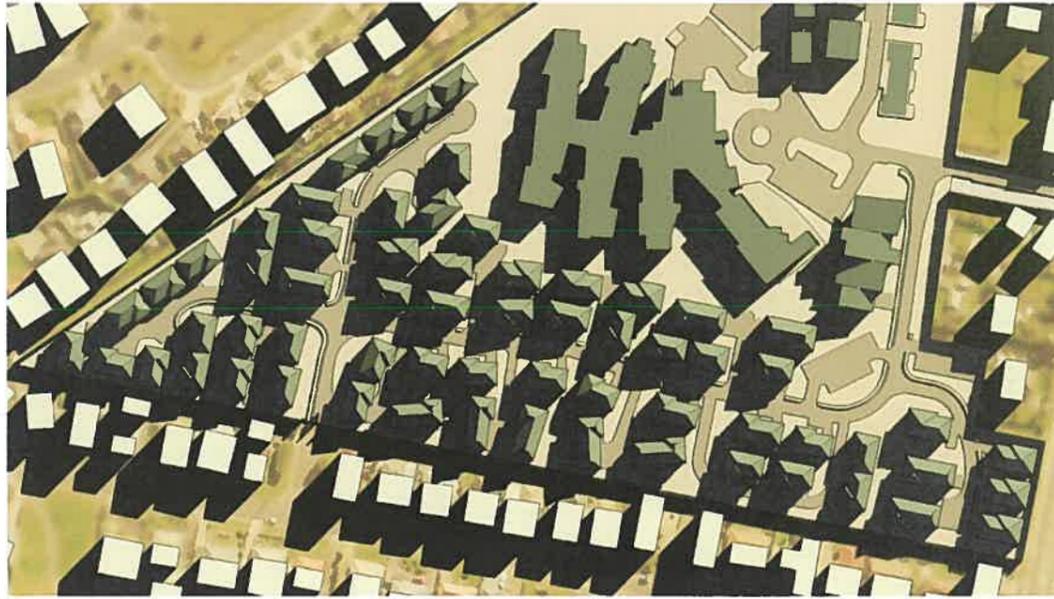
Fig.	Rev.	Description	Date	Int.	By



ASH 55 541 846 751
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 Tasmania, 7250.
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 Email: info@plansubuild.com.au
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Fig.	Rev.	Description	Date	Int.	By

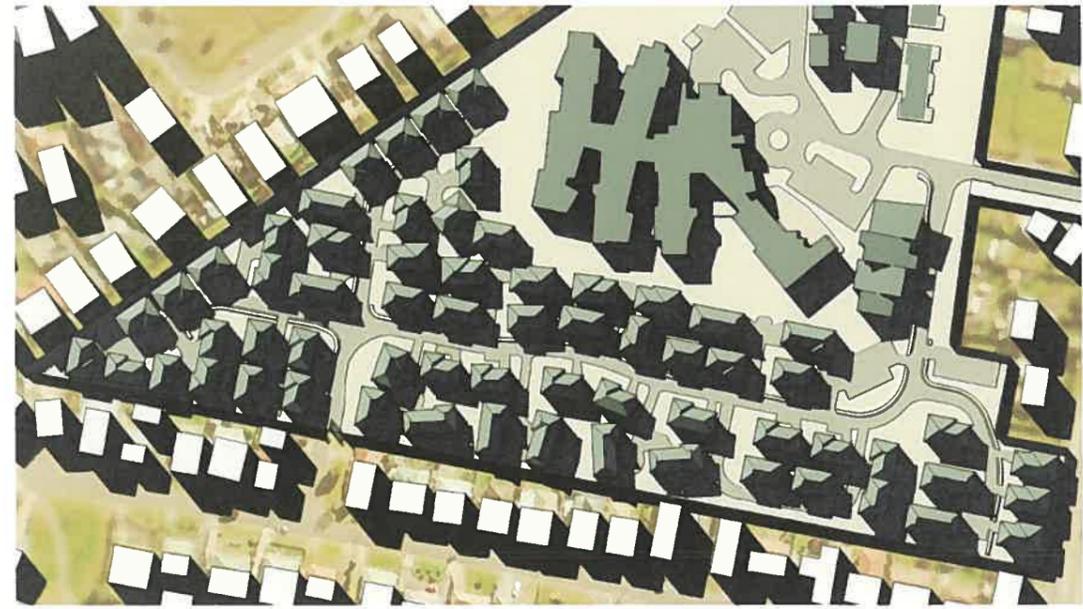
Rev	Description	Date



SUN SHADING SUN STUDY - 9am 21 JUNE



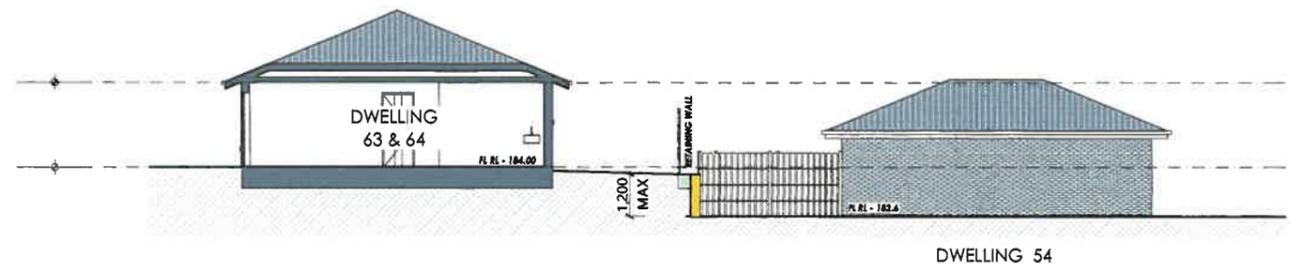
SUN SHADING SUN STUDY - 12 NOON 21st JUNE



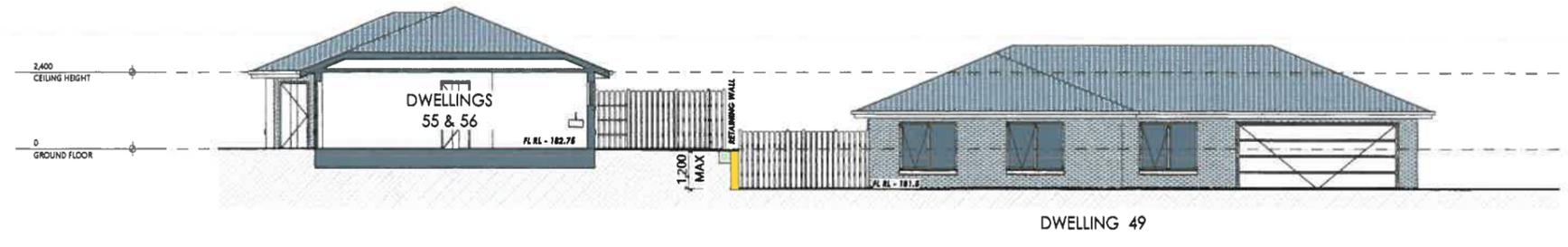
SUN SHADING SUN STUDY - 3pm 21st JUNE

PLANS TO BUILD
 4M 33 347 888 791
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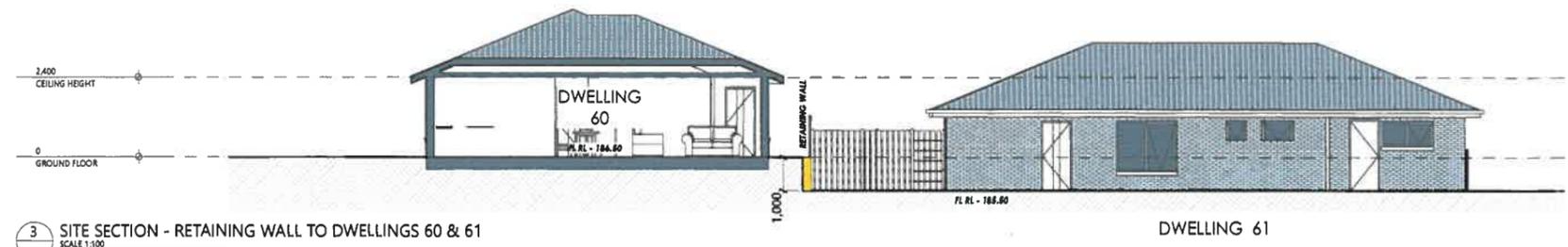
Rev	Description	Date



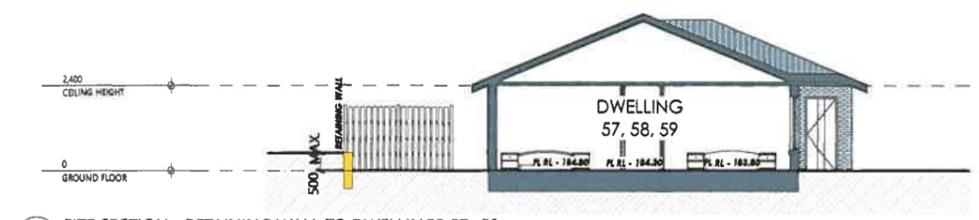
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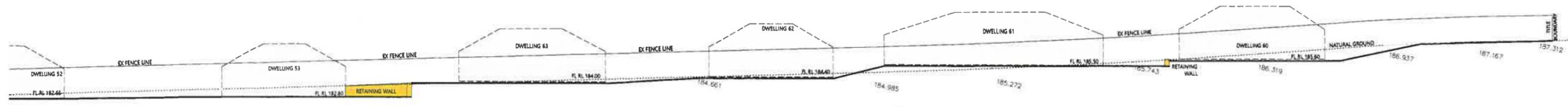
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3 SITE SECTION - RETAINING WALL TO DWELLINGS 60 & 61
 SCALE 1:100
 0mm 1000 2000 3000 4000 5000



4 SITE SECTION - RETAINING WALL TO DWELLINGS 57- 59
 SCALE 1:100
 0mm 1000 2000 3000 4000 5000



5 SITE SECTION SOUTHERN BOUNDARY DWELLINGS 52 - 60
 SCALE 1:150
 0mm 1500 3000 4500 6000 7500



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No.	Rev.	Description	Date	Iss.	By

NUMBER LEGEND

- 1 New road connection between existing entry road and new development.
- 2 New garden area to highlight the new entry area.
- 3 New Community Centre.
- 4 New gardens along the existing buildings and under existing trees for visual amenity from adjoining rooms.
- 5 New car park for the new Community Centre.
- 6 Secure corovan/trailer/boat storage area for residents.
- 7 1.8m (w) Coloured concrete pathway providing safe pedestrian along the main internal road.
- 8 Private open spaces backing on to Westbury Road to consist of 1.8m (h) privacy fencing, garden beds and screening trees.
- 9 Pedestrian access linking the residences to Westbury Road.
- 10 Planting buffer with shrubs, groundcovers and small trees along the perimeter to provide a backdrop to the adjoining residents and to enhance the visual amenity of the development.
- 11 Feature street trees to highlight the internal road corner.
- 12 Contrasting road pavement separates the main internal road from the residential access streets.
- 13 Visitor car parking along the street, with contrasting pavement to highlight it's use.
- 14 Streetscape consisting of 6m wide roadway, street side visitor parking bays, separated coloured concrete pedestrian pathway, street trees and gardens.
- 15 Circuit pathway linking the new residences with the northern section of the development.
- 16 Open space areas between homes provide visual amenity and passive recreation opportunities for residents.
- 17 Gated entry off Bimbimbi Avenue consisting of entry pillars, landscaped threshold and feature street trees.
- 18 Roundabout with feature tree highlights the main internal roads change in direction.
- 19 Contrasting road pavement highlights the pedestrian crossing points across the main internal road.
- 20 Secondary streetscape consisting of 6m wide street with separated coloured concrete pedestrian pathway, different street trees and gardens.

PLAN LEGEND

-  Existing trees to be retained.
-  Existing buildings.
-  Existing roads
-  Proposed residential units.
-  Proposed tree lined roads and streets.
-  Private open space (Green), with adjoining gardens & trees.



PROPOSED PLANTING SCHEDULE

BOTANICAL NAME	COMMON NAME
Trees	
<i>Acer species</i>	Maple Tree
<i>Banksia marginata</i>	Forest Banksia
<i>Eucalyptus 'Little Snowman'</i>	Little Snowman
<i>Prunus species</i>	Flowering Cherry
<i>Pyrus species</i>	Ornamental Pear
<i>Ulmus parvifolium</i>	Chinese Elm
Shrubs	
<i>Azalea species</i>	Azalea
<i>Banksia species</i>	Banksia
<i>Buxus species</i>	Box
<i>Callistemon species</i>	Bottlebrush
<i>Leucopogon species</i>	Cone Flower
<i>Magnolia species</i>	Magnolia
<i>Nandina species</i>	Sacred Bamboo
<i>Westringia species</i>	Coastal Rosemary
Groundcovers	
<i>Anigozanthus species</i>	Kongaroo Paw
<i>Brachyscome species</i>	River Daisy
<i>Convolvulus species</i>	Silver Bush
<i>Correa species</i>	Correa
<i>Dianella species</i>	Blue Flax Lily
<i>Dietes species</i>	Wild Iris
<i>Grevillea species</i>	Grevillea
<i>Limnium species</i>	Seaside Lavender
<i>Lomandra species</i>	Mat Rush
<i>Uncia species</i>	Belinda's Find

NOTE: Plant species have been selected for their low maintenance and drought tolerance characteristics. All gardens will be mulched and irrigated in accordance with the **Urban Salinity Report** for Respect Aged Care Site 320-340 Westbury Road, Prospect Vale. (JMG September 2020).



TYLER HOUSE LIFESTYLE LIVING

Westbury Road, Prospect, Tasmania
Meander Valley Council Open Meeting Agenda - 11 May 2021

Landscape Concept Plan
PLANNING AUTHORITY 1

0 10 20 50m
12 January 2021
Issue D





STREET LIGHTING LEGEND

48W LED POLE TOP LUMINAIRE COMPLETE WITH 560 BEAM, 2700° LED MODULES, POLE SPIGOT, 6 METRE HIGH GALV. POLE WITH RAG BOLT ASSEMBLY & FOOTINGS TO STRUCTURAL ENGINEER'S REQUIREMENTS, 6 METRE HIGH POLE MOUNT TO MANUFACTURER'S RECOMMENDATIONS, WE-EF VFL530X - 100-2320 • GM POLES - TPBR6 OR SIMILAR.

NOTES:

STREET LIGHTING DESIGNED TO COMPLY WITH ROAD LIGHTING SUBCATEGORY PR2, AS PER REQUIREMENTS OF AS/NZS 1158.3.1:2020.

CAR PARK LIGHTING TO COMPLY WITH CAR PARKING LIGHTING SUBCATEGORY PC3 AS PER REQUIREMENTS OF AS/NZS 1158.3.1:2020.

CONTINUATION ON DWG-E05

DA	12.02.21	DA	ISSUE
REV	DATE	REMARK	

SAFETY IN DESIGN REPORT PER WHS REGULATIONS

The following risks which are unique to this design have been identified:

--	--	--

This report does not release contractors from their responsibilities under the Act to identify, report, manage and monitor all aspects of risk and safety.

JMG
Engineers & Planners
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PROJECT
REED ESTATE LIFESTYLE DEVELOPMENT, PROSPECT RESPECT GROUP LIMITED

TITLE
ELECTRICAL SERVICES STREET LIGHTING PLAN PART PLAN 1 OF 2

Accepted Discipline Head (Discipline Head)	Date
Accepted Team Leader (Team Leader)	Date
Approved Group Manager (Group Manager)	Date

The document must be signed 'Approved' by JMG to authorize it for use. JMG accepts no liability whatsoever for unauthorised or unlicensed use.

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1:500	N ALLEN	B WELLS
	PLOT DATE	12/02/2021

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CONTRACTOR TO MEASURE AND VERIFY DIMENSIONS AND WORKING DRAWINGS FOR CONSTRUCTION. REFER TO PROJECT SPECIFICATIONS.

PLOT DETAILS J202125CL-ELECTRICAL-P1.DWG
PROJECT NO. J202125CL

DWG NO.	REVISION
E04	DA

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STREET LIGHTING PLAN - PART 1 OF 2
Scale 1:500



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STREET LIGHTING LEGEND

48W LED POLE TOP LUMINAIRE COMPLETE WITH 560 BEAM, 2700° LED MODULES, POLE SPIGOT, 6 METRE HIGH GALV. POLE WITH RAG BOLT ASSEMBLY & FOOTINGS TO STRUCTURAL ENGINEER'S REQUIREMENTS. 6 METRE HIGH POLE MOUNT TO MANUFACTURER'S RECOMMENDATIONS. WE-EF VFL530X - 108-2320 - GM POLES - TPBR6 OR SIMILAR.

NOTES:

STREET LIGHTING DESIGNED TO COMPLY WITH ROAD LIGHTING SUBCATEGORY PR2 AS PER REQUIREMENTS OF AS/NZS 1158.3.1:2020.

CAR PARK LIGHTING TO COMPLY WITH CAR PARKING LIGHTING SUBCATEGORY PC3 AS PER REQUIREMENTS OF AS/NZS 1158.3.1:2020.

CONTINUATION ON DWG-E04

STREET LIGHTING PLAN - PART 2 OF 2
Scale: 1:500



DA REV	DATE	DA ISSUE	REMARK
	12.02.21		

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PROJECT
REED ESTATE LIFESTYLE DEVELOPMENT, PROSPECT RESPECT GROUP LIMITED

TITLE
ELECTRICAL SERVICES STREET LIGHTING PLAN PART 2 OF 2

Accepted Discipline Head (Discipline Head)	Date
Accepted Team Leader (Team Leader)	Date
Approved Group Manager (Group Manager)	Date

SCALES @ A1 DESIGNED BY DRAWN BY

1:500	N ALLEN	B WELLS
	PLOT DATE	12/02/2021

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PLOT DETAILS J202125CL-ELECTRICAL-P1.DWG
PROJECT NO. J2020125CL

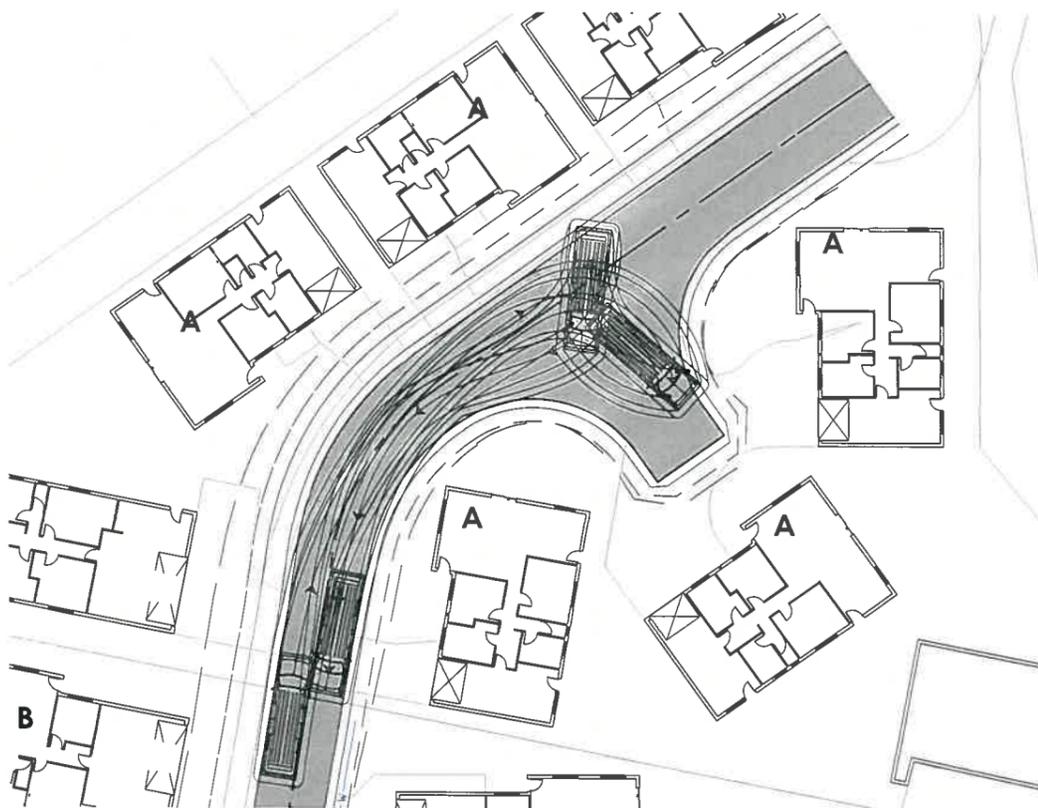
DWG NO.	REVISION
E05	DA

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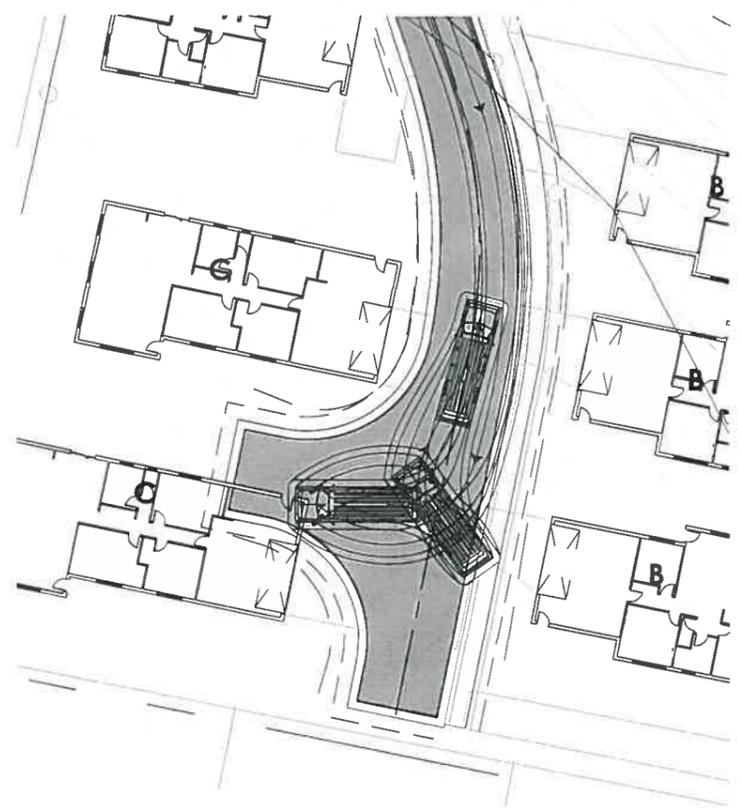
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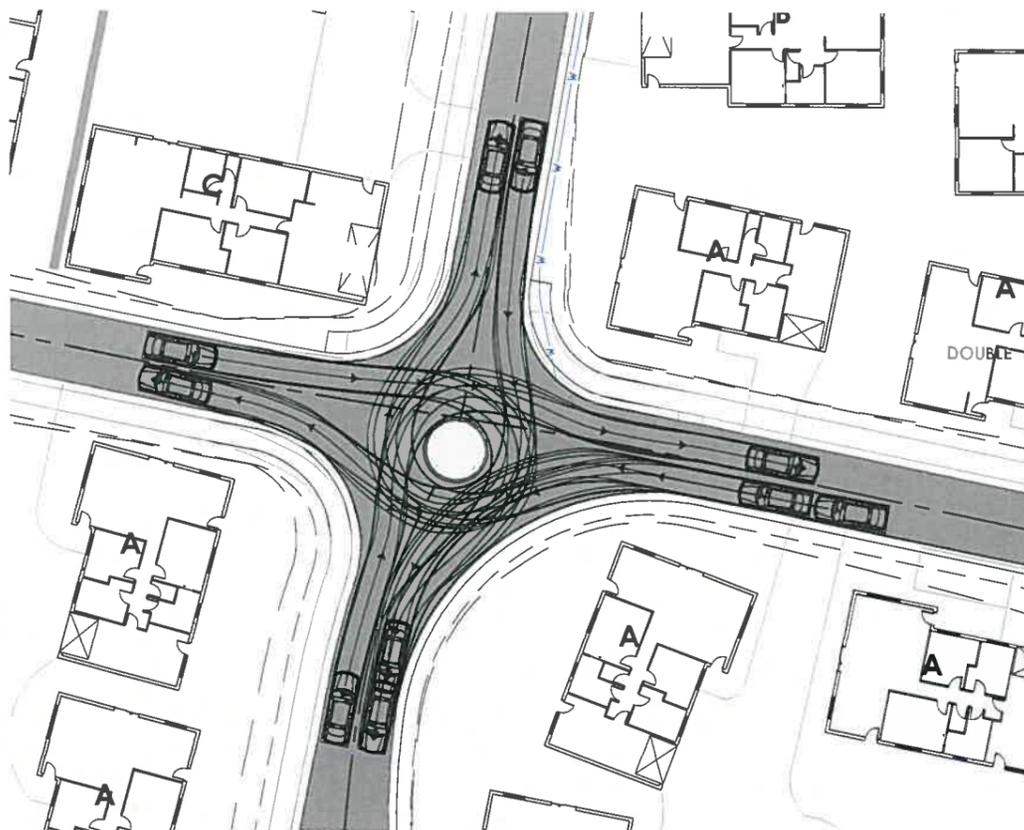
TURNING HEAD-1
SCALE 1:250



TURNING HEAD-2
SCALE 1:250



TURNING HEAD-3
SCALE 1:250



ROUND-A-BOUNT
SCALE 1:250



ENTRANCE FOR TYLER HOUSE ACCESS ROAD
SCALE 1:250

DA	13.01.21	ISSUED FOR DA
SK	26.11.20	Sketch Plan - For Comment.
REV	DATE	REMARK

SAFETY BY DESIGN REPORT
In accordance with the International Health & Safety Code and Regulations, JMG have considered the potential hazards and risks that are specific to this design.

The information which is provided in this design has been checked by: [Signature]

This report does not take responsibility for the responsibility of the user to ensure that all relevant and necessary details of the design are included.

JMG
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Incorporating Dale P Luck & Associates
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PROJECT
320-340 WESTBURY ROAD
PROSPECT

TITLE
TURNING MOVEMENTS

Accepted Discipline Head	Date
Accepted Head	Date
Accepted Team Leader	Date
(Team Leader)	
Approved Group Manager	Date
(Group Manager)	

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SCALES @ A1 | DESIGNED BY | DRAWN BY

DESIGNED | JOB

PLDT DATE | 13/01/2021

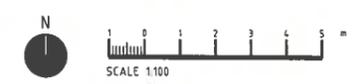
DO NOT SCALE. Use only figure dimensions. Location of structures, street services etc on this drawing are indicative only. CONTRACTOR to check, verify and confirm all dimensions and locations of structures, street services etc. CONTRACTOR to site check all dimensions and locations of all items. JMG accept no responsibility for dimensional information scaled or digitized from this document.

PLDT DETAILS J202125CL - SK06 WITH NEW PLAN.DWG

PROJECT NO. J202125CL

DWG NO.	REVISION
SK06	DA

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PRELIMINARY PRINT

Submission to Planning Authority Notice

Council Planning Permit No.	PA\21\0033	Council notice date	21/01/2021
TasWater details			
TasWater Reference No.	TWDA 2021/00092-MVC	Date of response	5/03/2021
TasWater Contact	David Boyle	Phone No.	0436 629 652
Response issued to			
Council name	MEANDER VALLEY COUNCIL		
Contact details	planning@mvc.tas.gov.au		
Development details			
Address	320 WESTBURY RD, PROSPECT VALE	Property ID (PID)	7023942
Description of development	Retirement Village - multiple dwellings x 60		
Schedule of drawings/documents			
Prepared by	Drawing/document No.	Revision No.	Date of Issue
JMG	J202125CL P02	P1	23/02/2021
JMG	J202125CL P01	DA	21/08/2020
Conditions			
<p>Pursuant to the <i>Water and Sewerage Industry Act 2008 (TAS)</i> Section 56P(1) TasWater imposes the following conditions on the permit for this application:</p> <p>CONNECTIONS, METERING & BACKFLOW</p> <ol style="list-style-type: none"> 1. A suitably sized water supply with metered connection and sewerage system and connection for this Aged Care development must be designed and constructed to TasWater's satisfaction and be in accordance with any other conditions in this permit. 2. Any removal/supply and installation of water meters and/or the removal of redundant and/or installation of new and modified property service connections must be carried out by TasWater at the developer's cost. 3. Prior to use of the development, any water connection utilised for construction/the development must have a backflow prevention device and water meter installed, to the satisfaction of TasWater. <p>TRADE WASTE</p> <ol style="list-style-type: none"> 4. Prior to the commencement of operation the developer/property owner must obtain Consent to discharge Trade Waste from TasWater. 5. The developer must install appropriately sized and suitable pre-treatment devices prior to gaining Consent to discharge. 6. The Developer/property owner must comply with all TasWater conditions prescribed in the Trade Waste Consent. <p>ASSET CREATION & INFRASTRUCTURE WORKS</p> <ol style="list-style-type: none"> 7. Plans submitted with the application for Engineering Design Approval must, to the satisfaction of TasWater show, all existing, redundant and/or proposed property services and mains. 8. Prior to applying for a Permit to Construct new infrastructure the developer must obtain from TasWater Engineering Design Approval for new TasWater infrastructure. The application for 			

Engineering Design Approval must include engineering design plans prepared by a suitably qualified person showing the hydraulic servicing requirements for sewerage to TasWater's satisfaction.

9. Prior to works commencing, a Permit to Construct must be applied for and issued by TasWater. All infrastructure works must be inspected by TasWater and be to TasWater's satisfaction.
10. In addition to any other conditions in this permit, all works must be constructed under the supervision of a suitably qualified person in accordance with TasWater's requirements.
11. Prior to the issue of a Certificate of Water and sewerage Compliance (Building and/or Plumbing) all additions, extensions, alterations or upgrades to TasWater's sewerage infrastructure required to service the development, generally as shown on the concept servicing plan "JMG's Drawing J202125CL P02 Rev. P1", are to be constructed at the expense of the developer to the satisfaction of TasWater, with live connections performed by TasWater.
12. After testing, to TasWater's requirements, of newly created works, the developer must apply to TasWater for connection of these works to existing TasWater infrastructure, at the developer's cost.
13. At practical completion of the sewerage works and prior to applying to TasWater for a Certificate of Water and Sewerage Compliance (Building and/or Plumbing), the developer must obtain a Certificate of Practical Completion from TasWater for the works that will be transferred to TasWater. To obtain a Certificate of Practical Completion:
 - a. Written confirmation from the supervising suitably qualified person certifying that the works have been constructed in accordance with the TasWater approved plans and specifications and that the appropriate level of workmanship has been achieved;
 - b. A request for a joint on-site inspection with TasWater's authorised representative must be made;
 - c. Security for the twelve (12) month defects liability period to the value of 10% of the works must be lodged with TasWater. This security must be in the form of a bank guarantee;
 - d. Work As Constructed drawings and documentation must be prepared by a suitably qualified person to TasWater's satisfaction and forwarded to TasWater.
14. After the Certificate of Practical Completion has been issued, a 12 month defects liability period applies to this infrastructure. During this period all defects must be rectified at the developer's cost and to the satisfaction of TasWater. A further 12 month defects liability period may be applied to defects after rectification. TasWater may, at its discretion, undertake rectification of any defects at the developer's cost. Upon completion, of the defects liability period the developer must request TasWater to issue a "Certificate of Final Acceptance". The newly constructed infrastructure will be transferred to TasWater upon issue of this certificate and TasWater will release any security held for the defects liability period.
15. The developer must take all precautions to protect existing TasWater infrastructure. Any damage caused to existing TasWater infrastructure during the construction period must be promptly reported to TasWater and repaired by TasWater at the developer's cost.
16. Ground levels over the TasWater assets and/or easements must not be altered without the written approval of TasWater.

FINAL PLANS, EASEMENTS & ENDORSEMENTS

17. Prior to the Sealing of the Final Plan of Survey, a Consent to Register a Legal Document must be obtained from TasWater as evidence of compliance with these conditions when application for sealing is made.
Advice: Council will refer the Final Plan of Survey to TasWater requesting Consent to Register a Legal Document be issued directly to them on behalf of the applicant.

18. Pipeline easements, to TasWater's satisfaction, must be created over any existing or proposed TasWater infrastructure and be in accordance with TasWater's standard pipeline easement conditions.
19. Prior to the issue of a TasWater Consent to Register a Legal Document, the applicant must submit a .dwg file, prepared by a suitably qualified person to TasWater's satisfaction, showing:
 - a. the exact location of the existing sewerage infrastructure,
 - b. the easement protecting that infrastructure.

The developer must locate the existing TasWater infrastructure and clearly show it on the .dwg file. Existing TasWater infrastructure may be located by a surveyor and/or a private contractor engaged at the developers cost.

56W CONSENT

20. Prior to the issue of the Certificate for Certifiable Work (Building) and/or (Plumbing) by TasWater the applicant or landowner as the case may be must make application to TasWater pursuant to section 56W of the Water and Sewerage Industry Act 2008 for its consent in respect of that part of the development which is built within a TasWater easement or within two metres of TasWater infrastructure.

DEVELOPMENT ASSESSMENT FEES

21. The applicant or landowner as the case may be, must pay a development assessment fee of \$1,139.79 and a Consent to Register a Legal Document fee of \$149.20 to TasWater, as approved by the Economic Regulator and the fees will be indexed, until the date paid to TasWater.

The payment is required within 30 days of the issue of an invoice by TasWater.

Advice

General

For information on TasWater development standards, please visit <http://www.taswater.com.au/Development/Development-Standards>

For application forms please visit <http://www.taswater.com.au/Development/Forms>

Water & Fire Supply Note

This development will have to rely on a dedicated fire assembly for the various twin head stand pipes that will be required, and not fire plugs, no domestic feeds to come off the private fire lines. Separate to this a suitably sized dedicated domestic assembly to supply the private domestic water mains to service all the facilities.

Boundary Conditions:

Altitude at Connection Point: R.L. 179.00 metres

Pressure Head at Peak Hour on peak day: 218.74 m

Supply Pressure at Peak Hour on peak day: 39.74 m

The pressure heads described above are at the assumed connection point in Westbury Road, (R.L. 179 m) and do not include losses through the mains or service connections within the proposed development.

Advice to Planning Authority (Council) and developer on fire coverage

TasWater cannot provide a supply of water for the purposes of firefighting to this development on the plan.

56W Consent

The plans submitted with the application for the Certificate for Certifiable Work (Building) and/or (Plumbing) must show footings of proposed buildings located over or within 2.0m from TasWater pipes and must be designed by a suitably qualified person to adequately protect the integrity of TasWater's infrastructure, and to TasWater's satisfaction, be in accordance with AS3500 Part 2.2 Section 3.8 to ensure that no loads are transferred to TasWater's pipes. These plans must also include a cross sectional view through the footings which clearly shows;

- a. Existing pipe depth and proposed finished surface levels over the pipe;
- b. The line of influence from the base of the footing must pass below the invert of the pipe and be clear of the pipe trench and;
- c. A note on the plan indicating how the pipe location and depth were ascertained.

Trade Waste

Prior to any Building and/or Plumbing work being undertaken, the applicant will need to make an application to TasWater for a Certificate for Certifiable Work (Building and/or Plumbing). The Certificate for Certifiable Work (Building and/or Plumbing) must accompany all documentation submitted to Council. Documentation must include a floor and site plan with:

Location of all pre-treatment devices i.e. grease arrestor;

Schematic drawings and specification (including the size and type) of any proposed pre-treatment device and drainage design; and

Location of an accessible sampling point in accordance with the TasWater Trade Waste Flow Meter and Sampling Specifications for sampling discharge.

Details of the proposed use of the premises, including the types of food that will be prepared and served; and

The estimated number of patrons and/or meals on a daily basis.

At the time of submitting the Certificate for Certifiable Work (Building and/or Plumbing) a Trade Waste Application form is also required.

If the nature of the business changes or the business is sold, TasWater is required to be informed in order to review the pre-treatment assessment.

The application forms are available at <http://www.taswater.com.au/Customers/Liquid-Trade-waste/Commercial>

Declaration

The drawings/documents and conditions stated above constitute TasWater's Submission to Planning Authority Notice.

Authorised by



Jason Taylor

Development Assessment Manager

TasWater Contact Details

Phone	13 6992	Email	development@taswater.com.au
Mail	GPO Box 1393 Hobart TAS 7001	Web	www.taswater.com.au

Andrea & Brett Carlson

26 Trafalgar Drive

Prospect Vale

Ph: 0448 671 077

4 April 2021

Index No. 11906		
Doc No.		
RCVD	-8 APR 2021	MVC
Action Officer	LR	Dept. JPS
EO		OD

The Manager

Meander Valley Council

P O Box 102

Westbury Tas 7303

Dear Sir

Respect Group Limited - PA\21\0033

320 & 334 Westbury Road, Prospect Vale

We are writing to express our concern regarding the above development. In particular, the removal of a stand of trees at the rear of Trafalgar Drive. These trees have provided a visual barrier to the existing Tyler House facility and over the years grown into a wonderful asset for the area. The facility promotes on their website "located in a peaceful and relaxed area, Tyler Village is surrounded by expanses of green grass and natural bush." The diverse range of bird and other wildlife that use this area can only enhance the retirement of residents. To remove this bushland would be a missed opportunity for Respect. As an Aged Care provider, they would be aware of the health benefits their current residents receive looking out at the established natural environment. This would be even more beneficial for the residents of Reed Estate if able to use the area to conduct their physical activity or for quiet reflection for their mental health. Incorporating this area into the development will only enhance its appeal and set it apart from other Retirement Villages. Respect advised on 24/9/20 in a letter to surrounding residents that they "will endeavour to keep as many existing trees on the site as possible". This does not appear to be the case.

Also, the easement at the rear of Trafalgar Drive is being used as Private Opens Space allowing units to use this space as their back yards. When purchasing our property 21 years ago it was always thought that this easement would act as a barrier to any possible development to increase the distance of future development from our back yard to maintain our privacy. Our house and that of our neighbour are both two story houses and therefore overlook this area. We would not only lose our privacy, but the units proposed directly behind would be completely overlooked and therefore have no Private space.

We are also concerned about the traffic impact in the Prospect area. The data used to calculate traffic impact was provided by a traffic study from the Clarence Lifestyle Village survey dated 7th March 2016 and a Transport study on Westbury Road/Country Club Avenue from 2014. Given this data is up to 7 years old and from a Retirement Village in Hobart with only 56 units, more accurate information should surely be required. Considering the many high density unit developments and other residential subdivisions proposed or approved in the Prospect Vale area, the number of units in this development will only add to the increased traffic situation and the liveability of the Prospect Vale area.

While we are not completely opposed to the Respect Living development, we feel that Respect have the opportunity to build a Gold Standard Retirement Living and Aged Care facility. To this end, we ask that consideration be given to reducing the number of units. In particular, eliminating the four units on the boundary of Trafalgar Drive to preserve as many of the trees as possible. This will not only maintain the privacy of Trafalgar Drive residents but preserve an irreplaceable asset for the enjoyment of all.

Yours faithfully



Andrea Carlson



Brett Carlson

Index No. 11906			
Doc. No.			
RCVD	-8 APR 2021		MVC
Action Officer	LR	Dept.	ORS
EC		OD	✓

4th April 2021

The Manager
 Meander Valley Council
 P O Box 102
 Westbury Tas 7303

Dear Sir

Respect Group Limited PA\21\0033
320 & 334 Westbury Road, Prospect Vale

As residents of Trafalgar Drive, we wish to object to the removal of the stand of trees on the rear boundary of our property and the above proposed development. These trees not only provide a habitat for local bird and wildlife but provides much needed privacy for residents in Trafalgar Drive.

Yours faithfully



Dr Thomas David



Nancy Thomas

Ph:0458 034 737

28 TRAFALGAR DRIVE

The General Manager,
Meander Valley Council,

Index No. 11906		
Doc No.		
RCVD	-7 APR 2021	MVC
Action Officer	LD	Dept. 925
	OD	1st April 2021

Re: Notice of Application for Plan Approval
Meander Valley Council Reference: PA/27/0033 - 11906
Re: Respect Retirement Village Development Proposal

We have some concerns with respect to the Development Application (DA) by RESPECT to develop Reed Estate at 320-334 Westbury Road Prospect Vale.

Re: the 4 units to be built directly behind the residences on Trafalgar Drive backing onto the reserve of Tyler Village. In order for this to occur the (DA) seeks approval to remove all trees and vegetation including gum, wattle and various other trees. This belt of trees and vegetation is the habitat used by various bird species, blue tongue lizards etc and could be a great asset if kept as a natural habitat between the new development and Trafalgar Drive.

In the notification received by residents from RESPECT by letter dated 24/9/20 (copy attached) it is stated that: "The village will also be filled with a wide selection of native trees, plants and shrubbery that will be selected to encourage local wildlife, and we will endeavour to keep as many existing trees on the site as possible." This presents RESPECT with the opportunity to show good faith by preserving this existing habitat.

As the land area for these 4 units is very limited RESPECT apparently intends to utilise the 4.8 metre Electricity Infrastructure Easement at the back fence line of the residences on Trafalgar Drive. On the plan it shows their drying area will exist over the Easement is this permitted.?

If this is the case it seems wrong to sacrifice the tree belt in order to accommodate these 4 truncated units.

Perhaps the Council may see fit to give consideration to the question of the density of the proposed units.

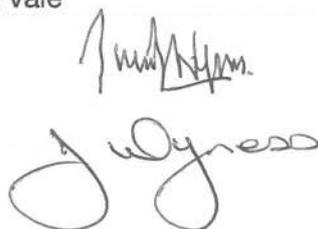
Their application proposal also is of great concern relating to the traffic information put forward as they are using a traffic survey for Westbury Road from 2014. Since this survey we have seen the incorporation of 2 new roundabouts plus the existing Casino Drive roundabout and now with the consideration of new developments for Hadspen, the Blackstone Heights major development and the planning of Casino Retirement Village all of which will surely increase traffic flows on Westbury Road. They are also taking information from a traffic survey of March 2016 relating to Clarence Lifestyle Village (Hobart?) to be used as data for the traffic on Bimbimbi Avenue??

We do not object to the retirement village or removal of the trees beside the existing internal fence line BUT do object to the building of the 4 units and the removal of the the green belt natural habitat behind the residences on Trafalgar Drive:-

- a) for preservation of wildlife
- b) for privacy
- c) for limitation of noise during the timeframe of the development
- d) for continued noise from the village on completion

Thank you for giving us the opportunity to express our concerns.

David & Judy Wyness
24 Trafalgar Drive Prospect Vale
Tel: 0409407295



24 September 2020

Resident/Homeowner
24 Trafalgar Drive
PROSPECT VALE TAS 7250

Dear Sir/Madam,

Re: Retirement Village Development

I am writing to let you know about an exciting development that we are planning for your local area. As you would no doubt be aware, the large parcel of land at 334 Westbury Road has been sitting vacant for a very long time now. We are pleased to advise you that Respect has purchased this land and submitted a development application to the Meander Valley Council to develop Reed Estate - a 70 unit retirement village on the site.

Respect is a not-for-profit aged care provider that operates aged care homes and retirement villages across Tasmania, Victoria and New South Wales. Our first ever home was in Ulverstone, Tasmania, and some of our facilities have been providing care to the local community for almost a century. We have been providing a caring home for the residents of the Tyler Village aged care facility in Prospect Vale since 2006. As a proud not-for-profit we don't exist to pay a dividend to shareholders, any surplus that we make is reinvested to provide a better life for our residents.

Our Mission is to care for the elderly in our communities in an environment of respect, value and belonging. The Reed Estate development will enable us to continue to work towards our mission and provide us with an opportunity to give back to the local community. In addition to the proposed units, we will be building a café that will be open to the local community, a Men's Shed that will welcome locals and shared spaces in the Community Centre that will be available for meetings etc. **The village will also be filled with a wide selection of native trees, plants and shrubbery that will be selected to encourage local wildlife, and we will endeavour to keep as many existing trees on the site as possible.**

Many of you would know the significance of the name Henry Reed in the local area. Not only did he help establish the Prospect Vale area, but he also was instrumental in establishing the Salvation Army in Australia – the original owner of Tyler Village. So we thought that it was only fitting to name the village in his honour. One of our key beliefs is to respect the work that was done by the people who came before us.

As Tasmania's population ages, there is an identified need for increased accommodation options for the seniors of Launceston. The retirement village will be built to cater for people that are looking to downsize and are attracted to the sense of community and belonging that a retirement village can provide. Our retirement villages are designed for people who are over 65 and are looking for quiet lifestyle, where they can relax and enjoy their twilight years. The units have been designed by a local Launceston architect, and will feature a mixture of 2 and 3 bedrooms that are single storey and free-standing.

5B Reibey Street, Ulverstone TAS 7315
P: 1300 144 144 | E: info@respect.com.au
www.respect.com.au



As a proud Tasmanian organisation we feel that it is important to use local suppliers and trades, providing significant employment opportunities for the duration of the build, as well as numerous full-time and part-time opportunities on an ongoing basis once construction is complete. This will be especially beneficial to the region, considering the challenges that many people face at the current time.

This prime piece of real estate was always going to attract a lot of attention, especially from large retailers such as supermarkets and liquor stores or potentially multi-story apartments, which we do not feel would be in the best interests of the local community. We hope that you agree with our plans and feel that creating a vibrant community that will fit seamlessly into the local area, is the most appropriate use of the space.

If you have any questions, concerns or feedback regarding the proposed Reed Estate development, you can contact me on 0448011957 or michael.griffin@respect.com.au for a confidential discussion. If you would like to view a video animation of a "fly-through" of the proposed village, please go to: <https://youtu.be/xZgBIJKIIBM>

Kind Regards,

A handwritten signature in black ink, appearing to be 'M Griffin', written over a circular stamp or mark.

Michael Griffin
Property & Sales Manager

DEVELOPMENT & REGULATORY SERVICES 1

Reference No. 87/2021

2021-22 ENVIRONMENTAL HEALTH FEES

AUTHOR: Katie Proctor
Team Leader, Environmental Health & Regulation

1) Recommendation

It is recommended that Council adopt the following environmental health fees and charges for the 2021-22 financial year:

Food Premises (Except for bona fide not for profit organisations) Annual Registration/Renewal of Registration	Fees/Charges (*GST inclusive)
P3	\$60.00
P1 and P2	\$178.00
Late fee if application for renewal not received by 31 July	\$54.00
Additional inspections due to non-compliance	\$121.00*
Temporary Food Stall Registration (Except for bona fide not for profit organisations)	
One-off event	\$37.00
Up to 6 months	\$60.00
6 – 12 months	\$89.00
Late fee if not received before event	\$42.00
Public Health	
Place of Assembly Licence – Public events, 1 day	\$77.00
Place of Assembly Licence – Public events, greater than 1 day	\$242.00
Registration of Private Water Supplier	\$101.00
Other premises requiring licensing under Public Health Act 1997	\$101.00
Request for inspection and written reports on food premises for prospective purchasers	\$121.00*
Mobile Food Vehicles	
Vendor's Permit	\$178.00

2) Officers Report

The purpose of this report is for Council to adopt environmental health fees and charges for 2021-22.

Council fees and charges are set in conjunction with the annual budget process. The environmental health fees and charges are determined at the May Council meeting so the 2021-22 fees can be published by the end of May to enable Registration renewals to be issued in June.

The fees that were set by Council for the 2020-21 financial year are set out in the table below. (Note: license fees required by legislation do not include GST). At the Special Meeting of Council on 7 April 2020, Council approved the delivery of a 'Community Care and Recovery Package' which included the waiver of fees for Food Business Registrations, Temporary Food Stall Registration and Food Vendors (mobile food vehicles), and no increase to other fees for the 2020-21 financial year.

Food Premises (Except for bona fide not for profit organisations) Annual Registration/Renewal of Registration	Fees/Charges (*GST inclusive)
P3	Free of charge
P1 and P2	Free of charge
Late fee if application for renewal not received by 31 July	\$52.00
Additional inspections due to non-compliance	\$117.00*
Temporary Food Stall Registration (Except for bona fide not for profit organisations)	
One-off event	Free of charge
0 – 6 months	Free of charge
6 – 12 months	Free of charge
Late fee if not received before event	\$41.00
Public Health	
Place of Assembly Licence – Public events, 1 day	\$75.00
Place of Assembly Licence – Public events, greater than 1 day	\$235.00
Registration of Private Water Supplier	\$98.00
Other premises requiring licensing under Public Health Act 1997	\$98.00
Request for inspection and written reports on food premises for prospective purchasers	\$117.00*
Mobile Food Vehicles	
Vendor's Permit	Free of charge

In order for the program to continue to provide the same level of service to our community, it is recommended that the environmental health fees are increased, and that the fee increase reflects the Council Cost Index (CCI) for 2020 and 2021. The CCI is prepared by LGAT and captures the cost increases associated with the delivery of local government services recognising that the Consumer Price Index alone does not reflect cost increases across the range of council services.

The CCI for 2020 was 2.18% and for 2021 was 0.95%. It is recommended that fees are increased by CCI and rounded to the nearest dollar.

The categories of food premises listed in the environmental health fees and charges reflect the Tasmanian Food Business Risk Classification System (TFBRCS). Based on the national food safety risk profiling framework, food businesses are to be classified into five categories according to the types of food handled by the business, together with the size and method of its food handling activities.

Following the implementation of the TFBRCS in July 2019, the fees and charges have been reviewed by Council staff. It is recommended that the two-tiered fee structure be maintained, as this appropriately reflects the food safety risk and subsequent difference in inspection frequency required between P1, P2 and P3 food businesses.

The TFBRCS also includes food businesses that are classified as P3-N or P4, largely businesses handling or processing non-potentially hazardous foods. As in previous years, it is proposed that food businesses classified as P3-N or P4 are not included in Council's fees and charges.

A Vendor's Permit, issued under the *Vehicle and Traffic Act 1999*, is required in addition to a Registration of a Food Business for mobile food vehicles wishing to operate from a public street or from Council owned or managed property. Mobile food vehicles based in other municipalities, that hold a Food Licence Registration in that Municipality, may apply for and obtain a Vendor's Permit to trade in the Meander Valley area.

3) Council Strategy and Policy

The Annual Plan provides for the review of fees and charges in the June quarter.

4) Legislation

Fees and charges are set in accordance with Section 205 of the *Local Government Act 1993*.

5) Risk Management

Not applicable

6) Government and Agency Consultation

Not applicable

7) Community Consultation

Not applicable

8) Financial Consideration

If approved, the Environmental Health Fees are anticipated to raise estimated revenue of \$40,000 for the 2021-22 financial year.

9) Alternative Recommendations

Council can elect to approve the proposed fee structure with amendments.

10) Voting Requirements

Simple Majority.

DECISION:

DEVELOPMENT & REGULATORY SERVICES 2

Reference No. 88/2021

2021-22 DOG REGISTRATION FEES

AUTHOR: Katie Proctor
Team Leader, Environmental Health & Regulation

1) Recommendation

It is recommended that Council adopt the following dog registration fees and charges for the 2021-22 financial year:

Registration	Regular Fee (*GST inclusive)	If paid by 31 July
Domestic Dog not Desexed	\$67.00	\$50.00
Domestic Dog Desexed	\$23.00	\$14.00
Working Dog	\$23.00	\$14.00
Greyhound	\$23.00	\$14.00
Purebred <i>(for breeding)</i>	\$23.00	\$14.00
Pensioners Dog <i>(one per pension card)</i>	\$23.00	\$14.00
Guide Dog/Hearing Dog <i>(on production of suitable evidence by applicant)</i>	Nil	Nil
Dangerous Dog	\$586.00	Not Applicable
Guard Dog	\$67.00	\$50.00
Other		
Renewal of Kennel Licence	\$35.00	Not Applicable
New Kennel Licence	\$131.00	
Fee to make a nuisance dog complaint	\$23.00	
Dangerous Dog Collars	Cost*	
Impounding Fee	\$35.00	
Impounding Fee - Second Time	\$60.00	
Daily Maintenance Fee	\$25.00*	
Replacement Lifetime Tag	\$10.00	

2) Officers Report

The purpose of this report is for Council to adopt dog registration fees and charges for 2021-22. The dog registration fees and charges are determined at the May Council meeting so the 2021-22 fees can be published by the end of the first week in June.

The fees set by Council for the 2020–21 financial year are set out in the table below for reference:

	Regular Fee	If paid by 31 July
Domestic Dog not Desexed	\$65.00	\$48.00
Domestic Dog Desexed	\$22.00	\$14.00
Working Dog	\$22.00	\$14.00
Greyhound	\$22.00	\$14.00
Purebred (<i>for breeding</i>)	\$22.00	\$14.00
Pensioners Dog (<i>one per pension card</i>)	\$22.00	\$14.00
Guide Dog/Hearing Dog (<i>on production of suitable evidence by applicant</i>)	Nil	Nil
Dangerous Dog	\$568.00	Not Applicable
Guard Dog	\$65.00	\$48.00
Other		
Renewal of Kennel Licence	\$34.00	Not Applicable
New Kennel Licence	\$127.00	
Fee to make a nuisance dog complaint	\$22.00	
Dangerous Dog Collars	Cost+GST	
Impounding Fee	\$34.00	
Impounding Fee - Second Time	\$58.00	
Daily Maintenance Fee	\$22.00+GST	

At the Special Meeting of Council on 7 April 2020, Council approved the delivery of a 'Community Care and Recovery Package' in response to the COVID-19 Pandemic. The package included that Budget Estimates be delivered for the 2020-21 financial year based on an 0% increase in fees and charges, including an 0% increase in fees and charges for dog registrations.

Council continues to run a comprehensive service in this program. Council is one of the few remaining local government authorities in the region that provide a 24/7 call out service.

In order for the program to continue to provide the same level of service to our community, it is recommended that the dog registration fees and charges are increased, and that these increases reflect the Council Cost Index (CCI) for 2020 and 2021. The CCI is prepared by LGAT and captures the cost increases associated with the delivery of local government services recognising that the Consumer Price Index alone does not reflect cost increases across the range of council services.

The CCI for 2020 was 2.18% and for 2021 was 0.95%. It is recommended that fees are increased by CCI and rounded to the nearest dollar.

A new charge is recommended to coincide with the introduction of lifetime dog tags in place of annual dog tags. The proposed additional charge of \$10.00 is to cover the cost of providing a replacement lifetime tag if required. It is estimated that the use of lifetime dog tags will save Council approximately \$4,500 in postage in subsequent years as well as a significant reduction in staff time administering the process of issuing new tags each year. The first lifetime tag provided to new registrations and existing dogs currently registered, will be provided free of charge.

3) Council Strategy and Policy

The Annual Plan provides for the review of fees and charges in the June quarter.

Policy No. 43 Dog Management provides for the setting of registration fees in May of each year. It also includes that dog owners will be encouraged to register their dogs early in the financial year by the way of a discount if registration fees are paid prior to 31 July each year.

4) Legislation

Dog Control Act 2000

Local Government Act 1993

5) Risk Management

Not applicable

6) Government and Agency Consultation

Not applicable

7) Community Consultation

Not applicable

8) Financial Consideration

If approved, the Dog Registration Fees are anticipated to raise estimated revenue of \$90,000 for the 2021-22 financial year.

9) Alternative Recommendations

Council can elect to approve the proposed fee structure with amendments.

10) Voting Requirements

Simple Majority.

DECISION:

DEVELOPMENT & REGULATORY SERVICES 3

Reference No. 89/2021

REVIEW OF POLICY NO. 11 – PUBLIC OPEN SPACE CONTRIBUTIONS

AUTHOR: Krista Palfreyman
Director Development & Regulatory Services

1) Recommendation

It is recommended that Council confirms the continuation of Policy No. 11 – Public Open Space Contributions, with amendments, as follows:

POLICY MANUAL

Policy Number: 11

Public Open Space Contributions

Purpose:

The purpose of this policy is to outline the requirements and calculation methodology relating to contributions towards public open space for subdivisions.

Department:

Community & Development & Regulatory Services

Author:

Lynette While Krista Palfreyman, Director

Council Meeting Date:

9 May 2017 11 May 2021

Minute Number:

100/2017 89/2021

Next Review Date:

June 2021 2025

POLICY

1. Definitions

Nil.

2. Objective

The objective of this Policy is to ensure developers make an appropriate contribution towards public open space to account for population growth facilitated by increasing the density of residential development when carrying out subdivisions.

3. Scope

The Policy shall apply to all subdivision applications received by Council.

4. Policy

Council, in accordance with the provision of Section 117 of the *Local Government (Building and Miscellaneous Provisions Act) 1993* (the Act), require a contribution equivalent to 5% of the land value of the lots as a cash in lieu contribution towards Public Open Space for all subdivisions (including building estates).

The cash contribution will be calculated in accordance with provisions of Section 117(2) of the Act.

Council may consider accepting a land area contribution of no more than 5% of the total area shown on the plan, instead of cash in lieu contributions in the following circumstances:

- Where the land is identified in a strategic land use planning document adopted by Council; or
- The land has high visibility and provides a link with existing roads, paths and trails.

Council will not require Public Open Space contributions -

- For a boundary adjustment where no new lot is created; or
- Where the new lot is not capable of residential development.

5. Legislation

Local Government (Building and Miscellaneous Provisions) Act 1993

6. Responsibility

~~The Director Community & Development Services is responsible for the application of this policy.~~

Responsibility for the operation of this Policy rests with the Director Development & Regulatory Services.

2) Officers Report

The purpose of this report is for Council to review Policy No. 11 Public Open Space Contributions.

Section 117 of the *Local Government (Building and Miscellaneous Provisions) Act 1993* regulates public open space contributions. Subsection 2 of this section limits the amount to not exceed 5% of the land value of the lots.

This Policy outlines the requirements and calculation methodology relating to these contributions and requires that the full 5% for subdivisions within the Meander Valley Council area is to be contributed.

The proposed changes to the Policy are minor formatting and minor wording changes to provide clarity and improve readability.

This Policy review was considered at the Council Workshop on 27 April 2021.

3) Council Strategy and Policy

The Annual Plan requires this Policy to be reviewed in the June 2021 quarter.

4) Legislation

The Policy is informed by the *Local Government (Building and Miscellaneous Provisions) Act 1993*.

5) Risk Management

Not applicable

6) Government and Agency Consultation

Not applicable

7) Community Consultation

Not applicable

8) Financial Consideration

Not applicable

9) Alternative Recommendations

Council can approve the continuation of the Policy with further amendments.

10) Voting Requirements

Simple Majority.

DECISION:

DEVELOPMENT & REGULATORY SERVICES 4

Reference No. 90/2021

REVIEW OF POLICY NO. 36 – PRIVATE TIMBER RESERVES

AUTHOR: Krista Palfreyman
Director Development & Regulatory Services

1) Recommendation

It is recommended that Council confirms the continuation of Policy No. 36 – Private Timber Reserves, with amendments, as follows:

POLICY MANUAL

Policy Number: 36

Private Timber Reserves

Purpose:

To establish the assessment framework for referrals of Private Timber Reserve applications.

Department:

Community & Development & Regulatory Services

Author:

Lynette White Krista Palfreyman, Director

Council Meeting Date:

9 May, 2017 11 May 2021

Minute No:

81/2017 90/2021

Next Review Date:

June 2021 2025

POLICY

1. Definitions

“Private Timber Reserve” means a private timber reserve established under the *Forest Practices Act 1985*.

“Forest Practices Authority” means the body corporate that oversees the administration of Private Timber Reserves by Private Forests Tasmania.

"Planning Scheme" means the ~~Meander Valley Planning Scheme~~ ~~Tasmanian Planning Scheme – Meander Valley~~

2. Objective

To establish a process for determining if Council will object to an application for a Private Timber Reserve referred to it by the Forest Practices Authority.

3. Scope

This policy is to apply to the Council and its employees in assessing and considering applications for Private Timber Reserves under the *Forest Practices Act 1985*.

4. Policy

It is policy that:

- The Delegated Assessment Group will undertake a preliminary assessment of the application for a Private Timber Reserve referred to Council by the Forest Practices Authority.
- In undertaking the assessment the Delegated Assessment Group will consider:
 1. The location of the proposal relative to;
 - a) Karst High Sensitivity areas,
 - b) Water catchment areas,
 - c) Sensitive agricultural activities,
 - d) Priority and threatened species habitat, and
 - e) Landslip risk areas.
 2. The relevant provisions of the ~~Meander Valley Interim Planning Scheme 2013~~ ~~Tasmanian Planning Scheme – Meander Valley~~.
 3. The following provisions of the *Forest Practices Act 1985* whereby an application for a declaration of land as a private timber reserve shall be refused if the Authority is satisfied that;
 - a) Section 8(2)b - the land is not suitable for declaration as a Private Timber Reserve; **or**
 - b) Section 8(2)d - by virtue of the operation of any Act, the owner of the land is prohibited from establishing forests, or growing or harvesting timber, on the land; or
 - c) Section 8(2)e - it would not be in the public interest to grant the application.
 4. Community submissions **received**.
- The Delegated Assessment Group will determine if an objection against the proposal should be lodged.
- If it is determined that an objection should be lodged, the Delegated Assessment Group will;

1. Lodge an objection with the Forest Practices Authority if a formal decision of Council cannot be made within the statutory notification period; and
2. Prepare a report for formal consideration by Council. Council will then decide if it will proceed with the objection.

5. Legislation

The Forest Practices Act 1985

Meander Valley Interim Planning Scheme 2013

Tasmanian Planning Scheme – Meander Valley

6. Responsibility

The Director **Community & Development & Regulatory** Services is responsible for the application of this policy.

2) Officers Report

The *Forest Practices Act 1985* requires that any application to have land declared as Private Timber Reserve is to be sent to the local authority exercising jurisdiction over the land. The purpose of this is to ensure that the requirements of the planning scheme are being met. It also allows for Council to comment on the suitability of the land with regard to possible sensitive areas ie. Karst areas.

This Policy establishes a process for determining if Council will object to an application for a Private Timber Reserve upon referral from the Forest Practices Authority. There are timeframes for which an objection can be submitted which may not always coincide with a Council Meeting. Therefore this Policy allows the application to be considered by the Development Assessment Group and if it is determined that an objection should be submitted the group will prepare and submit. A report will then be prepared for the next Council meeting for Council to consider the objection and make a decision on proceeding with the objection.

The proposed changes to the Policy are to reflect the new Tasmanian Planning Scheme now in operation and to include landslip areas as a consideration.

This Policy review was considered at the Council Workshop on 27 April 2021.

3) Council Strategy and Policy

The Annual Plan requires this Policy to be reviewed in the June 2021 quarter.

4) Legislation

The Policy is informed by the following legislation;

- *Forest Practices Act 1985*
- *Tasmanian Planning Scheme – Meander Valley*

5) Risk Management

Not applicable

6) Government and Agency Consultation

Not applicable

7) Community Consultation

Not applicable

8) Financial Consideration

Not applicable

9) Alternative Recommendations

Council can approve the continuation of the Policy with further amendments.

10) Voting Requirements

Simple Majority.

DECISION:

CORPORATE SERVICES 1

Reference No. 91/2021

COUNCIL AUDIT PANEL: RECEIPT OF MEETING MINUTES

AUTHOR: Jonathan Harmey
Director Corporate Services

1) Recommendation

It is recommended that Council receive the minutes of the Audit Panel meeting held on 27 April 2021.

2) Officers Report

The purpose of this report is for Council to receive the minutes of the Council Audit Panel meeting held on 27 April 2021.

The minutes of the meeting held on 27 April have been reviewed and endorsed by the Council Audit Panel Chairperson and are provided for Council's information as required under its Audit Panel Charter.

3) Council Strategy and Policy

The recommendation fulfils the requirements outlined in Council's Audit Panel Charter confirmed at the October 2018 Council Meeting.

Further the objectives of the Council's Community Strategic Plan 2014 to 2024:

- Future direction (5) - Innovative leadership and community governance

4) Legislation

Sections 85, 85A and 85B of the *Local Government Act 1993* and the *Local Government (Audit Panels) Orders*.

5) Risk Management

Not applicable

6) Government and Agency Consultation

Not applicable

7) Community Consultation

Not applicable

8) Financial Consideration

Not applicable

9) Alternative Recommendations

Council can approve the recommendation with amendment.

10) Voting Requirements

Simple Majority.

DECISION:

Meeting Time & Date: 10:00am 27 April 2021	Venue: Meander Valley Council – Council Chambers
Present:	
Chairman Andrew Gray	Councillor Frank Nott
In Attendance:	
John Jordan, General Manager	Justin Marshall, Senior Accountant
Jon Harmey, Director Corporate Services	Jacqui Parker, Governance Coordinator
Dino De Paoli, Director Infrastructure Services	Susan Ellston, Finance Officer
Councillor Rodney Synfield (Observing)	Rod Whitehead TAO (Via Zoom)
Apologies:	
Councillor Susie Bower	Chloe Bellchambers TAO
Krista Palfreyman, Director Development & Regulatory Services	Matthew Millwood, Director Works

ORDER OF BUSINESS

13. Consider any available audit reports

Rod Whitehead (Auditor General) from the Tasmanian Audit Office (TAO) on behalf of Stephen Morrison (TAO) joined via Zoom meeting. Rod gave an overview of the Financial Audit Strategy Document for the financial year ending 30 June 2021.

The financial audit will be due to commence on 30 August 2021 and aim to be completed by 30 September 2021. There have been no significant changes impacting the financial statements and audit process.

The Auditor General made note it was pleasing to see the external audit on Adherence to financial and purchasing delegations review completed by Crowe in February 2021.

There were no questions from the Audit Panel and the Auditor General left the meeting at 10:13 am.

ITEM	
1.	Declaration of Pecuniary Interests/conflict of interest Nil.
2.	Adoption of Previous Minutes It was resolved that the minutes of the meeting held on 22 December 2020 be received and confirmed.
3.	Outstanding from previous meeting - Action Sheet 3.1 – Response to correspondence from Craig Limkin – Director of Local Government has been sent. Received and Noted.

- 3.2 – Policy No. 49** – Media Communications – Further review required.
- **Policy No. 87** – Hadspen Urban Growth Area - Further review required.
- **Policy No. 21** – Vandalism Reduction Incentive – Council recommended discontinuation of Policy No. 21 and endorsed New Policy No. 21 – Vandalism Reduction Policy at April Council Meeting.
- **Policy No. 22** – Building Plans and Approvals Lists- Council recommended discontinuation of Policy No. 22 at April 2021 Council Meeting.
- **Policy No. 76** – Industrial Land Development - Further review required.

Received and Noted.

3.3 Monitor ethical standards and any related transactions to determine the systems of control are adequate and review how ethical and lawful behaviour and culture is promoted within the Council – Internal fraud training confirmed for Council staff - June 2021. Staff Code of Conduct to be revised and updated.

Received and Noted.

3.4 Consider any available audit reports - Meander Valley Council has been selected by TAO as a participant in the Recruitment of General manager audit. Audit is underway.

Received and Noted.

3.5 Review Business Continuity Plan - Updated list of mobile numbers have been included in Business Continuity Plan.

Received and Noted.

3.6 Review W H & S Management process - Training Plan for WH&S Management process has been presented to the Chair.

Received and Noted.

Governance and Strategy

4. Review 10-Year Financial Plan

The Long Term Financial Plan 2021 to 2030 was tabled.

Received and Noted.

5. Review Financial Management Strategy (Sustainability)

The Financial Management Strategy 2021 to 2030 report was tabled.

Received and Noted.

6. Review preliminary Budget parameters and assumptions

Budget estimates preparation is underway. The anticipated actual results are expected to be better than the updated budget for 2020-21.

Received and Noted.

7. Review policies and procedures
The following policies were noted for review

Policy No. 20 – Infrastructure Contributions
Policy as amended was endorsed

Policy No. 49 – Media Communications
Further review required

Policy No. 87 – Hadspen Urban Growth Area
Further review required

Financial and Management Reporting

8. Review most current results and report any relevant findings to Council

The following reports were tabled-
Capital Works Program Update March 2021
Financial Reports February 2021

Reports were received and Noted.

9. Review any business unit or special financial reports

Financial modelling for potential cost of land fill cell creation, to be workshopped with elected members at the workshop on 23 April.

Received and Noted

Internal Audit

10. Consider any available audit reports

Report commissioned and completed by Crowe on Council procurement and Code for Tendering compliance.

Reports was received and Noted.

11. Review management's implementation of audit recommendations

No outstanding issues, new actions will be created upon finalisation of the procurement internal audit conducted by Crowe.

Received and Noted.

12. Review the adequacy of internal audit resources for consideration in Council's annual budget and review performance of internal auditors

Council will continue with more external audits, along with the continuation of internal audits.

Received and Noted.

External Audit

13. Consider any available audit reports

The following reports were tabled-

Volumes 1 and 2 of Auditor General's Report 2020-21.

Documents relating to audit of Levelling the Playing Field Grant acquittal.

Engagement Letter, Audit Fees determination, and Draft Audit Strategy for the 2020-21 Financial Statements Audit.

Reports were received and Noted.

14. Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council

Meander Valley Council has been selected by TAO as a participant in the Recruitment of General manager audit. Audit is underway.

Received and Noted.

Risk Management and Compliance

15. Monitor ethical standards and any related party transactions to determine the systems of control are adequate and review how ethical and lawful behaviour and culture is promoted within the Council

Risk register is currently being reviewed by the WH &S Committee.

Received and Noted

16. Review the procedures for Council's compliance with relevant laws, legislation and Council policies

Outsourced internal audit on adherence to financial and purchasing delegations review completed by Crowe in February 2021.

It was noted in the audit that automated controls should be a desired specification when the IT system is put out for tender in 2022.

Received and Noted.

17. Review internal and fraud management controls

Staff Code of Conduct will be reviewed within a 12-18 month window.

Received and Noted.

18. Review delegation process and exercise of these

Purchasing delegations have been revised and updated.

Received and Noted.

19. Review tendering arrangements and advise Council

General Manager presented a verbal report.

Received and Noted.

20. Monitor any major claims or lawsuits by or against the Council and complaints against the Council No matters to report.
21. Oversee the investigation of any instances of suspected cases of fraud or other illegal and unethical behaviour No matters to report
Other Business
22. Review issues relating to National competition policy No matters to report
Meeting close This meeting closed at 11:00 am
Next Meeting The next meeting is to be held on Tuesday 22 June 2021 at 10:00 am

GOVERNANCE 1

Reference No. 92/2021

GREATER LAUNCESTON CREATIVE CITIES STEERING GROUP SUPPORT

AUTHOR: Jonathan Harmey
Director Corporate Services

1) Recommendation

It is recommended that Council:

- 1. Provide in principle support for the application for Greater Launceston to be designated a UNESCO Creative City of Gastronomy, noting that financial support is requested from other funding partners;***
- 2. Approve a one off project budget allocation for the Greater Launceston Creative Cities Steering Group of \$8,818, to be included in the 2022 financial year budget estimates when presented to Council for adoption; and***
- 3. Consider future funding requests from the Greater Launceston Creative Cities Steering Group when establishing the 2023, 2024 and 2025 budget estimates respectively.***

2) Officers Report

The purpose of this report is for Council to consider the proposal from the Greater Launceston Creative Cities Steering Group to support the application for Greater Launceston to be designated a UNESCO (United Nations Educational, Scientific and Cultural Organization) Creative City of Gastronomy (Attachment 1).

UNESCO takes a broad definition of gastronomy to include all stages of the food supply chain but with a focus on using our unique cultural and creative identity in the area of gastronomy to address issues of economic, social and environmental sustainability within the Greater Launceston region.

UNESCO opens the Creative Cities network to aspiring cities every second year. The next application round closes in June 2021, which is the deadline the Steering Group is currently working toward.

The Steering Group has identified the following desired outcomes of Greater Launceston being a UNESCO Creative City of Gastronomy:

1. To cement Greater Launceston's identity as an internationally recognised region for the production and consumption of great food and drink.
2. To grow the economy and provide jobs in food-related industries and activities.
3. To ensure that a strong local food system provides adequate nutrition for all its residents.
4. To safeguard a resilient food future in the face of environmental challenges.

The Steering Group has identified the following benefits for the Meander Valley Council and the Greater Launceston region:

1. The Northern region becomes an internationally recognised centre of excellence for all things related to food and beverage.
2. The continued development of a strong sense of our regional identity, based on creativity and innovation, that results in regional pride and confidence.
3. Cross-industry and cross-sector collaborations to solve place-based problems.
4. Brand benefits that will be felt by our industries: agriculture, food processing, wine and beverage production, tourism and agri-tourism, education and health.

This proposal from the Greater Launceston Creative Cities Steering Group was presented to Council by Andrew Pitt and Kim Seagram at the 27 April 2021 Workshop.

3) Council Strategy and Policy

Furthers the objectives of the Council's Community Strategic Plan 2014 to 2024:

- Future direction (2) – A thriving local economy

4) Legislation

Not applicable

5) Risk Management

Not applicable

6) Government and Agency Consultation

The Greater Launceston Creative Cities Steering Group has presented the proposal to all requested funding partners, including other Northern Tasmanian councils.

7) Community Consultation

Not applicable

8) Financial Consideration

Recommendation 2, if approved, will provide a budget allocation of \$8,818 for the Greater Launceston Creative Cities Steering Group to be included in the 2022 financial year budget estimates when presented to Council for adoption.

Recommendation 3, if approved, will require Council to consider financial support for the Greater Launceston Creative Cities Steering Group each financial year when establishing the budget estimates for that financial year.

Alternatively Council may choose to provide in principle support for the full funding contribution of \$44,229.63, for the period 2022 to 2025, as identified on page 16 of the proposal in Attachment 1.

9) Alternative Recommendations

Council can approve the recommendation with amendment, or not support the proposal.

10) Voting Requirements

Simple Majority.

DECISION:

Proposal
to
Meander Valley Council

to
Support the application for
Greater Launceston to be
designated a UNESCO Creative
City of Gastronomy

From the
Greater Launceston Creative
Cities Steering Group

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Introduction

1. This document is a proposal from the Greater Launceston Creative Cities Steering Group to Meander Valley Council requesting the Council's formal involvement with, and contribution to, an application for Greater Launceston's designation as a City of Gastronomy under UNESCO's Creative Cities program.
2. UNESCO take a broad definition of gastronomy to include all stages of the food supply chain but with a focus on using our unique cultural and creative identity in the area of gastronomy to address issues of economic, social and environmental sustainability within the Northern region through the United Nations Sustainable Development Goals.
3. Whilst there are expected to be significant commercial spinoffs from Greater Launceston's successful involvement in this program – the primary focus is on increasing the quality of life for all residents of the region. To that end, Launceston Gastronomy has been created to form an umbrella organization for the Creative Cities bid and other collaborative food systems-related activities in the region.
4. UNESCO open the Creative Cities network to aspiring cities every second year. The next application round closes in June 2021, which is the deadline we are working to.
5. This proposal is a request to Meander Valley Council for formal endorsement of Greater Launceston's Creative Cities bid, a financial contribution to bid submission, and recognition that bid success will necessitate an allocation for the next three years as the project moves to sustainability.

UNESCO Creative Cities Program

1. The UNESCO Creative Cities program is an expanding network of almost 250 cities globally that focus a city's unique culture and creativity to develop sustainable urban environments through:
 - a. Diversifying the local economy;
 - b. Developing local jobs; and,
 - c. Enhancing the quality of life of residents through increasing social and cultural interaction.
2. The rationale for the program, from the point of view of UNESCO, is the focus on using Greater Launceston's cultural industries (creatives) as a regional development strategy for the benefit of both local residents of the Northern region and, the global residents of

existing UNESCO Creative Cities that Greater Launceston collaborates with during this UNESCO program. The program has both a local and a global focus.

3. This program will highlight, develop and enhance aspects of the local food system that are unique to the region as well as showcasing and exploiting all that Greater Launceston does well with regard its food and related industries.
4. The Creative Cities program is delivered by member cities through projects conducted within each creative city (and region) and as collaborations between other Creative Cities nationally and globally.
5. Regional development in the Creative Cities program is defined to include the achievement of the United Nations Sustainable Development Goals (UNSDGs).
6. The Creative cities program is, fundamentally, a regional development program that involves participating cities enhancing their existing unique resources, systems, networks and relationships that focus on one of the following areas of advantage:
 - a. Music;
 - b. Literature;
 - c. Design;
 - d. Film;
 - e. Media arts;
 - f. Crafts and folk art, and
 - g. Gastronomy.
7. Greater Launceston's aspiration to be designated as a City of Gastronomy is a response to something that is happening here anyway – the emergence of gastronomy as an accessible and unifying regional identity that will give us hope and pride as we recover from COVID. It will formalize this identity for the North of Tasmania as one of the world's great food regions.
8. Other UNESCO Creative Cities from Australia are:
 1. Sydney – Creative City of Film
 2. Melbourne – Creative City of Literature
 3. Adelaide – Creative City of Literature
 4. Greater Geelong - Creative city of Design
 5. Bendigo – Creative City of Gastronomy
 6. Ballarat – Creative City of Craft and Folk Art
 7. We understand that Brisbane is also seeking designation in 2021 as a Creative City of Design.

Desired Outcomes of Greater Launceston being a UNESCO Creative City of Gastronomy.

1. To cement Greater Launceston's identity as an internationally recognised region for the production and consumption of great food and drink.
2. To grow the economy and provide jobs in food-related industries and activities.
3. To ensure that a strong local food system provides adequate nutrition for all its residents.
4. To safeguard a resilient food future in the face of environmental challenges.

Benefits for Meander Valley Council and the broader Launceston Region

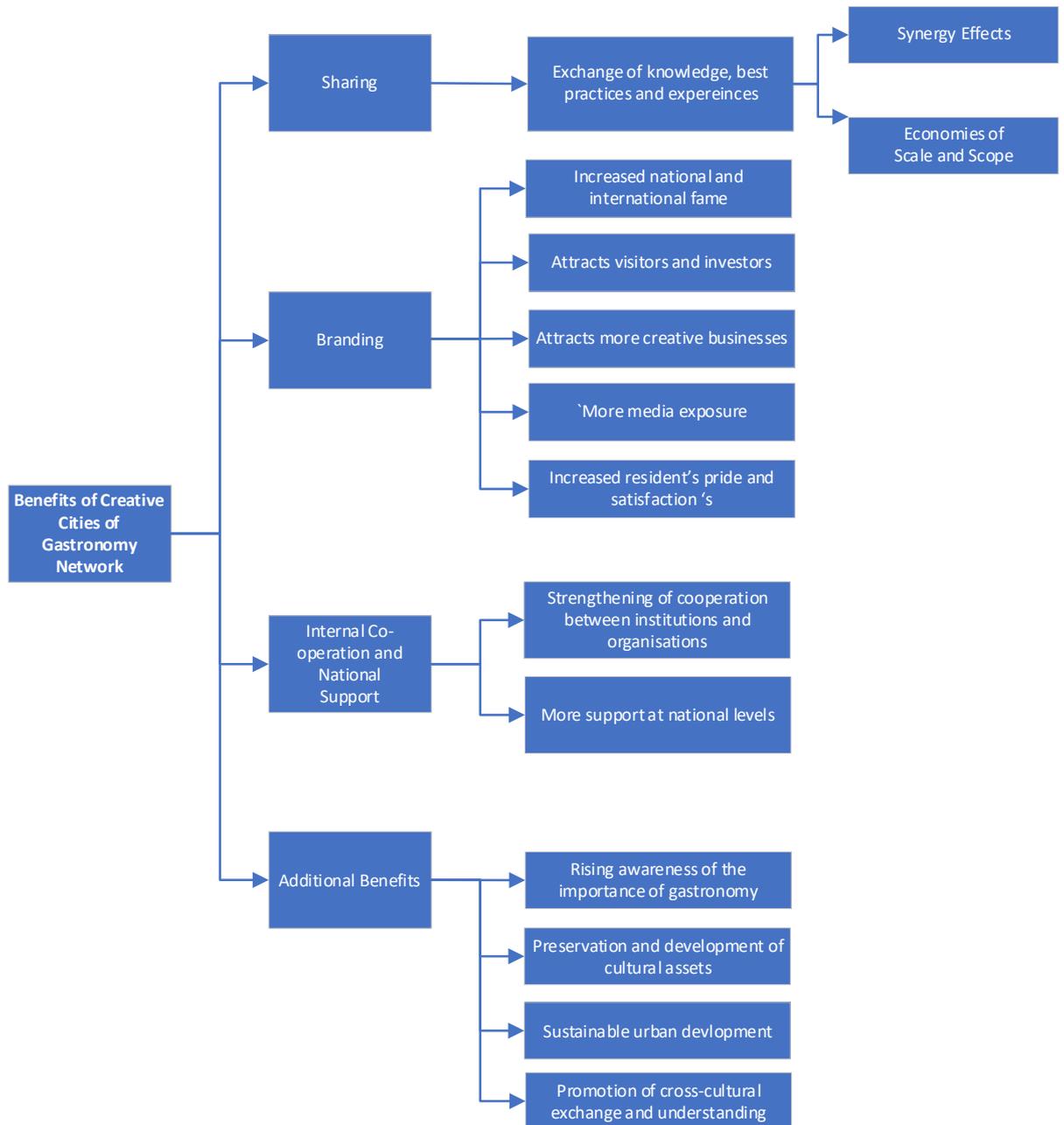
1. The Northern region becomes an internationally recognised centre of excellence for all things related to food and beverage.
2. The continued development of a strong sense of our regional identity, based on creativity and innovation, that results in regional pride and confidence.
3. Cross-industry and cross-sector collaborations to solve place-based problems.
4. Brand benefits that will be felt by our industries: agriculture, food processing, wine and beverage production, tourism and agri-tourism, education and health.

Overseas Experience of the benefits derived from the Creative Cities Network.

1. The following diagram depicts a broad overview of the benefits to cities following designation as a UNESCO Creative City of Gastronomy.¹
2. This overview was derived from a study undertaken in 2016 of 18 UNESCO Creative Cities of Gastronomy. Since this time another 18 cities have been added to the Gastronomy network. The study indicates that for a city to maintain a competitive advantage both within national and between national borders, each city must move from a production or sales focus to that of a focus on creativity. The study goes on to point out low cost and standardized products are no longer sufficient to attract and retain customers and residents because factors primarily quality, symbolic value and culture are of increasing importance.
3. Creativity provides significant opportunities for city managers to develop branding, job creation and to enhance the city's image locally, nationally and internationally.

¹ *Benefits of Networks within Cultural and Creative Industries – The Case of the UNESCO Creative Cities with a Particular Focus on Gastronomy.* Constance Gathen, Mid Sweden University, Ostersund, May 2016

4. In the new, creative economy, creativity is a crucial factor for growth where cities are increasingly competing to attract a skilled workforce, investors and visitors in an attempt to enable their city to stand out from its competitors.



5. Membership of the Creative Cities network helps them to do this by supporting them with:
- a. Additional knowledge (sharing);
 - b. A distinctive and attractive brand identity (branding);
 - c. A common, local vision to strengthen local collaboration with the private, public and community sectors; and,

- d. A means by which a higher number of visitors and investors are attracted resulting in increased employment and expenditure for the city.
6. In 2016, Charles Landry² completed a report for UNESCO regarding the Creative Cities program that involved interviewing 103 of the 116 member cities. The following summarises the rationale for each city's involvement in the program. These included:
 - a. To gain recognition and to operate better on a wider stage;
 - b. To enhance image, international presence, economic prospects or tourism impacts;
 - c. To get insiders and outsiders to appreciate the city more;
 - d. To make contacts;
 - e. To create opportunities;
 - f. To share good project ideas; and,
 - g. To persuade local decision makers that creative fields are important by highlighting and legitimizing the status and importance of art forms and the creative economy.
 7. In sum: "Transformational impact locally was what was wanted and beyond that we wanted to be part of a global network".
 8. In the case of Montreal UNESCO Creative City of Design, membership of the creative cities network has delivered the following benefits:
 - a. Assistance and credibility, over a 10 year period, to hold 15 national and international forums and symposiums attracting an additional 75,000 visitors each year national and globally who stay for at least one week and usually longer to tour following the completion of each event;
 - b. The development of a social media network with 14,000 Facebook friends and 8,900 Twitter followers;
 - c. The direct development of 185 businesses in Montreal; and,
 - d. The increasing capacity and capability of local design business to the extent that 30 new design businesses secured contracts with local and provincial governments.
 - e. The most recent Design Conference held by the Montreal Creative City of Design attracted over 20,000 to Montreal.
 9. Macao is a UNESCO Creative City of Gastronomy
 - a. The organizing committee attributes an average increase in restaurant numbers and similar businesses of over 2% per year (year on year) over the past 10 years to the city's Creative City designation
 - b. During the same period of time, the organizing committee also attribute an average annual employment increase of over 3% per year in restaurant and similar businesses to the city being a UNESCO Creative City of Gastronomy; and,
 - c. The gross value-add has increased at an annual rate of 7.9% of the restaurant and related businesses sector over the same period due to the reputation, branding and

² *Maximising the Potential of the Creative Cities Network: Reflections and Advice*, Charles Landry, UNESCO 2016

overall market awareness of the City of Macao as a UNESCO Creative City of Gastronomy.

10. A number of other UNESCO Creative Cities of Gastronomy (Tsuruoka, Japan; Ostersund, Sweden; Florianopolis, Brazil and Jeonju, South Korea) have identified benefits as a result of the opportunity created by being a Creative City of Gastronomy to emphasise and grow local and creative food producers rather than continue a reliance on global commodity-based food markets to meet local needs.
 - a. In summary, and over the last 10 years, these Creative Cities have experienced a 54% increase in sales to local consumers. In general, employment has been generated because across the board, in small local food businesses, there are up to 13 people employed per 1\$M of food sales compared with up to only 3 people employed per 1\$M of food sales for large scale and broad acre food businesses.
 - b. Furthermore, income derived by smaller scale, local food businesses retained over 50% of revenue within the local area compared with large scale food businesses which retained between only 15% - 30% within the local area.
 - c. Through a focus on sales to local food businesses, prices received by these businesses increased by between 50% - 100% compared with prices prior to the greater focus on local food producers (and designation as a UNESCO Creative City of Gastronomy).

11. A study of the importance of local food producers undertaken recently by the South Melbourne Regional Development Organisation³, indicated that the USA, Canada and the UK are a long way in front of Australia when it comes to increasing the focus on local food producers. The study went on to say that purchasing behaviors of both Coles and Woolworths supermarkets are increasingly bypassing food wholesalers and preferring to deal directly with producers of local, high quality food products as a direct strategy to procure and sell high value, high margin food products following a general trend in market demand for more local and less mass produced food products.

Experiences of other Australian UNESCO Creative Cities

The Greater Launceston UNESCO City of Gastronomy Steering Group has developed close working relationships with the City of Greater Bendigo (Creative City of Gastronomy) and the City of Greater Geelong (Creative City of Design) as it develops its application for designation as a UNESCO Creative City of Gastronomy. The following briefly describes the experience, with a particular focus on the benefits to the region and the city, of Bendigo's and Geelong's involvement in the UNESCO Creative Cities program

³ *Economic Benefits of "Creative Food Economies": Evidence, Case Studies and Actions for South Melbourne.* Nock Rose and Kirsten Larsen, South Melbourne RDA, 2013

City Greater Bendigo – Creative city of Gastronomy (Trevor Budge and Anna Knight)

1. Bendigo is the most recent addition as a Creative City of Gastronomy having received its designation in November 2019.
2. Since then, the successful designation has provided a focus and rallying point for all components of Bendigo's food industry supply chain which, until now, has operated largely in 'silos', independent of each other. Greater Bendigo as a Creative City of Gastronomy is providing the catalyst for the active collaboration of all components of the city's food industry. The collaboration is happening across a number of organisations including those relating to agriculture, tourism, education, business development and the indigenous community.
3. The designation has acted to now enable the inclusion of Bendigo in all other food industry events, programs and projects throughout Victoria and New South Wales where previously Bendigo was not automatically included.
4. The designation has, even since November 2019, heightened the profile of the food industry in Bendigo from the point of view of Victorian intrastate visitors, particularly in this time impacted by COVID-19.
5. In recognition of its City of Gastronomy status, DFAT selected Greater Bendigo for a major drive into Malaysia to encourage both tourism from Malaysia into the Bendigo region and export of value added product from the Bendigo region into Malaysia. Promotional aspects included use of celebrity chef Adam Liaw, and an 8 page feature in Malaysian Airlines magazine at zero cost to Bendigo.
6. Since its designation as a City of Gastronomy, Bendigo is now included in many international events and programs hosted by a number of the other 36 Creative Cities of Gastronomy providing considerable exposure and profile for the city in a way and in areas considered almost impossible previously.
7. As an aside, representatives from the Greater City of Bendigo conveyed information from the Tuscon City of Gastronomy (Arizona, USA) who indicated that the national and international exposure and profile that Tuscon received since its designation had been valued to be in the vicinity of \$35M on an annual basis.
8. The City of Bendigo indicated that, like most other aspects of life, it appeared that the more a city put into its involvement locally, nationally and internationally as a Creative City, the more value it receives from it.
9. Since November 2019, Bendigo indicated that other Creative Cities of Gastronomy globally have already been enquiring as to how Bendigo was addressing issues relating to food security, regional development, working with indigenous populations and leveraging its own

unique food industry. The City of Bendigo is taking an active role in responding to requests from other Cities of Gastronomy as well as posing questions of its own to other Gastronomy Cities. The rise of Zoom and virtual meetings has facilitated regular contact with collaborating Creative Cities, including 'mentor' cities.

10. The City of Gastronomy program is implemented out of the City of Greater Bendigo workforce. The program's activities are spread across a number of positions responsible to a senior manager, in this case Trevor Budge.
11. Bendigo has been very supportive of the work being undertaken in Greater Launceston and on Tuesday 23 Feb the following representatives of the Bendigo region spoke, via zoom, to representatives of the Northern region. This 30 minute session was recorded and can be made available to Councillors and others to view.
 - Cr Dr Jen Alden, Mayor, City of Greater Bendigo
 - Cr Marg O'Rourke, former Mayor, City of Greater Bendigo
 - Cheryl McKinnon, former Mayor, Loddon Shire
 - Evan King, CEO City of Ballarat, (Former CEO, Shire of Hepburn)
 - Dr Anna Knight, Creative Cities Officer, City of Greater Bendigo
 - Trevor Budge, former Manager, Regional Sustainable Development, City of Greater Bendigo

City of Greater Geelong – Creative of Design (Tim Ellis and Christina Silivstroni)

1. The Greater City of Geelong received its designation as Creative City of Design in 2017 and focusses on the manufacturing, physical design and planning aspects of the city.
2. Geelong has experienced similar benefits to Bendigo but over a longer period of time and, to a greater extent.
3. Geelong described the network of Creative Cities of Design as a close, active and collegial group who have provided considerable support to Geelong as it worked out the best way to operate and obtain the benefits as a Creative City of Design.
4. Like Bendigo, Geelong has received significant benefit in terms of exposure nationally and internationally and, and also in terms of obtaining solutions to problems associated with the city of Geelong from other global cities who have experienced and addressed similar problems.
5. Problems have included those associated with transitioning the city from an older industrial, commodity manufacturing age to a newer design/innovation/ differentiated product era.
6. Geelong has been able to attract a number of global design conferences to the city where it was able to showcase its design capability across a range of areas including built infrastructure, education, cultural interpretation and re-skilling an older workforce.

7. Also like Bendigo, Geelong indicated that the more the city puts into Creative City program activities at both national and international levels, the more it gets out of it. Geelong indicated that UNESCO Cities of Gastronomy and Cities of Design were two of the most active networks in the Creative Cities program.
8. The city of Greater Geelong is more than happy to assist Greater Launceston submit a successful application for designation as a UNESCO Creative City of Gastronomy.

The Gastronomy Network

1. All existing Creative Cities of Gastronomy are either first or second world countries with a wide geographic spread (globally and spatially) including old cities and new ones.
2. Each existing Creative City of Gastronomy see food as part of the city's identity and as a key cultural asset.
3. Existing UNESCO Creative cities of Gastronomy include:
 1. Parma (Italy) – current lead city of the Gastronomy Network
 2. Panama City (Panama)
 3. Denia (Spain)
 4. Macao (China)
 5. Phuket (Thailand)
 6. Bergen (Norway)
 7. Tucson (USA)
 8. Bendigo (Australia)
 9. Tsuruoka (Japan)
 10. Ostersund (Sweden)
 11. Rasht (Iran)
 12. Hyderabad (India)
 13. Burgos (Spain)
 14. Belem (Brazil)
4. Greater Launceston's bid has been socialized with Bendigo, Tsuruoka, Macao and Ostersund. Engagement to date has been very supportive and encouraging. The Gastronomy network has a mentoring offering available to aspiring and newly designated cities.

Creative Cities Program Projects

As a UNESCO Creative City of Gastronomy, Greater Launceston will implement a number of key projects that utilise our region's unique food-related resources in ways that deliver the combined outcomes set down by both UNESCO, the UNSDGs and our own regional priorities.

1. Typical projects from across the Network include:
 - a. Enhancing food as a unique, regional cultural asset;
 - b. Further developing existing food related events and programs;
 - c. Using gastronomy as a regional development tool/program;
 - d. Using food related programs to improve the relationship between rural and urban communities;
 - e. Establishment of unique food-related knowledge centres;
 - f. Creation of food precincts in urban environments;
 - g. Blue-sky creativity projects that cross different creative fields
 - h. Enhancing community education and training standards and programs using food;
 - i. Developing a greater focus on indigenous food;
 - j. Enhancing the health and reducing the vulnerability of parts of the community with regard to food (food security, food justice);
 - k. Improving collaboration and linkages between day to day food related service providers and research (content and organisations);
 - l. Projects that involve collaboration with other creative cities;
 - m. Creation of a food industry development plan;
 - n. Formalisation and connection of existing food related structures (eg through training certification, informal groups);
 - o. Increasing the food capability and capacity of low income groups (access to low cost food, food kitchens, skills training);
 - p. Creating a database of local cuisine (establishing minimum standards);
 - q. Business development strategies (intenders and existing businesses);
 - r. Developing food-related awards programs;
 - s. Developing process to enable the growth of public/private partnerships in food businesses;
 - t. Creating a cultural map of indigenous food skills, knowledge and capabilities;
 - u. Creating food related media (eg films);
 - v. Developing a program to work with third world countries (UNESCO is focusing this program on African countries);
 - w. Better managing food waste;
 - x. Presentation of the environment with regard to food (RegenAg – regenerative agriculture).

Project Identification and Assessment

Potential projects will be identified through an expression of interest process open to the public. In order to meet the requirements of the UNESCO Creative cities program, at least two of the selected projects will need to be undertaken in collaboration with a number of existing UNESCO Creative Cities.

Projects identified will be assessed using a number of criteria including:

- a. Demonstrated fit with the Mission and Objectives of UNESCO's Creative City Network program and the UN Sustainable Development Goals;
- b. Degree of uniqueness and differentiation from other UNESCO Creative City Network program gastronomy cities using the Resource Based View as a guiding framework;
- c. Demonstrated fit with existing food and cultural heritage development strategies of the Tasmania and Northern regional councils;
- d. Fit with the existing capacity and capability of the municipality;
- e. Willingness of potential project partners to embrace and effectively engage with collaborative structures;
- f. Timeframe for implementation;
- g. Scale of investment required and level of risk; and,
- h. Availability of resources including physical, human, intellectual and financial.

Progress to Date

Since the Greater Launceston Creative City Steering Group was formed in 2018, significant progress has been made to advance our application as a UNESCO Creative City of Gastronomy. This progress has included:

1. Maintaining a strong, active and engaged Steering Group;
2. Socialisation of the idea through media, stakeholder networks and personal engagements.
3. Securing some funding (\$35,000) through the University of Tasmania to engage a local consultant to assist in the preparation of the application;
4. Representatives from the Steering Group and the City of Launceston were accompanied by the consultant and attended the UNESCO Creative Cities Asia-Pacific Conference in October 2019;
5. The Steering Group has made close contacts with representatives of other, relevant UNESCO Creative Cities including:
 - Maria Helena de Senna Fernandes, Macao City of Gastronomy, China;
 - Yukako Saito, Tsuruoka, City of Gastronomy, Japan;
 - Christina Silvestroni, City of Greater Geelong, City of Design, Australia;
 - Trevor Budge and Anna Knight, City of Greater Bendigo, City of Gastronomy, Australia.
 - Rebecca Pearce, Adelaide, City of Music, Australia
 - Mark Roach, Auckland, City of Music, NZ
 - Carlotta Benghi, Gastronomy Network Coordinating City, Parma, Italy
 - Other gastronomy network cities San Antonio, Tuscon, Ostersond.

6. Relationships with other UNESCO Creative Cities globally is critical, not only as part of the assessment process by UNESCO, but also to enable collaboration across joint projects. Close working relationships with other Creative Cities also provides valuable information and support during the application development process. Furthermore, working relationships with other UNESCO Creative cities assists greatly in the promotion of the Launceston region in a global arena.
7. Engagement with the Department of Foreign Affairs and Trade. Federal interest and support is an important filter for aspiring Australian cities.
8. An audit of the Launceston Region's food related cultural assets has commenced with an extensive database already developed and documented. The database will be used, not only as part of the final application, but also as the basis from which successful projects will be identified and assessed.
9. Creation of **Launceston Gastronomy**, which is the umbrella under which the Creative Cities bid will be submitted and once formalized could provide governance for Creative Cities . Should the Creative Cities bid not proceed or be unsuccessful, then Launceston Gastronomy has the capacity to continue effort to build city and regional advantage through creative food-related collaborations.
10. The Greater Launceston Creative City of Gastronomy project was also successful in the recent Great Regional City Challenge (GRCC) and as a result of being voted into the top 5 most popular projects was granted \$10,000.
11. The GRCC funding has been matched by FermenTasmania and used to create a new 0.4 FTE position that will be shared between Launceston Gastronomy and FermenTasmania. Lynda McKay commenced work in this role late 2020.
12. Construction of a communications platform for broad audience engagement with Greater Launceston's bid including some early brand work for Launceston Gastronomy. This includes in-kind contributions from a professional website designer and a professional photographer. The Facebook page is active and the website is soon to be launched:
 - <https://www.facebook.com/launcestongastronomy/>
13. Total in-kind contribution of the Steering Group and others from inception through to bid submission has been conservatively valued at over \$192,000.
14. Several project groups have been formed and are starting to develop projects for our Creative Cities action plan.
15. The City of Launceston voted unanimously to provide principle support for the Creative Cities bid at the Council Meeting on 10 December 2020 according to the following recommendation:

That Council:

1. provides in principle support for the City of Gastronomy application preparation to progress, noting that preparation includes seeking commitment from other funding partners; and

2. agrees to consider formal endorsement of the City of Gastronomy bid, including consideration of Council funding, once other funding partners have been fully explored.

This is critical as UNESCO require that all submissions for entry to the Creative Cities Network be signed by the Mayor of the main local authority of the applicant city.

16. We have presented this proposal to all other regional councils and to date, all are supportive. We expect funding contributions from all six, with the exception of Flinders Island, who have said 'not yet'.

Where To From Here

1. Whilst considerable progress has already been made, the following ongoing tasks will continue leading up to bid submission:
 - a. Community engagement,
 - b. Promotion of the Creative Cities initiative and Launceston Gastronomy,
 - c. Identification and assessment of individual projects,
 - d. Development of a final business case to move the project towards sustainability,
 - e. Finalisation of the application document,
2. The Creative Cities bid and steering group will sit under the Launceston Gastronomy brand. The EIO process for projects closed in early March with 14 submissions received. We are working on an action plan for inclusion in the bid that includes most of these projects under six themes:
 - a. educATE – Connecting our food education ecosystem
 - b. collaborATE – Working together for the cause
 - c. creATE – Sharing food through design, film and music
 - d. celebrATE – Celebrating our products, our people, our place
 - e. innovATE – Creating a culture of open innovation
 - f. regenerATE – Growing our Circular Economy
3. The forecast budget for the bid is included as Appendix 1. The vast majority of the resources contributed to the bid development are in-kind contributions of Steering Group members and broader community members.
4. The forecast operational budget for the Greater Launceston Creative City Office is included in Appendix 2. We are exploring operational models and are happy to work with the region's councils to arrive at an acceptable solution.

5. Following City of Launceston commitment of in principle support for the application, we now seek funding from other regional councils and other organisations. We have presented to a number of the regions councils and a likely scenario is presented as part of Appendix 2.
6. Roles and responsibilities of key organisations are outlined in Appendix 3.
7. A risk management plan is included as Appendix 4.

The Ask

The Greater Launceston Creative Cities Steering Group request the following from Meander Valley Council:

1. Formal endorsement of the bid.
2. Provision of a budgetary allocation for the ongoing operational budget of Launceston Gastronomy. The funding scenario in shown in Appendix 2 sees us asking Meander Valley Council to contribute:
 - a. 2021-2022: \$8,817.99
 - b. 2022-2023: \$17,635.98
 - c. 2023-2024: \$14,922.75
 - d. 2024-2025: \$10,852.91

Appendix 1. Indicative Budget for development and submission of Greater Launceston's Creative Cities bid.

Income							
Source	Amount	Notes					
UTAS funding	\$ 35,000.00	Consultancy services of Warren Moore					
Great Regional City Challenge	\$ 10,000.00						
Total	\$ 45,000.00						
In kind							
Creative Cities Steering Group							
UTAS	\$ 49,920.00	8 hours a week over two years @\$60 per hour					
Fermentasmania	\$ 18,720.00	3 hours a week averaged over two years at \$60 per hour					
Harvest Community Farmers Market	\$ 12,480.00	2 hours a week averaged over two years at \$60 per hour.					
Andrew Pitt	\$ 24,960.00	4 hours a week averaged over two years at \$60 per hour.					
Kim Seagram	\$ 12,480.00	2 hours a week averaged over two years at \$60 per hour.					
RDA Tasmania	\$ 12,480.00	2 hours a week averaged over two years at \$60 per hour.					
Tourism Northern Tasmania	\$ 12,480.00	2 hours a week averaged over two years at \$60 per hour.					
City of Launceston	\$ 12,480.00	2 hours a week averaged over two years at \$60 per hour.					
Design Tasmania	\$ 12,480.00	2 hours a week averaged over two years at \$60 per hour.					
NTDC	\$ 6,240.00	2 hours a week averaged over one year at \$60 per hour.					
Launceston Airport	\$ 2,160.00	3 hours a month over one year at \$60 per hour					
Abbie Rose Design	\$ 6,000.00	Design and delivery of gastronomylaunceston website					
Dave Groves Photography	\$ 10,000.00	Professional photography in support of the bid					
Total in kind	\$ 192,880.00						
Total	\$ 237,880.00						
Expenses							
Steering Group work on bid development (in kind)	\$ 176,880.00						
Website (in kind)	\$ 6,000.00						
Photography (in kind)	\$ 10,000.00						
Consultancy services	\$ 35,000.00						
Communications plan	\$ 8,000.00						
Support for projects	\$ 2,000.00						
Total	\$ 237,880.00						

Appendix 2. Proposed operating budget forecast for Greater Launceston's Creative Cities Office

Note 1			Note 2		Note 3			Note 4	Note 5
LGA	Population	% Pop	Year 1	Year 2	Year 3	Year 4	Total	\$/pax	\$/p/y
Break O'Day	6288	4.30%	\$ 2,794.17	\$ 5,588.34	\$ 4,728.60	\$ 3,438.98	\$ 16,550.08	\$ 2.63	\$ 0.66
City of Launceston	68007	46.49%	\$ 30,219.96	\$ 60,439.92	\$ 51,141.47	\$ 37,193.80	\$ 178,995.15	\$ 2.63	\$ 0.66
Dorset	6634	4.54%	\$ 2,947.92	\$ 5,895.84	\$ 4,988.79	\$ 3,628.21	\$ 17,460.76	\$ 2.63	\$ 0.66
Flinders Island	1010	0.69%	\$ 448.81	\$ 897.62	\$ 759.52	\$ 552.38	\$ 2,658.33	\$ 2.63	\$ 0.66
George Town	6986	4.78%	\$ 3,104.34	\$ 6,208.67	\$ 5,253.49	\$ 3,820.72	\$ 18,387.23	\$ 2.63	\$ 0.66
Meander Valley	19844	13.57%	\$ 8,817.99	\$ 17,635.98	\$ 14,922.75	\$ 10,852.91	\$ 52,229.62	\$ 2.63	\$ 0.66
Northern Midlands	13437	9.19%	\$ 5,970.94	\$ 11,941.88	\$ 10,104.67	\$ 7,348.85	\$ 35,366.33	\$ 2.63	\$ 0.66
West Tamar Council	24070	16.46%	\$ 10,695.88	\$ 21,391.75	\$ 18,100.71	\$ 13,164.16	\$ 63,352.50	\$ 2.63	\$ 0.66
Total from Councils	146276	100.00%	\$ 65,000.00	\$ 130,000.00	\$ 110,000.00	\$ 80,000.00	\$ 385,000.00	\$ 2.63	\$ 0.66
Other Income Needed			\$ -	\$ -	\$ 20,000.00	\$ 50,000.00	\$ 70,000.00		
Total			\$ 65,000.00	\$ 130,000.00	\$ 130,000.00	\$ 130,000.00	\$ 455,000.00		
Less Operating Expenses									
Admin & Office Expenses			\$ 6,500.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 45,500.00		
Comms & Marketing			\$ 10,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 70,000.00		
Phone & Internet			\$ 900.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 6,300.00		
Subscriptions & IT Registrations			\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 17,500.00		
Superannuation			\$ 3,230.00	\$ 6,460.00	\$ 6,460.00	\$ 6,460.00	\$ 22,610.00		
Training			\$ 400.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 2,800.00		
Travel - National			\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 17,500.00		
Travel - International			\$ 3,750.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 26,250.00		
Wages			\$ 34,000.00	\$ 68,000.00	\$ 68,000.00	\$ 68,000.00	\$ 238,000.00		
Total Operating Expenses			\$ 63,780.00	\$ 127,560.00	\$ 127,560.00	\$ 127,560.00	\$ 446,460.00		
Total Expenses			\$ 63,780.00	\$ 127,560.00	\$ 127,560.00	\$ 127,560.00	\$ 446,460.00		
Net Profit			\$ 1,220.00	\$ 2,440.00	\$ 2,440.00	\$ 2,440.00	\$ 8,540.00		

Notes:

1. This funding scenario assumes the support of all Councils in the Northern Region according to a population-based approach.
2. We propose to begin operating at the start of 2022, which means a lesser contribution for the 21/22 financial year.
3. From 22/23, annual contributions decrease as the project moves towards sustainability.
4. Over the first four years of the project, each Council's contribution would equate to \$2.63 per person
5. This is equivalent to \$0.66 per person per year.

Appendix 3: Roles and Responsibilities

Organisation	Role	Level of Involvement
Steering Committee, under Launceston Gastronomy	Bid preparation	Active/frequent
	Project implementation	Active/frequent
	Program administration	Active/frequent
City of Launceston	Steering Group membership	Active/infrequent
	Bid preparation	Passive/infrequent
	Project implementation	Active/infrequent
Regional Councils	Bid preparation	Passive/infrequent
	Project implementation	Active/infrequent
Project Partners (UTAS, TFGA, DNT, Design Tas, Fermentas, Harvest and others)	Bid preparation	Passive/infrequent
	Project implementation	Active/frequent
UTAS	Bid preparation	Active/frequent
	Project implementation	Active/frequent
Design Tas	Bid preparation	Active/infrequent
NTDC	Bid preparation	Active/infrequent
	Project implementation	Active/infrequent
Dept Foreign Affairs and Trade	Bid preparation	Passive/infrequent
Tasmanian Government	Project implementation	Passive/infrequent

Expectations

1. To take a strategic approach to the potential opportunities associated with Greater Launceston being a UNESCO Creative City of Gastronomy
2. Be prepared to work collaboratively with project partners and program stakeholders

3. Be prepared to deliver on the commitments each project partner has made to both the bid and project implementation
4. Be willing to include the UNESCO Creative City of Gastronomy program within each organisation's strategic direction

Responsibilities

Steering Committee

1. Develop Launceston Gastronomy as the umbrella entity for the bid
2. Build social capital for the bid and regional identity around gastronomy.
3. Prepare the application document
4. Promote the bid to all relevant stakeholders
5. Prepare positioning, branding and promotional collateral
6. Build relationships with and support from existing Creative Cities with Australia and internationally.
7. Provide advice and guidance during the preparation of the bid

DFAT UNESCO Creative Cities program Australia

Provide advice, guidance and support during the preparation of the bid.

City of Launceston

1. Participate in the Steering Group and Launceston Gastronomy
2. Provide financial support for the preparation of the bid
3. Provide formal endorsement of the bid (supply letter with the bid) as per UNESCO's requirements.
4. Provide ongoing funding contribution to the operational budget of Greater Launceston's Creative Cities program.
5. Provide some in-kind support where required (admin, meeting rooms, promotion, projects)
6. Include Creative City of Gastronomy strategy/programs within its own regional development strategies/programs after the bid is successful.

Other Regional Councils

1. Provide ongoing funding contribution to the operational budget of Greater Launceston's Creative Cities program.
2. Provide some in kind support where required (admin, meeting rooms, promotion, projects)
3. Include Creative City of Gastronomy strategy/programs within their own regional development strategies/programs after the bid is successful.
4. Active involvement in Creative Cities Projects as and when appropriate

Organisations Collaborating on Creative City Projects

1. Provide financial support for project implementation
2. Provide in-kind support for project implementation
3. Participate in Launceston Gastronomy

University of Tasmania

1. Provide financial and staff support for the preparation of the bid
2. Provide some in kind support where required (admin, meeting rooms, promotion, projects)
3. Include Creative City of Gastronomy strategy/programs within its own regional development strategies/programs after the bid is successful

Design Tasmania

Provide some in kind support where required (admin, meeting rooms, promotion, projects)

Northern Tasmania Development Corporation

1. Promotion of Creative Cities to members as a project of regional importance.
2. Provide financial support for project implementation.
3. Include Creative City of Gastronomy strategy/programs within its own regional development strategies/programs after the bid is successful.
4. Involvement in Creative Cities projects.

Tasmanian Government

Include Creative City of Gastronomy strategy/programs within its own regional development strategies/programs after the bid is successful

Appendix 4: Risk Management Plan

Risk	Impact	Management
No prior experience in preparing an application for assignation as a UNESCO Creative City	The bid may take longer resulting in missing the next closing date or, the bid may be unsuccessful	The Steering Committee will continue to utilize its existing network of Creative Cities from which to gain the skills and experience to submit a competitive bid to be a UNESCO creative City of Gastronomy.
Insufficient financial resources to complete an application	The bid may take longer resulting in missing the next closing date or, the bid may be unsuccessful	<ol style="list-style-type: none"> 1. The Steering Committee will continue to engage with key stakeholders to ensure it has sufficient resources to complete an application. 2. The Steering Committee may decide to delay the submission of the application until sufficient resources are secured. 3. The Steering Committee may decide to proceed with the implementation of relevant projects without designation as a UNESCO Creative City of Gastronomy.
Insufficient financial resources to operate the Creative Cities program following a successful application	The benefits to the Greater Launceston region from the Creative Cities program may be considerably reduced or unachievable	<ol style="list-style-type: none"> 1. The Steering Committee will continue to engage with key stakeholders to ensure it has sufficient resources to operate the Creative Cities program as planned. 2. The Steering Committee may decide to reduce or delay the level of program implementation to match its funding resources.

Risk	Impact	Management
Support from municipalities in the Greater Launceston region is yet to be determined	Lack of certainty about the funding ask for individual councils or organisations with the possibility that the operational funding targets will not reach a minimum viable total.	<ol style="list-style-type: none"> 1. The Steering Committee will continue to engage with key stakeholders to ensure it has sufficient resources to complete an application. 2. The Steering Committee may decide to delay the submission of the application until sufficient resources are secured. 3. The Steering Committee may decide to proceed with the implementation of relevant projects without designation as a UNESCO Creative City of Gastronomy.
Thorough quantitative analysis of the benefits of Creative City designation to project stakeholders, including local governments, is not readily available.	Unable to secure the support of regional stakeholders resulting in the benefits to the Greater Launceston region from the Creative Cities program being considerably reduced or unachievable	<ol style="list-style-type: none"> 1. The Steering Committee will continue to raise awareness of, and emphasise substantial qualitative evidence-base of the likely benefits Creative Cities designation.
Over the medium term, COVID-related travel restrictions limit both inward engagement into the region and outward engagement with Creative Cities network events and collaborations.	The benefits to the Greater Launceston region resulting from international and national exposure are limited or slower to achieve	<ol style="list-style-type: none"> 1. The Steering Committee may decide to re-schedule events involving international and national attendees until border restrictions are lifted 2. The Steering Committee may adopt technology to enable the 'virtual involvement' of national and international attendees. 3. Greater Launceston will engage virtually with relevant Creative Cities network events.
Social distancing requirements reduce the number of Tasmanian attendees at Creative City events.	The benefits to the Greater Launceston region resulting from intrastate exposure are limited or slower to achieve.	<ol style="list-style-type: none"> 1. The nature and structure of events will be reviewed and re-planned to take into the account of the additional costs and reduced

Risk	Impact	Management
	Capacity for projects to self-fund may be reduced due to lower customer volumes.	<p>revenues associated with socially distanced events.</p> <ol style="list-style-type: none"> The Steering Committee may decide to re-schedule events involving larger volume attendees until border restrictions are lifted
<p>The Steering Committee is unable to secure sufficient funds to proceed with the preparation of its bid as planned.</p>	The benefits to the Greater Launceston region from the Creative Cities program may be considerably reduced or unachievable.	<ol style="list-style-type: none"> The Steering Committee will continue to engage with key stakeholders to ensure it has sufficient resources to complete an application. The Steering Committee may decide to delay the submission of the application until sufficient resources are secured. The Steering Committee may decide to proceed with the implementation of relevant projects without assignment as a UNESCO Creative City of Gastronomy.
<p>The Steering Committee is unable to secure the formal endorsement of the City of Launceston for the bid to be designated as a UNESCO Creative City of Gastronomy.</p>	The submission for designation as a UNESCO Creative City of Gastronomy will not proceed.	<ol style="list-style-type: none"> The Steering Committee may continue to engage with the City of Launceston until both parties are in a position to proceed with the project with the formal endorsement of the City even if this means the application is delayed. The Steering Committee may decide to proceed with the implementation of relevant projects without assignment as a UNESCO Creative City of Gastronomy because the application does not have the endorsement of the Launceston city Council

Risk	Impact	Management
<p>The Steering Committee is unable to achieve the level of collaboration required to both propose and successfully implement projects as a UNESCO Creative city of Gastronomy according to its original schedule.</p>	<p>The benefits to the Greater Launceston region from the Creative Cities program may be considerably reduced or unachievable.</p>	<ol style="list-style-type: none"> 1. The Steering Committee will continue to engage with program participants, both within the region and within the Creative Cities Network, to ensure it has the sufficient levels of collaboration required to successfully implement program projects. 2. The Steering Committee may decide to delay the implementation of all or some projects until sufficient levels of collaboration are achieved. 3. The Steering Committee may decide to proceed with the implementation of a reduced schedule of projects. 4. The Steering Committee may identify new projects and project participants to replace those where the level of collaboration required has not been achieved.

Appendix 5. Greater Launceston Creative Cities Steering Group

The Greater Launceston Creative Cities Steering Group has been convened to develop the Creative Cities bid, which would be submitted mid-2021. It is composed of a range of leaders from the community, business, education and government sectors who are active in the city-region and many are contributing their time in kind:

- Kim Seagram (Stillwater, Black Cow, Ferment Tasmania)
- Karina Damberg (Ferment Tasmania, NTDC, Red Brick Road Cider)
- Dominic Geraghty (UTAS – Northern Transformation)
- Sandy Murray (UTAS - Health)
- Fiona Kerslake (UTAS – Tasmanian Institute of Agriculture)
- Michael Cullen (Launceston Airport)
- Kim Hewitt (Harvest Market)
- Chris Griffin, Gillian Miles, Bree Philpott (Tourism Northern Tasmania)
- James McKee (City of Launceston)
- Peter Skillern, Kylie Donaghy (Tasmanian Farmers and Graziers Association)
- Claire Beale (Design Tasmania)
- Tony McCall
- Kevin Turner (RDA Tasmania)
- Robin Barnes (UTAS – University College)
- Andrew Pitt is chair and convenor of the group (Neil Pitt's Menswear, Launceston Chamber of Commerce)

GOVERNANCE 2

Reference No. 93/2021

REPORT ON IMPLEMENTATION OF POLICY NO. 91 - CLIMATE CHANGE MITIGATION AND ADAPTATION

AUTHOR: John Jordan
General Manager

1) Recommendation

It is recommended that Council receives and notes this report on actions that are consistent with the intent of Policy No. 91 - Climate Change Mitigation and Adaptation.

2) Officers Report

During the March Ordinary Meeting of Council, Councillor John Temple requested a report on Council's Policy No.91 (Climate Change Mitigation and Adaptation) *"as to its implementation together with initiatives planned for the coming year"*.

The Policy came into effect on 10 March 2020.

Since then, Council officers have progressed a number of initiatives that aid Council and the community to mitigate and adapt to the effects of climate change.

Initiatives which pre-date the Policy but have an ongoing impact include:

- Progressing the specification of a Bioenergy project to convert industrial and agricultural organic matter (waste) to biogas, heat, electricity and bio-fertiliser;
- Electric Vehicle (EV) charging offered free to EV owners, in support of early adoption by motorists;
- Identification of a potential project for 30kW solar PV (panels) installation and battery storage for Deloraine Community Complex (timing subject to assessment of PV opportunities at other buildings and grant funding);

- Home Energy Audit Toolkits (HEAT) to assist home and business owners to audit and reduce their energy usage (and corresponding emissions); and
- Light replacement - swapping out older incandescent, fluorescent and halogen lamps with new efficient LEDs.

Since implementation of Policy No. 91, Council has:

- Completed road surfacing construction using recycled materials that maximise reuse of glass and crumb rubber, thereby minimising waste to landfill and pollution;
- Reviewed its fleet operations to transition to more fuel and emissions efficient vehicles. A new policy to be implemented from 1 July 2021 will support transition to hybrid and electric vehicles where operationally sound to do so; this will be as and when range and price parity is achieved with conventional vehicles;
- Integrating sustainable systems (notably solar panels, device efficiency and stormwater harvesting) into the design of the new Council Works Depot to be built at Westbury; and
- Supporting regional collaboration and possible funding for Dr Tom Remenyi (Climate Futures, UTAS) to further current work on a *Climate Change Decision Making Tool* to help determine northern Tasmania specific impacts of climate change and what actions are required in response. Region specific modelling on extreme weather events, bushfire and other risks will assist Council to determine future approaches to risk mitigation, including the design and performance of key infrastructure.

Council is also progressing a renewed waste management strategy to provide contemporary responses to achieve reduction of organic waste to landfill which will aid in reduction of greenhouse gas emissions.

It should also be noted that the Department of Premier and Cabinet (DPAC) Tasmanian Climate Change Office has commissioned the firm Jacobs to conduct a four-yearly independent review of the *Climate Change (State Action) Act 2008* (the Act), and is reviewing its own all-of-government Climate Change Action Plan (the Plan). The Act and Plan, read together, set the legislative framework for action on climate change in Tasmania. These will be important considerations with significant capacity for influence on the future focus of Council.

3) Council Strategy and Policy

Policy No. 91 - Climate Change Mitigation and Adaptation

4) Legislation

Climate Change (State Action) Act 2008 (Tas)

5) Risk Management

Not applicable

6) Government and Agency Consultation

Not applicable

7) Community Consultation

Not applicable

8) Financial Consideration

Not applicable

9) Alternative Recommendations

Not applicable

10) Voting Requirements

Simple Majority.

DECISION:

GOVERNANCE 3

Reference No. 94/2021

2020-21 ANNUAL PLAN – MARCH QUARTERLY REVIEW

AUTHOR: Jacqui Parker
Governance Coordinator

1) Recommendation

It is recommended that Council receives and notes the Annual Plan report for the March 2021 quarter, as attached.

2) Officers Report

The Annual Plan provides details of the programs to be undertaken by Council and progress against the Plan is reported each quarter.

Council has achieved the majority of its performance targets. In the March quarter there were 68 targets. Of these, 51 were achieved within the quarter.

A further 9 targets are currently under review, while 7 remain in progress, and 1 was deferred. The details and current status of each of these targets is set out below:

Quarterly KPI	Status
Future Direction 1(1) – Works <i>Renew NRM Strategy.</i> KPI: NRM strategy draft.	Under review Responsibility for all NRM functions was passed to Council's Works directorate during the March quarter. Further review is required to determine Council's allocation of resources for the purposes of achieving its NRM-related KPIs.
Future Direction 1(3) – Works Design and implement initiatives from the NRM Strategy. KPI: 2017 NRM strategy close out report finalised.	
Quarterly KPI	Status
Future Direction 1(12) – Infrastructure <i>Waste Management Strategy review and implementation.</i>	In progress Councillors have now been fully briefed on a proposed waste management strategy for 2021-22.

<p>KPI: Council approval of waste strategy.</p>	<p>This completes the outstanding December quarter KPI. Approval of the proposed waste strategy principles is under consideration at Council's May Closed Meeting.</p>
<p>Quarterly KPI</p>	<p>Status</p>
<p>Future Direction 2(1) – Governance <i>Promote investment in Meander Valley to support the growth of identified industry sectors.</i></p> <p>KPI: Prospectus developed and marketing for specific industry sectors in place.</p>	<p>In progress (1 & 5) and under review (3 & 6) While work has been undertaken to progress Council's business and economic development agenda, further review is now underway to ensure each target is meaningfully executed and delivers strong value back to the community and local economy.</p> <p>Council continues to actively promote and attract investment to the Meander Valley ahead of any substantial review of its strategic objectives, and its profile is maintained through ongoing lines of communication with key business and media stakeholders.</p>
<p>Future Direction 2(3) – Governance <i>Establish economic development structure plans for each population centre.</i></p> <p>KPI: Deloraine economic and placemaking plan in place.</p>	
<p>Future Direction 2(5) – Governance <i>Establish a business and communications media plan.</i></p> <p>KPI: Draft plan and costing ready.</p>	
<p>Future Direction 2(6) - Governance <i>Establish a structured list of investment vehicles and investment attraction policies.</i></p> <p>KPI: Quarterly report on progress, activity and issues.</p>	
<p>Quarterly KPI</p>	<p>Status</p>
<p>Future Direction 3(1) - Governance <i>Facilitate the operation of Council pop up meetings.</i></p> <p>KPI: Council 'pop ups' scheduled and delivered.</p>	<p>Under review Nil 'pop up' meetings requested by Council.</p>
<p>Quarterly KPI</p>	<p>Status</p>
<p>Future Direction 3(3) - Governance <i>Renew the events program responsive to COVID-19.</i></p>	<p>Under review Pending current recruitment process for Manager, Community Wellbeing and Lifestyle.</p>

<p>KPI: Events strategy developed.</p>	<p>In the meantime, Council is also providing support to a community-led request which may result in the deferred delivery of the GWTAAs exhibition, at a later stage in 2021.</p>
<p>Future Direction 3(4) – Governance <i>Conduct GWTAAs Exhibition.</i></p> <p>KPI: Exhibition delivered.</p>	
<p>Future Direction 3(9) – Governance <i>Prepare Volunteer Management Policy and Procedures.</i></p> <p>KPI: Policy and procedures approved.</p>	
<p>Quarterly KPI</p>	<p>Status</p>
<p>Future Direction 4(4) – Infrastructure <i>Develop and action a plan to promote indoor recreational facilities to current and prospective users to increase patronage and participation.</i></p> <p>KPI: Promote facilities. Report on usage trends.</p>	<p>In progress The draft plan has been amended following internal feedback. Additional internal review required prior to presenting the plan to an upcoming Workshop.</p>
<p>Quarterly KPI</p>	<p>Status</p>
<p>Future Direction 5(3) – Governance <i>Renew the Community Strategic Plan.</i></p> <p>KPI: Consultation with stakeholders.</p>	<p>Under review The two key roles with responsibility for Council’s Community Strategic Plan were vacated midway through the December quarter and subsequently reviewed. Recruitment for the reviewed role of Manager, Community Wellbeing and Lifestyle has progressed to re-advertising.</p>

Quarterly KPI	Status
<p>Future Direction 5(27) - Corporate <i>Review employee information manual.</i></p> <p>KPI: Review and update draft employee information manual.</p>	<p>Deferred</p> <p>This project was deferred until the 2022 financial year, due to the additional human resources workload arising from Council's 2020 restructure decision and the associated recruitment and onboarding processes required between October 2020 and May 2021.</p>
Quarterly KPI	Status
<p>Future Direction 5(28) – Infrastructure <i>Review Business Continuity Plan and conduct training scenario.</i></p> <p>KPI: Conduct training.</p>	<p>In progress</p> <p>A reduction in internal resourcing capacity in the past two quarters has impacted preparation of the training scenario.</p> <p>While a formally planned training scenario was not delivered this quarter, Council did enact a flood alert protocol during February, including preparatory steps taken that effectively checked and validated the operational effectiveness of the Business Continuity Plan.</p> <p>Ongoing work in relation to a possible pandemic “second wave” has also been undertaken to ensure that practical BCP actions are ready to roll out in the event of any new COVID outbreak in the area.</p>
Quarterly KPI	Status
<p>Future Direction 5(29) – Infrastructure <i>Engage with community sport and recreation organisations to ascertain future needs and venue planning.</i></p> <p>KPI: Conduct forums and report on participation and feedback from clubs.</p>	<p>In progress</p> <p>Following the recent appointment of a new Council sport and recreation officer, two sporting forums are now planned and will be delivered in May 2021. Councillors were briefed at the April Workshop and will be provided with a further report following completion.</p>
Quarterly KPI	Status
<p>Future Direction 6(12) – Infrastructure <i>Deliver the bridge inspection and maintenance program.</i></p> <p>KPI: Quarterly performance review outcomes reported and prepare maintenance budget items for 2021-22.</p>	<p>In progress</p> <p>Major maintenance works were completed for bridges at Scott's Road, Mole Creek and Westwood Road, near Hadspen. Budget preparation is in progress.</p>

3) Council Strategy and Policy

Furtheres the objectives of the Council's Community Strategic Plan 2014 to 2024:

- Future direction (5) - Innovative leadership and community governance

4) Legislation

The *Local Government Act 1993* (Tas) requires Council to prepare an Annual Plan pursuant to s.71.

Annual reporting of Council's performance against the Annual Plan is required under s.72.

Council also provides interim reporting to Councillors on a quarterly basis in satisfaction of its Annual Plan KPIs (see Future Direction 5(1)).

5) Risk Management

Not applicable

6) Government and Agency Consultation

Not applicable

7) Community Consultation

Not applicable

8) Financial Consideration

Not applicable

9) Alternative Recommendations

Not applicable

10) Voting Requirements

Simple Majority.

DECISION:

Strategic Plan Future Direction 1

A sustainable natural and built environment

1.1 Contemporary planning supports and guides growth and development across Meander Valley.

1.2 Liveable townships, urban and rural areas across the local government area with individual character.

1.3 The natural, cultural and built heritage of Meander Valley is protected and maintained.

1.4 Meander Valley is environmentally sustainable.

1.5 Public health and the environment is protected by the responsible management of liquid and solid waste at a local and regional level.

1.6 Participate and support programs that improve water quality in our waterways.

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Renew NRM Strategy.	1.3, 1.4, 1.6	Works	Nil.	NRM review scheduled.	NRM strategy draft.	NRM strategy endorsed by Council.	NRM strategy renewed within timeframes.
2	Monitor and assess implementation of the Westbury Town Common Management Plan.	1.3, 1.4, 1.6	Works	No breaches of permit conditions and condition of common maintained.	No breaches of permit conditions and condition of common maintained.	No breaches of permit conditions and condition of common maintained.	DPIPWE permit renewed and management plan requirements confirmed.	Practices consistent with management plan and condition of Common is stable or improved.
3	Design and implement initiatives from the NRM Strategy.	1.3, 1.4, 1.6	Works	Nil.	Actions from current NRM strategy progressed and reported.	2017 NRM strategy close out report finalised.	New NRM strategy initiatives planned and costed for budget.	Completed within timeframes.
4	Westbury residential rezoning.	1.1	Governance	Progress rezoning.	Progress rezoning.	Progress rezoning.	Progress rezoning and report to Council.	Complete rezoning submission to the TPC and report to Council Workshop.
5	Undertake projects to support implementation of the Prospect Vale - Blackstone Heights Structure Plan including the Regional Land Use Strategy and planning scheme amendments.	1.1	Governance	Amendments progressed and reported to Council.	Report to Council workshop at key stages of RLUS and planning scheme amendment work.			
6	Assess individual planning scheme amendment applications as they arise.	1.1	Governance	Amendments assessed and managed within statutory timeframes.	Assess individual planning scheme amendment applications within statutory timeframes.			
7	Process development applications in accordance with delegated authority.	1.1, 1.2, 1.3	Development & Regulatory Services	100% of applications completed on time.	Completed within statutory timeframes with 100% conformance.			
8	Permit Authority – issue permits for Building Works (Category 4).	1.1, 1.2, 1.3 (primary) 4.3 (secondary)	Development & Regulatory Services	100% of applications completed within 7 days.	Issue building permits within 7 days from the date all other permits and documents are received as required by the Building Act.			
9	Permit Authority – process Notifiable Building Works (Category 3).	1.1, 1.2, 1.3	Development & Regulatory Services	100% of applications completed within 7 days of receipt of all required information.	100% of applications completed within 7 days of receipt of all required information.	100% of applications completed within 7 days of receipt of all required information.	100% of applications completed within 7 days of receipt of all required information.	Notifiable Building Works processed in a timely manner.

Strategic Plan Future Direction 1

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
10	Permit Authority – manage outstanding building completions and illegal works.	1.1, 1.2, 1.3	Development & Regulatory Services	Baseline determined and reduction of numbers.	Outstanding building completions reduced by 10%.			
11	Permit Authority – issue permits for Plumbing Works (Category 4).	1.4	Development & Regulatory Services	100% of applications completed within 21 days.	Process plumbing permit applications within 21 days of receipt of all information.			
12	Waste Management Strategy review and implementation.	1.5 (primary) 6.6 (secondary)	Infrastructure Services	Undertake options analysis and feasibility.	Strategy presented to Council.	Council approval of waste strategy.	Budget and implementation planning in place.	Present strategy to Council at December workshop.
13	Permit Authority – issue Notifiable Plumbing Works (Category 3).	1.4	Development & Regulatory Services	100% of applications completed within 14 days.	Process Notifiable Plumbing Works within 14 days of receipt of all information.			
14	Manage Land Information Certificates.	1.1,1.2,1.3	Development & Regulatory Services	100% of applications completed within 10 working days.	100% of applications completed within 10 working days.	100% of applications completed within 10 working days.	100% of applications completed within 10 working days.	Issue certificates within 10 working days.

Strategic Plan Future Direction 2

A thriving local economy

2.1 The strengths of Meander Valley attract investment and provide opportunities for employment.

2.2 Economic development in Meander Valley is planned, maximising existing assets and investment in infrastructure.

2.3 People are attracted to live in the townships, rural and urban areas of Meander Valley.

2.4 A high level of recognition and demand for Great Western Tiers products and experiences.

2.5 Current and emerging technology is available to benefit both business and the community.

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Promote investment in Meander Valley to support the growth of identified industry sectors.	2.2	Governance	Identify opportunities and report on progress.	Brand strategy developed and approved by Council.	Prospectus developed and marketing for specific industry sectors in place.	Brand strategy and prospectus approved and budget submitted.	Meander Valley 'Brand' and regional prospectus developed.
2	Develop economic recovery pathways and establish industry-specific priority actions.	2.1, 2.3, 2.4, 2.5	Governance	Identify opportunities and report on progress.	Industry support for at least two action plans.	Industry support for at least two action plans.	Industry support for at least two action plans.	Economic recovery action plans in place for key industries/sectors.
3	Establish economic development structure plans for each population centre.	2.1, 2.4, 2.5	Governance	Identify opportunities and report on progress.	Deloraine economic and placemaking plan ready for consultation .	Deloraine economic and placemaking plan in place.	Westbury economic and placemaking plan ready for consultation .	Plans and community consultation in place.
4	Establish a structured list of investment vehicles and investment attraction policies.	2.1, 2.2, 2.3, 2.4, 2.5	Governance	Identify opportunities and report on progress.	Investment support package policy approved by Council.	Nil.	Nil.	Investment vehicles assessed and policies in place.
5	Establish a business media and communications plan.	2.1, 2.3, 2.4, 2.5	Governance	Nil.	Nil.	Draft plan and costing ready.	Plan approved by Council.	Plan in place.
6	Support the progress of land developments including Valley Central and the Hadspen Urban Growth Area.	2.2	Governance	Quarterly report on progress, activity and issues.	Quarterly report on progress, activity and issues.	Quarterly report on progress, activity and issues.	Quarterly report on progress, activity and issues.	Quarterly review, actions and reports.
7	Monitor and report monthly visitation statistics.	2.4	Governance	Provide statistics in monthly Briefing Report.	Provide statistics in monthly Briefing Report.	Provide statistics in monthly Briefing Report.	Provide statistics in monthly Briefing Report.	Reports produced.

Strategic Plan Future Direction 3 Vibrant and engaged communities

3.1 Creativity and learning are part of daily life across the communities of Meander Valley.

3.2 Successful local events enhance community life.

3.3 Education and training opportunities are available to everyone across the local government area.

3.4 Meander Valley communities have the resilience and capacity to address and overcome life's challenges and emergencies.

3.5 Young people have the opportunity to be engaged in community life.

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Facilitate the operation of Council pop up meetings.	3.4 (primary) 4.1 (secondary)	Governance	Nil, due to COVID-19.	Council 'pop ups' scheduled and delivered. 100% of actions from pop ups resolved.	Council 'pop ups' scheduled and delivered. 100% of actions from pop ups resolved.	Council 'pop ups' scheduled and delivered. 100% of actions from pop ups resolved.	Pop up meetings held and documented.
2	Deliver the Community Grants Program.	3.1, 3.2, 3.4 (primary) 4.1 (secondary)	Governance	Grants policy updated and approved by Council. Grants round completed and funds distributed. Number of applications received.	Grants round completed and funds distributed. Number of applications received.	Grants round completed and funds distributed. Number of applications received.	Grants round completed and funds distributed. Number of applications received.	Number and range of grant applications.
3	Renew the events program responsive to COVID-19.	3.1, 3.2	Governance	Nil, due to COVID-19.	Nil, due to COVID-19. Events sponsorship opportunity promoted.	Events strategy developed. Events scheduled for quarter delivered.	Events scheduled for quarter delivered.	Events program approved and implemented.
4	Conduct GWTA Exhibition.	3.1, 3.2	Governance	Nil.	Exhibition promoted.	Exhibition delivered.	Nil.	Number of artists participating.
5	Conduct a Festival of Small Halls concert.	3.1, 3.2	Governance	Nil.	Nil.	Nil.	Festival of small halls delivered within budget.	Audience number and event finances.
6	Produce a user-friendly Event Management Guide.	3.2 (primary) 4.1, 4.3 (secondary)	Governance	Nil.	Nil.	Nil.	Guide drafted.	Guide approved.
7	Coordinate major event applications.	3.2	Development & Regulatory Services	100% of event applications responded to in 10 days.	100% of events applications responded to in 10 days.	100% of events applications responded to in 10 days.	100% of events applications responded to in 10 days.	Respond to applications within 10 days.
8	Conduct youth liaison workshop with Council.	3.4, 3.5	Development & Regulatory Services	Nil.	Nil	Nil.	Youth liaison workshop conducted.	Workshop conducted and evaluated.
9	Prepare Volunteer Management Policy and Procedures.	3.1, 3.2, 3.3, 3.4 & 3.5 (primary) 4.1, 4.2 (secondary)	Development & Regulatory Services	Nil.	Nil	Policy and procedures approved.	Percentage of volunteer groups provided with training on policy and procedures.	Policy and procedures adopted. Number of volunteers trained.

Strategic Plan Future Direction 4

A healthy and safe community

4.1 The health and wellbeing needs of all sectors in the community are planned, met and managed.

4.2 Infrastructure, facilities and programs encourage increased participation in all forms of active and passive recreation.

4.3 Public health and safety standards are regulated, managed and maintained.

4.4 Prepare and maintain emergency management plans and documents and work with our communities to educate and plan for emergencies.

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Coordinate the Municipal Emergency Management & Recovery Committee (MEMRC).	4.4	Infrastructure Services	Nil.	Chair six-monthly meeting.	Nil.	Chair six-monthly meeting.	Meetings held.
2	Support the operation of the Meander Valley SES unit through ongoing management of the Memorandum of Understanding (MOU).	4.4	Infrastructure Services	Annual report received from SES.	Six month report on activities reported in Briefing Report.	Nil.	Six month report on activities reported in Briefing Report.	Obtain activities report from Deloraine SES and provide information to Council on a six monthly basis in Briefing Report.
3	Conduct emergency management training exercise for Council staff, facilitated by Red Cross.	4.4	Infrastructure Services	Conduct training.	Nil.	Nil.	Nil.	Training for Council staff completed.
4	Develop and action a plan to promote indoor recreational facilities to current and prospective users to increase patronage and participation.	4.2	Infrastructure Services	Draft the plan.	Finalise plan and present to Workshop. Benchmark current usage.	Promote facilities. Report on usage trends.	Promote facilities. Report on usage trends.	Present plan to Council Workshop. Review promotion outcomes and report to management team.
5	Manage public health risk through monitoring and sampling of recreational water.	4.1 (primary) 1.5 (secondary)	Development & Regulatory Services	Record results. 100% of public safety notification achieved in 48 hours.	Record results. 100% of public safety notification achieved in 48 hours.	Record results. 100% of public safety notification achieved in 48 hours.	Record results. 100% of public safety notification achieved in 48 hours.	Quarterly monitoring and testing completed for all sample sites. Non-conformances responded to within 48 hours.
6	Undertake annual/periodic inspections of food premises consistent with Food Act Requirements.	4.1, 4.3	Development & Regulatory Services	Issue annual registration for all premises. Outcomes reported.	Inspections as per annual program. Outcomes reported.	Inspections as per annual program. Outcomes reported.	Inspections as per annual program. Outcomes reported.	Conduct inspections as per program and report on results each quarter.
7	Coordinate immunisation clinics for Meander Valley Schools.	4.1, 4.3	Development & Regulatory Services	Nil.	Complete annual immunisation program.	Nil.	Nil.	Provide school based immunisations as per program (usually March and September) and provide quarterly report.
8	Audit microchipping of registered dogs.	4.3	Development & Regulatory Services	Undertake audit and close out actions arising.	Audit conducted and reported each quarter.			
9	Prepare and implement annual Fire Abatement Management Program.	4.3	Development & Regulatory Services	Nil.	Inspect and issue notices and arrange work as required.	Inspect and issue notices and arrange work as required.	Inspect and issue notices and arrange work as required.	Program in place by December. All previous properties inspected. All additional identified properties inspected. Notices issued as required and relevant follow up work arranged.

Strategic Plan Future Direction 4

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
10	Investigate incidents and complaints regarding animal control.	4.3	Development & Regulatory Services	100% of cases responded to within 10 days. Prepare monthly summary report.	100% of cases responded to within 10 days. Prepare monthly summary report.	100% of cases responded to within 10 days. Prepare monthly summary report.	100% of cases responded to within 10 days. Prepare monthly summary report.	Investigate all cases and complaints within 10 days and provide quarterly reports.

Strategic Plan Future Direction 5 Innovative leadership and community governance

5.1 Meander Valley Council programs are regularly reviewed to support the achievement of the Community Strategic Plan.

5.2 Long term financial planning and asset management underpins the ongoing viability of Meander Valley.

5.3 Evidence based decision-making engages the community and is honest, open and transparent.

5.4 Meander Valley councillors and employees have the knowledge, skills and attitude to responsibly undertake community governance and operational responsibilities.

5.5 Councils in the region collaborate and share resources for the collective good of their communities.

5.6 Meander Valley Council is recognised as a responsibly managed organisation.

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Deliver Annual Plan.	5.1	Governance	Prepare quarterly review.	Prepare quarterly review.	Prepare quarterly review.	Prepare quarterly review. Prepare 2021-22 Annual Plan.	Plan adopted by Council, compliant with statutory requirements.
2	Prepare Annual Report and conduct Annual General Meeting (AGM).	5.6	Governance	Complete draft for printing.	Complete report and present at AGM. Advertise and conduct AGM	Nil.	Nil.	AGM held and Annual Report adopted by Council.
3	Review the Community Strategic Plan 2014-2024.	5.1	Governance	Nil.	Project established.	Consultation with stakeholders.	Community Strategic Plan drafted.	Community Strategic Plan reviewed and updated.
4	Develop community consultation policy.	5.1	Governance	Nil.	Workshop with Council.	Nil.	Adopted by Council.	Council decision on development of policy.
5	Update risk management framework.	5.6	Governance	Risks register reviewed and required mitigations in place. Audit Panel report.	Risks register reviewed and required mitigations in place. Audit Panel report.	Risks register reviewed and required mitigations in place. Audit Panel report.	Risks register reviewed and required mitigations in place. Audit Panel report.	Risk review completed, updated and endorsed by Audit Panel. Actions progressed and reported on quarterly.
6	Deliver the Internal Audit Program.	5.4	Corporate Services	100% of Audit actions addressed. Audits conducted to schedule.	100% of Audit actions addressed. Audits conducted to schedule.	100% of Audit actions addressed. Audits conducted to schedule.	100% of Audit actions addressed. Audits conducted to schedule.	Audit recommendations implemented and audits conducted.
7	Health & Safety Committee.	5.6	Corporate Services	Conduct quarterly meeting and review WH&S performance. Quarterly report.	Conduct quarterly meeting and review WH&S performance. Quarterly report.	Conduct quarterly meeting and review WH&S performance. Quarterly report.	Conduct quarterly meeting and review WH&S performance. Quarterly report.	Conduct meetings, implement improvement initiatives and produce quarterly reports.
8	Raise rates and sundry debtor (other Council debts) accounts.	5.2	Corporate Services	Achieve activity performance target.	Reconcile rates debtor, sundry debtor and creditors control accounts within 10 days of the working month.			
9	Reconcile financial control accounts.	5.2	Corporate Services	Achieve activity performance target.	Reconcile payroll clearing account within 5 days of processing fortnightly pay.			

Strategic Plan Future Direction 5

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
10	Complete State Government Authority returns.	5.6	Corporate Services	Submit initial State Fire and Treasury pensioner claims, and Annual State Fire Levy data return	Nil.	Nil.	Submit final State Fire and Treasury pensioner claims.	Submit State Fire and Treasury pensioner claims.
11	Complete Section 132 Certificates (property rates).	5.6	Corporate Services	Issue 98% of s132 Certificates within 3 working days of request.	Issue 98% of s132 Certificates within 3 working days of request.	Issue 98% of s132 Certificates within 3 working days of request.	Issue 98% of s132 Certificates within 3 working days of request.	Issue 98% of certificates within 3 working days.
12	Complete annual insurance renewals.	5.6	Corporate Services	Nil.	Complete crime insurance renewal.	Nil.	Insurance policies completed.	Insurance policies completed.
13	Update Long Term Financial Plan (LTFP)	5.2	Corporate Services	Nil.	Review and adopt LTFP.	Nil.	Nil.	Review and adopt LTFP.
14	Develop budget estimates and rating recommendations in accordance with statutory timeframes.	5.2	Corporate Services	Nil.	Determine budget estimates preparation plan.	Nil.	Review and adopt annual budget estimates.	Review and adopt annual budget estimates.
15	Annual external financial reporting.	5.6	Corporate Services	Submit financial statements to Tasmanian Audit Office.	Submit key performance indicator (KPI) consolidated data sheets.	Nil.	Present budget estimates, fees and charges to Council Workshop.	Prepare financial statements and State Government financial reporting.
16	Submit Business Activity Statement (BAS), Fringe Benefits Tax (FBT) and payroll tax returns.	5.6	Corporate Services	Submit BAS and payroll tax returns.	Submit BAS and payroll tax returns.	Submit BAS and payroll tax returns.	Submit BAS and payroll tax returns.	Complete statutory reporting.
17	Review and submit internal financial management reports.	5.3	Corporate Services	Achieve activity performance target.	Achieve activity performance target.	Achieve activity performance target.	Achieve activity performance target.	Produce and distribute monthly management reports. Produce and distribute monthly project expenditure reports. Provide financial reports for September, December and March quarters to Council in October, January and April respectively.
18	Review structure of internal financial management reports.	5.3	Corporate Services	Nil.	Provide recommended revised format.	Implement changes to financial management reports	Complete review of report structure.	Complete review of report structure.
19	Monitor Council's short-term expenditure commitments and invest funds in accordance with Council's Investment Policy.	5.2	Corporate Services	Review cash flow at least weekly.	Review cash flow at least weekly.	Review cash flow at least weekly.	Review cash flow at least weekly.	Weekly monitoring of cash flow.
20	Facilitate Council Audit Panel meetings.	5.6	Corporate Services	Meetings conducted as per work plan.	Conduct meeting as per work Plan.	Conduct meeting as per work plan.	Conduct meeting as per work plan.	Meetings conducted as per work plan.

Strategic Plan Future Direction 5

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
21	Maintain efficient desktop IT equipment.	5.6	Corporate Services	Commence rolling replacement of computers.	Complete rolling replacement of computers.	Nil.	Nil.	Rolling replacement of computer equipment.
22	Review server structure and system requirements to ensure a stable IT architecture.	5.6	Corporate Services	Nil.	Nil.	Nil.	Review server structure and associated software replacement.	Review server structure and associated software replacement.
23	Maintain cemetery records in accordance with the Cemeteries Act.	5.6	Corporate Services	Record new burial information and implement any required changes to existing records.	Record new burial information and implement any required changes to existing records.	Record new burial information and implement any required changes to existing records.	Record new burial information and implement any required changes to existing records.	Maintain new and existing burial information.
24	Maintain records management processes in line with requirements of the Archives Act.	5.6	Corporate Services	Induct new system users Arrange for removal of documents due for disposal.	Induct new system users. Conduct audit of user security rights.	Induct new system users.	Induct new system users.	Induct new users and maintain information management system.
25	Comply with requirements of 2019 Enterprise Agreement.	5.6	Corporate Services	Apply required salary increase changes to pay and allowance rates.	Nil.	Nil.	Review required salary increase and advise employees.	Maintain salary, allowances and clause application.
26	Employee performance reviews.	5.4	Corporate Services	Coordinate office employee performance review completion.	Nil.	Coordinate office employee mini review & salary review completion.	Performance reviews completed for works staff.	Performance and salary reviews completed for all employees.
27	Review employee information manual.	5.6	Corporate Services	Nil.	Nil.	Review and update draft employee information manual.	Adopt revised employee information manual.	Review and update manual.
28	Review Business Continuity Plan and conduct training scenario.	5.6	Corporate Services	Review and update plan.	Prepare training scenario.	Conduct training.	Report on improvement opportunities.	Review and update plan for management team approval. Complete training for MVC officers and report on improvement opportunities.
29	Engage with community sport and recreation organisations to ascertain future needs and venue planning.	5.3	Infrastructure Services	Nil.	Present forum information to Council Workshop.	Conduct forums and report on participation and feedback from clubs.	Conduct forums and report on participation and feedback from clubs.	Quarterly report presented to Council Workshop.

Strategic Plan Future Direction 6 Planned Infrastructure Services

6.1 The future of Meander Valley's infrastructure assets is assured through affordable, planned maintenance and renewal strategies.

6.2 Regional infrastructure and transport is collaboratively planned and managed by all levels of government.

6.3 The Meander Valley transport network meets the present and future needs of the community and business.

6.4 Open space, parklands, recreation facilities, cemeteries and public buildings are well utilised and maintained.

6.5 Stormwater and flooding cause no adverse impacts.

6.6 Infrastructure services are affordable and meet the community's needs into the future.

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
1	Undertake maintenance works to ensure safe and fit for purpose assets.	6.1, 6.3, 6.6	Works	Report to Annual Plan review.	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Provide Customer Service Request statistics and budget updates in Briefing Reports.
2	Plan and deliver capital work projects.	6.3, 6.6	Works	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Provide program, project and budget updates in Briefing Report.
3	Manage plant to achieve effective and efficient use that minimises ownership costs.	6.1, 6.6	Works			Complete major plant review		Review plant utilisation and hire rates and update 10 year Plant Replacement Program.
4	Undertake plant purchases in accordance with approved budget.	6.1, 6.6	Works	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Report to Annual Plan Review	Provide program, project and budget updates in Briefing Report.
5	Co-ordinate Asset Management Group and Strategic Asset Management Plan Improvement Plan actions. Review Strategic Asset Management Plan and Review Asset Management Plans.	6.1 (primary) 5.2 (secondary)	Infrastructure Services	Chair meeting and report on action improvement program	Chair meeting and report on action improvement program	Chair meeting and report on action improvement program	Chair meeting and report on action improvement program	Meetings held. Strategic Asset Management Plan and Asset Management Plans updated.
6	Prepare 2021-22 Capital Works Program and Forward Works Program.	6.1, 6.6	Infrastructure Services	Nil.	Update Proposed Projects list	Prioritise and undertake further design and cost estimation	Annual program prepared for approval by Council	Prepare annual Capital Works Program for approval in June quarter.
7	Design, procurement and contract management for projects listed in the 2020-21 Capital Works Program.	6.1	Infrastructure Services	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Report to Annual Plan review	Undertake projects in line with project plan requirements and completion of all non-provisional projects.
8	Update asset information including capitalisation of assets in Conquest and undertake bridge asset revaluation.	6.1	Infrastructure Services	Capitalisation of assets and recording in Conquest and GIS, prior to finalisation of 2019-20 statutory reporting.	Capitalisation of assets and recording in Conquest and GIS for 2020-21 financial year.	Capitalisation of assets and recording in Conquest and GIS for 2020-21 financial year.	Capitalisation of assets and recording in Conquest and GIS for 2020-21 financial year.	Capitalisation of assets prior to finalisation of 2019-20 statutory reporting.
9	Undertake required proactive footpath defect inspections, parks and recreation asset inspections and condition assessments.	6.1	Infrastructure Services	Undertake required inspections.	Undertake required inspections and comprehensive inspection of playgrounds.	Undertake required inspections.	Undertake required inspections and comprehensive inspection of playgrounds for 2021-22 maintenance schedule.	Meet timeframes set out by Conquest. Annual comprehensive inspection of playgrounds completed by December 31.

Strategic Plan Future Direction 6

No.	Actions and Tasks	Strategic Plan Reference	Department	Quarterly KPI (30/9)	Quarterly KPI (31/12)	Quarterly KPI (31/3)	Quarterly KPI (30/6)	Performance Target
10	Development of stormwater system improvement plan and present to Council.	6.1	Infrastructure Services	Review Flood and Risk Study documents.	Storm water Improvement plan presented to Council Workshop.	Stormwater improvement plan endorsed by Council. Prepare project budget items for 2021-22 Capital Works Program.	Nil	Workshop presentation to Council in December quarter.
11	Coordinate reactive and programmed maintenance of building assets.	6.1	Infrastructure Services	Undertake required maintenance.	Undertake required maintenance and fire equipment testing.	Undertake required maintenance.	Undertake required maintenance, fire equipment testing and annual testing and tagging.	Meet timeframes set out by Conquest.
12	Deliver the bridge inspection and maintenance program.	6.1, 6.3	Infrastructure Services	Nil.	Quarterly performance review outcomes reported. Contractors engaged for maintenance works, and for inspection program.	Quarterly performance review outcomes reported and prepare maintenance budget items for 2021-22.	Quarterly performance review outcomes reported Maintenance works completed.	Review and document contractor compliance with the contract.
13	Operate Deloraine Swimming Pool and provide support to community swimming pool at Caveside.	6.4, 6.6	Infrastructure Services	Commence review and extension of existing contract.	Contract executed. Undertake pre-opening inspection and required maintenance. Open pool 1 December.	Operate pool to 1 March	Report on contract performance.	Document contract extension and contractor performance.
14	Provision of kerbside collection contracts to existing urban areas for waste, recyclables and organics.	6.6	Infrastructure Services	Manage contract.	Manage contract.	Manage contract.	Manage contract.	Supervise and review contract.
15	Provision of landfill, waste transfer stations and resource recovery operations contract.	6.6	Infrastructure Services	Quarterly performance review outcomes reported.	Quarterly performance review outcomes reported.	Quarterly performance review outcomes reported.	Quarterly performance review outcomes reported.	Supervise and review contract.
16	Provision of hard waste collection.	6.6	Infrastructure Services	Nil.	Undertake collection.	Report to Council in Annual Plan review.	Nil.	Report to Council by March 31 on collection results.
17	Operational compliance with Environment Protection Notice for Westbury and Deloraine landfill sites.	6.6	Infrastructure Services	Undertake ground and surface water monitoring. Annual Report submission to EPA.	Nil.	Undertake ground and surface water monitoring.	Nil.	Complete reporting requirements for EPA in line with license requirements.
18	Review and update User Guides for indoor facilities.	6.4	Infrastructure Services	Nil.	Review and update Guides	Nil.	Nil.	Complete review and distribute guides to user groups.

ITEMS FOR CLOSED SECTION OF THE MEETING:

Councillor xx moved and Councillor xx seconded ***“that pursuant to Regulation 15(2) of the Local Government (Meeting Procedures) Regulations 2015, Council close the meeting to the public to discuss the following items.”***

Voting Requirements

Absolute Majority

Council moved to Closed Session at x.xxpm

GOVERNANCE 4 CONFIRMATION OF MINUTES

(Reference Part 2 Regulation 34(2) Local Government (Meeting Procedures) Regulations 2015)

GOVERNANCE 5 LEAVE OF ABSENCE

(Reference Part 2 Regulation 15(2)(h) Local Government (Meeting Procedures) Regulations 2015)

INFRASTRUCTURE 1 2021-22 CAPITAL WORKS PROGRAM

(Reference Part 2 Regulation 15(2)(d) Local Government (Meeting Procedures) Regulations 2015)

INFRASTRUCTURE 2 WASTE STRATEGY PRINCIPLES 2021-22

(Reference Part 2 Regulation 15(2)(d)&(f) Local Government (Meeting Procedures) Regulations 2015)

Council returned to Open Session at x.xxpm

Cr xxx moved and Cr xxx seconded "***that the following decisions were taken by Council in Closed Session and are to be released for the public's information.***"

The meeting closed at

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Wayne Johnston

Mayor