



Meander Valley Council
Working Together

ORDINARY AGENDA

COUNCIL MEETING

Tuesday 10 September 2019

COUNCIL MEETING VISITORS

Visitors are most welcome to attend Council meetings.

Visitors attending a Council Meeting agree to abide by the following rules:-

- Visitors are required to sign the Visitor Book and provide their name and full residential address before entering the meeting room.
- Visitors are only allowed to address Council with the permission of the Chairperson.
- When addressing Council the speaker is asked not to swear or use threatening language.
- Visitors who refuse to abide by these rules will be asked to leave the meeting by the Chairperson.

SECURITY PROCEDURES

- Council staff will ensure that all visitors have signed the Visitor Book.
- A visitor who continually interjects during the meeting or uses threatening language to Councillors or staff, will be asked by the Chairperson to cease immediately.
- If the visitor fails to abide by the request of the Chairperson, the Chairperson shall suspend the meeting and ask the visitor to leave the meeting immediately.
- If the visitor fails to leave the meeting immediately, the General Manager is to contact Tasmania Police to come and remove the visitor from the building.
- Once the visitor has left the building the Chairperson may resume the meeting.
- In the case of extreme emergency caused by a visitor, the Chairperson is to activate the Distress Button immediately and Tasmania Police will be called.



Meander Valley Council

Working Together

PO Box 102, Westbury,
Tasmania, 7303

Dear Councillors

I wish to advise that an ordinary meeting of the Meander Valley Council will be held at the Westbury Council Chambers, 26 Lyall Street, Westbury, on **Tuesday 10 September 2019 at 4.00pm.**

Martin Gill
GENERAL MANAGER

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Evacuation and Safety:

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.*

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 10 September 2019 at 4.00pm.

PRESENT:**APOLOGIES:****IN ATTENDANCE:****CONFIRMATION OF MINUTES:**

Councillor xx moved and Councillor xx seconded, ***“that the minutes of the Ordinary Meeting of Council held on Tuesday 13 August 2019, be received and confirmed.”***

COUNCIL WORKSHOPS HELD SINCE THE LAST MEETING:

Date :	Items discussed:
27 August 2019	<ul style="list-style-type: none">• General Manager Recruitment Process• Hydro Tasmania – Battery of the Nation• TasWater Trade Waste Policy – Malcolm Eastley• Regional Economic Development Plan• Community Strategic Plan Review 2019-20• Community Incentives Grants Program – Policy No. 82• Tourism Direction & associated correspondence• Review of process for adoption of Capital Works Program and Budget Estimates 2019-20• Review of Council’s Customer Service Charter• Deloraine Lawn Cemetery – Proposed Shelter• Council Facilities Upgrade – Council Chambers Westbury• Activities to benefit young people in the community

ANNOUNCEMENTS BY THE MAYOR:

13 August 2019

Citizenship Ceremony
Council Meeting

17 August 2019

Rural Youth Dinner

20 August 2019

Bendigo Bank Dinner

27 August 2019

Council Workshop

ANNOUNCEMENTS BY COUNCILLORS

Nil

DECLARATIONS OF INTEREST:

TABLING AND ACTION ON PETITIONS:

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 to 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 direct a Councillor or Council officer to provide a response.

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.

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, depending on the complexity of the issue, and on how many questions are 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 document, produced are subject to the laws of defamation.

For further information please telephone 6393 5300 or visit www.meander.tas.gov.au

PUBLIC QUESTION TIME

1. PUBLIC QUESTIONS TAKEN ON NOTICE – AUGUST 2019

1.1 Sharon Webb – Meander Valley Gazette

I notice from reading the code of conduct complaint report on Cllr Synfield's relationship with the un-named council employee, that you twice emailed the councillor to instruct him to stop contacting the woman.

Do you believe that as council manager, this response was adequate?

It seems that you thought actually speaking to Cllr Synfield was not necessary.

Response by Martin Gill, General Manager

I emailed Cr Synfield on five (5) occasions prior to lodging the formal Code of Conduct complaint. The Code of Conduct Panel determination report includes the following statement:

***Cr Synfield did not respond to any of the General Manager's emails.
He did not dispute that he had received them.***

I also, through an intermediary, invited Cr Synfield to come and speak with me, the Mayor or another senior staff member on two (2) occasions prior to lodging the Code of Conduct complaint.

According to the code of conduct report, this episode will cost the council – and therefore Meander Valley ratepayers – as much as \$20,000.

That includes the cost of the code of conduct hearing and the emotional intelligence education sessions imposed on Cllr Synfield.

Do you believe you, as council manager, handled this matter adequately?

Response by Martin Gill, General Manager

In those aspects of the matter that I was responsible for, or could manage directly, including the legislative process, providing the staff member support and implementing protections against ongoing contact, were handled in a professional manner and with sensitivity to the parties involved.

Did you use a hammer to crack a walnut rather than take appropriate action – such as mediation?

Response by Martin Gill, General Manager

Mediation can only occur if the parties are prepared to come to the table to mediate. Cr Synfield was not prepared to come to the table.

Was this an issue that needed \$20,000 spent on it - rather than you taking more suitable action?

Response by Martin Gill, General Manager

I took the action and continue to act with the mechanisms that are available to me under the provisions of the Local Government Act 1993.

Only one person is responsible for the costs associated with the matter, the person who refused to stop contacting the staff member when they were asked to stop, refused to work with the General Manager to resolve the issue and could only be held accountable through the formal process of a Code of Conduct complaint. It is noted that the complaint was upheld.

1.2 Mr Barry Lee, Westbury

Responses by Jonathan Harmey, Director Corporate Services

Why did Council purchase and bank this property?

Council approved the purchase of 35 William Street, Westbury on 13 October 2015. The property was considered at the time of purchase to be immediately adjacent to a projected large scale consolidated town centre development site for William Street, Westbury. Since this time William Street has experienced the Commonwealth Bank withdraw its branch services at 43 William Street and the

IGA Supermarket at 36 William Street will soon be relocating approximately 1.5 kilometres to Meander Valley Road. Development at 35 William Street has not occurred.

What gross rent has been received since purchase?

Council has received \$38,043 in gross rent to 13 August 2019.

Total cost of purchase of property?

The property's sale price in November 2015 was \$240,000 plus legal fees and stamp duty.

What budget or funding was used to acquire this property?

On 13 October 2015 Council approved a budget allocation of \$250,000 to complete the purchase of the property.

2. PUBLIC QUESTIONS WITH NOTICE – SEPTEMBER 2019

Nil

3. PUBLIC QUESTIONS WITHOUT NOTICE – SEPTEMBER 2019

COUNCILLOR QUESTION TIME

1. COUNCILLOR QUESTIONS TAKEN ON NOTICE – AUGUST 2019

Nil

2. COUNCILLOR QUESTIONS WITH NOTICE – SEPTEMBER 2019

Nil

3. COUNCILLOR QUESTIONS WITHOUT NOTICE – SEPTEMBER 2019

DEPUTATIONS BY MEMBERS OF THE PUBLIC

CERTIFICATION

"I certify that with respect to all advice, information or recommendation 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."



Martin Gill
GENERAL MANAGER

"Notes: S65(1) of the Local Government Act requires the General Manager to ensure that any advice, information or recommendation given to the Council (or a Council committee) is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation. S65(2) forbids Council from deciding any matter which requires the advice of a qualified person without considering that advice."

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 Impact

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 Options

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

Voting Requirements

Simple Majority

PLANNING AUTHORITY 1

Reference No. 162/2019

9 EAST WESTBURY PLACE, DELORAINE

Planning Application: PA\20\0001

Proposal: Multiple dwellings (8 units)

Author: Natasha Whiteley
Town Planner

1) Introduction

Applicant	MJ Architecture
Owner	Trustees of the Diocese of Tasmania Anglican Parish of Deloraine
Property	9 East Westbury Place, Deloraine (CT: 125324/1)
Zoning	Urban Mixed Use Zone
Discretions	15.3.1 Amenity 15.4.1 Building Design and Siting E4.7.2 Management of Road and Accesses and Junctions E6.6.1 Car Parking Numbers E6.7.1 Construction of Car Parking Spaces and Access Strips E6.7.2 Design and Layout of Car Parking E6.8.1 Pedestrian Walkways
Existing Land Use	Vacant land
Number of Representations	One (1)
Decision Due	11 September 2019
Planning Scheme:	Meander Valley Interim Planning Scheme 2013 (the Planning Scheme)

2) Recommendation

It is recommended that the application for Use and Development for Multiple Dwellings (8 units), on land located at 9 East Westbury Place, Deloraine (CT: 125324/1), by MJ Architecture, be APPROVED, generally in accordance with the endorsed plans:

- a) MJ Architecture Pty Ltd; 19 July 2019; Project No.: 1819; Drawing No.: D00.00, D01-01 - D01.04, D02.01, D02.02, D09.01- D09.03.
- b) Landscape plan.

and subject to the following conditions:

1. The location of the entry and exit points are to be swapped so that the entry point is via the southern crossover and the exit point is via the northern crossover.
2. 'Entry Only' and 'No Entry' signage is to be erected at the entry and exit points.
3. The driveway is to be line marked with arrows indicating the direction of vehicle movement.
4. A sign must be installed at the entrance to the property identifying that the driveway is a shared access for pedestrians and vehicles.
5. Pedestrian access gates are to be installed along the frontage for units 1, 2, 3 & 4.
6. Landscaping must be completed in accordance with the endorsed plan.
7. The driveway crossovers are to be constructed in accordance with LGAT Standard Drawing TSD-R09-V1 and to the satisfaction of Council's Director Infrastructure Services. Refer to Note 1.
8. All visitor car parking spaces must be clearly identified by physically delineating the spaces, such as line marking or incidental signage, to the satisfaction of Council's Town Planner.
9. The frontage fence is to be constructed to provide 30% transparency for that part of the fence over 1.2 metres in height, to a maximum height of 1.8 metres.
10. Prior to the commencement of works the following is required:
 - a) An amended site plan must be submitted to the satisfaction of Council's Town Planner showing:
 - i. a pedestrian access gate, including height and design details,

along the frontage for units 1, 2, 3 & 4, in accordance with Condition 5.

- ii. the entry and exit reversed and amended signage details at each location in accordance with Condition 1, 2 & 3.
- iii. a pedestrian sight splay being provided for at the exit as required by AS2890.1:2004.

When approved, the plan will be endorsed and form part of the permit.

b) A detailed Landscape Plan must be submitted to the satisfaction of Council's Town Planner showing:

- i. the retention of the hawthorn hedge, where possible, in the north-western corner. If the hedge cannot be retained, suitable mature species of 2.4m in height must be planted in this corner to provide screening.
- ii. the retention of hawthorn hedge, where possible, in the south-western corner. If the hedge cannot be retained, suitable mature species of 2.4m in height must be planted in this corner to provide privacy.
- iii. the location of landscaping and species (including mature height) to be planted.

When approved the plan will be endorsed and form part of the permit.

11. Prior to the commencement of use the following is required to be completed to the satisfaction of Council's Town Planner:

- a) Signage erected in accordance with Conditions 2 & 4.
- b) Pavement line marked in accordance with Condition 3.
- c) Pedestrian access gates installed in accordance with Condition 5.
- d) Landscaping completed in accordance with Condition 6.
- e) Crossovers completed in accordance with Condition 7 to the satisfaction of Council's Director Infrastructure Services.
- f) Visitor parking clearly delineated in accordance with Condition 8.
- g) Frontage fence constructed in accordance with Condition 9.

12. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA 2019/01000-MVC) attached.

Note:

- 1. Prior to any construction being undertaken in the road reserve, separate consent is required by the Road Authority. An Application for Works in

Road Reservation form is enclosed. All enquiries should be directed to Council's Infrastructure Department on 6393 5312.

2. Stormwater detention is required for this development. Please see attached letter. Approval of the proposed on-site detention by Council's Infrastructure Department will be required prior to the issue of building and plumbing permit approvals.
3. Please contact Australia Post to determine the best location for the mail boxes. They may need to be located at the entrance to the property for ease of accessibility.
4. Any other proposed development and/or use, including amendments to this proposal, may require a separate planning application and assessment against the Planning Scheme by Council. All enquiries can be directed to Council's Community and Development Services on 6393 5320 or via email: mail@mvc.tas.gov.au.
5. 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 approvalAll enquiries should be directed to Council's Permit Authority on 6393 5320 or Council's Plumbing Surveyor on 0419 510 770.
6. 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.
7. 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.
8. If an applicant is the only person with a right of appeal pursuant to section 61 of the Land Use Planning and Approvals Act 1993 and wishes to commence the use or development for which the permit has been granted within that 14 day period, the Council must be so notified in

writing. A copy of Council's Notice to Waive Right of Appeal is attached.

9. 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.
10. 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.
11. 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.

3) Background

The application proposes to construct eight (8) single storey multiple dwellings at 9 East Westbury Place, Deloraine. An aerial photo of the subject site is shown in Figure 1 below whilst the site plan for the development is shown in Figure 2. The title for the entire property (including 5 & 7 East Westbury Place) is 12,140m² in area. However, the development area only covers the vacant land at 9 East Westbury Place covering an area of 2,162m². It is proposed that each unit will become a strata title, with the driveway and visitor parking remaining as common property. Table 1 below identifies the proposed lot size allocated to each unit as a result of a strata title division.

There will be two (2) buildings, with four (4) co-joined units in each. A typical floor plan is proposed for the eight (8) units as shown in Figure 3 below. The full plans and application details can be found in the attachment to this report.

There are no easements recorded on the property. Sewer and water are located in East Westbury Place. Stormwater will also be directed to East Westbury Place.



Figure 1: aerial photo identifying the subject area of land to be developed within the existing title boundary

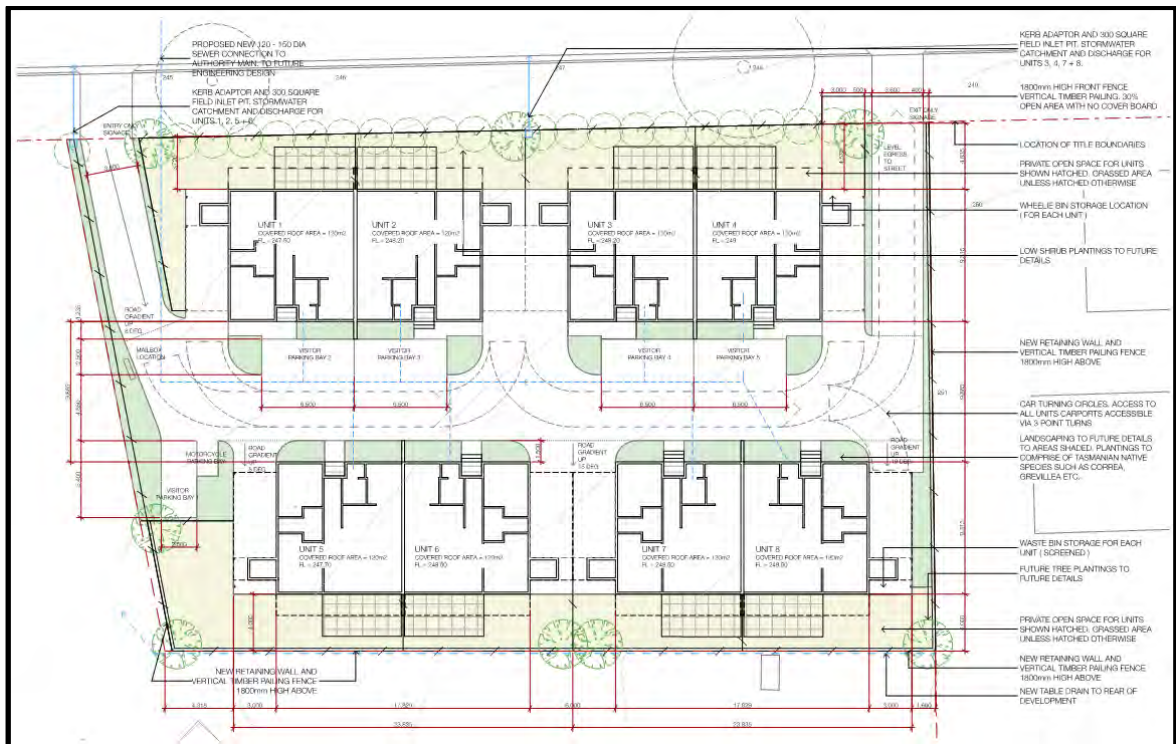


Figure 2: proposed site plan (MJ Architecture, 2019)

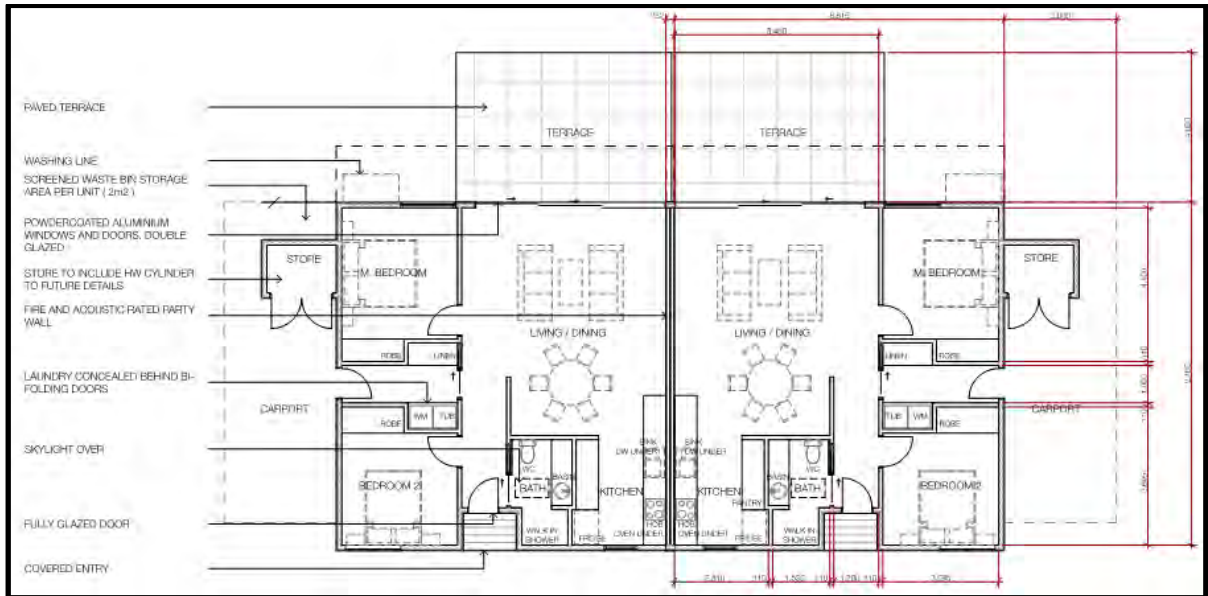


Figure 3: typical floor plan of the proposed units (MJ Architecture, 2019)

Unit	Lots Size (m ²)	Covered Roof Area (m ²)
Unit 1	195	120
Unit 2	175	120
Unit 3	177	120
Unit 4	180.5	120
Unit 5	230	120
Unit 6	176.5	120
Unit 7	176.5	120
Unit 8	199.5	120

Table 1: proposed lot sizes and covered roof area for each unit

4) Representations

The application was advertised for the statutory 14-day period.

One (1) representation was received (attached document). A summary of the representation is as follows:

Representation:

- a) Location of proposed driveway directly beside an existing driveway is considered to be a safety hazard and danger due to obstructed views when entering and existing driveway serving the houses at 9A, 11 and units at 13 East Westbury Place. Need to look past cars exiting driveway at 9 East Westbury Place. Would like greater distance between the two (2) driveways to improve views at the driveway crossover.
- b) Replace shared fence with a higher fence to maintain privacy and acting as a noise barrier for the three (3) opposite residential dwellings;

- c) Number of units seems excessive. Potentially 16 more cars, approximately 2 per dwelling. Increased traffic to consider along an area with a neighbouring church and hall that holds community services for people to attend. Turning left and right at the end of East Westbury Place (opposite the Police Station) is already a hazardous corner and should be addressed. Safety to pedestrians and motorists at the end of the street will be severely impacted.
- d) Increased residents/visitor vehicles using on street parking at the proposed development will severely obstruct the view when leaving driveway. One car space per unit and one visitor car space seems underestimated and will require use of on street car parking.
- e) Request that the row of boarding Hawthorn bushes to rear of the proposed site and the church yard are not removed. Leaving the hedge will preserve the natural environment, create a natural noise and shade barrier and add to an aspect of privacy. Dwelling directly faces the site. 1.8m high fence could be placed inside the existing hedge to address aspects of privacy and noise reduction.

Comment:

- a) The proposed driveway will be located approximately 2.5m from the existing driveway serving 9A, 11 and 13 East Westbury Place. Whilst this separation distance is considered appropriate for a residential area, given the number of vehicles using the exiting crossover on the adjoining property and the number of vehicle movements associated with the proposed units, it is considered appropriate to swap the location of the entry and exit and reverse the direction of travel. This will mean that vehicles will enter at the southern access and exit from the northern access. This will reduce the potential concerns with obstructing sight views at the access for 9A, 11 and 13 East Westbury Place. The layout of the proposed unit development means that by flipping the entry and exit, vehicles are still able to adequately access the car parking spaces provided on-site. The applicant has verbally agreed to reverse the entry and exit and direction of travel.
- b) A 1.8m high vertical timber paling fence is proposed along the boundary. The height of the proposed fence will be approximately 0.3m higher than the existing boundary fence on the southern side. 1.8m high fences are considered appropriate to maintain privacy.
- c) The Planning Scheme requires 18 car parking spaces to be provided (2 car parking spaces per unit and 2 visitor car parking spaces). 13 car parking spaces have been provided on the plan, one (1) space for each unit and five (5) visitor parking spaces. There is the opportunity for two (2) additional car parking spaces in tandem in front of the car parking spaces

for units 2 and 3, providing 15 car parking spaces on-site. East Westbury Place is a wide street, being approximately 12m wide. There is approximately 45m of street frontage directly in front of the proposed development that can be used for on-street car parking if required. Whilst it is acknowledged that the community events are held at the church and hall do result with car parking on the street, East Westbury Place is a long and straight street and there is plenty of on-street parking available. On-street parking is common practice in residential areas and if additional parking is required in the street, the road is wide enough to cater for on-street parking.

Two (2) bedroom units are considered to generate 4-5 vehicle movements per day equating to a total of 40 vehicle movements for the eight (8) units. East Westbury Place and the surrounding road network is considered appropriate to accommodate the additional traffic volume from the proposed development. The Traffic Impact Assessment concludes that the impact from the additional traffic on the road network is considered very low (Rytenskild Traffic Engineering).

- d) Refer to comments above. East Westbury Place has a speed limit of 50km/h. The orientation of the street affords sight distance greater than 80m from the driveway of 9A, 11 and 13 East Westbury Place, complying with the requirement of the Planning Scheme. Whilst on-street parking may impact sight distance, given the slow traffic environment, vehicles should be able to exit 9A, 11 and 13 East Westbury Place in a safe manner. The proposed access at 9 East Westbury Place effectively prohibits the ability for on-street parking immediately to the north of the driveway at 9A, 11 and 13 East Westbury Place, improving the sight distance from this crossover to the north. Furthermore, East Westbury Place slopes downward to Meander Valley Road and therefore any car parking directly in front of 9 East Westbury Place will be lower than the crossover serving 9A, 11 and 13 East Westbury Place allowing for a line of sight potentially over vehicles parked in the street. On-street parking is a common practice in residential areas.
- e) A measurement of the location of the hawthorn hedges to the front boundary has been taken. It appears that the hawthorn hedges are located within the building area for the rear units and the private open space areas allocated to those units. There may be the opportunity to retain the hawthorn hedges in the north-western and south-western corner. A landscape plan is recommended to be submitted showing the proposed landscaping location and species. It is recommended that the hawthorn hedges in these corners are retained and if this is not possible, that mature species are planted in these locations with a height of 2.4m to maintain privacy and to create a clear separation between the church and

the units. It does not appear possible, without considering a redesign, to move the location of the proposed 1.8m high paling fence to inside the hawthorn hedge. This would significantly impact the proposed unit design and functionality. It is noted that vegetation does not act as a noise barrier. The proposed boundary fence being an 1.8m high vertical timber paling fence will reduce some residential noise however, it will not block all noise generated from the residential use of the units.

5) Consultation with State Government and other Authorities

TasWater

The application was referred to TasWater. A submission to Planning Authority Notice (TWDA 2019/01000-MVC) was received on 22 July 2019 (attached document).

Heritage Tasmania

The application was referred to Heritage Tasmania on 27 June 2019. Heritage Tasmania advised on 3 July 2019 that heritage approval is not required for this application.

Heritage Tasmania 'consider the construction of an 1800mm high vertical timber fence to be acceptable. The timber paling fence is preferred over Colorbond, and should form part of the permit. We further recommend your Council to consider the requirement for tree planting, or landscaping within the back (western) corner of the new development, closest to St Marks Church, to have the effect of differentiating and screening the new development from the heritage structure'.

The site plan indicates that the fence will be 1.8m high and constructed from vertical timber. This plan will be endorsed as part of the approval and therefore a condition about the material of fencing is not recommended.

A landscaping plan is recommended to be submitted as a condition of approval. This plan will look at screening in the western corner referred to by Heritage Tasmania, and will consider if the existing hedge can be retained or another species needs to be planted.

6) Officers Comments

Use Class: Vacant land

Applicable Standards

A brief assessment against all applicable Acceptable Solutions of the applicable zone and codes is provided below. This is followed by a more detailed discussion of any applicable Performance Criteria and the objectives relevant to the particular discretion.

Urban Mixed Use Zone	
Scheme Standard	Assessment
15.3.1 Amenity	
Acceptable solution 1	Not Applicable
Acceptable solution 2	Not Applicable
Acceptable solution 3	Relies on Performance Criteria
15.4.1 Building Design and Siting	
Acceptable solution 1	Complies
Acceptable solution 2	Complies
Acceptable solution 3	Relies on Performance Criteria
Acceptable solution 4	Complies
Acceptable solution 5	Not Applicable
15.4.2.1 Density Control	
Acceptable solution 1	Complies
Acceptable solution 2	Complies
Acceptable solution 3	Complies
15.4.2.2 Streetscape integration and appearance	
Acceptable solution 1	Complies
15.4.2.3 Location of Car Parking	
Acceptable solution 1	Relies on Performance Criteria
Acceptable solution 2	Complies
15.4.2.4 Overlooking	
Acceptable solution 1	Complies
Acceptable solution 2	Complies
15.4.2.5 Private Open Space	
Acceptable solution 1	Relies on Performance Criteria
Acceptable solution 2	Complies
15.4.2.6 Landscaping	
Acceptable solution 1	Relies on Performance Criteria
15.4.2.7 Storage	
Acceptable solution 1	Complies
15.4.2.8 Common Property	
Acceptable solution 1	Complies
15.4.2.10 Site Services	
Acceptable solution 1	Relies on Performance Criteria

E4 Road and Railway Assets Code	
Scheme Standard	Assessment
E4.6.1 Use and road or rail infrastructure	
Acceptable solution 1	Not Applicable
Acceptable solution 2	Complies
Acceptable solution 3	Not Applicable
E4.7.2 Management of Road Accesses and Junctions	
Acceptable solution 1	Relies on Performance Criteria
Acceptable solution 2	Not Applicable
E4.7.4 Sight Distances at Accesses, Junctions and Level Crossings	
Acceptable solution 1	Complies

E6 Car Parking and Sustainable Transport Code	
Scheme Standard	Assessment
E6.6.1 Car Parking Numbers	
Acceptable solution 1	Relies on Performance Criteria
E6.6.4 Motorbike Parking Provisions	
Acceptable solution 1	Complies
E6.7.1 Construction of Car Parking Spaces and Access Strips	
Acceptable solution 1	Relies on Performance Criteria
E6.7.2 Design and Layout of Car Parking	
Acceptable solution 1.1	Complies
Acceptable solution 1.2	Not Applicable
Acceptable solution 2.1	Relies on Performance Criteria
E6.8.1 Pedestrian Walkways	
Acceptable solution 1	Relies on Performance Criteria

Performance Criteria

Urban Mixed Use Zone
15.3.1 Amenity
<p>Objective</p> <p>a) To ensure that the use of land is not detrimental to the amenity of the surrounding area in terms of noise, emissions, operating hours or transport.</p> <p>b) To ensure that existing, lawful non-residential uses can continue to function without undue conflict with higher density sensitive uses.</p>
<p>Performance Criteria 3</p> <p>Where multiple dwellings exceed 2 dwellings on a lot that adjoins an existing non-residential use, the residential use must not be likely to be subject to an environmental nuisance through emissions by that existing use.</p>
<p>Response</p> <p>The subject title has been divided into three (3) property identification numbers,</p>

whilst maintaining one (1) certificate of title number. The uses on this title include: vacant land which is proposed to be developed; St Marks Anglican Church and cemetery; and St Marks Church Hall. Given that the proposed eight (8) unit development is on the same title as the non-residential use of the church grounds this Performance Criteria is not applicable because it is technically not an adjoining lot. However, the use of the church grounds is not considered to cause an environmental nuisance through emissions. The church, cemetery and halls are not an attenuated activity in the planning scheme nor are they used in a manner which is considered to cause emissions resulting in an environmental nuisance.

Furthermore, the land to be developed is directly opposite the Bush Inn Hotel, a non-residential use. The tribunal has recently determined that adjoining means '*lands that are "contiguous or have common boundaries". This is generally accepted to exclude land that is separated from the development lot by a road, footpath or waterway*' (EDO RMPAT Bulletin). Therefore the non-residential use that occurs opposite the proposed development site does not require consideration of emissions that may cause environmental nuisance.

The proposal is unlikely to be subject to an environmental nuisance and is in keeping with the objective.

15.4.1 Building Design and Siting

Objective

- a) *To ensure that the siting and design of development furthers the local area objectives and desired future character for the area.*
- b) *To protect the residential amenity of adjoining lots by ensuring that the height, setbacks, siting and design of buildings provides adequate privacy, separation, open space and sunlight for residents.*

Performance Criteria 3

Buildings may be setback to a road, a distance appropriate to the location, the efficient use of the site, the safe and efficient use of the road and the amenity of residents having regard to:

- a) *the prevailing setbacks of existing buildings on nearby lots; and*
- b) *the visual impact of the building when viewed from the road; and*
- c) *retention of vegetation within the front setback.*

Response

The proposed development is located less than 6m from the front boundary and therefore, requires assessment against the Performance Criteria.

The proposed units will be located between 3.7m and 4.5m from the front boundary. The setback is in keeping with those of the adjoining units and dwellings. The setback allows for the efficient use of the site, enabling a driveway between the two (2) unit blocks and adequate private open spaces to the front and rear. The reduced

front setback is considered not to impact the amenity of the residents as the road will be separated with a 1.8m high front fence. Given the somewhat straight orientation of East Westbury Place, the proposed frontage setback will not impact the safe and efficient use of the road.

The prevailing setbacks of the existing unit development at 13-15 East Westbury is located approximately 3.8m from East Westbury Place. The dwelling at 17 East Westbury Place is located approximately 4.5m from the front boundary with East Westbury Place. Therefore the proposed units having a front setback range between 3.7m and 4.5m from the front boundary is considered to be consistent with the prevailing setback within the immediate area.

The co-joined units that front East Westbury Place will be articulated in terms of the design, shape and materials used. Whilst co-joined, the height of the units changes relative to the natural ground level. The shape and pitch of the roofline rhythmically changes across the four (4) units. A mix of materials will also be used to clad the units. The changing front setback also enhances the visual appearance of the development along with the proposed front fence which will be constructed to a height of 1.8m maintaining 30% transparency. Therefore when viewed from the street, the development will be a contemporary design that is consistent with new residential development.

The site is clear from vegetation along the frontage, however there are two (2) street trees on the nature strip that will be retained as part of the development.

The proposed frontage setback is considered in keeping with the front setbacks established within the immediate area. The proposed development is in keeping with the objective.

15.4.2.3 Location of Car Parking

Objective

- a) *To provide convenient parking for resident and visitor vehicles; and*
- b) *To avoid parking and traffic difficulties in the development and the neighbourhood; and*
- c) *To protect residents from vehicular noise within developments.*

Performance Criteria 1

Shared driveways or car parking spaces must be designed to protect the amenity of the adjoining habitable rooms having regard to the:

- a) *width of the driveway; and*
- b) *location of the existing dwellings; and*
- c) *number of car spaces served by the driveway; and*
- d) *need for physical screening and/or landscaping.*

Response

Visitor parking bays 2-5 are located less than 1.5m from the kitchen windows of units 1, 2, 3 and 4. These visitor parking spaces are located approximately 1.2m from the kitchen windows. It is noted that the windows in bedroom 2 for the same units are offset to the side to create a minimum separation of 1.5m to the visitor parking bays. The kitchen is considered to be a habitable room and therefore assessment against the performance criteria is required as the acceptable solution is not complied with.

The internal driveway between the two (2) unit blocks is 4.6m in width. It is noted that the Planning Scheme only requires an access strip width of 3.6m for parallel parking. Therefore, there is an additional 1m available that could be used to create more separation between units 1-4 and the visitor car parking space. In reality it is unlikely that people who park in the parallel car parking spaces will park to the edge closest to the units and most likely will marginally encroach into the internal driveway. Given that the visitor parking spaces are parallel to the units also means that light from the vehicles spilling into the kitchen window will be minimal. There will be direct light as vehicles drive into the car parks, and minimal light spill once parallel parked. There will also be the opportunity for direct views into the kitchen window, from visitors parking in the spaces, however this opportunity is still possible regardless of the separation distance.

There is the requirement to provide 18 car parking spaces (two (2) spaces per unit and two (2) visitor car parking spaces). The design shows each unit having one (1) car parking space each and five (5) visitor parking spaces totalling 13 spaces and one (1) motorcycle space. There is the opportunity to have two (2) car parking spaces in tandem for units 2 and 3, creating 15 spaces in total on the site. The location and separation of the four (4) visitor car parking spaces and the kitchens of unit 1 – 4 is considered appropriate. The amenity of the kitchens is considered to be maintained. If there is an issue a screen could be erected or a plant measuring 1.5m could be planted to screen the kitchen windows.

The proximity of the visitor car parking spaces to the kitchen windows of units 1 to 4 will not detrimentally impact the amenity of those living in the units. Separation will naturally occur by how the vehicles are parking in the visitor car parking spaces and if the impact is significant, there is adequate space to erect screens or landscape in such a manner to maintain privacy.

The proposal is considered in keeping with the objective.

15.4.2.5 Private Open Space

Objective

To provide adequate and useable private open space for the reasonable recreation and service needs of residents.

Performance Criteria 1

Multiple dwellings must be provided with sufficient private open space to meet the reasonable recreational needs of the residents having regard to the:

- a) useability of the private open space, including its size and accessibility; and*
- b) availability of and access to public or communal open space; and*
- c) orientation of the lot to the road.*

Response

Each unit has been afforded with private open space that is within one (1) area measuring greater than 40m². The private open space for units 1 to 4 is located within the frontage and therefore relies on assessment against the performance criteria.

The proposed private open space areas are considered to reasonably provide for the recreational needs of the residents. The areas will be usable and are directly accessible to the living area of the units. They are of an appropriate size for the enjoyment of the outside area including gardening/landscaping, and outside dining.

There is a footpath directly to the front of the property with connection to open space areas of Deloraine. A communal area has not been provided for in the proposal and it is not considered necessary given the size of the private open space areas available to each unit.

Whilst the private open space is located between the dwelling and the frontage, it will be parallel to the road and the 1.8m high front fence that has 30% transparency will afford adequate privacy and allow passive surveillance to the street.

The private open space for each unit is considered adequate and useable and is in keeping with the objective.

15.4.2.6 Landscaping

Objective

- a) To provide appropriate landscaping that respects the landscape character of the neighbourhood; and*
- b) To encourage the retention of mature vegetation on the site.*

Performance Criteria 1

Landscaping must:

- a) provide a safe, attractive and functional environment for residents; and*
- b) respond to the landscape character of the neighbourhood; and*
- c) have regard to any mature vegetation.*

Response

A detailed landscaping plan has not been submitted with the application. Whilst some landscaping has been shown on the plan, details of the species and heights have not been provided.

It is therefore recommended that a detailed landscaping plan be submitted to Council showing the proposed landscaping including species and mature heights.

The existing hawthorn hedge should also be assessed to determine if any can be retained. It may be possible that it can be partly retained in the north-western corner and the south-western corner.

Heritage Tasmania provided the following comment about landscaping. Council should '*consider the requirement for tree planting, or landscaping within the back (western) corner of the new development, closest to St Marks Church, to have the effect of differentiating and screening the new development from the heritage structure*'.

It is agreed that there should be some form of landscaping proposed in the north-western corner of the development and this should be considered in the landscaping plan that will be required to be submitted and approved by Council's Town Planner.

The intent of the landscaping will provide a safe, attractive and functional environment for residents. Given the hawthorn hedge is well established towards the rear of the development area, its inclusion in the landscaping plan could create separation and privacy between the units, the church and adjoining residents to the south. If the hawthorn hedge cannot be retained it is recommended that mature vegetation of 2.4m in height be planted in the south-west and north-western corner of the development area, to provide screening of the development and enhancing privacy.

The landscape character in the immediate residential area comprises established low lying garden and some scattered larger trees along the property boundaries. Therefore a mix of low shrubs with some taller plantings or retention of the hawthorn hedge at the rear of the development area will be consistent with the landscaping character.

It is noted that the hawthorn hedge that runs along the rear of the development area is located approximately 32m from the front boundary. The development extends into the property some 37.15m from the front boundary. It is therefore unlikely that the hawthorn hedge can be maintained along the full extent of the rear boundary as it will extend into the private open space area and possibly the rear portion of the units. It should where possible be retained in the north-western corner because this will not encroach on the private open space area and how it is used, providing the hawthorn hedge is suitably maintained.



Figure 4: established Hawthorn towards the rear of the development area for the units

The requirement for a detailed landscape plan to be submitted to Council for endorsement will mean that the landscape character of the neighbourhood can be maintained and the retention of mature vegetation will be encouraged where possible, and will therefore be consistent with the objective.

15.4.2.10 Site Services

Objective

- a) *To ensure that site services can be installed and easily maintained.*
- b) *To ensure that site facilities are accessible, adequate and attractive.*

Performance Criteria 1

Sufficient space (including easements where required) and facilities for services must be installed.

Response

Waste and recycling bin storage areas have been shown on the site plan, behind the storage shed. This complies with the Acceptable Solution.

The mail boxes have been shown on the site plan, however, they are setback from East Westbury Place and therefore rely on assessment against the Performance Criteria. Australia Post will assess the location of the mail boxes with the developer. It

is noted that if the vehicle entry and exit is swapped and the direction of traffic is reversed, there is space available at the southern access for the mail boxes to be located.

Recommended note:

Please contact Australia Post to determine the best location for the mail boxes. They may need to be located at the entrance to the property for ease of accessibility.

The mail boxes can be located in an area that is considered accessible and is in keeping with the objective.

E4 Road and Railway Assets Code

E4.7.2 Management of Road Accesses and Junctions

Objective

To ensure that the safety and efficiency of roads is not reduced by the creation of new accesses and junctions or increased use of existing accesses and junctions.

Performance Criteria 1

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.

Response

The application proposes to have a one-way access having a separate entry and exit. Whilst the development will require a new crossover to be constructed and the existing crossover to be upgraded, there are a further two (2) crossovers serving the church and the hall. Given the title has three (3) existing crossovers, the additional crossover relies on assessment against the Performance Criteria.

A Traffic Impact Assessment report accompanied the application. This report addresses the proposed access configuration for the development. The report demonstrates the location of the accesses enable adequate sight distance from each crossover location, and that vehicles can enter and exit the property in a forward direction and safely enter and exit the street. It is considered the location of the proposed crossovers with one-way entry and exit only will provide an adequate level of safety for all road users, including pedestrians and cyclists.

The report details that one way and no entry signage will need to be erected at the entry and exit points to ensure the one-way flow of traffic. These signs will ensure that the safety of occupants and road users is maintained.

East Westbury Place can accommodate the additional traffic volume from the proposed development, maintaining the safety and efficiency of the road and thus is in keeping with the objective.

E6 Car Parking and Sustainable Transport Code

E6.6.1 Car Parking Numbers

Objective

To ensure that an appropriate level of car parking is provided to service use.

Performance Criteria 1

The number of car parking spaces provided must have regard to:

- a) the provisions of any relevant location specific car parking plan; and*
- b) the availability of public car parking spaces within reasonable walking distance; and*
- c) any reduction in demand due to sharing of spaces by multiple uses either because of variations in peak demand or by efficiencies gained by consolidation; and*
- d) the availability and frequency of public transport within reasonable walking distance of the site; and*
- e) site constraints such as existing buildings, slope, drainage, vegetation and landscaping; and*
- f) the availability, accessibility and safety of on-road parking, having regard to the nature of the roads, traffic management and other uses in the vicinity; and*
- g) an empirical assessment of the car parking demand; and*
- h) the effect on streetscape, amenity and vehicle, pedestrian and cycle safety and convenience; and*
- i) the recommendations of a traffic impact assessment prepared for the proposal; and*
- j) any heritage values of the site; and*
- k) for residential buildings and multiple dwellings, whether parking is adequate to meet the needs of the residents having regard to:
 - i) the size of the dwelling and the number of bedrooms; and*
 - ii) the pattern of parking in the locality; and*
 - iii) any existing structure on the land.**

Response

18 car parking spaces are required on-site to comply with the Acceptable Solution. This is made up of two (2) car parking spaces dedicated to each unit, and an additional two (2) spaces for visitor car parking. The proposed plans show thirteen (13) car parking spaces, comprising one (1) dedicated undercover car parking space for each unit and a further five (5) visitor car parking spaces and a motorcycle space. Given the required number of car parking spaces have not been provided on-site the additional car parking may be provided for on the street and as such, assessment against the performance criteria is required.

Council does not have a location specific car parking plan.

There is the possibility for two (2) additional car parking spaces to be realised on-site. There is adequate length to have additional car parking spaces in tandem to the

front of the spaces between units 2 and 3. This will result in 15 car parking spaces on-site. However, the Traffic Impact Assessment provided expects that the occupants of each unit will have only one (1) vehicle given who they are marketed towards and because the units are within walking distance to the Deloraine shopping area. The Traffic Impact Assessment Report does not expect that there will be any parking required on the street as the development appropriately caters for the car parking needs generated by the future use. The report does however state that East Westbury Place is acceptable for on-street parking if required.

East Westbury Place is approximately 12m in width. It is formed with kerb and channelling and each property has a clearly defined crossover. Given the long frontage of the development area, there is adequate space directly in front of the units that could be used for car parking that are within adequate walking distance to the development. The use of this section of road for on-street car parking is not considered to impact the neighbouring properties. Whilst parking in East Westbury Place does become limited during events at the church such as weddings and funerals, these events are mainly during the day time, enabling on-street parking of an evening in the street if required by the occupant or visitor. Car parking does already occur in the street, and if occupants or visitors are required to park in East Westbury Place, it is not considered to impact the streetscape as car parking is a general characteristic that occurs in residential areas.

Redline coaches is the public bus service within the area. There is a bus stop along Meander Valley Road within easy walking distance from the proposed development. Deloraine also has a taxi service available.

The parking that is provided is considered to meet the expected demand for the development. Each unit has only two (2) bedrooms and if additional parking is required it is available in the street within adequate walking distance. Public transport is also available on Meander Valley Road and a taxi service operates within the community. It is considered that an appropriate level of parking is provided for the use and development and is in keeping with the objective.

E6.7.1 Construction of Car Parking Spaces and Access Strips

Objective

To ensure that car parking spaces and access strips are constructed to an appropriate standard.

Performance Criteria 1

All car parking, access strips manoeuvring and circulation spaces must be readily identifiable and constructed to ensure that they are useable in all weather conditions.

Response

The driveway and parking spaces will be constructed from coloured asphalt. However, the visitor car parking areas will need to be delineated so that they are readily identifiable and therefore relies on assessment against the Performance Criteria.

It is recommended that prior to the commencement of use, the visitor car parking spaces must be delineated with either line markings and or signage to ensure the spaces are readily identifiable. The car parking spaces afforded to each unit are directly beside the units in a carport. These spaces are considered to be clearly identified.

It is also proposed to reverse the direction of traffic by swapping the location of the entry and exit. As such, this will mean that the entry and exit need to be adequately signposted and the direction of travel be painted on the asphalt to ensure that the vehicle movement is in the correct direction.

Recommendations:

An amended site plan must be submitted showing the entry to the development at the southern crossover and the exit at the northern crossover. The entry and exit are to be appropriately sign posted and line marked clearly showing the direction of travel.

Prior to the commencement of use the following must be completed to the satisfaction of Council's Town Planner:

- a) the entry and exit is to be appropriately signposted and line marked.
- b) The visitor car parking spaces must be clearly identified by physically delineating the spaces either by line marking and/or signage.

In consideration of these recommendations, the car parking and access spaces will be designed to an appropriate standard and is in keeping with the objective.

E6.7.2 Design and Layout of Car Parking

Objective

To ensure that car parking and manoeuvring space are designed and laid out to an appropriate standard.

Performance Criteria 2

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.*

Response

Given that the proposed gradient of the manoeuvring space exceeds 10%; the access width is less than 4.5m for the first 7m; and the access strip width and dimensions of car parking spaces do not meet the sizes prescribed in the Planning Scheme; the proposal does not comply with this Acceptable Solution and requires assessment against the Performance Criteria.

The Traffic Impact Assessment that accompanied the application clearly demonstrated that the vehicle sweep paths for the parking spaces comply with the Australian Standard AS2890.1 2004 Parking Facilities Part 1. Off Road Car Parking. Therefore the layout and dimensions of the car parking and access strips are considered to be convenient, safe and efficient in consideration of the layout of the proposed development and the types of vehicles that will be using the development.

The Traffic Impact Assessment report states that 'a pedestrian sight splay has been provided at the proposed exit driveway, as required by AS2890.1.2004'. It is therefore recommended that this pedestrian sight splay is incorporated into the design, given the recommendation to reverse the direction of traffic movement. This may mean that the lot boundary for unit 1 may alter to ensure compliance with the required sight lines for pedestrian safety.

Recommendation:

An amended site plan is to be submitted to the satisfaction of Council's Town Planner showing a pedestrian sight splay being provided for at the exit as required by AS2890.1:2004.

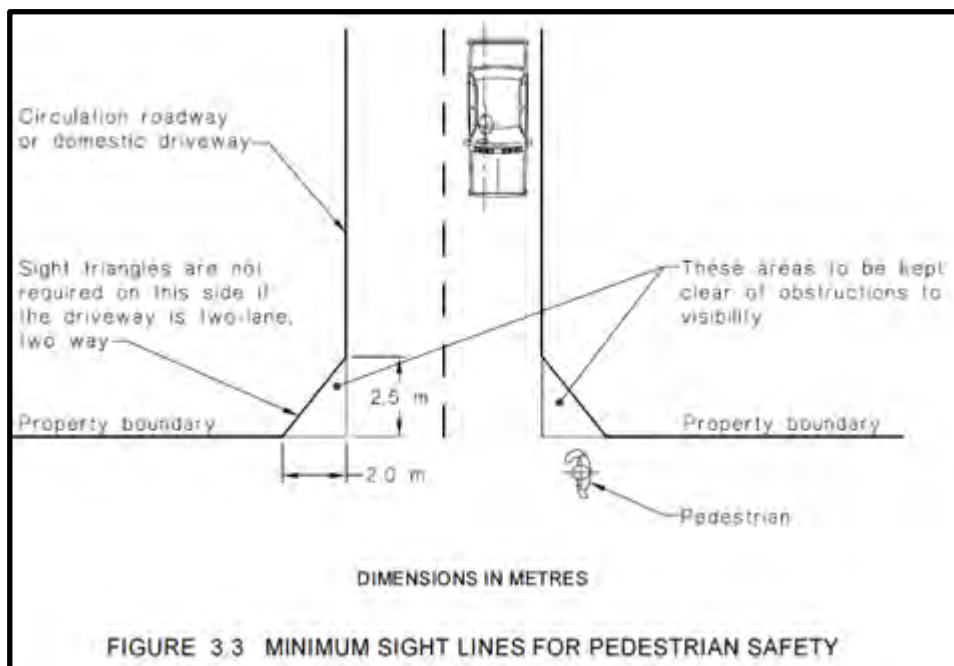


Figure 5: sight lines for pedestrian safety from driveways (AS2890.1.2004)

The one way entry and exit widths of 3.6m are considered suitable for the generated usage. These widths are consistent with the LGAT Standard drawings for the construction of crossovers.

The car parking and manoeuvring spaces are designed and laid out in accordance with the Australian Standard and is therefore in keeping with the objective.

E6.8.1 Pedestrian walkways

Objective

To ensure pedestrian safety is considered in development.

Performance Criteria 1

Safe pedestrian access must be provided within car park and between the entrances to buildings and the road.

Response

It is proposed that the pedestrian access is shared with vehicles, therefore relying on assessment against the performance criteria.

Given the one direction flow of traffic into and out of the unit complex and the expected low volume of traffic, a shared pedestrian and access is considered to be safe. The internal access is 4.6m in width and provides adequate space for vehicles and pedestrians to pass safely. The access strips to the north and the south are 3.6m in width also allowing for pedestrian access. However, given the shared nature of the proposal it is considered necessary to install appropriate signage to alert road users of the shared driveway.

Recommendation:

Prior to the commencement of use, a sign must be installed at the entrance to the property identifying that the driveway is a shared access for pedestrians and vehicles, to the satisfaction of Council's Town Planner.

The Traffic Impact Assessment recommended that a pedestrian access is provided between unit 2 and 3 on to East Westbury Place. The recommendation is not supported because it will encroach into the private open space areas and car parking spaces of units 2 and 3, and either a right of way would need to be created over this area, or it would need to be dedicated as common property. If this pedestrian access were created and the private open space area is fenced with a 1.8m high fence either side of the pedestrian access, a dark space could be created that would not receive passive surveillance. This would lead to an undesirable planning outcome.

It is however recommended that units 1 to 4 be provided with a pedestrian access gate along the frontage which can provide direct access for those occupants to the street. This access gate provides the ability for visitors to those units to park in the street and directly access each unit from the street, without the need to enter at the rear.

An amended site plan must be submitted to Council showing a pedestrian access gate, including height and design details, along the frontage for units 1, 2, 3 & 4, to the satisfaction of Council's Town Planner.

With the inclusion of pedestrian access gates to provide direct access from the front units to East Westbury Place and the installation of shared access signage at the entrance, the width of the access is considered to provide safe pedestrian access. The proposal is in keeping with the objective.

Conclusion

It is considered that the application for Use and Development for development is acceptable in the Urban Mixed Use Zone and is recommended for approval.

DECISION:

19 July 2019

.....
launceston

Suite 5 - 50-54 St John Street
Launceston, Tas 7250

hobart

8 Nottingham Court
Lindisfarne, Tas 7015

post

PO Box 5285
Launceston, Tas 7250

Leanne Rabjohns
Planning Officer
Meander Valley Council
PO Box 102
Westbury
TAS 7303

.....
Re: Unit Development, 9 East Westbury Place, Deloraine

Dear Leanne,

mob 0438 581 834
tel (03) 6331 5870

email info@mjarchitecture.com.au
url www.mjarchitecture.com.au

abn 54 127 325 517

In reference to request for additional information received on 15th July 2019, I advise as follows:

- 1) Long sections of the internal driveway have been more clearly represented on the attached revised elevations. Please refer to drawings 2/D02.01, 1/D02.02, 2/D02.02 and 3/D02.02, dated 18/07/19. Additionally road gradients have been confirmed and noted on the site plan drawing D01.03, dated 18.07.19.

Site retaining walls have been more clearly defined on the site plan drawing D01.03

The existing ground line is shown in the elevations and shows the extent of cut for internal drive and stepping of units

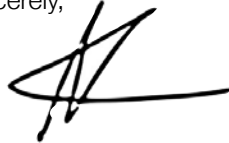
- 2) The "Total Impervious Area" of the site is now noted on the cover page. Additionally, I have attached a marked plan and calculations prepared by MRC Consulting engineers in regards to catchment area and stormwater flow rates

Further in regards to earlier information requested via email (8th July 2019):

- 3) An amended TIA is attached reflecting a 3.6m driveway width. The site plan has also been amended to reflect this
- 4) An amended TIA is attached reflecting the need to entry and exit only signage. The site plan has also been amended to reflect this
- 5) Parallel parking bays have been extended in length to 6.5m. However it is noted that AS 2890.1 allows for a parking bay length of 5.9m and 6.2m (where obstructed) and when the driveway width is 3.6m. I have attached an excerpt copy for reference

Please contact me if you require any further information

Yours Sincerely,

A handwritten signature in black ink, consisting of several overlapping, fluid strokes that form a stylized representation of the name 'Michael Jirku'.

Michael Jirku
Director

Attached: Revised planning drawings + Revised TIA + MRC sketch and calculations + AS 2890.1

UNIT DEVELOPMENT, 9 EAST WESTBURY PLACE, DELORAINE

PRELIMINARY DRAWING - NOT FOR CONSTRUCTION

PROJECT DETAILS

TITLE REFERENCE: VOL. 125324 FOLIO 1
 SOIL CLASSIFICATION: T.B.A
 WIND CLASSIFICATION: T.B.A
 BAL RATING: T.B.A
 CLIMATE ZONE: 7

ARCHITECT ACCREDITATION No.: CC4753B

LAND AREA = 2084m2 DEFINED OUT OF 12,100m2 TOTAL SITE AREA
 BUILDING COVERAGE AREA = 968m2
 TOTAL SITE COVERAGE = 46.5%
 TOTAL IMPERVIOUS SURFACE AREA = 1,518m2 (DRIAVEWAYS + PARKING +
 ROOFED AREAS)



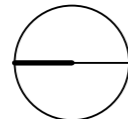
DRAWING SCHEDULE

DRAWING No.	DRAWING NAME	REV No.
D00.00	COVER SHEET	B
D01.01	BLOCK PLAN	B
D01.02	PROPOSED STRATA LAYOUT	B
D01.03	SITE PLAN	C
D01.04	TYPICAL UNIT FLOOR PLAN	B
D02.01	SITE ELEVATIONS	C
D02.02	SITE ELEVATIONS	C
D09.01	SUN STUDY JUNE 21ST	B
D09.02	PERSPECTIVES	B
D09.03	PERSPECTIVES	B

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VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING
 CONSTRUCTION

READ ALL DRAWINGS IN CONJUNCTION WITH SPECIFICATIONS
 Meander Valley Council Ordinary Agenda - 10 September 2019

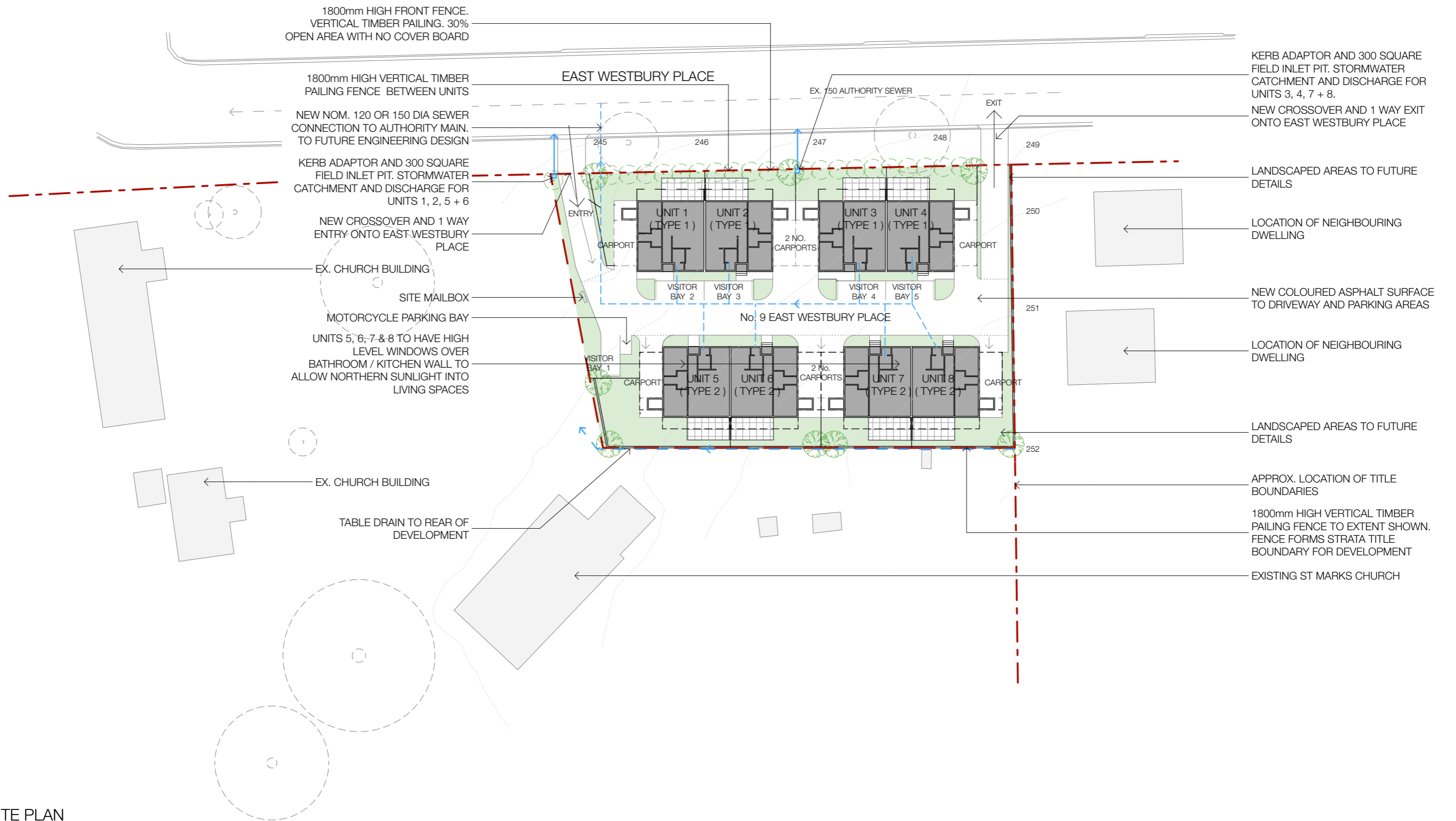


mjarchitecture

PA 1

M: 0438 581 834 T: (03) 6331 5870
 E: info@mjarchitecture.com.au
 www.mjarchitecture.com.au

PROJECT	DRAWING		
UNIT DEVELOPMENT 9 EAST WESTBURY PLACE, DELORAINE	COVER SHEET		
CLIENT	PROJECT No.	DATE	DRAWING No.
ANGLICAN PARISH OF DELORAINE	1819	19/7/19	000.00
		REVISION	



1 SITE PLAN
1:500

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VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING CONSTRUCTION

READ ALL DRAWINGS IN CONJUNCTION WITH SPECIFICATIONS
Meander Valley Council Ordinary Agenda - 10 September 2019



REV	REVISION DETAILS	DATE
A	PRELIMINARY DRAWING	27/3/19
B	ISSUED FOR PLANNING PERMIT	11/6/19

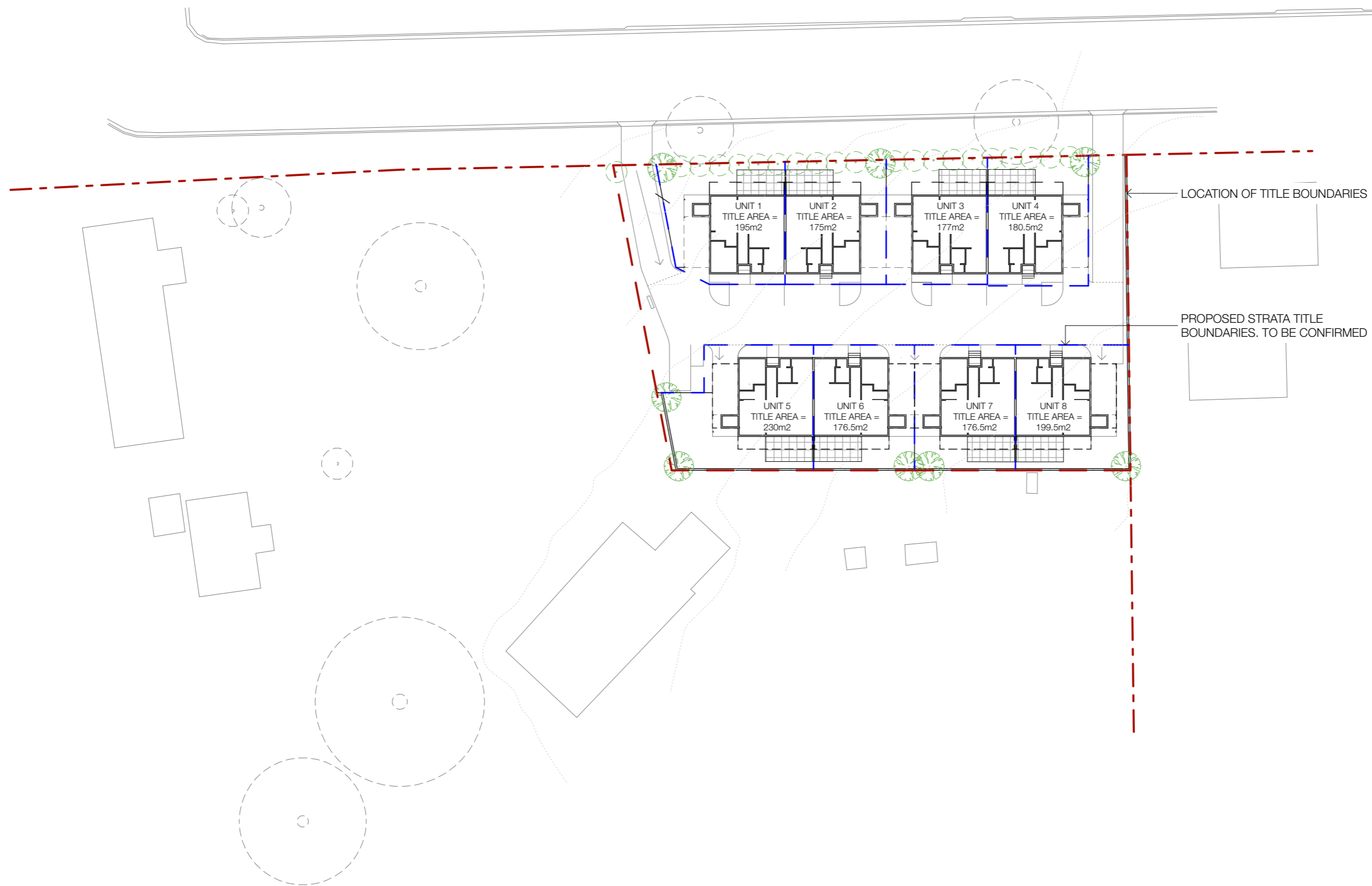
PRELIMINARY DRAWING - NOT FOR CONSTRUCTION

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PA 1

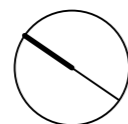
PROJECT	DRAWING		
UNIT DEVELOPMENT 9 EAST WESTBURY PLACE, DELORAINE	BLOCK PLAN		
CLIENT	PROJECT No.	DATE	DRAWING No.
ANGLICAN PARISH OF DELORAINE	1819	19/7/19	001.01
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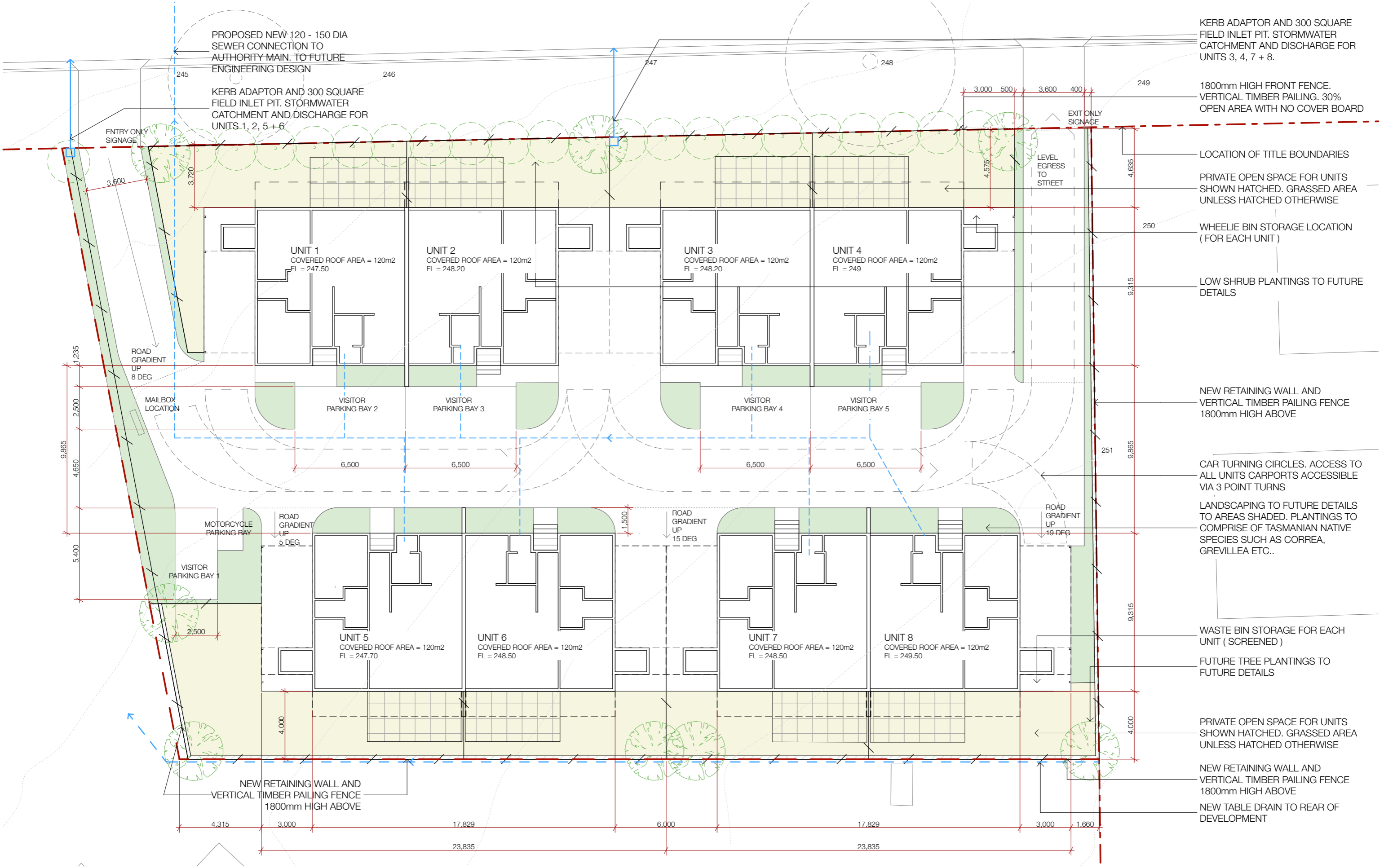
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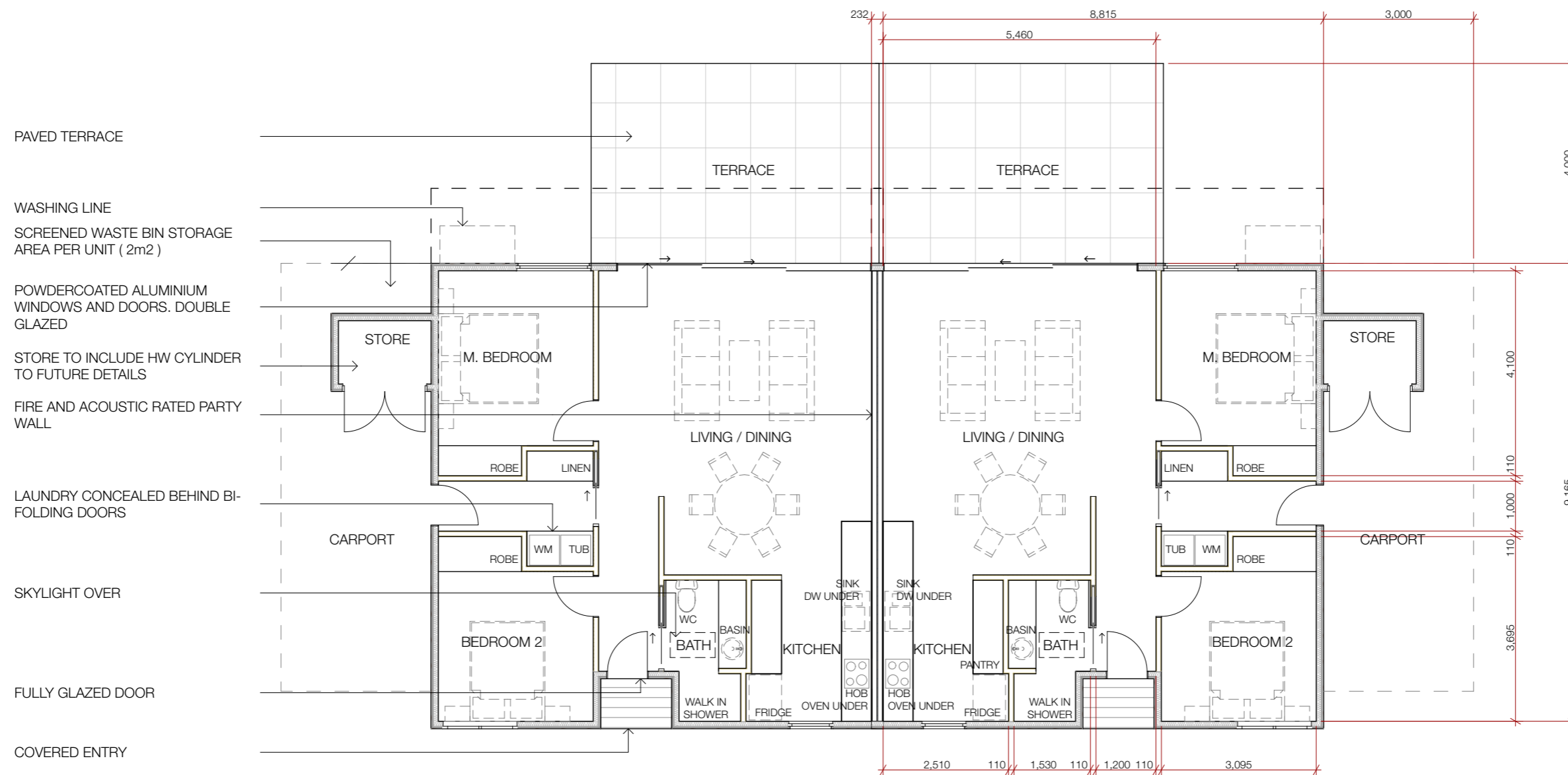
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CLIENT	ANGLICAN PARISH OF DELORAINE

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SITE PLAN		
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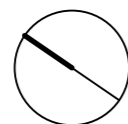
1 TYPICAL UNIT PLAN
1:100

UNIT AREA = 82m²
DECK AREA = 24m²
CARPORT + STORE = 25m²

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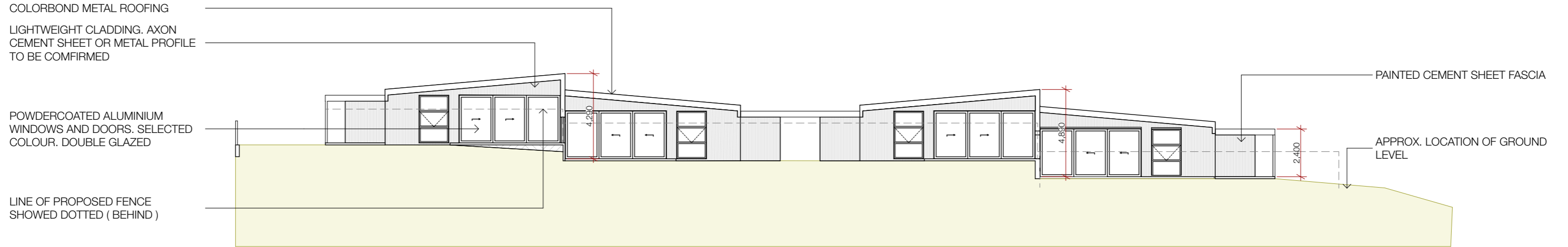
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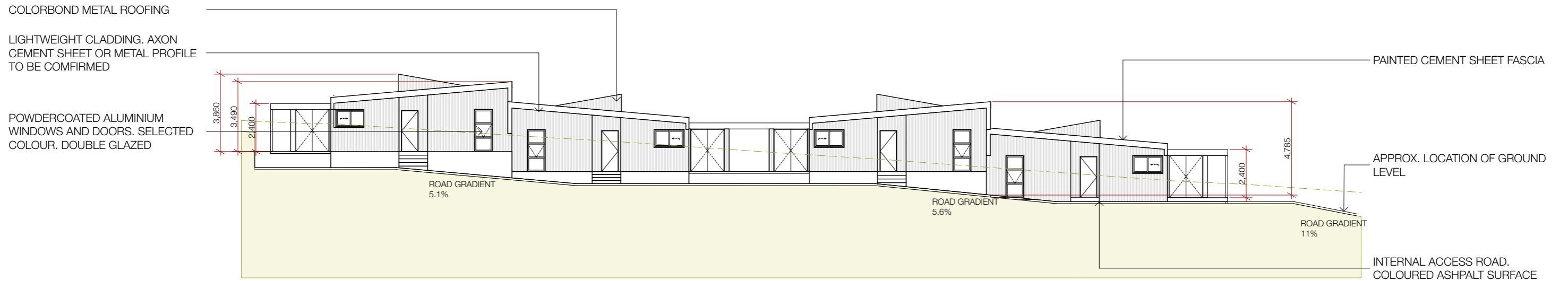
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1 SITE SECTION - STREET VIEW (UNITS 1 - 4)
1:200



2 SITE SECTION - INTERNAL STREET VIEW (UNITS 5 - 8)
1:200

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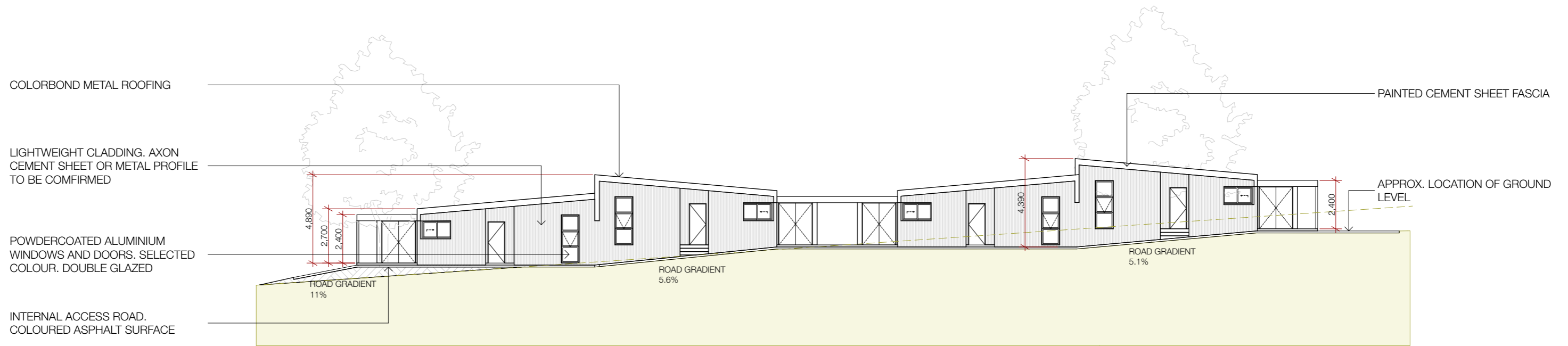
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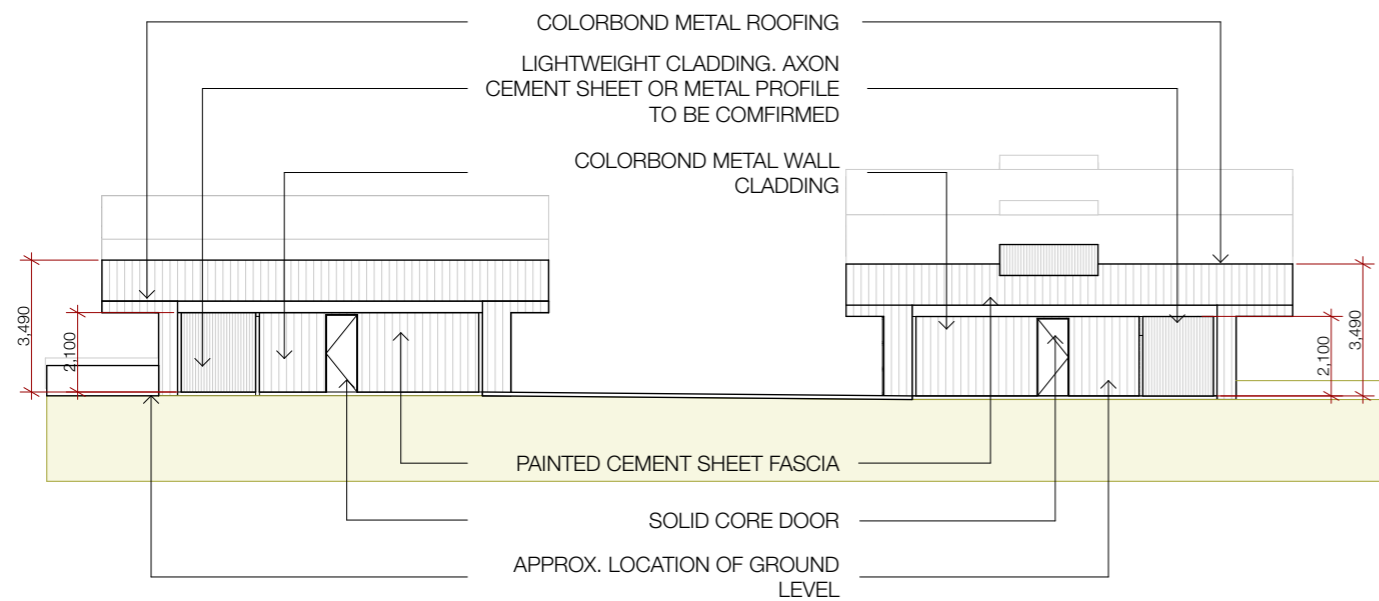
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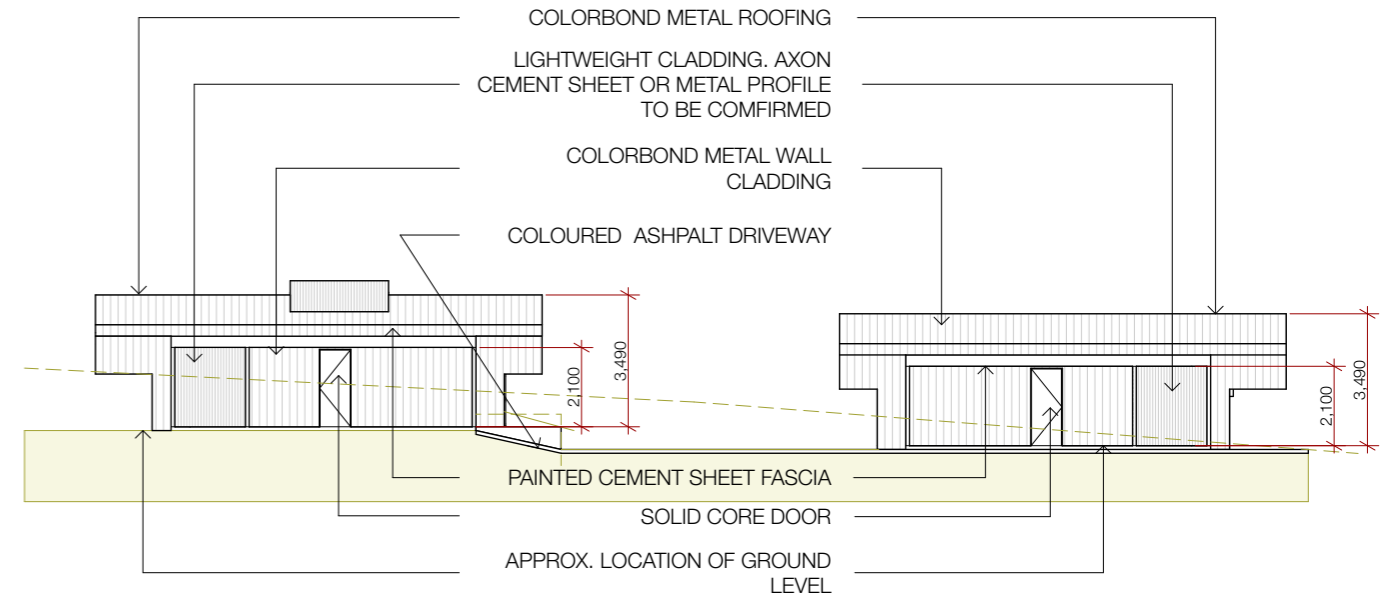
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1 SITE ELEVATIONS - INTERNAL STREET VIEW (UNITS 1 -4)
1:200



2 SITE ELEVATION (WEST)
1:200

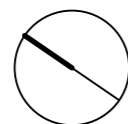


3 SITE ELEVATION (EAST)
1:200

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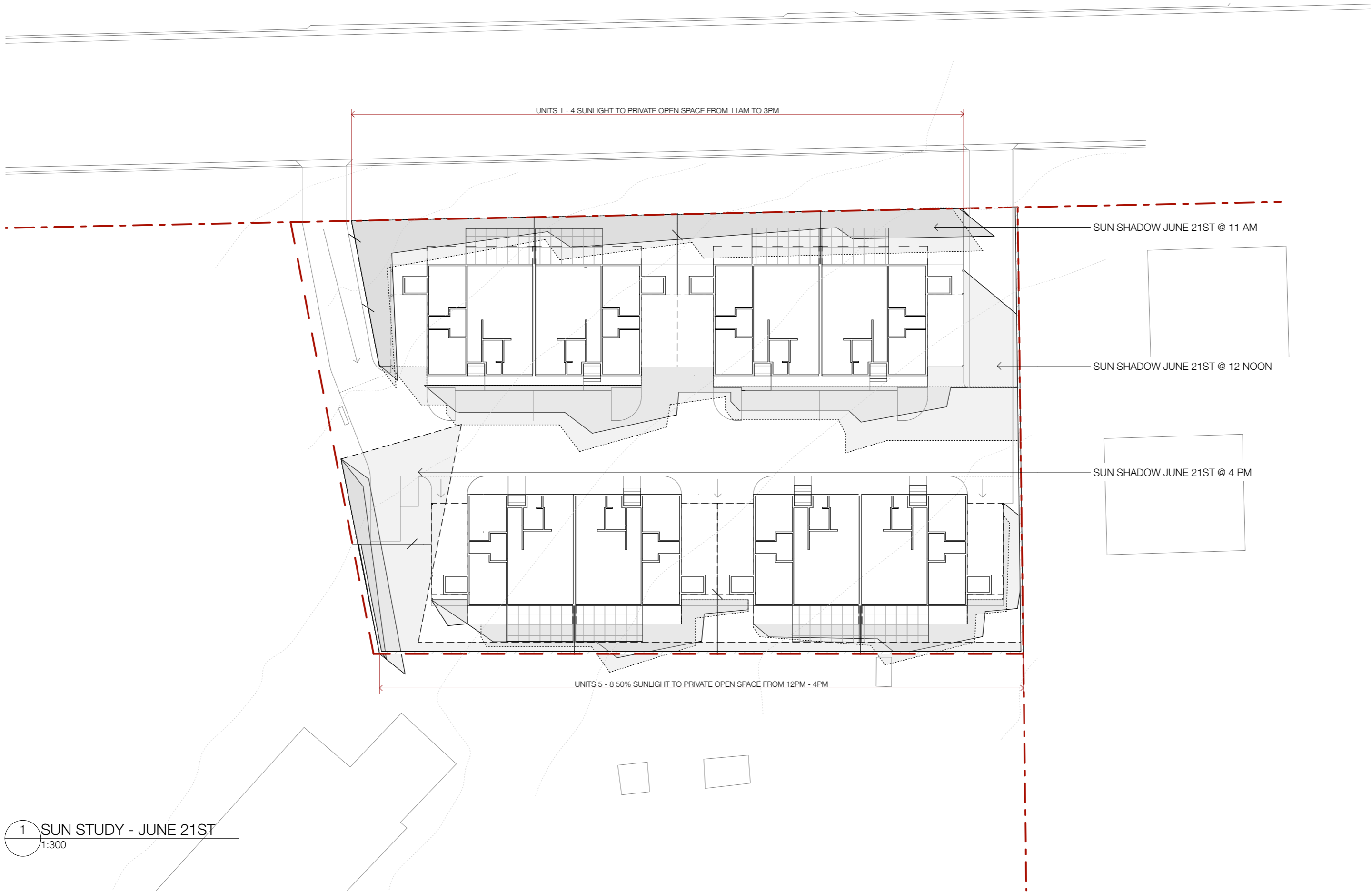
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1 SUN STUDY - JUNE 21ST
1:300

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1 SOUTH EAST STREET VIEW

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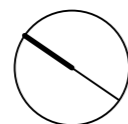


1 EAST STREET VIEW

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PROPOSED NEW 120 - 150 DIA
SEWER CONNECTION TO
AUTHORITY MAIN. TO FUTURE
ENGINEERING DESIGN

KERB ADAPTOR AND 300 SQUARE
FIELD INLET PIT. STORMWATER
CATCHMENT AND DISCHARGE FOR
UNITS 1, 2, 5 + 6

KERB ADAPTOR AND 300 SQUARE
FIELD INLET PIT. STORMWATER
CATCHMENT AND DISCHARGE FOR
UNITS 3, 4, 7 + 8.

1800mm HIGH FRONT FENCE.
VERTICAL TIMBER PAILING, 30%
OPEN AREA WITH NO COVER BOARD

LOCATION OF TITLE BOUNDARIES

PRIVATE OPEN SPACE FOR UNITS
SHOWN HATCHED

LOW SHRUB PLANTINGS TO FUTURE
DETAILS

NEW VERTICAL TIMBER PAILING
FENCE 1800mm HIGH

CAR TURNING CIRCLES. ACCESS TO
ALL UNITS CARPORTS ACCESSIBLE
VIA 3 POINT TURNS

LANDSCAPING TO FUTURE DETAILS
TO AREAS SHADED. PLANTINGS TO
COMPRISE OF TASMANIAN NATIVE
SPECIES SUCH AS CORREA,
GREVILLEA ETC..

WASTE BIN STORAGE FOR EACH
UNIT (SCREENED)

FUTURE TREE PLANTINGS TO
FUTURE DETAILS

PRIVATE OPEN SPACE FOR UNITS
SHOWN HATCHED

NEW VERTICAL TIMBER PAILING
FENCE 1800mm HIGH

NEW TABLE DRAIN TO REAR OF
DEVELOPMENT

UNIT 1
COVERED ROOF AREA = 120m²
FL = 247.00

UNIT 2
COVERED ROOF AREA = 120m²
FL = 248.20

UNIT 3
COVERED ROOF AREA = 120m²
FL = 248.20

UNIT 4
COVERED ROOF AREA = 120m²
FL = 249

UNIT 5
COVERED ROOF AREA = 120m²
FL = 248.20

UNIT 6
COVERED ROOF AREA = 120m²
FL = 249.00

UNIT 7
COVERED ROOF AREA = 120m²
FL = 249.00

UNIT 8
COVERED ROOF AREA = 120m²
FL = 250.00

① VISITOR
PARKING BAY 2

VISITOR
PARKING BAY 3

② VISITOR
PARKING BAY 4

VISITOR
PARKING BAY 5

MOTORCYCLE
PARKING BAY

VISITOR
PARKING BAY 1

NEW VERTICAL TIMBER PAILING
FENCE 1800mm HIGH

Carport Areas

① - 1042m²

② - 1042m²

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From: Mark Harrison (MRC Engineering) mark.harrison@mrceng.com.au
Subject: Re: PA20\0001 - 9 East Westbury Place, Deloraine - unit development
Date: 18 July 2019 at 7:40 am
To: Michael michael@mjarchitecture.com.au, Cameron Byrne cameron@tradersinpurple.com
Cc: Charlie Daoud (Traders In Purple) charlie@tradersinpurple.com, Richard Anderson (MRC Engineering) richard.anderson@mrceng.com.au

Hi Cameron / Michael,

Stormwater Calculations

- Proposed Development Site broken up into two main catchments (as per original concept mark-up provided by MRC - 2303019).
- Catchment 1 = 1042m² and Catchment 2 = 1042m² (refer attached sketch)
- We have shown a discharge location for both these catchments via kerb adaptor out to East-Westbury Place
- Based on Rational Method Calculations (ARR) - Small Catchment, so we have calculated the proposed discharge to the 2 kerb adaptors for a 5yr ARI storm (20%AEP) in accordance with Section 13 of the Tasmanian Subdivision Guidelines.
- The flow rate to EACH kerb adaptor is 0.018m³/s which equates to 18L/s.
- The proposed kerb adaptors have been shown approx 30m apart, so the proposed discharge to the kerb and channel should not be an issue.

Please let me know if you require any additional information?

Kind Regards

Mark Harrison | Principal Engineer | M 0401 071 353

BEng MIEAust NER RPEQ CPESC



MRC
CONSULTING ENGINEERS

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TRAFFIC IMPACT ASSESSMENT

**PROPOSED RESIDENTIAL (TOWNHOUSE STYLE)
DEVELOPMENT**

9 EAST WESTBURY PLACE, DELORAINE

Prepared for

ANGLICAN PARISH OF DELORAINE

12 JULY 2019



DOCUMENT REGISTER

Document St Mark’s Church
 Traffic Impact Assessment

RTE Reference 19065

Prepared by Luke Rytenskild, Dare Janzekovic

Document History

Version	Version date	Details	Reviewed and Authorised	
			Name / Position	Signature
1	26 June 2019	DA Submission	Luke Rytenskild Director RPEQ 6293	
2	12 July 2019	Response	Luke Rytenskild Director RPEQ 6293	

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8.0 PROVISION FOR PEDESTRIANS AND CYCLISTS 16

9.0 SUMMARY OF CONCLUSIONS & RECOMMENDATIONS 18

1.0 INTRODUCTION

Rytenskild Traffic Engineering (RTE) has been engaged by Anglican Parish of Deloraine to prepare a Traffic Impact Assessment of its proposed residential (townhouse style) development at a site located adjacent to the St Mark's Church at Deloraine.

This report forms part of a Development Application to be lodged with the Meander Valley Council. The following issues have been assessed during the study:

- Car parking supply and design;
- Access and servicing arrangements;
- Pedestrian and cyclist provision.

This is an updated version of the original traffic report amended in response to Council's request for further information, received via email on 8 July 2019. A response to items 1 and 2 of the request are provided below, with additional information provided within the report where necessary.

- 1) *TIA – amended to detail minimum driveway widths as 3.60m as per LGAT standard dwg R09*

Response

The proposed crossover arrangements have been modified to provide 3.6 metres wide driveways in accordance with Standard Drawing R09.

- 2) *TIA – amended to include reference to installation of signage on boundary at entry and exit points to clearly note "entry only", "exit only" etc..*

Response

Appropriate signage has been provided at each access point to discourage vehicles from entering from the southern driveway.

2.0 SUBJECT SITE

As shown in Figure 2.1, the subject site is located on the western side of East Westbury Place, approximately 50 metres south of the Highland Lakes Road / East Westbury Place intersection. The site has an area of approximately 2,084m², and is currently vacant.

East Westbury Place is a two lane road with a neighbourhood function within the local road network. It has a speed limit of 50km/hr and a pavement width of approximately 12 metres. Parallel car parking is available on each side of the road. To the north of the site, the Highland Lakes Road / East Westbury Place intersection comprises of a simple priority controlled junction. The East Westbury Place leg is skewed to Highland Lakes Road. This together with the alignment of Highland Lakes Road to the west restricts visibility for drivers turning from East Westbury Place.

Images of East Westbury Place adjacent to the site are shown in Figures 2.2 – 2.3.

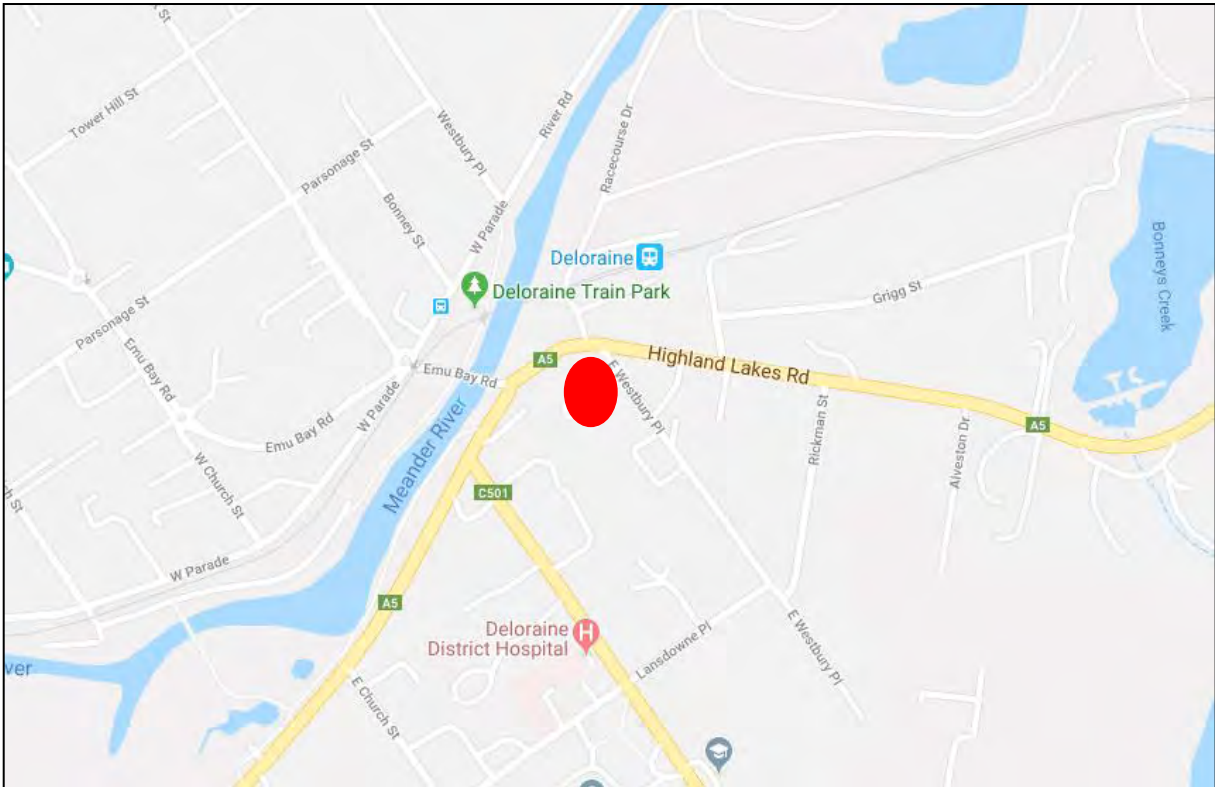


FIGURE 2.1 – LOCATION OF SUBJECT SITE



FIGURE 2.2 – IMAGES OF EAST WESTBURY PLACE ADJACENT TO THE SITE



FIGURE 2.3 – AERIAL IMAGE OF HIGHLAND LAKES ROAD / EAST WESTBURY PLACE INTERSECTION

3.0 DEVELOPMENT PROPOSAL

The proposed plan of development is for a multiple unit comprising of a total of 8 x two – bedroom units.

It is proposed that 1 car parking space be provided for each unit, and 5 visitor spaces which will be available in the common area. That is, a total of 13 car parking spaces are proposed.

Access to the site will be gained via separate entry driveways, to be located at each end of the road frontage. The northern most driveway will be designated as the entry to the site, and the southern most driveway as an exit.

The proposed site plan is shown as Figure 3.1.

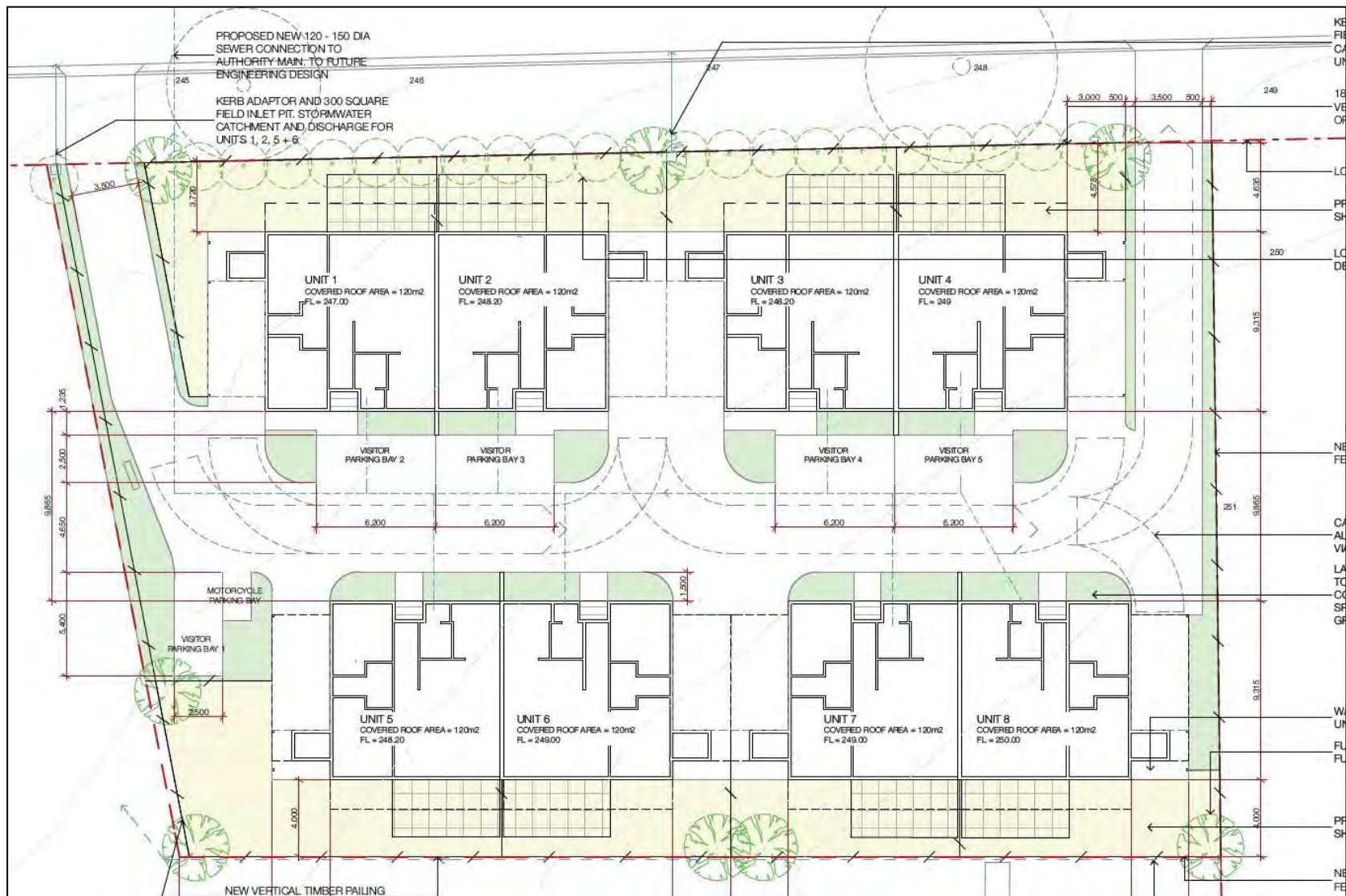


FIGURE 3.1 – PROPOSED SITE / GROUND FLOOR PLAN

4.0 CAR PARKING

4.1 Car Parking Supply

In accordance with Table E6.1: Parking Space Requirements of the Meander Valley Council Car Parking and Sustainable Transport Code, the following rate applies to the proposed development:

Residential use in any other zone or any other residential use in the General Residential Zone:

- 1 space per bedroom plus
- 1 space for visitors per 5 dwellings

Application of the above rate, the proposed development yields a minimum car parking requirement of 18 spaces as follows:

Table 4.1: Car Parking Requirement

Component	Minimum Car Parking Spaces Required
Two – bedroom (8 units)	16 spaces
Visitors (8 units)	1.6 spaces
Total	18 (17.6) spaces

As discussed in Section 3, it is proposed that a single garage be provided for each unit, and 5 spaces to be available for visitors. This provision is considered to be satisfactory given the accessible location of the site in relation to Deloraine village, and the anticipated type of resident who will occupy the units.

It is expected that each household will only have a single private vehicle, however it is noted that an additional 3 visitor parking spaces are proposed, which is in excess of the likely demand for visitor parking. As such, it is not expected that there will be any overflow demand into the adjacent road, although given the length of the site street frontage, it would be acceptable for the on – street car parking to be utilised on an occasional basis. The availability of additional visitor parking on the site, and the number of on – street car parking spaces available (along the frontage of the site) are such that the proposed parking supply will not have any adverse impact upon neighbouring properties.

4.2 Car Parking Design

The geometric layout of the proposed parking facilities has generally been designed to comply with the relevant requirements specified in AS2890.1: 2004.

The proposed car parking layout has the following dimensions:

Resident parking -	2.4 metres × 5.4 metres (plus 0.3 metre clearance to adjacent walls / obstructions)
Visitor parking	2.5 metres × 5.4 metres
Parallel visitor parking	2.5 metres × 6.2 metres
Minimum aisle width	4.5 metres

A swept path analysis of the proposed car park indicates that the required design vehicle will be able to access and manoeuvre within the facility satisfactorily. Swept path diagrams are provided as Figures 4.1 – 4.3.

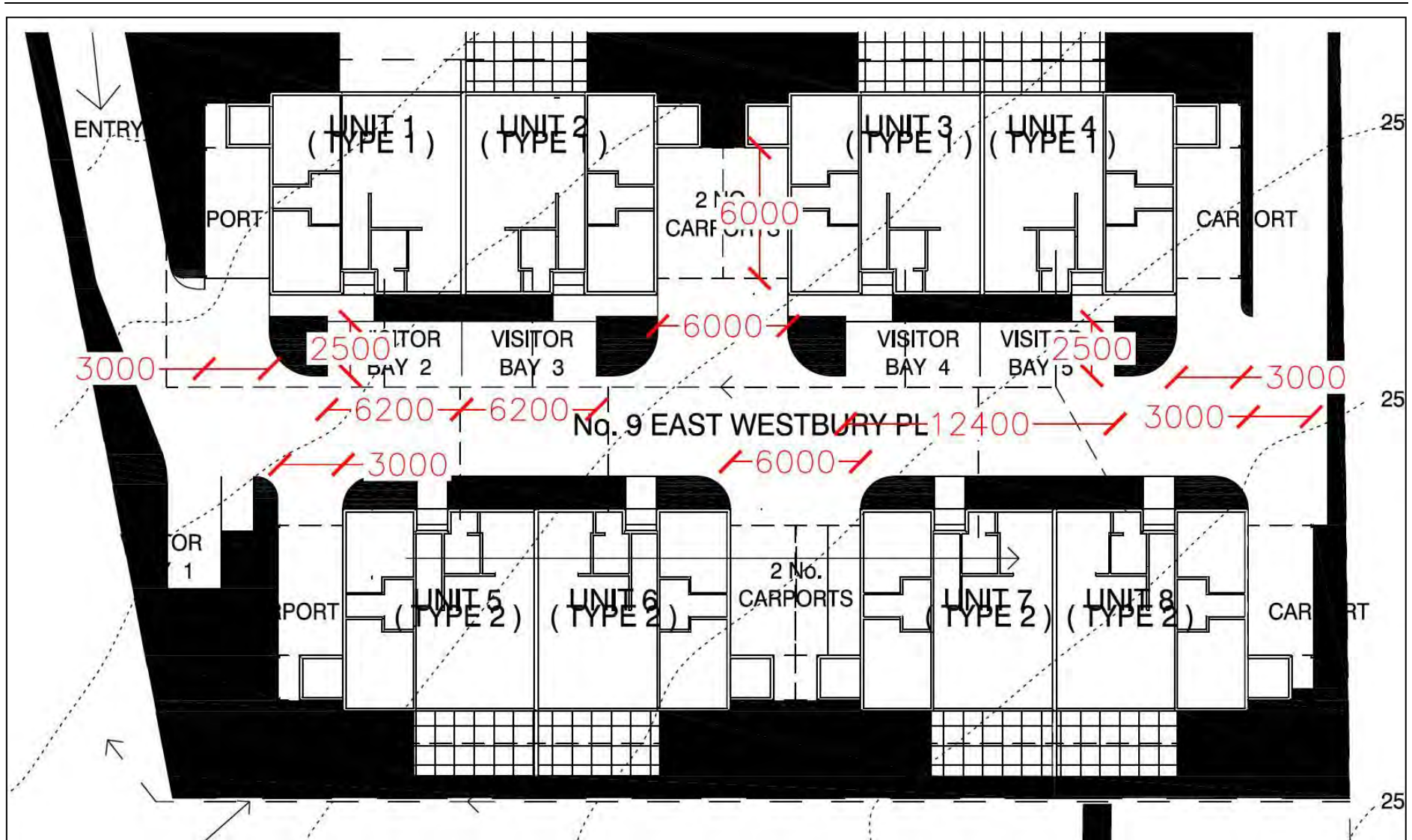


FIGURE 4.1 – DIMENSIONED SITE LAYOUT PLAN

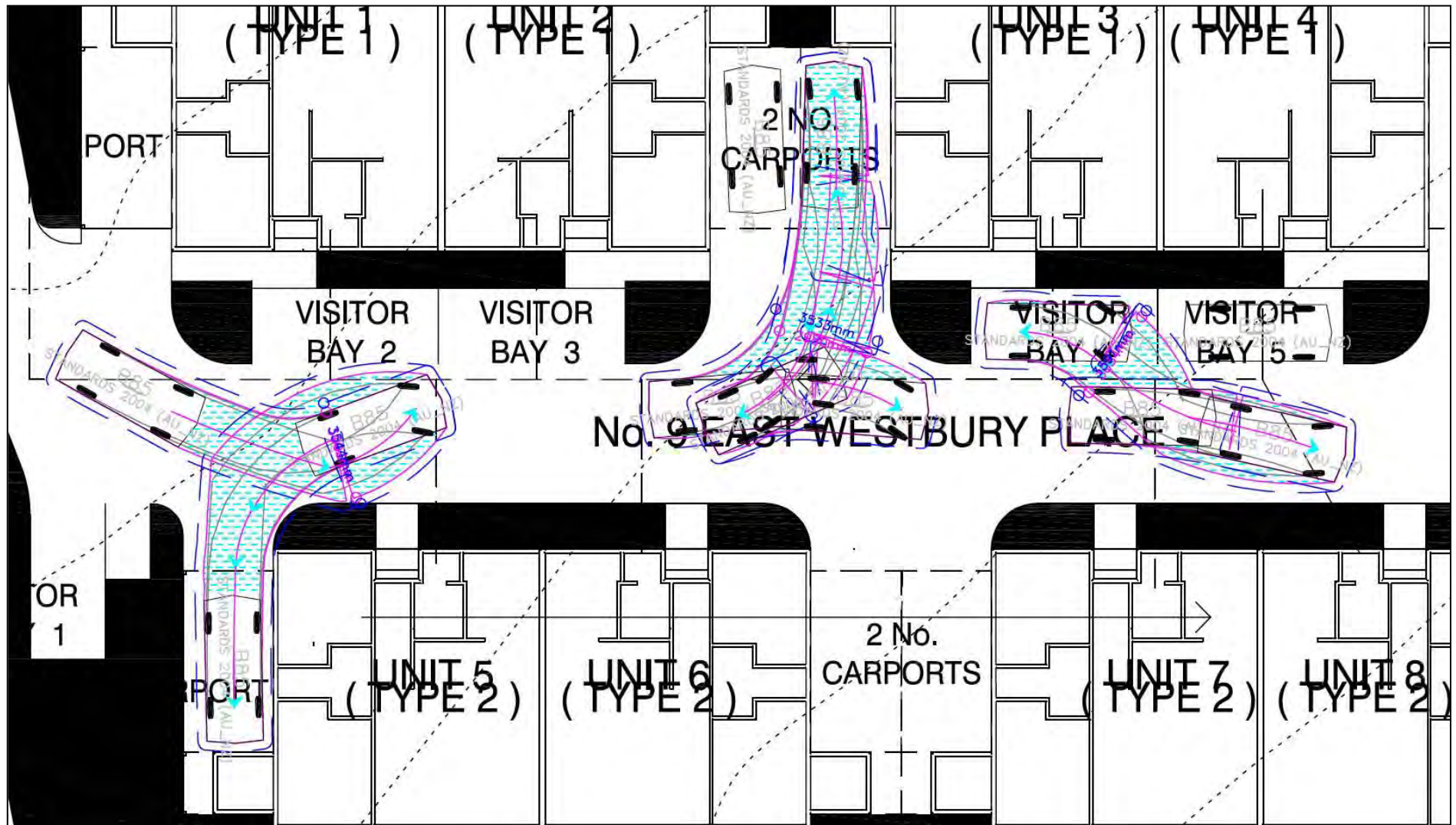


FIGURE 4.2 – SWEPT PATH OF 85TH PERCENTILE VEHICLES

5.0 ACCESS ARRANGEMENTS

Access to the development is proposed to be gained via two separate driveways located at each end of the East Westbury Place frontage.

As shown in Figure 5.1, the crossovers have been designed in accordance with the Council Standard Drawing R09, providing a width of 3.6 metres . It is proposed that the northern most driveway be used for entry movements, and the southern driveway for exit movements. Signage will be installed at each crossover, just inside the boundary, to discourage vehicles from entering the site from the wrong direction.

A pedestrian sight splay has been provided at the proposed exit driveway, as required by AS2890.1:2004. Adequate sight distance is available in each direction on East Westbury Place.

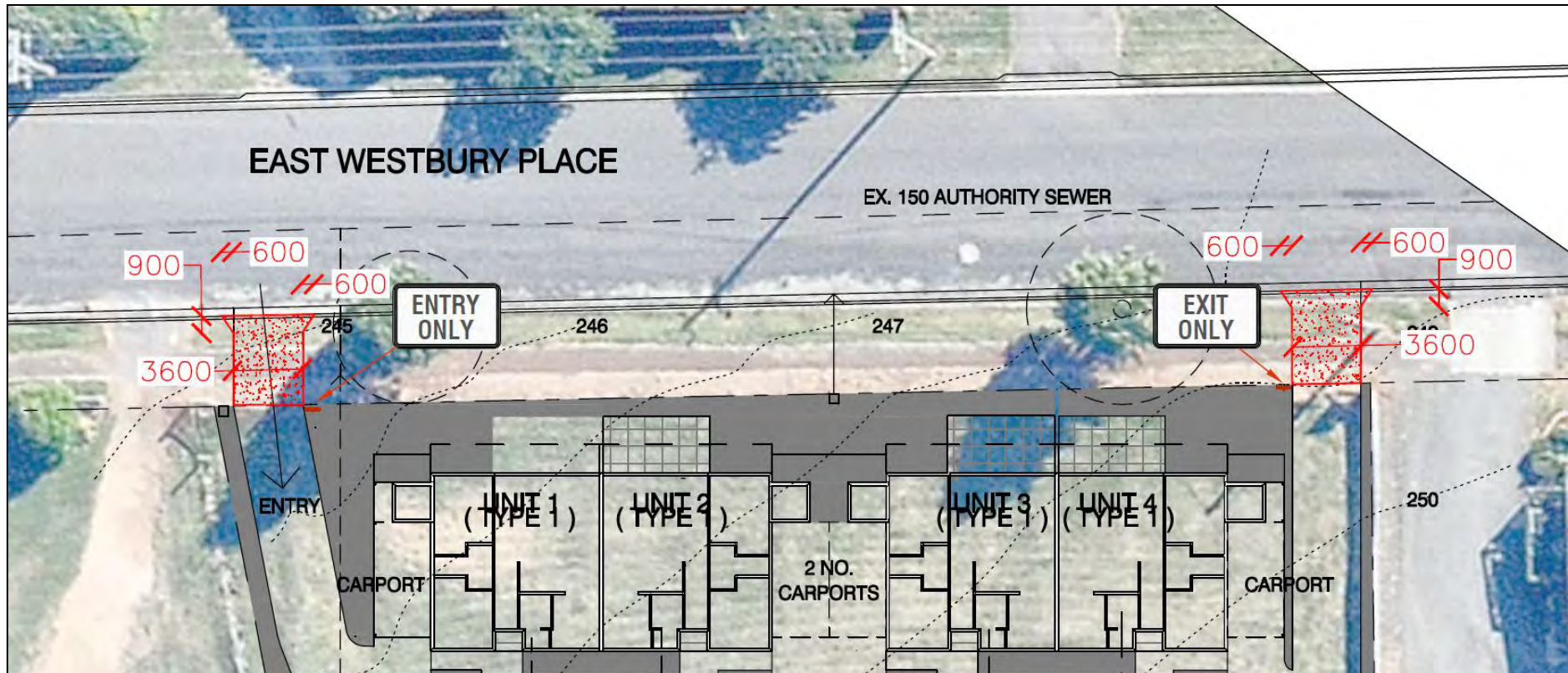


FIGURE 5.1 – PROPOSED ACCESS CROSSOVER ARRANGEMENTS

6.0 TRAFFIC IMPACT

The proposed development will have a low traffic generation of approximately 3 – 4 vehicle movements during each peak hour. This resultant impact upon the surrounding road network will be very low and does not warrant a detailed capacity analysis.

7.0 PROVISION FOR SERVICE VEHICLES

The proposed plan of development has been designed to allow Small Rigid Vehicles (refer to Figure 7.1) to circulate throughout the site. These vehicles are typically used for small deliveries such as furniture and appliances.

Waste collection vehicles will service the site from the East Westbury Place frontage. Wheelie bins will be placed along the kerb for servicing.

8.0 PROVISION FOR PEDESTRIANS AND CYCLISTS

It is recommended that a pedestrian entry be provided off the East Westbury Place frontage between Units 2 and 3.

Each unit will be able to store their bicycles within their dedicated parking space. A dedicated visitor bicycle rail is not considered to be necessary, as visitors will park their bicycles adjacent to the dwelling that they are visiting.

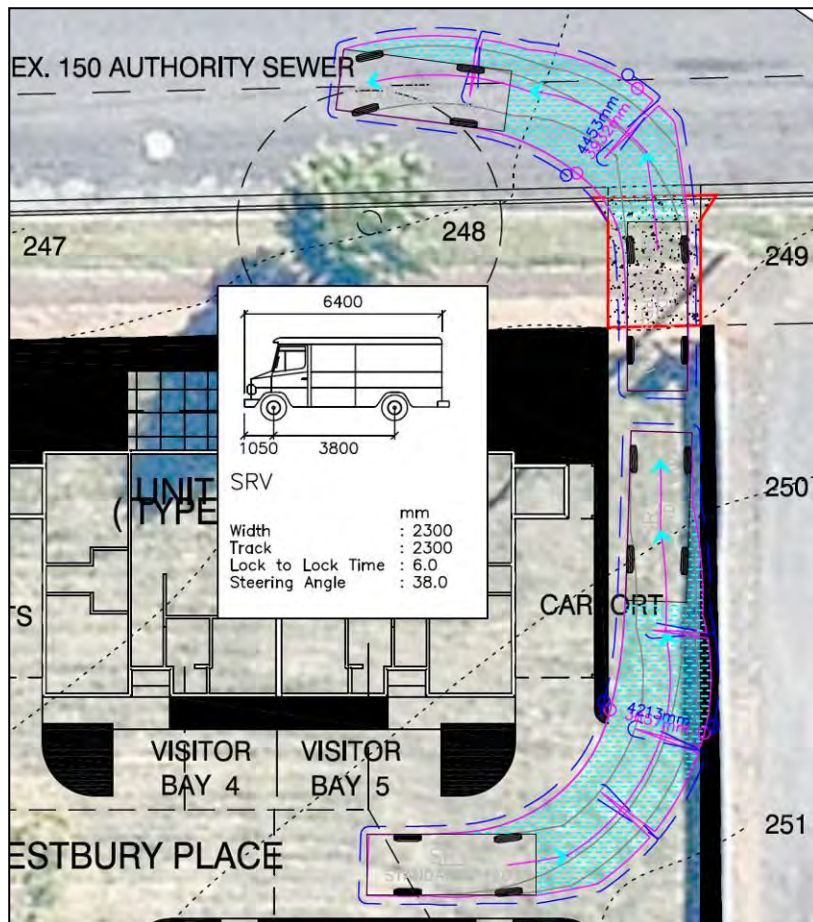
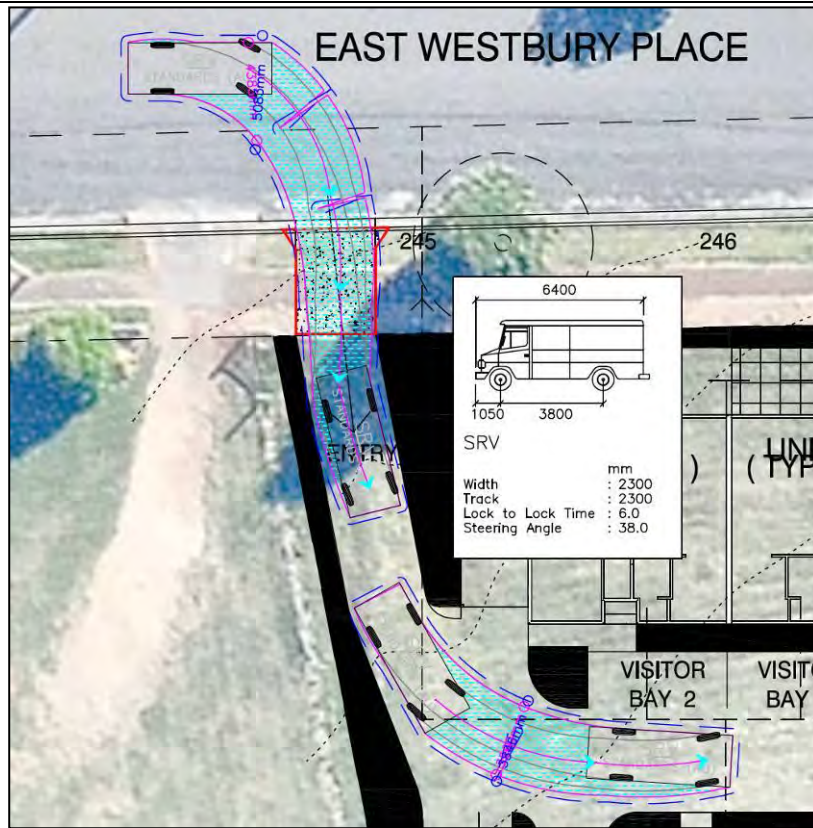


FIGURE 7.1 – SWEEPED PATH OF A REFUSE COLLECTION VEHICLE (RCV)

9.0 SUMMARY OF CONCLUSIONS & RECOMMENDATIONS

- The subject site is located on the western side of East Westbury Place, approximately 50 metres south of the Highland Lakes Road / East Westbury Place intersection. The site has an area of approximately 2,084m², and is currently vacant.
- The proposed plan of development is for a multiple unit comprising of a total of 8 x two – bedroom units. It is proposed that 1 car parking space be provided for each unit, and 5 visitor spaces which will be available in the common area. That is, a total of 13 car parking spaces are proposed. Access to the site will be gained via separate entry driveways, to be located at each end of the road frontage. The northern most driveway will be designated as the entry to the site, and the southern most driveway as an exit.
- In accordance with Table E6.1: Parking Space Requirements of the Meander Valley Council Car Parking and Sustainable Transport Code, the proposed development yields a minimum car parking requirement of 18 spaces. The proposed provision of 13 car parking spaces is considered to be satisfactory given the accessible location of the site in relation to Deloraine village, the expectation that each household will generally only have a single vehicle, and the availability of on – street parking along the site frontage.
- The geometric layout of the proposed parking facilities has generally been designed to comply with the relevant requirements specified in AS2890.1: 2004.
- Access to the development is proposed to be gained via two separate driveways located at each end of the East Westbury Place frontage. The crossovers have been designed in accordance with the Council standard drawing R09. It is proposed that the northern most driveway be used for entry movement, and the southern driveway for exit movements. A pedestrian sight splay has been provided at the proposed exit driveway, as required by AS2890.1:2004. Adequate sight distance is available in each direction on East Westbury Place.
- The proposed development will have a low traffic generation of approximately 3 – 4 vehicle movements during each peak hour. This resultant impact upon the surrounding road network will be very low and does not warrant a detailed capacity analysis.
- The proposed plan of development has been designed to allow Small Rigid Vehicles to circulate throughout the site. These vehicles are typically used for small deliveries such as furniture and appliances. Waste collection vehicles will service the site from the East Westbury Place frontage. Wheelie bins will be placed along the kerb for servicing.
- It is recommended that a pedestrian entry be provided off the East Westbury Place frontage between Units 2 and 3. Each unit will be able to store their bicycles within their dedicated parking space. A dedicated visitor bicycle rail is not considered to be necessary, as visitors will park their bicycles adjacent to the dwelling that they are visiting.

Submission to Planning Authority Notice

Council Planning Permit No.	PA\20\0001	Council notice date	15/07/2019
TasWater details			
TasWater Reference No.	TWDA 2019/01000-MVC	Date of response	22/07/2019
TasWater Contact	Stephen Purvis	Phone No.	(03) 6237 8838
Response issued to			
Council name	MEANDER VALLEY COUNCIL		
Contact details	planning@mvc.tas.gov.au		
Development details			
Address	9 EAST WESTBURY PL, DELORAINE	Property ID (PID)	6259152
Description of development	Unit Development		
Schedule of drawings/documents			
Prepared by	Drawing/document No.	Revision No.	Date of Issue
MJ Architecture	Site Plan – D01.03	B	17/05/2019
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 connections / sewerage connection to the 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 commencing construction of the development, any water connection utilised for construction must have a backflow prevention device and water meter installed, to the satisfaction of TasWater. <p>DEVELOPMENT ASSESSMENT FEES</p> <ol style="list-style-type: none"> 4. The applicant or landowner as the case may be, must pay a development assessment fee of \$351.28 to TasWater, as approved by the Economic Regulator and the fees will be indexed, until the date paid to TasWater. <p style="padding-left: 40px;">The payment is required by the due date as noted on the statement when issued by TasWater.</p>			
Advice			
General			
<p>For information on TasWater development standards, please visit https://www.taswater.com.au/Development/Technical-Standards</p> <p>For application forms please visit http://www.taswater.com.au/Development/Forms</p>			
Service Locations			

Please note that the developer is responsible for arranging to locate the existing TasWater infrastructure and clearly showing it on the drawings. Existing TasWater infrastructure may be located by a surveyor and/or a private contractor engaged at the developers cost to locate the infrastructure.

The location of this infrastructure as shown on the GIS is indicative only.

- A permit is required to work within TasWater’s easements or in the vicinity of its infrastructure. Further information can be obtained from TasWater
- TasWater has listed a number of service providers who can provide asset detection and location services should you require it. Visit www.taswater.com.au/Development/Service-location for a list of companies
- TasWater will locate residential water stop taps free of charge
- Sewer drainage plans or Inspection Openings (IO) for residential properties are available from your local council.

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

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

.....

launceston
Suite 5 - 50-54 St John Street
Launceston, Tas 7250

hobart
8 Nottingham Court
Lindisfarne, Tas 7015

post
PO Box 5285
Launceston, Tas 7250

.....

mob 0438 581 834
tel (03) 6331 5870

email info@mjarchitecture.com.au
url www.mjarchitecture.com.au

abn 54 127 325 517

11 June 2019

Planning Officer
Meander Valley Council
PO Box 102
Westbury
TAS 7303

Re: Unit Development, 9 East Westbury Place, Deloraine

Dear Sir / Madame,

In reference to the planning application for the above project, I attach architectural drawings numbered D00.00 A, D01.01 B, D01.02 B, D01.03 B, D01.04 B, D02.01 B, D02.02 B, D09.01 B, D09.02 B and D09.03 B.

The zoning of the site is 'Urban Mixed Use' and a multiple residential dwelling development is a discretionary use in this zone.

Additionally, the Car Parking and Sustainable Transport Code is applicable

In response to the zone use standards, I advise as follows:

Urban Mixed Use Development Standards

15.4.1 Site Coverage

A1 - Acceptable Solution. Site Coverage is less than 50%

A2 - Acceptable Solution. Building height does not exceed 8 metres

A3 (b) - Acceptable Solution. Frontage setback is within the range of the infill lot allowance. Setback is more than neighbouring dwelling located at 13 East Westbury Place

A4 - Acceptable Solution. Side and rear boundary setback exceeds 1.5m

15.4.2.1 Density Control

A1 - Performance Solution. Articulation of unit design (low profile design), neutral colours and proposed landscaping does not detract from prevailing character of surrounding area. Refer to perspective street renders.

A2 - Acceptable Solution.

A3 - Acceptable Solution. Multiple dwellings are not constructed on more than 2 adjoining lots

15.4.2.2 Streetscape Integration and Appearance

A1 - Acceptable Solution. All units have a front door or window facing a road or internal driveway / communal space

15.4.2.3 Location of Car Parking

A1 - Acceptable Solution. Driveways and car parks are more than 1.5m away from windows of habitable rooms

A2 - Acceptable Solution. Carports are located within 10m of dwelling units and shares equal setback

15.4.2.4 Overlooking

A1 - Acceptable Solution. Windows between units exceed 9m horizontal distance between each other. 1.8m high privacy screens separate private open space between dwelling units

A1 - Acceptable Solution. Privacy screens are solid timber screening with 25% open area

15.4.2.5 Private Open Space

A1 - Performance Solution. Private open space area exceeds 40m² and has a minimum horizontal distance of 4m. Spaces are directly accessible from habitable rooms and located to the rear + side (units 5 - 8). Units 1-4 have private open space to the front, however they are raised above ground level and will have privacy screens to the street boundary. The advantage of private open space to the front for units 1-4 is superior daylighting and northern aspect. Private open space of units 1-4 are above street level. Additionally, green screening will be provided

A2 - Acceptable Solution. Private open spaces receive minimum 4 hours direct sunlight on June 21st

15.4.2.6 Landscaping

A1 - Acceptable Solution. Landscaping provided to frontage and development

15.4.2.7 Storage

A1 - Acceptable Solution. Units have minimum 6m³ of storage area

15.4.2.8 Common Property

A1 - Acceptable Solution. Common and Private areas are defined

15.4.2.9 Outbuildings

N/A

15.4.2.10 Site Services

A1 - Acceptable Solution. Mailbox and bin storage areas nominated

Car Parking and Sustainable Transport Code

A report by a qualified person addressing car parking requirements has been prepared and is attached to this letter

Please contact me if you require any further information

Yours Sincerely,

A handwritten signature in black ink, appearing to be 'MJ', with a long horizontal stroke extending to the right.

Michael Jirku
Director

APPLICATION FORM

PLANNING PERMIT

Land Use Planning and Approvals Act 1993



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

OFFICE USE ONLY

Property No:	<input type="text"/>	Assessment No:	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>
DA\	<input type="text"/>	PA\	<input type="text"/>	PC\	<input type="text"/>		

- 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:	<input type="text" value="9 EAST WESTBURY PLACE"/>	Certificate of Title:	<input type="text" value="P125324"/>
Suburb:	<input type="text" value="DELORAINE"/>	<input type="text" value="7304"/>	Lot No: <input type="text" value="1"/>
Land area:	<input type="text" value="1.214"/>	<input type="text" value="m<sup>2</sup> / ha"/>	
Present use of land/building:	<input type="text" value="CHURCH GROUNDS"/>	<i>(vacant, residential, rural, industrial, commercial or forestry)</i>	

- 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	<input type="checkbox"/> Building work	<input type="checkbox"/> Change of use	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Demolition
	<input type="checkbox"/> Forestry	<input type="checkbox"/> Other		
Total cost of development (inclusive of GST):	<input type="text" value="\$ 1.3M APPROX."/>	<i>Includes total cost of building work, landscaping, road works and infrastructure</i>		
Description of work:	<input type="text" value="UNIT DEVELOPMENT"/>			
Use of building:	<input type="text" value="RESIDENTIAL"/>	<i>(main use of proposed building – dwelling, garage, farm building, factory, office, shop)</i>		
New floor area:	<input type="text" value="968 m<sup>2</sup>"/>	New building height:	<input type="text" value="4.9m MAXm"/>	
Materials:	External walls:	<input type="text" value="CEMENT SHEET"/>	Colour:	<input type="text" value="LIGHT / MID GREY"/>
	Roof cladding:	<input type="text" value="METAL SHEET"/>	Colour:	<input type="text" value="WHITE"/>

CERTIFICATE OF TITLE

LAND TITLES ACT 1980



TASMANIA

TORRENS TITLE

VOLUME 125324		FOLIO 1
EDITION 1	DATE OF ISSUE 14-Jan-1997	
Page	1	of 1

I certify that the person described in Schedule 1 is the registered proprietor of an estate in fee simple (or such other estate or interest as is set forth in that Schedule) in the land within described subject to such exceptions, encumbrances, interests and entries specified in Schedule 2 and to any additional entries in the Folio of the Register.

Michael Dinn

Recorder of Titles.



DESCRIPTION OF LAND

Town of DELORAINÉ

Lot 1 on Plan 125324

Derivation : Whole of Sec B. 3A-OR-0P's Gtd to Thomas Reibey, Edward Samuel Pickard Bedford and William Stanley Sharland.

Derived from W3643

SCHEDULE 1

THE TRUSTEES OF THE DIOCESE OF TASMANIA

SCHEDULE 2

Reservations and conditions in the crown grant if any

OWNER L.T. ACT. 1980

FOLIO REFERENCE W.3643

GRANTEE WHOLE OF SECTION B. 3.0.0
GTD. TO THOMAS REIBEY,
EDWARD SAMUEL PICKARD BEDFORD &
WILLIAM STANLEY SHARLAND

PLAN OF TITLE

LOCATION

TOWN OF DELORAINE

FIRST SURVEY PLAN No. A3171L.O.

COMPILED BY LTO

SCALE 1:1250

LENGTHS IN METRES

REGISTERED NUMBER

P125324

APPROVED 14 AUG 1996


Recorder of Titles

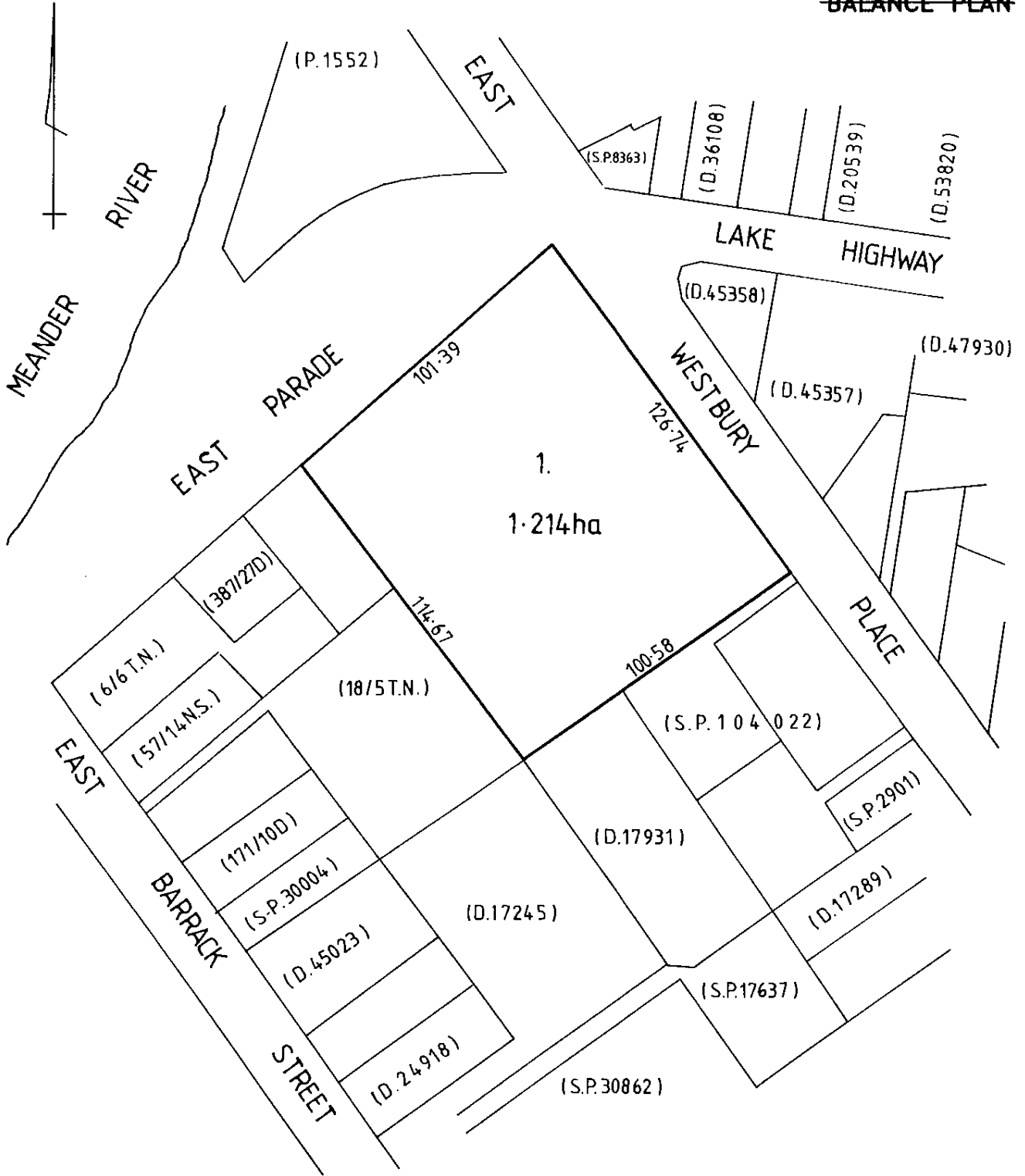
MAPSHEET MUNICIPAL
CODE No. 121

LAST
UPI No 4505198

LAST PLAN
No.

ALL EXISTING SURVEY NUMBERS TO BE
CROSS REFERENCED ON THIS PLAN

~~BALANCE PLAN~~



From: Julie Purdon
Sent: 12 Aug 2019 18:20:01 +1000
To: Planning @ Meander Valley Council
Subject: Planning application concerns

To whom it may concern,

I would like to lodge my concerns regarding a neighbouring property development; applicant MJ Architecture – PA\20\0001 of 8 units on the site of 9 East Westbury Place, Deloraine (CT: 125324/1).

My husband and I and our family reside at 11 East Westbury Place, directly to the side and rear of the proposed development site.

Our shared internal driveway already serves 5 dwellings, potentially already 10 plus cars coming in and out of our driveway. The proposed driveway runs directly alongside our driveway. I believe this to be a safety hazard and of danger to us; with potentially an obstructed view when trying to get clear vision when pulling in and out of our driveway. We would now potentially need to try and look past many other cars using their driveway right beside ours. The driveways are directly side by side and I feel would be better constructed with a greater distance between them, enabling a higher chance of a clear view. The existing fence also between the proposed driveways is also very low and could possibly be replaced with a higher fence, maintaining privacy and a noise barrier for three opposite resident dwellings.

The number of units proposed (8) seems excessive. With potentially 16 more cars, approximately two per dwelling proposed. That is a great amount of increased traffic to consider along an area with a neighbouring church and hall, holding community services for people to attend. Turning left and right at the end of East Westbury Place (opposite the Police station) is already a hazardous corner, and should be addressed. I feel the safety to pedestrians and motorists at the end of the street would be severely impacted. Additionally, increased residents/visitors vehicles using on street parking, at the proposed development, would also severely obstruct the view when leaving our driveway. Only one car space per unit and one visitor car space factored into the proposal seems very underestimated, adding to the use of on street car parking being used.

I would request the row of bordering Hawthorn bushes to the rear of the proposed site and the church yard, are not removed. By leaving the existing and well established bushes, preserving the natural environment and creating a natural noise and shade barrier, this would add an aspect of privacy to us with our dwelling faced looking directly at the site. Furthermore the proposed 1.8 meter high fence along this rear boarderline could be placed in front of the existing bushes, to address to above mentioned aspects of privacy and noise reduction.

Thank you for the opportunity for my concerns to be considered.

Regards,
Julie Purdon
Ph 0434431521

CORPORATE SERVICES 1

Reference No. 163/2019

CUSTOMER SERVICE CHARTER REVIEW

AUTHOR: Jonathan Harmey
Director Corporate Services

1) Recommendation

It is recommended that Council adopt the reviewed Customer Service Charter as follows:



Meander Valley Council
Working Together

CUSTOMER SERVICE CHARTER

(S.339F Local Government Act 1993)

CUSTOMER SERVICE CHARTER

Meander Valley Council is committed to providing quality service to the community. We are continually striving to improve the level of service through employee training, new technology and consultation.

This *Customer Service Charter* is in compliance with the requirements of Section 339F of the *Local Government Act 1993* and outlines our commitment to customers in accordance with our Community Strategic Plan **including principles relating to services provided by Council** and provides a formal process for making complaints. It outlines customers' rights, the standards customers can expect when dealing with Council and what a customer can do if dissatisfied with Council decisions or actions.

OUR COMMITMENT TO CUSTOMER SERVICE

Meander Valley Council is committed to providing timely, efficient, consistent and quality services undertaken by polite and helpful Officers that meet our customers' expectations.

We place great emphasis on the efficient handling of complaints and we will always strive for the best possible solution.

As part of our commitment to you, we will:

- respect, listen and care for you and your concerns
- identify ourselves in all communication with you
- respect your privacy and confidentiality
- aim to communicate clearly and in plain language
- be positive and receptive to new ideas
- take a fair, balanced and long-term approach with our decisions
- provide relevant and up-to-date information relating to our services via our website and publications

WHO IS A CUSTOMER

A customer is any person or organisation having dealings with the Council.

OUR SERVICE STANDARDS

At all times, we will:

- treat customers courteously and with respect
- deal with customers in a polite, friendly and helpful manner
- listen to customers and take their views into account
- provide customers with necessary and relevant information
- treat customers fairly and take account of the customer's particular needs
- act on our commitments in a timely manner
- value customers privacy by treating all personal information confidentially
- be punctual for meetings and appointments
- provide Council ID if requested
- leave a "visit card" with our name and contact number following a visit to a customer's residence if that customer is absent at the time

When a customer visits or telephones the Council

Staff who attend the counter and answer the telephone will courteously deal with an enquiry directly without unnecessary referrals or transfers.

However, if they cannot deal with the enquiry they will provide the customer with the name of the person to whom the request will be referred. In the event that the information is not readily available they will request that person to contact the customer directly.

Telephone calls will be returned at the first opportunity however where information is not readily available verbal enquiries will be answered within 5 (five) working days.

When a customer writes or emails

We will respond to all written requests or enquiries within 5 (five) working days of receipt. Our response will be either in full, or as an acknowledgement outlining the name of the person handling the matter. Such acknowledgement may be by telephone or in writing as appropriate. All correspondence will be as prompt as possible, courteous and written in plain English.

Guiding Steps

When dealing with enquiries from the community we will undertake the following steps to obtain a complete understanding of the request:

- get the whole story
- explain the process and accept responsibility
- see first hand
- be solution focussed but consistent
- assess risk and escalate accordingly
- keep everyone informed
- document everything
- keep data and measure performance
- follow up and provide closure

OUR EXPECTATIONS OF THE CUSTOMER

To make our job easier in providing services we ask customers to:

- treat Council Officers with respect
- respect the privacy, safety and needs of other members of the community
- provide accurate and complete details
- phone to make an appointment for a complex enquiry, **planning enquiry, building enquiry** or a need to see a specific Officer
- phone the Officer nominated on correspondence sent to the customer and quoting the file number on the letter

Abusive Customers Dealing With Difficult Customers

There may be times when a customer interaction is difficult to manage, across all communication channels, being written correspondence, emails, face to face and over the telephone.

When interaction with community members involves personal abuse or offensive language, the communication may be terminated immediately by the Officer. If face-to-face, the Officer will walk away. If on a telephone, the Officer will terminate the call. If in electronic communication, the address may be blocked. **In these situations it is preferable prior to terminating the communications, to advise the customer that their behaviour is offensive and ask the customer to please change this to a civil behaviour or we will terminate the communication. This message can be delivered by interrupting the customer. It is not necessary to wait for a break in whatever the customer may be saying or doing. If the behaviour continues after this, then simply terminate the communication. Do not enter into further discussion regarding the nature of the behaviour.**

If an Officer feels threatened by the language or behaviour of the customer, **he/she they** may notify the Police and as soon as possible notify the General Manager.

There may be occasions when

- the person's issues cannot be dealt with to the customer's satisfaction and it is not possible for Council officers to continue to respond; or
- correspondence contains personal abuse or offensive language.

In these cases, the General Manager may decide to limit or cease responses to the person. A decision of this nature will be communicated in writing to the person.

CUSTOMER SERVICE REQUESTS

We have a Customer Service Request (CSR) System that records, monitors and reports on requests we receive.

What is a request?

A request may be:

- for service, for example garbage and recycling collection
- for information or an explanation of a policy or procedure

- for reporting damaged or faulty infrastructure
- about noise, dogs, nuisances, unauthorised building work or similar issues that fall into the regulatory aspect of our service
- for Council to provide new Infrastructure

The request is logged into Council's CSR System, assigned a priority and allocated to an Action Officer. We aim to achieve at least a 95% compliance standard.

COMPLAINTS

There are formal and informal complaints.

What is a formal complaint?

A formal complaint must be in writing. It is an expression of dissatisfaction with a decision (outside a structured process), level or quality of service, or behaviour of an employee or agent, which can be investigated and acted upon.

A structured process is where legislation (Act, Regulation, Rule or By-law) specifically makes provision for an appeal, internal or external review of a decision.

Any Council Officer having difficulty in determining a complaint from a customer service request will seek advice of the Departmental Director or General Manager.

What is not a formal complaint?

Many of the issues raised with Council are called "complaints" because the customer is unhappy about the situation. However, they are issues dealt with by Council on a day-to-day basis, are not formal complaints and do not form part of the formal complaints management process.

Examples of matters that are not formal complaints are:

- a request for service (unless there was no response to a first request for a service)
- a request for information or an explanation of a policy or procedure
- disagreement with a Council policy
- a request for review of a decision for which a structured process applies
- an expression concerning the general direction or performance of the Council or Councillors
- reports of damaged or faulty infrastructure
- reports about noise, dogs, nuisances, unauthorised building work or similar issues that fall into the regulatory aspect of Council's service

Complaints Management Process

The Director of each Department of the Council is responsible for handling complaints relevant to that Department. If a complaint is about a Director, or of a very serious nature, it will be referred to the General Manager, or if about the General Manager, the Mayor.

Irrespective of the manner in which the complaint was received, a response to the complaint can be expected within twenty (20) working days. If a Councillor has submitted a complaint on a customer's behalf we will respond to the Councillor within twenty (20) working days.

There are times when it is not possible to meet this deadline, eg. where a complaint is a complex one and Councillors are to be briefed on the outcome of the investigations. In these cases we will keep the customer informed of progress.

Type of Complaint

A complaint may be lodged verbally (by telephone or at the counter) and may be responded to verbally by phoning or by meeting with the Director, or a Senior Officer, of the relevant Department to discuss the complaint.

If the complaint relates to a complex matter or there is no resolution from discussing the matter with the relevant Director or Senior Officer, a statement should be made in writing by the customer setting out the complaint as simply as possible.

To assist Council in dealing with a complaint, a customer should include the following if relevant:

- a) date, times and location of events
- b) what happened
- c) to whom the customer has spoken (names, position in the Council and dates)
- d) copies or references to letter or documents relevant to the complaint
- e) state what the customer hopes to achieve as an outcome to the complaint

Internal Review

Experience has shown that the majority of complaints are satisfactorily resolved by the relevant Director. However, a person who is not satisfied with the outcome may request a review of the complaint by the General Manager. A request for a review of the complaint to the General Manager is to be in writing.

The General Manager will inform the customer of the findings on completion of an investigation.

Consideration of a Complaint

In considering a complaint the relevant Director or the General Manager will:

- examine and analyse the information already available and follow up points requiring clarification
- look at the Council Policies which might have a bearing on the complaint
- meet with the relevant officer to discuss the matters in the complaint
- consider whether or not the Council is at fault
- consider any necessary action to be taken to correct any faults identified
- consider a review of the Council's procedures to avoid recurrence of any similar complaint in the future if necessary

The relevant Director or the General Manager may enter into informal discussions or mediation on a complaint with a view to resolution.

Vexatious Complaints

All complaints received by Council will be treated with the utmost seriousness, however, if a complaint is found to be malicious, frivolous or vexatious, as determined by the General Manager, then no further action will be taken on the complaint. The customer will be informed of this decision in writing by the General Manager.

Anonymous Complaints

While we will receive anonymous complaints, we will generally only act on them where the matter is considered to be serious and there is sufficient information in the complaint to enable an investigation to be undertaken.

Protection of Customer

We will take all care to ensure that the reporting of complaints will not result in a customer experiencing any form of victimisation or retribution as a result of the complaint.

What if a customer is not satisfied with the resolution of the complaint?

Sometimes Council has to make difficult and complex decisions involving many people and individual customers do not get the outcome they would prefer.

If a complaint remains unresolved or a customer is dissatisfied with our process in dealing with a complaint, other avenues remain for the customer to explore.

These include:

- available Administrative Appeals Process;
- the *Judicial Review Act 2000*;
- contacting external agencies which can review actions and decisions taken by the Council.

These agencies include:

- The Ombudsman who is an officer responsible to Parliament for investigating complaints made about administrative actions (or inactions) of Tasmanian Government Departments, most Statutory Authorities and Local Government. The Ombudsman is located at NAB House, Level 6, 86 Collins Street Hobart. (GPO Box 960 HOBART, 7001) Ph: 1800 001 170
- Local Government Division, Department of Premier and Cabinet, Level 5, 15 Murray Street, Hobart, 7000. (GPO Box 123 HOBART, 7001) Ph. ~~(03) 6232 7022~~ 1300 135 513.

While a customer is entitled to refer a complaint directly to these Bodies at any time, customers are encouraged to allow Council the opportunity to resolve the complaint in the first instance.

Complaints against non-compliance or offence

- (1) A person may make a complaint to the Director of Local Government –
 - (a) that a Council, Councillor or General Manager has failed to comply with requirements under this of any other Act; or
 - (b) that a councillor, the general manager or employee of a council may have committed an offence under this Act.

- (2) A complaint must:
 - (a) be in writing; and
 - (b) identify the complainant and the person against whom the complaint is made; and
 - (c) give particulars of the grounds of the complaint; and
 - (d) be verified by statutory declaration; and
 - (e) be lodged with the Director, Local Government Division, Department of Premier and Cabinet, Level 5, 15 Murray Street, Hobart (GPO Box 123 HOBART, 7001).
- (3) The Director may require a complainant to give further particulars of the complaint supported by a Statutory Declaration.
- (4) The Director may carry out an investigation without receiving a complaint specified in subsection (1).
- (5) The Director may determine the procedure for handling complaints or investigating matters.

For further information please refer to: www.dpac.tas.gov.au/divisions/local_government/making_a_complaint

HOW YOU CAN CONTACT US

You can contact us to make an enquiry, lodge a customer service request or a complaint:

- In person by visiting Council's Offices at 26 Lyall Street, Westbury during the hours of 8:30am to 5:00pm Monday to Friday
- By phoning 6393 5300 ~~or faxing 6393 1474~~ during the hours of 8:30am to 5:00pm Monday to Friday. Council provides an after-hours Emergency Service on the same number.
- By post to Meander Valley Council, PO Box 102, WESTBURY 7303
- By email to mail@mvc.tas.gov.au
- Via the Internet by visiting the Council website at www.meander.tas.gov.au.
- Via Social Media: Facebook – www.facebook.com/MeanderValleyCouncil
Twitter – ~~@mvcouncil~~

PERSONAL INFORMATION PROTECTION

Council has a commitment to protection of Personal Information provided by a customer to Council in accordance with the requirements of the *Personal Information Protection Act 2004* and the *Right to Information Act 2009*.

Council's *Personal Information Protection Policy* is available for inspection at Council's Offices and on Council's website.

REPORTING

The General Manager is to provide Council with a report at least once a year of the number and nature of complaints received in accordance with section 339F(5) of the *Local Government Act 1993*.

AVAILABILITY

This *Customer Service Charter* is available

- For public inspection at the Council Office during normal office hours
- On the Council's website free of charge

REVIEW

This *Customer Service Charter* is to be reviewed ~~at least once every two years~~ within 12 months after each Council election in accordance with section 339F (4) of the *Local Government Act 1993*.

2) Officers Report

Council's Customer Service Charter was last reviewed in November 2017. Due to a change to the Local Government Act 1993 (Act) in December 2018, the Customer Service Charter is now required to be reviewed by Council within 12 months after a council election.

The Charter is in compliance with the requirements of the Act. It outlines Council's commitment to customers in accordance with our Community Strategic Plan, established principles relating to customer service enquiries and provides a formalised process for dealing with complaints.

The Charter was reviewed by Council's Customer Service Group at a meeting on 10 July 2019 with minor suggested amendments being made to improve the document.

The Charter was reviewed at the Council Workshop on 27 August 2019.

3) Council Strategy and Policy

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

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

4) Legislation

Section 339F of the Local Government Act 1993 and Regulation 31 of the Local Government (General) Regulations 2015.

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 elect to make further amendments to the Customer Service Charter.

10) Voting Requirements

Simple majority

DECISION:

INFRASTRUCTURE 1

Reference No. 164/2019

REVIEW OF BUDGETS FOR THE 2019-20 CAPITAL WORKS PROGRAM

AUTHOR: Dino De Paoli
Director Infrastructure Services

1) Recommendation

It is recommended that Council approves the following project budget changes to the 2019-20 Capital Works Program;

Project Name	Current Budget	Proposed Budget Variation	Revised Budget
Bradford Ave - Prospect Vale, Speed Humps	\$20,000	-\$20,000	\$0
Allsops Creek Bridge Reconstruction - Bankton Road	\$42,300	-\$40,400	\$1,900
Spearhill Creek Bridge Guardrail - Quamby Brook Road	\$0	\$38,800	\$38,800
Prospect Vale Park - Grounds Upgrades (2, 3 & 4)	\$625,000	-\$625,000	\$0

2) Officers Report

The purpose of this report is to seek Council approval for the reallocation of funding within the Capital Works Program as a result of project cost variations and removal of some projects from the Program.

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

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

The overall financial objective in delivering the Capital Works Program is to have a zero net variation in the program budget. As part of our ongoing management of projects, Council officers review project time lines, budgets, scope and available resources. Project savings are generally used to offset project overruns and additional funding can be requested to assist with balancing the budget or to finance new projects.

In order to deliver the outcomes required from capital works projects outlined in the Annual Plan, Council officers regularly review project scope, resourcing requirements and committed and forecast expenditure. Typically on a quarterly basis, project information is presented to Council where cost variations have occurred, and formal approval is requested from the Council to reallocate funding within the Capital Works Program where variations are beyond the General Manager's financial delegation.

Table 1 below details one (1) new project (Spearhill Creek Bridge) not previously presented to Council, and two (2) projects to be discontinued (Bradford Avenue and Prospect Vale Park) this financial year.

TABLE 1: 2019-20 CAPITAL WORKS BUDGET – REALLOCATION OF PROJECT FUNDING

Project No.	Project Name	Council Costs to date	Current Budget	Proposed Budget Variation	Revised Budget	Delegation	Comments
5956	Bradford Ave - Prospect Vale, Speed Humps	\$6,358	\$20,000	-\$20,000	\$0	Council	Remove project and transfer funds to cash reserves
5363	Allsops Creek Bridge Reconstruction - Bankton Road	\$84	\$42,300	-\$40,400	\$1,900	Council	Transfer funds to PN5278 & PN6141
5364	Dalebrook River Bridge Reconstruction - Bankton Road	\$71	\$9,000	-\$8,900	\$100	GM	Transfer funds to PN5278
5278	Spearhill Creek Bridge Guardrail - Quamby Brook Road	\$38,716	\$0	\$38,800	\$38,800	Council	Transfer funds from PN5363
6141	Dunorlan Rd Stock Underpass - Dunorlan	\$10,212	\$50,600	\$10,500	\$61,100	GM	Transfer funds from PN5363 & PN5364
6306	Deloraine Lawn Cemetery Seating, Bins & Garden 16/17	\$0	\$18,700	-\$18,700	\$0	GM	Remove project and transfer funds to PN6308
6308	Deloraine Lawn Cemetery Shelter 16/17	\$12,638	\$25,000	\$18,700	\$43,700	GM	Transfer funds from PN6306
7692	Prospect Vale Park - Grounds Upgrades (2, 3 & 4)	\$3,160	\$625,000	-\$625,000	\$0	Council	Remove project and transfer funds to cash reserves
	Totals		\$790,600	-\$645,000	\$145,600		

Spearhill Creek Bridge Guardrail - Quamby Brook Road

This project required the replacement of non-compliant timber railing on the Spearhill Creek Bridge structure with steel posts, w-beam railing and end terminals, following a single motor vehicle accident in late May. The photos below show the damaged section of bridge and new works.



3) Council Strategy and Policy

Council's Annual Plan requires Council officers to report on the progress of capital works projects.

4) Legislation

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

5) Risk Management

Not applicable.

6) Government and Agency Consultation

Not applicable.

7) Community Consultation

Not applicable.

8) Financial Consideration

The recommended variations in this report will result in a \$645,000 reduction in the value of the 2019-20 Capital Works Program.

9) Alternative Recommendations

Council can elect to amend or not approve the recommendation.

10) Voting Requirements

Absolute Majority

DECISION:

GOVERNANCE 1

Reference No. 165/2019

APPOINTMENT OF ACTING GENERAL MANAGER

AUTHOR: Martin Gill
General Manager

1) Recommendation

It is recommended that Council appoints the Director Corporate Services, Jonathan Harmey, as the Acting General Manager from 21 September 2019 until a person is appointed to the position of General Manager.

2) Officers Report

Section 61B (4) of the Local Government Act 1993 states:

The council may appoint a person to act in the office of general manager during every absence of the general manager.

The position of general manager is absent if the position of general manager is vacant. The position of General Manager at Meander Valley Council will be vacant from 21 September 2019.

It is recommended that Jonathan Harmey, Director Corporate Services be appointed as Acting General Manager until Council appoints a new General Manager under the provisions of Section 61 of the Local Government Act 1993.

3) Council Strategy and Policy

Not applicable.

4) Legislation

Local Government Act 1993

5) Risk Management

The appointment of an acting general manager by Council ensures that there is business continuity. It also ensures that there is an officer who has the power to undertake the legislative functions of the general manager.

6) Government and Agency Consultation

Not applicable.

7) Community Consultation

Not applicable.

8) Financial Consideration

There is no additional cost to Council.

9) Alternative Recommendations

Council can elect to appoint another person to the position.

10) Voting Requirements

Simple Majority

DECISION:

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

GOV 2 CONFIRMATION OF MINUTES

(Reference Part 2 Regulation 34(2) Local Government (Meeting Procedures) Regulations 2015)

Confirmation of Minutes of the Closed Session of the Ordinary Council Meeting held on 13 August, 2019.

GOV 3 LEAVE OF ABSENCE

(Reference Part 2 Regulation 15(2)(h) Local Government (Meeting Procedures) Regulations 2015)

CORP 2 TOURISM NORTHERN TASMANIA FUNDING AGREEMENT 2020

(Reference Part 2 Regulation 15(2)(d) Local Government (Meeting Procedures) Regulations 2015)

WORKS 1 CONTRACT NO. 210 2019-20 ASPHALT & BITUMINOUS SEALING OF ROADS

(Reference Part 2 Regulation 15(2)(d) 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)