



Meander Valley Council
Working Together

AGENDA

ORDINARY COUNCIL MEETING

Tuesday 8 August 2023

Time 3.00pm

Location Council Chambers
26 Lyall Street
Westbury, Tasmania

Phone (03) 6393 5300

Our Values

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

Respect, listen and care for one another

Be trustworthy, honest and tolerant

Be positive and receptive to new ideas

Be innovative, creative and learn

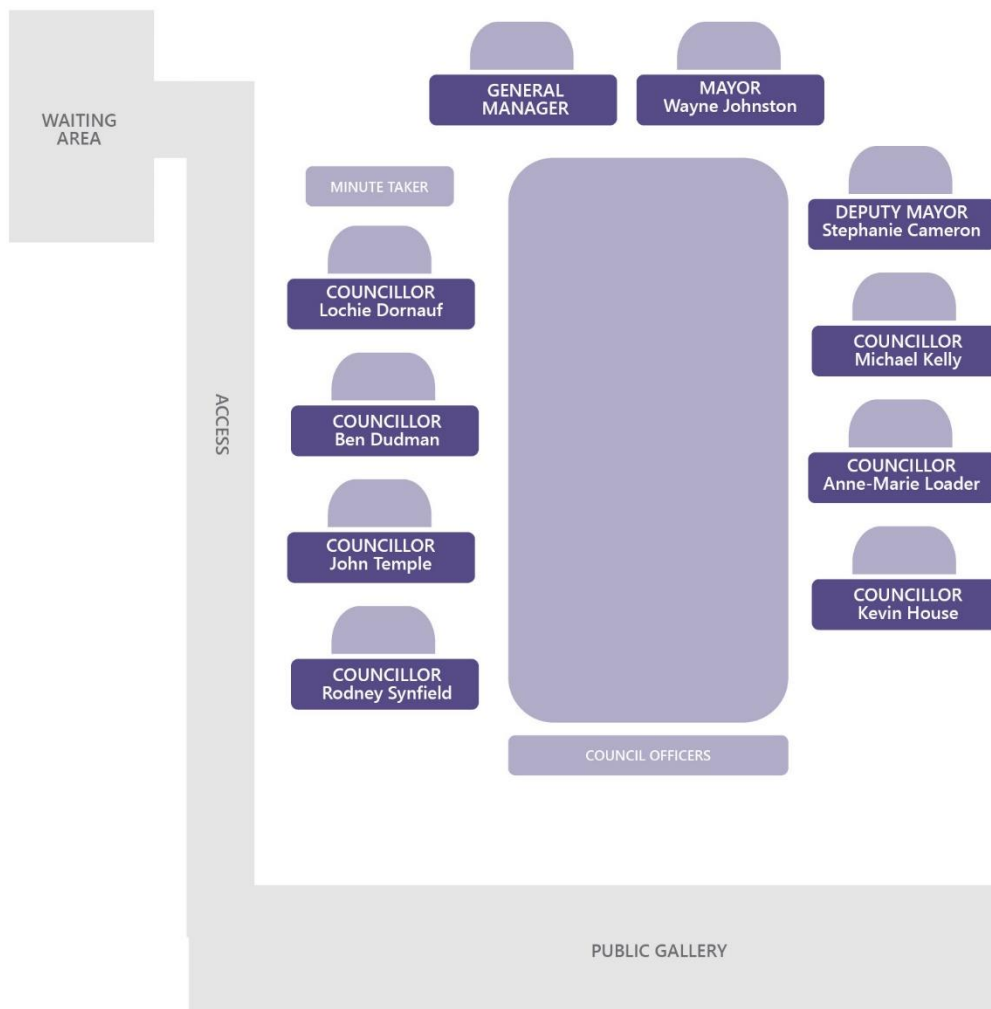
Take a fair, balanced and long term approach

Use sound business practices

Work together

Council Chambers

Seating Plan



Going to a Council Meeting

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

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

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

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

Learn more

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

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

You can also contact the Office of the General Manager by phone on (03) 6393 5317, or email ogm@mvc.tas.gov.au to submit a question or learn more about opportunities to speak at a Council Meeting.

Public Access to Chambers

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

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

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

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

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

Conduct at Council Meetings

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

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

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

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

Access & Inclusion

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

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

Certificate of Qualified Advice

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

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

Accordingly, I certify that, where required:

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



Jonathan Harmey
ACTING GENERAL MANAGER

Table of Contents

Meeting Open - Attendance & Apologies.....	8
Acknowledgment of Country	8
Confirmation of Minutes.....	8
Declarations of Interest	8
Council Workshop Report.....	9
Mayor & Councillor Report.....	9
Petitions.....	11
Community Representations	11
Public Question Time	12
Councillor Question Time	13
Planning Authority Reports	15
14 Taylor Street, Westbury.....	15
1/17 Main Street, Hadspen	64
Works.....	98
Review of 2023-24 Capital Works Program Budgets.....	98
Corporate Services	101
Council Audit Panel Minutes of Meeting	101
Governance.....	108
2023-24 Annual Plan.....	108
Motion to Close Meeting	138
Closed Session Agenda.....	138

Meeting End138

Meeting Open - Attendance & Apologies

Acknowledgment of Country

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

Confirmation of Minutes

Motion Receive and confirm minutes of the last Special Council Meeting held 25 July 2023.

Vote Simple majority

Declarations of Interest

Nil received prior to agenda publication.

Council Workshop Report

Topics Discussed – 25 July 2023

Sponsorship Request by Candlelight

Presentation: Launceston City FC Strategic Plan

Presentation: Deloraine Police Station Update Inspector Michael Johnston

Roxford Road Bridge Renewal Options

Council's Audit Panel Membership

Organisational Culture Reports

Council Workshop and Meeting Agenda Preparation and Distribution

Westbury Bicentenary Planning

Mayor & Councillor Report

Councillor Official Activities and Engagements Since Last Meeting

11 July 2023

Meeting: Meander Valley – Local Government Reform Feedback Session (Deloraine)

Attended by:

Mayor Johnston

Deputy Mayor Cameron

Cr Dornauf

Cr Dudman

Cr House

Cr Kelly

Cr Temple

Cr Loader

Cr Synfield

12 July 2023

Meeting: Recreational Swimming Community Forums – Deloraine

Attended by:

Cr Dudman

Cr Loader

Meeting: Rotary Club of Westbury Club Meeting

Attended by:

Cr Dudman

13 July 2023

Meeting: Recreational Swimming Community Forum – Mole Creek

Attended by:

Cr Loader

Meeting: GRiT, Tasmanian Spirit on Screen - Deloraine

Attended by:

Cr Loader

14 July 2023

Meeting: Recreational Swimming Community Forum - Westbury

Attended by:

Cr Loader

Cr House

Community Event: Westbury Community Tea

Attended by:

Cr Dudman

20 July 2023

Meeting: Mole Creek Progress Association

Attended by:

Cr Loader

25 July 2023

Community Event: Meander Valley Citizenship Ceremony

Attended by:

Mayor Johnston

Deputy Mayor Cameron

Cr Dudman

Cr House

Cr Loader

Cr Synfield

27 July 2023

Community Event: Westbury Play Gym's 25th Birthday Celebration

Attended by:

Cr Loader

29 July 2023

Community Event: Westbury Town Common parkrun's First Birthday Celebration

Attended by:

Cr Loader

2 August 2023

Meeting: Blackstone Heights Community News

Attended by:

Cr Loader

Cr Synfield

Councillor Announcements & Acknowledgements

Cr Loader - Westbury Play Gym's 25th Birthday

Cr Loader - Westbury Town Common parkrun's First Birthday

Petitions

Nil received prior to agenda publication.

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

Community Representations

Nil requests received.

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

Requests received at least fourteen days prior to a Council Meeting will be considered by the Chairperson. For further information, contact the Office of the General Manager on (03) 6393 5317 or email ogm@mvc.tas.gov.au.

Public Question Time

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

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

Click here to submit an online question.

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

This Month's Public Questions With Notice

Nil Received.

This Month's Public Questions Without Notice



Councillor Question Time

This Month's Councillor Questions With Notice

Nil Received.

This Month's Councillor Questions Without Notice

Council as a Planning Authority

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

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

Policy Not applicable.

Legislation Council must process and determine applications under the *Land Use Planning and Approvals Act 1993* (LUPAA) and its Planning Scheme. Each application is made in accordance with LUPAA, s57.

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

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

Budget & Finance Where a Planning Authority decision is subject to later appeal to the Tasmanian Civil and Administrative Tribunal (Resource & Planning Stream), Council may be liable for costs associated with defending its decision.

Risk Management Risk is managed by all decision-makers carefully considering qualified advice and inclusion of appropriate conditions on planning permits as required.

Alternative Motions Council may approve an application with amended conditions, or may refuse an application.

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

Motion Simple majority

Planning Authority Report

14 Taylor Street, Westbury

Proposal	Subdivision (2 lots) and Multiple dwellings (6 units)
Report Author	George Walker Town Planner - Consultant
Authorised by	Krista Palfreyman Director Development & Regulatory Services
Application reference	PA\23\0241
Decision due	9 August 2023
Decision sought	It is recommended that Council approves this application. See section titled "Planner's Recommendation" for further details.

Applicant's Proposal

Applicant Design to Live

Property 14 Taylor Street, Westbury (CT: 238665/1)

Description The applicant seeks planning permission for:

1. Subdivision of 1 lot into 2 lots;
2. Demolition of two outbuildings;
3. Construction of six multiple dwellings and associated vehicle access, parking and landscaping.

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



Photo 1: Aerial image highlighting the location of the site.

Planner's Report

Planning Scheme	Tasmanian Planning Scheme - Meander Valley ("the Planning Scheme")
Zoning	General Residential
Applicable Overlays	Nil
Existing Land Use	Single dwelling
Summary of Planner's Assessment	Generally, development for subdivision and multiple dwellings is classed as permitted in this zone (General Residential).
Discretions	For this application, three discretions are triggered. This means Council has discretion to approve or refuse the application based on its assessment of: <ul style="list-style-type: none"> 8.6.1 - P1 Lot design (useable area and dimensions for intended use) 8.6.1 - P2 Lot design (frontage width) C2.6.5 - P1 Pedestrian access

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

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

Performance Criteria & Applicable Standards

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

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

Public Response

Two responses ("representations") were received from the public. Of these, both are objections.

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

Agency Consultation

TasWater

The application was referred to TasWater on 24 May 2023. A Submission to Planning Authority Notice (SPAN) was received on 26 May 2023

See attachment titled "Agency Consultation - TasWater".

TasNetworks

The application was referred to TasNetworks on 24 May 2023. A response was received on 2 June 2023. The response advised that the development is not likely to adversely impact TasNetworks' operations and that consideration should be given to the electrical infrastructure works that will be required to ensure a supply of electricity can be provided to this development. It is recommended that the developer or their electrical contractor apply via the website portal to establish an electricity connection to support the development.

Internal Referrals

Infrastructure Services

The risk to Council Infrastructure is considered low. It is considered that stormwater detention is required. The new

vehicle crossing and widening of the existing crossing are accepted. If approved, Infrastructure conditions and notes are recommended which are detailed within the recommendation below.

Planner's Recommendation to Council

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

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

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

Recommendation

This application by Design to Live for a Subdivision (2 lots) and Multiple dwellings (6 units), on land located at 14 Taylor Street, Westbury (CT: 238665/1) is recommended for approval generally in accordance with the Endorsed Plans, and recommended Permit Conditions and Permit Notes.

Endorsed Plan

- a) Design to Live; Dated: 06/06/2023; Proposed Subdivision and Unit Development; Job No.: TYLR14; Drawing No.: TYLR14-1 to TYLR14-12 (inclusive); Revision R3.

Permit Conditions

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

2. The new vehicle crossing to serve Lot 1 must be constructed generally in accordance with Tasmanian Standard Drawings TSD-R03, R04 and R09 to the satisfaction of Council's Director Infrastructure Services. Refer to Note 1.
3. The widened area of the existing vehicle crossing to serve Lot 2 must be constructed generally in accordance with Tasmanian Standard Drawings TSD-R03 and R04 to the satisfaction of Council's Director Infrastructure Services. Refer to Note 1.
4. The sections of footpath abutting the vehicle crossing and the driveway widening must be upgraded to a trafficable standard generally in accordance with Tasmanian Standard Drawings TSD-R03, R04 and R09 to the satisfaction of Council's Director Infrastructure Services. Refer to Note 1.
5. The new stormwater connection to service the Lot must be completed generally in accordance with Tasmanian Standard Drawing TSD-SW25 to the satisfaction of Council's Director Infrastructure Services. Refer to Note 1.
6. The visitor car parking spaces for the multiple dwellings must be physically delineated with line marking and appropriate signage to the satisfaction of Council's Town Planner.
7. A 'Shared Zone' sign (R4-4) is to be installed at the entrance to the multiple dwellings to identify that the driveway is used for both pedestrians and vehicles, to the satisfaction of Council's Town Planner.
8. The developer must pay to Council \$4295, a sum equivalent to 5% of the unimproved value of the approved lots, as a Public Open Space contribution.
9. Prior to commencement of use of the multiple dwellings the following must be completed to the satisfaction of Council:
 - a) The vehicle crossing installed and widened to the satisfaction of Council's Director Infrastructure Services in accordance with Condition 2 and 3.
 - b) The footpath upgraded to the satisfaction of Council's Director Infrastructure Services in accordance with Condition 4.
 - c) The installation of the stormwater connection to the satisfaction of Council's Director Infrastructure Services in accordance with Condition 5.
 - d) The delineation of the visitor car parking spaces to the satisfaction of Council's Town Planner in accordance with Condition 6.
 - e) The installation of a 'Shared Zone' sign (R4-4) to the satisfaction of Council's Town Planner in accordance with Condition 7.

10. Prior to the sealing of the Final Plan of Survey, the following must be completed to the satisfaction of Council:
 - a) The vehicle crossing installed and widened to the satisfaction of Council's Director Infrastructure Services in accordance with Condition 2 and 3.
 - b) The footpath upgraded to the satisfaction of Council's Director Infrastructure Services in accordance with Condition 4.
 - c) The installation of the stormwater connection to the satisfaction of Council's Director Infrastructure Services in accordance with Condition 5.
 - d) The payment of the Public Open Space contribution in accordance with Condition 8.
11. Stormwater runoff from the driveway and new building areas is to be captured and directed to the public stormwater system so that concentrated or nuisance flows do not cross the property boundaries to adjoining land.
12. The development must be in accordance with the Submission to Planning Authority Notice issued by TasWater (TWDA 2023/00660-MVC) attached.


Permit Notes

1. Works must be completed by a suitably qualified and insured contractor. 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 (03) 6393 5312.
2. It is noted from Council's flood modelling that the lot is subject to inundation during certain storm events. Although the risk is considered low it is recommended that the floor level of all habitable rooms is 300mm above the existing surface level. If you have any questions about stormwater drainage, please contact Council's Infrastructure Department on (03) 6393 5312.
3. Stormwater detention is required for Lot 1 of this development. Please see attached letter regarding the provision of detention and the requirements of Council acting as the Stormwater Authority in accordance with the *Urban Drainage Act 2013*.
4. In accordance with the *Urban Drainage Act 2013*, Council, as the stormwater authority, will not accept internal stormwater drainage to cross property boundaries. Other service providers may not allow internal services to cross property boundaries and adjustments may be required.

5. The unit development is unlikely to be able to be serviced by Council's kerbside waste contractor and a private contractor may be required at the cost of the body corporate. If you'd like to discuss this matter further, please contact Council's Waste Services Project Manager on (03) 6393 5329.
6. It is recommended that the developer or their electrical contractor contact TasNetworks Customer Enquiries team at customer.enquiries@tasnetworks.com.au to discuss the establishment of an electricity connection to support the development.
7. 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 Development & Regulatory Services on 6393 5320 or via email: mail@mvc.tas.gov.au
8. This permit takes effect after:
 - a. The 14-day appeal period expires; or
 - b. Any appeal to the Tasmanian Civil & Administrative Tribunal (TASCAT) is determined or abandoned; or
 - c. Any other required approvals under this or any other Act are granted.
9. Planning appeals can be lodged with TASCAT Registrar within 14 days of Council serving notice of its decision on the applicant. For further information, visit the TASCAT website.
10. This permit is valid for two years only from the date of approval. It will lapse if the development is not substantially commenced. Council has discretion to grant an extension by request.
11. All permits issued by the permit authority are public documents. Members of the public may view this permit (including the endorsed documents) at the Council Office on request.
12. If any Aboriginal relics are uncovered during works:
 - a. All works to cease within delineated area, sufficient to protect unearthed or possible relics from destruction;
 - b. Presence of a relic must be reported to Aboriginal Heritage Tasmania; and
 - c. Relevant approval processes for state and federal government agencies will apply.

Attachments

1. Public Response - Summary of Representations [12.1.1 - 2 pages]
2. Representation 1 - M Boord [12.1.2 - 1 page]
3. Representation 2 - E & I Robson [12.1.3 - 1 page]

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4. Planner's Advice - Applicable Standards [12.1.4 - 12 pages]
 5. Planner's Advice - Performance Criteria [12.1.5 - 8 pages]
 6. Application Documents [12.1.6 - 15 pages]
 7. Agency Consultation - TasWater [12.1.7 - 2 pages]

12.1.1 Public Response - Summary Of Representations

Public Response

Summary of Representations

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

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

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

Name M Boord – Representation 1

Concern

- a) *The applicant wishes to cram six large units (3 beds each) into this tiny plot of land with hardly room to walk around each house, hardly room for cars to get in and out (and one should not forget that most households these days have 2 cars) and no safe area at all for children.*
- b) *No more than three of these houses should be permitted on this lot so that each will have at least a little bit of garden to enjoy.*
- c) *This plan is a horrible example of developers greed with no concern at all for the happiness and welfare of anyone who might live there. Please put a stop to this awful plan.*

Planner's Response

- a) The proposal more than complies with the Acceptable Solution for residential density of multiple dwellings in the General Residential Zone with the proposed density (excluding the access strip) equating to 388.8m² per dwelling, above the density required by the Acceptable Solution of 325m². Each of the proposed dwellings will have an area of private open space for the exclusive use of the occupants and the shared spaces around the driveway will be landscaped. Each dwelling will have two car spaces provided in internal garages and three visitor spaces are provided for the development. The access driveway and circulation spaces are designed to allow for cars to turn onsite and meet the applicable standard of the Parking and Sustainable Transport Code.
- b) Each of the proposed dwellings will have an area of private open space where a garden could be established if desired.
- c) State and regional planning policies encourage development of a range of dwelling types in towns and cities to meet the needs of a variety of occupants. Demographic change in Tasmania - including

12.1.1 Public Response - Summary Of Representations

reduction of the average household size over time (now 2.4 people per dwelling from 2021 census data), population growth and an aging population - has led to a recognised shortage of residential dwellings and across the State. Developments of this type provide homes to fill this gap, that are suitable for a variety of people and represent an efficient use of appropriately zoned land and associated infrastructure such as roads and utility services through infill development.

Name E & I Robson – Representation 2

Concern

- a) *This is a submission against the building proposal at 14 Taylor Street, Westbury. We are not against homes being built but we are against homes built on parcels of land in high density fashion as it is not keeping the character of a quaint rural village.*
- b) *The high density developments which have occurred recently are of a major concern.*

Planner's Response

- a) Aforementioned in the Planner's Response to Item (a) of Representation 1, the proposal meets the density requirements for multiple dwellings in the General Residential Zone. Multiple dwellings represent an efficient use of land and infrastructure and can provide a desirable low maintenance and affordable housing choice that suits a variety of people.
- b) Aforementioned in the Planner's Response to Item (c) of Representation 1, State and regional planning policies encourage higher density developments in towns and cities where infrastructure and services are available. Providing a range of dwelling types in urban areas is required to meet the needs of a changing population, with smaller household size and aging demographic.

Note: The planning application was advertised in a local newspaper and on Council's website for a statutory period of 14 days from 10 June 2023 to 27 June 2023. The property was also signposted.

12.1.2 Representation 1 - M Boord

From: [REDACTED]
Sent: Mon, 19 Jun 2023 09:25:28 +1000 (AEST)
To: "Planning @ Meander Valley Council" <planning@mvc.tas.gov.au>
Subject: PA/23/0241

Dear Meander Valley Councillors,

I have just been looking at the planning application PA/23/0241 and I really must object to this. Has nobody considered this application at all? The applicant wishes to cram six large units (3 beds each) into this tiny plot of land with hardly room to walk around each house, hardly room for cars to get in and out (and one should not forget that most households these days have 2 cars) and no safe area at all for children. No more than three of these houses should be permitted on this lot, so that each will at least have a little bit of garden to enjoy. This plan is a horrible example of Developer's Greed with no concern at all for the happiness and welfare of anyone who might live there. Please put a stop to this awful plan!

Thank you.

Sincerely,

Martin Boord
[REDACTED]

12.1.3 Representation 2 - E & I Robson

From: [REDACTED]
Sent: Fri, 23 Jun 2023 16:58:26 +1000
To: "Meander Valley Council Email" <mail@mvc.tas.gov.au>
Subject: PA\23\0241 14 Taylor St Westbury

General Manager and Councillors

This is a submission against the building proposal at 14 Taylor St Westbury.

We are not against homes being built but we are against homes built on parcels of land in high density fashion as it's not keeping the character of a quaint rural village.

The high density developments which have occurred recently are of a major concern.

Regards

Eve and Ian Robson
[REDACTED]

12.1.4 Planner's Advice - Applicable Standards

Planner's Advice: Applicable Standards

Background

The application relates to land located at 14 Taylor Street, Westbury ('the site' refer to Figure 1).

The proposal involves the subdivision of one lot into two lots, the construction and use of six multiple dwellings on the vacant lot and the construction of an outbuilding (carport) to be used in conjunction with an existing dwelling to be contained on the other lot.



Figure 1 - Aerial image highlighting the location of the site within the context of Taylor Street.

The site comprises a single lot with an area of 3,373m² and is currently developed with a single dwelling and outbuildings. The site has frontage and access from Taylor Street. Under the proposal, the existing lot will be subdivided to separate the dwelling onto proposed Lot 1, which will have an area of 613m². The existing outbuildings will be demolished, and a new carport constructed on Lot 1 to serve the existing dwelling. A new access crossover is proposed to serve Lot 1. Proposed Lot 2 will have an area of 2,760m² and will use the existing access crossover, which is to be widened to serve the proposed multiple dwellings.

12.1.4 Planner's Advice - Applicable Standards

The site and adjoining land in all directions is assigned to the General Residential Zone (refer to Figure 2).



Figure 2 - Zone map identifying the zoning of the site as well as adjoining and adjacent land.

The proposed six multiple dwellings will be located on proposed Lot 2, to the rear (west) of the existing dwelling to be contained on proposed Lot 1.

The proposed dwellings will be configured around the perimeter of the lot with vehicle access and circulation areas located internal to the dwellings relative to the lot boundaries (refer to Figure 3). Each proposed dwelling will be 3-bedroom.

12.1.4 Planner's Advice - Applicable Standards

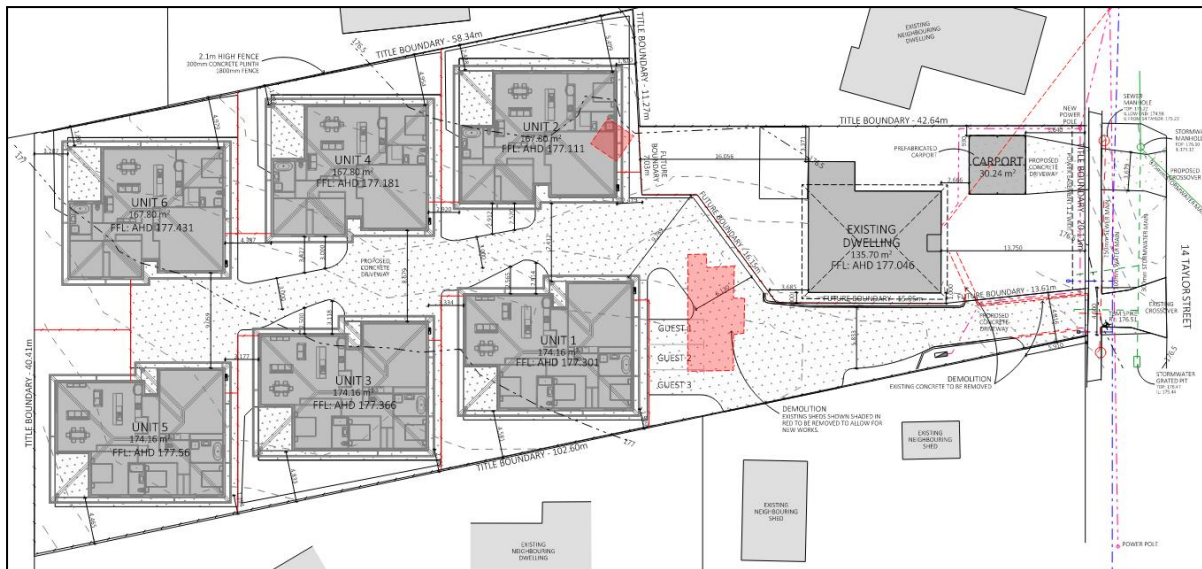


Figure 3 – Excerpt of the submitted Site Plan showing the location and configuration of the proposed multiple dwellings to be contained within proposed Lot 2.

Vehicular access will be provided by reconfiguring and extending the existing access driveway to the south of the existing dwelling and then between the proposed dwellings. Each of the proposed dwellings will have two internal garage parking spaces and three visitor parking spaces are to be provided.

Summary of Planner's Advice

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

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

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

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

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

General Provisions Standards

Scheme Standard

Planner's Assessment

7.10.1 *An application for development that is not required to be categorised into one of the Use Classes under subclause 6.2.6 of this planning scheme and to which 6.8.2 applies, excluding adjustment of a boundary under subclause 7.3.1, may be approved at the discretion of the planning authority*

7.10.2 *An application must only be approved under subclause 7.10.1 if there is no unreasonable detrimental impact on adjoining uses or the amenity of the surrounding area.*

The proposal involves the subdivision of land within the General Residential zone. The proposed subdivision will be associated with and facilitate existing and future residential use and development in the form of an established single dwelling and proposed multiple dwellings. The residential use facilitated by the proposed subdivision will be compatible with adjoining residential use and the amenity of the surrounding area which is predominately residential in character.

7.10.3 *In exercising its discretion under subclauses 7.10.1 and 7.10.2 of this planning scheme, the planning authority must have regard to:*

(a) *the purpose of the applicable zone;*

The proposed subdivision is consistent with the purpose of the General Residential zone insofar as it will facilitate and provide for existing and future residential use and development.

(b) *the purpose of any applicable code;*

The proposed subdivision is consistent with the purpose of the Road and Railway Assets Code insofar the new access for proposed Lot 1 will be provided in accordance with Council requirements.

(c) *any relevant local area objectives; and*

The site is not subject to any local area objectives.

(d) *the purpose of any applicable specific area plan.*

The site is not subject to a specific area plan.

12.1.4 Planner's Advice - Applicable Standards

General Residential Zone		
<i>Scheme Standard</i>	Planner's Assessment	Assessed Outcome
<i>8.3.1</i>	<i>Discretionary uses</i>	
A1-A4	The proposed multiple dwellings are categorised into the Residential use class under the multiple dwelling sub-use which is identified as 'Permitted' within Table 8.2.	Not Applicable
<hr/>		
<i>8.3.2</i>	<i>Visitor Accommodation</i>	
A1	The proposal does not involve visitor accommodation use.	Not Applicable
<hr/>		
<i>8.4.1</i>	<i>Residential density for multiple dwellings</i>	
A1	Proposed Lot 2 will have an area of 2332.8m ² (excluding the access strip) and 6 dwellings are proposed to be located on the lot which equates to a density of 1 dwelling per 388.8m ² which satisfies the Acceptable Solution of 1 dwelling per 325m ² .	Complies
<hr/>		
<i>8.4.2</i>	<i>Setbacks and building envelope for all dwellings</i>	
A1	The existing dwelling to be contained on proposed Lot 1 is sited more than 10m from the frontage to Taylor Street. The multiple dwelling units to be contained on proposed Lot 2 are all sited behind the existing dwelling.	Complies
A2	The proposed carport to be contained on proposed Lot 1 is setback 5.64m from the primary frontage to Taylor Street.	Complies

12.1.4 Planner's Advice - Applicable Standards

General Residential Zone

Scheme Standard

Planner's Assessment

Assessed Outcome

A3 Based on the table below, the proposed multiple dwellings will be contained within the building envelope prescribed by Figure 8.1 and further specified by subclause A3(b).

Complies

Regarding the proposed outbuilding, it will be sited within 1.5m of the northern side boundary. As the wall length will not exceed 9m or a third of the length of the boundary, this complies with A3(b).

Unit No.	Maximum Wall Height	Minimum Boundary Setback							
		North		East		South		West	
		R ¹	P ²	R	P	R	P	R	P
1	2.45m	1.5m	26.3m	1.5m	45m	1.5m	1.9m	1.5m	41m
2	2.45m	1.5m	2.4m	1.5m	45m	1.5m	23m	1.5m	41m
3	2.45m	1.5m	25.2m	1.5m	64m	1.5m	2.16m	1.5m	22m
4	2.45m	1.5m	1.89m	1.5m	64m	1.5m	23m	1.5m	23m
5	2.45m	1.5m	26.4m	1.5m	83m	1.5m	4.46m	1.5m	2.0m
6	2.45m	1.5m	1.86m	1.5m	83m	1.5m	23m	1.5m	3.18m

¹ Required setback in accordance with clause 8.4.2A3 (a) and (b).

² Proposed setback.

8.4.3 Site coverage and private open space for all dwellings

A1 The proposed Lot 1 will have a site area of 613m² and the existing dwelling and proposed carport will result in a total roofed area of 166m². The site coverage of Lot 1 will therefore be 27%.

Complies

The total area of Lot 2 will be 2760m² and the total roofed area of the six units will be 1026m² resulting in site coverage of 37%.

A2 All of the proposed units will each have an area of private open space on the eastern side that satisfies the subclauses of the A2. The existing dwelling will retain open spaces to the north and east which comply with the subclauses.

Complies

12.1.4 Planner's Advice - Applicable Standards

General Residential Zone		
<i>Scheme Standard</i>	Planner's Assessment	Assessed Outcome
8.4.4	<i>Sunlight to private open space of multiple dwellings</i>	
A1	The multiple dwellings are sited so that none of them are to the north of the private open space of another. Solar access will be maintained in accordance with the Acceptable Solution.	Complies
8.4.5	<i>Width of openings for garages and carports for all dwellings</i>	
A1	The proposed carport will be sited within 12m of the frontage. The width of the opening will be less than 6m which complies.	Complies
8.4.6	<i>Privacy for all dwellings</i>	
A1	No area of the units, existing dwelling or external spaces will have a finished surface level more than 1m above existing ground level.	Complies
A2	The proposed units and existing dwelling will have a finished floor level of less than 1m above existing ground level.	Complies
A3	The shared driveway is more than 2.5m from the habitable room windows of the proposed dwellings.	Complies
8.4.7	<i>Frontage fences for all dwellings</i>	
A1	The proposal does not involve a frontage fence.	Not Applicable

12.1.4 Planner's Advice - Applicable Standards

General Residential Zone		
<i>Scheme Standard</i>	Planner's Assessment	Assessed Outcome
8.4.8	<i>Waste storage for multiple dwellings</i>	
A1	Each of the six multiple dwellings has a dedicated bin storage area identified in the plans.	Complies
8.6	<i>Development Standards for Subdivision</i>	
8.6.1	<i>Lot Design</i>	
A1	<p>The proposed Lot 1 will have an area of 613m² and lot 2 will have an area of 2760m² and can comply with all requirements of subclause A1(a)(i).</p> <p>With respect to subclause A1(a)(ii), the location of the existing dwelling relative to the proposed new (southern) boundary will not satisfy the building envelope and setback requirements of clause 8.4.2 A3(b).</p>	Relies on Performance Criteria
A2	<p>Lot 1 will have frontage of 15.5m to Taylor Street complying with the Acceptable Solution.</p> <p>Lot 2 will have frontage of 4.55m to Taylor Street, which is less than the 12m required by the Acceptable Solution. Assessment against the Performance Criteria is necessary.</p>	Relies on Performance Criteria
A3	Each of the proposed lots have or will be provided with a vehicular access from the boundary of Taylor Street.	Complies
A4	The proposed subdivision does not include a new road.	Not Applicable

12.1.4 Planner's Advice - Applicable Standards

General Residential Zone		
<i>Scheme Standard</i>	Planner's Assessment	Assessed Outcome
8.6.2	<i>Roads</i>	
A1	The proposed subdivision does not include a new road.	Complies
8.6.3	<i>Services</i>	
A1	<p>Lot 1 with the existing dwelling will be provided with a new water connection within the lot boundary.</p> <p>Each of the proposed dwellings on Lot 2 will be provided with reticulated water connections.</p>	Complies
A2	Reticulated sewer connections will be provided to Lot 1 and the proposed dwellings on Lot 2.	Complies
A3	Reticulated stormwater connections will be provided to Lot 1 and the proposed dwellings on Lot 2.	Complies

C2.0 Parking and Sustainable Transport Code

<i>Scheme Standard</i>	Planner's Assessment	Assessed Outcome
<i>C2.5.1</i>	<i>Car parking numbers</i>	
A1	<p>Table C2.1 requires 2 car parking spaces for a 2 or more bedroom dwelling in the General Residential zone.</p> <p>The existing dwelling will be provided with a carport that accommodates 2 parking spaces.</p> <p>Each of the proposed multiple dwellings will be provided with 2 parking spaces in an internal garage.</p> <p>Table C2.1 requires visitor parking for multiple dwellings in the General Residential Zone at the rate of 1 dedicated space per 3 dwellings, when on an internal lot as is the case for Lot 2. The proposal includes three dedicated visitor spaces which complies.</p>	Complies
<i>C2.5.3</i>	<i>Motorcycle parking numbers</i>	
A1	<p>Clause 2.5.3 applies to multiple dwellings.</p> <p>The proposal requires less than 20 car parking spaces, so no dedicated motorcycle parking is required in accordance with Table C2.4.</p>	Not Applicable
<i>C2.6.1</i>	<i>Construction of parking areas</i>	
A1	<p>The proposed parking, access ways, manoeuvring and circulation spaces will be constructed from durable all weather pavement (concrete) and will be drained to the public stormwater system.</p>	Complies

12.1.4 Planner's Advice - Applicable Standards

C2.0 Parking and Sustainable Transport Code		
<i>Scheme Standard</i>	Planner's Assessment	Assessed Outcome
C2.6.2	<i>Design and layout of parking areas</i>	
A1.1	The construction standard of the existing driveway and parking area complies with the requirements of part (a) of this clause.	Complies
A1.2	Accessible parking spaces are not required for the proposed use.	Not Applicable
C2.6.3	<i>Number of accesses for vehicles</i>	
A1	The proposal includes an additional vehicle access, so that separate access is provided for Lot 1. There will be one access each for Lots 1 and 2 which complies with the Acceptable Solution.	Complies
A2	The site is not located within the Central Business zone.	Not Applicable
C2.6.5	<i>Pedestrian access</i>	
A1.1	The proposed multiple dwelling development on Lot 2 requires a total of 15 car parking spaces. A dedicated pedestrian footpath is not proposed.	Relies on Performance Criteria
A1.2	Accessible parking spaces are not required for the proposal.	Not Applicable

12.1.4 Planner's Advice - Applicable Standards

3.0 Road and Railway Assets Code

<i>Scheme Standard</i>	Planner's Assessment	Assessed Outcome
C3.5.1	<i>Traffic generation at a vehicle crossing, level crossing or new junction</i>	
A1.1	Taylor Street is not a category 1 or limited access road.	Not Applicable
A1.2	A new crossing is required for Lot 1. Council as the road authority has provided consent by way of recommended conditions.	Complies
A1.3	The proposal does not involve a new private level crossing.	Not Applicable
A1.4	The existing vehicle crossing will be upgraded for Lot 2. The RTA Guideline to Traffic Generating Developments (Version 2.2) specifies that 3 or more bedroom unit developments can generate up to a maximum of 6.5 vehicle movements per day. In this instance, 6 units are proposed which has the capacity to generate up to 39 vehicle movements per day which is below the prescribed amount in Table 3.1 (40 vehicle movements per day).	Complies
A1.5	Taylor Street is not a major road.	Not Applicable

Planning Scheme Provision	8.6.1 Lot Design
	<p>Objective</p> <p><i>That each lot:</i></p> <ul style="list-style-type: none"> <i>(a) has an area and dimensions appropriate for use and development in the zone;</i> <i>(b) is provided with appropriate access to a road;</i> <i>(c) contains areas which are suitable for development appropriate to the zone purpose, located to avoid natural hazards; and</i> <i>(d) is orientated to provide solar access for future dwellings.</i>
	<p>Performance Criteria P1</p> <p><i>That each lot, or a lot proposed in a plan of subdivision, must have sufficient useable area and dimensions suitable for its intended use, having regard to:</i></p> <ul style="list-style-type: none"> <i>(a) the relevant requirements for development of buildings on the lots;</i> <i>(b) the intended location of buildings on the lots;</i> <i>(c) the topography of the site;</i> <i>(d) the presence of natural hazards;</i> <i>(e) adequate provision of private open space; and</i> <i>(f) the pattern of development existing on established properties in the area.</i>

Summary of Planner’s Advice

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

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

Scheme Provision	Planner’s Assessment
<p>Performance Criteria 8.6.1 P1</p>	<p>The proposed subdivision complies with all applicable parts of the corresponding Acceptable Solution except with for subclause A1(a)(ii) which requires existing buildings to be consistent with boundary setbacks required by clause 8.4.2 A1, A2 and A3 relative to new boundaries.</p> <p>In this instance, the proposed southern boundary of Lot 1 will be within 1m of the southern wall of the existing building which does not satisfy clause 8.4.2 A3(b).</p> <p>Assessment against the corresponding Performance Criteria is therefore required which is provided below.</p>

12.1.5 Planner's Advice - Performance Criteria

Scheme Provision	Planner's Assessment
Performance Criteria 8.6.1 P1(a)	Each proposed lot is capable of containing a building that satisfies the relevant requirements for the specific building types existing and proposed, within the context of the development standards of the General Residential zone. In this regard, proposed Lot 1 will contain the existing dwelling and proposed Lot 2 will contain the proposed multiple dwellings. Each building will be provided with sufficient useable area and dimensions to provide for the existing and proposed dwelling whilst accommodating key features associated with residential use including provision of private open space vehicle access and car parking.
Performance Criteria 8.6.1 P1(b)	Proposed Lot 1 will contain the existing building and the intended location of the building is therefore established. Proposed Lot 2 will contain 6 multiple dwellings. The location of each proposed multiple dwelling is known and they have been configured to satisfy other key development requirements of the General Residential zone including building setback, private open space, vehicle access and parking.
Performance Criteria 8.6.1 P1(c)	The site is observed as being flat and unaffected by topographical constraints.
Performance Criteria 8.6.1 P1(d)	The site is not subject to any known natural hazards.
Performance Criteria 8.6.1 P1(e)	Each proposed lot is capable of delivering adequate provision of private open space for the existing and proposed dwellings which is demonstrated by way of the existing single dwelling and proposed multiple dwellings complying with Acceptable Solutions 8.4.3 A1 and A2, respectively.
Performance Criteria 8.6.1 P1(f)	The size and configuration of each proposed lot, including the location and configuration of buildings on each proposed lot, will be consistent with the pattern of development on established properties in the area which includes smaller lots with direct frontage onto Taylor Street (and other streets) and larger internal lots to the rear of primary lots which contain multiple dwellings or larger single dwellings. To this extent, the proposed

12.1.5 Planner's Advice - Performance Criteria

Scheme Provision	Planner's Assessment
	development will be consistent with the pattern of infill development that occurs in the area.

Planning Scheme Provision	8.6.1 Lot Design
	<p>Objective</p> <p><i>That each lot:</i></p> <ul style="list-style-type: none"> <i>(a) has an area and dimensions appropriate for use and development in the zone;</i> <i>(b) is provided with appropriate access to a road;</i> <i>(c) contains areas which are suitable for development appropriate to the zone purpose, located to avoid natural hazards; and</i> <i>(d) is orientated to provide solar access for future dwellings.</i>
	<p>Performance Criteria P2</p> <p><i>Each lot, or a lot proposed in a plan of subdivision, excluding for public open space, a riparian or littoral reserve or Utilities, must be provided with a frontage or legal access to a road by a right of carriageway, that is sufficient for the intended use, having regard to:</i></p> <ul style="list-style-type: none"> <i>(a) the width of frontage proposed;</i> <i>(b) the number of other lots which have the land subject to the right of carriageway as their sole or principal means of access;</i> <i>(c) the topography of the site;</i> <i>(d) the functionality and useability of the frontage;</i> <i>(e) the ability to manoeuvre vehicles on the site; and</i> <i>(f) the pattern of development existing on established properties in the area.</i> <p><i>and is not less than 3.6m wide.</i></p>

Summary of Planner’s Advice

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

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

Scheme Provision	Planner’s Assessment
Performance Criteria 8.6.1 P2	<p>Proposed Lot 2 will have a frontage of 4.5m which does not satisfy Acceptable Solution 8.6.1 A2 of 12m.</p> <p>Assessment against the corresponding Performance Criteria is therefore required.</p>
Performance Criteria 8.6.1 P2(a)	<p>Proposed Lot 2 will be provided with a frontage of 4.5m to Taylor Street. The proposed frontage is sufficient to contain the required access width for the</p>

12.1.5 Planner's Advice - Performance Criteria

Scheme Provision	Planner's Assessment
	type of vehicles that will be generated by the proposed multiple dwelling use and development.
Performance Criteria 8.6.1 P2(b)	Proposed Lot 2 will have exclusive use of the frontage and associated access strip. No other lots will have use of the frontage for access purposes.
Performance Criteria 8.6.1 P2(c)	The topography of the site is observed as being flat and topography does not impact the provision of frontage and access for the proposed lots.
Performance Criteria 8.6.1 P2(d)	The proposed frontage is sufficient to contain the required width of access (4.5m) to serve the proposed multiple dwelling development, with sufficient width to allow vehicles to enter and exit the site (in a forward direction) at the same time to pass at the entrance. The access strip widens as it enters the lot, providing sufficient space for letterboxes and a small landscaping strip beside the driveway within the property boundary. The functionality and useability of the frontage is therefore satisfactory.
Performance Criteria 8.6.1 P2(e)	The frontage and access are of sufficient dimensions to allow for vehicles to manoeuvre on the site. Sufficient space is provided within the site for vehicles to turn so they can enter and leave in a forward direction. Sufficient space is provided for vehicles entering and leaving the site to pass at the frontage vehicle crossing as well as in other locations along the driveway where the width expands.
Performance Criteria 8.6.1 P2(f)	There are other examples of lots with frontages less than 12m in the area, including an internal lot developed with multiple dwellings adjoining the southern boundary of the site. The proposal is therefore consistent with the pattern of development existing on established properties in the area. The frontage is more than 3.6m wide.

12.1.5 Planner's Advice - Performance Criteria

Planning Scheme Provision	C2.6.5 Pedestrian access
	<p>Objective</p> <p><i>That pedestrian access within parking areas is provided in a safe and convenient manner</i></p>
	<p>Performance Criteria P1</p> <p><i>Safe and convenient pedestrian access must be provided within parking areas, having regard to:</i></p> <ul style="list-style-type: none"> <i>(a) the characteristics of the site;</i> <i>(b) the nature of the use;</i> <i>(c) the number of parking spaces;</i> <i>(d) the frequency of vehicle movements;</i> <i>(e) the needs of persons with a disability;</i> <i>(f) the location and number of footpath crossings;</i> <i>(g) vehicle and pedestrian traffic safety;</i> <i>(h) the location of any access ways or parking aisles; and</i> <i>(i) any protective devices proposed for pedestrian safety.</i>

Summary of Planner's Advice

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

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

<i>Scheme Provision</i>	Planner's Assessment
Performance Criteria C2.6.5 P1	<p>The proposed multiple dwelling development requires greater than 10 car parking spaces and there are no specific pedestrian access pathways proposed.</p> <p>Assessment against the corresponding Performance Criteria is therefore required.</p>
Performance Criteria C2.6.5 P1(a)	<p>The characteristics of the site do not prevent the proposed use and development from being provided with safe and convenient pedestrian access within parking areas. The proposed new dwellings will be provided with car parking in a garage within each dwelling with an internal door into the habitable room of each dwelling, which will minimise the need for pedestrians to move within the vehicle circulation area. The visitor parking spaces are located within the site, before reaching the dwellings. Pedestrians travelling to and from the visitor parking area will have relatively short</p>

12.1.5 Planner's Advice - Performance Criteria

<i>Scheme Provision</i>	Planner's Assessment
	distance to travel using the shared driveway and there is good visibility for vehicles and pedestrians in all directions. There is sufficient space and visibility along the driveway entry for pedestrians and vehicles to share the space safely.
<i>Performance Criteria</i> C2.6.5 P1(b)	The use is residential for the purposes of multiple dwellings. Accordingly, users of the site will generally be familiar with the nature of vehicle usage and other features associated with vehicle movements.
<i>Performance Criteria</i> C2.6.5 P1(c)	The proposed dwellings will be provided with the number of car parking spaces required by Table C2.1.
<i>Performance Criteria</i> C2.6.5 P1(d)	Frequency of vehicle movement is expected to be structured around peak periods which are generally mornings and evenings. Other intermittent vehicle movements are expected to be low in volume during non-peak periods.
<i>Performance Criteria</i> C2.6.5 P1(e)	It is expected that each dwelling will be capable of being used by a person with a disability. Parking spaces are located within each proposed dwelling. The shared accessway will be sealed and largely level.
<i>Performance Criteria</i> C2.6.5 P1(f)	There are no specific footpath crossings proposed within the site.
<i>Performance Criteria</i> C2.6.5 P1(g)	Vehicle and pedestrian safety will be maintained for the shared use access through the low traffic volumes and low speed environment, good sight lines within the development and provision of additional width and landscaped areas that can serve as pedestrian refuges if required. It is however recommended that a shared pedestrian and vehicle access sign be installed

12.1.5 Planner's Advice - Performance Criteria

<i>Scheme Provision</i>	Planner's Assessment
	at the entrance to the multiple dwellings to alert users of the shared nature of the access.
<i>Performance Criteria C2.6.5 P1(h)</i>	The development is arranged around a central accessway incorporating the parking aisles. The driveway then extends through the access strip to the road crossing. The location and arrangement of the parking and accessways encourage low traffic speed and provide for good sight lines for vehicles and pedestrians.
<i>Performance Criteria C2.6.5 P1(i)</i>	Specific devices for pedestrian safety are not proposed.



Meander Valley Council
Working Together

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="14 TAYLOR ST"/>	Certificate of Title:	<input type="text" value="238665/1"/>
Suburb:	<input type="text" value="WESTBURY"/>	<input type="text" value="7303"/>	Lot No: <input type="text"/>
Land area:	<input type="text" value="3121"/>	m^2 / ha	
Present use of land/building:	<input type="text" value="RESIDENTIAL DWELLING"/>	<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 Building work Change of use Subdivision Demolition
 Forestry Other

Total cost of development (inclusive of GST): *Includes total cost of building work, landscaping, road works and infrastructure*

Description of work:

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

New floor area: m^2 New building height: m

Materials: External walls: Colour:
 Roof cladding: Colour:

12.1.6 Application Documents



RESULT OF SEARCH

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



SEARCH OF TORRENS TITLE

VOLUME 238665	FOLIO 1
EDITION 3	DATE OF ISSUE 28-Jul-2010

SEARCH DATE : 17-Jan-2023

SEARCH TIME : 12.12 PM

DESCRIPTION OF LAND

Town of WESTBURY

Lot 1 on Plan 238665

Derivation : Part of Lot 4 Section B.2. - Gtd. to J. Barber.

Prior CT 3570/55

SCHEDULE 1

C204385, M236930 & M236918 PATRICIA MARY BOWLEY Registered
28-Jul-2010 at 12.01 PM

SCHEDULE 2

Reservations and conditions in the Crown Grant if any

A17426 BOUNDARY FENCES CONDITION in Transfer

C204386 MORTGAGE to Connect Credit Union of Tasmania Limited

Registered 24-Feb-2000 at 12.01 PM

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

ANNEXURE TO CERTIFICATE OF TITLE VOL. 3570 FOL. 55

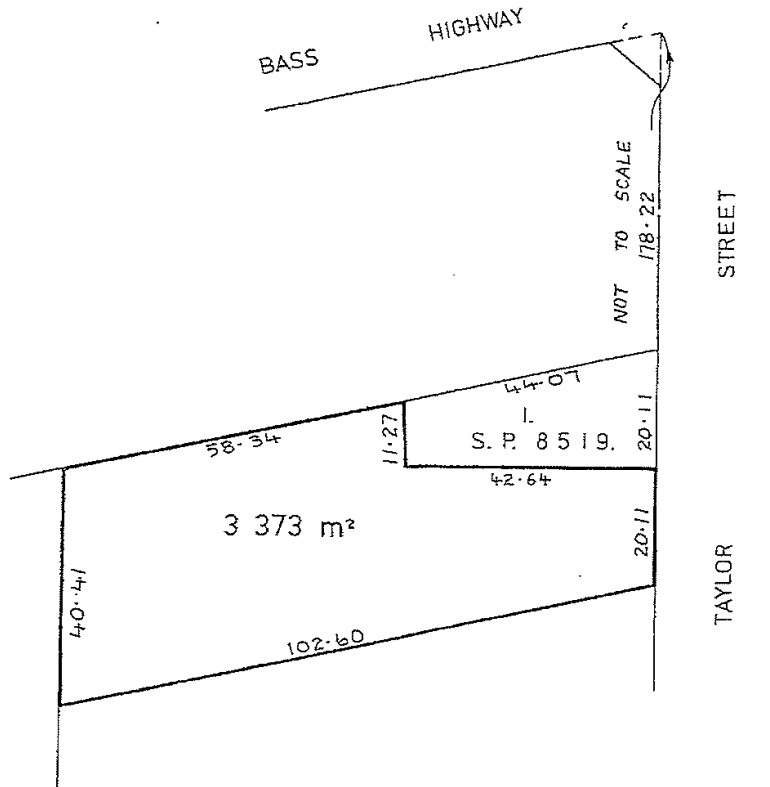
[Signature]
ACTING Recorder of Titles



REGISTERED NUMBER
238665

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

MEAS. IN METRES.
283-29^{sq}
TWN. WESTBURY.



12.1.6 Application Documents



PROPOSED SUBDIVISION & UNIT DEVELOPMENT
14 TAYLOR ST,
WESTBURY, 7303.



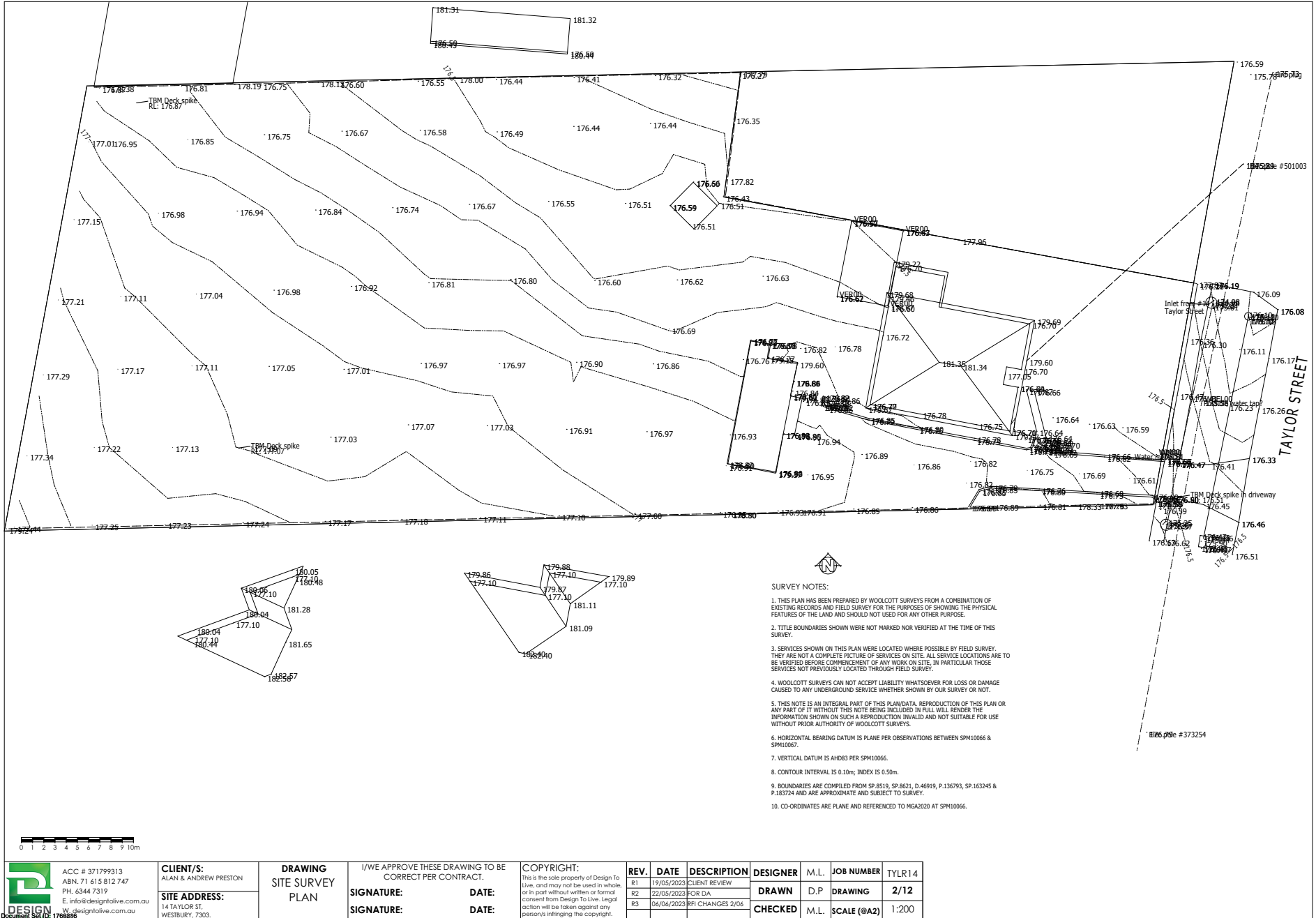
DRAWING #	DRAWING
TYLR14-1	COVER PAGE
TYLR14-2	SITE SURVEY PLAN
TYLR14-3	SITE PLAN 1:200
TYLR14-4	LANDSCAPE PLAN
TYLR14-5	PARKING AND TURNING 1
TYLR14-6	PARKING AND TURNING 2
TYLR14-7	SUBDIVISION & STRATA PLAN
TYLR14-8	EXTERNAL SERVICES
TYLR14-9	FLOOR PLAN UNITS 1-6
TYLR14-10	ELEVATIONS NTH-STH
TYLR14-11	CARPORT
TYLR14-12	PERSPECTIVES

AREAS	COUNCIL	ZONE
(m ²)	MEANDER VALLEY	GENERAL RESIDENTIAL
EXISTING DWELLING	135.70	LAND TITLE REFERENCE 238665/1 ENERGY STAR RATING TBC
CARPORT	30.24	PROPERTY ID 7016435 CLIMATE ZONE 7
UNIT 1	174.16	LOT SIZE (M ²) 3121 ALPINE AREA N/A
UNIT 2	167.80	BAL RATING TBC CORROSION ENV' N/A
UNIT 3	174.16	DESIGN WIND CLASS TBC SITE HAZARDS TBC
UNIT 4	167.80	SOIL CLASSIFICATION TBC
UNIT 5	174.16	PLANNING OVERLAY N/A
UNIT 6	167.80	

ATTACHMENTS

<p>ACC # 371799313 ABN: 71 615 812 747 PH: 6344 7319 E: info@designtolive.com.au W: designtolive.com.au Document Set No: 170566 Version: 1, Version Date: 04/06/2023</p>	CLIENT/S: ALAN & ANDREW PRESTON SITE ADDRESS: 14 TAYLOR ST, WESTBURY, 7303.	DRAWING COVER PAGE	I/WE APPROVE THESE DRAWING TO BE CORRECT PER CONTRACT. SIGNATURE: _____ DATE: _____ SIGNATURE: _____ DATE: _____	COPYRIGHT: This is the sole property of Design To Live, and may not be used in whole, or in part without written or formal consent from Design To Live. Legal action will be taken against any persons infringing the copyright.	REV. DATE DESCRIPTION R1 19/05/2023 CLIENT REVIEW R2 22/05/2023 FOR DA R3 06/06/2023 RFI CHANGES 2/06	DESIGNER M.L. JOB NUMBER TYLR14 DRAWN D.P. DRAWING 1/12 CHECKED M.L. SCALE (@A2) NTS
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12.1.6 Application Documents



ACC # 371799313
 ABN: 71 615 812 747
 PH: 6344 7319
 E: info@designtolive.com.au
 W: designtolive.com.au
 Version: 1, Version Date: 04/06/2023

CLIENT/S:
 ALAN & ANDREW PRESTON
SITE ADDRESS:
 14 TAYLOR ST,
 WESTBURY, 7303.

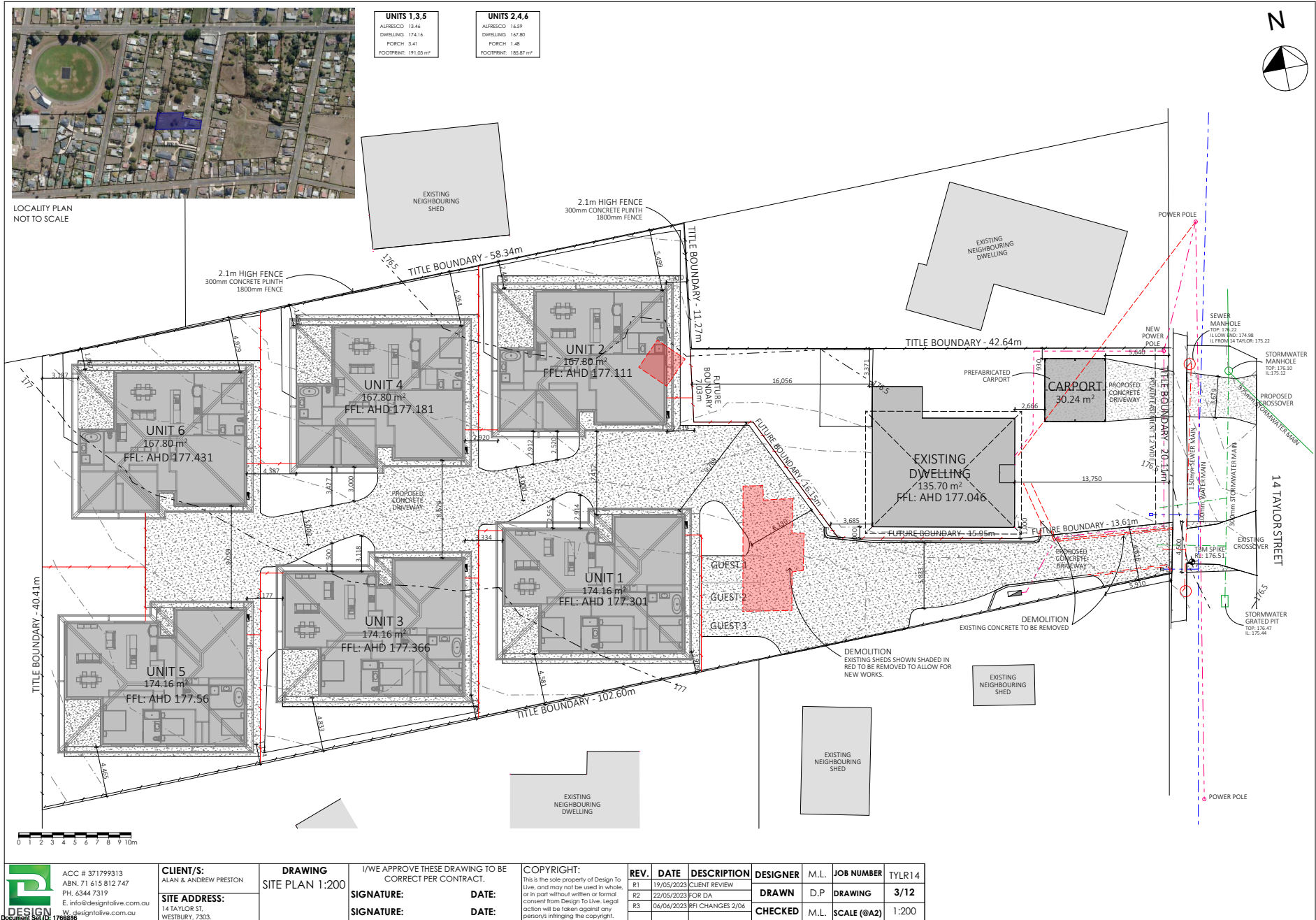
DRAWING:
 SITE SURVEY
 PLAN

I/WE APPROVE THESE DRAWING TO BE CORRECT PER CONTRACT.
SIGNATURE: _____ **DATE:** _____
SIGNATURE: _____ **DATE:** _____

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REV.	DATE	DESCRIPTION	DESIGNER	M.L.	JOB NUMBER	TYLR 14
R1	19/05/2023	CLIENT REVIEW				
R2	22/05/2023	FOR DA	DRAWN	D.P	DRAWING	2/12
R3	06/06/2023	RFI CHANGES 2/06	CHECKED	M.L.	SCALE (@A2)	1:200

12.1.6 Application Documents



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 W. designative.com.au
 Version: 1, Version Date: 04/06/2023

CLIENT/S:
 ALAN & ANDREW PRESTON
SITE ADDRESS:
 14 TAYLOR ST,
 WESTBURY, 7303.

DRAWING
 SITE PLAN 1:200

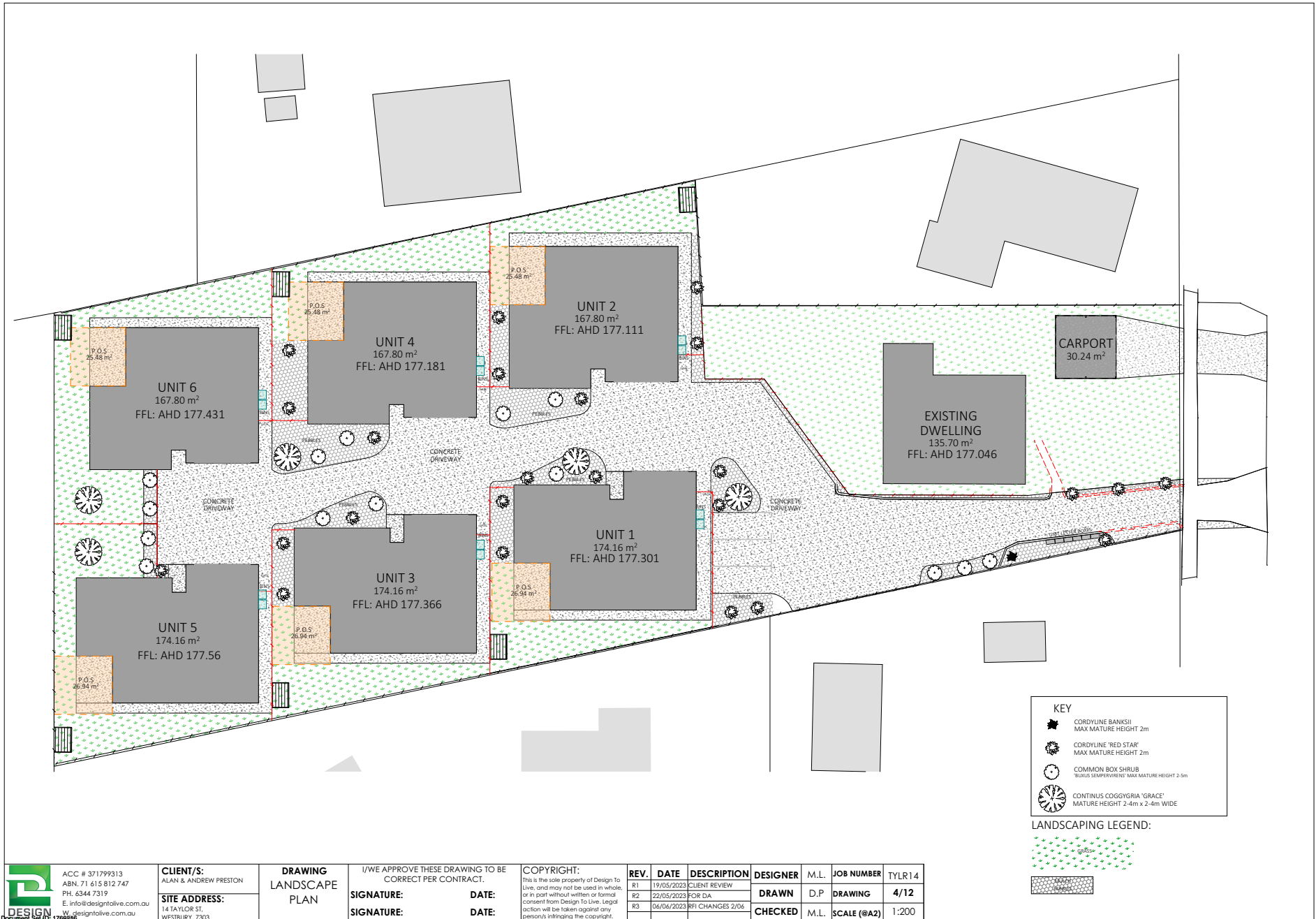
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REV.	DATE	DESCRIPTION
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R2	22/05/2023	FOR DA
R3	06/06/2023	RFI CHANGES 2/06

DESIGNER	M.L.	JOB NUMBER	TYLR 14
DRAWN	D.P.	DRAWING	3/12
CHECKED	M.L.	SCALE (@A2)	1:200

12.1.6 Application Documents



DESIGN
 Document Set No: 70566
 Version: 1, Version Date: 04/06/2023

ACC # 371799313
ABN 71 615 812 747
PH 6344 7319
E info@designolive.com.au
W designolive.com.au

CLIENT/S:
 ALAN & ANDREW PRESTON

SITE ADDRESS:
 14 TAYLOR ST,
 WESTBURY, 7303.

DRAWING
 LANDSCAPE
 PLAN

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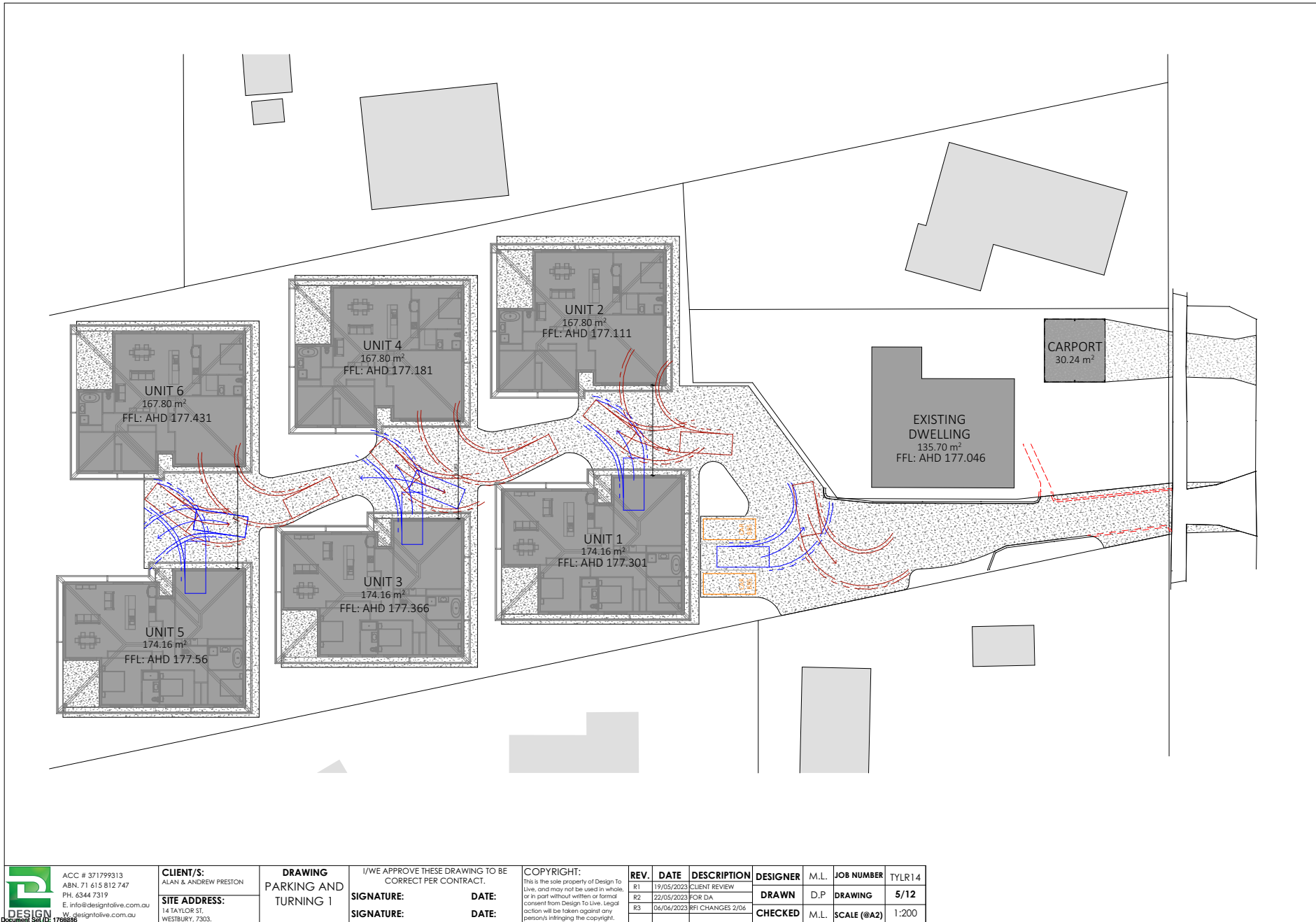
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DESIGNER **M.L.** **JOB NUMBER** **TYLR 14**

DRAWN **D.P** **DRAWING** **4/12**

CHECKED **M.L.** **SCALE (@A2)** **1:200**


12.1.6 Application Documents



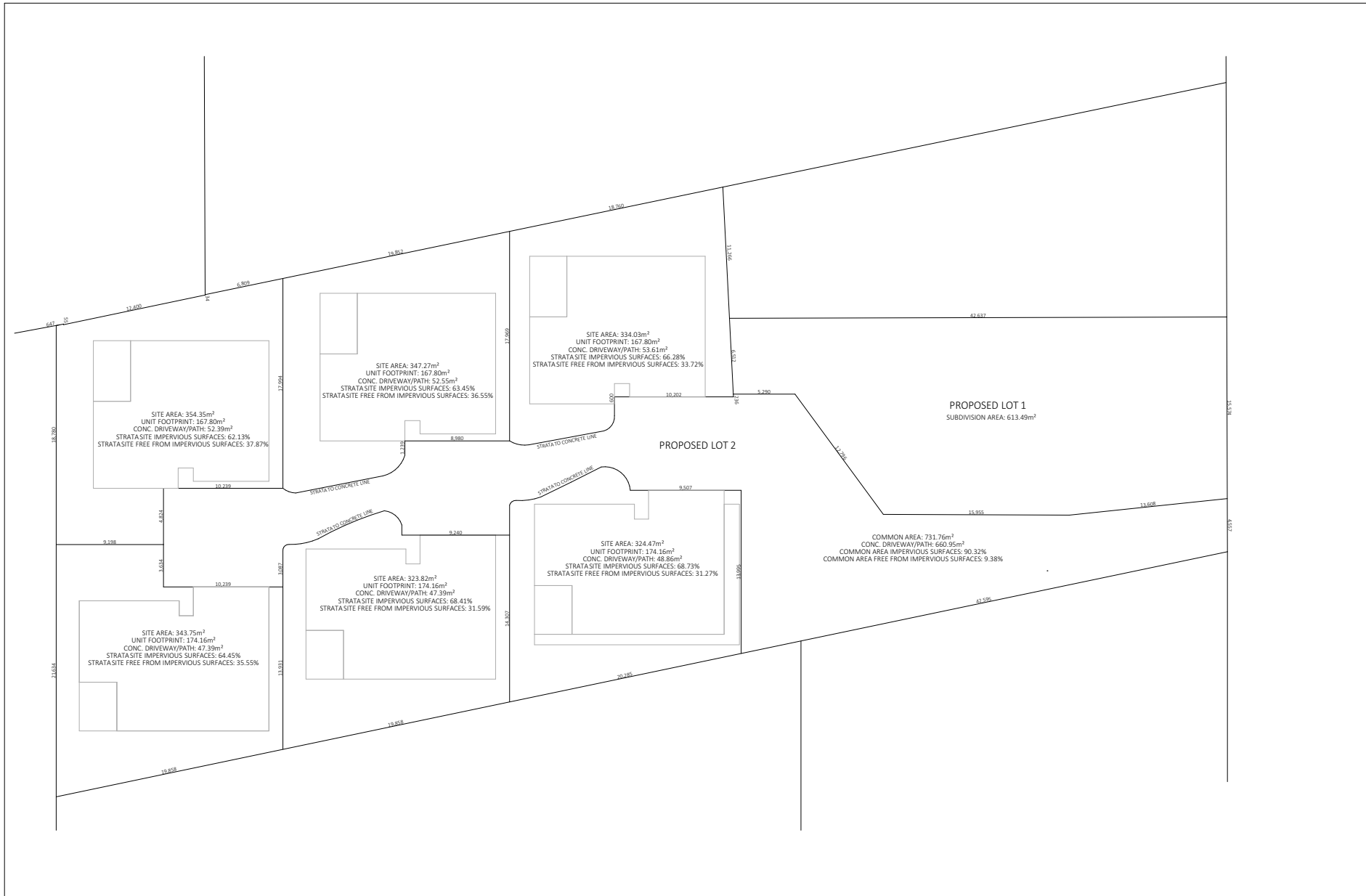
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	<p>SITE ADDRESS: 14 TAYLOR ST, WESTBURY, 7303.</p>		<p>SIGNATURE: DATE:</p>		<p>R1 19/05/2023 CLIENT REVIEW R2 22/05/2023 FOR DA R3 06/06/2023 RFI CHANGES 2/06</p>		<p>DRAWN D.P. DRAWING 5/12</p>
	<p>SIGNATURE: DATE:</p>		<p>CHECKED M.L. SCALE (@A2) 1:200</p>				

12.1.6 Application Documents



 ACC # 371799313 ABN: 71 615 812 747 PH. 6344 7319 E. info@designalive.com.au W. designalive.com.au Document set no: 1705066 Version: 1, Version Date: 04/06/2023	CLIENT/S: ALAN & ANDREW PRESTON	DRAWING PARKING AND TURNING 2	I/WE APPROVE THESE DRAWING TO BE CORRECT PER CONTRACT.	COPYRIGHT: This is the sole property of Design To Live, and may not be used in whole, or in part without written or formal consent from Design To Live. Legal action will be taken against any person's infringing the copyright.	REV. DATE DESCRIPTION R1 19/05/2023 CLIENT REVIEW R2 22/05/2023 FOR DA R3 06/06/2023 RFI CHANGES 2/06	DESIGNER M.L. DRAWN D.P. CHECKED M.L.	M.L. D.P. M.L.	JOB NUMBER DRAWING SCALE (@A2)	TYLR 14 6/12 1:200
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12.1.6 Application Documents



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	<p>SITE ADDRESS: 14 TAYLOR ST, WESTBURY, 7303.</p>				<p>SIGNATURE: _____ DATE: _____</p>		<p>R2 22/05/2023 FOR DA</p>	<p>DRAWN D.P. D.P. DRAWING 7/12</p>
	<p>SIGNATURE: _____ DATE: _____</p>				<p>R3 06/06/2023 RFI CHANGES 2/06</p>		<p>CHECKED M.L. M.L. SCALE (@A2) 1:200</p>	

12.1.6 Application Documents

LEGEND

- B - BASIN
- Ba - BATH
- S - SINK (65Ø)
- T - LAUNDRY TUB (65Ø)
- SH - SHOWER
- WC - WATER CLOSET
- FW - FLOOR WASTE
- EV - VENT (THROUGH TO ROOF)
- FG - FLOOR WASTE GULLY
- IO - INSPECTION OPENING
- ORG - O/FLOW RELIEF GULLY
- RE - ROOFING EYE
- HW - HOT WATER CYLINDER
- X - EXTERNAL TAP
- P - DRAINAGE PIT (450 x 450mm)
- DP - DOWNPIPE (90 Ø)
- WET AREAS
- STORMWATER LINE (100mm PVC)
- SEWER LINE (100mm PVC)
- SITE MAIN METER BOX
- SUB MAIN BOX
- SUB WATER METER

INSTALL INSPECTION OPENINGS AT MAJOR BENDS FOR STORMWATER AND ALL LOW POINTS OF DOWNPIPES.

PROVIDE SURFACE DRAIN TO BACK OF BULK EXCAVATION TO DRAIN LEVELLED PAD PRIOR TO COMMENCING FOOTING EXCAVATION.

SERVICES
THE HEATED WATER SYSTEM MUST BE DESIGNED AND INSTALLED WITH PART B2 OF THE NCC VOLUME THREE- PLUMBING CODE OF AUSTRALIA.

THERMAL INSULATION FOR HEATED WATER PIPING MUST:
A) BE PROTECTED AGAINST THE EFFECTS OF WEATHER AND SUNLIGHT; AND
B) BE ABLE TO WITHSTAND THE TEMPERATURES WITHIN THE PIPING; AND
C) USE THERMAL INSULATION IN ACCORDANCE WITH AS/NZS 4859.1

HEATED WATER PIPING THAT IS NOT WITHIN A CONDITIONED SPACE MUST BE THERMALLY INSULATED AS FOLLOWS:

1. INTERNAL PIPING
a) ALL FLOW AND RETURN INTERNAL PIPING THAT IS:
i) WITHIN AN UNVENTILATED WALL SPACE
ii) WITHIN AN INTERNAL FLOOR BETWEEN STOREYS; OR
iii) BETWEEN CEILING INSULATION AND A CEILING MUST HAVE A MINIMUM R-VALUE OF 0.2

2. PIPING LOCATED WITHIN A VENTILATED WALL SPACE, AN ENCLOSED BUILDING SUBFLOOR OR A ROOF SPACE
a) ALL FLOW AND RETURN PIPING
b) COLD WATER SUPPLY PIPING AND RELIEF VALVE PIPING WITHIN 500mm OF THE CONNECTION TO CENTRAL WATER HEATING SYSTEM.
MUST HAVE A MINIMUM R-VALUE OF 0.45

3. PIPING LOCATED OUTSIDE THE BUILDING OR IN AN UNENCLOSED BUILDING SUB FLOOR OR ROOF SPACE
a) ALL FLOW AND RETURN PIPING
b) COLD WATER SUPPLY PIPING AND RELIEF VALVE PIPING WITHIN 500mm OF THE CONNECTION TO CENTRAL WATER HEATING SYSTEM.
MUST HAVE A MINIMUM R-VALUE OF 0.6

PIPING WITHIN AN INSULATED TIMBER FRAMED WALL, SUCH AS THAT PASSING THROUGH A WALL STUD, IS CONSIDERED TO COMPLY WITH THE ABOVE INSULATION REQUIREMENTS.

POWER POLE

EXISTING OVERHEAD POWER CONNECTION TO BE TERMINATED AND NEW UNDERGROUND CONNECTION FROM NEW POLE

NEW POWER POLE

SEWER MANHOLE TOP: 176.22 I.L. LOW END: 174.98 I.L. FROM 14 TAYLOR: 175.22

STORMWATER MANHOLE TOP: 175.10 I.L. 175.12

300mm STORMWATER MAIN

150mm SEWER MAIN

100mm WATER MAIN

300mm STORMWATER MAIN

STORMWATER GRATED PIT TOP: 176.47 I.L. 176.44

POWER POLE

INDIVIDUAL 60mm WATER SUB METERS (LOOSE SUPPLIED BY TASWATER, INSTALLED BY DEVELOPER AS PER TWS-W-0002 (SHEET 6) TO EACH UNIT)

CONNECT NEW DOWNPIPE TO EXISTING

PROPOSED NEW DN40 (D32) PROPERTY WATER CONNECTION WITH HD20 METER AS PER TWS-W-0002 (SHEET 13) BELOW GROUND LOW HAZARD (BY TASWATER AT DEVELOPERS COST)

WATERMETERS MUST BE FITTED AT RIGHT ANGLES TO THE WATER MAIN AND WITHIN 200 OF THE SUBMETER

TPRV FROM HOT WATER CYLINDERS TO BE CONNECTED INTO STORMWATER

NEW STORMWATER CONNECTION

SITE METER BOX WITH UNDERGROUND MAIN FROM NEW POLE

NEW SEWER CONNECTION I.O. TO BE INSTALLED TO SURFACE WITH TRAFFICABLE COVER TO TASWATER STANDARD (BY TASWATER AT DEVELOPERS COST)

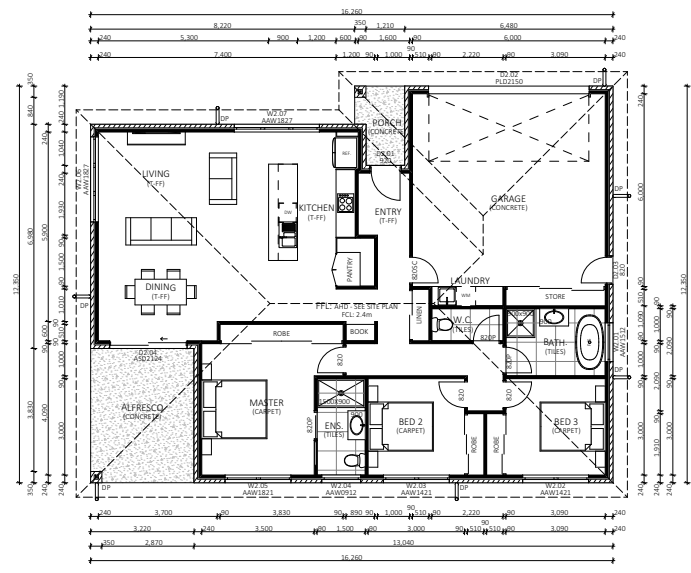
PROPOSED DN40 (D32) PROPERTY WATER CONNECTION WITH MASTER METER WITH TRAFFICABLE COVER AS PER TWS-W-0002 (SHEETS 13) BELOW GROUND LOW HAZARD (BY TASWATER AT DEVELOPERS COST)

ALL DRAINAGE WORK SHOWN IS PROVISIONAL ONLY AND IS SUBJECT TO AMENDMENT TO COMPLY WITH LOCAL AUTHORITIES. ALL WORK IS TO COMPLY WITH AS-3500 AND LOCAL PLUMBING CODE AND SHOULD BE CARRIED OUT BY A LICENSED PLUMBER.

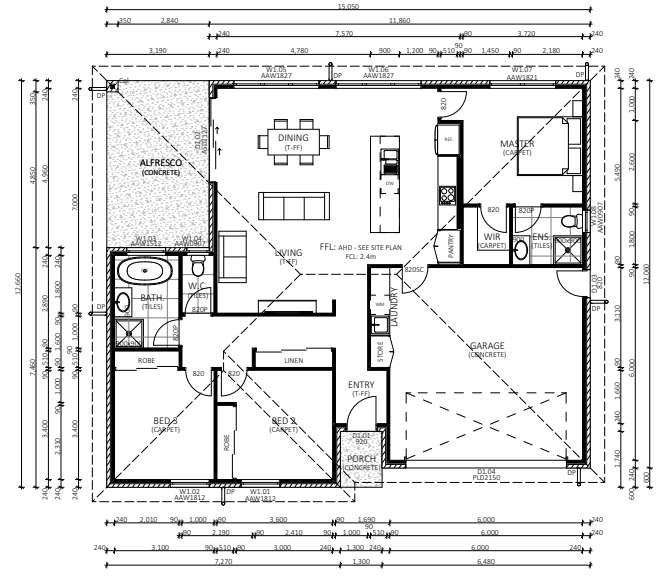
ALL WORKS ARE TO BE IN ACCORDANCE WITH THE WATER SUPPLY CODE OF AUSTRALIA WSA 03-2011-3.1 VERSION 3.1 MRWA EDITION V2.0 AND SEWERAGE CODE OF AUSTRALIA MELBOURNE RETAIL WATER AGENCIES CODE WSA 02-2014-3.1 MRWA VERSION 2 AND TASWATER'S SUPPLEMENTS TO THESE CODES.

	ACC # 371799313 ABN: 71 613 812 747 PH: 6344 7319 E: info@designintuitive.com.au W: designintuitive.com.au Document Set No: 170568 Version: 1, Version Date: 04/06/2023	CLIENT/S: ALAN & ANDREW PRESTON SITE ADDRESS: 14 TAYLOR ST, WESTBURY, 7303.	DRAWING EXTERNAL SERVICES	I/WE APPROVE THESE DRAWING TO BE CORRECT PER CONTRACT. SIGNATURE: _____ DATE: _____ SIGNATURE: _____ DATE: _____	COPYRIGHT: This is the sole property of Design To Live, and may not be used in whole, or in part without written or formal consent from Design To Live. Legal action will be taken against any person infringing the copyright.	REV. DATE DESCRIPTION R1 19/05/2023 CLIENT REVIEW R2 22/05/2023 FOR DA R3 06/06/2023 RFI CHANGES 2/06	DESIGNER M.L. JOB NUMBER TYLR14 DRAWN D.P. DRAWING 8/12 CHECKED M.L. SCALE (@A2) 1:200
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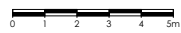
12.1.6 Application Documents



UNITS 1,3,5



UNITS 2,4,6



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DRAWING
 FLOOR PLAN
 UNITS 1-6

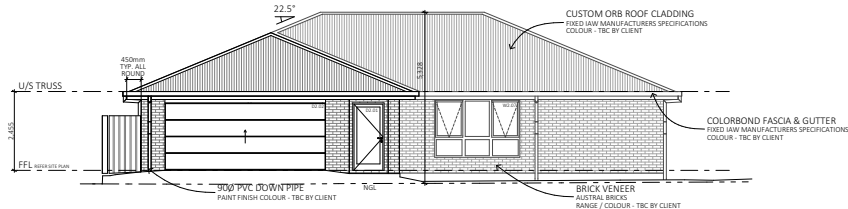
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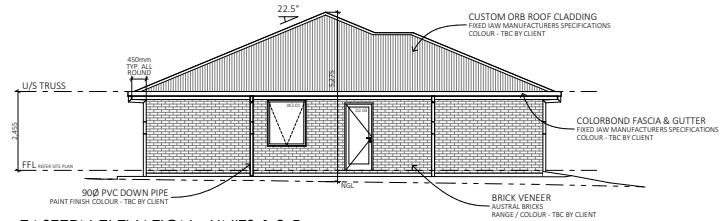
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R2	22/05/2023	FOR DA
R3	06/06/2023	RFI CHANGES 2/06

DESIGNER	M.L.	JOB NUMBER	TYLR 14
DRAWN	D.P	DRAWING	9/12
CHECKED	M.L.	SCALE (@A2)	1:100

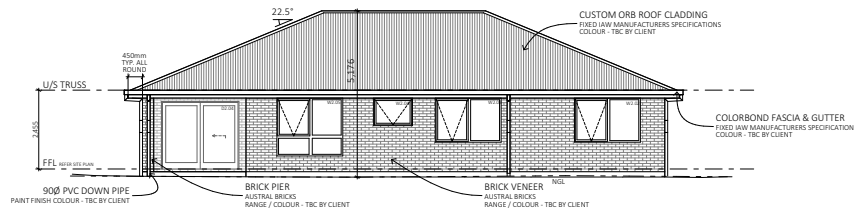
12.1.6 Application Documents



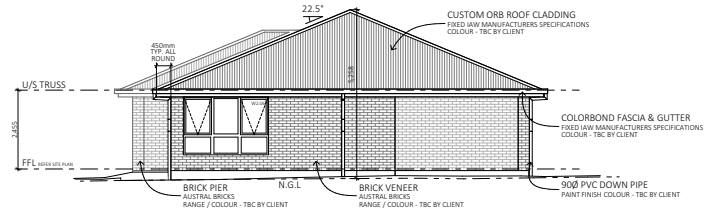
NORTHERN ELEVATION - UNITS 1,3,5



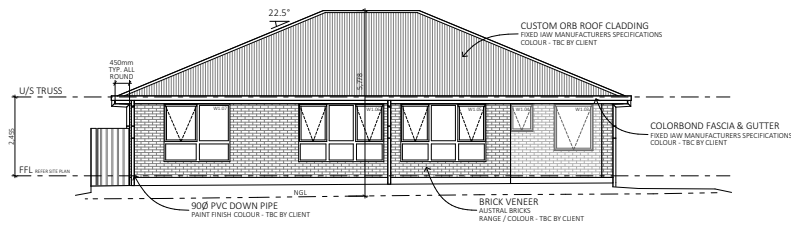
EASTERN ELEVATION - UNITS 1,3,5



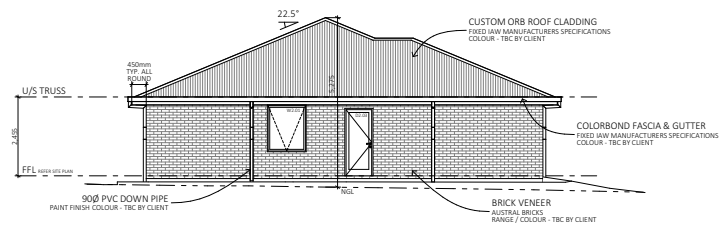
SOUTHERN ELEVATION - UNITS 1,3,5



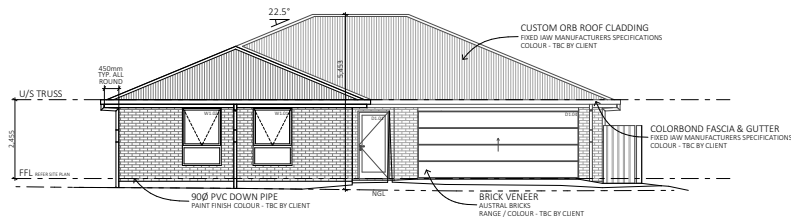
WESTERN ELEVATION - UNITS 1,3,5



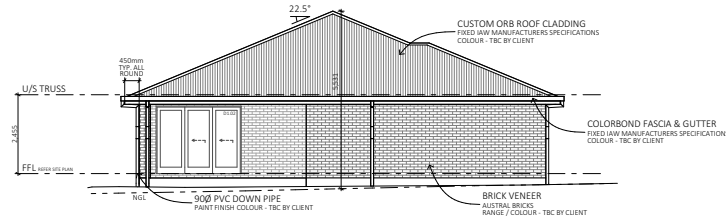
NORTHERN ELEVATION - UNITS 2,4,6



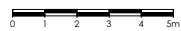
EASTERN ELEVATION - UNITS 2,4,6



SOUTHERN ELEVATION - UNITS 2,4,6



WESTERN ELEVATION - UNITS 2,4,6



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DRAWING ELEVATIONS
 NTH-STH

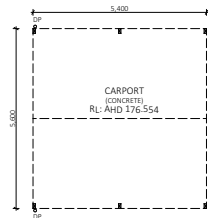
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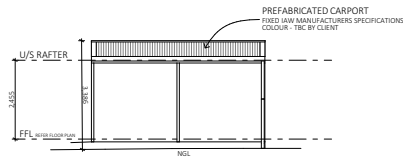
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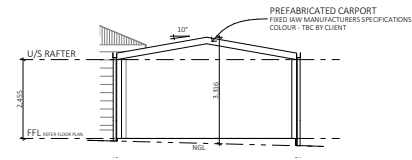
12.1.6 Application Documents



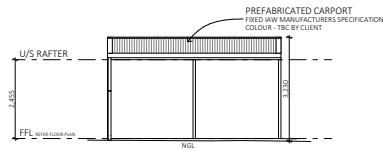
CARPORT FLOOR PLAN



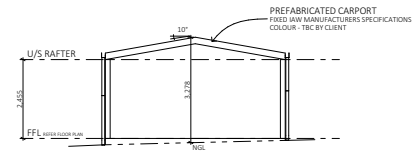
NORTH ELEVATION



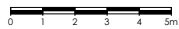
WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION



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 Version: 1, Version Date: 04/06/2023

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DRAWING
 CARPORT

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12.1.6 Application Documents



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Submission to Planning Authority Notice

Council Planning Permit No.	PA\23\0241	Council notice date	24/05/2023
TasWater details			
TasWater Reference No.	TWDA 2023/00660-MVC	Date of response	26/05/2023
TasWater Contact	Shaun Verdouw	Phone No.	0467 901 425
Response issued to			
Council name	MEANDER VALLEY COUNCIL		
Contact details	planning@mvc.tas.gov.au		
Development details			
Address	14 TAYLOR ST, WESTBURY	Property ID (PID)	7016435
Description of development	Subdivision (1 new lot) and Multiple Dwellings x 6		
Schedule of drawings/documents			
Prepared by	Drawing/document No.	Revision No.	Date of Issue
Design to Live	TYLR14	R2	22/05/2023
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 and sewerage system and connections to each lot of the development must be designed and constructed to TasWater's satisfaction and be in accordance with any other conditions in this permit. <i>Advice: Sewer connection & water connection for proposed Lot 1 will need to be shown, and if within trafficable areas will need to have trafficable surrounds installed prior to Certificate of Compliance being given.</i> <i>An engineer will be needed to assess the feasibility for all the proposed connections, ensuring optimal management of sewage for the new lot, as a desktop analysis indicates that the gravity connection suggested may work.</i> 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 subdivision/use of the development, any water connection utilised for construction/the development must have a backflow prevention device and water meter installed, to the satisfaction of TasWater. <p>FINAL PLANS, EASEMENTS & ENDORSEMENTS</p> <ol style="list-style-type: none"> 4. Prior to the Sealing of the Final Plan of Survey, a Consent to Register a Legal Document must be obtained from TasWater as evidence of compliance with these conditions when application for sealing is made. <i>Advice: Council will refer the Final Plan of Survey to TasWater requesting Consent to Register a Legal Document be issued directly to them on behalf of the applicant.</i> 5. In the event that the property sewer connection for affected lots cannot control the lot for a gravity connection, the Plan of Subdivision Council Endorsement Page for those affected lots is to note, pursuant to Section 83 of the <i>Local Government (Building and Miscellaneous Provisions) Act 1993</i>, 			



that TasWater cannot guarantee sanitary drains will be able to discharge via gravity into TasWater's sewerage system.

Advice: See WSA 02—2014-3.1 MRWA Version 2 section 5.6.5.3 Calculating the level of the connection point

DEVELOPMENT ASSESSMENT FEES

6. The applicant or landowner as the case may be, must pay a development assessment fee of \$376.68 and a Consent to Register a Legal Document fee of \$239.90 to TasWater, as approved by the Economic Regulator and the fees will be indexed, until the date paid to TasWater.

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

Advice

Water Submetering

As of July 1 2022, TasWater's Sub-Metering Policy no longer permits TasWater sub-meters to be installed for new developments. Please ensure plans submitted with the application for Certificate(s) for Certifiable Work (Building and/or Plumbing) reflect this. For clarity, TasWater does not object to private sub-metering arrangements. Further information is available on our website (www.taswater.com.au) within our Sub-Metering Policy and Water Metering Guidelines.

General

For information on TasWater development standards, please visit <https://www.taswater.com.au/building-and-development/technical-standards>

For application forms please visit <https://www.taswater.com.au/building-and-development/development-application-form>

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.

- (a) A permit is required to work within TasWater's easements or in the vicinity of its infrastructure. Further information can be obtained from TasWater.
- (b) TasWater has listed a number of service providers who can provide asset detection and location services should you require it. Visit <https://www.taswater.com.au/building-and-development/service-locations> for a list of companies.
- (c) 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.

TasWater Contact Details

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

Planning Authority Report

1/17 Main Street, Hadspen

Proposal	Change of use to include Visitor Accommodation Use
Report Author	Brenton Josey Town Planner
Authorised by	Krista Palfreyman Director Development & Regulatory Services
Application reference	PA\23\0251
Decision due	9 August 2023
Decision sought	It is recommended that Council approves this application. See section titled "Planner's Recommendation" for further details.

Applicant's Proposal

Applicant J. M. Eady

Property 1/17 Main Street Hadspen (CT: 141321/1)

Description The applicant seeks planning permission for:

1. Addition of Visitor Accommodation (AirBnB) Use; and
2. Retaining Residential (Multiple dwelling) Use.

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



Figure 1: Aerial image of the subject site. Outline of 17 Main Street property shown in yellow, Unit 1 outlined in red (image source ListMap).

Planner's Report

Planning Scheme Tasmanian Planning Scheme - Meander Valley ("the Planning Scheme")

Zoning General Residential

Applicable Overlays Nil

Existing Land Use Residential – Multiple dwelling

Summary of Planner's Assessment Generally, a change of use to Visitor Accommodation for an existing dwelling forming part of a multiple dwelling development, is classed as discretionary in this zone (General Residential).

Discretions For this application, one discretion is triggered. This means Council has discretion to approve or refuse the application based on its assessment of:

8.3.2 - P2 Visitor Accommodation

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

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

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

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

Public Response Two responses ("representations") were received from the public. Both are objections.

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

Agency Consultation Nil.

Internal Referrals *Infrastructure Services*

No conditions or notes.

The existing vehicle access and parking space will be used. No changes to stormwater system.

Environmental Health

Standard registration of a food business note to be included on the permit, if the application is approved.

Planner's Recommendation to Council

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

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

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

Recommendation

This application by J. M. Eady for a change of use to include Visitor Accommodation Use, on land located at 1/17 Main Street Hadspen (CT: 141321/1) is recommended for approval generally in accordance with the Endorsed Plans, and recommended Permit Conditions and Permit Notes.

Endorsed Plan

- a) Application description – Dated 31/05/2023 – 1 page; and
- b) Additional information – Dated 08/06/2023 – 1 page.

Permit Conditions

1. Use as visitor accommodation is limited to short or medium term accommodation for persons away from their normal place of residence.
2. Prior to the commencement use the following signage must be installed to the satisfaction of Council's Town Planner:
 - a) Signage identifying the parking location for Unit 1;
 - b) Signage which clearly identifies the location of Unit 1; and
 - c) Signage inside the premises noting to be mindful and respectful of neighbours when coming and going from the premises.

Permit Notes

1. The property retains its use rights for Residential (Multiple dwelling). A use right expires after two (2) years of not being utilised.
2. Registration as a Food Business under the *Food Act 2003* is required if food is provided as part of the proposed visitor accommodation business. Please contact Council's Environmental Health Officer on (03) 6393 5320.

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

Attachments

1. Public Response - Summary of Representations [12.2.1 - 4 pages]
2. Representation 1 - C. Dawson [12.2.2 - 3 pages]
3. Representation 2 - Y. Allford [12.2.3 - 3 pages]
4. Planner's Advice - Applicable Standards [12.2.4 - 5 pages]
5. Planner's Advice - Performance Criteria [12.2.5 - 6 pages]
6. Application Documents [12.2.6 - 8 pages]

12.2.1 Public Response - Summary Of Representations

Public Response

Summary of Representations

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

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

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

Name C. Dawson – Representation 1

Concern a) *The complex does not have Strata Insurance (public liability or building insurance) or a Body Corporate (Strata Corporation). Property has never had a strata corporation and have been unable to establish one due to privacy restrictions. AirBnB is not approved until such time as an active strata insurance is setup “... which I've been advised is required by law in Tassie anyway...”. “If an AirBnB tenant/renter has an incident outside the walls of the unit (public liability) or a fire breaks out, then all complex owners would be liable for damages, not just the owner of unit 1 (proposed AirBnB).”*

Planner’s Response a) Whether the property has strata insurance and/or body corporate is not a matter relevant to the planning permit decision. There is no requirement under the Planning Scheme or the *Land Use Planning and Approvals Act 1993* that a property must have strata insurance or be part of body corporate before a planning permit can be granted allowing its use for Visitor Accommodation. The representor is encouraged to consult with a property law expert to work out a way forward to resolve the matters relating to body corporate and strata insurance.

12.2.1 Public Response - Summary Of Representations

Name Y. Allford – Representation 2

- Concern
- a) *Noise – Units separated only by a brick wall, not great for stopping noise between units. Concerns with persons sitting outside in the common area and talking, there will be no way to get away from their noise. Higher chance of parties associated with AirBnB. Concern about impacts on current tenant and future tenants. Who is available at 10pm at night to ask for the music to be turned down or to go inside. Elderly renters unwilling to approach strangers for fears of safety risk.*
 - b) *No insurance or body corporate set up for the units. Concerns about accommodation users having an accident on the property presents as a large risk to other property owners. Asks if there is a way Unit 1 owner will sign up to take full responsibility of their accommodation and work related people (e.g. cleaners and maintenance people)?*
“There is no way to rent a unit for accommodation and NOT have the travelers ONLY use the unit and not the common areas.”
 - c) *Privacy - The new use will reduce privacy for other tenants due to a higher turnover of people and also persons associated with cleaning and checking the unit.*
The layout of the unit complex means vehicles are required to drive past all the units (one-way driveway) whereby persons can look into the other units front and back doors. “It only takes 1 bad apple to check out the place and rob the other unit holders.”
These units are not like other units, they do not each have a private access or their own private driveway or personal yards.
 - d) *“Other units are all long-term renters and maybe 1 owner who lives at the units (last I heard). My renter has been there for more years than I can count. I would hate this to affect him, and he feels he must leave.”*
 - e) *Traffic - Increased traffic movements in the common area. Results in more wear and tear with associated costs. Unit 1 has only one parking space, if accommodation users have more than one car where will the second vehicle park? Must not block the access road.*
 - f) *There is no existing arrangement for maintenance of the common areas. Who will clean up common areas should tenants leave rubbish (cans, bottles) in these areas? “They will have no care or pride in where they will be staying.”*
 - g) *What does part time BnB mean? Who manages that it is only part time? Concerns with how it can be part time and where the owner will live with all their personal items if it was to be part time.*

Planner’s Response

- a) The management of noise concerns arising from the Visitor Accommodation use is the same as the residence being used for a

12.2.1 Public Response - Summary Of Representations

longer-term tenant or a property owner living in a dwelling. Any concerns relating to the noise should be raised with Tasmania Police. Refer to attachment "Planner's Advice – Performance Criteria" specifically the response to Performance Criteria P1 of clause 8.3.2 for more detail.

- b) Refer to response (a) for Representation 1.
- c) It is considered there is little to no change to the privacy of other residents from the use of Unit 1 as visitor accommodation. It would be reasonable to assume that tenants are already managing their privacy from other tenants and the potential of persons who do not live at the property (the front boundary of the property is not gated nor fenced which means anyone could enter the property and walk around the common area). Refer to attachment "Planner's Advice – Performance Criteria" specifically the response to Performance Criteria P1 of clause 8.3.2 for more detail.
- d) The decisions of individual tenants to stay or leave could be informed by a multitude of factors. It is not considered the proposed use leads to an unreasonable loss of amenity for long term residents of the other dwellings. Refer to attachment "Planner's Advice – Performance Criteria" specifically the response to Performance Criteria P1 of clause 8.3.2 for more detail.
- e) The Roads and Traffic Authority (RTA) Guidelines (2002 & 2020) quotes a Residential (multiple dwelling) use generates on average six vehicle movements per day. A comparative use for Visitor Accommodation (AirBnb) which is quoted in the RTA Guideline, is Motel. The Guideline quotes the average number of daily vehicle trips as three per unit. The information available indicates the use of visitor accommodation will not increase traffic movement.
Regarding car parking, the Planning Scheme requires one car parking space per self-contained Visitor Accommodation unit. One space is provided. As this is a one-bedroom unit, the likelihood of there being two vehicles requiring parking is considered low. The parking of a vehicle, which is visiting Unit 1, can be treated the same as a visitor to one of the other units on the property. There is plenty of space for vehicle parking on Main Street which would not pose a risk to traffic movements in the area.
- f) It is noted that the risk of littering or damage of common areas is not considered to be intensified by the proposed visitor accommodation

12.2.1 Public Response - Summary Of Representations

use. This is currently possible from tenants, residents or other passers-by. Council has no jurisdiction to enforce maintenance of common area. Please also refer to response (a) for Representation 1.

- g) The application has been assessed as though it will have a Visitor Accommodation Use on a full-time basis, whilst maintain the existing residential use. Part time BnB generally means that a property can be used as visitor accommodation for periods of time when the main occupiers are away. The proposed application is looking to provide for the continuation of the residential use of the property, as well as enabling it to be used for visitor accommodation. This was done as the application failed to describe what proportion of time it would be used for Visitor Accommodation. Furthermore, it is not possible for the planning authority to reasonably or practically enforce the use as part-time.

Please refer to attachment "Planner's Advice – Applicable Standard" for more information regarding the visitor accommodation and residential uses.

Note: The planning application was advertised in a local newspaper and on Council's website for a statutory period of 14 days from 17 June 2023 to 3 July 2023. The property was also signposted.

12.2.2 Representation 1 - C. Dawson

From: "Catherine Dawson" [REDACTED]
Sent: Tue, 20 Jun 2023 12:39:04 +1000
To: "Catherine Dawson" [REDACTED]
Cc: "Planning @ Meander Valley Council" <planning@mvc.tas.gov.au>
Subject: Fw: 5/17 Main Road - Council Letter
Attachments: SP0423062008421.pdf

To Brenton

RE: PA/23/0251 - AirBnB at 17 Main Road, Hadspen

Following receipt of council's email below and my call to yourself this morning, I wish to outline my concerns regarding an Airbnb in the above named complex.

At this time, there continues to be no active strata insurance. No public liability and no building insurance. I understand there has never been an active strata following the original owners of the complex breaking up the units for individual sale.

Despite attempts by myself (interstate owner) and some other previous owners over the years to set up an active strata corporation (#141321), we have been unable to identify all the owners in the complex due to privacy restrictions.

As such, I propose this Airbnb isn't approved until such time as an active strata insurance is set up which I've been advise is required by law in Tassie anyway. While the units are individual titled, the access to the unit, the driveway and gardens around the complex are all common property. Therefore, if an airbnb tenant/renter has an incident outside the walls of the unit (public liability) or a fire breaks out, then all complex owners would be liable for damages, not just the owner of unit 1 (proposed airbnb).

Catherine
[REDACTED]

It's noted, my property is managed by The Agency, Team Bushby.

From: Jackie Hawes [REDACTED]
Sent: Tuesday, 20 June 2023 9:16 AM
To: Catherine Dawson [REDACTED]
Subject: 5/17 Main Road - Council Letter

Good Morning Catherine,

Please find attached letter from the council.

Kind Regards

Jackie Hawes

Jackie Hawes
Accounts Administrator

[REDACTED]

Jackie Hawes
Property Management Support Partner

M [REDACTED]
T [REDACTED]
E [REDACTED]
theagency.com.au
(ASX: AU1)

12.2.2 Representation 1 - C. Dawson



THE AGENCY

Team Bushby

Being a referral based business, the best compliment any client can give is the referral of a friend, family member or colleague who would also benefit from our service. If we can assist please contact me directly, much appreciated in advance

12.2.2 Representation 1 - C. Dawson

RECEIVED
19 JUN 2023

BY: Jo



PA\23\0251
12885

16 June 2023

C A McNabb
C/-Bushby Property Group
117 Cimitero Street
LAUNCESTON TAS 7250

Dear Sir/Madam

Notification of Application for Planning Approval

I am writing to inform you that a development application has been made under s.57 of the *Land Use Planning and Approvals Act 1993* for a property that adjoins yours.

The details of the application are as follows:

Applicant: J Eady – PA\23\0251
Location: Unit 1/17 Main Street HADSPEN (CT: 141321/1)
Development: Change of use to Visitor Accommodation (AirBnB) – visitor accommodation use.

The application can be inspected until **Monday, 3 July 2023**, at www.meander.tas.gov.au or at the Council Office, 26 Lyall Street, Westbury (during normal office hours).

Written representations may be made during this time addressed to the General Manager, PO Box 102, Westbury 7303, or by email to planning@mvc.tas.gov.au. Please include a contact phone number. Please note any representations lodged will be available for public viewing.

Should you have any questions about this application please do not hesitate to contact us on 6393 5320 or via email at planning@mvc.tas.gov.au quoting reference number PA\23\0251.

Yours faithfully

A handwritten signature in black ink that appears to read 'Scott'.

Sandi Scott
DEVELOPMENT ADMINISTRATION OFFICER

12.2.3 Representation 2 - Y. Allford

From: "Yvonne Allford" [REDACTED]
Sent: Mon, 26 Jun 2023 13:12:31 +1000
To: "Planning @ Meander Valley Council" <planning@mvc.tas.gov.au>
Subject: Attention: Planning team in relation to PA\23\0251 - Unit 1 17 Main Street Hadspen.

Attention: Planning team in relation to PA\23\0251 - Unit 1 17 Main Street Hadspen.
I'd like to raise my concerns for the proposed Visitor Accommodation in our small block of units.
I have issues with;

- Noise
- Layout of the units and the property
- Privacy to other tenants
- Extra wear on the common property
- Protection to the other owners with no Body Corporate in place
- What does part time BnB really mean - who manages that it is
- No maintenance or funding for common area eg gardening or picking up rubbish

We have a set of units, that share just a brick wall between them. They are not great for stopping noise between the units. They are all 1 bedroom units so if the accommodation renters don't want to stay inside, they will have to sit outside in the common area and talk. There will be no way to get away from their noise.

They are only 1 bedroom units so everyone is quite close to each other/ butted up to each other.

There is not insurance (body corporate) set up for the units. I don't know who the other unit owners are to even ask them. This leaves a large risk to me if the accommodation users have an accident on the common property. Is there away unit 1 owner will sign up to take full responsibility of their accommodation and work related people (eg cleaners and maintenance people)?

I'm also concern the use of these travellers would be different to a general renter. There will be a higher turn over of people, more traffic around all the units, for the cleaning team, access to who needs to check the units and the accommodation users too.

12.2.3 Representation 2 - Y. Allford

There is also a higher chance of parties with these sorts of accommodation that im concern about for my current tenant and any future tenants that come to see the units, knowing there is an accommodation house at the front unit. Who will the renters be able to call to report bad or noisy accommodation renters? Who is available at 10pm at night to ask them to turn music/ noise down or get off the common areas so the other tenants can sleep? My elderly renter will not want to approach strangers worried about his safety.

The road around the units are all a one-way traffic where every car needs to drive around the whole lot of units to get in and out. This would result in more people looking into the private units of the tenants. They don't have personal front and back yards, the road looks right at their front and back doors and their car space. It will increase the traffic to the other renters.

Each unit only has one car space, if the accommodation people have more than one car, where would they park it? They can't block the access road. Will they park in the common area or in the street?

The road is also an issue. As there is not body corporate setup, there is no one to maintain the road and its wear and tear on the road. This increase usage from the unit will put more wear on our communal road with not funding set up between the owners to maintain the road.

There is no gardener in the complex or anyone to clean up the common areas. If the accommodation renters / short term renters don't care and leave rubbish around eg drops cans in the bushes/ garden, there is no one to clean it up. They will have no care or pride in where they will be staying.

These units are not set up like other units. They do not have their own access to their own private unit with their own private driveway to their garage with personal yards. Everything in our setup is on display to all renters that enter to park their car. We do not need added traffic, prying eyes changing over regularly in the unit. It only takes 1 bad apple to check out the place and rob the other unit holders.

The application has it listed as a request for only part time BnB. How often is Part time? Who manages that it is only part time? If i see it advertised all year round who do i report this too as a breach? Is it only Part time because of demand? Where will the owner be when its rented and the other tenants have an issue with the accommodation renter? Sorry, I just don't understand how it can be part time and where the owner will live with all their personal items if it was to be part time.

12.2.3 Representation 2 - Y. Allford

You can not know how the accommodation renters will behave each time and there is NOTHING set up in the common property to protect the other owners from being sued, the extra wear on the common roadway, the extra loss of privacy to the other tenants (with the higher number of visitors/ traffic) and the risk of any mess left behind by the short-term accommodation renters. There is no way to rent a unit for accommodation and NOT have the travellers ONLY use the unit and not the common areas.

I believe the other units are all long-term renters and maybe 1 owner who lives at the units (last I heard). My renter has been there for more years than I can count. I would hate this to affect him, and he feels he must leave.

I am strongly against this planning request for accommodation.

Yvonne Allford

Unit 6 owner.

Planner's Advice: Applicable Standards

Background

The proposal is for the change of use of the existing residential dwelling at Unit 1, 17 Main Street Hadspen (CT: 141321/1). The change of use is sought to enable the property to have a Visitor Accommodation (AirBnB) use on a part-time basis and retain the use right of Residential (multiple dwellings).

The dwelling consists of one bedroom, one bathroom and living areas, for a total floor area of 40m². The dwelling has one dedicated car parking space located adjacent to the dwelling.

The dwelling is part of an eight-unit multiple dwelling complex. The property has a one-way driveway which services all dwellings. The driveway has separate entry and exit ways onto Main Street. The application does not propose, nor does it require any modification to the common areas.

17 Main Street is in the General Residential Zone. Adjoining lots are also in the General Residential Zone.

Surrounding properties consist of single dwellings and multiple dwellings.

Planner's notes on assessment method

The applicant sought planning approval to allow the dwelling to be used for Visitor Accommodation use (AirBnB) on a part-time basis and Residential Use for the remaining time.

Visitor Accommodation use provides for short to medium term duration stays, while Residential use is for longer term stays (tenants and owner-occupiers). Having both options gives flexibility as to how the property owner manages the property.

The applicant has previously advised that the dwelling is not their primary place of residence. Therefore, the proposal did not qualify for the Visitor Accommodation use exemption provided for in clause 4.1.6 of the Planning Scheme.

12.2.4 Planner's Advice - Applicable Standards

The application did not document the proportion of time or frequency of the Visitor Accommodation use. Due to the impracticalities, it is not reasonable for the Planning Authority to police or enforce a part-time use. Therefore, the assessment of impacts has been completed based on a full-time Visitor Accommodation use for the dwelling.

In the General Residential Zone, Residential (Multiple dwelling) is a permitted use. A property owner would be required to apply for a planning permit if wanting to use a property part of a multiple dwelling development for Residential Use. Then to return the Visitor Accommodation use, another planning permit would be required.

To overcome this matter, the planning permit grants the addition of Visitor Accommodation use rights and retainment of the existing Residential (Multiple Dwelling) use rights.

The proposal does not require any development including no modification of existing parking or access arrangements.

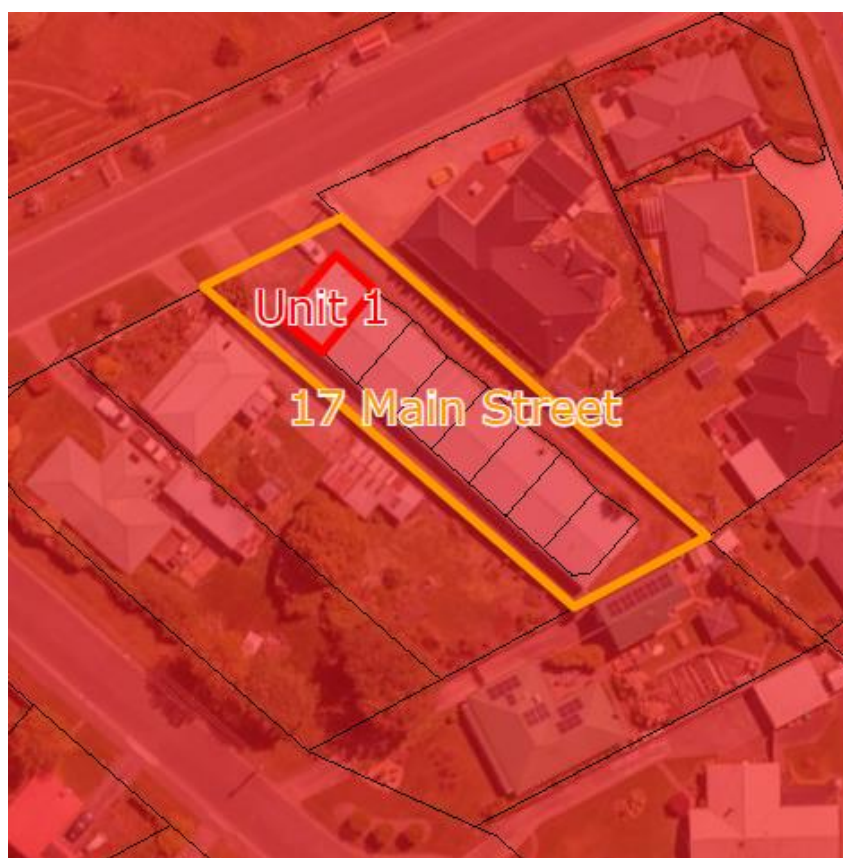


Figure 1: Zoning of subject titles and adjoining land.

12.2.4 Planner's Advice - Applicable Standards



Figure 2: Aerial image of subject title and adjoining land.

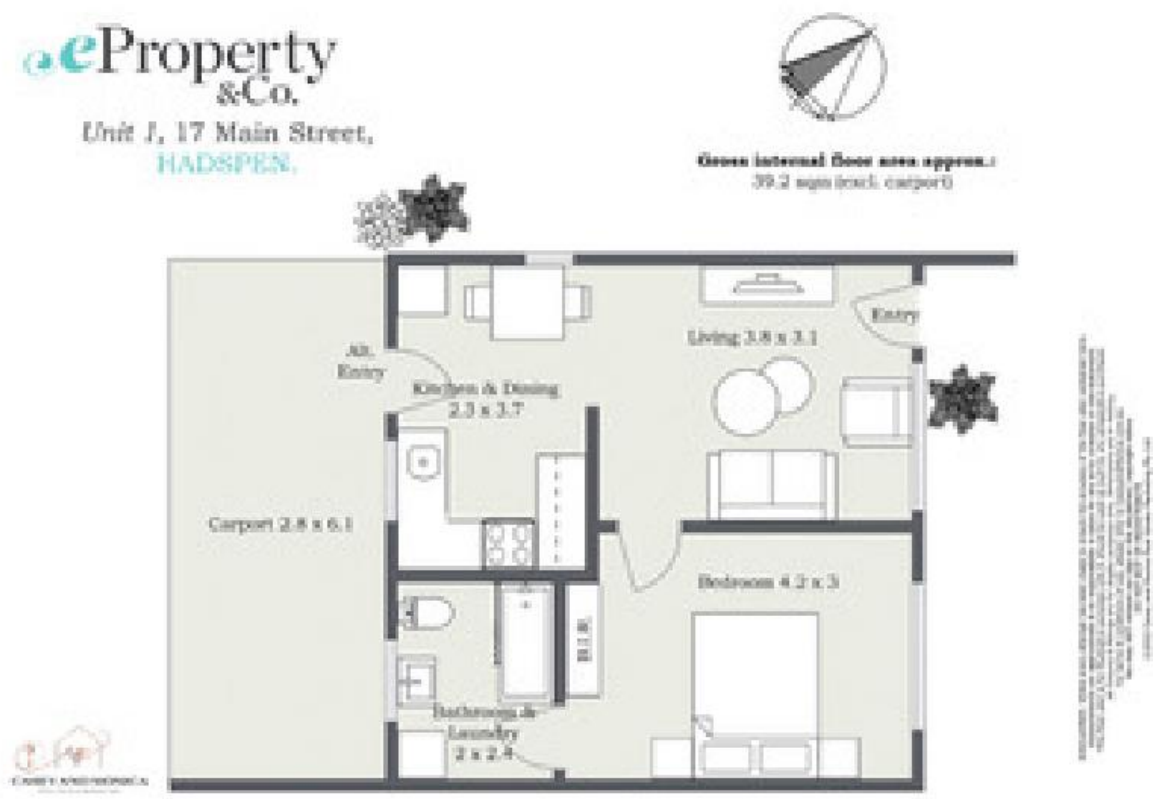


Figure 3: Floor plan of Unit 1.

12.2.4 Planner's Advice - Applicable Standards



Figure 4: Photo of 17 Main Street Hadspen, two vehicle accesses.



Figure 6: Photo of parking area for Unit 1 and shared driveway to the right.

12.2.4 Planner's Advice - Applicable Standards

Summary of Planner's Advice

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

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

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

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

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

8.0 General Residential Zone

<i>Scheme Standard</i>	Planner's Assessment	Assessed Outcome
8.3.2	Visitor Accommodation	
A1	Existing dwelling, floor area is 40m ² .	Complies
A2	Dwelling is part of a strata. Other dwellings in the strata which have a Residential Use.	Relies on Performance Criteria

C2.0 Carparking and Sustainable Transport Code

<i>Scheme Standard</i>	Planner's Assessment	Assessed Outcome
C2.5.1	<i>Car parking numbers</i>	
A1	For Visitor Accommodation Use, Table C2.1 requires one car parking space per self-contained unit. One parking space provided onsite.	Complies

Planning Scheme Provision	8.3.2 Visitor Accommodation
	<p>Objective</p> <p><i>That Visitor Accommodation:</i></p> <ul style="list-style-type: none"> (a) <i>is compatible with the character and use of the area;</i> (b) <i>does not cause an unreasonable loss of residential amenity; and</i> (c) <i>does not impact the safety and efficiency of local roads or rights of way.</i> <p>Performance Criteria P2</p> <p><i>Visitor Accommodation within a strata scheme must not cause an unreasonable loss of residential amenity to long term residents occupying other strata lots within the strata scheme, having regard to:</i></p> <ul style="list-style-type: none"> (a) <i>the privacy of residents;</i> (b) <i>any likely increase in noise;</i> (c) <i>the residential function of the strata scheme;</i> (d) <i>the location and layout of the strata lots;</i> (e) <i>the extent and nature of any other non-residential uses; and</i> (f) <i>any impact on shared access and common property.</i>

Summary of Planner’s Advice

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


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

Scheme Provision	Planner’s Assessment
<p>8.3.2 Performance Criteria P2</p>	<p>The Performance Criteria seeks an outcome of a Visitor Accommodation use in a dwelling, that is part of a strata scheme, does not cause an unreasonable loss of amenity to long term residents occupying the other dwellings in the strata scheme.</p> <p>The planning scheme defines amenity as</p> <p><i>“... means, in relation to a locality, place or building, any quality, condition or factor that makes or contributes to making the locality, place or building harmonious, pleasant or enjoyable.”</i></p> <p>The planning scheme does not define unreasonable loss. Macquarie Dictionary does not define unreasonable but does define reasonable to include endowed with reason, sound in judgement, moderate. Something unreasonable is the opposite of this.</p>

12.2.5 Planner's Advice - Performance Criteria

Scheme Provision	Planner's Assessment
	<p>Note, Macquarie Dictionary defines moderate as not extreme, excessive or intense.</p> <p>Macquarie Dictionary defines loss as detriment or disadvantage from failure to keep, have or get.</p> <p>An unreasonable loss of amenity can therefore be considered as a change which results in a detriment, which is not moderate, to the quality, condition or factor that makes or contributes to making the locality, place or building harmonious, pleasant or enjoyable.</p> <p>The long-term residents are the occupiers of Units 2-8 at 17 Main Street Hadspen, and Council is not aware of these Units having a use other than Residential.</p> <p>The planning scheme nominates six criteria to have regard to in making the determination of whether a proposal does or does not result in an unreasonable loss of amenity to the long-term residents of the other dwellings in the strata scheme.</p>
<p>8.3.2 Performance Criteria P2(a)</p>	<p>The change of use will not further impact on the privacy of adjacent strata lots. The existing layout requires all occupiers of each dwelling to drive past both the front and rear of every other dwelling within the complex.</p> <p>People driving past could be other residents, visitors of other longer-term residents, delivery persons, services people etc.</p> <p>The complex is not fenced or gated at the front boundary whereby persons could readily enter the property off the street without any registration of who they are or why they are on the premises.</p>

12.2.5 Planner's Advice - Performance Criteria

<p>Scheme Provision</p>	<p>Planner's Assessment</p>
	 <p data-bbox="639 1088 1249 1122"><i>Figure 1: Photo of frontage of 17 Main Street Hadspen.</i></p> <p data-bbox="429 1158 1461 1236">For these reasons it is likely occupants of residential dwellings already take measures to manage their privacy.</p> <p data-bbox="429 1274 1461 1480">The subject dwelling is Unit 1, which is located at the front of the dwelling. This should assist with reducing the risk of persons having difficulty finding the correct unit for their accommodation, whereby limiting the potential for unnecessary intrusion of privacy of other unit occupiers. A condition of the permit will be for signage to assist with the identification of Unit 1.</p> <p data-bbox="429 1518 1461 1597">The parking space for Unit 1 is directly adjacent to the dwelling. Again, this minimises persons need to walk past other dwellings in the complex.</p> <p data-bbox="429 1635 1461 1713">Considering the above, the impact on privacy of the longer-term residents of the other strata lots, will be no greater than that which already exists.</p>
<p>8.3.2 Performance Criteria P2(b)</p>	<p data-bbox="429 1785 1461 1991">There is the potential for noise impacts to adjoining strata units. These noise impacts could come from inside the dwelling when doors and windows are open or potentially travel through the wall shared with Unit 2. Noise could also come from persons in the parking space or common areas on the property.</p>

12.2.5 Planner's Advice - Performance Criteria

Scheme Provision	Planner's Assessment
	<p>The risk of noise impact to other residents is considered no different to the existing potential sources of noise impacts.</p> <p>Means of addressing excessive noise from occupiers of Unit 1 does not change if the occupier is a longer-term resident or a short-term visitor, the police should be called if persons do not feel comfortable approaching occupiers or noise does not reduce after neighbours have spoken with the occupiers.</p> <p>The use of a property for a longer-term Residential use does not eliminate the risk a person may on occasion generate excessive noise which is a nuisance to persons occupying the other strata lots.</p> <p>It is noted AirBnB also allows persons to assess whether the person coming to stay is appropriate for their property.</p> <p>Considering the above, the potential noise impacts on longer-term residents of the other strata lots, will be no greater than that which already exists.</p>
<p>8.3.2 Performance Criteria P2(c)</p>	<p>The proposal does not involve an increase in the floor area of the dwelling or changes to existing set up as a one bedroom one bathroom dwelling. The proposal does not facilitate a change to the maximum occupancy to something greater than that achievable as a single residential unit.</p> <p>The use does not lead to an increase in vehicle movements. RTA Guidelines (2002 & 2020), do not address Visitor Accommodation use being provided in a dwelling. A comparative use is Motel, which is quoted as generating on average three vehicle movements per room, per day. A Residential use in a multiple dwelling setting generates on average 6 vehicle movements per day.</p> <p>The risk of persons not knowing which way to go on the driveway is considered no greater than other visitors, delivery persons or services persons. Hence traffic associated with the Visitor Accommodation use does not result in an unreasonable impact on the residential function of the strata scheme.</p>

12.2.5 Planner's Advice - Performance Criteria

Scheme Provision	Planner's Assessment
<p>8.3.2 Performance Criteria P2(d)</p>	<p>The application relates to Unit 1, which is located at the front of the building. As discussed in response to sub-clause (a), the position at the front of the dwelling reduces the potential persons approaching the wrong dwelling. The adjacent parking space also means persons are not required to walk past other dwellings to enter and leave their dwelling. It also means persons staying in Unit 1 can enter and exit the property on foot without passing any of the other units.</p> <p>The proposal does not require an amendment to carparking arrangements on the property. The use requires only one car parking space which is provided adjacent to the dwelling entry.</p> <p>The proposal does not require any amendments to the location and layout of the strata lots.</p>
<p>8.3.2 Performance Criteria P2(e)</p>	<p>The Planning Authority is not aware of any other non-residential uses occurring on any of the strata lots.</p>
<p>8.3.2 Performance Criteria P2(f)</p>	<p>As discussed in response to sub-clause (c), a Visitor Accommodation use is considered to generate fewer vehicle movements than a Residential use in a multiple dwelling setting.</p> <p>The risk of blockage of the vehicle pathway already exists from visitors to other units, service persons or delivery drivers.</p> <p>A recommended condition of approval is clear signage of where Unit 1's parking space is located.</p> <p>The potential for damage to the common property including litter exists currently from longer-term tenants as well as lack of security the property has from passers-by on the street.</p> <p>Considering the above, the potential impact on shared access and common property will be no greater than that which already exists.</p>

12.2.5 Planner's Advice - Performance Criteria

Scheme Provision	Planner's Assessment
8.3.2 Performance Criteria P2 Conclusion	<p>Having had regard to the six nominated criteria, it is considered the proposed Visitor Accommodation Use of Unit 1 does not cause an unreasonable loss of amenity to long term residents occupying other strata lots within the strata scheme at 17 Main Street Hadspen.</p> <p>As such the use of Unit 1 for Visitor Accommodation is considered to satisfy the Performance Criteria and is consistent with the objective.</p>

APPLICATION FORM



Meander Valley Council
Working Together

PLANNING PERMIT

Land Use Planning and Approvals Act 1993

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

OFFICE USE ONLY

Property No: Assessment No: -

DA\ PA\ PC\

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

PROPERTY DETAILS:

Address: Certificate of Title:

Suburb: Lot No:

Land area: m² / ha

Present use of land/building: (vacant, residential, rural, industrial, commercial or forestry)

- Does the application involve Crown Land or Private access via a Crown Access Licence: Yes No
 - Heritage Listed Property: Yes No
- Painted - Single Dwelling.*
Part Time BnB request.

DETAILS OF USE OR DEVELOPMENT:

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

Total cost of development (inclusive of GST): \$ Includes total cost of building work, landscaping, road works and infrastructure

Description of work:

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

New floor area: m² New building height: m

Materials: External walls: Colour:
Roof cladding: Colour:

12.2.6 Application Documents



RESULT OF SEARCH

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



SEARCH OF TORRENS TITLE

VOLUME 141321	FOLIO 1
EDITION 6	DATE OF ISSUE 23-Nov-2022

SEARCH DATE : 13-Jun-2023

SEARCH TIME : 11.36 AM

DESCRIPTION OF LAND

Town of HADSPEN

Lot 1 on Strata Plan 141321 and a general unit entitlement operating for all purposes of the Strata Scheme being a 1 undivided 1/8 interest

Derived from Strata Plan 141321

Derivation : Part of 1000 Acres Granted to A. Clerk

SCHEDULE 1

M988366 TRANSFER to JOANNE MARGARET EADY Registered
23-Nov-2022 at 12.01 PM

SCHEDULE 2

Reservations and conditions in the Crown Grant if any
The registered proprietor holds the lot and unit entitlement
subject to any interest noted on common property

Folio of the Register volume 141321 folio 0

E323826 MORTGAGE to Commonwealth Bank of Australia

Registered 23-Nov-2022 at 12.02 PM

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

12.2.6 Application Documents



FOLIO PLAN RECORDER OF TITLES

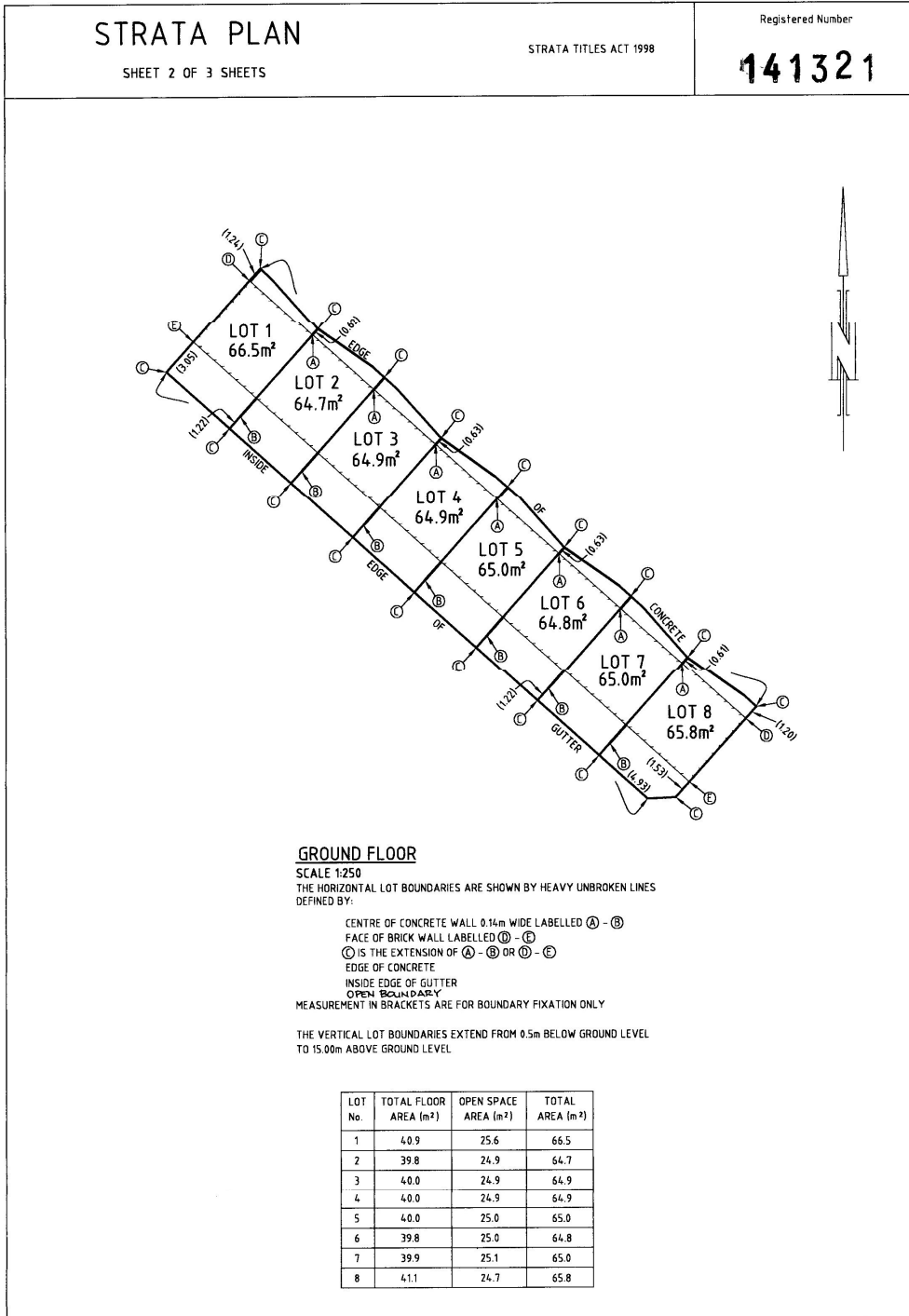
Issued Pursuant to the Land Titles Act 1980



<p>THE/TOWN HADSPEN SUBURB/LOCALITY FOLIO REFERENCE C.T. 26768-9 SITE COMPRISES THE WHOLE OF LOT 9 ON PLAN No. 26768 141320</p>		<h2 style="margin: 0;">STRATA PLAN</h2> <p style="margin: 0;">SHEET 1 OF 3 SHEETS</p>		<p>REGISTERED NUMBER 141321</p>
		<p>NAME OF STRATA SCHEME No. 17 MAIN STREET, HADSPEN</p>		<p>STRATA TITLE ACT 1998 REGISTERED 23 APR 2004 <i>Alice Kawa</i> Recorder of Titles</p>
MAPSHEET MUNICIPAL CODE No. 121	LAST UP No. 6501355	SCALE 1:400	LENGTHS IN METRES	

SITE PLAN

<p>NOTES: (i) ALL BUILDINGS ON THE SITE TO BE SHOWN ON SHEET 1. (ii) BUILDING TO SITE BOUNDARY OFFSETS OF LESS THAN 2.00 METRES TO BE SHOWN ON SHEET 1. (iii) LOT FOLIOS ARE HELD SUBJECT TO COMMON PROPERTY FOLIO INTERESTS. (iv) THE SURVEYORS CERTIFICATE MUST CERTIFY THAT ANY BUILDING ENCROACHMENT BEYOND THE SITE BOUNDARY IS AUTHORISED ACCORDING TO LAW.</p>	<p>STAGED/COMMUNITY DEVELOPMENT SCHEME No (IF APPLICABLE)</p> <p>LODGED BY RAE & PARTNERS</p>
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12.2.6 Application Documents




FOLIO PLAN
RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



STRATA PLAN		STRATA TITLES ACT 1998	Registered Number 141321
SHEET 3 OF 3 SHEETS			
NAME OF BODY CORPORATE: No. 17 MAIN STREET, HADSPEN STRATA CORPORATION No. 141321			
ADDRESS FOR SERVICE OF NOTICES No. 17 MAIN STREET, HADSPEN TAS 7290			
SURVEYORS CERTIFICATE		COUNCIL CERTIFICATE	
I, <u>PETER NOEL ANDERSON</u> of <u>LAUNCESTON</u> a surveyor registered under the Land Surveyors Act 2002 certify that the building erected on the site and drawn on sheet 1 of this plan is within the external boundaries of the folio stated on sheet 1.  Registered Surveyor		I certify that the Council has: (a) approved the lots shown in this plan and (b) issued this certificate of approval in accordance with Section 31 of the Strata Titles Act 1998. Council Delegate date ref no	
6-11-2003 date 252-03 ref no			
GENERAL UNIT ENTITLEMENTS			
LOT	UNIT ENTITLEMENT		
1	1		
2	1		
3	1		
4	1		
5	1		
6	1		
7	1		
8	1		
TOTAL	8		

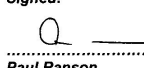


MEANDER VALLEY COUNCIL
 P.O. BOX 102 WESTBURY TASMANIA 7303
 TELEPHONE (03) 6393 5320
 FACSIMILE (03) 6393 1474

Strata Titles Act 1998
Certificate of Approval Pursuant to Sections 30 & 31

Pursuant to Sections 30 and 31 of the Strata Titles Act 1998 the Meander Valley Council approves of the proposed strata plan for 8 units and common property at 17 Main Street, Hadspen (reference 252/03) lodged by Campbell Smith Phelps Pedley Pty Ltd on the Seventh day of November 2003.

Dated this 2ND day of MARCH 2004

Signed:

 Paul Ranson
 A delegate of the Meander Valley Council

12.2.6 Application Documents



RESULT OF SEARCH

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



SEARCH OF TORRENS TITLE

VOLUME 141321	FOLIO 0
EDITION 1	DATE OF ISSUE 23-Apr-2004

SEARCH DATE : 13-Jun-2023

SEARCH TIME : 11.36 AM

DESCRIPTION OF LAND

Town of HADSPEN
The Common Property for Strata Scheme 141321
Derivation : Part of 1000 Acres Granted to A. Clerk
Prior CT 26768/9

SCHEDULE 1

STRATA CORPORATION NUMBER 141321, 17 MAIN STREET, HADSPEN

SCHEDULE 2

Reservations and conditions in the Crown Grant if any

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

12.2.6 Application Documents

From: "Jo Eady" [REDACTED]
Sent: Wed, 31 May 2023 12:43:41 +1000
To: "Planning @ Meander Valley Council" <planning@mvc.tas.gov.au>
Subject: Re: BnB application
Attachments: bnb application .pdf

hello Brenton

Please find attached that form as requested... Its not a development application just to be used part time as a bnb.. sometimes I live there.

I put a letter in everyone's letterbox and didn't have any objections come back. some are tenanted and i don't have owner details

is there anything else you need from me at this stage.?

thank you for you help

thank you

Jo

Kind regards,

Jo Eady | Director, Real Estate Agent
[REDACTED]

 eProperty
&Co.



12.2.6 Application Documents

From: "Jo Eady" [REDACTED]
Sent: Thu, 8 Jun 2023 13:15:25 +1000
To: "Planning @ Meander Valley Council" <planning@mvc.tas.gov.au>
Subject: Re: Planning Application - 1/17 Main Street, Hadspen

hello

Thank you

Floorplan below - one car at front door is on title for each unit. Won't impede on anyone at all
Its designed for a one or two person stay

Thank you



Jo Eady

Works

Review of 2023-24 Capital Works Program Budgets

Report Author Matthew Millwood
Director Works

Decision Sought Approval of recommended changes to project budgets currently included in the 2023-24 capital works program.

Vote Simple majority

Recommendation to Council

That Council, pursuant to section 82(5) of the *Local Government Act 1993*, noting no overall change to the value of the program, approves:

1. removal of project 8768 "Chipper (new)" from the capital works program and reallocates the budget of \$60,000 to projects 8771 and 8744;
2. adjustment of project 8771 "Loader 515 (replacement)", increasing the budget by \$50,000; and
3. adjustment of project 8744 "Deloraine Depot utility 200 (replacement)", increasing the budget by \$10,000.

Report

Section 82(5) of the *Local Government Act 1993* provides that Council may make adjustments to individual items within the capital works budget, by a simple majority, so long as the total amount of the capital works program is not altered.

Council officers manage a forward 10-year plant replacement program which identifies the timing of plant renewals and new plant. The program is revised annually and variations may be applied due to many factors relating to the plant items performance i.e., increased maintenance costs, utilization changes, change in business practices and/or priorities, service availability (externally) and/or change to market costs etc.

Council ownership of appropriate plant that is reliable and financially sustainable is fundamental to the business and our community, as it significantly supports the day-to-day operations of the Works Department.

In this instance, officers seek Council approval for the reallocation of project funding within the 2023-24 capital works program that will result in the removal of one (1) project from the program and the corresponding funding reallocated to two (2) other approved projects. The requested reallocation will have no change to the overall value of the capital works program.

The specific projects are as follows:

Project 8768: Chipper (new)	
Recommendation:	Removal from the program and reallocate the approved budget. Current budget of \$60,000 reduced to Nil. Consideration in a future capital works program.
Reason:	Changed to be a lower priority. Reassess the plant item following Works Department consolidation into a new depot.
Project 8771: Loader 515 (replacement)	
Recommendation:	Increase budget by \$50,000. Current budget of \$159,000 increased to \$209,000.
Reason:	To improve accuracy, safety and operational effectiveness, a quick release front bucket, pallet forks and load scales were specified as a requirement at additional cost.
Project 8744: Deloraine Depot utility 200 (replacement)	
Recommendation:	Increase budget by \$10,000. Current budget of \$25,000 increased to \$35,000.
Reason:	Utility 200 will be retained (not traded/sold) to support Works officer flexibility and independence, particularly in relation to traffic management support.

Attachments Nil

Strategy Further to the objectives of the Council’s strategic future direction 6: planned infrastructure services.

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

Policy Not applicable

Legislation *Local Government Act 1993: s82(5).*

Consultation Not applicable

Budget & Finance The recommended variations in this report will result in no overall change to the value of Council’s current capital works program.

Risk Management Not applicable

Alternative Motions Council could defer the budget changes to discussion at a future Workshop.

Corporate Services

Council Audit Panel Minutes of Meeting

Report Author Jonathan Harmey
Acting General Manager

Decision Sought Council receive the minutes of the June Audit Panel meeting.

Vote Simple majority

Recommendation to Council

That Council receives the minutes of the Audit Panel meeting held on 27 June 2023 in Attachment 1.

Report

The purpose of this report is for Council to receive the minutes of the Council Audit Panel meeting held on 27 June 2023.

The minutes of the meeting have been reviewed and confirmed by the former General Manager John Jordan and Council Audit Panel Chair Andrew Gray, to be approved at the next Audit Panel meeting. The minutes are provided for Council's information, as required under the Audit Panel Charter.

Attachments 1. Audit Panel Minutes 27 June 2023 [14.1.1 - 5 pages]

Strategy Supports the objectives of Council's strategic future direction 5: innovative leadership and community governance.

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

Policy The recommendation fulfils the requirements outlined in Council's Audit Panel Charter confirmed at the July 2022 Council Meeting.

Legislation *Local Government Act 1993*: s85, 85A and 85B.

Local Government (Audit Panels) Orders.


Consultation Not applicable

Budget & Finance Not applicable

Risk Management Not applicable

**Alternative
Motions** Not applicable

14.1.1 Audit Panel Minutes 27 June 2023

 Meander Valley Council Working Together	<h1 style="margin: 0;">Audit Panel Minutes</h1>
Meeting Time & Date: 10:30am, 27 June 2023	Venue: Westbury Council Chambers
Present:	
Chairman Andrew Gray	Councillor Ben Dudman
Mr Ken Clarke	
In Attendance:	
John Jordan, General Manager	Justin Marshall, Team Leader Finance
Jon Harmey, Director Corporate Services	Wezley Frankcombe, Manager Governance & Performance
Dino De Paoli, Director Infrastructure Services (<i>via Zoom</i>)	Susan Ellston, Finance Officer
Krista Palfreyman, Director Development & Regulatory Services	
Apologies:	
Matthew Millwood, Director Works	Councillor Kevin House

ORDER OF BUSINESS

ITEM
<p>1. Declaration of Pecuniary Interests/conflict of interest Nil.</p>
<p>2. Adoption of Previous Minutes Adopted.</p>
<p>3. Outstanding from previous meeting - Action Sheet The Panel reviewed the Action Sheet and discussed the following items:</p> <p style="margin-left: 20px;">3.1. Policy No. 23 – Responsibilities of Council Representatives – Approved in April 2023 General Council Meeting. Received and Noted.</p> <p style="margin-left: 20px;">3.2. Policy No. 66 – Security for Incomplete Works in Subdivisions – Approved in March 2023 General Council Meeting. Received and Noted.</p> <p style="margin-left: 20px;">Policy No. 81 – Online Communication (social media Councillors) – Deferred; Further Review required. Appointing a consultant to engage a strategy. Received and Noted.</p> <p style="margin-left: 20px;">3.3. Policy No. 37 – Vegetation Management – Deferred; Further Review required. Received and Noted.</p>

<p>3.4. Submit the External Audit JLT Waste Transfer Station (WTS) Management Report to the next Audit Panel Meeting – Council is in the process of entering new 5-year contract with waste sites operator. The new contract will require significantly different reporting and performance requirements from the contractor, and obligation on Council officers will also increase. This upcoming work will mitigate the public liability risks flagged in the JLT report. Received and Noted.</p> <p>3.5. Review management’s implementation of Tas Audit Office recommendations Council has sought input from two consultants on the rehabilitation and aftercare issue. Director Infrastructure has reviewed and prepared a draft costing for discussion with Corporate Services Director and Team Leader Finance. Received and Noted.</p> <p>3.6. Policy No. 24 – Councillor Expense Entitlements, Attendance at Conferences and Training – Approved in April 2023 General Council Meeting. Received and Noted.</p>
<p>4. Review Annual Meeting Schedule and Work Plan The Annual Meeting Schedule and Workplan 2023-24 was presented to the Audit Panel, some minor changes were made.</p> <p>The reports were accepted and to be submitted for the July Council Meeting agenda for adoption.</p> <p>Received and Noted.</p>
<p>Governance and Strategy</p>
<p>5. Review of Council Strategic Plan Council’s Community Strategic Plan is to be updated by December 2023 following the renewal process presented.</p> <p>Received and Noted.</p>
<p>6. Review of Annual Budget and report to Council Council’s draft budget estimates were workshopped with Councillors again on 13 June and are due to be presented to a special meeting of Council on 27 June 2023.</p> <p>The following focuses points were raised:-</p> <ul style="list-style-type: none"> • The Capital Works program is enormous including many carry forward projects and several significant projects planned. • The Rates revenue for 2022-23 has a favourable increase due to new properties. • The cost of garbage disposal has had a substantial increase. • Waste services charges have seen a moderate increase. <p>Received and Noted.</p>

7.	<p>Review policies and procedures Policy No. 1 – Risk Management – See Item 18</p>
Financial and Management Reporting	
8.	<p>Review most current results and report any relevant findings to Council The April 2023 Financial Report was presented to the Audit Panel.</p> <p>Discussion was held around the Investment of Surplus Council Funds (Policy No. 71). An early review of the policy was suggested due to the uncertainty of the current banking environment with the collapse of several US banks.</p> <p>Received and Noted.</p>
9.	<p>Review any business unit or special financial reports</p> <p>None to Report.</p>
10.	<p>Review the impact of changes to Australian Account Standards</p> <p>Nothing to Report.</p>
Internal Audit	
11.	<p>Consider any available audit reports Internal audit</p> <ol style="list-style-type: none"> 1. A home-based work policy is in place; and is being complied with <ol style="list-style-type: none"> a. Comment was made by the independent member that the Working from Home Policy is one of the most comprehensive policies that he has read. 2. A review of current process for the disclosure and management of staff conflict of interest is underway. <p>Outsourced Internal Audit</p> <ol style="list-style-type: none"> 1. Audit corrective actions from Major Project Controls/Variations – There are 7 actions required including review of Code of Tenders and Contracts. Work has commenced on one of the corrective actions. <p>Received and noted.</p>
12.	<p>Review management’s implementation of audit recommendations Corrective Actions Register was presented for discussion.</p> <p>Received and noted.</p>
13.	<p>Review and approve annual internal audit program and alignment with risk register No current scheduled internal audit until a resource is appointed.</p> <p>Two outsourced Audits are to be scheduled for next financial year.</p> <p>Received and noted.</p>

14.1.1 Audit Panel Minutes 27 June 2023

External Audit	
14. Consider any available audit reports	None to Report.
15. Review management's implementation of audit recommendations	<p>The Memorandum of Audit Findings document provided by the Tas Audit Office was presented to the Panel with the following recommendations implemented for findings 1.2, 1.3 and 2.3. Findings 1.1, 2.1 and 2.2 are in progress.</p> <p>Received and noted.</p>
16. Review and approve external audit plan including meeting with Tas Audit Office representative	<p>The Financial Audit Strategy document for the year ending 30 June 2023 was presented to the Panel.</p> <p>Received and noted.</p>
17. Consider any performance audit reports that will be undertaken by the Tas Audit Office and address implications for the Council	<p>The following reports were presented to the Panel :-</p> <ol style="list-style-type: none">1. Strategic Procurement in Local Government report and the Report of the Auditor-General 2022-23 Vol. 22. Tas Audit Office Annual Plan of Work for 2023-24 <p>Received and noted.</p>
Risk Management and Compliance	
18. Receive material risk management reports (risk profile, risk management and treatment and periodical/rotational risk review)	<p>The Risk Appetite Statement was presented to Council on 13 June 2023 for adoption.</p> <p>The Risk Management Policy No. 1 was also presented to Council on 13 June for adoption.</p> <p>Both documents are well set out and a great tool that clearly identifies Council's appetite. No improvements were identified in either document.</p> <p>Received and noted.</p>
19. Monitor any major claims or lawsuits by or against the Council and complaints against the Council	None to Report.

20. Oversee the investigation of any instances of suspected cases of fraud or other illegal and unethical behaviour
None to Report.
Audit Panel Performance
21. Report to Council regarding execution of duties and responsibilities by the Audit Panel
The Chairman tabled his Annual Report 2022-23.
The report needs some minor updates and these will be completed by the Director Corporate Services so the report can be presented at the next Council meeting.
Received and noted.
Other Business
22. The Panel Chair thanked the General Manager for his input and contribution to the Audit Panel over the years.
Meeting close
This meeting closed at 11:33 am
Next Meeting
The next meeting to be held on Tuesday 26 September 2023 at 10.30am

Governance

2023-24 Annual Plan

Report Author Jonathan Harmey
Acting General Manager

Decision Sought Adoption of the 2023-24 Annual Plan for Meander Valley Council.

Vote Simple majority

Recommendation to Council

That Council adopts the Annual Plan for the 2023-24 financial year, in Attachment 1, prepared in accordance with section 71 of the *Local Government Act 1993*.

Report

Council's 2023-24 Annual Plan (Plan) describes a combination of business as usual (Core Program Activities) and specific projects to be delivered in the current year (Annual Projects). Core program activities will not be subject to specific periodic reporting during the year.

The recommended Plan includes the following components as required by section 71 of the *Local Government Act 1993* (the Act):

- Consistency with the Meander Valley Community Strategic Plan (CSP);
- Contains an outline of how Council will meet the "six future directions" and related goals and objectives contained in its CSP;
- Summarises the budget estimates adopted at the Special Meeting of Council on 27 June 2023 (per section 82 of the Act); and
- Summarises the major strategies to be used in relation to the Council's public health goals and objectives.

The Meander Valley Council Annual Plan will be available for viewing and review at Council's offices during normal business hours. The Plan will also be available on the Meander Valley Council website.

The Annual Plan projects were workshopped with Councillors on 13 June 2023. Council approved the projects for inclusion in the Annual Plan at a Special Council Meeting on 27 June 2023.

Attachments 1. 2023-24 Meander Valley Council Annual Plan [15.1.1 - 28 pages]

Strategy Supports the objectives of Council's strategic future direction
1: a sustainable natural and built environment
2: a thriving local economy
3: vibrant and engaged communities
4: a healthy and safe community
5: innovative leadership and community governance
6: planned infrastructure services.

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

Policy Not applicable

Legislation *Local Government Act 1993: s71.*

Consultation Not applicable

Budget & Finance The 2023-24 Budget Estimates provide funding for the actions identified in the 2023-24 Annual Plan.

Risk Management Not applicable

Alternative Motions Council may elect to approve the 2023-24 Annual Plan with amendments.

Meander Valley Council

2023-24 ANNUAL PLAN



ACKNOWLEDGMENT OF TRADITIONAL OWNERS

The Meander Valley municipality was once home to Aboriginal people of the Pallitore clan in the West and the Panninher clan to the East.

We recognise the cultural history of these now past peoples and support a continuing acknowledgment of their connection with the lands and waterways which we now call Meander Valley.

We also respect and encourage the role of local Aboriginal people in acknowledging and preserving the connection of the past peoples as well as their own culture and connection to the land and waterways of Meander Valley.

We acknowledge all traditional owners of the land and pay our respects to elders past, present and emerging.

CONTENTS

MEANDER VALLEY COUNCILLORS	4
ABOUT OUR REGION	5
ABOUT THE ANNUAL PLAN	6
ANNUAL PLAN ACTIVITIES & PROJECTS	9
2023-24 BUDGET SUMMARY	24
SUMMARY OF BUDGET ESTIMATES	25
PUBLIC HEALTH GOALS & OBJECTIVES	26

MEANDER VALLEY COUNCILLORS



Mayor
Wayne Johnston



Deputy Mayor
Stephanie Cameron



Councillor
Michael Kelly



Councillor
Kevin House



Councillor
Anne-Marie Loader



Councillor
Rodney Synfield



Councillor
John Temple



Councillor
Ben Dudman



Councillor
Lochie Dornauf

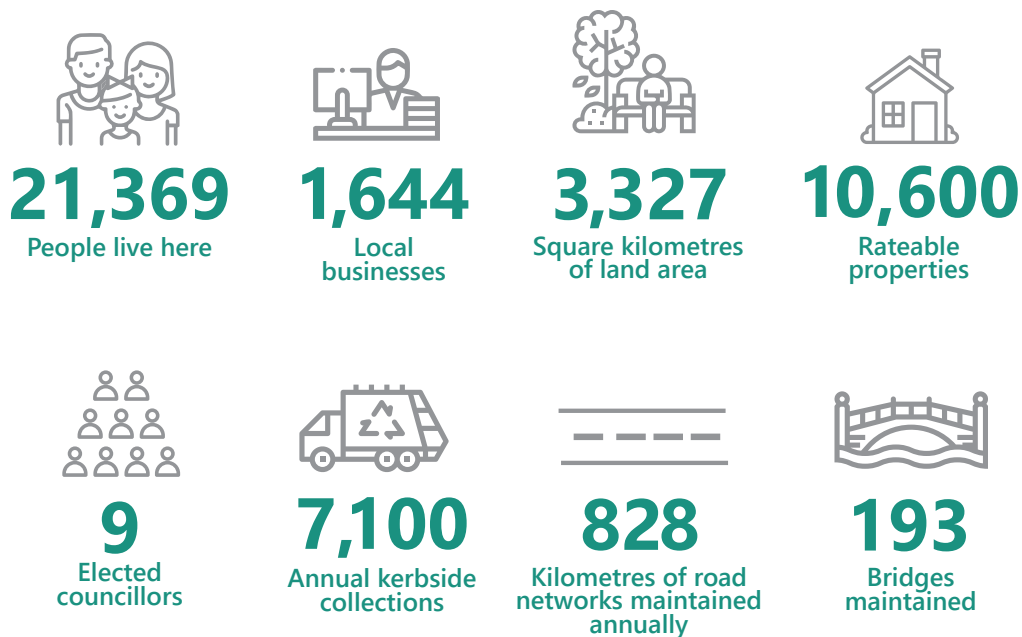
Meander Valley's elected Council comprises nine Councillors, including a Mayor and Deputy Mayor. All Councillors serve as representatives of the whole municipality and serve for a term of four years.

Councillors play a vital role in representing the collective interests of our municipality and demonstrate leadership as a board, by making decisions considering feedback from the community, expert advice, legislation and policy. Our Councillors take an active role in the development of our Annual Plan through budget and priority setting workshops and engagement with the community and Council officers.

ABOUT OUR REGION

Meander Valley has a geographic area of 3,331 square kilometers and a growing population of 21,369 people. The region is home to 1,644 local businesses and employs people in a range of industries, predominantly in agriculture, forestry, fishing and an increasing array of manufacturing.

While classified as a very large rural Council, our region blends a significant urban and peri-urban population in east with rural townships and farmland in the west. This diversity provides a richness of experiences and varying needs and challenges in terms of services and infrastructure.



ABOUT THE ANNUAL PLAN

Under *Section 71 of the Local Government Act*, Council is required to produce an Annual Plan that sets out the programs, projects and services that Council plans to deliver over the 2023-24 financial year.

It is a plan that outlines the practical actions we intend to undertake including major projects and our business as usual activities that ensure services are delivered and facilities are maintained. Meander Valley Council's Annual Plan is informed by:

OUR SIX FUTURE DIRECTIONS

The actions included in the Annual Plan are guided by the six future directions of Council's Community Strategic Plan. The programs of work are designed to progress our achievement of these six future directions over the short, medium and long term.

STRATEGIC PLANS AND COUNCIL DECISIONS

Actions are also drawn from Council decisions, Council endorsed strategic plans, emerging issues and essential reforms.

COUNCIL RESOURCING AND BUDGET

The Annual Plan also complements Council's annual budget and both are developed together to provide consistency between Council's work program and the resourcing allocations determined in the budget.

LEGISLATION

Some of the activity in the Annual Plan are functions that Council is legislated to perform under the *Local Government Act* and the state and federal governments.

ABOUT THE ANNUAL PLAN

The COMMUNITY STRATEGIC PLAN is for the whole municipality and was supported by Council through a process of community engagement. Council cannot realise the Community Strategic Plan on its own. All sectors of the community need to work on the parts relevant to them as Council can only act where it has a role.

The six future directions and priorities expressed through the Community Strategic Plan help shape the annual work programs within each annual plan. This relationship provides us with an informed, relevant and integrated approach to delivering value and relevance in the services we provide to the Meander Valley community.



ABOUT THE ANNUAL PLAN

HOW TO READ THE ANNUAL PLAN TABLES

The following pages set out the operational program for 2023-24. Scheduled work is identified as core program activities and annual projects.

CORE PROGRAM ACTIVITIES are the year on year tasks that are undertaken in order for Council to operate successfully. Performance reporting against these tasks occurs annually through the annual report.

ANNUAL PROJECTS are specific projects to be undertaken in 2023-24 in order to achieve a certain deliverable, outcome or capability change. These are reported mid-year and at year's end, with supplementary reporting on specific matters as requested.

All activities align with various aspects of our Community Strategic Plan and the LINK column on the left of the table indicates the correlation between the activity and the Six Future Directions contained in our Community Strategic Plan.

Activity timing indicates the quarter in which the activity is anticipated to take place with quarter one aligned to the commencement of the financial year (July - September).

Link indicates which Future Directions the activity aligns with.

Activity describes the project, program and work actions.

Measure describes how we will assess the results of the activity.

Department responsible for delivery of the activity.

The quarter of the year we will report on our progress.

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.4, 5.6	Provide accessible contact for the community enquiries via customer service centre, web and telephone service channels.	Service channel maintained	Corporate Services	1,2,3,4
ANNUAL PROJECTS				
5.1, 5.3, 5.6	Renew the Customer Service Charter to ensure alignment to customer expectations and our capacity to deliver service outcomes.	Review complete	Corporate Services	2,3,4

15.1.1 2023-24 Meander Valley Council Annual Plan

Supporting our customers

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.4, 5.6	Provide accessible first point of contact for community enquiries via customer service center, website and telephone service channels.	Service channel maintained	Corporate Services	1,2,3,4
5.4, 5.6	Maintain systems and reporting practices to manage customer service requests in line with our Service Charter and records management policy.	Requests actioned and resolved	Corporate Services	1,2,3,4
5.4, 5.6	Provide responses to correspondence and customer requests in line with our Service Charter.	Performance against targets	All	1,2,3,4
5.4, 5.6	Manage dog registrations, renewals, and processing of payments.	Registrations maintained	Corporate Services	1,2,3,4
5.2, 5.6	Process rates, pension applications, notice of sale updates, supplementary valuations and financial hardship applications.	Number processed by type	Corporate Services	1,2,3,4
4.1,4.2	Maintain Council's cemetery records in accordance with the Cemeteries Act (including online information for Council's cemetery facilities).	Legislative compliance	Corporate Services	1,2,3,4
5.2, 5.6	Respond to information access requests under the Right to Information Act 2009.	Legislative compliance	Governance	1,2,3,4
2.3, 2.4	Operate tourism and visitor information services through the Great Western Tiers Visitor Centre.	Services provided	Community Wellbeing	1,2,3,4
4.3	Provide general planning, building and plumbing advice in response to customer requests.	Number of responses	Development & Regulatory Services	1,2,3,4
5.4, 5.6	Manage the invoicing and payment processing of fees and charges for Council and relevant state government charges.	Payments processed	Corporate Services	1,2,3,4
5.4, 5.6	Support billing and payment for use of Council sports grounds and reserves.	Value of fees outstanding	Infrastructure Services	1,2,3,4
5.4, 5.6	Assist Councillors to respond to customer queries.	Number of responses	All	1,2,3,4

ANNUAL PROJECTS				
4.1, 6.4	Review and update Council's website information and user guides for the use of indoor facilities.	Website updated	Infrastructure	1,2
4.1, 6.4	Implement a new on-line booking system for Council facilities.	Online system operational	Infrastructure	1,2
5.1, 5.3, 5.6	Undertake a customer satisfaction survey (of at least 400 residents) through an independent market research firm.	Survey results reported to Council	Corporate Services	2,3
5.1, 5.3, 5.6	Implement system and process improvements to increase reporting against the Customer Service Charter and Standards.	Management reporting to Council	Corporate Services	3,4
5.1, 5.3, 5.6	Renew the Customer Service Charter and Customer Service Standards to set expectations that continue to meet the changing needs of our community.	Service Charter approved by Council	Corporate Services	2,3
2.3, 2.4	Expand the services offered through the Great Western Tiers Visitor Centre to enhance face to face service.	New services offered	Community Wellbeing	3,4
2.3	Complete development and roll out of the new resident's pack.	New resident pack in use	Community Wellbeing	2
2.3	Reduce reliance on paper-based processes by implementing a program to enable more online webforms, automation and workflow specific forms.	Increased number of online forms	Corporate Services	3,4

Managing our asset portfolio

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.2,6.1-6.4, 6.6	Manage our asset portfolio to ensure optimal value and least cost, maintain Strategic Asset Management Plan (SAMP) and Asset Management Plans.	Complete	Infrastructure	2,3,4
6.1, 6.3, 6.4, 6.6	Maintain the asset management system and asset data (Conquest) to inform asset planning and development of works program.	Complete	Infrastructure	1,2,3,4
6.1,6.3, 6.4,6.6	Maintain a schedule of asset condition audits, including upkeep of asset register and complete audits to schedule.	Audits completed to schedule	Infrastructure	1,2,3,4
5.2, 6.1-6.6	Develop and maintain forward years (four year) capital works program for budget and financial planning.	Developed	Infrastructure	2,3,4
5.2, 6.1-6.6	Manage Council's property portfolio and land dealings (acquisition, valuation and disposal of land, road openings and closures).	Number of finalised actions	Infrastructure	1,2,3,4
5.2, 6.1-6.6	Process road naming applications in accordance with current legislation and guidelines.	Applications processed	Infrastructure	1,2,3,4
5.2, 6.1-6.6	Assess and manage proposed gifted assets under the gifted asset policy to minimise financial burden and adherence to standards.	Policy compliance	Infrastructure	1,2,3,4
5.2, 6.1-6.6	Provide cost effective and sustainable fleet management that meets the operational needs of the organisation.	Fleet maintained	Corporate Services	1,2,3,4
5.2, 6.1-6.6	Review and assess plant replacement needs, facilitate the replacement of heavy, light and small plant including purchase and disposal.	Plant replaced	Works	1,2,3,4
5.2, 6.1-6.6	Update asset information and asset re-valuation in line with the revaluation cycle.	Revaluations completed	Infrastructure	1,2,3,4
5.2, 6.1, 6.3	Apply for and administer State and Federal Grant Funding requests and documentation for approved projects.	Complete	Infrastructure	1,2,3,4

ANNUAL PROJECTS				
5.2, 6.1, 6.3	Complete divestment of surplus property assets as determined by Council.	Properties Sold	Works	1,2,3,4
6.1, 6.3	Establish formal project management and complete the detailed design and tender documentation for a new centralised works depot at Westbury.	Tender Complete	Works	1,2
6.1, 6.3	Complete tendering and construction contract awarded for the new centralised Works Depot at Westbury.	Contract Awarded	Works	3,4
6.2, 6.3	Progress the Hadspen Meander Valley Road intersection upgrades design and procurement documentation.	Complete	Infrastructure	1,2,3,4
6.2, 6.3	Update the Sport and Recreation Venue Action Plan to inform the provision, replacement and upgrading of sport and recreation amenities.	Complete	Infrastructure	2,3
6.2	Renew the Eastern Play Spaces Strategy 2020.	Complete	Infrastructure	2,3

15.1.1 2023-24 Meander Valley Council Annual Plan

Investing in community facilities and infrastructure

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
4.1, 4.2	Operate Council's Deloraine, Westbury and Prospect Vale works depots and material storage areas.	Facilities operational	Works	1,2,3,4
4.1, 4.2	Manage community centres and halls in line with facility management plans.	Facilities operational	Infrastructure	1,2,3,4
4.1, 4.2	Maintain Council's parks, reserves, recreation grounds, cemeteries and other related facilities.	Progress to schedule	Works	1,2,3,4
4.1,4.2	Manage Council's Customer Service Centre and administration buildings in line with facility management plans.	Facilities operational	Infrastructure	1,2,3,4
4.1, 4.2	Deliver planned and reactive maintenance of community facilities (buildings) to ensure safe, well used facilities.	Facilities operational	Infrastructure	1,2,3,4
4.1, 4.2	Deliver operational programs to maintain road related assets.	Progress to schedule	Works	1,2,3,4
4.1, 4.2	Deliver operational programs to maintain urban streetscapes, public amenities and on-street waste collection.	Progress to schedule	Works	1,2,3,4
4.1, 6.4	Manage the Deloraine swimming pool to ensure availability, safety and compliance standards.	Facility operational	Infrastructure	2,3
4.1, 6.4	Facilitate safety standard compliance and continuing management by the community of the Caveside pool.	Facility operational	Infrastructure	1,2,3,4
4.1, 4.2. 5.6	Oversight of maintenance and safety at Deloraine and Districts Folk Museum.	Facility operational	Infrastructure	1,2,3,4
4.1, 6.4	Manage contracts and arrangements for cleaning buildings.	Facilities maintained	Infrastructure	1,2,3,4
4.1, 6.4	Complete and submit State and Federal grant funding applications to support facility maintenance or renewal.	Number lodged/successful	Infrastructure	1,2,3,4

ANNUAL PROJECTS				
4.1, 6.4	Complete level of service review for Council's pools at Deloraine and Caveside and natural swimming sites.	Review complete	Infrastructure	1,2
4.1, 6.4	Review and update asbestos register, priorities based on building hierarchy.	Progress to schedule	Infrastructure	1,2,3,4
4.6	Complete an audit of lease currency for Council owned facilities and implement a program of lease renewal.	Progress to schedule	Infrastructure	1,2,3,4
4.1, 6.4	Develop a contemporary lease document and renew leases when due.	Progress to schedule	Infrastructure	1,2,3,4
4.1, 6.4	Develop a community hall renewal policy, considering asset condition, utilisation rates, renewal and maintenance costs and service options.	Review complete	Infrastructure	1,2,3,4
4.1, 6.4	Progress construction of the Deloraine Squash Court project.	Progress to schedule	Infrastructure	1,2,3,4
6.1, 6.3	Plan and deliver Capital Works Program projects.	Progress to schedule	Works	1,2,3,4

15.1.1 2023-24 Meander Valley Council Annual Plan

Link	Activity	Measure	Department Lead	Activity Timing
ANNUAL PROJECTS				
6.2, 6.3	Progress consultation, master planning and design of the Deloraine Recreation Precinct.	Progress to schedule	Infrastructure	1,2,3,4
6.1, 6.3	Deliver the bridge inspection and maintenance program.	Progress to schedule	Infrastructure	1,2,3,4
6.1, 6.3	Deliver civil construction and infrastructure works for transport and recreation assets.	Progress to schedule	Infrastructure	1,2,3,4
6.2, 6.3	Plan, manage, construct and maintain bridges, culverts and other infrastructure.	Progress to schedule	Infrastructure	1,2,3,4
6.2	Undertake targeted community engagement on flood resilience and learnings from the October 2022 flood.	Completed	Community Wellbeing & Infrastructure	2,3



15.1.1 2023-24 Meander Valley Council Annual Plan

Making a positive contribution to community wellbeing

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
4.1, 6.4	Promote and facilitate activities and events that connect community and develop community capacity.	Number of events held	Community Wellbeing	1,2,3,4
3.3, 3.4	Provide advice and delivery support for community engagement activities for Council projects.	No of projects supported	Community Wellbeing	1,2,3,4
3.1, 3.2, 3.4	Promote, administer and distribute Council's Community Grants each quarter.	Number and value of grants	Community Wellbeing	1,2,3,4
3.3, 3.4	Manage MOUs with Deloraine and Westbury Community Cars and support initiatives for increasing the skills of drivers.	Services sustained and provided	Community Wellbeing	1,2,3,4
4.1, 6.4	Process applications for Place of Assembly Licences for large events.	Number and response times	Development & Regulatory Services	1,2,3,4
3.1, 3.4, 4.1	Promote and deliver the annual Australia Day Awards (all categories).	Number of award nominees	Community Wellbeing	2,3
3.1, 3.4, 4.1	Deliver quarterly Citizenship Ceremonies.	Number of ceremonies (4)	Community Wellbeing	1,2,3,4
3.2, 3.4, 3.5	Provide in-kind support to approved community events such as ANZAC day, Winterfire, Deloraine Car Show, St Patrick's Festival.	Support delivered	Works	1,2,3,4

ANNUAL PROJECTS				
3.1, 3.4, 4.1	Support and deliver Council contributions to the Westbury Bicentenary celebrations.	Completed	Community Wellbeing	1,2,3
3.1, 3.4, 4.1	Deliver youth programs under the Premiers Fund for Child and Youth Wellbeing grant.	Completed	Community Wellbeing	1,2
3.1, 3.4, 4.1	Develop and deliver an enhanced program of community events.	Community events delivered	Community Wellbeing	1,2,3,4
4.1	Facilitate and enable staff volunteering in the community.	Volunteering hours	Community Wellbeing	1,2,3,4
3.1, 3.4, 4.1	Manage recurrent sponsorship funding to Deloraine Cup, Deloraine, Chudleigh and Westbury Show Societies.	Payments made	Community Wellbeing	1, 4
3.1-3.5, 4.1	Deliver programmed activity and support for Volunteer Week.	Number of initiatives delivered	Community Wellbeing	3
3.1, 3.4, 4.1	Deliver programmed activity and support for Seniors Week.	Number of initiatives delivered	Community Wellbeing	2

15.1.1 2023-24 Meander Valley Council Annual Plan

Supporting economic growth, prosperity and the environment

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
2.3, 2.4	Fund and partner in regional collaboration through the Northern Tasmanian Development Corporation.	MVC participation	Governance	1,2,3,4
2.3, 2.4	Fund and partner in regional collaboration with Visit Northern Tasmania.	MVC participation	Governance	1,2,3,4
2.3, 2.4	Represent Council owner's interest in TasWater owners' forums.	MVC participation	Governance	1,2,3,4
1.3, 1.4, 1.6	Fund and partner with the Tamar Estuary Management Taskforce and contribute to the Tamar Estuary and Esk Rivers Program (NRM North).	MVC participation	Governance	1,2,3,4
2.3, 2.4	Support volunteers at the Deloraine and Districts Folk Museum to deliver new exhibits to highlight the history of the Meander Valley.	Exhibition delivered	Community Wellbeing	3,4
1.1, 1.2, 1.3	Support the Northern Council's Climate Action Planning (CCAP) Group.	Number of meetings attended	Governance	1,2,3,4
1.1, 1.3	Manage weeds on Council and roadside land.	Annual schedule completed	Works	1,2,3,4
1.4, 1.5	Manage the Westbury Town Common in line with the Management Plan.	Works complete	Works	1,2,3,4
2.3, 2.4	Support regional management of stray cats by contributing funds to Just Cats, the Northern Cat Management Facility.	Annual payment made	Development & Regulatory Services	1

ANNUAL PROJECTS				
1.4, 1.5	Provide Westbury Town Common Management Plan report to Natural Resources and Environment (NRE) Tasmania and renewal application lodged for the Management Plan.	Works complete	Works	3
1.4, 1.5	Application and approval from Natural Resources and Environment (NRE) Tasmania to undertake flood remediation works, including reclamation and revegetation at Rotary Park, Deloraine.	Approval received	Works	1,2
1.4, 1.5	Complete agreed remediation works including reclamation and revegetation at Rotary Park, Deloraine.	Works complete	Works	2,3
1.4, 1.5	Complete identified path and trees works at Wildwood, Deloraine to improve public safety.	Works complete	Works	2,3

15.1.1 2023-24 Meander Valley Council Annual Plan

Supporting community health outcomes, resilience and emergency management responses

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
4.1, 1.5	Manage public health risk through monitoring and sampling of recreational water.	Number of samples	Development & Regulatory Services	1,2,3,4
4.1, 4.3	Promote safe food practices including registrations, education, monitoring, inspections and compliance in accordance with the <i>Food Act 2003</i> .	Number of interactions	Development & Regulatory Services	1,2,3,4
4.1, 4.3	Provide a school-based immunisation program as part of the National Immunisation Program.	Complete	Development & Regulatory Services	1,2,3
4.1, 4.3	Ensure environmental health monitoring is compliant and incidents effectively managed.	Number of closed instances	Development & Regulatory Services	1,2,3,4
4.3	Complete annual fire abatement inspections and investigate complaints.	Legislative compliance	Development & Regulatory Services	2,3
4.4	Deliver fuel reduction programs on Council land, including roadsides.	Works complete	Works	2,3
4.4	Support planning and responses under the Tasmanian Emergency Management Arrangements (TEMA).	Complete	Infrastructure	1,2,3,4
4.4	Support Meander Valley SES units through ongoing management of the Memorandum of Understanding (MoU).	Complete	Infrastructure	1,2,3,4
4.4	Maintain and implement the Municipal Emergency Management Plan.	Complete	Infrastructure	1,2,3,4
4.4	Support Municipal Emergency Management and Social Recovery Committee.	Complete	Infrastructure	1,2,3,4

ANNUAL PROJECTS				
4.4	Review Municipal Emergency Management Plan in line with new SES regional template.	Complete	Infrastructure	2,3
4.4	Complete logical test of Emergency Management Plan.	Complete	Infrastructure	3
4.4	Procure Emergency Response Trailer and equipment.	Delivered	Infrastructure	3

15.1.1 2023-24 Meander Valley Council Annual Plan

Managing planning, development and regulation

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
4.3	Provide strategic and statutory land use planning advice for planning proposals.	Number of responses	Development & Regulatory Services	1,2,3,4
4.3	Process applications for amendment to the <i>Tasmanian Planning Scheme – Meander Valley</i> within statutory time limits.	Statutory requirements met	Development & Regulatory Services	1,2,3,4
4.3	Process planning, building and plumbing applications within statutory time limits.	Statutory requirements met	Development & Regulatory Services	1,2,3,4
4.3	Manage planning appeals through Tasmanian Civil and Administrative Tribunal.	Statutory requirements met	Development & Regulatory Services	1,2,3,4
4.3	Provide animal management and responsible pet ownership services (enforcement and education).	Number of interactions	Development & Regulatory Services	1,2,3,4
4.3	Administer dog registration compliance in line with the <i>Dog Control Act 2000</i> .	Number of dogs registered	Development & Regulatory Services	1,2,3,4
4.3	Respond to reports of dogs and livestock at large in a timely manner.	Number and response times	Development & Regulatory Services	1,2,3,4
1.1, 1.2, 1.3,4.3	Investigate identified non-compliance against the <i>Building Act 2016</i> and the <i>Tasmanian Planning Scheme - Meander Valley</i> .	Number and response times	Development & Regulatory Services	1,2,3,4
4.3	Provide environmental health related assessment of development applications.	Number and response times	Development & Regulatory Services	1,2,3,4
4.3	Provide road, stormwater and other infrastructure assessment of development applications.	Number and response times	Infrastructure	1,2,3,4

ANNUAL PROJECTS				
1.1, 1.2, 1.3	Contribute to regional planning initiatives: Northern Tasmanian Regional Land Use Strategy Review.	Participation	Development & Regulatory Services	1,2,3,4
1.1, 1.2, 1.3	Contribute to the Greater Launceston Plan Review.	Participation	Development & Regulatory Services	2,3
1.2	Progress development of a Structure Plan for Carrick.	Plan development progressed	Development & Regulatory Services	2,3
1.1, 1.2, 1.3	Review the Prospect Vale - Blackstone Heights Structure Plan.	Completed	Development & Regulatory Services	2,3,4
1.1, 1.2, 1.3	Participate in Planning Reforms and Statutory reviews.	Participant	Development & Regulatory Services	1,2,3,4
1.1, 1.2, 1.3	Review and implement Public Open Space Policy.	Completed	Development & Regulatory Services	3,4

15.1.1 2023-24 Meander Valley Council Annual Plan

Provide contemporary waste collection, disposal and recycling services and infrastructure

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
6.1, 6.6	Manage waste facilities and kerbside collection service contracts.	KPIs reviewed to schedule	Infrastructure	1,2,3,4
1.1, 1.5	Collaborate with the Northern Tasmanian Waste Management Group.	Participate in initiatives	Infrastructure	1,2,3,4

ANNUAL PROJECTS				
1.1, 1.5	Deliver a new Waste Management Strategy.	Endorsed strategy	Infrastructure	1,2
6.1, 6.6	Undertake feasibility assessment for new landfill within Meander Valley.	Complete	Infrastructure	1,2,3,4
1.1, 1.5	Complete purchase of existing landfill area at Cluan.	Complete	Infrastructure	1,2,3
1.5, 6.6	Complete design and commence construction for new transfer station at Deloraine.	Progress to schedule	Infrastructure	1,2,3,4
1.1, 1.5	Deliver the annual Hard Waste Collection.	Collection provided	Infrastructure	2
1.5, 6.1, 6.6	Complete design for expanded landfill cell at Cluan.	Complete	Infrastructure	1,2,3
1.1, 1.5	Maintain planning and environmental approvals and compliance for existing landfill operations.	Nil environmental improvement notices	Infrastructure	1,2,3,4
1.3, 1.4, 1.5	Achieve EPA approvals for increased height and manage landfill cell at Deloraine in accordance with approvals to provide for continuing operation.	Approval obtained	Infrastructure	1,2



15.1.1 2023-24 Meander Valley Council Annual Plan

Provide a robust, reliable, secure and available ICT environment

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.1, 5.2	Manage review and schedule changeover of corporate hardware requirements, implement modern, resilient platforms and solutions.	Availability and reliability	Corporate Services	1,2,3,4
5.1, 5.2	Define and meet performance and availability performance indicators for ICT systems.	KPI performance	Corporate Services	1,2,3,4
5.1, 5.2	Provide helpdesk services for efficient management of incidents and requests.	Support provided	Corporate Services	1,2,3,4
5.1, 5.2	Procure, administer, maintain and support corporate hardware (PCs and laptops).	Hardware purchased	Corporate Services	1,2,3,4
5.1, 5.2	Manage ancillary communications including printing, email and internet services and contractor support contracts.	Support provided	Corporate Services	1,2,3,4
5.1, 5.2	Plan and provision for business continuity of ICT services in line with the Risk Appetite Statement, undertake annual review when a material change to ICT hardware or systems is made.	Planned response in place	Corporate Services	3
5.1, 5.2	Manage ongoing network storage capacity.	Reviews completed	Corporate Services	1,2,3,4
5.1, 5.2	Implement network security improvements and protections as required.	Support provided	Corporate Services	1,2,3,4

ANNUAL PROJECTS				
5.1	Deliver digital transformation and service modernisation roadmap to inform the sequencing of ICT investment and roll out.	Roadmap delivered	Governance	1
5.1	Procure third-party support agreement to sustain unsupported TechnologyOne legacy systems from September 2023.	Support in place	Corporate Services	1,2
5.1, 5.2, 5.3, 5.4, 5.6.	Procure agreed ERP software products, prepare and resource implementation project and governance and sourcing of technical support roles.	ERP program endorsed by Council	Corporate Services	1,2,3,4
5.1	Review and recommend ICT costs to deliver ERP software and modernisation roadmap, vendor and software related costs, governance and change management.	Plan approved by Council	Corporate Services	2,3
5.3, 5.4.	Determine and procure a cloud-based records management system replacement and prepare implementation roadmap.	Roadmap approved	Corporate Services	1,2,3,4
5.1, 5.2, 5.3, 5.4, 5.6.	Review and recommend any changes to Council's internal resources to support a maturing capability in the management of information.	Review complete	Corporate Services	1,2
5.1, 5.3, 5.4, 5.6.	Progressively develop a contemporary suite of information policy and standards to ensure the protection and appropriate use of information.	Policies in place	Corporate Services	1,2,3,4
5.1, 5.2	Review software requirements to support future GIS and asset management systems.	Review completed	Infrastructure	1,2,3

15.1.1 2023-24 Meander Valley Council Annual Plan

Deliver good governance and resilience through sound corporate and financial management

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.2, 5.6	Deliver the Annual Budget Estimates (2023-24) and Long-Term Financial Plan.	Budget and plan approved	Corporate Services	3,4
5.2, 5.6	Review and set Council's annual fees and charges for 2023-24.	Fees and charges approved	Corporate Services	3,4
5.2, 5.6	Manage and report on Council's financial position and alignment to the Long-Term Financial Plan and supporting financial strategies.	Performance in line with plans	Corporate Services	1,2,3,4
5.2, 5.6	Manage and report on borrowings and investments in accordance with the Financial Management Strategy 2024-2033 and investment policy.	Performance in line with plans	Corporate Services	1,2,3,4
5.2, 5.6	Completion of Council's annual financial statements, preparation of compliant financial statements and State Government audit.	Legislative compliance	Corporate Services	3
5.2, 5.6	Deliver the internal audit program.	Audits completed	Corporate Services	1,2,3,4
5.2, 5.6	Coordinate functions of the Meander Valley Council Audit Panel.	Audit Panel meetings held (4)	Corporate Services	1,2,3,4
5.2, 5.6	Manage Council's financial information system and related authorisations.	Currency maintained	Corporate Services	1,2,3,4
5.2, 5.6	Manage accounts payable and receivable.	Payment terms achieved	Corporate Services	1,2,3,4
5.2, 5.6	Review financial policies and procedures when due or as required.	Policies reviewed	Corporate Services	1,2,3,4
5.2, 5.6	Provision of relevant, timely and accurate financial information for corporate and audit reporting.	Reports delivered	Corporate Services	1,2,3,4
5.2, 5.6	Provide ongoing staff training for budgeting processes and monitoring.	Training provided	Corporate Services	1,2,3,4
5.2, 5.6	Manage Council's rates; issue Section 132 Certificates (property rates) and manage revenue and debtors' functions.	Legislative compliance	Corporate Services	1,2,3,4
5.2, 5.6	Complete State Authority Returns.	Completed	Corporate Services	1,2,3,4
5.2, 5.6	Manage taxation compliance (submit BAS, FBT and payroll tax returns within legislative timeframes).	Completed	Corporate Services	1,2,3,4
5.2, 5.6	Maintain strategic and operational risk registers.	Reviews complete	Corporate Services	1,2,3,4
5.2, 5.6	Arrange annual insurance renewals and reconciliation of control accounts.	Insurance secured	Corporate Services	1,2,3,4
5.2, 5.6	Maintain records management processes in line with requirements of the Archives Act, including annual archive disposal.	Legislative compliance	Corporate Services	1,2,3,4
5.2, 5.6	Maintain records management system and deliver training to ensure compliance with policies.	ECM registrations	Corporate Services	1,2,3,4

15.1.1 2023-24 Meander Valley Council Annual Plan

Link	Activity	Measure	Department Lead	Activity Timing
5.2, 5.6	Coordinate external audit programs.	Audits completed.	Corporate Services	1,2,3,4
5.2, 5.6	Facilitate reporting of progress of audit recommendations and tasks.	Report to Audit Panel	Corporate Services	1,2,3,4
5.2, 5.6	Review controls for addressing fraud and corruption risk and deliver awareness training.	Review and training complete	Corporate Services	1,2,3,4
5.2, 5.6	Coordinate updating of Council's policies and procedures in accordance with the review schedule.	Completed as scheduled	Governance	1,2,3,4
5.2, 5.6	Review and manage Council's gifts and benefits register.	Completed as scheduled	Governance	1,2,3,4

ANNUAL PROJECTS				
5.1, 5.2	Complete a review and update of financial, planning, and other legislation-based delegations.	Delegations approved	Governance	1,2
5.1, 5.2	Deliver employee training on right to information legislation and record keeping.	Training delivered	Governance	2,3
5.1, 5.2	Establish agreed reporting for management briefing reports to Council.	Reporting in place	Governance	1,2,3,4

Managing our supply chain to procure goods and services

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.4, 5.6	Monitor implementation of audits and compliance with policy and procedures to minimise supply procurement and contract management risks and costs.	Compliance with policy	Corporate Services	1,2,3,4
5.4, 5.6	Maintain a contractor induction and verification of requirements regime in line with policy and processes.	Compliance with policy	Corporate Services	1,2,3,4

ANNUAL PROJECTS				
5.6	Deliver procurement and contract management training to employees.	Training delivered	Infrastructure	3,4
5.6	Deliver project management training to employees involved in major project delivery.	Training delivered	Infrastructure	3,4

15.1.1 2023-24 Meander Valley Council Annual Plan

Informing and engaging our community

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.1, 5.3	Provide strategic communication, media and issues management responses to the Mayor, Councillors and General Manager.	Responses provided	Governance	1,2,3,4
5.1, 5.3	Provide communication services and support including the production of media and project communication material.	Number of media responses	Governance	1,2,3,4
5.1, 5.3	Provide social media and announcements in response to unplanned activities such as road closures and service disruptions.	Number of media responses	Governance	1,4
5.1, 5.3	Provide communication services, production of media and project communication material, including supporting unplanned road closures, service disruptions, etc.	Volume of responses	Governance	1,2,3,4
5.1, 5.3	Production of budget related collateral including rate notice insert and waste vouchers.	Collateral produced	Governance	1,2
5.1, 5.3	Produce information to support special projects and engagement activities as requested (briefing notes, advertising, project collateral, promotional material).	Collateral produced	Governance	1,2,3,4
5.1, 5.3	Administer and coordinate all Council's social media accounts.	Increased engagement	Governance	1,2,3,4
5.1, 5.3	Complete annual content audit of website information and update as required.	Information current	All	3,4
5.1, 5.3	Develop and maintain Council's online presence including website.	Visits to homepage	Governance	1,2,3,4
5.1, 5.3	Deliver design and layout for corporate documents.	Documents produced	Governance	2,4
5.1, 5.3	Deliver (4) regular council newsletters (Valley News and other initiatives).	Increasing subscribers	Governance	1,2,3,4

ANNUAL PROJECTS				
3.1, 3.4,4.1	Undertake engagement and renew the Community Strategic Plan.	Completed	Community Wellbeing	1,2,3,4
4.1	Develop and implement a Communication and Engagement Strategy.	Completed	Community Wellbeing	2,3
4.1	Deliver enhanced community engagement and consultation functionality on Council's website.	Website operational	Community Wellbeing	1,2
2.1, 2.2	Assess the feasibility of electronic notice boards located at community hubs throughout the region to support Council and community messaging.	Business case to Council	Community Wellbeing	2

15.1.1 2023-24 Meander Valley Council Annual Plan

Demonstrating a commitment to our people

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.3, 5.6	Maintain employee related records, training and reporting systems.	Records maintained	Corporate Services	1,2,3,4
5.3, 5.6	Maintain and administer the employee Code of Conduct Policy.	Records maintained	Corporate Services	1,2,3,4
5.3, 5.6	Maintain a contemporary approach to job design and currency of position descriptions.	Assistance provided	Corporate Services	1,2,3,4
5.3, 5.6	Support recruitment and selection.	Support provided	Corporate Services	1,2,3,4
5.3, 5.6	Manage and investigate workplace complaints and grievances.	Number of instances	Corporate Services	1,2,3,4
5.3, 5.6	Promote and administer Council's Employee Assistance Program.	Service uptake	Corporate Services	1,2,3,4
5.3, 5.6	Provide employee relations support and advice.	Advice provided	Corporate Services	1,2,3,4
5.3, 5.6	Undertake annual and periodic performance and development reviews in line with approved processes.	Process reviewed	Corporate Services	1,2,3,4
5.3, 5.6	Provide advice on employee learning and development opportunities.	Advice provided	Corporate Services	1,2,3,4
5.3, 5.6	Coordinate the annual staff performance review process.	Performance reviews complete	Corporate Services	1,3,4
5.3, 5.6	Coordinate register of mandatory training including tickets, licenses, and permits.	Training complete	Corporate Services	1,2,3,4
5.3, 5.6	Process worker's compensation claims.	Claims processed	Corporate Services	1,2,3,4
5.3, 5.6	Coordinate the delivery of Code of Conduct Policy awareness to Council employees.	Awareness sessions delivered	Corporate Services	1,2,3,4
5.4, 5.6	Maintain professional advisory services for employee relations (legal and HR).	Service in place	Corporate Services	1,2,3,4

ANNUAL PROJECTS				
5.3, 5.4, 5.6	Undertake priority actions identified by employees in the Cultural Development Action Plan.	Number progressed	Corporate Services	1,2,3,4
5.3, 5.4, 5.6	Develop a strategic workforce management plan to optimise skills, staffing levels, attraction and retention.	Strategy delivered	Governance	2,3,4
5.1, 5.2, 5.4, 5.6	Review the strategic and operational risk registers and implement mitigation actions considering Council's Risk Appetite Statement.	Mitigation measures actioned	Corporate Services	2,4
5.3, 5.4, 5.6	Review and update human resource management policies and deliver employee training to align with contemporary practices and industrial law.	Policy suite reviewed & training complete	Corporate Services	3,4
5.3, 5.4, 5.6	Review and update employee Code of Conduct and dispute resolution framework and ensure all staff undertake refresher training.	CofC in place and training complete	Corporate Services	3,4
5.3, 5.4, 5.6	Employee culture survey undertaken and cultural action plan revised.	Survey complete	Corporate Services	3,4

Ensuring a safe and healthy workplace

Link	Activity	Measure	Department Lead	Activity Timing
CORE PROGRAM ACTIVITIES				
5.4, 5.6	Develop and implement an enhanced WH&S system so that our work environment remains healthy and safe.	System implemented	Corporate Services	1,2,3,4
5.4, 5.6	Coordinate safety inspections and finalisation of corrective actions to minimise the risk of workplace injury or loss.	Inspections/ actions completed	Corporate Services	1,2,3,4
5.4, 5.6	Provide information, training and supervision to ensure people take reasonable care for their own health and safety and that of others.	Implemented	Corporate Services	1,2,3,4
5.4, 5.6	Monitor third party suppliers to ensure that the supply of goods and services comply with all WH&S requirements.	System implemented	Corporate Services	1,2,3,4
5.4, 5.6	Promote the Risk and WH&S Committee as a consultative forum for employees to have input into matters that impact upon their work health and safety.	Quarterly meetings occur and are supported	Corporate Services	1,2,3,4
5.4, 5.6	Review, investigate, and report incidents and near misses, recommend controls and prevention strategies.	Reports provided to EMT	Corporate Services	1,2,3,4
5.4, 5.6	Delivery of workplace WH&S wellness initiatives to encourage our people to maintain a physically and psychologically healthy lifestyle.	Initiatives delivered	Corporate Services	1,2,3,4
5.4, 5.6	Provide regular reporting of WH&S incidents and performance to the Executive Management Team.	Monthly reporting to EMT	Corporate Services	1,2,3,4
5.4, 5.6	Maintain a fair and equitable workers' compensation and claims management process to provide care and rehabilitation to minimise the costs and loss for injured employees and Council.	Claims performance	Corporate Services	1,2,3,4

ANNUAL PROJECTS				
5.4	Complete annual employee skin checks.	Completed	Corporate Services	1
5.4	Hold departmental level initiatives for R U OK day and Mental Health Month.	Delivered events	Corporate Services	2,3
5.4	Implement an organisation wide engagement on WHS including sharing incident stories and promoting the reporting of hazards, incidents and near misses.	Implemented	Corporate Services	2,3
5.4	Review workers compensation and rehabilitation management procedures to ensure active case management.	Review complete	Corporate Services	3,4

2023-24 BUDGET SUMMARY

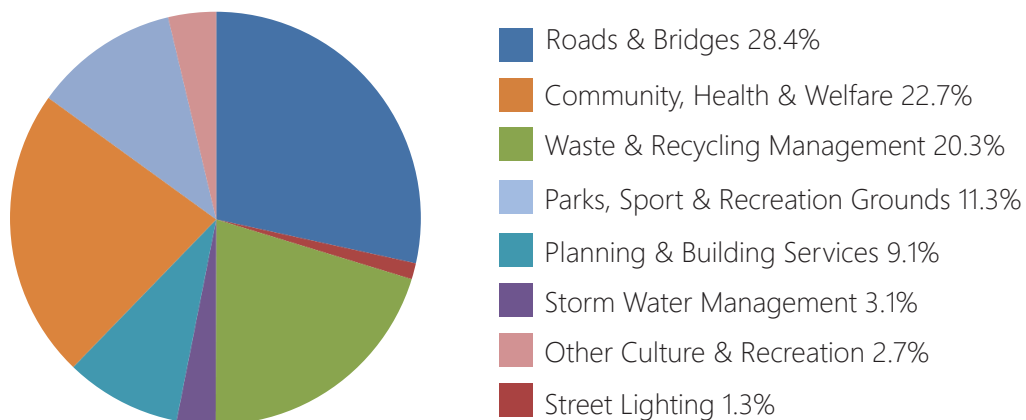
For the 2023-24 financial year, Council has worked hard to deliver an equitable budget that seeks to balance the cost of living pressures faced by ratepayers and the significant rise in the costs for Council to deliver services.

Despite the challenging economic climate, this years' budget incorporates a \$16.4m capital works program that includes renewal of road, bridge and stormwater infrastructure, new intersection designs for Meander Valley Road at Hadspen and the development of a new footpath along Church Street in Carrick.

New community recreation infrastructure also features, as does a number of projects carried over from the previous financial year including the development of the Deloraine Squash Courts and progression of the Deloraine Racecourse Recreational Precinct.

Services at Meander Valley's waste facilities will be improved with upgrades planned for the Deloraine and Cluan sites that include the development of a weighbridge and other infrastructure to support residents to sort more and help them manage the costs associated with disposing of their household waste.

DISTRIBUTION OF REVENUE



SUMMARY OF BUDGET ESTIMATES

OPERATING REVENUE	2023-24	2022-23	2021-22
Rates and Charges	\$17,727,500	\$15,750,400	\$14,654,722
Fees and User Charges	\$1,489,500	\$1,482,600	\$1,550,523
Contributions	\$134,700	\$129,600	\$307,035
Interest	\$982,200	\$595,700	\$525,510
Operating Grants	\$5,563,600	\$4,894,600	\$4,895,837
TasWater Distributions	\$667,200	\$667,200	\$667,200
Other Revenue	\$121,400	\$201,800	\$202,973
Total Operating Revenue	\$26,686,100	\$23,721,900	\$22,803,800

OPERATING EXPENDITURE	2023-24	2022-23	2021-22
Operating Wages	\$9,892,000	\$8,399,400	\$7,701,886
Operating Materials and Contracts	\$9,655,300	\$8,245,500	\$7,324,172
Finance Costs	\$46,500	\$251,700	\$248,078
Depreciation	\$6,172,800	\$5,918,500	\$5,624,060
State Fire Contribution	\$1,388,500	\$1,346,300	\$1,294,652
Other Expenditure	\$261,200	\$250,300	\$151,892
Total Operating Expenditure	\$27,416,300	\$24,411,700	\$22,344,740
Underlying Surplus/Deficit	-\$730,200	-\$689,800	\$459,060

CAPITAL, CASH AND INVESTMENTS	2023-24	2022-23	2021-22
Capital Revenue	\$7,867,600	\$5,721,000	\$3,794,476
Capital Expenditure	-\$16,382,500	-\$12,558,800	-\$7,195,476
Opening Cash and Investment Balance	\$23,111,800	\$20,291,500	\$18,753,158
Closing Cash and Investment Balance	\$20,270,100	\$18,150,700	\$20,291,500

PUBLIC HEALTH GOALS & OBJECTIVES

Council's Environmental Health Officers are responsible for ensuring the statutory obligations in relation to public and environmental health are met. This includes requirements under the *Public Health Act 1997*, *Food Act 2003*, *Local Government Act 1993*, *Building Act 2016*, *Burial and Cremation Act 2019* and *Environmental Management and Pollution Control Act 1994*.

As part of Meander Valley Council's 2023-24 public health goals and objectives, the Environmental Health Officers will seek to:

- Ensure safe food practices at food businesses and events, and provide food handler training for community groups;
- Promptly investigate public and environmental health complaints;
- Respond to notifiable disease notifications and investigations;
- Continue to actively participate and contribute to policy and legislative development at a regional and state level to further the public and environmental health of our community;
- Coordinate a school based immunisation program in accordance with the National Immunisation Program and directives from the Department of Health;
- License and undertake routine inspections of public health risk activities, water carriers and public events;
- Continue to actively participate in the Tamar Estuary and Esk Rivers program (TEER) and the River Health Action Plan (RHAP).
- Coordinate a monitoring program of public recreational waters and public pools and spas to ensure water quality is suitable for swimming.

PHOTO CREDITS

Tourism Tasmania and Geoffrey Lea (p.2), Tourism Tasmania (cover, p.12, p.17).



Meander Valley Council
Working Together

www.meander.tas.gov.au

Motion to Close Meeting

Motion Close the meeting to the public for discussion of matters in the list of agenda items below.

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(1)*.

Vote Absolute majority

Closed Session Agenda

Confirmation of Closed Minutes

Refer to *Local Government (Meeting Procedures) Regulations 2015: s34(2)*.

Leave of Absence Applications

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(h)*.

Position of General Manager

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(2)(a)* regarding personnel matters, including complaints against an employee of the council and industrial relations matters.

Release of Public Information

Refer to *Local Government (Meeting Procedures) Regulations 2015: s15(8)*.

Meeting End
