KENTISH COUNCIL

NOTICE OF MEETING AND AGENDA

20 NOVEMBER 2018

ORDINARY MEETING OF COUNCIL

7.00 PM

Venue: Kentish Council Office
        SHEFFIELD
NOTICE OF MEETING

Notice is hereby given of an Ordinary Meeting of the Kentish Council to be held on Tuesday 20 November 2018 commencing at 7.00 pm at the Kentish Council Office, Sheffield

Gerald Monson
General Manager

Kentish Council
15/11/2018

QUALIFIED PERSONS ADVICE

The Local Government Act 1993 provides (in part) as follows:

- A General Manager must ensure that any advice, information or recommendation given to the Council is given by a person who has the qualifications or experience necessary to give such advice, information or recommendation.

- A Council is not to decide on any matter which requires the advice of a qualified person without considering such advice unless the General Manager certifies in writing that such advice was obtained and taken into account in providing general advice to the Council.

I therefore certify that with respect to all advice, information or recommendation provided to the Council in or with this agenda:

1. The advice, information or recommendation is given by a person who has the qualification or experience necessary to give such advice, information or recommendation; and

2. Where any advice is directly given by a person who does not have the required qualifications or experience that person has obtained and taken into account in that person’s general advice the advice from an appropriately qualified or experienced person.

Gerald Monson
GENERAL MANAGER
# Kentish Council Open Agenda

## Notice of Meeting

- **Purpose:**
- **Date:** 20 November 2018

## Qualified Persons Advice

## Declaration of Interest

## Confirmation of Minutes and Proceedings

### 1. Ordinary Council Meeting Held 16 October 2018

## Declaration of Interest

## Presentation

## Notice of Motion

## Public Question Time

## Deputations

## Delegates Reports

## Council Decision Status Report

## Planning Authority

### 1. DA 2018/002 - Proposed Dwelling 28 Coles Road, Acacia Hills

## Officer's Reports

### 1. Development and Regulatory Services

#### 1.1 Planning - Development Applications Status Report - October 2018

#### 1.2 Building & Plumbing - Applications & Notifications - October 2018

### 1.2 General Manager

#### 1.2.1 Declaration of Office - Mayor, Deputy Mayor and Councillors

#### 1.2.2 Council Representatives and Delegates on Various Committees, Bodies and Boards

#### 1.2.3 Council Meeting, Forum and Community Information Evening Dates 2019

### 1.3 Customer and Business Services

#### 1.3.1 Sheffield Arts Centre Instrument of Delegation

#### 1.3.2 Wilmot Streetscape Upgrade Project

#### 1.3.3 Community Grant Allocations - Round One 2018/2019

#### 1.3.4 Financial Report for the Month of October 2018

#### 1.3.5 Reporting of Councillor Allowances and Expenses for the Period July 2018 to September 2018

### 1.4 Infrastructure and Assets

## Urgent Business - Open Council

## Sealing Schedule

## Closed Session

## Discussion Reports and Attachments
REPORTS AND ATTACHMENTS

<table>
<thead>
<tr>
<th>Attachment</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment 1</td>
<td>Community Road Safety Meeting Notes</td>
</tr>
<tr>
<td>Attachment 2</td>
<td>Sheffield Recreation Ground Meeting Notes</td>
</tr>
<tr>
<td>Discussion Report 1</td>
<td>DA 2018/002 Proposed Dwelling 28 Coles Road Acacia</td>
</tr>
<tr>
<td>Attachment 3</td>
<td>Hills Representation</td>
</tr>
<tr>
<td>Discussion Report 2</td>
<td>Planning – Development Applications Status Report</td>
</tr>
<tr>
<td>Discussion Report 3</td>
<td>Building and Plumbing Applications and Notifications</td>
</tr>
<tr>
<td>Attachment 4</td>
<td>Graph – Building and Plumbing Applications and Notifications</td>
</tr>
<tr>
<td>Discussion Report 4</td>
<td>2018 Council Elections</td>
</tr>
<tr>
<td>Attachment 5</td>
<td>Tasmanian Electoral Commission Declarations of Office Notice</td>
</tr>
<tr>
<td>Discussion Report 5</td>
<td>Council Representation on various Committees</td>
</tr>
<tr>
<td>Discussion Report 6</td>
<td>2019 Council, Forum and Community Meeting dates</td>
</tr>
<tr>
<td>Attachment 6</td>
<td>2019 Calendar</td>
</tr>
<tr>
<td>Discussion Report 7</td>
<td>Sheffield Arts Centre Instrument of Delegation</td>
</tr>
<tr>
<td>Attachment 7</td>
<td>Draft IofD</td>
</tr>
<tr>
<td>Discussion Report 8</td>
<td>Wilmot Streetscape Upgrade Project</td>
</tr>
<tr>
<td>Attachment 8</td>
<td>Drawing Set</td>
</tr>
<tr>
<td>Attachment 9</td>
<td>Revised Tree Plan</td>
</tr>
<tr>
<td>Attachment 10</td>
<td>Planting/Furniture</td>
</tr>
<tr>
<td>Attachment 11</td>
<td>Alternative School Fence</td>
</tr>
<tr>
<td>Discussion Report 9</td>
<td>Community Grant Allocation</td>
</tr>
<tr>
<td>Attachment 12</td>
<td>Spreadsheet – Community Grants</td>
</tr>
<tr>
<td>Discussion Report 10</td>
<td>Financial Report 31 October 2018</td>
</tr>
<tr>
<td>Discussion Report 11</td>
<td>Councillor Allowances and Expenses</td>
</tr>
<tr>
<td>Attachment 13</td>
<td>List of Councillor Allowances and Expenses</td>
</tr>
<tr>
<td>Discussion Report 12</td>
<td>OH&amp;S Quarterly Update</td>
</tr>
<tr>
<td>Attachment 14</td>
<td>OH&amp;S Report</td>
</tr>
</tbody>
</table>
1. **ATTENDEES**

1.1 **PRESENT**

Mayor T Wilson in the Chair, Deputy Mayor D Thwaites, Cr K Haberle, Cr P Lane, Cr S Mawer, Cr P Richards, Cr L Cassidy, Cr R Blenkhorn and Cr N Meijer

1.2 **COUNCIL OFFICERS**

Gerald Monson General Manager, Andrew Cock Customer and Business Services Manager, Troy McCarthy Planning Officer and Bronie Furley Executive Officer

1.3 **APOLOGIES**

2. **DECLARATION OF INTEREST**

In accordance with Part 2 Division 1 Regulation 8 (7) of the Local Government (Meeting Procedures) Regulations 2015, the Chairman of a meeting is to request Councillors to indicate whether they have, or are likely to have, a pecuniary interest in any item on the agenda.

Accordingly, Councillors are requested to advise of a pecuniary interest they may have in respect to any matter appearing on the agenda, or any supplementary item to the agenda, which the Council has resolved to deal with.

3. **CONFIRMATION OF MINUTES AND PROCEEDINGS**

3.1 **ORDINARY COUNCIL MEETING HELD 16 OCTOBER 2018**

**OFFICER RECOMMENDATION**

That the Minutes of the ordinary meeting of Council held 16 October 2018 (as circulated previously) be confirmed.
3.2 ACCEPTANCE OF PROCEEDINGS OF OTHER MEETINGS

OFFICER RECOMMENDATION

That the proceedings of the following meetings be noted:
- Community Road Safety Meeting 08/10/2018
- Sheffield Recreation Ground Meeting 11/10/2018

ACCEPTANCE OF RECOMMENDATIONS FROM COUNCIL APPOINTED ADVISORY COMMITTEES

Nil

3.3 COUNCIL FORUM HELD SINCE OCTOBER 2018

A forum was held on 8 November 2018 to discuss the following matters of a general and informal nature:
- Roadside Mowing Operations
- Wilmot Streetscape
- 7 Day Makeover
- Meeting dates 2019
- Payment of Councillor Expenses & Provision of Facilities Policy

The above information is listed as required by Part 2 Division 1 Regulation 8 (2)(c) Local Government (Meeting Procedures) Regulations 2015.
4. DECLARATION OF INTEREST
In accordance with Part 2 Division 1 Regulation 8 (7) of the Local Government (Meeting Procedures) Regulations 2015, the Chairman of a meeting is to request Councillors to indicate whether they have, or are likely to have, a pecuniary interest in any item on the agenda.

Accordingly, Councillors are requested to advise of a pecuniary interest they may have in respect to any matter appearing on the agenda, or any supplementary item to the agenda, which the Council has resolved to deal with.

5. PRESENTATION
Nil

6. NOTICE OF MOTION
Nil

7. PUBLIC QUESTION TIME
MAXIMUM 15 MINUTES
Session to be conducted in accordance with the following guidelines:

- At each Council Meeting up to 15 minutes, or such longer period as Council may determine by resolution at that meeting, is to be provided for persons at the meeting to ask questions.
- A person seeking to ask a question must firstly identify himself or herself.
- If more than one person wishes to ask a question, the Mayor is to determine the order in which those questions are asked
- Questions must be directed to the Mayor who shall answer or direct the question to the appropriate Councillor or Council Officer. A question will be answered if the information is known otherwise taken on notice and responded to in writing within 10 working days.
- Questions should preferably be in writing and provided to the General Manager prior to the Council Meeting.
- A person is entitled to ask no more than 2 questions on any specific subject.
- Questions relating to planning matters on the Agenda will not be accepted during Public Question Time
- Each speaker is limited to a maximum of 1 minute to address Council but then must ask their question.

7.a DEPUTATIONS
Pursuant to Division 5 Part 3 Regulation 38 of the Local Government (Meeting Procedures) Regulations 2015 the Chairperson may invite a person to address a meeting and to make statements or deliver reports. Requests for a deputation to the Council will be in accordance with Council’s Meeting Procedure Policy 03:05:2015.
8. **DELEGATES REPORTS**

- **Mayor Tim Wilson**
  
  8 November  Sheffield School Show
  10 November  Met with resident re concern over proposed development
  11 November  Attended Remembrance Day Centenary service at Sheffield Cenotaph
  12 November  Function with State Liberal Ministers
  7AD interview
  13 November  Met with Hydro Tasmania re Devils Gate shutdown
  Lunch with Jen Butler MHA
  14 November  Community Bank AGM
  15 November  Met with resident re gravel dust problem
  16 November  Farewell dinner Latrobe Councillors

- **Councillors/Other Delegates Reports**

  Councillors are asked to acknowledge meetings they have attended as a Council delegate or appointee since the previous Council meeting.

  Councillors should provide a brief written delegates report (preferable) to be circulated to all Councillors prior to the meeting, or give a verbal update to the meeting. This feedback and communication is essential to ensure Council remains aware of various developments taking place with these bodies and committees.

<table>
<thead>
<tr>
<th>OFFICER RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>That the Report(s) be received and noted.</td>
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</table>

9. **COUNCIL DECISION STATUS REPORT**

The following table details current Open Council decisions and their status:

<table>
<thead>
<tr>
<th>Date</th>
<th>Decision</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/11/16</td>
<td>Progress regarding communications to TasWater re upgrading of King Street bridge or seeking alternative access.</td>
<td>January 2018 Subject to the ongoing serviceability of the existing structure replacement is likely to be a number of years away.</td>
</tr>
<tr>
<td></td>
<td>Progress of early warning system</td>
<td>January 2018 A river height gauge board has been installed on the Foster Street bridge to assist in monitoring and reporting changes in creek levels. MES has been in liaison with Entura, Hydro and BOM re data share agreements to simplify programming. System for Latrobe now being developed with potential roll-out with Railton.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>August 2018 Discussed with SES as part of statewide infrastructure and warning upgrade program. Redwater Creek is particularly problematic with regards to using actual rainfall and creek level to warn due to short time of concentration. Predicted rainfall will be more appropriate. Rainfall and ground saturation level can improve reliability but will be a shorter warning time.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>October 2018</td>
</tr>
</tbody>
</table>
BOM advise Data Share agreement has now been accepted and will be finalised.

**Progress of Redwater Creek vegetation control**

*January 2018*
Team Leader Green Spaces has been briefed and will work with the Operations Manager to further the vegetation management plan and implementation of the plan once finalised.

*June 2018*
Redwater Creek is being cleared of debris and build up. Experience will be used by Green Spaces Team Leader to develop maintenance plan.

**Progress of seeking funds under Emergency management mitigation program**

An application for significant funding from the coming round of the Natural Disaster Mitigation Program (NDRP) funding was prepared (closed on the 18 November 2016). Liaison with TasRail regarding their bridge site continues, although without any commitment at this stage. TasRail’s Manager Corporate Relations and Track Engineer have met with Council’s consultant, Manager Engineering and the Mayor. TasRail were not successful in locating the design plans of the original bridge however TasRail are supportive of Council doing explorative works at the bridge to determine if waterway area can be increased. Council will need to apply to do works, engage a bridge engineer and an approved TasRail contractor to further this investigation.

*January 2018*
A draft application was prepared for the NDRGP that closes at the end of January 2018 to progress opening up of the waterway area under the Redwater Creek railway bridge.

*February 2018*
Application submitted.

*April 2018*
Waiting advice following our application

*May 2018*
Advised grant application has been approved for works at rail bridge. Awaiting agreement.

*June 2018*
MES and OM have met on site to inform and progress with all stakeholders.

*August 2018*
Meeting arranged on site for late August 2018 to progress rail bridge flow capacity project with stakeholders.

<table>
<thead>
<tr>
<th>Date</th>
<th>10.2</th>
<th>Issue</th>
<th>Action</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>21/02/17</td>
<td>Acacia Hills Sth Spreyton Land Use Review 2016</td>
<td>Initiate an amendment to the Kentish Interim Planning Scheme to include site specific qualifications</td>
<td>SP</td>
<td>To be addressed in conjunction with preparation of Local Planning Provisions for Tasmanian Planning Scheme October 2018 Amendment to be prepared by Council’s Strategic Planner</td>
</tr>
<tr>
<td>21/02/17</td>
<td>Wilmot Land Use Review 2016</td>
<td>Initiate an amendment to the Kentish Interim Planning Scheme to include site specific qualifications</td>
<td>SP</td>
<td>To be addressed in conjunction with preparation of Local Planning Provisions for Tasmanian Planning Scheme October 2018 Amendment to be prepared by Council’s Strategic Planner</td>
</tr>
<tr>
<td>21/03/17</td>
<td>Railton Land Use Review 2016</td>
<td>Initiate an amendment to the Kentish Interim Planning Scheme to include site specific qualifications</td>
<td>SP</td>
<td>To be addressed in conjunction with preparation of Local Planning Provisions for Tasmanian Planning Scheme October 2018</td>
</tr>
<tr>
<td>Date</td>
<td>Item</td>
<td>Description</td>
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<tr>
<td>11/04/17</td>
<td>Lorinna Access</td>
<td>Proceed to progress DA to construct road through Wilks Reserve Rd corridor.</td>
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<td></td>
<td></td>
<td>GM Flora &amp; Fauna study progressed Geotech work commenced Dr Fred Baynes on site between 14-18 August and will meet with a number of people who wish to provide local knowledge to assist in the geotechnical assessment. <strong>January 2018</strong> Final report for flora/fauna completed and received. Councils MPS and MES are working with Mr Baynes to finalise the geotechnical report for the Development Application. <strong>February 2018</strong> Seeking EoI from 2 consulting firms to lodge the DA <strong>April 2018</strong> We have now received the final report from the geotechnical consultant. As the route includes land owned by Crown Land Services, the next task is to send the whole of the application detail to Crown Land Services as they need to give their consent to the making of the application. Once that is received we will send it to our consultant to lodge the development application on Council’s behalf. <strong>June 2018</strong> As of 8/6/18 draft application is with Crown Land Services, Traffic Impact Assessment and upgrade plan for junction onto Olivers Road has been completed for DSG. <strong>August 2018</strong> Submitting DA to council imminent. <strong>Update at Meeting</strong> DA advertised Sat 18 August 18 <strong>September 2018</strong> DA to be considered by Council 18th September, 2018 <strong>October 2018</strong></td>
<td></td>
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</tr>
<tr>
<td>Date</td>
<td>Type</td>
<td>Details</td>
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</tbody>
</table>
| 21/11/17   | Public Question Time     | Contact Minister Infrastructure regarding ownership and maintenance responsibility MIA Ongoing  
19/12/17   | Notice of Motion         | Develop a policy to reduce consumption of single use plastic at Council office and community function held and/or financed by Council TLCCS Ongoing  
23/01/18   | Issues to Follow up      | The number of stops (4) impacting on small business – State Growth need to consolidate stops. Darrin to liaise with SG on issues TLCCS Ongoing  
20/03/18   | Issues to Follow up      | Following a number of reports of illegal dumping (forestry areas) look into placing signage (possibly MIA March 2018 Waiting for next round of funding to be announced. July 2018  

- DA approved and permit issued. Advice received appeal has been lodged with RMPAT. **November 2018** Hearing date likely to be set late January/early February. Hazard risk assessment and preparation of expert advice progressing.

- Progress formal agreement with Mr and Mrs Page on the emergency Wilks Road access GM Discussion held with Pages – key to emergency access gate supplied.

- 21/11/17 Lentlichyme Hill Road Contact Minister Infrastructure regarding ownership and maintenance responsibility MIA Ongoing  
- 19/12/17 Single use plastic waste Develop a policy to reduce consumption of single use plastic at Council office and community function held and/or financed by Council TLCCS Ongoing  
- 23/01/18 Railton Bus stops The number of stops (4) impacting on small business – State Growth need to consolidate stops. Darrin to liaise with SG on issues TLCCS Ongoing  
- 20/03/18 Illegal dumping of rubbish Following a number of reports of illegal dumping (forestry areas) look into placing signage (possibly MIA March 2018 Waiting for next round of funding to be announced. July 2018  

- Kentish Council Open Agenda 20 November 2018
<table>
<thead>
<tr>
<th>Date</th>
<th>Code</th>
<th>Description</th>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>20/03/18</td>
<td>11.2.1</td>
<td>Community Liability Insurance Review practice of Special Committees</td>
<td>TO</td>
<td>May 2018 Hall committees contacted – awaiting further information</td>
</tr>
<tr>
<td>19/06/18</td>
<td>11.2.1</td>
<td>Sale vacant land 31 Henry Street public auction</td>
<td>TLCCS</td>
<td>July 2018 Awaiting end of period to appeal Council decision September Agreement in place with Roberts to conduct the auction which is scheduled for Friday 28 September 11.30am October Didn’t sell at auction. Listed for sale on open market for $89,000</td>
</tr>
<tr>
<td>17/07/18</td>
<td>11.1.1</td>
<td>Railton topiary Work with community to revitalise topiary and replace those that have died</td>
<td>OM</td>
<td>Work ongoing</td>
</tr>
<tr>
<td>21/08/18</td>
<td>11.2.1</td>
<td>Lease with Apple Isle Publish council intent to extend the lease of Railton trotting track with Apple Isle</td>
<td>TLCCS</td>
<td>Advertised public objection period October No objection received. Lease drawn to be signed and sealed November Lease signed and sealed</td>
</tr>
<tr>
<td>21/08/18</td>
<td>11.2.2</td>
<td>Wilmot Streetscape Upgrade Project Place final design plans on public display</td>
<td>TLCCS</td>
<td>Design on public display October Final feedback closed 30/09/2018. Feedback to be discussed November Forum November Council Agenda item for November meeting</td>
</tr>
<tr>
<td>16/10/18</td>
<td>10.1</td>
<td>Interim Planning Scheme Amendment 02/18 Certify and advertise amendment Approve proposed subdivision and consolidation of land</td>
<td>SP</td>
<td>November 2018 Amendment lodged with the Tasmanian Planning Commission Advertised 20 &amp; 24 October 2018</td>
</tr>
<tr>
<td>16/10/18</td>
<td>10.2</td>
<td>Sheffield Land Review Action as per report motion</td>
<td>SP</td>
<td>November 2018 To be addressed in conjunction with preparation of Local Planning Provisions for Tasmanian Planning Scheme Amendments to be prepared by Council’s Strategic Planner</td>
</tr>
<tr>
<td>16/10/18</td>
<td>11.2.1</td>
<td>Wild Mersey Mountain Bike trial agreement Sign Agreement</td>
<td>TLCCS</td>
<td>November Signed by both Councils</td>
</tr>
<tr>
<td>16/10/18</td>
<td>11.2.2</td>
<td>Lease with Scouts for Community Room Sign lease</td>
<td>TLCCS</td>
<td>November</td>
</tr>
</tbody>
</table>
* Acronyms – GM (General Manager), CBSM (Customer & Business Services Manager), MIA (Manager Infrastructure & Assets), TLCCS (Team Leader Customer & Community Services) OM (Operations Manager), TLFP (Team Leader Finance and People), TLBS (Team Leader Business Support) EO (Executive Officer), SP (Strategic Planner) and TLPR (Team Leader Planning & Regulatory Services).

N.B. Grey shaded areas are completed and will be deleted off the next report.

OFFICER RECOMMENDATION

That the October 2018 status report of Open Council Meeting decisions be received.

10. PLANNING AUTHORITY

RECOMMENDATION

That Council adjourn and proceed into session as the Planning Authority pursuant to Section 6 of the Land Use Planning Approvals Act 1993.

10.1 DA 2018/002 - PROPOSED DWELLING 28 COLES ROAD, ACACIA HILLS

Report Author: Troy McCarthy - Planner
File reference: Land Use & Planning/Planning

RECOMMENDATION

That the report by the Planning Officer dated 14 November 2018 concerning Development Application DA 2018/002 be received and that Council approve the proposed dwelling at 28 Coles Road, Acacia Hills subject to the following conditions:

1. Consent is for the proposed dwelling substantially in accordance with endorsed plans by Tas Laughlin, Job No. 0717-96: Drg. Nos 02 and 04 and Site Plan.

2. Consent is for the statutory permitted building setback of 20m to be reduced to 4.5m for the proposed dwelling from the south-western boundary.

3. Consent is for the statutory permitted building setback of 10m to be reduced to 3m for the proposed dwelling from the north-western boundary.

4. Consent is for the statutory permitted building setback of 10m to be reduced to 4.8m for the proposed dwelling from the north-eastern boundary.
5. A copy of the environmental consultant’s report and design for on-site waste water disposal, in accordance with the National Construction Code and AS 1547, is required with the application for a Certificate of Likely Compliance (Plumbing).

6. A rechargeable drinking water system with a storage capacity of not less than 10,000l to be provided for domestic use.

7. **Works within road reservation**

   Unless shown otherwise on a site plan approved by Council a single 3.6 metre wide driveway is to be located in the road reservation from the edge of existing roadway in conformance with Council Standards and used as the primary means of accessing the property.

   New driveways are to be constructed to ensure adequate drainage is maintained and in accordance with Standard Drawing TSD-R03-v1 & TSD-R04-v1. Secondary redundant driveways are to be removed and reinstated to suit the surrounding nature strip in conformance with Council Standards.

**Notes:**

- This permit is issued under Section 57 of the *Land Use Planning Approvals Act 1993* as the proposal has discretionary status under the Kentish Interim Planning Scheme 2013.

- Should there be any cut or fill greater than 1.0m in depth or height or greater than 0.5m in depth or height within 1.5m of a title boundary an application must be lodged with Council for consideration.

- Prior to commencing any works within the road reservation an Application for Works Within Kentish Council Road Reservations for a permit required by the Local Government (Highways) Act 1982 must be lodged and a permit obtained from Council. Any works proposed by the developer to adjust the established road drainage and associated infrastructure are to be detailed and included in the application.

Assessed by: Troy McCarthy
Planning Officer

Reviewed by: Jan Febey
Team Leader Development and Regulatory Services
RECOMMENDATION
That the Planning Authority session is closed and Council recommence its ordinary meeting under the provisions of the Local Government Act 1993.

11. OFFICER’S REPORTS

11.1 DEVELOPMENT AND REGULATORY SERVICES

11.1.1 PLANNING – DEVELOPMENT APPLICATIONS STATUS REPORT – OCTOBER 2018
Report Author: Regulatory
File reference: Building Planning

OFFICER RECOMMENDATION
That the status report of development applications for the month of October 2018 be received.

DISCUSSION REPORT 2
Development Application Status Report

11.1.2 BUILDING & PLUMBING – APPLICATIONS & NOTIFICATIONS – OCTOBER 2018
Report Author: Regulatory
File reference: Building Planning

OFFICER RECOMMENDATION
That the report advising of Building and Plumbing Applications and Notifications received for the month of October 2018 be received.

DISCUSSION REPORT 3
Building Application Status Report

ATTACHMENT 4
11.2 GENERAL MANAGER

11.2.1 DECLARATION OF OFFICE – MAYOR, DEPUTY MAYOR AND COUNCILLORS

Report Author: Governance
File reference: Governance/Councillors

OFFICER RECOMMENDATION

That the Certificate of Election for the 2018 Local Government Elections be received and

1. the election of Cr T Wilson as Councillor and Mayor, Cr D Thwaites as Councillor and Deputy Mayor and Cr K Haberle, Cr P Lane, Cr S Mawer, Cr P Richards, Cr L Cassidy, Cr R Blenkhorn and Cr N Meijer as Councillors be noted.

2. it be noted that in accordance with the Local Government (General) Regulations 2015 Section 40 the Declaration of Office has been read aloud and signed in the presence of the General Manager by all elected candidates.

11.2.2 COUNCIL REPRESENTATIVES AND DELEGATES ON VARIOUS COMMITTEES, BODIES AND BOARDS

Report Author: Governance
File reference: Governance/Councillors

OFFICER RECOMMENDATION

That Council

1. endorse the membership/representatives/delegates to various Committees, Bodies and Boards, as detailed in item 11.2.2; and

2. review appointment to various Committees 2 years into the current 4 year term of Council.
### OFFICER RECOMMENDATION

That the following 2019 Kentish Council Meeting and Forum dates as presented be approved:

<table>
<thead>
<tr>
<th>Council Meeting</th>
<th>Council Forum</th>
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<tbody>
<tr>
<td>22 January</td>
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<tr>
<td>19 February</td>
<td>5 February</td>
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<td>19 March</td>
<td>5 March</td>
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<td>16 April</td>
<td>2 April</td>
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<td>7 May</td>
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<td>2 July</td>
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<td>3 September</td>
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<td>15 October</td>
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<td>19 November</td>
<td>5 November</td>
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<tr>
<td>17 December</td>
<td>3 December</td>
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#### Community Information Sessions

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tr>
<td>21 February</td>
<td>Sheffield</td>
</tr>
<tr>
<td>28 February</td>
<td>Railton</td>
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<tr>
<td>14 March</td>
<td>Acacia Hills South Spreyton</td>
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<tr>
<td>28 August</td>
<td>Wilmot</td>
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<tr>
<td>15 August</td>
<td>Sheffield</td>
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<tr>
<td>29 August</td>
<td>Railton</td>
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<tr>
<td>5 September</td>
<td>Wilmot</td>
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<tr>
<td>12 September</td>
<td>Acacia Hills South Spreyton</td>
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**DISCUSSION REPORT 6**  Council /Forum Meeting dates

**ATTACHMENT 6**
11.3 CUSTOMER AND BUSINESS SERVICES

CUSTOMER AND COMMUNITY SERVICES

11.3.1 SHEFFIELD ARTS CENTRE INSTRUMENT OF DELEGATION

Report Author: Community Development Officer
File reference: Council Properties/Special Committees

OFFICER RECOMMENDATION

That Council:
1. Establish the Sheffield Arts Centre Special Committee of Council in accordance with Section 24 of the Local Government Act 1993 and adopt the draft instrument of delegation as the governing document of the Special Committee;
2. Authorise the General Manager to sign and seal the Instrument of Delegation for Sheffield Arts Centre Special Committee of Council;
3. Endorse two Councillors as the Council representative and proxy respectively.

DISCUSSION REPORT 7

Sheffield Art Centre Special Committee

ATTACHMENT 7
11.3.2 WILMOT STREETSCAPE UPGRADE PROJECT

OFFICER RECOMMENDATION

That Council support the Wilmot Streetscape Upgrade Project designs and implementation plan with the following changes:

1. Remove all planter boxes leaving the garden beds in place;
2. Council Operations staff will have direct consultation with individual property owners directly affected by the installation of kerb and channelling to ensure their needs are met; and
3. Wilmot Primary School prefer the alternative metal fence installed in front of their premises. Install the wooden picket fence in front of the Wilmot Volunteer Brigade.

DISCUSSION REPORT 8  Wilmot Streetscape Upgrade Project
ATTACHMENT 8
ATTACHMENT 9
ATTACHMENT 10
ATTACHMENT 11

11.3.3 COMMUNITY GRANT ALLOCATIONS – ROUND ONE 2018/2019

OFFICER RECOMMENDATION

That Council:

1. Support the Small Grants Committee recommendation to award a total of $7,655.30 to the following organisations:

   Wilmot Tourist and Progress Association $1,789.00
   Kentish Pony and Hack Club $2,000.00
   Kentish Rowing Club $1,250.00
   Sheffield RSL and Sub-Branch $2,000.00
   Kentish U3A $616.30

   TOTAL $7,655.30

for Round 1 of the Kentish Council Community Grants from the allocated $15,000 Donations, Sponsorship and Grants within the 2018/19 Kentish Council and Annual Plan Budget.

DISCUSSION REPORT 9  Community Small Grants Allocation
ATTACHMENT 12
FINANCE AND PEOPLE

11.3.4 FINANCIAL REPORT FOR THE MONTH OF OCTOBER 2018

Report Author: Corporate Services and Finance Manager
File reference: Corporate Management/Policy

OFFICER RECOMMENDATION
That the Financial Report for the period ending 31 October 2018 be received.

DISCUSSION REPORT 10 Financial Report

11.3.5 REPORTING OF COUNCILLOR ALLOWANCES AND EXPENSES FOR THE PERIOD JULY 2018 TO SEPTEMBER 2018

Report Author: Team Leader Finance & People
File reference: Corporate Management/Policy

OFFICER RECOMMENDATION
That Council receive the report by the Team Leader Finance and People and note the attached report on Councillor Allowances and Expense Payments for the period July 2018 to September 2018.

DISCUSSION REPORT 11 Councillor allowance and expenses

ATTACHMENT 13
OFFICER RECOMMENDATION
That the report by Council’s Risk Management and Work Health and Safety Officer dated 16 November 2018 concerning Aug-Oct 2018 quarterly update on Risk and Work Health and Safety matters be received and noted.

11.4 INFRASTRUCTURE AND ASSETS

Nil
12. **URGENT BUSINESS – OPEN COUNCIL**

**Note:** Local Government (Meeting Procedures) Regulations 2015

(6) A council by absolute majority, or a council committee by simple majority, may decide at an ordinary meeting to deal with a matter that is not on the agenda if the general manager has reported –

(a) the reason it was not possible to include the matter on the agenda; and
   - Information was not to hand at time of Agenda compilation.

(b) that the matter is urgent;
   - Items require action/decision

(c) in a case where the matter requires the advice of a qualified person, the general manager has certified under section 65 of the Act that the advice has been obtained and taken into account in providing general advice to the council.
   - No issues identified under S65 of the Local Government Act 1993.

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**RECOMMENDATION**

That Council deal with the following Urgent Business pursuant to Part 2, Division 1 and Regulation 8 (6) of the Local Government (Meeting Procedures) Regulations 2015:

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13. **SEALING SCHEDULE**
14. CLOSED SESSION

The agenda items listed below are prescribed items in accordance with Part 2 Division 1, Regulation 15 of the Local Government (Meeting Procedures) Regulations 2015 (i.e. confidential matters), and therefore Council may by absolute majority determine to close the meeting to the general public.

2 a part of a meeting may be closed to the public when any one or more of the following matters are being, or are to be, discussed at the meeting
(a) personnel matters, including complaints against an employee of the council and industrial relations matters;
(b) information that, if disclosed, is likely to confer a commercial advantage or impose a commercial disadvantage on a person with whom the council is conducting, or proposes to conduct, business;
(c) commercial information of a confidential nature that, if disclosed, is likely to –
   (i) prejudice the commercial position of the person who supplied it; or
   (ii) confer a commercial advantage on a competitor of the council; or
   (iii) reveal a trade secret;
(d) contracts, and tenders, for the supply of goods and services and their terms, conditions, approval and renewal;
(e) the security of –
   (i) the council, councillors and council staff; or
   (ii) the property of the council;
(f) proposals for the council to acquire land or an interest in land or for the disposal of land;
(g) information of a personal and confidential nature or information provided to the council on the condition it is kept confidential; 
(h) applications by councillors for a leave of absence;
(i) matters relating to actual or possible litigation taken, or to be taken, by or involving the council or an employee of the council;
(j) the personal hardship of any person who is resident in, or is a ratepayer in, the relevant municipal area.

RECOMMENDATION

That the following items be discussed in Closed Session:
1.1 Leave of Absence – Reg 15 (2) h
1.2 (i) Confirmation of Closed Minutes of Council – Reg 15(2)
     (ii) Acceptance of Minutes – Other Committees - Reg 15(2)
2 Council Decision Status Report – Reg 15(2)
6. Release of Report Material to the Public - Reg 15(9)

Meeting declared closed.
DISCUSSION REPORTS AND ATTACHMENTS
MEETING MINUTES
9:30AM 8 OCTOBER 2018
KENTISH COUNCIL OFFICE, SHEFFIELD

Present
Cr Penny Lane - Kentish Council
Amanda Hicks - School Bus Driver
Leigh Gracie – Community Development Officer
Julie Patterson – Risk Management & Work Safety Officer (late arrival)

Apologies
Sergeant Anthea Maingay - Tas Police
Norman Targett - Tasmanian Motorcycle Council
Jonathan Magor - Manager Engineering Services
Const. Tyrone Myers - Tas Police
John Perkins - Latrobe Primary School
Jamie Fawkner – Roads and Drainage Engineer
Cr Lesley Young - Latrobe Council Chair

Confirmation of Minutes
Cr Penny Lane advised that the Committee members present did not form a quorum.

1. BUSINESS ARISING

1.1 Little Blue Dinosaur Foundation
The Little Blue Dinosaur Foundation (LBD) is a community organisation that aims to educate and protect child pedestrians from the dangers associated with roadways and motor vehicles. LBD representative Ms Justine Kerrigan has requested to launch the LBD Holiday Time road safety campaign in the Lake Barrington area over the Tasmanian school holidays. Further information on LBD can be found at www.littlebluedionsaur.org.

LBD representative Ms Justine Kerrigan was unable to attend this meeting. Ms Kerrigan will be invited to the next Committee meeting.

1.2 Port Sorell Advisory Committee
The minutes of the Port Sorell Advisory Committee meeting have been forwarded to the Committee members.

1.3 2018 Local Government Elections
Cr Penny Lane advised that due to the 2018 Local Government Elections, this Committee meeting may be her last as a Committee member. Cr Lane advised that the Kentish Council representative to the Committee may be finalised by the new Mayor in November 2018.
1.4 Kentish Voice and Latrobe Council Coast and Country newsletter article

Cr Penny Lane suggested that the Committee include an article in the Kentish Voice and the Latrobe Council Coast and Country newsletter each month. These articles would be designed to increase awareness of the Committee and its role in increasing road safety and road safety awareness in Kentish and Latrobe. Subjects for the proposed articles include information on the Committee, reporting near misses to Tasmania Police, cyclist safety on the roads, awareness on rural roads and CRSC project updates.

It was resolved that the Committee would discuss the proposed articles in the Kentish Voice and Latrobe Council Coast and Country newsletter at the next Committee meeting.

2. SAFER ROADS
Nil

3. SAFER SPEEDS
Nil

4. SAFER PEOPLE
Nil

5. SAFER VEHICLES
Nil

6. PROJECT UPDATES
6.1 COMMUNITY ROAD SAFETY GRANT
Council was advised by the Dept. of State Growth that its grant application under the Community Road Safety Grants Program for the Roadside Worker Safety Project was successful. The Grant amount is $2,000, with an acquittal date of June 2019.

RMWS Julie Patterson advised that the graphics for the project have been forwarded to Red Elephant Creative, Latrobe. A proof of the project will be provided when it is completed.

7. FUTURE PROJECTS
The committee discussed at its August 2017 meeting to add a standing agenda item listing possible future projects to consider when funding becomes available.

<table>
<thead>
<tr>
<th>Proposal Date</th>
<th>Project</th>
<th>Anticipated Outcomes</th>
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| June 2019     | Upgrade VMS to include radar functionality | - Enable VMS to encourage speeding motorists to slow down  
- Ability to monitor traffic speeds in areas |
| June 2019     | Bike lane between Spreyton and Latrobe | - Provide visual separation between cyclists and motorists  
- Encourage greater road safety |
| June 2019     | School student road safety survey/forum | - Engage young people in identifying strategies in which we can improve road safety |
8. GENERAL BUSINESS

8.1 CYCLIST IDENTIFICATION
Mr Targett noted that the Tasmanian Motorcycle Council is a proponent for a system that allows for the identification of cyclists on the road. In the event there are breaches of the law or unsafe road use, the cyclist could be identified, and details forwarded to police in the same manner that registered vehicles can be.

Mr Targett requested CRSC support for the Tasmanian Motorcycle Council recommendation to register cyclists on the road. Sergeant Maingay noted that the idea would require changes to state legislation for it to be effective.

Mr Targett was not present at this meeting. The matter was deferred to the December 2018 meeting.

8.2 TASMANIAN MOTORCYCLE TRAINING
Mr Targett raised the notion of providing older aged motorcycle drivers the opportunity to attend a skill refresher course if they were returning to motorcycle riding after an extended absence. Sgt Maingay requested that appropriate clothing be addressed as an important safety concern with any training course.

Mr Targett was not present at this meeting. The matter was deferred to the December 2018 meeting.

8.3 COMMUNITY ROAD SAFETY COMMITTEE
Cr Young requested at the Committee meeting held 13 August 2018 that Committee re-evaluate the direction and membership of the CRSC at the next meeting. Cr Young further noted that the Committee is now struggling with membership.

Cr Perkins commented at the Committee meeting held 13 August 2018 that the CRSC was almost irrelevant as both Councils rarely consulted the Committee before making recommendations on Road Safety issues. Cr Perkins noted at the meeting that the Committee has been struggling to maintain stakeholder membership and that the DSG representation had been removed. Cr Perkins had commented that it may be time to resend invitations to former members to generate interest in the Committee’s activities.

A list of potential Committee members was generated for the approval of the Committee at the next meeting. The members include Kentish SES, Tasmanian Ambulance, Kentish Fire Brigade, Kentish Horse Riders, Sheffield School, Little Blue Dinosaur Foundation (Community Member) and Mr Don Reynolds (Community Member).

A copy of the minutes of previous meetings have been circulated to Committee members.

The Committee resolved that at the next Committee meeting the following issues would be addressed:
   a. The list of potential Committee Members will be discussed.
   b. Re-evaluate the direction of Committee.

Meeting closed: 10.07am

NEXT MEETING 10 DECEMBER 2018 AT KENTISH COUNCIL OFFICES
Sheffield Recreation Precinct Advisory Committee of Council  
Meeting held 11 October 2018 at 6.00pm  
Kentish Council Offices

MINUTES

1. Attendance
   Mayor Don Thwaites
   Cr Terry Hughes
   Leigh Gracie - Community Development Officer - Chair
   Jean Treloar – Sheffield Pony and Hack Club
   Peter King - Sheffield Cricket Club
   Tim Irvine - Sheffield Cricket Club
   Mark Beach-Ross - Community Representative
   Graham Shoesmith – Red Water Creek Heritage and Steam Society
   Chris Martin – Red Water Creek Heritage and Steam Society
   Andy Walsh - Kentish Community Men’s Shed

   Apologies
   Shane Bird - Sheffield Football Club
   Darrin Cunningham – Team Leader Community Services
   Robert Perkins – Tasmanian Tractor Pull and Vintage Tractor Association

Acronyms
SCC – Sheffield Cricket Club
SFC – Sheffield Football Club
KCMS – Kentish Community Men’s Shed
SPHC – Sheffield Pony and Hack Club
RWCHSS – Red Water Creek Heritage and Steam Society
TTPVTA – Tasmanian Tractor Pull and Vintage Tractor Association

2. Confirmation of Minutes
   It was resolved that the minutes of the meeting held 12 July 2018 were a true and accurate account of what occurred.

3. Business Arising
   3.1 Pony and Hack Club Topsoil
   The Clubs grounds would benefit from some additional topsoil, and it was requested that soil reclaimed from the Spring Street road works be taken to the site for use. Mrs Treloar noted this soil had not yet been received.

   It was resolved that: Council staff would investigate the matter. Council staff have advised that the topsoil from the Spring Road site is being kept for the regeneration of that project. Topsoil will be delivered as it becomes available.

   3.2 Tractor Pull Area Topsoil
   The current Tractor Pull area would benefit from some additional topsoil, which was previously requested from Council. Mr Martin noted this soil had not yet been received.
It was resolved that: **Council staff would investigate the matter.** Council Staff have advised that the topsoil from the Spring Road site is being kept for the regeneration of that project. Topsoil will be delivered as it becomes available.

### 3.3 Sheffield Cricket Club Drainage
The SCC requested Council investigate the drainage of the training facility at the eastern end of the grounds. Mr O’Toole noted that the road next to the facility was slightly higher than the training area causing water to flow onto the grounds during heavy rain and pool on the pitch. The run off from the road was causing further damage as it was leaving sediment on the synthetic turf.

It was resolved that: **Council staff have investigated the drainage at the facility.** The site will require grading to assist water in draining away from the area. The work is scheduled for late spring, weather permitting.

### 3.4 Indoor Training Facility
The SCC was concerned that Council had not fully considered the height requirements for indoor netting and the need for synthetic turf for the proposed indoor training facility. Mr Irvine advised the Committee he had discussed the matter for former CDO Chris Clark approximately 18 months ago; however, he was unaware if the matter had progressed further.

Risk Officer Robert Taylor advised that the height recommended to S Group architects by Mr Chris Clark was 3.8m. This is the recommended height for indoor training nets by Cricket Tasmania. Further discussion with Mr Luke Davies, Davies Construction has resulted in the height of the nets being raised to 4.1m.

### 3.5 Sheffield RV Park
Mrs Treloar advised the Committee that a small number of people have been abusing the Sheffield RV Park. A member of the public had lived at the park for a number of weeks before the matter was reported to Council. The second person that had attempted to camp at the RV park has not been seen at the location in some time. Council has previously requested that the RWCHSS provide better management of the park. RWCHSS were to raise the matter with the Sheffield RV Park manager.

Mr Graeme Shoesmith advised that the Sheffield RV Park manager was monitoring the situation. Mr Shoesmith noted the problem occurred when people entered the park after the manager had complete his rounds. The park manager has varied the time of his rounds to limit this occurrence, however it is not possible to catch every offender.

### 3.6 Pony and Hack Club Ground RV Access
Mrs Treloar advised the Committee that during SteamFest a number of RV’s were directed to camp on the SPHC grounds as the RV Park was full. The RV’s had been charged before relocating. The Sheffield RV Park does not have permission from the SPHC for the use of their grounds as a RV facility. RWCHSS were to investigate the matter.

Mr Chris Martin advised he was not aware of any person that had been directed to the SPHC grounds during SteamFest 2018.

### 3.7 Sheffield Cricket Club Development Application
Mr Peter King presented information on the SCC proposed Development Application for the installation of a shipping container at the Sheffield Recreation Ground.

The purpose of the shipping container would be to store and secure the junior and senior playing gear and equipment. The shipping container would be located at the junior oval and be painted a neutral colour on three sides with a mural painted on the western side. A shade structure would be erected on the eastern side. The container would be purchased by the SCC.

Mr Chris Martin advised that the RWCHSS had a 6m x 4m secure, timber ticket box with an awning that could potentially be used by SCC. The ticket box sits on a sled and can be moved by forklift. The ticket box is more in keeping with the proposed aesthetic of the Recreation Precinct and Redwater Creek developments. The ticket box would be required once per year by RWCHSS. Mayor Thwaites advised that the Pony and Hack Club toilet block at the Recreation Precinct may be available for use as a storage facility once the new trailhead toilet facility has been constructed. Mayor Thwaites noted that the combined use of the RWCHSS ticket box and proposed storage area could potentially save the SCC funds as they would not need to purchase a storage container or submit a Development Application.

It was resolved that SCC would view the ticket box at RWCHSS.

4. Update of Recreation Precinct Masterplan
   4.1 Change Room Redevelopment
   The plans are currently being worked on to enable:

   The expected timeframes for the project are as follows:
   - Planning approval completed
   - Building application submitted April 2018
   - BA approved May 2018
   - Tender for Construction April 2018
   - Council approval of Tender 19 June 2018 – Davies Construction
   - Construction period July – December 2018
   - Project handover December 2018/ January 2019

   It was resolved that:
   i. This information be received.
   ii. Contact be made with roster coordinators of both the NWFA and NWTCA to factor in the redevelopment works when scheduling games.

   The roof work is almost complete for the project, with cladding and block works ongoing. Once the roof has been completed the interior electrical work and fit out will begin. The completion date for the project is being reviewed by S Group and Davies Construction. Work is currently on track for a mid-December 2018 completion due to a two-week delay to the start of the project and a further five days lost to wet weather.

   4.2 Precinct Fencing
   Considering the changes to the use of the precinct stemming from expansion and new developments, it was requested that Team Leader Customer and Community Services Darrin Cunningham provide an update on the progress of the Recreation Precinct Masterplan at the next Committee meeting.
Mr Cunningham was unavailable for this meeting. Mr Cunningham provided an update to Ms Leigh Gracie. Ms Gracie advised that changes to the precinct fencing had been suspended due to a competitive neutrality complaint lodged with the Office of the Tasmanian Economic Regulator (OTTER) in relation to operation of low cost camping and caravan/recreational vehicle parking in Kentish.

Mayor Thwaites advised that OTTER has investigated the complaint and determined that it is justified, and that Council has contravened the competitive neutrality principles in that it has not demonstrated that it has applied full cost attribution to the caravan/RV parking services provided at the Sheffield RV Park.

Council has written to OTTER stating that it will review the charge based on full cost attribution principles. Council requested a period of three months to undertake this work.

It was resolved that an update on the progress of the competitive neutrality complaint and progress of the Recreation Precinct Masterplan be provided at the next Committee meeting.

5. **Funding Allocation**
No requests.

6. **Member Reports**

**Tasmanian Tractor Pull and Vintage Tractor Association**
No Report

**Kentish Community Men’s Shed**
Cr Terry Hughes advised that the KCMS are drafting plans for a further 15m workshop that will include a welding bay and space to work with machinery. The KCMS are hoping to secure funding for the project as part of the upcoming Federal Government election or via a grant application.

Cr Hughes noted that work was progressing on the Blacksmith Shop. Four wooden poles have been sourced to complete the verandah and will be installed soon, weather permitting.

Students from Sheffield School will be visiting the KCMS to learn about the Community Men’s Sheds, and to assist in dismantling pallets. The KCMS discussed the potential Billy Cart Project with Sheffield School teacher Mr Ben Wilden. The project may occur in 2019.

Cr Hughes welcomed two new members to the Men’s Shed. A new blacksmith vice has been donated by Mr Peter Campbell.

**Sheffield Football Club**
No Report

**Sheffield Cricket Club**
Mr Tim Irvine advised that the first game of the season was held on 20 October 2018. The SCC welcomed their inaugural women’s cricket team, an under 13’s team, and a potential under 15’s team. Mr Irvine noted that both boys and girls can play on the under 13 and under 15 teams.

The SCC offered its thanks to Council for the weed control and grass seeding works undertaken on the grounds.
Mr Irvine confirmed that SCC would not be hosting a cricket match during SteamFest 2019 to be held from 9 - 11 March 2019.

Mr Irvine noted that entrance to the grounds via East Victoria Street horse paddock has been blocked by a large pile of dirt. It had been requested that Council move the fence at the site to allow for emergency access to the grounds. Mr Irvine noted that the fence has not yet been moved.

It was resolved that Council staff would investigate the matter.

Sheffield Pony and Hack Club
Mrs Jean Treloar advised that the SPHC would be hosting the One Day Event on Sunday, 25 November 2018 at the Pony and Hack Club and Sheffield Recreation Precinct. Mrs Treloar requested:

a. SCC confirm that no match would be held on the oval on Sunday, 25 November 2018.
b. SCC approval to use the grounds for the event.
c. RWCHSS approval to use the grounds for the event.

It was resolved that SCC and RWCHSS will confirm the event with their Committees and forward the approvals to SPHC.

Sheffield Steam and Heritage Centre
Mr Martin advised that RWCHSS had recently hosted a dog show that attracted 300 – 400 attendees. The Medieval Fest 2018 will be held at Redwater Creek on 13-14 October 2018.

Mr Shoesmith noted that one of the Council funded heritage lights had been bent prior to delivery. It is uncertain if the light arrived bent from an accident in transit and was received without inspection, or if it had been damaged while at the Council Depot. RWCHSS will attempt to have the light repaired.

Mr Martin advised that a Heritage Timber display is being erected at Redwater Creek. Mr Martin advised that this display was a timely addition as RWCHSS was re-introducing the chopping competition for SteamFest 2019. Mr Shoesmith advised that competition will be occurring on the Monday of the SteamFest long weekend to potentially increase numbers for the final day of the event.

Mr Shoesmith advised that the miniature railway station house was almost complete. The traverser track requires further works, with water to be installed between the firing bays.

Community Representative
No Report

7. General Business
7.1 Sheffield Football Club Ticket Box
The ticket box at the entrance of the Sheffield Recreation Ground has been damaged by vandals. SFC advised that a new 3m x 3m ticket box will be installed. Mr Tony Braid has installed a concrete slab for the new structure next to the current ticket box.
7.2 Dangerous Trees
Mrs Treloar advised that SPHC organised with Council to remove dangerous trees on the grounds. Mrs Treloar thanked Council staff for not only removing the trees but checking the remaining trees on the grounds and removing dangerous branches.

7.3 Sheffield Bark Park
Mayor Thwaites noted that the Sheffield Bark Park was considered part of the Sheffield Recreation Precinct and was affected by the decisions of the Committee. Mayor Thwaites recommended that a representative of the Sheffield Bark Park be invited to attend the Sheffield Recreation Precinct Committee meetings.

It was resolved that CDO Leigh Gracie would contact Ms Kim Johnson and Cr Penny Lane regarding a representative from the Sheffield Bark Park attending Committee meetings.

7.4 Wild Mersey Trailhead Facilities
A copy of the proposed toilet, shower and bike washdown facilities was circulated to the Committee members. It was noted that the facilities effect the SPHC, and that it was important that the facilities suit the SPHC needs as well at the Wild Mersey MTB trail users.

8. Next Meeting: TBA

Meeting closed: 7:35PM
REPORT ON DEVELOPMENT PROPOSAL

GENERAL INFORMATION

Development Application Number: DA 2018/002
Applicant: K J & D L Scott
Development Proposal: Proposed dwelling
Address of Development: 28 Coles Road, Acacia Hills
Property Identification Number: 2651843
Certificate of Title: CT 144639/1
Zoning: Rural Living
Use Status of Proposed Development: Discretionary
Recommendation: Approval with conditions
Discretions Invoked: Dwelling density and reduced setback (South western boundary – 20m to 4.5m, north western boundary 10m to 3m, north eastern boundary 10m to 4.8m)

PROPOSAL DESCRIPTION

Council is in receipt of an application made under Section 57 of the Land Use Planning and Approvals Act 1993 for a proposed dwelling at 28 Coles Road, Acacia Hills.

The proposed dwelling has a floor area of 92m² and a maximum height no greater than 6m from natural ground level. It comprises a combined kitchen/dining area, family area, living room, main bedroom with ensuite, entryway, and washroom. The proposal also includes a carport with an area of 18m² that abuts the dwelling to the south. The dwelling is clad with a mix of Colorbond and existing modular building materials and roofed with Colorbond.

The dwelling is setback a minimum of 4.5m from Coles Road, 3m from the north-west title boundary, and 4.8m from the north-eastern title boundary.

A copy of the site plan, floor plan and elevation plan for the proposal are shown in Figures 1 – 3.
Figure 1 Site Plan
Figure 3 Elevation Plan
SITE LOCALITY AND CHARACTERISTICS

The subject title (CT 144639/1) comprises 866m² and contains cleared pasture and native vegetation. The adjoining title to the north-west/south-west is a larger title and contains a single dwelling, outbuildings, native vegetation and cleared pasture. This title is bisected by an unmade road reservation. The title to the east of the unmade road reservation is also a larger title and contains a single dwelling, outbuildings, native vegetation, cleared pasture and a dam. The title facing the subject title on the opposite side of Coles Road contains a single dwelling, an outbuilding and cleared pasture.

An aerial view of the existing use and development on both the subject site and surrounding area is shown in Figure 4.
PLANNING SCHEME CONSIDERATIONS

The site is located within the Rural Living zone under the Kentish Interim Planning Scheme 2013 as shown in the zoning map in Figure 5.

Overlays and Specific Areas

The site is not affected by any overlays or Specific Areas under the Planning Scheme

REFERRALS

The application did not require any external referrals.

INTERNAL REFERRALS

The application was referred to Council's Engineering, Environmental Health and Building departments and the following responses were received.

Engineer’s report and recommended conditions

Comments:

- The owner is open to the possibility of changes to road culverts to make better use of the small site. Irrespective of that a driveway is required and a condition must be included accordingly.

Conditions:

- Works within road reservation

  Unless shown otherwise on a site plan approved by Council a single 3.6 metre wide driveway is to be located in the road reservation from the edge of the existing roadway in conformance with Council Standards and used as the primary means of accessing the property.

  New driveways are to be constructed to ensure adequate drainage is maintained and in accordance with Standard Drawing TSD-R03-v1 & TSD-
R04-v1. Secondary redundant driveways are to be removed and reinstated to suit the surrounding nature strip in conformance with Council Standards.

Note:
- Prior to commencing any works within the road reservation an Application for Works Within Kentish Council Road Reservations for a permit required by the Local Government (Highways) Act 1982 must be lodged and a permit obtained from Council. Any works proposed by the developer to adjust the established road drainage and associated infrastructure are to be detailed and included in the application.

Environmental Health Officer's report and recommended conditions
Comments:
- An onsite meeting with the property owner identified the constraints on the property and what type of system would be the most suitable. The design of the system as per the system layout designed by Warren Newell of Geo Services is within the permitted setback distances prescribed in AS/NZS 1547:2012.

    It has been recommended to the land owner that the designer be onsite to consult with the plumber to ensure the system is installed as per the design plan.

- Environmental consultants report received from EAW Geo Services (report number 375, dated 5 September 2018. This report for on-site wastewater disposal generally complies with AS1547.

Conditions:
- A copy of the environmental consultant's report and design for on-site waste water disposal, in accordance with the National Construction Code and AS 1547, is required with the application for a Certificate of Likely Compliance (Plumbing).

Building Department's report and recommended conditions
Comments:
- Relevant approvals must be sought under the Building Act 2016 for all building and plumbing works.

Conditions:
- Nil.

PROVISION OF SERVICES
The subject title fronts a Council maintained gravel road. There is no reticulated sewerage service or water supply in the area. Wastewater is to be managed within the title boundaries by a system approved by Council and water supply is to be via on-site storage. Connections to TasNetworks electricity infrastructure and telecommunications infrastructure can be achieved.

ADVERTISING
The proposal was advertised in accordance with the Land Use Planning and Approvals Act 1993 on 27 October 2018 and one (1) representation was received.

DEVELOPMENT STANDARDS AND RELEVANT ASSESSMENT
The application was received as a Section 57 application under the *Land Use Planning and Approvals Act* 1993. It is required to be assessed under the Kentish Interim Planning Scheme 2013.

**The Kentish Interim Planning Scheme 2013**

The application will be considered as per the requirements of Clause 8.10, which sets out the matters that Council shall take into consideration when assessing an application. Clause 8.10 reads as follows:

**8.10 Determining Applications**

8.10.1 In determining an application for any permit the planning authority must, in addition to the matters required by ss51(2) of the Act, take into consideration:

a) all applicable standards and requirements in this planning scheme; and

b) any representations received pursuant to and in conformity with ss57(5) of the Act, but in the case of the exercise of discretion, only insofar as each such matter is relevant to the particular discretion being exercised.

8.10.2 In determining an application for a permit for a discretionary use the planning authority must, in addition to the matters referred to in subclause 8.10.1, have regard to:

a) the purpose of the applicable zone;

b) Any relevant local area objective or desired future character statement for the applicable zone;

c) the purpose of any applicable code; and

d) the purpose of any applicable specific area plan.

but only insofar as each such purpose, local area objective or desired future character statement is relevant to the particular discretion being exercised.

8.10.3 In determining an application for any permit the planning authority must not take into consideration matters referred to in Clauses 2.0 and 3.0 of the planning scheme.

The subject site is located within the Rural Living zone.

The proposal is assessed under the relevant use and development standards for the Rural Living zone as follows.

Clause 8.2 of the Planning Scheme requires use or uses of land for which use and development is proposed to be categorized in accordance with the definitions contained in Table 8.2. The proposal has been categorized as *Residential*.

Under Table 8.2: Use Classes, *Residential* means:

*Use of land for self-contained or shared living accommodation.*

Under Clause 13.2: Use Table, *Residential* use has permitted status in the Rural Living zone.

Clause 8.8 (b) of the planning scheme states that an application becomes discretionary if it relies on performance criteria for compliance with any standard.
The proposal invokes discretion by relying on Performance Criteria P1 for Clauses 13.4.2 (dwelling density) and 13.4.3 (reduction in building setback).

13.4 Development Standards

13.4.1 Suitability of a site or lot for use or development

**Objective:**

The minimum properties of a site and of each lot on a plan of subdivision are to -

a) provide a suitable development area for the intended use;

b) provide access from a road; and

c) make adequate provision for a water supply and for the drainage and disposal of sewage and stormwater

<table>
<thead>
<tr>
<th>Acceptable Solution</th>
<th>Performance Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A1</strong> Each site or each lot on a plan of subdivision must –</td>
<td><strong>P1</strong> A site or each lot on a plan of subdivision must –</td>
</tr>
<tr>
<td>(a) have an area of not less than –</td>
<td>(a) if intended for residential use be of sufficient size to be consistent with clauses 13.1.1, 13.1.2 and 13.1.3 having regard to -</td>
</tr>
<tr>
<td>(i) 1.0ha excluding any access strip; or</td>
<td>1. the number, size and distribution of existing and approved lots on land in the vicinity;</td>
</tr>
<tr>
<td>(ii) if in a locality shown in the Table to this Clause, not less that the site area shown for that locality; and</td>
<td>2. the pattern, intensity and character of established use and development on other lots in the vicinity;</td>
</tr>
<tr>
<td>(b) if intended for a building, contain a building area –</td>
<td>3. the capacity of any available or planned utilities; and</td>
</tr>
<tr>
<td>(i) of not more than 1,000 m2;</td>
<td>4. capability of the land to accommodate residential use; and</td>
</tr>
<tr>
<td>(ii) clear of any applicable setback from a frontage, side or rear boundary;</td>
<td>(b) be of sufficient size for the intended use having regard to the effect of one or more of the following as are relevant to the size of a site or lot -</td>
</tr>
<tr>
<td>(iii) clear of any applicable setback from a zone boundary;</td>
<td>(i) topography of the land and land in the vicinity;</td>
</tr>
<tr>
<td>(iv) clear of any registered easement;</td>
<td>(ii) natural drainage of the land and land in the vicinity;</td>
</tr>
<tr>
<td>(v) clear of any registered right of way benefiting other land;</td>
<td>(iii) the desirability of protecting native vegetation, landscape features, natural and cultural values;</td>
</tr>
<tr>
<td>(vi) clear of any restriction imposed by a utility;</td>
<td>(iv) provision for management of exposure to natural hazards;</td>
</tr>
<tr>
<td>A2</td>
<td>P2</td>
</tr>
<tr>
<td>----</td>
<td>----</td>
</tr>
</tbody>
</table>
| A site or each lot on a subdivision plan must have a separate access from a road –  
(a) across a frontage over which no other land has a right of access; and  
(b) if an internal lot, by an access strip connecting to a frontage over land not required as the means of access to any other land; or  
(c) by a right of way connecting to a road –  
  i. over land not required as the means of access to any other land; and  
  ii. not required to give the lot of which it is a part the minimum properties of a lot in accordance with the acceptable solution in any applicable standard; and  
(d) with a width of frontage and any access strip or right of way of not less than 6.0m; and  
(e) the relevant road authority in accordance with the Local Government (Highways) Act 1982 or the Roads and Jetties Act 1935 | A site must have a reasonable and secure access from a road provided –  
(a) across a frontage; or  
  i. by an access strip connecting to a frontage, if for an internal lot; or  
  ii. by a right of way connecting to a road over land not required to give the lot of which it is a part the minimum properties of a lot in accordance with the acceptable solution in any applicable standard; and  
  iii. the dimensions of the frontage and any access strip or right of way must be adequate for the type and volume of traffic likely to be generated by –  
    a. the intended use; and  
    b. the existing or potential use of any other land which requires use of the access as the means of access for the land; and  
  iv. the relevant road authority in accordance with the Local Government (Highways) Act 1982 or the Roads and Jetties Act 1935 must have advised it is satisfied adequate arrangements can be made to provide |
must have advised it is satisfied adequate arrangements can be made to provide vehicular access between the carriageway of a road and the frontage, access strip or right of way to the site or each lot on a proposed subdivision plan. vehicular access between the carriageway of a road and the frontage, access strip or right of way to the site or each lot on a subdivision plan; or

(b) It must be unnecessary for the development to require access to the site or to a lot on a subdivision plan.

A3

A site or each lot on a plan of subdivision must be capable of connecting to a water supply –

(a) from a connection to a water supply provided in accordance with the Water and Sewerage Industry Act 2008; or

(b) from a rechargeable drinking water system R6 with a storage capacity of not less than 10,000 litres if –

(i) there is not a reticulated water supply; and

(ii) development is for –

a. a single dwelling; or

b. a use with an equivalent population of not more than 10 people per day.

P3

(a) There must be a water supply available for the site or for each lot on a plan of subdivision with an adequate level of reliability, quality and quantity to service the anticipated use of the site or the intended use of each lot on a plan of subdivision; or

(b) It must be unnecessary to require a water supply

A4

A site or each lot on a plan of subdivision must be capable of draining and disposing of sewage and trade waste –

(a) to a reticulated sewer system provided in accordance with the Water and Sewerage Industry Act 2009; or

(b) by on-site disposal if –

(i) sewage or trade waste cannot be drained to a reticulated sewer system; and

P4

(a) A site or each lot on a plan of subdivision must drain and dispose of sewage and trade waste –

(i) in accordance with any prescribed emission limits for discharge of waste water;

(ii) in accordance with any limit advised by the Tasmanian Environmental Protection Agency;

(iii) without likely adverse impact for the health or amenity of the land and adjacent land;
(ii) the development -
   a. is for a single dwelling; or
   b. provides for an equivalent population of not more than 10 people per day; or
   c. creates a total sewage and waste water flow of not more than 1,000l per day; and

(iii) the site has capacity for on-site disposal of domestic waste water in accordance with AS/NZS1547:2012 On-site domestic wastewater management clear of any defined building area or access strip

(iv) without compromise to water quality objectives for surface or ground water established under the State Policy on Water Quality Management 1997; and

(v) with appropriate safeguards to minimise contamination if the use or development has potential to –
   a. indirectly cause the contamination of surface or ground water; or
   b. involve an activity or process which requires the use, production, conveyance or storage of significant quantities of sewage or trade waste that may cause harm to surface or ground water if released through accident, malfunction, or spillage; or

(b) It must be unnecessary to require arrangements for the drainage and disposal of sewage or trade waste

<table>
<thead>
<tr>
<th>A5</th>
<th>P5</th>
</tr>
</thead>
<tbody>
<tr>
<td>A site or each lot on a plan of subdivision must be capable of draining and disposing of stormwater –</td>
<td>(a) A site or each lot on a plan of subdivision must drain and dispose of stormwater –</td>
</tr>
<tr>
<td>(a) for discharge to a stormwater system provided in accordance with the Urban Drainage Act 2013; or</td>
<td>(i) to accommodate the anticipated stormwater -</td>
</tr>
<tr>
<td>(b) if stormwater cannot be drained to a stormwater system –</td>
<td>(ii) without likelihood for concentration on adjacent land;</td>
</tr>
<tr>
<td>(i) for discharge to a natural drainage line, water body, or watercourse; or</td>
<td>(iii) without creating an unacceptable level of risk for the safety of life or for use or development on the land and on adjacent land;</td>
</tr>
<tr>
<td>(ii) for disposal within the site</td>
<td>(iv) to manage the quantity and rate of discharge of stormwater to receiving waters;</td>
</tr>
<tr>
<td></td>
<td>(v) to manage the quality of</td>
</tr>
</tbody>
</table>
if –

a. the site has an area of not less than 5000m²;

b. the disposal area is not within any defined building area;

c. the disposal area is not within any area required for the disposal of sewage;

d. the disposal area is not within any access strip; and

e. not more than 50% of the site is impervious surface; and

(iii) the development is for a single dwelling

stormwater discharged to receiving waters; and

(vi) to provide positive drainage away from any sewer pipe, on-site sewage disposal system, or building area; or

(b) It must be unnecessary to require arrangements for the drainage and disposal of stormwater.

Table to Clause 13.4.1 A1

<table>
<thead>
<tr>
<th>Locality</th>
<th>Site Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Spreyton</td>
<td>2 ha</td>
</tr>
</tbody>
</table>

The subject title comprises 866m². It is part of a subdivision that created lots for residential use approved under a previous planning scheme.

An assessment by an environmental consultant has demonstrated that wastewater from the proposed dwelling can be disposed of within the title boundaries.

The proposed development is clear of all areas required for the disposal on-site wastewater. The subject title contains a way leave easement in favour of TasNetworks. The proposed development is not contained within the easement area. The subject title is accessed from Coles Road.

**The proposal complies with A1 for this Standard.**

The subject title has frontage onto Coles Road.

**The proposal complies with A2 for this Standard.**

Water supply is provided via on-site storage. A condition will be included on the permit as follows:

A rechargeable drinking water system with a storage capacity of not less than 10,000l to be provided for domestic use.

The proposal complies with A3 for this Standard.

An Onsite Wastewater Design Report, completed by Warren Newell of EAW Geo Services, was submitted with the application. Mr. Newell is a suitably qualified person. The report demonstrates that wastewater from the proposed dwelling can be disposed of within the title boundaries.

**The proposal complies with A4 for this Standard.**
The subject title comprises 866m². It is located within a rural area and there is no legislative requirement for stormwater management systems in rural areas.

The Acceptable Solution allows for stormwater to be discharged to a natural drainage line, waterbody or watercourse.

**The proposal complies with A5 for this Standard.**

### 13.4.2 Dwelling Density

**Objective:**

Residential dwelling density is to –

(a) make efficient use of land for housing;

(b) optimise utilities and community services; and

(c) be consistent with any constraint on suitability of the land for residential use.

<table>
<thead>
<tr>
<th>Acceptable Solution</th>
<th>Performance Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td></td>
</tr>
<tr>
<td>The site area per dwelling must –</td>
<td>The number of dwellings on a lot or site must be consistent with –</td>
</tr>
<tr>
<td>(a) be not less than 1.0 ha; or</td>
<td>(a) clauses 13.1.1, 13.1.2 and 13.1.3 having regard to –</td>
</tr>
<tr>
<td>(b) if the site is in a locality shown in the Table to this Clause, the site area for that locality</td>
<td>(i) the size of any existing or approved lot or site on land in the vicinity; and</td>
</tr>
<tr>
<td></td>
<td>(ii) the pattern, intensity and character of established use and development on other lots in the vicinity; and</td>
</tr>
<tr>
<td></td>
<td>(b) the capability of the land for residential use having regard to the effect of one or more of the following as are relevant to the size of a site or lot -</td>
</tr>
<tr>
<td></td>
<td>(i) topography;</td>
</tr>
<tr>
<td></td>
<td>(ii) natural drainage;</td>
</tr>
<tr>
<td></td>
<td>(iii) the desirability of protecting native vegetation, landscape features, natural and cultural values;</td>
</tr>
<tr>
<td></td>
<td>(iv) provision for management of exposure to natural hazards;</td>
</tr>
<tr>
<td></td>
<td>(v) provision for access to the building area;</td>
</tr>
<tr>
<td></td>
<td>(vi) compliance to the acceptable solution criteria in any applicable standard for location and separation of a building in relation</td>
</tr>
</tbody>
</table>
to a frontage, side or rear boundary or zone boundary and from adjacent buildings;

(vii) arrangements for the convenient provision of roads and access to the land;

(viii) arrangements for the provision of a water supply and for the drainage and disposal of sewage and stormwater;

(ix) any restriction or requirement of a lawful easement or statutory interest in the land; and

(x) opportunity for solar access to each building.

<table>
<thead>
<tr>
<th>Locality</th>
<th>Site Area per Dwelling</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Spreyton</td>
<td>2 ha</td>
</tr>
</tbody>
</table>

The subject title comprises 866m².

Council has discretion to consider a reduction in the minimum permitted site area of 1ha to 866m² provided that the proposed dwelling is consistent with the purpose of the Rural Living Zone as well as the relevant Local Area Objectives and Desired Future Character Statements, having regard to the:

- size of any existing or approved lot or site on land in the vicinity; and
- the pattern, intensity and character of established use and development on other lots in the vicinity; and

The capability of the land for residential use having regard to on or more of the following:

- the topography and natural drainage of the lot and the desirability of protecting native vegetation, landscape features, natural and cultural values;
- provision for management of exposure to natural hazards and provision for access to the building area;
- compliance to the acceptable solution in any applicable standard for location and separation of a building in relation to a frontage, side or rear boundary or zone boundary and from adjacent buildings;
- arrangements for the convenient provision of roads and access to the land, provision of a water supply and for the drainage and disposal of sewage and stormwater;
- any restriction or requirement of a lawful easement or statutory interest in the land; and
- opportunity for solar access to a building area.

The purpose of the Rural Living zone is to provide for residential use or development on large lots in a rural setting where services are limited.
The Local Area Objectives state that the type, scale and intensity of use or development is to be consistent with the capacity of infrastructure services, land capability, the level of risk from exposure to natural hazards, and the protection of land significant for primary production.

The Desired Future Character Statements state that development in the Rural Living zone is to provide a landscape in which buildings are set well apart from buildings on adjacent sites and from the frontage road.

The subject title is part of a subdivision that created lots for residential use approved under a previous planning scheme.

An assessment by an environmental consultant has demonstrated that wastewater from the proposed dwelling can be disposed of within the title boundaries.

The proposed development is clear of all areas required for the disposal on-site wastewater. The subject title contains a way leave easement in favour of TasNetworks. The proposed development is not contained within the easement area. The subject title is accessed from Coles Road.

It is adjoined by a number of larger residential lots and development on those lots does not impede solar access to the subject title.

The proposal satisfies P1 for this Standard.

### 13.4.3 Location and configuration of development

<table>
<thead>
<tr>
<th>Objective:</th>
<th>Acceptable Solutions</th>
<th>Performance Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>The location and configuration of development is to –</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) provide for retention of the rural setting;</td>
<td>A1</td>
<td></td>
</tr>
<tr>
<td>(b) be consistent with land capability;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) provide a consistent separation between the development area on adjacent sites and between development and a road;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) provide consistency in the apparent scale, bulk, massing, and proportion of adjacent buildings;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e) provide sufficient site area for open space, utilities, and vehicle parking; and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(f) assist to attenuate likely impact on amenity of residential use on adjacent land.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A building, utility structure, garage or carport must be setback from a frontage –</td>
<td>P1</td>
<td></td>
</tr>
<tr>
<td>(a) not less than 20.0m;</td>
<td>The setback of a building, utility structure, or carport from a frontage must be -</td>
<td></td>
</tr>
<tr>
<td>(b) not less than or not more than the setbacks for any existing building on each of the immediate adjoining sites;</td>
<td>(a) consistent with the rural setting and streetscape; and</td>
<td></td>
</tr>
<tr>
<td>(c) not less than for any building retained on the site;</td>
<td>(b) required by a constraint imposed by –</td>
<td></td>
</tr>
<tr>
<td>(d) in accordance with any building</td>
<td>(i) size and shape of the site;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) orientation and topography of land;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) arrangements for a water supply and for the drainage and disposal of</td>
<td></td>
</tr>
</tbody>
</table>
area shown on a sealed plan of subdivision; or
(e) if the site abuts a road shown in the Table to this clause, the setback specified for that road.

<table>
<thead>
<tr>
<th>sewage and stormwater;</th>
</tr>
</thead>
<tbody>
<tr>
<td>(iv) arrangements for vehicular or pedestrian access;</td>
</tr>
<tr>
<td>(v) any requirement of a conservation or urban design outcome detailed in a provision in this planning scheme;</td>
</tr>
<tr>
<td>(vi) a utility; or</td>
</tr>
<tr>
<td>(vii) any lawful and binding requirement –</td>
</tr>
<tr>
<td>a. by the State or a council or by an entity owned or regulated by the State or a council to acquire or occupy part of the site; or</td>
</tr>
<tr>
<td>b. an interest protected at law by an easement or other regulation</td>
</tr>
</tbody>
</table>

A2
All buildings must be contained within a building envelope determined by –

| (a) the applicable frontage setback; |
| (b) a setback of not less than 10.0m from each side boundary; |
| (c) a setback of not less than 10.0m from the rear boundary; |
| (d) a setback of not less than 20.0m from any designated building area on each adjacent site; or |
| (e) any building area shown on a sealed plan; and |
| (f) building height of not more than 8.5m. |

P2
Building height and location of a building in relation to site boundaries must –

| (a) minimise likelihood for overshadowing of a habitable room in an adjacent dwelling on the site; |
| (b) take account of the relationship between appearance and design characteristics of the buildings and any buildings on adjacent land; |
| (c) minimise the apparent scale, bulk, massing and proportion relative to any adjacent building; |
| (d) be consistent with the rural setting and the streetscape; |
| (e) respond to the effect of the slope and orientation of the site to attenuate impact on adjacent land |
| A3 | Site coverage must -  
|    | (a) be not more than 500m²; and  
|    | (b) not include any part of a site required for the disposal and drainage of sewage or stormwater; or  
|    | (c) be not more than any building area shown on a sealed plan |
| P3 | Site coverage must –  
|    | (a) retain capacity in any area required for disposal of sewage or stormwater; and  
|    | (b) be consistent with the rural setting and streetscape. |
| A4 | (a) A utility structure must be a power pole, antenna or a single domestic scale turbine to a maximum of 10m in height which is –  
|    | a. not part of a wind farm;  
|    | b. not sited on a skyline; and  
|    | c. if a wind turbine, not located within 60m of a dwelling in other ownership nor within 30m of a public road.  
|    | (b) A building, except a utility structure must be;  
|    | a. located not less than 15m below the level of any adjoining ridgeline; and  
|    | b. not less than 30m from any shoreline to a marine or aquatic water body, water course, or wetland; and  
|    | c. clad and roofed with materials with a light reflectance value of less than 40%. |
| P4 | (a) A utility structure may be a single domestic scale turbine or wind powered pump, if –  
|    | (i) not sited on a skyline; and  
|    | (ii) not located within 30m of a public road.  
|    | (b) The location, height and visual appearance of a building or structure (except a single domestic scale turbine or wind powered pump) must have regard to –  
|    | (i) minimising the visual impact on the skyline;  
|    | (ii) minimising height above the adjacent vegetation canopy;  
|    | (iii) minimising visual impact on the shoreline or a marine or aquatic water body, water course, or wetland where possible; and  
|    | (iv) minimising excessive reflection of light from an external surface. |
| A5 | Area for the display, handling of goods, storage or waste must not be located in front of the building line. |
| P5 | Area for the display, handling or storage of goods must have regard to the nature of the material, distance from the frontage and any screening that is available. |
Table to Clause 13.4.3 A1

<table>
<thead>
<tr>
<th>Road</th>
<th>Setback (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This clause does not apply</td>
<td></td>
</tr>
</tbody>
</table>

The proposed dwelling is setback 4.5m from Coles Road.

Council has discretion to consider a reduction in the required setback from a frontage of 20m to 4.5m for the proposed dwelling provided that the proposed development is:

(i) consistent with the streetscape; and

(ii) required by a constraint imposed by size and shape of the lot, topography or arrangements for waste water disposal or vehicular access.

The properties at 2 Coles Road and 2 Truro Place have frontage setbacks that vary from approximately 6.5m to 10m. The reduction in setback for the proposed dwelling is required due to the constraint imposed by the size and shape of the lot and to facilitate the wastewater management system required.

**The proposal satisfies P1 for this Standard.**

The dwelling is setback a minimum of 4.5m from Coles Road, 3m from the north-west title boundary, and 4.8m from the north-eastern title boundary.

Council has discretion to consider a reduction in the setback of a building in relation to site boundaries provided the dwelling:

- minimises likelihood for overshadowing of a habitable room in an adjacent dwelling;
- takes account of appearance and design characteristics of buildings on adjacent land;
- minimises scale, bulk, massing and proportion relevant to any adjacent building;
- is consistent with the rural setting and streetscape; and
- responds to the effect of slope and orientation of the site to attenuate impact on adjacent land.

The proposed dwelling is more than 45m from any adjacent dwelling. There is ample separation between the lots to prevent overshadowing of a habitable room in an adjacent dwelling.

All of the lots along Coles Road and Truro Place are either vacant or contain a single dwelling. The single dwellings in the area have varying design characteristics and are clad in a variety of materials.

The proposed dwelling has a proposed floor area of 92m² and a maximum height of 6.0m. It is single storey and is smaller than an average dwelling. It will have no more impact on the rural setting than existing development in the area.

The subject title and immediate surrounds slope gently toward the east and north east. An unmade road reservation separates the subject title from the adjacent title to the north east. Land to the north west also contains an unmade road reservation and landscaped gardens appurtenant to the dwelling located on the west of that lot.

**The proposal satisfies P2 for this Standard.**
The subject title is currently vacant. The proposed dwelling has a floor area of approximately 92m². All proposed development is clear of areas required for the disposal and drainage of wastewater and stormwater.

The proposal complies with A3 for this Standard.

The subject title is 40m below the adjoining ridgeline. There are no waterbodies or watercourses within 30m of the proposed development. The dwelling is clad with a mix of Colorbond and existing modular building materials and roofed with Colorbond, which are non-reflective materials.

**The proposal complies with A4 for this Standard.**

The proposal does not involve any display or handling of goods, storage or waste.

**Neither A5 or P5 apply for this proposal.**

### 13.4.4 Acoustic and visual privacy for residential development

#### Objective

(a) The location and configuration of development is to minimise likelihood for –

(b) overlooking of a habitable room, balcony, deck, or roof garden in an adjacent dwelling;

(c) intrusion of vehicle noise from an access strip or communal driveway

#### Acceptable Solution

<table>
<thead>
<tr>
<th>A1</th>
<th>A door or window to a habitable room or any part of a balcony, deck, roof garden, parking space or carport of a building must –</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(a) be not less than 10.0m from a side boundary and 10.0 m from a rear boundary to adjoining land in any zone for residential purposes; or</td>
</tr>
<tr>
<td></td>
<td>(b) be not less than 10.0m from a door or window to a habitable room or any part of a balcony, deck, or roof garden in an adjacent dwelling</td>
</tr>
</tbody>
</table>

#### Performance Criteria

<table>
<thead>
<tr>
<th>P1</th>
<th>Likelihood for overlooking from a door or window in a habitable room or from any part of a balcony, deck, roof garden, parking space, or carport of a building must be minimised by –</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(a) physical separation from the door, window balcony, deck, or roof garden in an adjacent dwelling;</td>
</tr>
<tr>
<td></td>
<td>(b) off-set from a door or window to a habitable room in an adjacent dwelling;</td>
</tr>
<tr>
<td></td>
<td>(c) effective use of screening other than vegetation; or</td>
</tr>
<tr>
<td></td>
<td>(d) effect of topography and natural features</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A2</th>
<th>An access strip or shared driveway, including any pedestrian pathway and parking area, must be separated by a distance of not less than 5.0m horizontally from the door or window to a</th>
</tr>
</thead>
</table>

| P2 | An access strip or shared driveway, including any pedestrian pathway and parking area, must minimise likelihood for impact from over-viewing and noise disturbance on the amenity of any dwelling |
dwelling or any balcony, deck, or roof garden in a dwelling.

The proposed dwelling is more than 45m from any adjacent dwelling. The proposal complies with A1 for this Standard. Neither A2 nor P2 apply for this proposal.

13.4.6 Setback of development for sensitive use.

Objective:
Development for a sensitive use is to -

(a) minimise likelihood for conflict, interference, and constraint between the sensitive use and the use or development of land in a zone that is not for a residential purpose; and

(b) minimise unreasonable impact on amenity of the sensitive use through exposure to emission of noise, fumes, light and vibration from road, rail, or marine transport

Acceptable Solution

<table>
<thead>
<tr>
<th>A1</th>
<th>Performance Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>A building containing a sensitive use must be contained within a building envelope determined by –</td>
<td>P1</td>
</tr>
</tbody>
</table>

(a) the setback distance from the zone boundary as shown on the Table to this clause; and

(b) projecting upward and away from the zone boundary at an angle of 45° above the horizontal from a wall height of 3.0m at the setback distance from the zone boundary

P2 | Development for a sensitive use must – |

(a) have minimal impact for safety and efficient operation of the transport infrastructure; and

(b) incorporate appropriate measures to mitigate likely impact of light, noise, odour, particulate, radiation or vibration emissions; or
(d) a proclaimed wharf area.  

(c) be temporary use or development for which arrangements have been made with the relevant transport infrastructure entity for removal without compensation within 3 years.

**Table to Clause 13.4.6 A1.**

<table>
<thead>
<tr>
<th>Adjoining Zone</th>
<th>Setback (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Business</td>
<td>10.0</td>
</tr>
<tr>
<td>General Business</td>
<td>10.0</td>
</tr>
<tr>
<td>Commercial</td>
<td>10.0</td>
</tr>
<tr>
<td>Light Industrial</td>
<td>10.0</td>
</tr>
<tr>
<td>General Industrial</td>
<td>10.0</td>
</tr>
<tr>
<td>Rural Resource</td>
<td>(a) 50.0;</td>
</tr>
<tr>
<td></td>
<td>(b) 10.0 if the site is a single lot approved for residential use on a plan of subdivision sealed before</td>
</tr>
<tr>
<td>Utilities</td>
<td>10.0</td>
</tr>
</tbody>
</table>

**Table to Clause 13.4.6 A2**

<table>
<thead>
<tr>
<th>Road</th>
<th>Setback (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This clause does not apply</td>
<td></td>
</tr>
</tbody>
</table>

The subject title is more than 200m from the Rural Resource zone boundary to the south. The proposal complies with A1 for this Standard. Neither A2 nor P2 apply to this proposal.

**DISCUSSION**

One (1) representation was received following public exhibition of the proposal. A copy of the representation is attached to this report. The aerial view shown in Figure 6 indicates the relationship between the subject title and the representor’s property.
The issues raised in the representation are as follows:

1. Proximity of proposed development to north-eastern title boundary;
2. Stormwater management;
3. Proximity to a waterway;
4. Building height; and
5. Building appearance.

Council’s Planning Officer makes the following comments in response to these concerns:

1. The representor has concerns about the proximity of the proposed dwelling and associated on-site waste water management system to their title boundary. The representor’s property is separated from the subject title by an unmade road reservation with a width of 10.06m. The distance between the proposed dwelling and the representor’s title boundary is 14.8m. This allows for a setback of more than the 10.0m required by the planning scheme.

   An Onsite Wastewater Design Report, completed by Warren Newell of EAW Geo Services, was submitted with the application. Mr Newells’ assessment demonstrates that wastewater from the proposed dwelling can be disposed of within the title boundaries.

2. The applicant states that stormwater runoff will be collected and directed into on-site water storage tanks. The proposed dwelling has a footprint of 92m². A footprint of this size will have minimal impact on the existing infiltration capacity of the subject title and adjacent land.
The subject title is separated from the representor’s property by an unmade road reservation with a width of 10.06m. It is unlikely that development will ever occur on this land.

The subject title is located within a rural area and there is no legislative requirement for formal stormwater management systems in rural areas.

Any overflow from the water storage tanks and overland flow during rainwater events will follow the natural slope of the area. Like many other properties in the area this will be towards the creek and dam located on the representor’s property.

3. The planning scheme contains a requirement to consider impact on a waterbody or watercourse if the proposed development is within 30m of any waterbody or watercourse.

The proposed development is more than 30m from any waterbody, watercourse or wetland.

4. The proposed dwelling is single storey and has a maximum height of 6.0m, which is less than the permitted height of 8.5m for dwellings in the Rural Living zone.

The distance between the proposed dwelling and the representor’s title boundary is 14.8m. This allows for a setback of more than the 10.0m required by the planning scheme.

5. It is proposed to incorporate two relocatable buildings in the construction of the proposed dwelling. These buildings can be seen in the photograph in Figure 7.

![Figure 7 Modular buildings](image)

The dwelling is clad with a mix of Colorbond and existing modular building materials and roofed with Colorbond, which are non-reflective materials.
Other dwellings in the area have varying design characteristics and are clad in a variety of materials.

The proposed dwelling has a proposed floor area of 92m² and a maximum height of 6.0m. It is single storey and is smaller than an average dwelling. It will have no more impact on the rural setting than existing development in the area.
06 November 2018

The General Manager
Kentish Council
PO BOX 63
Sheffield TAS 7306
council@kentish.tas.gov.au

To the General Manager/To whom this may concern,

28 Coles Road, Acacia Hills

We wish to express our concern and objection to the proposed dwelling at 28 Coles Road, Acacia Hills. Please see below our reasoning

- The dwelling is too close to the boundary of 93 Cornwall Road, Acacia Hills.
- The effluent beds are too close to the boundary of 93 Cornwall Road, Acacia Hills and the natural water course given how wet and steep the land is.
- We are concerned that given the effluent beds will need to be dug so far in to the current hill side to remain level that this will create a possible landslip area within two meters of our boundary.
- The septic tank is too close to the boundary of 93 Cornwall Road, Acacia Hills. If there is any overflow it will run straight onto our property and into the natural water course.
- The storm water runoff will run directly onto 93 Cornwall Road, Acacia Hills as we believe there is no storm water drainage in place.
- We do not believe the proposed dwelling will be 45 meters from the current water course.
- We are concerned about the overall height of the proposed dwelling being so close to the boundary.
- We also believe the proposed dwelling will be an eyesore.

If you would like to contact us regarding this letter please contact John on or email

Thank you for your time.
Kind Regards,
John and Abbey Sims
## DEVELOPMENT APPLICATIONS – STATUS REPORT – OCTOBER 2018

The following details the development applications received and their status:

<table>
<thead>
<tr>
<th>Number</th>
<th>Developer</th>
<th>Address</th>
<th>Proposal</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Applications</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DA 2018/68</td>
<td>KS &amp; LD White</td>
<td>19 Camborne Drive, Acacia Hills</td>
<td>Carport</td>
<td>Pending</td>
</tr>
<tr>
<td>DA 2018/69</td>
<td>J MJ &amp; AB Edwards</td>
<td>28 Diprose Road, Sheffield</td>
<td>Ancillary Dwelling</td>
<td>Pending</td>
</tr>
<tr>
<td>DA 2018/70</td>
<td>Trident Building Surveying OBO TJKing</td>
<td>18 Holmes Road, Roland King</td>
<td>Dwelling</td>
<td>Pending</td>
</tr>
<tr>
<td>DA 2018/71</td>
<td>MJ Walker</td>
<td>59 Camborne Drive, Acacia Hills</td>
<td>Dwelling &amp; shed extension to ancillary</td>
<td>Pending</td>
</tr>
<tr>
<td>DA 2018/72</td>
<td>N Marie</td>
<td>837 Sheffield Road, Lower Barrington</td>
<td>Dwelling</td>
<td>Pending</td>
</tr>
<tr>
<td>DA 2018/73</td>
<td>Parks &amp; Wildlife Services</td>
<td>Cradle Mt Road, Cradle Mountain</td>
<td>Shed, staff room (helicopter expansion)</td>
<td>Pending</td>
</tr>
<tr>
<td>DA 2018/74</td>
<td>Lachlan Walsh Design OBO DL Whiteway</td>
<td>18 Marina Court, South Spreyton</td>
<td>Dwelling &amp; shed</td>
<td>Pending</td>
</tr>
<tr>
<td>DA 2018/75</td>
<td>Walters Contracting Pty Ltd</td>
<td>Lower Beulah Road, Lower Beulah &amp; Union Bridge Road, Mole Creek</td>
<td>Quarry expansion</td>
<td>Pending</td>
</tr>
<tr>
<td><strong>Existing Applications</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SA 2011/012</td>
<td>Lester Franks obo R Rockliff</td>
<td>Lamberts Road, Merseylea (C/T's 247017/1 &amp; 85396/2)</td>
<td>Subdivision and consolidation</td>
<td>Pending</td>
</tr>
<tr>
<td>DA 2018/02</td>
<td>K &amp; D Scott</td>
<td>28 Coles Road Acacia Hills</td>
<td>Dwelling</td>
<td>Pending</td>
</tr>
<tr>
<td>DA 2018/12</td>
<td>Bellroy Developments</td>
<td>41A High Street Sheffield</td>
<td>14 unit development</td>
<td>Pending</td>
</tr>
<tr>
<td>DA 2018/32</td>
<td>F Turner obo Wardle</td>
<td>37 Foster St Railton</td>
<td>Dwelling extension and shed</td>
<td>Pending</td>
</tr>
<tr>
<td>SA 2018/002</td>
<td>Veris obo Pithouse</td>
<td>49 Wattle Valley Rd Acacia Hills</td>
<td>1 lot subdivision</td>
<td>Pending</td>
</tr>
<tr>
<td>DA 2018/53</td>
<td>KA &amp; HM Foster</td>
<td>Native Plains Road, Railton CT 131094/2</td>
<td>Farm Shed</td>
<td>Approved</td>
</tr>
<tr>
<td>DA 2018/56</td>
<td>KL &amp; SB McCarthy</td>
<td>7 Tarleton Street, Sheffield</td>
<td>Shed</td>
<td>Approved</td>
</tr>
<tr>
<td>------------</td>
<td>------------------</td>
<td>----------------------------</td>
<td>------</td>
<td>----------</td>
</tr>
<tr>
<td>DA 2018/58</td>
<td>RL Joyce</td>
<td>532 Nowhere Else Road, West Kentish</td>
<td>Change of use to dwelling &amp; outbuilding</td>
<td>Pending</td>
</tr>
<tr>
<td>DA 2018/61</td>
<td>RR &amp; SA McNab</td>
<td>13b Smythe Street, Sheffield</td>
<td>Dwelling</td>
<td>Approved</td>
</tr>
<tr>
<td>DA 2018/62</td>
<td>J S &amp; Sj Johns</td>
<td>43 Winifred Avenue, Acacia Hills</td>
<td>Dwelling extension</td>
<td>Approved</td>
</tr>
<tr>
<td>DA 2018/63</td>
<td>Sustainable Timber Tasmania OBO Forestry Tas</td>
<td>Wilmot Road, Lower Wilmot (CT 134964/1)</td>
<td>Demolition of amenities block</td>
<td>Approved</td>
</tr>
<tr>
<td>DA 2018/64</td>
<td>MN &amp; J M Cox</td>
<td>1015 Cradle Mountain Road, Erriba</td>
<td>Dwelling</td>
<td>Approved</td>
</tr>
<tr>
<td>DA 2018/65</td>
<td>J L Kennett &amp; H Nieveen</td>
<td>227 Jeffries Road, Paradise</td>
<td>Change of use to visitor accommodation</td>
<td>Approved</td>
</tr>
<tr>
<td>DA 2018/66</td>
<td>J C Rotte</td>
<td>987 Staverton Road, Staverton</td>
<td>Shed</td>
<td>Approved</td>
</tr>
<tr>
<td>DA 2018/67</td>
<td>B Hughes</td>
<td>Penzance Place, Acacia Hills (CT 144442/33)</td>
<td>Dwelling</td>
<td>Approved</td>
</tr>
<tr>
<td>SA 2018/06</td>
<td>Kentish Council OBO ML &amp; EJ Fabish</td>
<td>27 Henry Street/77b Main Street, Sheffield</td>
<td>Rezoning &amp; subdivision</td>
<td>Approved</td>
</tr>
<tr>
<td>SA 2018/07</td>
<td>NJ Sherriff</td>
<td>130 Lockwoods Road, Sheffield</td>
<td>Subdivision &amp; consolidation</td>
<td>Pending</td>
</tr>
<tr>
<td>SA 2018/08</td>
<td>DW Brown</td>
<td>15 Browns Road, West Kentish</td>
<td>Subdivision &amp; consolidation</td>
<td>Pending</td>
</tr>
</tbody>
</table>

N.B Grey shaded areas are completed and will be deleted off the next report

That the status report of development applications for the month of October 2018 be received
A total of 10 building and plumbing applications and notifications were submitted to Council for approval during the month of **October 2018**. The conservative construction cost for these applications is **$1,209,000**.

The following are the categories of which the applications comprise – dwellings; dwelling extensions; outbuildings and industrial/commercial.

<table>
<thead>
<tr>
<th>Category</th>
<th>Applications</th>
<th>Notifications</th>
<th>Low Risk</th>
<th>Joint Applications</th>
<th>Cost of Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dwellings</strong></td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$1,175,000</td>
</tr>
<tr>
<td>Number of Building Applications</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Number of Notifications</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Dwellings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sheffield -</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Railton -</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• South Spreyton/Acacia Hills -</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Rural Resource – Lower Barrington</td>
<td>0</td>
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<td></td>
<td></td>
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</tr>
</tbody>
</table>

Estimated cost of construction $1,175,000

<table>
<thead>
<tr>
<th><strong>Dwelling Additions/Alterations</strong></th>
<th>Applications</th>
<th>Notifications</th>
<th>Low Risk</th>
<th>Joint Applications</th>
<th>Cost of Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Building Applications</td>
<td>0</td>
<td>0</td>
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<td>$0</td>
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<td>Number of Notifications</td>
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<tr>
<td>Number of Low Risk</td>
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<td>0</td>
<td>0</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Outbuildings</strong></th>
<th>Applications</th>
<th>Notifications</th>
<th>Low Risk</th>
<th>Joint Applications</th>
<th>Cost of Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of building applications</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>$32,000</td>
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<tr>
<td>Number of notifications</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Low Risk</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of joint applications</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demolition</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Estimated cost of construction (excludes joint applications)</td>
<td>$32,000</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Commercial &amp; Industrial</strong></th>
<th>Applications</th>
<th>Cost of Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of applications</td>
<td>0</td>
<td>$0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Other</strong></th>
<th>Applications</th>
<th>Cost of Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solar panels – Permit of Substantial Compliance</td>
<td>1</td>
<td>$2000</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Plumbing Applications</strong></th>
<th>Applications</th>
<th>Cost of Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of applications</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Number of notifications</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Number of notifications (Category 2)</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Total # of applications** 11
1. PURPOSE OF REPORT:

To receive the Certificate of Election and acknowledge the making of the Declaration of Office by the nine successful Councillors following the 2018 Local Government Elections.

2. BACKGROUND:

The 2018 Local Government Elections were recently conducted and Council has received the formal Certificate of Election issued by the Tasmanian Electoral Commission and dated 31 October 2018.

The result of the election was as follows:

**Mayor** - elected for a period of 4 years – **Cr Tim Wilson**

**Deputy Mayor** – elected for a period of 4 years – **Cr Don Thwaites**

9 Councillors – elected for a period of 4 years:

- Cr Don Thwaites
- Cr Tim Wilson
- Cr Kate Haberle
- Cr Penny Lane
- Cr Stephen Mawer
- Cr Phillip Richards
- Cr Linda Cassidy
- Cr Rodney Blenkhorn
- Cr Nicole Meijer

In accordance with the *Local Government (General) Regulations 2015*, Section 40 the Declaration of Office has been read aloud and signed in the presence of the General Manager by all elected candidates at a Council function held Tuesday 6 November 2018.

3. RELATIONSHIP TO STRATEGIC/OPERATIONAL PLAN:

Not applicable

4. COUNCIL POLICY CONTEXT:

Not applicable.
5. LEGISLATIVE IMPACT:

S321. Declaration of office

(1) Any person elected as councillor must make a prescribed declaration in a prescribed manner.

(2) A person elected as a councillor who has not made a declaration must not—
   (a) act in the office of councillor, mayor or deputy mayor; or
   (b) take part in the proceedings of any meeting of the council or a committee.

(3) A council is to acknowledge the making of a declaration at its meeting and the general manager is to record that fact in the minutes of that meeting.

Reg 8. Declaration of result of ballot

(1) The general manager is to declare the successful candidate elected to the office of mayor or deputy mayor, as appropriate.

(2) The general manager is to ensure that the result of the ballot for each office is recorded in the minutes of the meeting.

Reg 40. Declaration of office

(1) For the purpose of section 321 of the Act, the declaration of office is to be in accordance with the form specified in Schedule 2.

(2) A person elected as councillor is to read aloud the declaration of office in the presence of the general manager and sign the declaration.

(3) The general manager is to sign the declaration of office as witness.

6. RISK MANAGEMENT IMPACT:

There are no known risk management impacts.

7. FINANCIAL AND RESOURCES IMPACT:

There are no known financial and resources impacts.

8. CAPITAL WORKS BUSINESS CASE EVALUATION:

Not applicable.

9. COMMUNITY AND OTHER CONSULTATION:

Not applicable.
10. OFFICER COMMENTS/CONCLUSIONS:

The above declarations will be recorded in the Council minutes, along with the Certificate of Election as provided by the Tasmanian Electoral Commission.
2018 LOCAL GOVERNMENT ELECTIONS

Certificate of Election

Kentish Council

In accordance with the Local Government Act 1993 I have declared the following candidates elected to the positions shown below.

9 Councillors
Elected for a period of 4 years

Don THWAITES
Tim WILSON
Kate HABERLE
Penny LANE
Stephen MAWER
Phillip RICHARDS
Linda CASSIDY
Rodney BLENKHORN
Nicole MEIJER

Mayor
Elected for a period of 4 years

Tim WILSON

Deputy Mayor
Elected for a period of 4 years

Don THWAITES

Maree Stones RETURNING OFFICER
Friday 2 November 2018
1. PURPOSE OF THE REPORT:

To establish Council representation on the various Special Committees of Council, Joint Authorities and Community Committees

1. BACKGROUND:

At the 8 November Forum Council discussed the following Councillor representatives/delegates on various committees and authorities, including those established under the Local Government Act 1993.

Representation as detailed below will be reviewed in November 2020; 2 years into the 4 year term of the current Council.

**S24 Special Committees of Council**

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Rep</th>
<th>Proposed New Rep</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheffield Recreation Ground Special</td>
<td>Cr T Hughes</td>
<td>Cr D Thwaites</td>
</tr>
<tr>
<td>Committee (SC)</td>
<td>Cr K Haberle (proxy)</td>
<td>Cr P Lane (proxy)</td>
</tr>
<tr>
<td>Railton Recreation Ground SC</td>
<td>Cr R Blenkhorn</td>
<td>Cr R Blenkhorn</td>
</tr>
<tr>
<td></td>
<td>Cr L Cassidy (proxy)</td>
<td>Cr L Cassidy (proxy)</td>
</tr>
<tr>
<td>Recreation Reserve Wilmot SC</td>
<td>Cr P Richards</td>
<td>Cr P Richards</td>
</tr>
<tr>
<td>Hall Special Committees:</td>
<td>Cr D Thwaites</td>
<td>Cr D Thwaites</td>
</tr>
<tr>
<td>Beulah</td>
<td>Cr A Willock (proxy)</td>
<td>Cr P Lane (proxy)</td>
</tr>
<tr>
<td></td>
<td>Cr P Lane</td>
<td>Cr P Lane (proxy)</td>
</tr>
<tr>
<td></td>
<td>Cr T Wilson (proxy)</td>
<td>Cr T Wilson (proxy)</td>
</tr>
<tr>
<td>Claude Road</td>
<td>Cr A Willock</td>
<td>Cr N Meijer</td>
</tr>
<tr>
<td></td>
<td>Cr P Lane</td>
<td>Cr P Lane (proxy)</td>
</tr>
<tr>
<td></td>
<td>Cr A Willock (proxy)</td>
<td>Cr P Lane (proxy)</td>
</tr>
<tr>
<td>Barrington</td>
<td>Cr P Lane</td>
<td>Cr P Lane (proxy)</td>
</tr>
<tr>
<td></td>
<td>Cr T Wilson (proxy)</td>
<td>Cr T Wilson (proxy)</td>
</tr>
<tr>
<td>Wilmot</td>
<td>Cr A Willock</td>
<td>Cr P Richards</td>
</tr>
<tr>
<td></td>
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<td>Cr A Willock (proxy)</td>
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<td>Museum Sheffield SC</td>
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<td>Cr A Willock (proxy)</td>
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<td>Working Art Space Sheffield SC</td>
<td>Cr A Willock</td>
<td>Cr N Meijer</td>
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<td>Cr D Thwaites</td>
<td>Cr D Thwaites (proxy)</td>
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<td>Railton Community Facilities SC</td>
<td>Cr L Cassidy</td>
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<td>Cr R Blenkhorn (proxy)</td>
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<td>Kentish Council Economic Development</td>
<td>Cr T Wilson</td>
<td>Cr K Haberle (Chair)</td>
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<td>Committee SC</td>
<td>Cr P Lane</td>
<td>Cr S Mawer</td>
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<td>Cr K Haberle</td>
<td>Cr L Cassidy</td>
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<td>Cr T Hughes</td>
<td>Cr R Blenkhorn</td>
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<td>Cr T Hughes (proxy)</td>
<td>Mayor/GM ex officio</td>
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<td>Lorinna Cemetery SC</td>
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<td>Cr K Haberle (proxy)</td>
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| Grants SC                                 | Cr P Richards  
Cr Lane  
Cr A Willock | Cr P Richards  
Cr Lane  
Cr L Cassidy  
Cr K Haberle (proxy) |
| Public Arts Committee Kentish (PACK)      | Cr A Willock                                     | Cr P Lane  
Cr D Thwaites (proxy) |
| Kentish Health Care Centre SC             | Cr D Thwaites  
Cr K Haberle | Cr T Wilson  
Cr K Haberle |
| Railton Neighbourhood Centre SC           | Cr R Blenkhorn  
Cr L Cassidy (proxy) | Cr R Blenkhorn  
Cr L Cassidy (proxy) |
| Sheffield Tree Committee                  | Cr Wilson                                        | Cr T Wilson  
Cr D Thwaites (proxy) |
| Sheffield Art Centre SC                   |                                                 | Cr N Meijer  
Cr K Haberle |

**S30 Joint Authorities of Council**

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Repo</th>
<th>Proposed New Repo</th>
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</table>
| Cradle Coast Authority                    | Cr D Thwaites  
Cr T Wilson  
General Manager (proxy) | Cr T Wilson  
Cr D Thwaites  
General Manager (proxy) |
| TasWater                                   | Cr D Thwaites  
General Manager  
Cr T Wilson (proxy) | Cr T Wilson  
General Manager  
Cr D Thwaites (proxy) |
| Dulverton Regional Waste Management Authority | Cr D Thwaites  
Cr P Richards  
General Manager | Cr D Thwaites  
Cr P Richards  
General Manager |
| Cradle Coast Authority Regional Waste     | Cr D Thwaites                                     | Cr D Thwaites |

**Other bodies (non Council) on which Council is represented**

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Rep</th>
<th>Proposed New Repo</th>
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</table>
| Cement Australia Community Liaison Group  | Cr P Lane  
Cr R Blenkhorn  
Environmental Health Officer | Cr P Lane  
Cr R Blenkhorn  
Environmental Health Officer |
| Kentish/Latrobe Road Safety Group         | Cr P Lane  
Cr K Haberle (proxy) | Cr P Lane  
Cr K Haberle (proxy) |
| Sheffield Inc (formally SMARTA)           | Cr P Lane  
Cr A Willock | Cr P Lane  
Cr L Cassidy |
| Sheffield ACT                             | Cr P Lane                                        | Cr P Lane |
| Tandara Lodge Community Care Inc          | Cr T Wilson  
Cr K Haberle  
Mayor D Thwaites (proxy) | Cr T Wilson  
Cr K Haberle |
2. RELATIONSHIP TO STRATEGIC/OPERATIONAL PLAN:

Not applicable

3. COUNCIL POLICY CONTEXT:

Not applicable.

4. LEGISLATIVE IMPACT:

Pursuant to the *Local Government Act 1993*:

*S22. Delegation by council*
(1) Subject to subsection (2), a council, in writing, may delegate with or without conditions to the general manager, controlling authority, a council committee or a special committee, any of its functions or powers under this or any other Act. (extract only)

S23. Council committees
(1) A council may establish, on such terms as it thinks fit, council committees to assist it in carrying out its functions under this or any other Act.
(2) A council committee consists of councillors appointed by the council and any councillor who fills a vacancy for a meeting at the request of the council committee.
(3) A meeting of a council committee is to be conducted in accordance with prescribed procedures.

S24. Special committees
(1) A council may establish, on such terms and for such purposes as it thinks fit, special committees.
(2) A special committee consists of such persons appointed by the council as the council thinks appropriate.
(3) The council is to determine the procedures relating to meetings of a special committee.

S29. Controlling authorities
(1) A council may establish a controlling authority with the following functions:
   (a) to carry out any scheme, work or undertaking on behalf of the council;
   (b) to manage or administer any property or facilities on behalf of the council;
   (c) to provide facilities or services on behalf of the council;
   (d) to carry out any other functions on behalf of the council.
(2) A council may make provision for –
   (a) the membership of a controlling authority; and
   (b) the term of office and remuneration of members of a controlling authority; and
   (c) the proceedings of a controlling authority; and
   (d) the powers of a controlling authority; and
   (e) the rules for the conduct of the business of a controlling authority.
(3) A council may remove a person from membership of a controlling authority by resolution of the council.
(4) A liability incurred by a controlling authority may be enforced against a controlling authority or the council by which it was established.
(5) A council may abolish a controlling authority.
(6) If a controlling authority is abolished, its rights and liabilities vest in the council which abolished it.
(7) The establishment of a controlling authority under this section does not affect the powers of the council to act in any matter.

5. RISK MANAGEMENT IMPACT:

Council has in place a number of instruments of delegation that detail the role and responsibilities of various committees and the relationship with Council. Risk management issues are of concern. A close working relationship is required by Council to work with committees in identifying and managing risk.
6. **ENVIRONMENTAL IMPACTS:**

There are no known environmental impacts.

7. **FINANCIAL AND RESOURCES IMPACT:**

The Council budget makes provision for an operating contribution to a number of committees. These are detailed in the budget papers.

8. **CAPITAL WORKS BUSINESS CASE EVALUATION:**

Not applicable.

9. **COMMUNITY AND OTHER CONSULTATION:**

Not applicable.

10. **OFFICER COMMENTS/CONCLUSIONS:**

It is appropriate that Council representatives are appointed to Special Committees of Council, Joint Authorities and non-Council bodies on which Council is represented as early as possible after local government elections.
1. PURPOSE:

The purpose of this report is to adopt the 2019 Council Meeting, Forum and Community Information Meeting dates.

2. BACKGROUND

Traditionally Council holds its meetings the first and third Tuesday in the month. The attached draft schedule details proposed Meeting and Forum dates for 2019.

Also included are dates for the 2019 Community Information Evenings however these may be subject to change. All meetings commence at 7.00pm.

3. RELATIONSHIP TO STRATEGIC/OPERATIONAL PLAN:

Council’s strategic plan 2014-2024 states the following values:

- being willing to consult, listen and respond to individual and group concerns
- effectively and consistently communicating information
- showing responsive leadership and representation of our community

Governance objective 3.2 - To provide consistent, accountable, transparent and effective governance of the Council.

4. LEGISLATIVE IMPACT:

Local Government (Meeting Procedures) Regulations 2015, Part 2 – Meetings

Division 1 – 4 (4) An ordinary meeting of council is to be held at least once in each month.

Division 1 – 6 (1) A meeting is not to start before 5 p.m. unless otherwise determined by the council by absolute majority or by the council committee by simple majority.

5. ENVIRONMENTAL IMPACTS:

There are no known environmental impacts.
6. **FINANCIAL AND RESOURCES IMPACT:**

   In addition to in-house catering for the various meetings, a monetary donation towards supper is given to the committees hosting the Council Meetings.

7. **COMMUNITY AND OTHER CONSULTATION:**

   The tradition of hosting Council’s February and October meetings at Wilmot and Claude Road respectively will continue in 2019. Council has also introduced a meeting at the Railton Bowls Club which will be in May 2019.
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NOTE: Start time for all meetings is ....

February Council Meeting Wilmot Hall
October Council Meeting Claude Road Hall
The date for the AGM to be confirmed

Kentish Council Open Agenda 20 November 2018 74
1. PURPOSE OF REPORT:

To consider the formation of a Sheffield Arts Centre Special Committee of Council and adoption of the draft Instrument of Delegation.

2. BACKGROUND:

Council can establish various Special Committees in accordance with section 24 of the Local Government Act 1993.

Under section 22 of the Local Government Act 1993, Council may delegate, with or without conditions, to a special committee any of its functions or powers under this or any other Act, other than the powers referred to in subsection (3). A council may establish, on such terms and for such purposes as it thinks fit, special committees, consisting of such persons appointed by the council. The council must determine the procedures relating to meetings of a special committee.

In November 2017 former Mayor Don Thwaites and Team Leader Customer and Community Services met with Kentish Senior Citizens Club representatives to discuss the possibility of another community group taking over the Senior Citizens building in Pioneer Crescent.

The membership of the Kentish Senior Citizens had reduced over time to approximately 10 – 12 active members. The Club no longer undertook many activities they once did, such as indoor bowls, bus trips etc. The Club met socially at the facility two hours per week. The Kentish Senior Citizens now meet at the Sheffield Town Hall Supper Room.

Staff informed the Kentish Council Economic Development Committee at the November 25, 2017 meeting that the Kentish Senior Citizens Club requested another group be found to take on the lease of the building. The following motion was passed at that meeting:

- The EDC asks that the Senior Citizen building be used for the economic development and promotion of the area.

Subsequently, Council formed a working group with representatives from Kentish Arts Commerce and Tourism (Kentish ACT), Sheffield Inc and Working Art Space Sheffield (WASS) to discuss possible future uses for the Kentish Senior Citizens building. Discussions focussed on converting the building into possible Arts Centre.

The initial meeting of the working group was held in February 2018 and consisted of a viewing of the facilities and discussion of the needs of each group. At the meeting the following needs were discussed:

- Sheffield Inc. requires a storage room for murals and equipment, a vacated Pavilion in Mural Park for a mural restoration centre or artist in residence, and an area to sell Sheffield Inc merchandise
- Kentish ACT requires the use of the building for two weeks per year to conduct the annual International Mural Fest event.
- WASS requires a flexible and portable display area to allow their members to display and sell their artwork seven days a week.
Following the discussion, the matter was raised at the Council Form April 10, 2018. Following discussion, the Council supported using the building as an Arts Centre and progress as follows:

1. Develop a master plan for the building that includes the car park, mural park and Pioneer Crescent one-way traffic trial/or design so that the development of the proposal can be done in stages over the next few years.

2. Budget allocation:
   - $40,000 to develop architectural design concept plan with recommended staging. Once approved full design for BA and DA approval. An independent facilitator would undertake community facilitation with the working group and the wider community.
   - An allocation of $1,850 will be required as part of the 2018/19 operational budget for the committee operational costs, similar to other special committees.

It was decided that the Senior Citizens building would remain vacant, excepting mural restoration works by the Mural Curator, until the architectural design and concept plan had been completed.

At the Sheffield Community Information Session on August 16, 2018, Sheffield Inc President Mr Mark Beach-Ross requested immediate access to the Sheffield Arts Centre for Sheffield Inc, Kentish ACT and WASS. Mr Beach-Ross noted that as the facility is vacant there are several projects the stakeholder groups hope to begin. Mr Beach-Ross further noted that Sheffield Inc and Kentish ACT were holding their organisations annual general meetings at the facility.

A second meeting of the working group was scheduled to discuss the Instrument of Delegation, the name of the Committee, and the potential lease agreements for the stakeholder organisations.

At the second meeting of the working group on September 26, 2018 it was decided:

- The Committee will be named the Sheffield Arts Centre Special Committee of Council
- Each stakeholder group was entitled to have two representatives to the Committee – Kentish ACT, WASS, Sheffield Inc, Kentish Council and two community members.
- Each member group would forward Council a summary of what they considered to be the purpose in using the Sheffield Arts Centre. This summary may be used to define the use of the facility and assist in developing the Master Plan.
- Each member group would consider the draft Lease documents and advise Council of amendments at the next meeting of the Committee. The Committee would potentially meet after the master plan architect has been appointed.
- The Instrument of Delegation would be submitted at the November 20, 2018 Council Meeting for consideration

The Instrument of Delegation endorsed by the Sheffield Arts Centre Special Committee has the following objective:
• The role of the Sheffield Arts Centre Special Committee is to coordinate the primary and secondary use of the Sheffield Arts Centre for the use, enjoyment and benefit of residents, businesses and visitors.

The function of the Committee is to provide guidance, advocacy and support to make the facility available for the benefit of the local community and visitors, encourage public interest, and promote the use of the facility to maximise use and viability. The Committee is responsible for advising Council of budget, strategy and will manage the day to day activities of the facility in a professional manner. The Committee will:

• Liaise and maintain a close working relationship with Council with regards to the facility and its general development and upkeep.
• Be aware of operational risk associated with the facility and along with Council, seek to minimise risks to all users and volunteers.
• Operate the finances of the facility so that income is generated to offset expenses for the facility operation.

3. RELATIONSHIP TO STRATEGIC/OPERATIONAL PLAN:

The Kentish Council Strategic Plan 2014-2024 has the following objectives and Strategies:

1.1.10 Investigate the feasibility and associated cost, benefits, and risks of Community Groups being able to maintain Council owned assets.

2.3.1 Work with relevant groups to increase awareness of local arts, history and culture.

3.3.5 Preserve and maintain an affordable level of service and Council viability through prudent financial management including additional income sources for Council.

4. COUNCIL POLICY CONTEXT:

The various Instruments of Delegation set out the powers and functions for each special committee.

5. LEGISLATIVE IMPACT:

Section 22 of the Local Government Act 1993 covers Council’s power to delegate.

Section 24 of the Local Government Act 1993 covers Council Special Committees.

6. RISK MANAGEMENT IMPACT:

Appointing Special Committees to assist Council run community facilities will assist in reducing risk by ensuring and by assisting realising that the day to day activities of the facility are managed in a professional manner, and in the identification of hazards at the facilities.
7. ENVIRONMENTAL IMPACTS:

There are no environmental impacts.

8. FINANCIAL AND RESOURCES IMPACT:

The following disbursement to the Special Committee will be required as part of the 2018/19 operational budget if the Instrument of Delegation is endorsed:

Sheffield Arts Centre Special Committee of Council $1,850.00

9. CAPITAL WORKS BUSINESS CASE EVALUATION:

Kentish Annual Plan and Budget 2018/19
Initiatives – Capital: Develop a Master Plan for the future use of the Sheffield Senior Citizens Building, including an architectural design and concept plan and a one-way traffic trial for Pioneer Crescent - $40,000.

The Master Plan would identify the proposed ongoing maintenance requirements of the facility and Mural Park upgrade.

10. COMMUNITY AND OTHER CONSULTATION:

Council has consulted with community members and organisations and co-opted them to become part of the committee.

11. OFFICER COMMENTS/CONCLUSIONS:

The concern of diminishing membership of the Kentish Senior Citizens Club resulted in the development of the Sheffield Arts Centre and the proposed concept plan for Pioneer Crescent.

There is broad support within the stakeholder groups for the development of the Sheffield Arts Centre, and it is believed the development of a centralised arts facility will assist in the promotion of the facilities to the community, increasing their usage.

It is recommended that Council support the proposed establishment of the Sheffield Arts Centre Special Committee and adopt the new Instrument of Delegation.
INSTRUMENT OF DELEGATION


SHEFFIELD ARTS CENTRE SPECIAL COMMITTEE OF COUNCIL

1. This Instrument of Delegation is made and given pursuant to a resolution of the Council passed at the Council Meeting held on; <Insert date>

2. The delegations made herein are made to the Special Committee named and described in Schedule 1;

3. The area of the premises is detailed in Schedule 2;

4. The membership of the Special Committee is detailed in Schedule 3;

5. The objectives, functions, duties and powers hereby delegated are the objectives, functions, duties and powers specified in Schedule 4;

6. The delegations are subject to the special conditions, limitations and other provisions specified in Schedule 5;

7. The delegations are subject to the fees, charges and other provisions specified in Schedule 6;

8. The delegations are responsible for the maintenance and duties as specified in Schedule 7;

9. The delegations are made pursuant to one or more of the powers or authorities specified in Schedule 8;

10. The delegations take effect at midnight on the day on which the common seal of the Council was affixed to this Instrument.
SHEFFIELD ARTS CENTRE SPECIAL COMMITTEE

SCHEDULE 1

Name and description of Special Committee

The Special Committee known as the Sheffield Arts Centre Special Committee

Facilities meaning:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
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<tbody>
<tr>
<td>Sheffield Arts Centre</td>
<td>Pioneer Crescent, Sheffield</td>
</tr>
<tr>
<td>Kentish Council</td>
<td>69 High Street, Sheffield</td>
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</table>
SHEFFIELD ARTS CENTRE COMMITTEE

SCHEDULE 2

All that the premise/or premises situate at and known as Sheffield Art Centre, Pioneer Crescent, Sheffield more particularly described as:

Part of the land comprised in Register PID 3326217 Title 243018/1

as shown shaded in Yellow on the map below.

AND
SHEFFIELD ARTS CENTRE SPECIAL COMMITTEE

SCHEDULE 3

Membership of the Sheffield Arts Centre Special Committee

1. The committee shall comprise up to 2 members of from each tenant and sub-tenant, and up to 2 members of the public by resolution of Council, the Kentish Council General Manager and up to 2 Councillors of Kentish Council. All persons appointed as members shall be subject to continued approval of Council for the term of office.

2. The General Manager of the Kentish Council or his /her nominee shall be an ex-officio member of the Special Committee.

3. Ex-officio members are not entitled to vote at special committee meetings. See Schedule 4, Clause 2.

4. Each tenant will appoint a representative to the committee. The tenant is entitled to have a representative on the committee for the term of the Instrument of Delegation. Members of the special committee are appointed for three (3) years. Councillor Representatives are appointed for their term of office. Any member appointed to fill a casual vacancy will leave office at the same time as the original appointed member would have if they were still a Committee member.

5. In the event of death, resignation or removal from office of any member, including office bearers, the Committee shall appoint a replacement as soon as practicable and the appointee shall take office as soon as the appointment is confirmed by Council or in the case of a community member this position will be readvertised in a local paper circulating in the Municipality.

6. The Committee or Council may declare a Committee member’s office vacant if the member fails to attend three (3) consecutive meetings without leave of the Committee.

8. Members of the Committee at the date of this delegation:

Appointed members of the public:

Appointed members of the public:

Ex-officio Members:
Kentish Council General Manager

Councillor/s
THE OBJECTIVES, FUNCTIONS, DUTIES AND POWERS OF THE COUNCIL DELEGATED TO THE COMMITTEE IN THIS INSTRUMENT OF DELEGATION

Objectives:

The role of the Sheffield Arts Centre Special Committee (the Committee) is to coordinate the primary and secondary use of the Sheffield Arts Centre for the use, enjoyment and benefit of local residents, businesses and visitors.

Functions:

The Committee will:

- Make the facility available for the benefit of the local community and visitors, encourage public interest and promote the use of the facility to maximise use and viability.
- Operate and manage the day to day activities of the facility in a professional manner.
- Liaise and maintain a close working relationship with Council with regards to the facility and its general development and upkeep.
- Be aware of operational risk associated with the facility and along with Council, seek to minimise risks to all users and volunteers.
- In conjunction with any agreed Council recurrent funding assistance, operate the finances of the facility so that income is generated to offset expenses for the facility operation.
- Advise Council of any major repairs or vandalism.
- Be responsible for carrying out minor internal and external maintenance or internal vandalism costs.
- Ensure all licences and regulations are obtained and maintained as required by all users.
- Supply consumables and cleaning materials for the use by the Committee.
- Maintain a register of the usage of the facility (e.g. the number of visitors each day etc.) and document at each meeting to enable Council to assess the utilisation rates of the facilities.
- Monitor each user compliance with the conditions set out in this Instrument of Delegation.
- Maintain an inventory of all equipment within the facility. The inventory should be updated annually with a copy provided to Council each year with the financial statement.

The Committee may:

- Appoint a cleaner for the facility. Such an appointment will be paid from the Committee’s accounts.

The Council will:

- Provide keys as required. All keys are to be on Council’s key register.
**Finances:**

The financial year shall be July 1 to June 30 and all accounting functions shall conform to Australian generally accepted accounting practice, the *Local Government Act 1993* and relevant regulations.

The Committee will:

- Not enter into contracts, leases or rental agreements without the prior approval of Council.
- Submit a recurrent budget for the next financial year to Council no later than February 28th each year.
- Establish suitable bank account/s in accordance with the requirements below.
- Liaise with Council with regard to GST management arrangements, and any established processes to correctly account for GST.
- By 31st July each year provide to Council:
  - Income statement
  - Bank reconciliation
  - Bank statements for the full year
  - Copies of all invoices crossed and referenced to cheque number and filed in cheque order.
  - Cheque books, receipt books and deposit books.
- Only spend money in accordance with the objectives, functions and duties of this instrument of delegation.
- A Committee may make donations if approved by the majority of the Committee and recorded as a motion in the minutes of a meeting of the committee. Donations are only to be made from the net funds raised from fundraising activities. Funds held in reserve or from Council annual disbursement may not be used for donations.

The Committee may:

- Raise funds if needed for its purposes in accordance with any committee determination and / or budget. All monies received from activities associated with the management of the facility shall be banked and controlled by the Committee.
- Seek non recurrent financial assistance from Council for Capital and Special Works by submitting an annual program of works and associated budget request for consideration by Council by 28th February each year.

Bank Accounts:

- The bank account must be opened in the name of the Committee.
- There must be a minimum of two committee members to sign each cheque, one of whom should be the President or Treasurer.
- If the Committee is represented by different facility user organisations the signatories on each cheque must be from two different user organisations.
- Council’s Corporate Services and Finance Manager must be a joint signatory of the account for access to bank records.
- Any money paid by the committee above $50.00 must be by cheque.
- Payments by the committee must be approved in the minutes of a committee meeting or ratified at the next meeting indicating who the cheque was made out to, the amount of the cheque, the cheque number and what the expense was for.
- If any committee member has personally paid for any committee expenses, reimbursement must be made the following way:
  - Original invoice(s) for the expenditure to be reimbursed must be presented at a committee meeting.
  - A motion in the minutes of the committee meeting approving the reimbursement and stating what the reimbursement is for, the amount and the name of the person being reimbursed.
  - Reimbursement must be by cheque.
Meetings of the Committee:

- Minutes of the meetings to be provided to Council as soon as practical after meeting.
- Treasurer to provide a financial report to each meeting showing:
  - Income and expenditure since last meeting
  - Accounts payable for approval
  - Accounts paid for ratification
  - Bank reconciliation
  - Copy of latest bank statement
  A motion to be passed accepting the Treasurer’s Report.
- Council committees should be viewed as an extension of Council operations, and as such rules apply. It is imperative that Council committees follow the guidelines as Kentish Council is required to report on their functions as part of annual audits.
- Kentish Council has developed a manual to guide the functions of Special Committees, Controlling Authorities and other Council Committees as directed by Kentish Council. It aims to provide clarity to the roles individuals play on a committee, the responsibilities of positions held, meeting procedures, facility management and guidance on other relevant matters. The Committee has been given a copy of the guide. Further copies can be obtained from Council’s website or by calling Council.
- A meeting of the Committee must be held at a time and place determined by the Committee.
- Meetings of the Committee should be held at least once every 4 months.
- Reasonable notice is required of all meetings.
- Details of the meeting dates, venue and times should be made available to all members and be forwarded to Council.
- The Committee shall determine where possible the date for meetings for each calendar year in advance. This information is useful to Council should there be any queries or to be able to respond to the public when the various authorities and committees are due to meet.
- The Committee must hold an Annual General Meeting once per year and not more than one months from the end of the previous financial year, for the purpose of electing Office Bearers.
- The Committee shall immediately advise Council of any alterations to officer bearers or membership details for ratification / resolution by Council. Any alterations to addresses for correspondence shall be provided to Council. Good communication between the Committee and Council relies on up to date information on membership and address details.
- A meeting may only transact business if a quorum is present. A quorum for a meeting is a simple majority of members of the Committee.
- The Committee at its first meeting shall appoint from its members a Chairperson, Secretary, Treasurer and any other required positions.
- The Secretary is to record in the minutes any matter discussed, and any decision/recommendation made at the meeting.
- The Treasurer is to keep accurate records of the financial transactions and attend to all financial matters of the Committee.
- The Committee must comply with the following provisions and any other matters as detailed by Council:
  - Meetings to be open to the public. Non Committee members / public are not to take part in meeting (unless approved by chair) but are able to observe.
  - Voting shall be by show of hands.
  - Members must vote.
  - All motions shall be determined by a majority vote of members present and entitled to vote.
  - A tied vote results in the motion being determined in the negative.
  - Conduct of meetings, unless specified by Council, at Committee’s discretion.
  - Minutes of all meetings to be recorded, confirmed at next meeting, Chair to sign as confirmed, with copies of all confirmed minutes to be forwarded to Council.
• The Chairperson may on the written request of three (3) members of the Committee call an extraordinary meeting of the Committee. Notice shall be given to all members of the Committee of any special meeting specifying the general nature of the meeting. No other business shall be transacted at that meeting except that specified in the notice.

• In the absence of the Chairperson and Deputy Chairperson (if one is appointed) an Acting Chairperson shall be elected by the members present at any duly and properly constituted meeting for the purpose of presiding over that meeting.

• Any decision of the Committee which does not relate to a matter delegated to it cannot be actioned until approved by Council.

• In the event of any unresolved dispute arising, the matter shall be submitted to Council in writing and any decision made thereon by the Council shall be final.

• If a member of the Committee has an interest (direct or indirect) or a pecuniary interest in any matter in which the Committee is concerned the member must disclose the nature of that interest at the meeting at which the matter is discussed. The interest must be recorded in the minutes along with the nature of the relevant interest. The member must leave the room in which the meeting is held and shall not take part or participate in discussions, formal consideration and determination of the matter.
  “Interest” A committee member has an interest in a matter if they (or a close associate) would receive (or expect to receive) a benefit or detriment if the matter was decided in a particular manner.
  “Pecuniary Interest” A committee member has a pecuniary interest in a matter if they (or a close associate) would receive (or expect to receive) a financial benefit or detriment if the matter was decided in a particular manner.

Sub-Committees:

• The Committee may form Sub-Committees from amongst its members for the purpose of recommending on matters pertaining to the provisions of this Instrument, provided that no decision may be acted upon until adopted by the Committee.

• The Chairperson shall be an ex-officio member of all Sub-Committees.

• A Sub-Committee shall only be established by resolution of the Committee and shall only carry out those functions stated in such resolution.

• The Committee may co-opt to such Sub-Committees persons with the skills needed to achieve the objectives of the Sub-Committee, as selected by a majority of Committee members present.

• Co-opted representatives of Sub-Committees must accept to be bound by the same statutory and Council policy requirements as ordinary Committee members.
Sheffield Arts Centre Special Committee of Council

SCHEDULE 5

SPECIAL CONDITIONS, LIMITATIONS AND OTHER PROVISIONS APPLICABLE TO THE DELEGATIONS

1. The Committee must comply with any written guidelines and policies of the Council supplied to it by Council.

2. The responsibilities of the Committee exclude any matters covered by Section 22 (3) of the Local Government Act as detailed below:
   - the borrowing of money or other financial accommodation;
   - the determination of the categories of expenses payable to Councillors and any member of any committee;
   - the establishment of Council Committees, Special Committees, Controlling Authorities, Single Authorities or Joint Authorities;
   - the revision of the budget or financial estimates of the Council;
   - the revision of the strategic plan and the annual plan of the Council;
   - the appointment of the General Manager;
   - the sale, donation, exchange or other disposal of land or public land;
   - the decision to exercise any power under section 21(1);
   - the making of by-laws;
   - the making of rates and charges under Part 9;
   - any other prescribed power.

3. Termination of delegations

   The delegations terminate:

   (1) Upon the resignation of all members of the Committee at the same time or within a period of 30 days from the date of the first resignation; or

   (2) upon the Council passing a resolution that the delegation be terminated; or

   (3) upon the Council passing a resolution that the Committee be abolished.

On dissolution of any Committee, any funds or assets held by the Committee are to be transferred to Council.

4. Indemnity

   The Council will indemnify members and any volunteers associated with the Committee against any action liability claim or demand on account of any matter or thing done by them on behalf of the Committee in accordance with this Instrument of Delegation and in the honest and reasonable belief or under a mistake of law that the member or volunteer was properly exercising any function or power of the Committee.
To have indemnity each member or volunteer must sign a Kentish Council Volunteer Registration Form (appendix 1).

Council will maintain adequate and appropriate comprehensive insurance associated with all buildings on the facility.

The insurance cover provided by Council will not extend to cover stock in trade belonging to any user group for sale from the facility. Separate insurance is required to be taken out by the owner of any such stock.

The Committee shall advise user groups that leave or store property at the facility to take out separate insurance for that property.

Council facilities are covered by public liability insurance. This insurance does not cover participants in sporting or other events.

Any queries regarding Council’s Insurance Cover should be directed to Council’s Risk Management, Work Health & Safety Officer on 6491 0200.

The Committee should advise Council of any major events, with a minimum 30 day notification period, to ensure adequate insurance cover.
Fees and Charges

Payment of Accounts for Services:

- The members of the Committee covenant that the responsibility for Aurora accounts, water and sewerage and other outgoings in relation to the period which they are used by the members, shall be apportioned as per Schedule 6 of this delegation.

- If any differences arise between the members relating to fair apportionment of the payment of services, the ultimate decision making power lies with the Council and the decision of the Council will be final.

<table>
<thead>
<tr>
<th>Account</th>
<th>Working Arts Space Sheffield</th>
<th>Kentish Arts Tourism and Commerce</th>
<th>Sheffield Inc</th>
<th>Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aurora Energy</td>
<td></td>
<td></td>
<td></td>
<td>No responsibility</td>
</tr>
<tr>
<td>Water and Sewerage</td>
<td></td>
<td></td>
<td></td>
<td>75%</td>
</tr>
<tr>
<td>Other Charges</td>
<td></td>
<td></td>
<td></td>
<td>No responsibility</td>
</tr>
</tbody>
</table>
### MAINTENANCE POLICY

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COMMITTEE’S RESPONSIBILITY</th>
<th>COUNCIL’S RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.  Heating Fixtures</td>
<td>Payment of all gas and electricity bills.</td>
<td>Servicing, replacing and repairing as required.</td>
</tr>
<tr>
<td>2.  Curtains and Blinds</td>
<td>Regular cleaning and repair.</td>
<td>No responsibility.</td>
</tr>
<tr>
<td>3.  Ceilings</td>
<td>Repairs due to damage occurring as a result of the use of the premises by the Committee under the Agreement.</td>
<td>Major repair and/or replacement due to structural faults, age etc.</td>
</tr>
<tr>
<td>4.  Doors (including cupboard doors and door fittings)</td>
<td>Repair, maintenance and replacement due to misuse.</td>
<td>Repair, maintenance and replacement of all internal and external doors as required.</td>
</tr>
<tr>
<td>5.  Electrical wiring and fittings in building</td>
<td>Repair and replacement of all power points, switches and light fittings due to misuse.</td>
<td>Repair and replacement of all power points, switches and light fittings. All building wiring from main supply to the switchboard, power points, switches and light fittings.</td>
</tr>
<tr>
<td>6.  Fire Extinguishers</td>
<td>No responsibility except for accidental discharge.</td>
<td>Annual maintenance, testing and replacement due to age.</td>
</tr>
<tr>
<td>7.  Floor surfaces and coverings</td>
<td>All regular cleaning.</td>
<td>Maintenance and replacement.</td>
</tr>
<tr>
<td>8.  Glass</td>
<td>To keep clean and replace internal breakages. To replace externally when breakage occurs as a result of the use of the premises by the Committee under the Agreement.</td>
<td>To replace externally when breakage occurs due to vandalism.</td>
</tr>
<tr>
<td>9.  Vandalism</td>
<td>No external responsibility. Responsible for any vandalism to the inside the premises that may result from inadequate security measures.</td>
<td>Removal of graffiti from external areas and other associated grounds work - as determined by Council.</td>
</tr>
<tr>
<td>10. Keys, Locks</td>
<td>Reimbursing Council for lost or misplaced locks.</td>
<td>Responsible for purchase, installation and maintenance of all locks.</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>12. Light Globes and Fittings (internal)</td>
<td>Replacement and maintenance as required.</td>
<td>No responsibility.</td>
</tr>
<tr>
<td>13. Plumbing and Fixtures (internal)</td>
<td>Repair and replacement of all minor plumbing fittings and fixtures e.g. tap washers, toilet seats etc.</td>
<td>Repair and replacement of all plumbing fittings and fixtures including taps basins, sinks, toilets, urinals. All internal pipes from Council mains to plumbing fittings and fixtures including the hot water cylinder.</td>
</tr>
<tr>
<td>14. Plumbing waste pipes and drains (internal)</td>
<td>Keep them clear of foreign objects, mud etc and clear if blocked by these materials.</td>
<td>No responsibility.</td>
</tr>
<tr>
<td>15. Other Permanent Fixtures</td>
<td>Regular cleaning of all fixtures and repair/or replace if damaged.</td>
<td>No responsibility.</td>
</tr>
<tr>
<td>16. Hygiene</td>
<td>To keep the premises in a clean and hygienic state.</td>
<td>No responsibility.</td>
</tr>
<tr>
<td>17. Painting</td>
<td>No responsibility unless damaged by the Committee under the Agreement.</td>
<td>External painting on as needed basis.</td>
</tr>
<tr>
<td>18. Roofs</td>
<td>No responsibility.</td>
<td>All maintenance and repair as required.</td>
</tr>
<tr>
<td>19. Skylights</td>
<td>No responsibility.</td>
<td>All maintenance and repair as required.</td>
</tr>
<tr>
<td>20. Walls</td>
<td>Regular cleaning and repair of damage to walls inside premises.</td>
<td>Structural maintenance.</td>
</tr>
<tr>
<td>22. Surrounding Landscape</td>
<td>No responsibility.</td>
<td>General maintenance.</td>
</tr>
<tr>
<td>23. Rubbish Collection and removal</td>
<td>To clean and place rubbish in the bins provided.</td>
<td>Council to empty bins.</td>
</tr>
<tr>
<td>24. Electricity Accounts</td>
<td>Responsibility for Aurora accounts in relation to the period which they are used by the Committee.</td>
<td>Responsible for allocating power usage in accordance with internal meter readings.</td>
</tr>
<tr>
<td></td>
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<td>---</td>
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</tr>
<tr>
<td>25. Other Outgoings</td>
<td>Responsibility to pay any other outgoings for the period which they are used by the Committee.</td>
<td>No responsibility.</td>
</tr>
<tr>
<td>26. Water &amp; Sewerage</td>
<td>Responsible for payment of user charges plus 25% of service fees as agreed between the Lessees.</td>
<td>Responsible for payment of 75% of service fees.</td>
</tr>
<tr>
<td>27. Electrical Tagging</td>
<td>Annual Tagging.</td>
<td>No responsibility.</td>
</tr>
<tr>
<td>29. Food Handling, Ovens and Equipment</td>
<td>To comply with the relevant Health Acts and to maintain such equipment required under the Health Act.</td>
<td>Annual Food Premises Inspections.</td>
</tr>
</tbody>
</table>
SHEFFIELD ARTS CENTRE SPECIAL COMMITTEE

SCHEDULE 8

THE POWERS OR AUTHORITIES UNDER WHICH THE DELEGATIONS ARE MADE

Name of committee: Sheffield Arts Centre Special Committee

1. Sections 22 and 24 of the Local Government Act 1993; and

2. All other relevant statutory powers and lawful authority or authorities enabling the Council to do so, including (in cases where the Committee is delegated) functions, duties and powers of the Council in the Council’s capacity as a Committee of Management under applicable State legislation.

COUNCIL SEAL

THE COMMON SEAL of the KENTISH COUNCIL
was hereunto
Affixed this day of 2018
in the presence of:

_______________________
General Manager
1. PURPOSE OF REPORT:

To support the implementation of the Wilmot Streetscape Upgrade Project.

2. BACKGROUND:

In 2017 a Community Working Group (CWG) was formed to consult with various community groups to plan and scope ideas for an upgrade of Main Street Wilmot. The CWG consisted of:

- Cr Phil Richards
- Wilmot Memorial Hall - Dawn Bishop
- Wilmot Tourist & Progress Association - Jo-Ann Ross
- Wilmot Art Group - Maurice Hays
- Wilmot Primary School - Michelle Hutt initially and later Raelene Miles
- Community Representatives David Glen, Nelson South, Eleanor Leigh and Lyn Karlsson.

The CWG met for the first time on 21st February and again on 29th March 2017 to discuss the outcomes of their community consultation and to develop the following project scope:

Location
Lake Barrington Road to the northern boundary of the Wilmot Recreation Ground.

Priority area for work:
1. Wilmot Museum to the Wilmot Memorial Hall
2. Wilmot Hall to Narrawa Road
3. Narrawa Road to the Wilmot Recreation Ground including the Wilmot Museum to Lake Barrington Road area.

Theme
- Rural heritage
- Colours - four seasons – Evergreens, yellows and reds for planting, not dark heritage reds and greens. If dark heritage colours were used to paint buildings, it’s suggested to use them for trim only.
- Street furniture that complements the theme.
- Plants should be hardy, low maintenance and consistent.
- Artwork that complements the theme and natural landscape.
- The Cradle Mountain Heritage link is important i.e Bob Quake
- Improve access to the Cenotaph ramp and steps from the road.
- Consider connectivity throughout the whole project.

A budget allocation of $20,000 was made in 2017/18 to engage a consultant to develop a plan that would successfully meet the project scope objectives.

Leon Lange from Lange Design Landscape and Architecture was subsequently engaged and in consultation with the CWG developed the concept plans for the project.

The concept plans put on display at the Wilmot Town Hall on 29 September 2017 and the community was invited to ‘drop in’ to view and talk with Mr Lange and provide
feedback. The plans were also presented to the Wilmot Community Information Session that evening.

The project involves implementation of the following:

- Improved parking for trucks and motor homes and a dedicated bus parking area;
- Designated car parking bays;
- Upgrade to the Wilmot Memorial Hall car park and entry;
- Upgraded access and additional car parking bays outside the Wilmot Museum;
- Street outstand for a safe street crossing area in front of the Wilmot Primary School;
- Tree and shrub planting;
- Street furniture;
- All access ramp to the Wilmot cenotaph; and
- New curb at the Regent Street intersection.

The final plans included:

- Full set of construction drawings
- Technical specification
- Full costings for each part of the project $341,399.30
- Suggested Stage 1 Costing $93,203.00
- Suggested Stage 2 Costing $105,583.50
- Suggested Stage 3 Costing $142,612.80
- As a guide images of the plants and the off-the-shelf furniture items
- Planting schedule and specification

The cost estimates above excluded storm water infrastructure as the consultant didn’t have expertise in this area. Council staff undertook a ‘walk over’ of the project and recommended some storm water infrastructure be undertaken as well as a budget contingency to cover construction in a remote location (cost increases by approx. 30%).

Consequently the budget was increased to $150,000 in year one and two and $200,000 in year 3.

The project includes the installation of 103 bollards, 17 raised planting beds between car parks and one large planting bed opposite the cenotaph. These raised planting beds incorporate 257 shrubs and 732 ground covers, including ground covers to eventually hide the pitched wall. In addition, there are 29 large street trees.

Initial maintenance would require staff time one day a week totaling $2,200 per month for three months or more. After this initial period ongoing maintenance would cost an additional $920 a month over and above Council’s existing operating cost (estimated to take 2 staff, a vehicle and herbicide spray). Timing of the planting would reduce the initial maintenance costs for the new plants.

Initially community members may be keen to maintain the new plants but Council needs to be mindful that it could fall to Council staff to look after them in the future.

The project also includes a new timber paling fence along the full frontage of the Wilmot Fire Brigade Station and also the Wilmot Primary School, removing the existing hedge (if left they would detract from the upgraded street appeal).

Note the following items do not form part of the project and additional design, community consultation and funding would be required if these items were to proceed.
Some items would make ideal community led projects where by grants may be able to be sourced.

- Local attractions panel on the side of the Wilmot Memorial Hall (drawing number KCWSS0717 - SP03 –) page 19 of the technical specification
- Information panel - page 19 of the technical specification
- Wilmot History interpretation panels (drawing number KCWSS0717 - SP05) – page 20 of the technical specification
- Refurbished/new museum signage (drawing number KCWSS0717 - SP06)
- Bob Quaile horse and carriage feature (drawing number KCWSS0717 - SP06)
- “Butter Factory” Museum Structure (drawing number KCWSS0717 - SP06)
- Awning outside the Town Hall

Council gave the following direction when the final design was presented at the 1 May 2018 Council Forum:

1. Consider more modest planting - reduce number of shrubs but don’t compromise on the 29 larger trees
2. Reduce the number of bollards - possibly use some wheel stops where possible, particularly in the Wilmot Memorial Hall car park
3. Council were supportive in paying the full cost of the new fence in front of the Wilmot Fire Brigade and the Wilmot School

Councillors suggested the Asset & Infrastructure Manager, Team Leader Roads, Team Leader Customer & Community Services, Crs Willock and Richards meet on-site to review the directions above.

This meeting, which also included the Manager of Operations, took place 17 May 2018 and resulted in the following suggested changes to the design:

- Extend/upgrade the existing stormwater system from the centre of town to the Cenotaph
- Stage 1 will include underground stormwater, installation of all large trees, War Memorial and Cenotaph and the Memorial walk.
- Place the garden bed on the road side of the footpath and remove the bollards opposite the Cenotaph
- Picket fence on the town side only of the Cenotaph. The Wilmot ANZAC committee will contribute funds towards this cost
- New concrete path from the end of the new Cenotaph ramp to new cafe
- Batter and backfill from the new footpath level to the road edge so it’s not as steep as it currently is
- New crossover outside the new café
- Change the road edging outside café from dry kerb to a swale drain
- Include dry kerb on both sides of the Wilmot Memorial Hall drive and remove bollards
- Replace bollards inside the Wilmot Memorial Hall car park with wheel stops
- Remove a planter box between the shed and residence north of the Wilmot Memorial Hall and allow an additional parking bay
- Move the road crossing point north to the highest point in the road to assist will water flow – move the bus parking and long vehicle parking bays to suit the relocation of crossing point
- Add additional large trees opposite Narrawa Road in Suna's paddock between the Wilmot General Store and the church
• Consider the installation of trees opposite the Cenotaph within the road reserve rather than private land
• Under the Wilmot Memorial Hall business directory consider cutting cracks out of the existing footpath & replace
• Consider when the awning project goes ahead; replace the existing steps outside the Wilmot Memorial Hall with a 1,200mm landing with an s-rail and steps. At that time replace the front door with a compliant door
• Remove the existing fence in front of the Rural Fire Brigade and Wilmot Primary School rather than just build a new one in front – request residents to assist

It was suggested that Council seek feedback from the Wilmot Community on the following:

• Should plantar boxes be placed at every car space or every second one?
• Should the parking bays in the street be marked?
• Request volunteers/community groups to remove the existing fence in front of the Rural Fire Brigade and Wilmot Primary School (in the school holidays).
• Should additional trees be planted opposite Narrawa Road in Suna’s paddock between the Wilmot General Store and the church?

The amended designs were presented to Council at the 21 August 2018 Council Meeting at which the following motion was passed:

That Council endorse the placement of the Wilmot Main Street Upgrade Project final design plans on public display for final community feedback for a period of 1 month until 21 September 2018

A decision was made to extend the period of community feedback until the end of September.

The plans were placed on display at the Wilmot Community Information Session 6 September 2018. The following is an extract from the notes of that evening:

**Question –** Will trees be planted in the planter boxes?
**Answer –** No. Trees will be planted at the approach to Wilmot. The planter boxes will contain shrubs.

**Question –** Who will look after the plants in the boxes?
**Answer –** Council feels that the best people to look after the planter boxes on a daily basis would be volunteers.

**Comment –** There was general agreement from residents that a planter box at every carpark would be too many.

**Question –** Some residents were concerned that a lack of marking on the car parking bays would encourage motorists to park across driveways and for trucks and buses to park in the centre of town.
**Answer –** Mr Bellchambers advised that the Wilmot Streetscape would include more formal edging and guttering as well as guidelines to assist with car parking. Trucks and buses would be directed to larger parking bays and dedicated bus parking. Parking at the front of the Wilmot Museum will also be extended.
Question – Will there be uniform kerb and channelling as part of the Wilmot Streetscape?
Answer – Kerb, channelling and stormwater pits will be carried throughout the Streetscape. Council has received a number of comments regarding the installation of kerb and channelling on the left side of Main Street. As a result, the left side will remain a spoon drain and the right side will be kerb and channelling.

Question – Residents noted that rain is continuing to wash rocks onto the intersection of Cradle Mountain Road and Williams Street. Can the intersection be improved as the rocks are causing a hazard to motorists.
Answer – Council staff will investigate improving the stormwater infrastructure at the intersection of William Street and Cradle Mountain Road.

Question – Who will be pulling down the fence in front of the Wilmot Fire Brigade and Wilmot School?
Answer – The Fire Brigade have indicated that they will pull down the fence when Council is able to replace it.

Question – Will the footpath in front of the fence be replaced when the fence is removed.
Answer – Yes. The footpath is part of the Wilmot Streetscape redevelopment.

Comment – There was some concern from residents that the Wilmot Streetscape plans had been finalised. Residents noted that the current plans include areas where access onto private land and driveways has been restricted. Mr Bellchambers noted that the current broad community consultation would be followed by direct consultation with individual property owners directly affected. Mr Bellchambers encouraged residents to contact Council to lodge any issues or comments regarding the Wilmot Streetscape Makeover Project before the public consultation period ends on 28 September 2018.

Question – Will trees be planted outside Mr & Mrs Suna’s property in Main Street as part of the Wilmot Streetscape?
Answer – Council will be approaching the property owners to consider planting trees on the property, along the front property line. The size of the trees once they are fully matured and the distance to the road requires the trees to be planted on private land in that area.

Question – Mayor Thwaites asked if the residents were in favour of trees being planted as part of the Wilmot Streetscape.
Answer – There was a general consensus from residents that trees should be planted as part of the Streetscape.

Question – Will the trees be boxed in, and are they a poisonous variety?
Answer – Mr Bellchambers advised that the trees will be boxed in. Residents were encouraged to view the Wilmot Streetscape plans which included a list of the trees and plants chosen for the Streetscape.

Question – Will there be an opportunity in the Wilmot Streetscape to acknowledge the traditional owners of the land?
Answer – Cr Richards advised that an acknowledgement had not been raised as part of the Streetscape, however it was raised at a Wilmot Tourism and Progress Association meeting. Ms Hardy indicated that an
acknowledgement of the traditional owners of the land could be included as part of the Western Wilds Story Stops.

Comment – Mayor Thwaites encouraged residents to view the Willmot Streetscape Project plans and send their comments and suggestions to Council. Mayor Thwaites noted that now is the time to make changes to the plans before Council proceeds with the project.

Question – Where is the $500,000 for the Wilmot Streetscape coming from?
Answer – Mayor Thwaites advised that the first $150,000 was ratepayer funds. Council is applying for grants for the final $350,000, however Council will fund the makeover regardless of whether the grant applications are successful.

Question – When will the Wilmot Streetscape Project begin?
Answer – Council hopes to make a start on the project after Christmas 2018 once the public consultation period has ended and the plans have been revised and finalised. From that point the project will take three years to complete.

Comment – Mr Nelson South commented that the Wilmot Streetscape Makeover Project Committee has worked hard to bring the project to fruition, and that the Committee had considered many of the questions residents were raising such as poisonous trees and the longevity of the design. Mr South encouraged residents to view the plans and forward their comments to Council.

Question – Residents asked if Council will clean the new gutters once the Wilmot Streetscape is completed?
Answer – Mr Bellchambers advised that Infrastructure and Assets Manager Jonathan Magor is currently investigating purchasing or resource sharing a street cleaner. The Cleaner may be available to clean the gutters 3 – 4 times per year. Council’s maintenance program does include cleaning the stormwater pits.

The following changes are recommended and will be implemented if supported by Council during the construction period:

- Remove all planter boxes leaving the garden beds in place
- Council Operations staff will have direct consultation with individual property owners directly affected by the installation of kerb and channelling to ensure their needs are met
- Wilmot Primary School prefer the alternative metal fence installed in front of their premises. Install the wooden picket fence in front of the Wilmot Volunteer Brigade
3. RELATIONSHIP TO STRATEGIC/OPERATIONAL PLAN:

The Kentish Council Strategic Plan 2014-2024 has the following objectives and Strategies:

To provide an appropriate, safe and well-maintained road network that caters for all road users throughout the municipality

1.1.3 Prepare a Streetscape Plan for Wilmot.

4. COUNCIL POLICY CONTEXT:

There is no known policy impact.

5. LEGISLATIVE IMPACT:

There is no known legislative impact.

6. RISK MANAGEMENT IMPACT:

There are no known risk management impacts.

7. ENVIRONMENTAL IMPACTS:

There are no known environmental impacts.

8. FINANCIAL AND RESOURCES IMPACT:

The project design cost Council $21,334.

The 2018/19 Kentish Council Annual Plan and Budget has $150,000 set aside for stage one consisting of street tree planting, underground infrastructure, and depending on the funds remaining all the cenotaph upgrade.

Stage two and three are estimated to cost $150,000 and $200,000 respectively and are allocated in the next two years forward capital budget projections.

The scope of the 3 year plan has increased from the initial $341,400 to an estimated $500,000 after the Engineering Department and Operations Department indicated an approximate additional cost of 30% for the remote location.

9. CAPITAL WORKS BUSINESS CASE EVALUATION:

The majority of the work for the Wilmot Main Upgrade Project will be undertaken internally by Council staff. This will give Council full control of the project.

Once complete the project will be captured in Council’s assets register with funds allocated to undertake maintenance and future capital replacement.

10. COMMUNITY AND OTHER CONSULTATION:

Kentish Council Open Agenda
The Wilmot community has been extensively consulted and the Community Working Group
- scoped the project
- consulted their respective community groups and
- worked with the landscape architect during the design of the project.

The draft plans were available for public comment in a ‘drop in’ session and presented to the Wilmot Community Information Sessions on 29 September 2017
This drawing set shall be printed off at A1 size for construction.

Drawings shall be read in conjunction with the streetscape works technical specification.

Scale Bar North

Kentish Council Open Agenda
20 November 2018

102
Existing Telstra steel pit covers to be incorporated within new footpath.

Existing Telstra turret to be retained and protected from works.

Existing half pipe open drain to be completely removed.

Provide a wide and shallow swale within the footpath to allow overland flow to continue from the rock lined line and gully pit.

Form a shallow asphalt overland flow swale to channel stormwater towards the rock lined line.

New planting bed with rock lined open drain between planting and footpath as detailed.

New grassing as specified.

Remove grass and replace with 150mm (6”) Kimberley kerb along the path edge to the extent shown.

Locate stormwater manhole and retain as required.

Earthworks to be graded down to new pavement works without the requirement of retaining walls.

New concrete access pathway to new pavement works.

New Type KC kerb and kerb side stormwater inlet pit as shown.

New asphalt driveway crossover profiled with a shallow swale to continue from end of new kerb through to existing grassed swale.

Terminate new asphalt driveway crossover at property boundary.

New ‘Type KC’ kerb and kerb side stormwater inlet pit as shown and in accordance with LGAT Standard Drawings.

1.35m Park CSA Seat, sub-surface mount, standard finish (Code: P07-CSA - Street Furniture Australia 1300 027 799), installed over a plain concrete base slab as specified.

Existing English Yew (Taxus baccata), to be retained and protected from works.

New Lone Pine (Pinus Brutia), to be retained and protected from works.

New wire netting fence to property boundary as specified.

Existing fences to be retained.

Existing flag pole and plinth to be retained and protected from works.

Existing hedges to be fully removed to make way for new works.

Existing Cenotaph to be retained and protected from works.

Existing hedge to be retained.

Existing flag pole and plinth to be retained and protected from works.

They are to be retained and protected from works.

Private Yard

Private Driveaway

Driveway

War Memorial

New planting areas

New lawn areas

New concrete pavement as specified.

New planting areas

New lawn areas

New concrete pavement as specified.

New planting areas

New lawn areas

New concrete pavement as specified.

New planting areas

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New concrete pavement as specified.

New planting areas

New lawn areas

New concrete pavement as specified.
New concrete driveway crossover

Raised planting edge as detailed along footprint and planting area as shown.

New box gully pit as specified, with stone pitched surround as detailed.

New Urban Edge line marking as per LGAT Standards.

New planting area to be installed between new concrete footpath and veranda as detailed.

Existing planting area between property boundary and the existing footpath to be retained.

New planting areas

New concrete pavement to match up with existing footpath as shown.

Existing concrete service lids to be retained.

New lawn areas

New asphalt pavement as specified.

New 'Type BK' kerb and channel as specified.

Shallow swale for stormwater overland flow.

Existing stormwater pipe invert to be retained, with trash grate fitted to reduce pipe blockages.

Existing stormwater open drain to be fully renewed and new asphalt pavement installed whilst retaining a shallow swale profile for stormwater overland flow.

Fall asphalt towards overland flow swale.

New "Type BK" kerb, asphalt and line marked car parking in accordance with LGAT Standards.

New concrete footpath to be coordinated with adjoining land owner.

New box gully pit installed with in the asphalt pavement as specified.

New crossover to be coordinated with adjoining land owner.

New box gully pit to be removed and realigned to match up with existing pathways.

New concrete footpath to be installed between new concrete footpath and veranda as shown.

Existing power pole and overhead power line.

New concrete driveway crossover

Existing planting area between property boundary and the existing footpath to be retained.

New box gully pit and stormwater pipes installed with in the asphalt pavement as specified.

Existing concrete service lids to be retained.

New 'Type BK' kerb to LGAT Standards.

New asphalt pavement as specified.

New 'Type BK' kerb, asphalt and line marked car parking in accordance with LGAT Standards.

New concrete footpath to be coordinated with adjoining land owner.

New box gully pit installed with in the asphalt pavement as specified.

New crossover to be coordinated with adjoining land owner.

New box gully pit to be removed and realigned to match up with existing pathways.
LEGEND

Existing power pole and c/line break

New planting areas as specified

New exst area

Shallow swale for overland stormwater flows.

Bollards as specified.

Existing stormwater line and gully pit

New concrete pavement as specified.

Existing Telstra pit

New asphalt pavement as specified.

Existing fence.

New planting areas as specified

Existing power pole and c/line break power line.

New exst area

Shallow swale for overland stormwater flows.

Bollards as specified.

New concrete pavement as specified.

New asphalt pavement as specified.

Existing fence.

New exst area

Shallow swale for overland stormwater flows.

Bollards as specified.

New concrete pavement as specified.

New asphalt pavement as specified.

Existing fence.

New exst area

Shallow swale for overland stormwater flows.

Bollards as specified.

New concrete pavement as specified.

New asphalt pavement as specified.

Existing fence.

New planting areas as specified

New exst area

Shallow swale for overland stormwater flows.

Bollards as specified.

New concrete pavement as specified.

New asphalt pavement as specified.

Existing fence.

New exst area

Shallow swale for overland stormwater flows.

Bollards as specified.

New concrete pavement as specified.

New asphalt pavement as specified.

Existing fence.
Concrete pavement as specified, with a Concrete Colour Systems 'Red Brick' at 8% full depth colour oxide. Pavement shall finish flush with adjoining concrete footprint and be finished flush with final surface.

Existing kerb and channel to be retained. New "Type KC" kerb as per LGAT Standards to continue around to Regent Street as shown.

New concrete footpath alignment to follow the full frontage of the school, positioned in front of the existing fence. Existing hedge to be fully removed.

$150 x 150mm flush concrete edging to be installed in front of the existing fence. New 'Type KC' kerb as per LGAT Standards to continue around to Regent Street as shown.

Existing fence and stormwater line and gully pit. New timber paling fence as detailed, along the full frontage of the school, positioned in line with the existing fence.

Existing power pole and overhead line. New Type BK kerb as per LGAT Standards.

Existing concrete pavement as specified, with a Concrete Colour Systems 'Red Brick' at 8% full depth colour oxide. Pavement shall finish flush with adjoining concrete footprint and be finished flush with final surface.

New concrete footpath alignment to follow the full frontage of the school, positioned in front of the existing fence. Existing hedge to be fully removed.

Four Guide Posts to the edge of the road as per LGAT Standard Drawing Number R25-v1.

New entry ramp as per LGAT Standards. New "Type KC" kerb as per LGAT Standards to continue around to Regent Street as shown.

New concrete footpath and 6500mm (w) driveway crossover as per LGAT Standards.

Existing phone box to be retained. Existing concrete slab from old Coles store. Relocate existing sign and install new concrete pavement to connect the two adjoining paths.

New Type KC kerb as per LGAT Standards to continue around to Regent Street as shown.

New 3400mm Park DDA Seat, sub-surface mount, standard finish (Code: PS7-DDA - Street Furniture Australia 1330 037 799).

New concrete footpath and 6500mm (w) driveway crossover as per LGAT Standards, in front of old Coles Store and in line with the existing ‘Right of Way’,400mm to adjoining property.

1600mm Park DDA Seat, sub-surface mount, standard finish (Code: PS7-DDA - Street Furniture Australia 1330 037 799).

Three Wilton History interpretation panels as specified.

Existing power box connection to old Coles store.

Galvanised steel non-slip checker plate bridge from the existing kerb and channel to the new pavement. Fix bridge to kerb with countersunk non-trip masonry anchors at 500mm centers.

Ensure all dimensions are checked on site prior to commencement of landscape works.

Private Yard

Dial Before You Dig. Check all underground services prior to commencement of any works.

Existing power pole and overhead line. New concrete footpath alignment to follow the full frontage of the school, positioned in front of the existing fence. Existing hedge to be fully removed.

Existing entry ramp as per LGAT Standards. New 'Type KC' kerb as per LGAT Standards to continue around to Regent Street as shown.

New concrete footpath alignment to follow the full frontage of the school, positioned in front of the existing fence. Existing hedge to be fully removed.

Proposed Shop (Old Coles Store)

1600mm Park DDA Seat, sub-surface mount, standard finish (Code: PS7-DDA - Street Furniture Australia 1330 037 799) installed over a plain concrete base slab as specified.

Existing bollards as detailed, and as shown. 'Type BK' kerb as per LGAT Standards.

New concrete footpath and 6500mm (w) driveway crossover as per LGAT Standards, in front of old Coles Store and in line with the existing ‘Right of Way’,400mm to adjoining property.

1600mm Park DDA Seat, sub-surface mount, standard finish (Code: PS7-DDA - Street Furniture Australia 1330 037 799).

Shallow swale to eliminate surface flow.

Existing litter bin to be retained. 1800mm Park DDA Seat, sub-surface mount, standard finish (Code: PS7-DDA - Street Furniture Australia 1330 037 799), installed over a plain concrete base slab as specified.

Existing path to be removed to allow for new works. Existing planting areas on top. Sleeper wall shall be designed by a structural engineer to the approval of Kentish Council’s engineer.

Existing hedge to be fully removed. New 'Type KC' kerb as per LGAT Standards to continue around to Regent Street as shown.

New 'Type KC' kerb as per LGAT Standards to continue around to Regent Street as shown.

Existing concrete footpath as specified, with a Concrete Colour Systems 'Red Brick' at 8% full depth colour oxide. Pavement shall finish flush with adjoining concrete footprint and be finished flush with final surface.

Existing kerb and channel to be retained. New 3400mm Park DDA Seat, sub-surface mount, standard finish (Code: PS7-DDA - Street Furniture Australia 1330 037 799).

Existing concrete pavement as specified, with a Concrete Colour Systems 'Red Brick' at 8% full depth colour oxide. Pavement shall finish flush with adjoining concrete footprint and be finished flush with final surface.

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Existing litter bin to be retained. 1800mm Park DDA Seat, sub-surface mount, standard finish (Code: PS7-DDA - Street Furniture Australia 1330 037 799), installed over a plain concrete base slab as specified.

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New concrete footpath and 6500mm (w) driveway crossover as per LGAT Standards, in front of old Coles Store and in line with the existing ‘Right of Way’,400mm to adjoining property.

1600mm Park DDA Seat, sub-surface mount, standard finish (Code: PS7-DDA - Street Furniture Australia 1330 037 799).

Existing kerb and channel to be retained. New 'Type KC' kerb as per LGAT Standards to continue around to Regent Street as shown.

New concrete footpath alignment to follow the full frontage of the school, positioned in front of the existing fence. Existing hedge to be fully removed.

Existing entry ramp as per LGAT Standards. New 'Type KC' kerb as per LGAT Standards to continue around to Regent Street as shown.

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New concrete footpath and 6500mm (w) driveway crossover as per LGAT Standards, in front of old Coles Store and in line with the existing ‘Right of Way’,400mm to adjoining property.

1600mm Park DDA Seat, sub-surface mount, standard finish (Code: PS7-DDA - Street Furniture Australia 1330 037 799).
**Drawing Adjoins:** KCWS0717-SP05

**Extent of Works**

- Carriageway reduced in width with new "Urban Edge" line marking as per LGAT Standards, to join with existing linemarking from Chainage 387.70.
- Existing kerb to be demolished to allow for new kerb works as shown.
- Additional line marked car parking bays and new asphalt pavement as specified.
- Reshape existing batter to allow for new pavement and kerb works and provide a planting area as specified.
- Existing access ramp to be retained.

**Notes**

- Kentish Council Open Agenda
- Kentish Council Open Agenda 20 November 2018
- Existing access ramp to be retained.
- Existing tree to be removed to allow for new works.
- Existing horse sign panel to be retained and incorporated into new works.
- Existing kerb to be demolished to allow for new works.
- Future Wilmot Butter Museum and access pathway. The design, funding and installation of this feature is a future community project and is not included within these works.
- New kerb and channel as specified.
- Shallow swale for stormwater overland flows.
- Bollards as specified.
- 100(w) x 150mm(d) insitu concrete garden edge.

**Construction**

- 1 March 2018
  - Construction
  - Main Street Wilmot Tasmania
  - Pavement and access ramp as per LGAT Standards.
  - New 'Type KC' kerb as per LGAT Standards.
  - New concrete headwall to connect to existing pipe under driveway.
  - Future Wilmot Butter Museum and access pathway. The design, funding and installation of this feature is a future community project and is not included within these works.
- 2 March 2018
  - Construction
  - Add line marked car parking bays and new asphalt pavement as specified.
  - Reshape existing batter to allow for new works.
  - Bob Quaile horse and carriage feature. The design, funding and installation of this feature is a future community project and is not included within these works.

**WILMOT STREETSCAPE REVITALISATION PROJECT**

**Main Street Wilmot Tasmania**

**Streetscape Plan**

**Drawings Adjoins:**

- KCWS0717-SP05

**NOTES**

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- Kentish Council Open Agenda 20 November 2018
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  - Construction
  - Main Street Wilmot Tasmania
  - Pavement and access ramp as per LGAT Standards.
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  - Construction
  - Add line marked car parking bays and new asphalt pavement as specified.
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- New kerb and channel as specified.
- Shallow swale for stormwater overland flows.
- Bollards as specified.
- 100(w) x 150mm(d) insitu concrete garden edge.
PLANTING PLAN

KENTISH COUNCIL
Tasmania

WILMOT STREETSCAPE REVITALISATION PROJECT
Main Street  Wilmot   Tasmania

PLANTING SCHEDULE

<table>
<thead>
<tr>
<th>CODE</th>
<th>COMMON NAME</th>
<th>POT</th>
<th>QTY</th>
<th>HOE</th>
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<tbody>
<tr>
<td>DIP</td>
<td>White Iris</td>
<td>140m</td>
<td>7</td>
<td>1GAUlin</td>
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<tr>
<td>LIB</td>
<td>Taupo Blaze</td>
<td>140m</td>
<td>32</td>
<td>2Gaulin</td>
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</table>

**NOTES**

* Mature height and width on plan.

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**LEGEND**

- Existing fences
- Existing stormwater line and gully pit
- Existing Telstra pit
- Shallow swale for stormwater overland flows
- Bollards as specified

**DIAL BEFORE YOU DIG.** Check all underground services prior to commencement of any works.

All dimensions shown on drawings exclude any overhangs unless indicated.
PLANTING PLAN

Wilmot Primary School
(Open Space)

**LEGEND**
- Existing power pole and overhead power lines
- Existing stormwater line and gully pit
- Existing Telstra pit
- Existing fences
- Shallow swale for stormwater overland flows
- Bollards as specified

**DRAWING INFORMATION**
- DRAWING No.
- Issue
- Date
- DRAWING TITLE
- PROJECT
- ISSUE
- SCHEDULE

**CLIENT**
- Kentish Council

**PROJEC INFORMATION**
- Drawn by
- Checked by
-STRUCTION

**PLANTING SCHEDULE**

<table>
<thead>
<tr>
<th>Botanical Name</th>
<th>Common Name</th>
<th>H x W*</th>
<th>POT</th>
<th>QTY</th>
</tr>
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<tbody>
<tr>
<td>COR tri</td>
<td>Trixie Belle</td>
<td>1.4 x 1.5m</td>
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<tr>
<td>GAU lin</td>
<td>Pink Butterfly</td>
<td>0.8 x 0.8m</td>
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<td></td>
</tr>
<tr>
<td>LAV mun</td>
<td>Munstead</td>
<td>0.5 x 0.5m</td>
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<td></td>
</tr>
<tr>
<td>WES aus</td>
<td>Aussie Box</td>
<td>1 x 1m</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIB tau</td>
<td>Taupo Blaze</td>
<td>0.4 x 0.4m</td>
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</tr>
<tr>
<td>GST mt</td>
<td>Grevillea 'Mt Tamboritha'</td>
<td>0.6 x 0.4m</td>
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<td></td>
</tr>
</tbody>
</table>

* MATURE height and width of plant.
All dimensions shown on drawings and details are in millimetres unless noted otherwise.

Dial Before You Dig. Check all underground services prior to commencement of construction in conjunction with all other project consultants approved drawings including; architectural, engineering, hydraulic, and electrical services.

CONSTRUCTION DETAILS

PLANTING (Typical)

- Plant as shown on the drawings.
- Where a pavement or garden edge occurs, plant at 250mm as shown.
- Ensure mulch is clear of plant stem as shown.
- Topsoil as specified.
- Cultivate base of planting areas with excavator's bucket lines as shown.

PLANTING BED WITH ROCK LINED SWALE

- 150 x 150mm Gravel modified crushed quarry rock installed to areas adjoining school play area only.
- Adjoining asphalt pavement as shown on the drawings.
- 150 x 25 treated softwood board edge fixed to HRRC page with 2 No. screws.
- Plan length join.

STONE PITCHED BOX GULLY PIT

- Gravel stormwater gully pit as specified.
- 75mm - 150mm Washed crushed quarry rock set into a 100mm bed of wet concrete, with cross fall profiled into a swale to channel water towards the gully pit. Concrete shall be coloured with a black oxide.

CONCRETE SMEARS AND DAGGS ON ANY STONE SURFACE WILL NOT BE ACCEPTED.

EDGING - Treated Softwood

- Adjoining concrete pavement as shown on the drawings.
- 25 x 75mm 'Sanfor' sleeper edge with 12mm rounded edges and fixed to gully with galvanised metal rods as detailed.
- Multi as specified.
- 300mm (d) Soil as specified.

RAISED PLANTING BED

- Cultivate sub-grade as specified.
- Existing sub-grade.

EDGING - Treated Softwood

- Adjacent concrete pavement as shown on the drawings.
- 25 x 75mm 'Sanfor' sleeper edge with 12mm rounded edges and fixed to gully with galvanised metal rods as detailed.
- Multi as specified.
- 300mm (d) Soil as specified.

EDGING - Treated Softwood

- Adjacent asphalt pavement as shown on the drawings.
- 150 x 150mm Gravel modified crushed quarry rock installed to areas adjoining school play area only. Fix strip to rail at the fence rail where fence adjoins the school play area only.
- Adjoining asphalt pavement as shown on the drawings.
- 25 x 75mm 'Sanfor' sleeper edge with 12mm rounded edges and fixed to gully with galvanised metal rods as detailed.
- Multi as specified.
- 300mm (d) Soil as specified.
'Main Street Tree Plan'

**Street Tree Planting:** All street trees shall be installed where shown on the drawings and as in 3m spacings. Prior to constructing tree guards as detailed and planting, mark out each location to ensure spacing will be equal and all avoid underground and above ground services.

- **Planting shall be carried out in accordance with current landscape industries 'Best Practice'.**
- **New trees shall be in healthy condition, free from disease and insect pests.**
- **Thoroughly water the plants before planting begins, immediately after planting, and thereafter as required to maintain growth rates free of stress.**

**STREET TREE PLANTING:**

- **Grey Box**
  - 8 x 4m
  - **Stems**

**Groundcovers/Tufts:**

- **Native Pigface**
  - 1 x 2m
  - **Stems**

**Shrubs:**

- **Grevillea 'Mt Tamboritha'**
  - 1.6 x .7m
  - **Stems**

- **Carpobrotus rossii**
  - .7 x .7m
  - **Stems**

**Trees:**

- **Acer var. 'Fairview Flame'**
  - 15 x 10m
  - **Stems**

- **Acer rubrum**
  - 150 x 25mm
  - **Stems**

**Stone Pitched Retaining Wall:**

- **Three 150 x 25mm Treated pine boards to each side of the wall as specified.**
- **Three 150 x 25mm Treated pine log posts to each side of the wall as specified.**

**Removal of existing shrubs and repalced with small shrubs, tussocks and groundcovers as specified below and as scheduled.**

**New Plantings:**

- Install another layer of aged 'Chipped forest mulch' to all planting areas areas to a depth of 800mm spacings between the existing Crab Apple trees.
- New planting shall consist of a continuous row of 'Grey Box' as scheduled at 500mm spacings. Prior to plant guard installation, ensure root penetration into sub grade.
- Clean soil backfill around new tree planting.
- Rip base of tree hole with excavator bucket tines to ensure roots are directed downwards.
- Turn up the edges of the matting as shown.
- Compacted earth mound under football to ensure growth rates free of stress.
- New tree guard installed against the existing fence line and if required, to prevent further erosion of the existing earth bank.
- New tree guard fixed to each post with 2 x M10 x 75 mm galvanised bugle screws.
- 150mmØØ Treated pine log post.
- 4 ACE fa to along fence line
- 4 ACE fa to along fence line
- 3 ACE fa to along fence line
- 3 ACE fa to along fence line

**Removal of existing Cypress shrubs and repalced with small shrubs, tussocks and groundcovers as specified below and as scheduled.**

**New Plantings:**

- Install another layer of aged 'Chipped forest mulch' to all planting areas areas to a depth of 800mm spacings between the existing Crab Apple trees.
- New planting shall consist of a continuous row of 'Grey Box' as scheduled at 500mm spacings. Prior to plant guard installation, ensure root penetration into sub grade.
- Clean soil backfill around new tree planting.
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**Native Pigface**

- 1 x 2m
- **Stems**

**Shrubs:**

- **Grevillea 'Mt Tamboritha'**
  - 1.6 x .7m
  - **Stems**

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  - .7 x .7m
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  - 1 x 2m
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**Removal of existing shrubs and repalced with small shrubs, tussocks and groundcovers as specified below and as scheduled.**

**New Plantings:**

- Install another layer of aged 'Chipped forest mulch' to all planting areas areas to a depth of 800mm spacings between the existing Crab Apple trees.
- New planting shall consist of a continuous row of 'Grey Box' as scheduled at 500mm spacings. Prior to plant guard installation, ensure root penetration into sub grade.
- Clean soil backfill around new tree planting.
- Rip base of tree hole with excavator bucket tines to ensure roots are directed downwards.
- Turn up the edges of the matting as shown.
- Compacted earth mound under football to ensure growth rates free of stress.
- New tree guard installed against the existing fence line and if required, to prevent further erosion of the existing earth bank.
- New tree guard fixed to each post with 2 x M10 x 75 mm galvanised bugle screws.
- 150mmØØ Treated pine log post.
- 4 ACE fa to along fence line
- 4 ACE fa to along fence line
- 3 ACE fa to along fence line
- 3 ACE fa to along fence line

**Native Pigface**

- 1 x 2m
- **Stems**

**Shrubs:**

- **Grevillea 'Mt Tamboritha'**
  - 1.6 x .7m
  - **Stems**

- **Carpobrotus rossii**
  - .7 x .7m
  - **Stems**

- **Native Pigface**
  - 1 x 2m
  - **Stems**

**Stone Pitched Retaining Wall:**

- **Three 150 x 25mm Treated pine boards to each side of the wall as specified.**
- **Three 150 x 25mm Treated pine log posts to each side of the wall as specified.**

**Removal of existing shrubs and repalced with small shrubs, tussocks and groundcovers as specified below and as scheduled.**

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- 150mmØØ Treated pine log post.**
1. PURPOSE OF REPORT:

To award the 2018/2019 Round 1 Community Grant Allocations.

2. BACKGROUND:

The Community Grants Scheme is a Council initiative whereby clubs and organisations are invited, on a bi-annual basis, to make an application to Council for financial assistance.

Seven (7) applications were received under the September major grants round totalling $15,147. A working group of three Councillors made a recommendation on the application.

A summary of the grant application and recommendation is attached.

3. RELATIONSHIP TO STRATEGIC/OPERATIONAL PLAN:

Applications are assessed on merit and considered by Council in-line with the Kentish Council 2018/19 Annual Plan and Budget.

4. COUNCIL POLICY CONTEXT:


5. LEGISLATIVE IMPACT:

There are no known legislative impacts.

6. RISK MANAGEMENT IMPACT:

Not applicable.

7. ENVIRONMENTAL IMPACTS:

There are no known environmental impacts.
8. **FINANCIAL AND RESOURCES IMPACT:**

Council allocated a total of $15,000 for Community Grants funding as part of the Donations, Sponsorship and Grants 2018/19 Kentish Council Annual Plan and Budget.

Funds spent as at 20/11/2018

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Community Donations</td>
<td>$750.00</td>
</tr>
<tr>
<td>Recommended Community Grants Round Two</td>
<td>$7,655.30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$8,405.30</strong></td>
</tr>
<tr>
<td>Funds Remaining</td>
<td>$6,594.70</td>
</tr>
</tbody>
</table>

9. **CAPITAL WORKS BUSINESS CASE EVALUATION:**

Not applicable.

10. **COMMUNITY AND OTHER CONSULTATION:**

The community was invited to make applications for Community Grant funding via the local newspaper, Council’s website and Facebook page and The Kentish Voice.

11. **OFFICER COMMENTS/CONCLUSIONS:**

The application was assessed against Council's criteria and priority areas. It is recommended that those organisations listed for approval receive community grant funding.
## Community Grant Applications up to $2,500 – 2018/2019 Round 1 (September 2018)
### Summary Recommendations

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Project</th>
<th>Funding Amount Sought</th>
<th>Total Project Cost</th>
<th>Eligible</th>
<th>Council Funding received in the last two years</th>
<th>Identified priority areas met</th>
<th>Grants Committee Recommendation and Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mersey Valley Devonport Cycling Club</td>
<td>Oceania Road Championships</td>
<td>$2,000</td>
<td>$60,000</td>
<td>No</td>
<td>$500 sponsorship for cycling event</td>
<td>Economic Development</td>
<td>Recommendation: The application not be supported. Reasons: The project is ineligible under the funding criteria. Requests for operating costs of running an event will not be considered.</td>
</tr>
<tr>
<td>Wilmot Tourist and Progress Association</td>
<td>Installation of glass security front door</td>
<td>$2,500</td>
<td>$2,500</td>
<td>Yes</td>
<td>$1,850 annual funding allocation</td>
<td>Social Inclusion</td>
<td>Recommendation: $1,786 be provided for the project (partial funding). Reasons: Partial funding was granted due to the competitive nature of this funding round and to encourage the Association to contribute financially to the project. Conditions: Funds be used for the purchase of the security door only.</td>
</tr>
<tr>
<td>Organisation</td>
<td>Project</td>
<td>Funding Amount Sought</td>
<td>Total Project Cost</td>
<td>Eligible</td>
<td>Council Funding received in the last two years</td>
<td>Identified priority areas met</td>
<td>Grants Committee Recommendation and Conditions</td>
</tr>
<tr>
<td>--------------</td>
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<td>-----------------------------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Kentish Pony and Hack Club</td>
<td>Resurfacing to make ground safe</td>
<td>$2,500</td>
<td>$5,800</td>
<td>Yes</td>
<td>Nil</td>
<td>Community Cohesion, Social Inclusion, Sustainable Employment, Economic Development, Environmental and Natural Resources, Youth Initiatives, Community Health and Wellbeing</td>
<td>Recommendation: $2,000 be provided for the project (partial funding). Reasons: Partial funding was granted due to the competitive nature of this funding round. The project will deliver improved safety for riders.</td>
</tr>
<tr>
<td>Kentish Rowing Club</td>
<td>Purchase of Safety Boat</td>
<td>$2,500</td>
<td>$2,500</td>
<td>Y</td>
<td>$500 sponsorship for the purchase of a double scull</td>
<td>Community Cohesion, Social Inclusion, Economic Development, Youth Initiatives, Community Health and Wellbeing.</td>
<td>Recommendation: $1,250 be provided for the project (partial funding). Reasons: Partial funding was granted due to the competitive nature of this funding round. The project will deliver improved safety for rowers.</td>
</tr>
<tr>
<td>Organisation</td>
<td>Project</td>
<td>Funding Amount Sought</td>
<td>Total Project Cost</td>
<td>Eligible</td>
<td>Council Funding received in the last two years</td>
<td>Identified priority areas met</td>
<td>Grants Committee Recommendation and Conditions</td>
</tr>
<tr>
<td>-------------------------------</td>
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<td>--------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sheffield RSL Sub-Branch</td>
<td>Enhance and Refurbish Sheffield Cenotaph</td>
<td>$2,500</td>
<td>$55,000</td>
<td>Yes</td>
<td>Nil</td>
<td>Community Cohesion. Social Inclusion.</td>
<td>Recommendation: $2,000 be provided for the project (partial funding). Reasons: Partial funding was granted due to the competitive nature of this funding round. The project will deliver improved safety for attendees at ANZAC Day Services and greatly improve the aesthetics of the cenotaph.</td>
</tr>
<tr>
<td>Kentish U3A</td>
<td>Railton Topiary Project</td>
<td>$616.30</td>
<td>$616.30</td>
<td>Yes</td>
<td>$1,920 Grant for maintenance of walking track and signage upgrade at O'Neills Creek Reserve</td>
<td>Community Cohesion. Social Inclusion. Economic Development. Community Health and Wellbeing.</td>
<td>Recommendation: $616.30 be provided for the project (full funding). Reasons: The project builds upon the Railton Township's topiary theme. The project will provide educational opportunities. Conditions: - Kentish U3A/property owner to be responsible for topiary maintenance.</td>
</tr>
<tr>
<td>Organisation</td>
<td>Project</td>
<td>Funding Amount Sought</td>
<td>Total Project Cost</td>
<td>Eligible</td>
<td>Council Funding received in the last two years</td>
<td>Identified priority areas met</td>
<td>Grants Committee Recommendation and Conditions</td>
</tr>
<tr>
<td>-----------------------</td>
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<td>----------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Beulah Cricket Club</td>
<td>Purchase of Bowling Machine</td>
<td>$2,500</td>
<td>$5,131</td>
<td>Yes</td>
<td>$500 donation for the purchase of cricket equipment</td>
<td>Community Cohesion. Social Inclusion. Youth Initiatives. Community Health and Wellbeing.</td>
<td>Recommendation: The application not be supported. Reasons: Funding was not granted due to the competitive nature of this funding round. Other applications were considered a higher priority. Beulah Cricket Club be encouraged to submit a joint application with the other three local cricket clubs for the bowling machine.</td>
</tr>
</tbody>
</table>
Kentish Council
Preliminary Financial Management Reports for the Period Ended 31 October 2018

Table of Contents

<table>
<thead>
<tr>
<th>Report Title</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commentary including Income Statement and Balance Sheet</td>
<td>1-3</td>
</tr>
<tr>
<td><strong>Monthly Reports</strong></td>
<td></td>
</tr>
<tr>
<td>Rates &amp; Debtors Outstanding Report</td>
<td>4</td>
</tr>
<tr>
<td>Investment Schedule</td>
<td>6</td>
</tr>
<tr>
<td>Capital Expenditure Report</td>
<td>7-9</td>
</tr>
<tr>
<td>Activity Report</td>
<td>10-11</td>
</tr>
</tbody>
</table>
The following information is provided to give a preliminary indication of the financial performance of Council for the period ended 31 October 2018 and an estimated financial position as at 31 October 2018. Cut-off for this report was 12 November 2018 and any October invoices processed after this date will not be reflected in this report.

Comparisons to budget within this report are to the original 2018/19 budget adopted on 19 June 2018.

Operating Budget Variances
Most of variances to the operating budget are considered to be timing variances at this stage.

Capital Expenditure
• Refer to the attached Capital Expenditure Report for detail of preliminary capital expenditure to date and commentary regarding variances from the original budget.
• Budgets for the following projects were not carried forward from 2017/18. Approval will be sought as part of the first quarter budget review for 2018/19 to adopt brought forward budgets.
  - Footpath capital expenditure - Sheffield footpath extension - Spring Street to Recreation Ground and Railton footpath extension - Giblin Street (Ennis Avenue to Foster Street).
  - Stormwater capital expenditure - Railton Stormwater study recommendations - Stage 1
  - Building capital expenditure - Internal Ramp at Kentish Health Care Centre, Upgrade the existing heating at Wilmot Hall
  - Land Improvements capital expenditures - Forth Falls Walking Track/ Lake Barrington Road and King George park (footpath to Delineate youth area & connect skate park entrance).
• Year to date capital expenditure for 2018/19 is $0.69m compared to $1.55m of year to date budgeted expenditure.

Cash
• Cash decreased by $0.35m during the month to $12.09 million.

Rates Receivable
• 2018/19 net rates receivable outstanding at 31 October 2018 were $1.9m or 35.4% of current year rates (October 2017, 37%).
• An additional $92,664 of rates remain outstanding from prior years.

Andrew Cock
Customer & Business Services Manager
## Operating Statement
For the Period Ended 31 October 2018

<table>
<thead>
<tr>
<th></th>
<th>Original Budget</th>
<th>Actual Yr Ended 30/6/2018</th>
<th>YTD Budget</th>
<th>YTD Actual</th>
<th>YTD Actual Variance</th>
<th>YTD % Received/Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates and charges</td>
<td>5,160,294</td>
<td>5,285,758</td>
<td>4,971,246</td>
<td>5,089,330</td>
<td>118,084</td>
<td>102.38%</td>
</tr>
<tr>
<td>Statutory fees and fines</td>
<td>226,911</td>
<td>276,930</td>
<td>102,460</td>
<td>114,875</td>
<td>12,415</td>
<td>112.12%</td>
</tr>
<tr>
<td>User fees</td>
<td>227,252</td>
<td>100,588</td>
<td>33,528</td>
<td>37,799</td>
<td>4,271</td>
<td>112.74%</td>
</tr>
<tr>
<td>Operating grants</td>
<td>3,037,000</td>
<td>2,798,423</td>
<td>699,774</td>
<td>396,707</td>
<td>(303,067)</td>
<td>56.69%</td>
</tr>
<tr>
<td>Capital grants received specifically for new or upgraded assets</td>
<td>428,000</td>
<td>587,680</td>
<td>-</td>
<td>240,715</td>
<td>240,715</td>
<td>100.00%</td>
</tr>
<tr>
<td>Reimbursements and contributions</td>
<td>528,160</td>
<td>570,385</td>
<td>216,088</td>
<td>150,762</td>
<td>(65,326)</td>
<td>69.77%</td>
</tr>
<tr>
<td>Distributions - water corporation</td>
<td>132,000</td>
<td>14,000</td>
<td>63,332</td>
<td>84,236</td>
<td>20,904</td>
<td>133.01%</td>
</tr>
<tr>
<td>Other income</td>
<td>555,000</td>
<td>724,887</td>
<td>345,639</td>
<td>173,299</td>
<td>(172,340)</td>
<td>50.14%</td>
</tr>
<tr>
<td>Interest</td>
<td>197,000</td>
<td>190,000</td>
<td>63,332</td>
<td>84,236</td>
<td>20,904</td>
<td>133.01%</td>
</tr>
<tr>
<td>Share of net profits/(losses) of associates</td>
<td>132,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Grants for renewal of assets</td>
<td>907,000</td>
<td>488,613</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total income</strong></td>
<td>11,532,617</td>
<td>11,023,664</td>
<td>6,446,067</td>
<td>6,301,000</td>
<td>(145,067)</td>
<td>97.75%</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee costs</td>
<td>2,766,000</td>
<td>3,251,236</td>
<td>1,141,727</td>
<td>1,050,642</td>
<td>(91,086)</td>
<td>92.02%</td>
</tr>
<tr>
<td>Materials and services</td>
<td>3,310,000</td>
<td>3,527,212</td>
<td>1,290,040</td>
<td>1,076,190</td>
<td>(213,851)</td>
<td>83.42%</td>
</tr>
<tr>
<td>Depreciation and amortisation</td>
<td>2,547,000</td>
<td>2,835,675</td>
<td>945,220</td>
<td>660,814</td>
<td>(284,406)</td>
<td>69.91%</td>
</tr>
<tr>
<td>Finance costs</td>
<td>94,000</td>
<td>79,296</td>
<td>26,432</td>
<td>26,363</td>
<td>(69)</td>
<td>99.74%</td>
</tr>
<tr>
<td>Other expenses</td>
<td>508,000</td>
<td>422,830</td>
<td>143,879</td>
<td>156,804</td>
<td>12,925</td>
<td>108.98%</td>
</tr>
<tr>
<td>Net loss on disposal of property, infrastructure and plant</td>
<td>403,000</td>
<td>(91)</td>
<td>(32)</td>
<td>-</td>
<td>32</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total expenses</strong></td>
<td>9,628,000</td>
<td>10,116,158</td>
<td>3,547,267</td>
<td>2,970,812</td>
<td>(576,455)</td>
<td>83.75%</td>
</tr>
<tr>
<td><strong>Net Result</strong></td>
<td>1,904,617</td>
<td>907,506</td>
<td>2,898,800</td>
<td>3,330,188</td>
<td>431,388</td>
<td>114.88%</td>
</tr>
<tr>
<td><strong>Adjusted Income for Underlying Surplus/(Deficit)</strong></td>
<td>6,446,067</td>
<td>7,646,285</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Less:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Disaster Relief grants received</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gain on disposal of surplus land</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants for renewal of assets</td>
<td>-</td>
<td>240,715</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants received in advance - current year</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates received in advance - current year</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Add:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants received in advance - prior year</td>
<td>-</td>
<td>1,384,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates received in advance - prior year</td>
<td>-</td>
<td>202,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Adjusted Underlying Surplus/(Deficit)</strong></td>
<td>3,547,267</td>
<td>2,970,812</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes on key variances**

1. Statutory fees and charges ahead of budget based on business activity year to date.
2. Timing of the receipt of the Federal Assistance Grant.
3. Timing of the receipt of the Roads to Recovery Grant.
5. Timing of receipts from Sheffield Visitor Information Centre.
6. Investment interest higher than budget due to cash balances and interest rate availability.
7. Timing variations, fuel & oil, general repairs & maintenance, software, agency costs.
8. Timing - depreciation expense to be booked in future months.
## Kentish Council
### Statement of Financial Position
#### As at 31 October 2018

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$12,093</td>
<td>$10,932</td>
</tr>
<tr>
<td>Trade and other receivables</td>
<td>$2,094</td>
<td>$556</td>
</tr>
<tr>
<td>Inventories</td>
<td>$14</td>
<td>$14</td>
</tr>
<tr>
<td>Other assets</td>
<td>$91</td>
<td>$116</td>
</tr>
<tr>
<td>Total current assets</td>
<td>$14,292</td>
<td>$11,618</td>
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<tr>
<td>Non-current assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment in water corporation</td>
<td>$6,903</td>
<td>$6,903</td>
</tr>
<tr>
<td>Investments in associates</td>
<td>$1,149</td>
<td>$1,149</td>
</tr>
<tr>
<td>Other Investments</td>
<td>$18</td>
<td>$17</td>
</tr>
<tr>
<td>Property, infrastructure, plant and equipment</td>
<td>$120,390</td>
<td>$120,367</td>
</tr>
<tr>
<td>Total non-current assets</td>
<td>$128,460</td>
<td>$128,436</td>
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<tr>
<td><strong>Total assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$142,752</td>
<td>$140,054</td>
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<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
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<tr>
<td>Current liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade and other payables</td>
<td>$464</td>
<td>$1,010</td>
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<tr>
<td>Trust funds and deposits</td>
<td>$324</td>
<td>$315</td>
</tr>
<tr>
<td>Provisions</td>
<td>$338</td>
<td>$382</td>
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<tr>
<td>Interest-bearing loans and borrowings</td>
<td>$52</td>
<td>$103</td>
</tr>
<tr>
<td>Loans - Accelerated Local Government Capital Program</td>
<td>$133</td>
<td>$133</td>
</tr>
<tr>
<td>Total current liabilities</td>
<td>$1,312</td>
<td>$1,943</td>
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<tr>
<td>Non-current liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provisions</td>
<td>$69</td>
<td>$69</td>
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<tr>
<td>Interest-bearing loans and borrowings</td>
<td>$1,117</td>
<td>$1,117</td>
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<tr>
<td>Loans - Accelerated Local Government Capital Program</td>
<td>$47</td>
<td>$47</td>
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<tr>
<td>Total non-current liabilities</td>
<td>$1,232</td>
<td>$1,233</td>
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<td><strong>Total liabilities</strong></td>
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<tr>
<td></td>
<td>$2,544</td>
<td>$3,176</td>
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<td><strong>Net Assets</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>$140,208</td>
<td>$136,878</td>
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<tr>
<td><strong>Equity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated surplus</td>
<td>$44,070</td>
<td>$40,740</td>
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<tr>
<td>Reserves</td>
<td>$96,138</td>
<td>$96,138</td>
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<tr>
<td><strong>Total Equity</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>$140,208</td>
<td>$136,878</td>
</tr>
<tr>
<td>Rates Statistics</td>
<td>31-Oct-18</td>
<td>35.4%</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td>Total rates outstanding on 18/19 levy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outstanding last month</td>
<td>30-Sep-18</td>
<td>42.6%</td>
</tr>
<tr>
<td>Outstanding same time last year</td>
<td>31-Oct-17</td>
<td>37.0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates Outstanding Breakdown 2018/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2018/19 Rates levied (General, Rubbish &amp; Fire Levy)</td>
<td>$5,364,189.20</td>
<td></td>
</tr>
<tr>
<td>Interest Charged</td>
<td>$2,719.68</td>
<td></td>
</tr>
<tr>
<td>Debit Journals</td>
<td>$11,802.87</td>
<td></td>
</tr>
<tr>
<td>Opening Balance - prior year rates outstanding</td>
<td>$98,600.48</td>
<td></td>
</tr>
<tr>
<td>Total Rates Collectable</td>
<td>$5,477,312.23</td>
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</tr>
</tbody>
</table>

**RECEIPTS**

- Receipts processed: $3,008,320.78
- Receipts in advance at 30/6/2018: $202,445.44
- Pension Rebates: $334,591.61
- Credit journals: $47,255.59
- Supplementary Credits: $11,973.21
- Discounts: $22,346.22
- Discounts reversed: -
- Receipts reversed: -$1,400.03

Total Receipts allocated: $3,625,532.82

**NET OUTSTANDING RATES BALANCE AS AT 31 OCTOBER 2018**

- $1,851,779.41
- Add back pre-paid 2019/20 rates: $92,663.64

TOTAL OUTSTANDING RATES BALANCE AS AT 31 OCTOBER 2018: $1,944,443.05

Balance outstanding from previous financial years: $41,017.63

Balance outstanding from current financial year: $1,903,425.42
## Debtors Outstanding as at 31 October 2018

### Debtors Ageing Summary

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>$27,225.23</td>
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<tr>
<td>30 Days</td>
<td>$25,055.58</td>
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<tr>
<td>60 Days</td>
<td>$7,773.37</td>
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<tr>
<td>90 Days &amp; Over</td>
<td>$83,388.43</td>
</tr>
<tr>
<td><strong>Total Outstanding</strong></td>
<td><strong>$143,442.61</strong></td>
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</tbody>
</table>

### Accounts 90 Days & Over:

<table>
<thead>
<tr>
<th>Debtor No</th>
<th>Comments</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>C0058</td>
<td>Food licence 2017/18 and 2018/19</td>
<td>$205.00</td>
</tr>
<tr>
<td>C0097</td>
<td>Rent</td>
<td>$2.84</td>
</tr>
<tr>
<td>C0099</td>
<td>Flood Claims</td>
<td>$28,323.00</td>
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<tr>
<td>C0229</td>
<td>Pool water analysis</td>
<td>$38.30</td>
</tr>
<tr>
<td>C0499</td>
<td>Food Licence 2018/19</td>
<td>$73.50</td>
</tr>
<tr>
<td>C0617</td>
<td>Low risk water supply</td>
<td>$50.00</td>
</tr>
<tr>
<td>C0656</td>
<td>Kennel Licence 2018/19</td>
<td>$37.00</td>
</tr>
<tr>
<td>C0672</td>
<td>Impoundment fees</td>
<td>$1,810.00</td>
</tr>
<tr>
<td>C0698</td>
<td>Low risk water supply</td>
<td>$50.00</td>
</tr>
<tr>
<td>C0709</td>
<td>Rates from Defunct property</td>
<td>$216.76</td>
</tr>
<tr>
<td>C0719</td>
<td>Kennel Licence 2018/19</td>
<td>$37.00</td>
</tr>
<tr>
<td>C0746</td>
<td>Food Licence 2018/19</td>
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<tr>
<td>C0786</td>
<td>Kennel Licence 2018/19</td>
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<tr>
<td>C0819</td>
<td>Debtor- Electricity, water and sewerage</td>
<td>$380.43</td>
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<tr>
<td>C0888</td>
<td>Burial &amp; TCS legal fees</td>
<td>$766.00</td>
</tr>
<tr>
<td>C0935</td>
<td>Abatement notice - grass</td>
<td>$726.00</td>
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<tr>
<td>C0968</td>
<td>Low risk water supply</td>
<td>$50.00</td>
</tr>
<tr>
<td>C0972</td>
<td>Reimbursement - advertising</td>
<td>$90.00</td>
</tr>
<tr>
<td>C0983</td>
<td>Food licence</td>
<td>$100.00</td>
</tr>
<tr>
<td>C0992</td>
<td>Low risk water supply</td>
<td>$100.00</td>
</tr>
<tr>
<td>C1008</td>
<td>Low risk water supply</td>
<td>$50.00</td>
</tr>
<tr>
<td>C1059</td>
<td>Insurance for Railton Community Rec Hall</td>
<td>$30.00</td>
</tr>
<tr>
<td>C1093</td>
<td>Debtor - equipment purchase arrangement</td>
<td>$49,628.11</td>
</tr>
<tr>
<td>C1160</td>
<td>Food Licence 2018/19</td>
<td>$105.00</td>
</tr>
<tr>
<td>C1162</td>
<td>Food Licence 2018/19</td>
<td>$105.00</td>
</tr>
<tr>
<td>C1178</td>
<td>Dangerous dog registration (balance 2017/18)</td>
<td>$220.00</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$83,388.43</strong></td>
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</table>
Kentish Council Investments as at 31 October 2018

<table>
<thead>
<tr>
<th>Individual Investment Details</th>
<th>Lodgement Date</th>
<th>Maturity Date</th>
<th>Term (days)</th>
<th>Interest Rate</th>
<th>Current Investments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANZ Cash Deposit Account (263206756)</td>
<td>14-Dec-11</td>
<td>at call</td>
<td>0</td>
<td>2.00%</td>
<td>$732,280</td>
</tr>
<tr>
<td>MyState 30058528</td>
<td>11-May-18</td>
<td>11-Nov-18</td>
<td>184</td>
<td>2.50%</td>
<td>$513,338</td>
</tr>
<tr>
<td>MyState 30058529</td>
<td>11-May-18</td>
<td>11-Nov-18</td>
<td>184</td>
<td>2.50%</td>
<td>$513,338</td>
</tr>
<tr>
<td>BBL 2610541</td>
<td>06-May-18</td>
<td>05-Nov-18</td>
<td>181</td>
<td>2.60%</td>
<td>$606,724</td>
</tr>
<tr>
<td>AMP Bank 940963473-458839</td>
<td>19-Jun-18</td>
<td>18-Dec-18</td>
<td>182</td>
<td>2.75%</td>
<td>$500,000</td>
</tr>
<tr>
<td>BBL 2652104</td>
<td>19-Jun-18</td>
<td>19-Dec-18</td>
<td>183</td>
<td>2.70%</td>
<td>$250,000</td>
</tr>
<tr>
<td>BBL 2720887</td>
<td>27-Aug-18</td>
<td>25-Feb-19</td>
<td>182</td>
<td>2.60%</td>
<td>$558,629</td>
</tr>
<tr>
<td>NAB 1393206-v1</td>
<td>24-Sep-18</td>
<td>18-Feb-19</td>
<td>147</td>
<td>2.64%</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>NAB 13932776-v1</td>
<td>24-Sep-18</td>
<td>20-Mar-19</td>
<td>177</td>
<td>2.67%</td>
<td>$700,000</td>
</tr>
<tr>
<td>NAB 13932637-v2</td>
<td>24-Sep-18</td>
<td>21-Jan-19</td>
<td>119</td>
<td>2.63%</td>
<td>$2,500,000</td>
</tr>
<tr>
<td>NAB 13932569-v1</td>
<td>24-Sep-18</td>
<td>20-Nov-18</td>
<td>57</td>
<td>2.32%</td>
<td>$2,500,000</td>
</tr>
<tr>
<td>NAB 86267399</td>
<td>30-Sep-18</td>
<td>31-Dec-18</td>
<td>92</td>
<td>2.65%</td>
<td>$500,000</td>
</tr>
<tr>
<td>BBL 2756438</td>
<td>01-Oct-18</td>
<td>29-Mar-19</td>
<td>179</td>
<td>2.60%</td>
<td>$200,000</td>
</tr>
<tr>
<td>NAB 255409959</td>
<td>03-Oct-18</td>
<td>30-Jan-19</td>
<td>119</td>
<td>2.66%</td>
<td>$500,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,574,308</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Summary by Institution

<table>
<thead>
<tr>
<th>Institution</th>
<th>$</th>
<th>Credit Rating</th>
<th>Maximum %</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANZ</td>
<td>$732,280</td>
<td>A1+</td>
<td>80%</td>
</tr>
<tr>
<td>NAB</td>
<td>$7,700,000</td>
<td>A1+</td>
<td>80%</td>
</tr>
<tr>
<td>AMP</td>
<td>$500,000</td>
<td>A1</td>
<td>35%</td>
</tr>
<tr>
<td>Bendigo Bank</td>
<td>$1,615,352</td>
<td>A2</td>
<td>25%</td>
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<tr>
<td>MyState</td>
<td>$1,026,676</td>
<td>A2</td>
<td>25%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$11,574,308</strong></td>
<td></td>
<td></td>
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</tbody>
</table>

Summary - Investments by Institution

Summary by Credit Rating

<table>
<thead>
<tr>
<th>Standard &amp; Poors Rating</th>
<th>$</th>
<th>%</th>
<th>Maximum %</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1+</td>
<td>$8,432,280</td>
<td>73%</td>
<td>100%</td>
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<tr>
<td>A1</td>
<td>$500,000</td>
<td>4%</td>
<td>100%</td>
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<tr>
<td>A2</td>
<td>$2,642,028</td>
<td>23%</td>
<td>60%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,574,308</strong></td>
<td></td>
<td>100%</td>
</tr>
<tr>
<td>Unit</td>
<td>Activity</td>
<td>Project</td>
<td>Original Budget</td>
</tr>
<tr>
<td>--------</td>
<td>--------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Road Reconstructions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAR CR11 Lorimna Access</td>
<td>1,764,690</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAR CR142 Main St / Spring St intersection, Sheffield</td>
<td>80,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAR CR157 Roland Court - Local Area Traffic Management</td>
<td>20,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAR CR179 Extend partially-indented parking on west side of High Street</td>
<td>138,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAR CR180 Old Paradise Road - drainage upgrade</td>
<td>15,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAR CR181 Upgrade bus pull-overs in the Nook area &amp; Tarleton Road</td>
<td>25,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAR CR182 Nook Road</td>
<td>200,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAR CR183 Unsealed road along Victoria Street - Henry Street to start of the mountain bike trail - completion of works started in 2017/18</td>
<td>60,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAS CST4 Sheffield Eastern Town Streetscape</td>
<td>636,000</td>
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<tr>
<td></td>
<td></td>
<td><strong>Total Road Reconstructions</strong></td>
<td>2,938,690</td>
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<tr>
<td></td>
<td></td>
<td>Road Sealing/Resealing/Re-sheeting</td>
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<tr>
<td></td>
<td></td>
<td>CAR CR113 Sealed Roads - Reseal Program</td>
<td>450,000</td>
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<td></td>
<td></td>
<td>CAR CR114 Unsealed Roads - Re-sheeting Program</td>
<td>350,000</td>
</tr>
<tr>
<td></td>
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<td><strong>Total Road Sealing/Resealing</strong></td>
<td>800,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other Road Assets</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>CAR CR184 Cradle Mountain Road barrier rail</td>
<td>25,000</td>
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<td></td>
<td>CAR CR185 Lower Beulah Road - Approx. 3km from Bridle Track</td>
<td>125,000</td>
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<td></td>
<td></td>
<td>CAR CR186 Staverton Road (near RA1096)</td>
<td>50,000</td>
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<td>CAS CST5 Wilmot Streetscape - Design, survey etc.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Other Road Assets</strong></td>
<td>350,000</td>
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<tr>
<td></td>
<td></td>
<td>Kerb &amp; Channel</td>
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<td></td>
<td></td>
<td>CAR CR166 Giblin St - Kerb &amp; Channel</td>
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<tr>
<td></td>
<td></td>
<td><strong>Total Kerb &amp; Channel</strong></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Footpaths</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAW CFO2.3 Sheffield footpath extension - Spring St to Recreation Ground including fencing costs</td>
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<tr>
<td></td>
<td></td>
<td>CAW CFO8.4 Raillon footpath extensions - Giblin St (Ennis Avenue to Foster St 460mx1.5m)</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>CAW CFO15 Albert St - footpath connection near Drill Hall to 8 Albert St (92m)</td>
<td>23,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAW CFO19 Claude Road (formerly Spring St) -South from Main St Intersection</td>
<td>50,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Footpaths</strong></td>
<td>73,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bridges</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CABR CBR33 GOWRIE Creek Bridge - Oneils Road</td>
<td>163,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Bridges</strong></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Car Parks</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAP CID28 Raillon Bowls Club - Disable parking bays [2]</td>
<td>13,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Car Parks</strong></td>
<td>13,000</td>
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<tr>
<td></td>
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<td><strong>Total Roads Capital Expenditure</strong></td>
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<tr>
<td>Unit</td>
<td>Activity</td>
<td>Project</td>
<td>Original Budget</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td></td>
<td>CAR C5W9</td>
<td>Railton Stormwater Study Recommendations - Stage 1</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>CAR C5W11</td>
<td>Redwater Creek Railway - Construct nominal 300m of 375mm pipeline to drain from year 127 Main St to Dodder Rivulet</td>
<td>53,000</td>
</tr>
<tr>
<td></td>
<td>Total Stormwater</td>
<td></td>
<td>53,000</td>
</tr>
<tr>
<td>Buildings</td>
<td>C5B8.4</td>
<td>Internal Ramp at Kentish Health Care Centre</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>C5B9.3</td>
<td>Goliath Park Toilets</td>
<td>138,290</td>
</tr>
<tr>
<td></td>
<td>C5B9.8</td>
<td>Wilmot Hall - upgrade the existing heating at the hall</td>
<td>5,000</td>
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<tr>
<td></td>
<td>C5U31</td>
<td>Sheffield Recreation Ground – Change rooms redevelopment</td>
<td>687,000</td>
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<tr>
<td></td>
<td>C5U33</td>
<td>Kentish Visitor Information Centre Refurbishment</td>
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<tr>
<td></td>
<td>C5U34</td>
<td>Sheffield Senior Citizens Building Master Plan</td>
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<td></td>
<td>C5U35</td>
<td>Wild Mersey Terminus Facilities</td>
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<td>Total Buildings</td>
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<td>CAP C61</td>
<td>Railton RV pullover</td>
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<td></td>
<td>CAP C634</td>
<td>Kentish Park - Specific car-with-trailer parking</td>
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<td>CAP C637</td>
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<td>CAP C639</td>
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<td>CAP C640</td>
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<td>CAP C641</td>
<td>Kentish Park - Upgrade informal walking tracks</td>
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<td></td>
<td>CAP C642</td>
<td>KGV Park - footpath to Delineate youth area &amp; connect skate park entrance</td>
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<td>CAP C643</td>
<td>KGV Park - youth initiatives (initiatives arising fr the Sheffield project)</td>
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<td>CAP C645</td>
<td>Kentish Mountain Bike Trails - Stage 1 of 3</td>
<td>802,580</td>
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<td>CAP C646</td>
<td>Wilmot Cenotaph - all access ramp/path</td>
<td>7,000</td>
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<td></td>
<td>CAL C63</td>
<td>Land Adjacent to Redwater Creek Railway (Purchase portion of land at 135 Main St Sheffield)</td>
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<td>Total Land Improvements</td>
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<td>Computers and Office Equipment</td>
<td>CAE C69</td>
<td>PC &amp; Printer Replacements (Annual replacements)</td>
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<tr>
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<td>CAE C615.1</td>
<td>IT Software Systems Renewal</td>
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<td>CAE C69.1</td>
<td>Council Website Upgrade</td>
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<td>CAE C69.5</td>
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<td>Total Computers and Office Equipment</td>
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<td>Unit</td>
<td>Activity</td>
<td>Project</td>
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<td>---------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>CAFL</td>
<td>CP1</td>
<td>Plant purchases to be confirmed (Plant 111 - 72 inch mower c/fwd)</td>
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<td>CAFL</td>
<td>CP2</td>
<td>Plant purchases to be confirmed (Plant 108 Truck &amp; Flocon Replacement)</td>
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</tr>
<tr>
<td>CAFL</td>
<td>CP17</td>
<td>Vehicle Replacement - ECDM</td>
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<td>CAFL</td>
<td>CP18</td>
<td>Vehicle Replacement - Pool</td>
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<tr>
<td>CAFL</td>
<td>CP19</td>
<td>Vehicle Replacement - Pool</td>
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<tr>
<td>CAE</td>
<td>CEC25</td>
<td>Sheffield Town Hall - audio/visual equipment</td>
<td>18,000</td>
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**Total Plant & Motor Vehicles**  
412,000  
18,000  
23,136  
(5,136)  
129%

**Total Capital Expenditure**  
7,414,310  
1,554,000  
686,984  
867,657  
44%
## Kentish Council
### Activity Report Year to Date (YTD)
#### For the Period Ended 31 October 2018

### Revenue

<table>
<thead>
<tr>
<th>Business Unit Code</th>
<th>Business Unit</th>
<th>Original Budget</th>
<th>YTD Budget</th>
<th>YTD Actual</th>
<th>YTD Budget to YTD Actual</th>
<th>% YTD Actual to YTD Budget</th>
<th>Left to Receive</th>
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<tbody>
<tr>
<td></td>
<td><strong>Economic and Community Development</strong></td>
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<td></td>
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<tr>
<td>GVED</td>
<td>Economic Development</td>
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<td>267,379</td>
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<td>350,007</td>
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<tr>
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<td>Kentish Visitor Information Centre</td>
<td>445,730</td>
<td>310,244</td>
<td>123,199</td>
<td>187,045</td>
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<td>322,531</td>
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<td>CDYS</td>
<td>Youth Services</td>
<td>2,000</td>
<td>668</td>
<td>0</td>
<td>668</td>
<td>0%</td>
<td>2,000</td>
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<td></td>
<td><strong>Economic and Community Development Total</strong></td>
<td>1,065,116</td>
<td>344,160</td>
<td>390,578</td>
<td>(46,418)</td>
<td>113%</td>
<td>674,538</td>
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<td><strong>Corporate Services</strong></td>
<td></td>
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<td></td>
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<td></td>
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<tr>
<td>GVFA</td>
<td>Finance and Administration</td>
<td>6,721,935</td>
<td>4,893,937</td>
<td>4,820,851</td>
<td>73,086</td>
<td>99%</td>
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<td>Information Technology</td>
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<td>8,136</td>
<td>10,485</td>
<td>(2,349)</td>
<td>129%</td>
<td>13,923</td>
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<td>6,746,343</td>
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<tr>
<td>GVEM</td>
<td>Elected Members</td>
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<td>0</td>
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<td>(286)</td>
<td>n/a</td>
<td>(286)</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
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<td>0</td>
<td>286</td>
<td>(286)</td>
<td>n/a</td>
<td>(286)</td>
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<tr>
<td></td>
<td><strong>Building and Planning Services</strong></td>
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<tr>
<td>REBC</td>
<td>Building Control</td>
<td>85,000</td>
<td>28,332</td>
<td>42,349</td>
<td>(14,017)</td>
<td>149%</td>
<td>42,651</td>
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<td>REPS</td>
<td>Planning Services</td>
<td>142,080</td>
<td>74,080</td>
<td>37,628</td>
<td>36,452</td>
<td>51%</td>
<td>104,452</td>
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<td><strong>Building and Planning Services Total</strong></td>
<td>227,080</td>
<td>102,412</td>
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<td>147,103</td>
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<td><strong>Engineering Services</strong></td>
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<tr>
<td>REAC</td>
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<td>55,300</td>
<td>41,900</td>
<td>45,975</td>
<td>(4,075)</td>
<td>110%</td>
<td>9,325</td>
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<td>REEH</td>
<td>Environmental Health</td>
<td>18,500</td>
<td>4,032</td>
<td>4,656</td>
<td>(624)</td>
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<td>Building Management</td>
<td>236,601</td>
<td>40,781</td>
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<td>121%</td>
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<td>AMTS</td>
<td>Technical Services</td>
<td>1,792,941</td>
<td>329,879</td>
<td>197,157</td>
<td>132,722</td>
<td>60%</td>
<td>1,595,784</td>
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<td>REWS</td>
<td>Waste Management Services</td>
<td>782,461</td>
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<td>658,725</td>
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<td><strong>Engineering Services Total</strong></td>
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<td>Asset Management On-costs</td>
<td>63,765</td>
<td>21,256</td>
<td>15,097</td>
<td>6,159</td>
<td>71%</td>
<td>48,668</td>
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<td>Fleet Management</td>
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<td>1,365</td>
<td>0%</td>
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<td>3,384</td>
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<td>(1,879)</td>
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<td>(13,742)</td>
<td>226%</td>
<td>4,001</td>
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<td>43,163</td>
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<td><strong>Total Revenue</strong></td>
<td>11,023,756</td>
<td>6,446,099</td>
<td>6,301,000</td>
<td>145,099</td>
<td>98%</td>
<td>4,722,756</td>
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## Expenditure

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<th>Business Unit Code</th>
<th>Business Unit</th>
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<th>YTD Budget</th>
<th>YTD Actual</th>
<th>YTD Budget to YTD Actual</th>
<th>% YTD Actual to YTD Budget</th>
<th>Left to Spend</th>
</tr>
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<td></td>
<td><strong>Economic and Community Development</strong></td>
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<td>Economic Development</td>
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<td>171,552</td>
<td>129,919</td>
<td>41,633</td>
<td>76%</td>
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<td>90%</td>
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<td>REBC</td>
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<td>65%</td>
<td>262,496</td>
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<tr>
<td>REAC</td>
<td>Animal Control</td>
<td>84,637</td>
<td>28,267</td>
<td>26,198</td>
<td>2,069</td>
<td>93%</td>
<td>58,439</td>
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<tr>
<td>REEH</td>
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<td>88,907</td>
<td>31,124</td>
<td>35,455</td>
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<td>114%</td>
<td>53,453</td>
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<td>66%</td>
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<td>Waste Management Services</td>
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<td>200,968</td>
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<td>1,092,313</td>
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<td>7,177</td>
<td>(19,611)</td>
<td>26,788</td>
<td>-273%</td>
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<td>53,434</td>
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<td><strong>Net Surplus/(Deficit)</strong></td>
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<td>3,330,188</td>
<td>(431,388)</td>
<td>115%</td>
<td>(2,422,682)</td>
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</table>
1. PURPOSE OF REPORT:

The purpose of this report is to provide transparency regarding payments to, and on behalf of, Councillors by reporting councillor allowances and expense payments in accordance with Section 10 of Council Policy Number 03:04:2005 - Payment of Councillor Expenses and Provision of Facilities.

2. BACKGROUND:

In November 2015, Council revised Council Policy Number 03:04:2005 - Payment of Councillor Expenses and Provision of Facilities and added the following at section 10 – “Reporting of Councillor Allowances and Expense Payments”:

“To provide transparency and accountability, a quarterly report will be tabled at the October, January, April and July Council meetings detailing the total payments in respect of each councillor for each of the following expenditure categories:

• Councillor Allowance in accordance with Section 340A of the Local Government Act 1993
• Communication Equipment Allowance
• Mobile phone costs
• Per km motor vehicle expense reimbursements (including total km travelled)
• Other Travel Expenses
• Training, Conference and Seminar Expenses (other than travel)
• Child Care Expenses”

3. RELATIONSHIP TO STRATEGIC/OPERATIONAL PLAN:

The Kentish Council Strategic Plan 2014 – 2024 has the following objective:

To provide consistent, accountable, transparent and effective governance of the Council.

The attached report detailing councillor allowances and expense payments for the September quarter year of the 2018/19 financial year assists in meeting this objective.

4. COUNCIL POLICY CONTEXT:

The attached report is provided to meet the requirements of Section 10 of Council policy number 03:04:2005 - Payment of Councillor Expenses and Provision of Facilities.

5. LEGISLATIVE IMPACT:

The Local Government Act 1993 at Schedule 5 states:

“1. Expenses
(1) A council, on or before 1 January 2006, is to –
(a) adopt a policy in respect of payment of expenses incurred by councillors in carrying out the duties of office; and

(b) make a copy of the policy available for public inspection.

(2) A councillor is entitled to be reimbursed for reasonable expenses in accordance with the policy adopted under subclause (1) in relation to – (a) any prescribed expenses; and

(b) any other expenses the council determines appropriate.

2. Loan of services, facilities and equipment

A council may decide to provide support services, facilities and equipment on loan to a councillor on any conditions it considers appropriate.

The Local Government (General) Regulations 2015, Regulation 43 states:

“43. Expenses for councillors
A councillor is entitled to be reimbursed for reasonable expenses in accordance with the policy adopted under Schedule 5 to the Act in relation to –

(a) telephone rental, telephone calls and use of the internet; and

(b) travelling; and

(c) care of any person who is dependent on the councillor and who requires the care while the councillor is carrying out his or her duties or functions as a councillor; and

(d) stationery and office supplies.”

6. RISK MANAGEMENT IMPACT:

Transparency and accountability regarding councillor allowances and expense payments is expected to lower the risk of inappropriate payments to Councillors and has the potential to increase public confidence that ratepayer funds are being expended appropriately.

7. ENVIRONMENTAL IMPACTS:

There are no known environmental impacts
8. **FINANCIAL AND RESOURCES IMPACT:**

The total costs allocated to elected member expenses for the period July 2018 to September 2018 and detailed in the attached report are as follows:

<table>
<thead>
<tr>
<th>Payment Description</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillor Allowance</td>
<td>$32,505</td>
</tr>
<tr>
<td>Communication Equipment Allowance</td>
<td>$0</td>
</tr>
<tr>
<td>Mobile Phone costs</td>
<td>$0</td>
</tr>
<tr>
<td>Motor Vehicle Expense Reimbursements per km</td>
<td>$2,280</td>
</tr>
<tr>
<td>Other Travel Expenses</td>
<td>$0</td>
</tr>
<tr>
<td>Training, Conference and Seminar Expenses</td>
<td>$0</td>
</tr>
<tr>
<td>Child Care Expenses</td>
<td>$0</td>
</tr>
<tr>
<td>Advertising &amp; Sundry Expenses</td>
<td>$0</td>
</tr>
<tr>
<td>Meeting Expenses</td>
<td>$0</td>
</tr>
<tr>
<td>Total Councillor Allowance &amp; Expenses</td>
<td>$34,785</td>
</tr>
</tbody>
</table>

9. **CAPITAL WORKS BUSINESS CASE EVALUATION:**

Not applicable

10. **COMMUNITY AND OTHER CONSULTATION:**

Not applicable

11. **OFFICER COMMENTS/CONCLUSIONS:**

The attached report provides transparency and accountability in relation to councillor allowances and expense payments for the period July 2018 to September 2018.
<table>
<thead>
<tr>
<th>Payment Description</th>
<th>Mayor Thurlow</th>
<th>Deputy Mayor Wilson</th>
<th>Councillor Lane</th>
<th>Councillor Haberia</th>
<th>Councillor Cassidy</th>
<th>Councillor Willock</th>
<th>Councillor Blatchford</th>
<th>Councillor Hughes</th>
<th>Councillor Richards</th>
<th>Expenses not allocated to Individuals</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Councillor Allowance</td>
<td>9,303</td>
<td>5,119</td>
<td>2,602</td>
<td>2,602</td>
<td>2,602</td>
<td>2,602</td>
<td>2,602</td>
<td>2,602</td>
<td>2,602</td>
<td>0</td>
<td>32,505</td>
</tr>
<tr>
<td>Communication Equipment Allowance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mobile Phone costs</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Expense</td>
<td>125</td>
<td>125</td>
<td>566</td>
<td>125</td>
<td>125</td>
<td>125</td>
<td>642</td>
<td>322</td>
<td>125</td>
<td>0</td>
<td>2,280</td>
</tr>
<tr>
<td>Other Travel Expenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Training, Conference and Seminar Expenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Child Care Expenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Advertising &amp; Sundry Expenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Meeting Expenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Councillor Allowance &amp; Expenses</td>
<td>9,230</td>
<td>5,314</td>
<td>5,167</td>
<td>2,727</td>
<td>2,727</td>
<td>2,727</td>
<td>3,244</td>
<td>2,023</td>
<td>2,727</td>
<td>50</td>
<td>34,785</td>
</tr>
</tbody>
</table>

Notes:
The above information is provided to meet the requirements of Section 10 of Council policy number 03.04.2005 - Payment of Councillor Expenses and Provision of Facilities.

Cut-off for this report was 2 October 2019 and any invoices or claims processed after this date are not included.

Regulation 42(2) of the Local Government (General) Regulations 2015 (the Regulations) specifies the allowances payable to councillors, mayors, and deputy mayors, who hold office, are in accordance with Council’s Payment of Councillor Expenses and Provision of Facilities Policy and in accordance with the Kentish Council Code of Conduct (Conduct of Councillors Policy).

In addition to the expenses listed above, each Councillor is provided with the use of a Council owned laptop to enable the use of paperless agendas.
1. PURPOSE OF REPORT

To advise elected members on the status of Council’s Work Health and Safety and Wellbeing Priority Plan for (WHS) compliance in line with legislative requirements.

2. BACKGROUND

Safe Work Australia developed model WHS legislation which was adopted in Tasmania in January 2013. The aim is to provide all workers in Australia with the same standard of health and safety protection regardless of the work they do or where they work.

The WHS legislation provides a framework to protect the health, safety and welfare of all workers at work and of other people who might be affected by the work. The WHS legislation aims to:

- protect the health and safety of workers and other people by eliminating or minimising risks arising to business
- ensure fair and effective representation, consultation and cooperation to address and resolve health and safety issues in the workplace
- encourage unions and employer organisations to take a constructive role in improving work health and safety practices
- assisting businesses and workers to achieve a healthier and safer working environment
- promote information, education and training on work health and safety
- provide effective compliance and enforcement measures, and
- deliver continuous improvement and progressively higher standards of work health and safety.

To ensure an orderly risk based approach to tasks has been identified a Safety and Wellbeing Priority Plan has been set to achieve improvements to risk management and work health and safety for workers, volunteers and the community. The safety and wellbeing programs will assist in meeting Council’s legal requirements of protecting its workers and compliance to legislation.

The Plan has 5 objectives:
1. Health & Safe by design
2. Health and Safety Leadership Capabilities
3. Wellbeing
4. Safety System Improvements
5. Legislative Compliance

The following items have been identified as risks to Council in the Safety and Wellbeing Priority Plan and have been actioned during the Aug-Oct 2018 quarter:

- iii. Business Continuity Plan

The business continuity plan is being reviewed regularly to be kept up to date with changes to staff and leadership roles and will be trialed to ascertain the
effectiveness and to highlight the responsibilities of all involved in the business continuity team.

iv. Training

A training analysis was undertaken to recognise the training and experience of the workforce and to identify any gaps in knowledge and what opportunities there were for further education. It was recognised the need to offer workers the opportunity to gain a qualification in their field of work, this would not only qualify them for the work they perform each day, the potential to develop new skills, strengthen their existing knowledge, allowing council to meet WH&S and risk management requirements with trained competent staff.

Council was able to gain funding to offer traineeships to several willing participants in the field of Civil Construction and a number of enrolments were completed this semester and further enrolments to be rolled out in the new year.

vii. Policy Review

Policies developed to draft stage, will be reviewed through the Joint Consultative Committee.

3. LEGISLATIVE IMPACT

Council is required to comply with a number of Acts, Regulations and Codes. The principal act is the Work Health and Safety Act 2012.

4. RISK MANAGEMENT IMPACT

By implementing a systematic approach to improvements in risk management and work health and safety Council's risk exposure will be minimised.

5. FINANCIAL AND RESOURCES IMPACT

An annual allocation for risk management and work health and safety is provided within Council's budget.
The Work Health and Safety Priority Plan promote the vision of healthy, safe and productive working lives and set five outcomes to be achieved.

1. Healthy and Safe By Design
   Hazards are eliminated or minimised at the design stages of projects

2. Health and Safety Leadership & Capabilities
   Individuals have the work health and safety capabilities they require

3. Wellbeing
   Wellbeing is enhanced for the worker

4. Safety System Improvement
   Risk management processes are streamlined to enhance the end-user experience

5. Legislative Compliance
   Continually improve compliance with WHS & other regulatory requirements
1. Introduction

The Safety and Wellbeing Priority plan supports the Kentish Council’s strategic direction for achieving sustainable improvements to the way health and safety is managed within the Council. There are 5 key priorities that are based upon the results of internal audits, incident and injury analysis, consultation with key stakeholders and the Council’s strategic direction.

2. Priorities

Each strategic priority is underpinned by a subordinate program that contains information relating to legal obligations, specific actions, responsibilities, training where relevant, allocation of resources, targets and performance indicators, all developed with consultation with employees.

3. Responsibilities

Senior Management Group:

- Approve the plan as a component of the safety management system framework.
- Ensure the provision of the required resources (human and financial) to support its implementation.
- Ensure health, safety and wellbeing is managed in accordance with the approved planning process.
- Oversee progress of the plan.

WHS representatives:

- Guide and Support the implementation of the priority plan incorporated within local action plans.
- Monitor progress towards achieving the local action plan requirements and provide ongoing feedback.
- Provide expert advice as required.
- Communicate any changes to staff in accordance with the consultation and communication standard.
<table>
<thead>
<tr>
<th>Priorities</th>
<th>Strategic Outcomes</th>
<th>Key Performance</th>
<th>Key Stakeholders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthy and Safe By Design-</td>
<td>1.1 Structures, plant and substances are designed to eliminate or minimise hazards and risks before they are introduced into the workplace.</td>
<td>Reduction in hazards and incidents reported relating to design</td>
<td>WHS Committee &amp; Works department</td>
</tr>
<tr>
<td>Hazards are eliminated or minimised at the design stage of projects</td>
<td>1.2 Hazard management principles are applied at the design and planning stage of projects, with emphasis on research.</td>
<td>Project planning documentation incorporates hazard management principles.</td>
<td>WHS Committee, technical experts, direct supervisors</td>
</tr>
<tr>
<td></td>
<td>1.3 Work, work processes and systems of work are designed and managed to eliminate or minimize hazards and risks.</td>
<td>Completion and use of SWMs and SOPs that are reflective of the hazards identified in the works to be performed</td>
<td>WHS Committee &amp; Works department</td>
</tr>
<tr>
<td>Priorities</td>
<td>Strategic Outcomes</td>
<td>Key Performance</td>
<td>Key Stakeholders</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------</td>
<td>----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>2. Health and Safety Leadership &amp; Capabilities</td>
<td>2.1 Everyone in a workplace has the work health and safety capabilities they require.</td>
<td>Training program Framework to be established by the start of 2018</td>
<td>Management Team</td>
</tr>
<tr>
<td></td>
<td>2.2 Work Health and safety skills development is integrated effectively into relevant education and training programs.</td>
<td>Induction Online training</td>
<td>Management Team</td>
</tr>
<tr>
<td></td>
<td>2.3 Risk specific training relevant to Council environment is provided.</td>
<td>Targeted training is provided by the WHS Officer within her scope or external providers are contracted to perform relevant training.</td>
<td>Management Team</td>
</tr>
<tr>
<td></td>
<td>2.4 Those providing work health and safety education, training and advice have the appropriate capabilities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Wellbeing -</td>
<td>3.1 Wellbeing framework is communicated and implemented across the Latrobe Council.</td>
<td>A communication strategy is developed and framework implemented</td>
<td>WHS Committee Expert groups</td>
</tr>
<tr>
<td>Wellbeing is enhanced for the worker</td>
<td>3.2 Measures are used to determine uptake and effectiveness, with focus on strategies to support physical and mental health.</td>
<td>Measured physical and mental wellbeing outcomes for staff are improved.</td>
<td>WHS Committee Expert Groups</td>
</tr>
<tr>
<td>Priorities</td>
<td>Strategic Outcomes</td>
<td>Key Performance</td>
<td>Key Stakeholders</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------</td>
</tr>
<tr>
<td>4. Safety System Improvement - Safety System Improvement processes are streamlined to enhance the end-user experience.</td>
<td>4.1 Existing risk management processes are integrated into core business processes for early identification of foreseeable hazards to eliminate or mitigate risk.</td>
<td>Risk assessment for medium-high risk hazards is readily accessible to all areas.</td>
<td>WHS Committee Technical and other expert groups</td>
</tr>
<tr>
<td></td>
<td>4.2 A whole of life cycle approach is applied to plant and chemical management to minimise risk to health and safety in a cost-effective manner.</td>
<td>Internal audit recommendations are implemented and reflected in system processes.</td>
<td>WHS Committee Technical and other expert groups</td>
</tr>
<tr>
<td></td>
<td>4.3 Risk management processes for employees/contractors are applied consistently across the council to ensure the health and safety compliance with WHS legislation.</td>
<td>A consistent and obtainable process is implemented.</td>
<td>WHS Committee Technical and other expert groups</td>
</tr>
<tr>
<td></td>
<td>4.4 WHS professionals support local areas with planning and implementing health and safety activities</td>
<td>Compliance improved in comparison to previous years.</td>
<td>WHS Committee Technical and other expert groups</td>
</tr>
<tr>
<td>Priorities</td>
<td>Strategic Outcomes</td>
<td>Key Performance</td>
<td>Key Stakeholders</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------</td>
<td>-----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>5. Legislative Compliance - Continually improve compliance with WHS &amp; other relevant regulatory requirements.</td>
<td>5.1 WHS policies, procedures and supporting tools reflect current legislative requirements.</td>
<td>Zero Safe Work notifications</td>
<td>WHS Committee</td>
</tr>
<tr>
<td></td>
<td>5.2 The WHS internal audit program monitors and measures legal compliance implementation and effectiveness.</td>
<td>Zero Safe Work prohibition notices</td>
<td>WHS Committee</td>
</tr>
<tr>
<td></td>
<td>5.3 WHS audit corrective actions are monitored for completion with allocated timeframes.</td>
<td>Zero non-conformance findings in external audits. Records within Team members indicate actions have been completed in accordance with agreed timeframes.</td>
<td>WHS Committee</td>
</tr>
<tr>
<td></td>
<td>5.4 Relationships between regulators and all who have a stake in work health and safety are effective, constructive, transparent and accountable.</td>
<td></td>
<td>WHS Officer</td>
</tr>
</tbody>
</table>
### 1. Healthy and Safe by Design

<table>
<thead>
<tr>
<th>Hazards are eliminated or minimised at the design stage of projects</th>
<th>Key Performance Indicator guides</th>
<th>Responsibilities</th>
<th>Measurable Outcomes</th>
<th>Date for completion or ongoing</th>
<th>Complete or ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Structures, plant and substances are designed to eliminate or minimise hazards and risks before they are introduced into the workplace.</td>
<td>Reduction in hazards and incidents reported relating to design</td>
<td>WHS Committee &amp; Works department</td>
<td>What measures have to be taken to meet the desired results</td>
<td>All works in progress will be given time lines for completion</td>
<td>Once all foreseeable processes are completed</td>
</tr>
<tr>
<td>• Risks such as environmental, political, financial &amp; physical are incorporated in the risk assessment.</td>
<td>Environmental, political, financial and physical risks are to be assessed at the design stage of projects</td>
<td>Engineering Services Manager</td>
<td>Environmental, political, financial and physical risks are assessed at the design stage of projects</td>
<td>Date due for completion Ongoing</td>
<td>Ongoing</td>
</tr>
<tr>
<td>1.2 Hazard management principles are applied at the design and planning stage of projects, with emphasis on research.</td>
<td>Project planning documentation incorporates hazard management principles.</td>
<td>Engineering Department experts, direct supervisors</td>
<td>What measures have to be taken to meet the desired results</td>
<td>All works in progress will be given time lines for completion</td>
<td>Once all foreseeable processes are completed</td>
</tr>
<tr>
<td>• A Risk management process is completed as part of the project management process.</td>
<td>Project planning documentation incorporates risk management principles.</td>
<td>Engineering Services Manager</td>
<td>All projects as part of the planning fase have risk assessments completed</td>
<td>Date due for completion Ongoing</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Hazards are eliminated or minimised at the design stage of projects</td>
<td>Key Performance Indicator guides</td>
<td>Responsibilities</td>
<td>Measurable Outcomes</td>
<td>Date for completion or ongoing</td>
<td>Complete or ongoing</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>1.3 Work, work processes and systems of work are designed and managed to eliminate or minimize hazards and risks.</td>
<td>Integration into works description design process</td>
<td>WHS Committee &amp; Works department</td>
<td>What measures have to be taken to meet the desired results</td>
<td>All works in progress will be given time lines for completion</td>
<td>Once all foreseeable processes are completed</td>
</tr>
</tbody>
</table>

- All workers have training in the processes involved when assigned work projects or maintenance works.

- All workers are licenced to perform the assigned work projects or equipment they will be required to operate.

<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All workers are following the procedures set out. Relevant SOP’s and SWMs are completed.</td>
<td>Works Manager Engineering WHS Officer &amp; Team Leaders</td>
<td>All workers are following the policy and procedures and there have been minimal reports of injuries</td>
<td>Date due for completion Ongoing</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>A spreadsheet of employee training and qualification is kept up to date with regular updating of licences and qualifications</td>
<td>Works Manager and WHS Officer &amp; Team Leaders</td>
<td>An online training provider will enable the outside workforce to complete re-fresher training.</td>
<td>Date due for completion May 2018</td>
<td>Ongoing</td>
<td></td>
</tr>
</tbody>
</table>
## 2. Health and Safety Leadership & Capabilities

<table>
<thead>
<tr>
<th>Individuals have the work health and safety capabilities they require</th>
<th>Key Performance Indicator guides</th>
<th>Responsibilities</th>
<th>Measurable Outcomes</th>
<th>Date for completion or ongoing</th>
<th>Complete or ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Everyone in a workplace has the work health and safety capabilities they require.</td>
<td>Training program Framework established by the start 2017</td>
<td>WHS Committee &amp; Works department</td>
<td>What measures have to be taken to meet the desired results</td>
<td>All works in progress will be given time lines for completion</td>
<td>Once all foreseeable processes are completed</td>
</tr>
</tbody>
</table>

- Workers are trained in fire and emergency and carry out mock evacuation

- The local fire brigade participates with the council chambers employees with mock evacuations.

- All staff have a good understanding of what is required of them in the case of an emergency evacuation

- The Local fire brigade have a good understanding of the layout of the building and can evaluate the processes of the fire evacuation with staff and fire wardens

- All staff will receive an e-learning fire and emergency training to refresh their knowledge of what is required of them in the event of an emergency evacuation. Nominated staff are trained to be fire wardens

- All staff will have a good understanding of what is required of them in an evacuation

- Management

- Management/ fire wardens and staff

- Date due for completion Sept 2018

- Completed Oct 2018

| Kentish Council Open Agenda 20 November 2018 151 |
- Provide instruction, training and supervision for users of plant and others impacted by the use of plant.

- Managing the Risks of Plant in the workplace by those people that install and commission plant by providing information about specific control measures.

<table>
<thead>
<tr>
<th>To ensure as far as reasonably practicable the provision of information, training and supervision necessary to protect all persons from risks to health.</th>
<th>Operations Manager &amp; team leaders</th>
<th>All workers are provided training that is relevant and specific to the work they perform and risks associated with that work.</th>
<th>Date due for completion Sept 2018</th>
<th>ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>To ensure the provision and maintenance of safe plant and the safe use, handling, storage and transport of plant</td>
<td>Operations Manager, team leaders, leading hands</td>
<td>All workers that have control of the plant must assess the risks.</td>
<td>Date due for completion Sept 2018</td>
<td>ongoing</td>
</tr>
<tr>
<td></td>
<td>Operations Manager, team leaders, leading hands</td>
<td>All new plant is risk assessed at the design stages of the plant</td>
<td>Date due for completion March 2018</td>
<td>Completed June 18</td>
</tr>
<tr>
<td></td>
<td>Operations Manager, team leaders, leading hands</td>
<td>Prior to purchasing or hiring plant it is assessed for suitability and needs are discussed with the plant supplier</td>
<td>Date due for completion Sept 2018</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
- Maintenance, repair and cleaning of plant are completed according to the manufacturer’s specifications or in the absence of such specification, in accordance with a competent person’s recommendation.

- Safe operating procedures are written with guidance from the manufacturer’s recommendations and a competent person who understands how to operate the plant or equipment.

<table>
<thead>
<tr>
<th>The inspection of plant is conducted in accordance with a regular maintenance system to identify deficiencies, inadequate controls, damaged plant, and wear and tear.</th>
<th>Operations Manager, team leaders, leading hands</th>
<th>Maintenance, repair and cleaning of plant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use plant for the purpose for which it was designed unless the proposed use does not increase the risk to health and safety</td>
<td>Operations Manager, team leaders, leading hands</td>
<td>A register of all plant is kept up to date with allocated responsibilities for people dealing with inspections</td>
</tr>
<tr>
<td>Safe operating procedures are written up for all plant and equipment.</td>
<td></td>
<td>Date due for completion Nov 2018</td>
</tr>
<tr>
<td>Date due for completion Oct 2018</td>
<td>Date due for completion Oct 2018</td>
<td>Date due for completion Oct 2018</td>
</tr>
</tbody>
</table>
### 2.2 Work Health and safety skills development is integrated effectively into relevant education and training programs.

<table>
<thead>
<tr>
<th>Completion of induction training provided to all workers</th>
<th>WHS Committee, technical experts, direct supervisors</th>
<th>What measures have to be taken to meet the desired results</th>
<th>All works in progress will be given time lines for completion</th>
<th>Once all foreseeable processes are completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers have been given training on the use of SWMS and the relevance to the High Risk construction work they perform and the legal requirements.</td>
<td>All working groups have a good understanding of the importance of SWM’s and are incorporated into all high risk work projects.</td>
<td>Workers have a good understanding of the use SWMS and the relevance to the work they perform and the legal requirements prior to the use of.</td>
<td>Date due for completion <strong>Oct 2018</strong></td>
<td>In progress</td>
</tr>
<tr>
<td>Traffic Management plans have incorporated all identified hazards and these are recorded on the attached SWM.</td>
<td>Audits completed on all traffic management And found to be compliant with the standards.</td>
<td>Management reinforce the use traffic management plans alongside of SOP’s and SWM’s. Along with Tool box education talks and in house training will reinforce this.</td>
<td>Date due for completion <strong>Oct 2018</strong></td>
<td>In progress</td>
</tr>
<tr>
<td>Lone workers on call have all the safety requirements they need and a good understanding of what is required of them</td>
<td>Lone workers on call have a good understanding of what is required of them when on a call out.</td>
<td>Lone workers have an app on their phone that registers their location. Lone workers on call have limited understanding of</td>
<td>Date due for completion <strong>Sept 2018</strong></td>
<td>In progress</td>
</tr>
</tbody>
</table>
- An e-learning program to be adopted by council to enable all re-fresher training to be completed online throughout the year and to provide ongoing WHS training for all staff.

<table>
<thead>
<tr>
<th>Management</th>
<th>what is required of them when on a call out.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Training and procedures need to be put in place so all on call workers are aware of their responsibilities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date due for completion</th>
<th>Sept 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date due for completion</td>
<td>May 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In progress</th>
<th>Completed June 18</th>
</tr>
</thead>
</table>
### 2.3 Risk specific training relevant to Council environment is provided.

- Targeted training for leaders and workers is clarified
- WHS Committee & Works department
- What measures have to be taken to meet the desired results
- All works in progress will be given time lines for completion
- Once all foreseeable processes are completed

<table>
<thead>
<tr>
<th>Measure</th>
<th>Department</th>
<th>Responsible Party</th>
<th>Date Due for Completion</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOP’s and SWM’s training will be provided in house.</td>
<td></td>
<td>Works Manager and Team Leaders &amp; WHS Officer</td>
<td>Date due for completion Oct 2017</td>
<td>Completed</td>
</tr>
<tr>
<td>Manual handling training will be provided in house.</td>
<td></td>
<td>Works Manager and Team Leaders/leading hands &amp; WHS Officer</td>
<td>Date due for completion Oct 2018</td>
<td></td>
</tr>
<tr>
<td>Working safely on the job training will be provided in house.</td>
<td></td>
<td>Works Manager and Team Leaders/leading hands &amp; WHS Officer</td>
<td>Date due for completion Oct 2018</td>
<td>ongoing</td>
</tr>
</tbody>
</table>
2.4 Those providing work health and safety education, training and advice have the appropriate capabilities.

<table>
<thead>
<tr>
<th>Targeted training for leaders and workers is clarified</th>
<th>WHS Committee &amp; Works department &amp; Management</th>
<th>What measures have to be taken to meet the desired results</th>
<th>All works in progress will be given time lines for completion</th>
<th>Once all foreseeable processes are completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers have a good understanding of WHS and their requirements.</td>
<td>WHS Committee &amp; Works department &amp; Management</td>
<td>A register of training to all employees is up to date and relevant</td>
<td>Date due for completion Ongoing</td>
<td>Ongoing</td>
</tr>
<tr>
<td>All workers have been given the most up to date relevant training for their scope of work.</td>
<td>WHS Committee &amp; Works department &amp; Management</td>
<td>The Risk management/WHS officer has completed qualification in BCM</td>
<td>Date due for completion Ongoing</td>
<td>Ongoing</td>
</tr>
<tr>
<td>All workers are given the most up to date relevant information and training.</td>
<td>WHS Committee &amp; Works department &amp; Management</td>
<td>Ongoing advice and guidance is sort from Work Place Tasmania</td>
<td>Date due for completion Aug 2018</td>
<td>Completed Aug 2018</td>
</tr>
</tbody>
</table>

- Outside providers are sought to complete any education, training and advice that is needed.
- The Business Continuity Management Coordinator has BCM knowledge to provide and maintain a BCM program.
- Work safe Tasmania are regularly consulted on legal requirements, training and educational programs.
### Wellbeing

**Wellbeing is enhanced for the worker**

<table>
<thead>
<tr>
<th></th>
<th>Key Performance Indicator guides</th>
<th>Responsibilities</th>
<th>Measurable Outcomes</th>
<th>Date for completion or ongoing</th>
<th>Complete or ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Wellbeing framework is communicated and implemented across the Kentish Council.</td>
<td>A communication strategy is developed and framework implemented</td>
<td>WHS Committee &amp; Works department</td>
<td>What measures have to be taken to meet the desired results</td>
<td>All works in progress will be given time lines for completion</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

- A wellbeing framework to be implemented.

- Ongoing information on wellbeing and occasions are highlighted and celebrated.

- Staff feel that their well-being is a priority to management.

- Staff feel that their well-being is a priority to management.

- Management supports staffs health well-being and staff feel like their health at work is a priority to management.

- Management supports significant events and celebrations.

- Date due for completion **Ongoing**

- Date due for completion **Ongoing**
### 3.2 Measures are used to determine uptake and effectiveness, with focus on strategies to support physical and mental health.

<table>
<thead>
<tr>
<th>Evidence based research shows Physical and mental wellbeing outcomes for staff are improved.</th>
<th>WHS Committee, technical experts, direct supervisors</th>
<th>What measures have to be taken to meet the desired results</th>
<th>All works in progress will be given time lines for completion</th>
<th>Once all foreseeable processes are completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff are given opportunities to discuss their concerns.</td>
<td>Staff are aware of how to escalate any issues with their managers.</td>
<td>Staff are given the opportunity to discuss their concerns with CLS. Consultation information has been provided on dealing with difficult customers.</td>
<td>Date due for completion ongoing</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Staff can identify any threats relating to customer aggression</td>
<td>Consideration of the workplace profile and set an acceptable level</td>
<td>A procedure to be developed on the strategies on how to deal with disgruntled customers and when to escalate a situation and who to report to.</td>
<td>Date due for completion Nov 2018</td>
<td>Date due for completion Nov 2018</td>
</tr>
<tr>
<td>Staff feel safe and secure at work - employees are trained in how to manage difficult/abusive customers.</td>
<td>Staff can identify any threats relating to customer aggression</td>
<td>Constructional changes to the layout of the council depot will be made to ensure limited</td>
<td>Date due for completion Nov 2018</td>
<td>Date due for completion Nov 2018</td>
</tr>
<tr>
<td>Ensure that there is a clear escalation procedure in place so employees can refer difficult clients to their supervisor/manager.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide customers with information about their rights and responsibilities, including their responsibility to behave in an appropriate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
manner. of risk relating to the workplace customer access. Letters sent out to offending customers stating nil tolerance ongoing

<table>
<thead>
<tr>
<th>4. Safety System Improvement-</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Risk management processes are streamlined to enhance the end-user experience.</strong></td>
</tr>
<tr>
<td><strong>4.1</strong> Existing risk management processes are integrated into core business processes for early identification of foreseeable hazards to eliminate or mitigate risk.</td>
</tr>
<tr>
<td><strong>Key Performance Indicator guides</strong></td>
</tr>
<tr>
<td>Risk assessment for medium-high risk hazards is readily accessible to all areas.</td>
</tr>
</tbody>
</table>

- The Business Continuity plan will highlight roles and responsibilities of all in the event of a major disruption to council services

- Emergency Risk Management Planning to be undertaken by hazard management authorities and state, regional and municipal committees. (Emergency Management Act 2006 Tas)

<table>
<thead>
<tr>
<th><strong>Due date for completion</strong></th>
<th><strong>In progress</strong></th>
<th><strong>Ongoing</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date due for completion Oct 2018</td>
<td>Date due for completion Ongoing</td>
<td></td>
</tr>
</tbody>
</table>
- The risk register has identified all relevant risks and rated each risk in association with what plans and procedures have been put in place to eliminate, reduce or accept that risk.

- The IT disaster plan has identified foreseeable risks in disruptions to IT services and have provided procedures to deal with major disruptions to IT services.

- An asbestos register and management plan is available to all contractors/workers on council sites.

<table>
<thead>
<tr>
<th>Risk Register</th>
<th>IT Disaster Plan</th>
<th>Asbestos Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>The risk register has been completed by each manager in each service area of council and highlights the risks associated with the services being provided/delivered and risk rating levels related to these services.</td>
<td>The IT plan is discussed as a regular item on the IT meeting agenda.</td>
<td>Asbestos register is available and accessible prior to any works being carried out.</td>
</tr>
<tr>
<td>WHS Officer &amp; Management Team</td>
<td>Business Support and IT services team members</td>
<td>Works Manger/Team Leader-WHS Officer</td>
</tr>
<tr>
<td>Date due for completion Nov 2018</td>
<td>Date due for completion Nov 2018</td>
<td>Date due for completion Nov 2018</td>
</tr>
<tr>
<td>Ongoing</td>
<td>Ongoing</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
- Building audits highlight any structural changes to buildings containing asbestos and this is recorded on the asbestos register.

- Road surfacing and maintenance of unsealed roads are risk assessed for suitable materials prior to works commencing.

<table>
<thead>
<tr>
<th>Internal audit recommendations</th>
<th>WHS Committee &amp;</th>
<th>What measures have to be taken to meet</th>
<th>All works in progress will be</th>
<th>Date due for completion</th>
<th>Ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular audits are carried out on buildings containing asbestos. Changes to the register are made after completion or removal of any asbestos.</td>
<td>Works Manager &amp; WHS Officer</td>
<td>Any changes to buildings containing asbestos are recorded on the quarterly buildings assessment audit. Any changes to the integrity of the asbestos is actioned in accordance with the associated risks.</td>
<td></td>
<td>Date due for completion Ongoing</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Material are sourced for best fit for road conditions and safety</td>
<td>Roads Team Leader</td>
<td>Road surfacing maintenance need to be risk assessed for suitability of the supplied materials for the area/weather/traffic and road conditions. Research and gain advice on the best fit.</td>
<td></td>
<td>Date due for completion Ongoing</td>
<td>ongoing</td>
</tr>
</tbody>
</table>

4.2 A whole of life cycle approach is applied to
Plant and chemical management to minimise risk to health and safety in a cost effective manner.

- Using all resources for the intended purpose.
- Processes are in place for disposal/cleaning/recycling of chemical containers (drum musters).
- Council provide information and advice on good recycling habits to the community.
- New regulations in regards to hazardous chemical labelling and signage have started to be implemented.

<table>
<thead>
<tr>
<th>Plant and chemical management</th>
<th>Works department</th>
<th>the desired results</th>
<th>given time lines for completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>are implemented and reflected in system processes.</td>
<td>Environmental &amp; Health Officer</td>
<td>No incidents have been recorded all resources are being used for their intended purpose</td>
<td>Date due for completion Ongoing</td>
</tr>
<tr>
<td>• Using all resources for the intended purpose.</td>
<td>All processors are followed to minimise risk to health and safety in cost effective manner.</td>
<td>A process is followed regarding the recycling of chemical containers</td>
<td>Date due for completion Ongoing</td>
</tr>
<tr>
<td>• Processes are in place for disposal/cleaning/recycling of chemical containers (drum musters)</td>
<td>All processors are followed to minimise risk to health and safety in a cost effective manner.</td>
<td>An informed and proactive community being involved in all aspects of recycling.</td>
<td>Date due for completion Ongoing</td>
</tr>
<tr>
<td>• Council provide information and advice on good recycling habits to the community</td>
<td>Community is well informed on best practices towards recycling</td>
<td>Any new signage has been introduced using the new regulations</td>
<td>Date due for completion Ongoing</td>
</tr>
<tr>
<td>• New regulations in regards to hazardous chemical labelling and signage have started to be implemented.</td>
<td>All chemicals purchased after January 2017 and stored meet the new harmonisation regulations.</td>
<td>WHS Officer has had training in the new requirements</td>
<td>Date due for completion Ongoing</td>
</tr>
</tbody>
</table>
4.3 Risk management processes for employees/contractors are applied consistently across the council to ensure the health and safety compliance with WHS legislation.

<table>
<thead>
<tr>
<th>Risk management processes are streamlined to enhance the end-user experience.</th>
<th>Key Performance Indicator guides</th>
<th>Responsibilities</th>
<th>Measurable Outcomes</th>
<th>Date due for completion or ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All contractors/workers licences/training and insurances are kept up to date on a register.</td>
<td>A process is followed so that all insurances and licences are kept up to date.</td>
<td>Works Manager and Team Leaders</td>
<td>All workers and contractors inductions, insurances and licences are up to date and recorded in a data base. All employees vehicle licences are kept on a register and reminders are sent out when expired.</td>
<td>Date due for completion Ongoing</td>
</tr>
<tr>
<td>• Audits to be performed on all playgrounds and equipment on a regular basis.</td>
<td>Regular inspections are completed on all playground and equipment accordance with the schedule and any maintenance issues are recorded and scheduled to</td>
<td>Works Manager and Team Leaders</td>
<td>Regular inspections are being completed in accordance with the schedule and hazards are resolved in a timely manner. Audits completed are compliant and meet the national</td>
<td>Date due for completion Ongoing</td>
</tr>
</tbody>
</table>

A consistent and obtainable process is implemented WHS Committee & Works department What measures have to be taken to meet the desired results All works in progress will be given time lines for completion Once all foreseeable processes are completed
- Audits are performed on sporting grounds at the start and end of season.

- Pre match audits are performed on sports reserves prior to public use.

- Audits to be performed on all council owned paths and roadways.

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Action Required</th>
<th>Responsible Parties</th>
<th>Date Due for Completion</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audits completed on all sporting grounds managed by council at the start and end of season by the sporting clubs and by the council green space leading hands.</td>
<td>be maintained/removed or repaired</td>
<td>Works Manager, WHS Officer, Asset maintenance officer</td>
<td>Ongoing</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Regular inspections are recorded via matches taking place and any defaults or issues raised are actioned accordingly.</td>
<td></td>
<td>Council performs audits prior to and at the end of season</td>
<td></td>
<td>In progress</td>
</tr>
<tr>
<td>Regular inspections are carried out on paths and roadways and faults are recorded and actioned</td>
<td></td>
<td>Works Manager/Team Leaders</td>
<td></td>
<td>In progress</td>
</tr>
<tr>
<td>Audits completed on paths regularly.</td>
<td></td>
<td>Works Manager/Team Leaders</td>
<td>Date due for completion Dec 2018</td>
<td></td>
</tr>
<tr>
<td>Audits completed on roadways regularly.</td>
<td></td>
<td>Works Manager/Team Leaders</td>
<td>Date due for completion Dec 2018</td>
<td></td>
</tr>
</tbody>
</table>

**Kentish Council Open Agenda**

20 November 2018

165
- Regular inspections are carried out on drains and culverts and storm water grates, particularly in flood prone areas. According to the hierarchy of control, regular inspections are being carried out particularly in identified flood prone areas. Storm water grates are checked for conditions such as corrosion. Inspections are carried out on venues where the clubs or production companies/social clubs are holding events. As part of the terms and conditions, a pre-production/event audit must be completed. The audit must consider all the possible

- Pre-production audits are performed on all halls and venues prior to public use by the lease holder. Works Manager/team Leaders: Visual Inspections are carried out randomly and maintenance is carried out when culverts become blocked or concerns are raised by persons in community in flood prone areas. Will need to look at being proactive and not reactive. To be addressed. There are inspections completed by the representative-lease holder. Defaults or issues are raised are not passed on to the works department to be actioned prior to events being held.

<table>
<thead>
<tr>
<th>Date due for completion</th>
<th>Ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2018</td>
<td>Completed May 2018</td>
</tr>
<tr>
<td>May 2019</td>
<td>Date due for completion May 2019</td>
</tr>
<tr>
<td>Ongoing</td>
<td>Date due for completion ongoing</td>
</tr>
<tr>
<td>Ongoing</td>
<td>Date due for completion ongoing</td>
</tr>
</tbody>
</table>
hazards associated with the how the hall will be used.

<table>
<thead>
<tr>
<th>4.4 WHS professionals support local areas with planning and implementing health and safety activities</th>
<th>Compliance improved in comparison to previous years</th>
<th>WHS Officer, HSR Management</th>
<th>What measures have to be taken to meet the desired results</th>
<th>All works in process will be given time lines for completion</th>
<th>Once all processes are completed to meet compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Information advice given to the community on recycling and sorting rubbish.</td>
<td>Understanding of what can be recycled and what needs to go into land fill.</td>
<td>Environmental Officer &amp; WHS Officer</td>
<td>Rethink waste Campaign making the community more aware of how to sort rubbish and what can be recycled by providing an interactive display at the council front counter.</td>
<td>Date due for completion</td>
<td>Ongoing</td>
</tr>
<tr>
<td>• Information advice given to the community on asbestos awareness.</td>
<td>Understanding of where asbestos can be found in and around the home.</td>
<td>Environmental Officer &amp; WHS Officer</td>
<td>The “Betty Bus” asbestos information bus was invited to Latrobe. Latrobe High school and Latrobe council worked together to produce free asbestos kits for the community.</td>
<td>Date due for completion</td>
<td>Ongoing</td>
</tr>
<tr>
<td>• Information and training is provided to the community on safe food handling practices</td>
<td>Businesses in the local community have a good understanding of what can be recycled and what needs to go into land fill.</td>
<td>Environmental Officer</td>
<td>An annual training event is held for small business or non for profit organisations</td>
<td>Date due for completion</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
understanding of safe food handling practices when providing food.

5. Legislative Compliance

<table>
<thead>
<tr>
<th>Continually improve compliance With WHS &amp; other relevant regulatory requirements.</th>
<th>Key Performance Indicator guides</th>
<th>Responsibilities</th>
<th>Measurable Outcomes</th>
<th>Due date for completion or ongoing</th>
<th>Complete or ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 WHS policies, procedures and supporting tools reflect current legislative requirements.</td>
<td>Zero Safe Work notifications</td>
<td>WHS Committee &amp; Works department</td>
<td>What measures have to be taken to meet the desired results</td>
<td>All works in process will be given time lines for completion</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

- Some policies need to be updated to reflect current legislative requirements.
- Identified policies need to be developed.
5.2 The WHS internal audit program monitors and measures legal compliance implementation and effectiveness.

<table>
<thead>
<tr>
<th>Zero Safe Work prohibition notices</th>
<th>WHS Committee, technical experts, direct supervisors</th>
<th>What measures have to be taken to meet the desired results</th>
<th>All works in process will be given time lines for completion</th>
<th>Once all foreseeable processes are completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The audit program monitors compliance with WHS legal requirements</td>
<td>The audit program has nil WHS non compliances</td>
<td>WHS Committee, Management team</td>
<td>The audit program picks up any non-compliances and these are addressed asap</td>
<td>Date due for completion Ongoing Ongoing</td>
</tr>
</tbody>
</table>

**Continually improve compliance With WHS & other relevant regulatory requirements.**

<table>
<thead>
<tr>
<th>Key Performance Indicator guides</th>
<th>Responsibilities</th>
<th>Measurable outcomes</th>
<th>Date for completion or ongoing</th>
<th>Complete or ongoing</th>
</tr>
</thead>
</table>

5.3 WHS audit corrective actions are monitored for completion with allocated timeframes.

<table>
<thead>
<tr>
<th>Zero non-conformance findings in external audits</th>
<th>WHS Committee &amp; Works department</th>
<th>What measures have to be taken to meet the desired results</th>
<th>All works in process will be given time lines for completion</th>
<th>Once all foreseeable processes are completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A contracted external provider audits all playgrounds in the municipality annually in accordance with Aus. playground regulations and any defaults are actioned in accordance with the compliance rating system.</td>
<td>All playground audit defaults and design issues are addressed in a timely manner.</td>
<td>Works manager and Team Leaders</td>
<td>Team members indicate and record actions that have been completed in accordance with agreed timeframes.</td>
<td>Date due for completion Ongoing Ongoing</td>
</tr>
<tr>
<td>Continually improve compliance With WHS &amp; other relevant regulatory requirements.</td>
<td>Key Performance Indicator guides</td>
<td>Responsibilities</td>
<td>Measurable outcomes</td>
<td>Date for completion or ongoing</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>• 5.4 Relationships between regulators and all who have a stake in work health and safety are effective, constructive, transparent and accountable.</td>
<td>Regulators are contacted regularly for advice and information is passed on to the relevant stakeholders</td>
<td>WHS officer &amp; Management</td>
<td>What measures have to be taken to meet the desired results</td>
<td>All works in process will be given time lines for completion</td>
</tr>
<tr>
<td>• A copy of the WHS committee minutes of the meeting is available on all notice boards.</td>
<td>All notice boards are available and all staff access the minutes to read.</td>
<td>WHS Officer &amp; WHS Sub Committee</td>
<td>All notice boards have copies of the WHS minutes from the last meeting</td>
<td>Date due for completion</td>
</tr>
<tr>
<td>• A WHS subcommittee is proactive in responding to the needs of the inside and outside working group and have a HSR represent each working group.</td>
<td>Sub committees meet regularly and there is representation for all working groups</td>
<td>WHS Officer &amp; HSR’s</td>
<td>HSR training to be provided for new nominee</td>
<td>Date due for completion</td>
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<tr>
<td>• A WHS report is provided to the Councillors and a quarterly report to the Council meeting.</td>
<td>Council representatives have a good understanding of the commitment Council has to WHS</td>
<td>WHS officer</td>
<td>Management and Councillors have a good understanding of the actions of the WHS committee</td>
<td>Date due for completion</td>
</tr>
</tbody>
</table>
• Regular correspondence, information and training provided by workplace standards Tasmania via email, phone calls and visits.

• Council participated in an audit compiled by MAV insurance to gain information on best practice.
  
  ➢ Formalising a more risk-based approach to inspection frequencies and repair/works timeframe.
  
  ➢ Consistency on recoding reactive inspections and all relative details.
  
  ➢ Developing and implementing better monitoring and reporting for sports clubs/tenants
  
  ➢ Develop a formal approach to ongoing management of contracts

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<thead>
<tr>
<th>Date due for completion</th>
<th>Ongoing</th>
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<tbody>
<tr>
<td>Date due for completion</td>
<td>Completed June 2018</td>
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<tr>
<td>Date due for completion</td>
<td>ongoing</td>
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<tr>
<td>Date due for completion</td>
<td>ongoing</td>
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<tr>
<td>Manager infrastructure &amp; assets and Buildings and facilities officer</td>
<td>control</td>
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<tr>
<td>Operations manager Team Leader Green spaces</td>
<td>Written Facility Contract agreements are provided to organisations. Required audits are performed and outcomes passed on to the building and facilities officer to action. Polices reflect tree maintenance timelines.</td>
</tr>
<tr>
<td>Operations manager Team Leader Town Services</td>
<td>Policies on road and pathway inspections and maintenance reflect the policy timelines.</td>
</tr>
<tr>
<td>Operations manager &amp; Manager of customer and business services</td>
<td>Details of reactive maintenance by staff receiving calls or complaints are</td>
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<thead>
<tr>
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<tbody>
<tr>
<td>June 2018</td>
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<tr>
<td>Nov 2018</td>
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<td>Nov 2018</td>
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Back to Agenda