



## **ORDINARY MEETING OF COUNCIL**

### **ATTACHMENTS TO REPORTS**

**21 September 2020**



## CONTENTS:

---

<b>6.3</b>	<b>2 X TOWNHOUSES LOCATED AT 14 BLUEWATER CRESCENT, WYNYARD - DA 63/2020</b>	
	Enclosure 1	Advertised Documents x 38 Pages ..... 3
	Enclosure 2	TasWater SPAN x 4 Pages ..... 45
	Enclosure 3	Representation x 1 Page ..... 49
	Enclosure 4	Signed Extension of Time Agreement x 1 Page ..... 50
<b>6.4</b>	<b>OUTBUILDINGS (GARAGE AND CARPORT) LOCATED AT 28 HAYWOODS LANE, SOMERSET - DA 108/2020</b>	
	Enclosure 1	Advertised Documents x 11 Pages ..... 51
	Enclosure 2	Representation x 1 Page ..... 64
	Enclosure 3	Signed Extension of Time Agreement x 1 Page ..... 65
<b>6.5</b>	<b>EARTHWORKS LOCATED AT 37 TIMOTHY DRIVE, WYNYARD - DA 137/2020</b>	
	Enclosure 1	Advertised Documents x 44 Pages ..... 66
	Enclosure 2	Representation x 1 Page ..... 111
	Enclosure 3	Signed Extension of Time Agreement x 1 Page ..... 112
<b>9.1</b>	<b>Local Roads and Community Infrastructure Program</b>	
	Enclosure 1	Local Roads and Community Infrastructure Grants Letter of Offer ..... 113
<b>9.3</b>	<b>Customer Service Charter</b>	
	Enclosure 1	Customer Service Charter ..... 114
<b>9.4</b>	<b>Policy Review - Work Health and Safety Policy</b>	
	Enclosure 1	Work Health and Safety Policy ..... 121
<b>0.0</b>	<b>Boat Harbour Beach, Port Road Landslide resilience works</b>	
	Enclosure 1	Tasman Geotechnics report - noted October 2019 ..... 122
<b>9.5</b>	<b>Fosters Road Renaming</b>	
	Enclosure 1	EXCERPT Advocate (1945) ..... 159
	Enclosure 2	EXCERPT Advocate (1945) ..... 161
	Enclosure 3	EXCERPT Advocate (1978 - 1982) ..... 162
<b>9.7</b>	<b>Award of Contract #750 - Stairway Replacement (Hepples Road)</b>	
	Enclosure 1	AusSpan recommendation of works ..... 164
<b>9.10</b>	<b>Senior Management Report</b>	
	Enclosure 1	Letter from Burnie City Council re Notice of Motion - Combined Services ..... 165
<b>9.11.1</b>	<b>Minutes of Other Bodies/Committees - Audit Panel - 25 August 2020</b>	

---

Enclosure 1	Waratah-Wynyard Council Audit Panel Minutes - 25 August 2020.....	171
-------------	--	-----





## DA 63/2020 14 Bluewater Crescent WYNYARD

**Proposal:** 2 x Townhouses

**Discretionary Matter:** Site coverage and private open space for all dwellings 10.4.3 (P2) & Sunlight and overshadowing for all dwellings 10.4.4 (P1)

**REPRESENTATIONS CLOSE ON:  
Monday 10 August 2020**

**Please Note:**

All documents contained herewith are for public viewing only and must not be removed from the Council offices.

2602910

Documents Enclosed	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon
Application Form											
Site Notice											
Location Map											
Titles											
Consent Letter											
Supporting Statement by Baimi Design											
Road Access and Stormwater Drainage Assessment dated 01.04.2020											
Design Plans by Baimi Design – Project No: 20078											
TasWater's Submission to Planning Authority Notice											



## PLANNING PERMIT APPLICATION

### APPLICATION FOR PLANNING APPROVAL UNDER SECTION 51, LAND USE PLANNING & APPROVALS ACT 1993

<b>PERMITTED APPLICATION</b> - Assessment and determination of a permit application under <i>S58 Land Use Planning and Approvals Act 1993</i>	\$250.00 plus \$1.15 per \$1,000 of value for use or development
<b>DISCRETIONARY APPLICATION</b> - Assessment and determination of a permit application under <i>S57 Land Use Planning and Approvals Act 1993</i>	\$350.00 plus \$1.50 per \$1,000 of value for use or development + advertising fee
<b>Level 2 "Environmental Activity - Additional charge to permit application"</b>	\$460.00 + advertising fee by quote
Advertising fee will be reimbursed if no advertising is required	
Please refer to <a href="http://www.warwyn.tas.gov.au">www.warwyn.tas.gov.au</a> (Council Services - Planning Services - Planning Fees) for all other fees	

Is a hard copy of planning permit and endorsed documents required? Yes ..... No ☒

1. Value of work (inc GST) \$ 300 000 ..... Contract Price ..... Estimate .....

2. Development Address 14 Bluewater Crescent Wynyard .....

3. Full Name of Applicant(s) Baini Design (Claire Baini) .....

Contact Details: Address: PO Box 2402 North Parramatta NSW 1750 .....

Email Address info@baini-design.com.au .....

Telephone - Day 9188 8250 ..... Mobile .....

For requests in hardcopy format all correspondence in relation to this application, will be sent to the postal address, otherwise all correspondence will be forwarded to the email address)

4. Would you like the contact address recorded above to be applied for all future Council correspondence? (including rates/animal control etc)? Yes..... No ☒

5. **WHERE THE APPLICANT IS NOT THE OWNER**  
In accordance with Section 52 of the *Land Use Planning and Approvals Act 1993* if the applicant for the permit is not the owner of the land in respect of which the permit is required, the applicant must include in the application for the permit, a declaration that the applicant has notified the owner of the intention to make the application.

In the event that the property is owned or managed by the Crown or Council, this application is to be signed by the relevant Crown Minister responsible, or General Manager of the Council, and accompanied by written permission of the Minister/General Manager to the making of this application.

Name of Property Owner (see authorisation below) Sammy ~~Wade~~ Laoulach please refer to attached consent letter.

Full Name ..... Telephone - Home .....

Address ..... Telephone Work/Business .....

**Applicant's Notification to Owner**  
I Claire Baini (Baini Design)  
Full Name of Applicant(s) .....

of 13 Villiers Street Parramatta NSW 2150  
Applicant's Address .....

Declare that I/we have notified the owner(s) of the property(ies) of the intention to make this application.  
I/We understand that in accordance with Section 52(2) of the *Land Use Planning and Approvals Act 1993* a person must not obtain or attempt to obtain a permit by wilfully making, or causing to be made, any false representation or declaration either orally or in writing.

Applicant's Signature(s) Claire .....



6. Proposed Development (Fully describe intended use of land or premises)

.....Construction of an attached multi dwelling development.....  
.....  
.....  
.....

7. Supporting Information if necessary to explain special features of the proposal.  
(Attach separate sheet if required)

.....Please refer to attached Statement.....  
.....  
.....  
.....

To include –

a. One Copy (electronic copy if available) of any plan(s) and/or specification(s) for the proposed development, showing where applicable:

- ☒ i. Sufficient information to demonstrate compliance with all applicable standards, purpose statements in applicable zones and codes, any relevant local area objectives or desired future character statements;
- ☒ ii. a full description of the proposed use or development;
- ☒ iii. a full description of the manner in which the use or development will operate;
- ☒ iv. a site analysis and site plan at an acceptable scale;
- ☒ v. a detailed layout plan of the proposed buildings with dimensions at a scale of 1:100 or 1:200;
- ☒ vi. a plan of the proposed landscaping;
- ☐ vii. car parking facilities and capacity;
- ☐ viii. area of clearing of trees and bushland;
- ☐ ix. size, position, colour, illumination, fixing or support and other design details of advertising sign(s).

b. A full copy of your title shall also accompany the application.

Title Certificate ☒

Title Plan ☐

Schedule of Easements ☐

c. Relevant engineering pre-lodgement approvals

Access ☐

Stormwater ☒

8. Present use of site and/or buildings – full description

.....vacant.....  
.....

9. Car Parking

Floor Area

Site Area

Existing on site .....

Existing ..... m<sup>2</sup>

.....839.....m<sup>2</sup>

Total no. proposed .....5.....

Proposed .....286..... m<sup>2</sup>

Total .....m<sup>2</sup>

**Questions 10 to 13 relate to Commercial and Industrial Uses and Developments only**

10. What days and hours of operation are proposed?

Monday to Friday: From ..... a.m. to ..... p.m.  
Saturday: From ..... a.m. to ..... p.m.  
Sunday: From ..... a.m. to ..... p.m.

11. Number of Employees?

Existing .....  
Proposed .....

12. Vehicles visiting or delivering to or from the site?

Type No. Trips per day  
.....  
.....

13. What type of machinery is to be installed or used?

Type No.  
.....  
.....

**DECLARATION BY APPLICANT (mandatory)**

I declare that the information given is a true and accurate representation of the proposed development. I understand that the information and materials provided with the development application may be made available to the public. I understand that the Council may make such copies of the information and materials as in its opinion are necessary to facilitate a thorough consideration of the Permit Application. I have obtained the relevant permission of the copyright owner for the communication and reproduction of the plans accompanying the development application for the purposes of assessment of that application. I indemnify the Waratah-Wynyard Council for any claim or action taken against it in respect of breach of copyright in respect of any of the information or material provided.

I/We hereby acknowledge that Section 20(a) of the *Local Government Act 1993* provides the power for persons authorised by the General Manager to enter land without notice in relation to an application by the owner or occupier for a licence, permit or other approval given by the council.

Signature(s) .....  
(all applicants to sign)

Date ..... 7/5/20

---

---







## NOTICE OF PROPOSED DEVELOPMENT

Notice is hereby given that an application has been made for the following development:-

**No.:** DA 63/2020  
**LOCATION:** 14 Bluewater Crescent WYNYARD  
**APPLICANT:** Baini Design (C Baini)  
**ZONING:** General Residential  
**USE CLASS:** Residential  
**PROPOSAL:** 2 x Townhouses

**DISCRETIONARY MATTER:**

**Site coverage and private open space for all dwellings 10.4.3 (P2) &  
Sunlight and overshadowing for all dwellings 10.4.4 (P1)**

The application and associated plans and documents will be available for inspection during normal office hours for a period of 14 days from the date of this notice at the Council Office, Saunders Street, Wynyard or can be viewed on the Council website [www.warwyn.tas.gov.au](http://www.warwyn.tas.gov.au).

Any person who wishes to make representations in accordance with the *Land Use Planning and Approvals Act 1993*, must do so during the 14-day period.

Representations in writing will be received by the General Manager, PO Box 168, Wynyard, 7325, email [council@warwyn.tas.gov.au](mailto:council@warwyn.tas.gov.au) by **Monday 10 August 2020**.

Dated Saturday 25 July 2020.

**Shane Crawford**  
**GENERAL MANAGER**







## RESULT OF SEARCH

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



### SEARCH OF TORRENS TITLE

VOLUME	FOLIO
143309	16
EDITION	DATE OF ISSUE
3	03-Nov-2005

SEARCH DATE : 23-Apr-2020

SEARCH TIME : 10.54 AM

### DESCRIPTION OF LAND

Town of WYNYARD

Lot 16 on Sealed Plan 143309

Derivation : Part of Lot 4553, 48A-1R-0P Gtd. to J Loveridge

Prior CT 245783/1

### SCHEDULE 1

C637569 TRANSFER to SAMMY LAOULACH Registered 17-Aug-2005  
at noon

### SCHEDULE 2

Reservations and conditions in the Crown Grant if any

SP143309 EASEMENTS in Schedule of Easements

SP143309 COVENANTS in Schedule of Easements

SP143309 FENCING COVENANT in Schedule of Easements

C680233 MORTGAGE to Perpetual Trustees Australia Limited

Registered 03-Nov-2005 at noon

### UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations



## FOLIO PLAN

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980

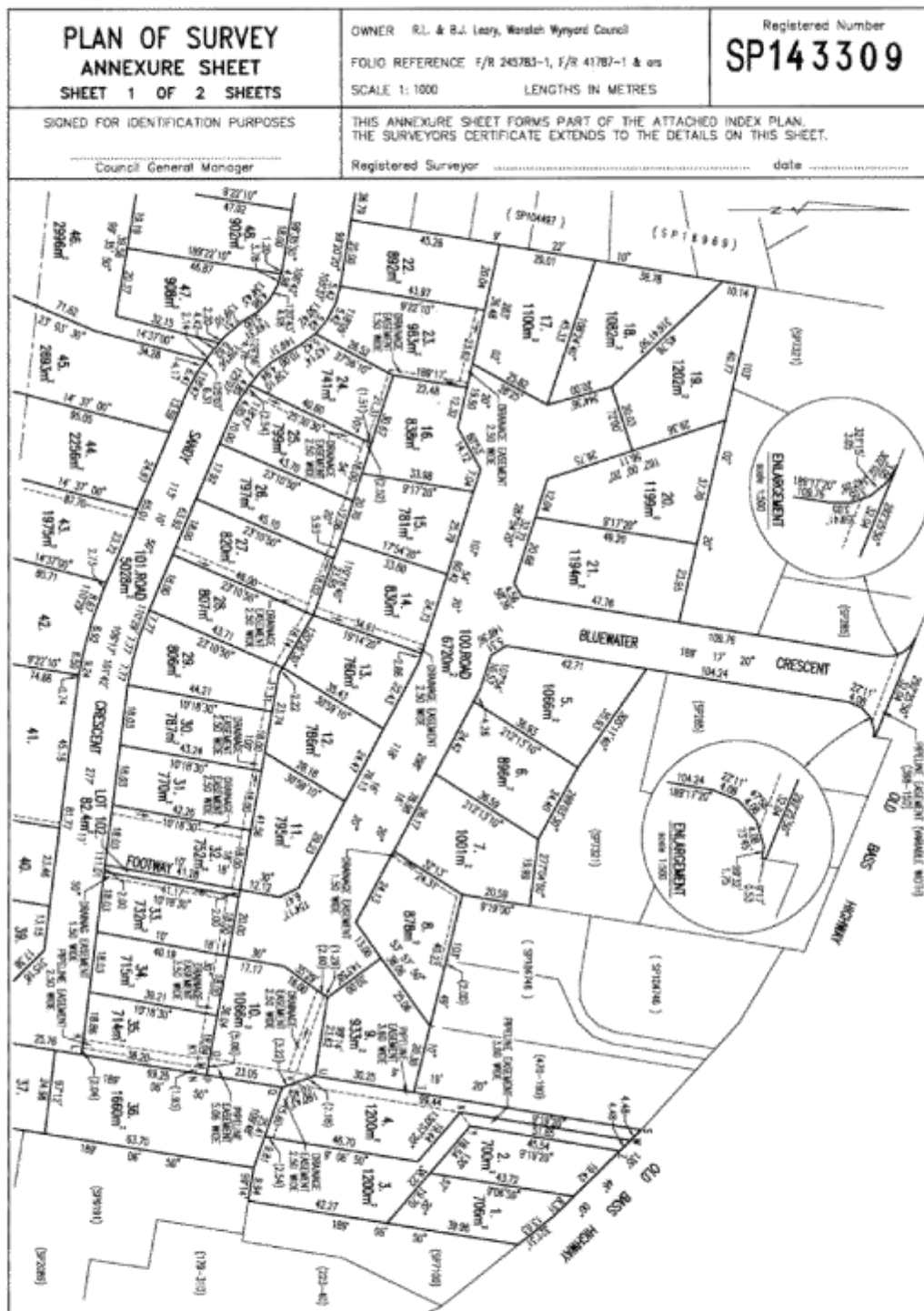




# FOLIO PLAN

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



Search Date: 23 Apr 2020

Search Time: 10:54 AM

Volume Number: 143309

Revision Number: 01

Page 2 of 3

Department of Primary Industries, Parks, Water and Environment

[www.thelist.tas.gov.au](http://www.thelist.tas.gov.au)



## FOLIO PLAN

RECORDED OF TITLES

*Issued Pursuant to the Land Titles Act 1980*

[illegible]

Search Date: 23 Apr 2020

Search Time: 10:54 AM

Volume Number: 143309

Revision Number: 01

Page 3 of 3

Department of Primary Industries, Parks, Water and Environment

[www.thelist.tas.gov.au](http://www.thelist.tas.gov.au)





# SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



<b>SCHEDULE OF EASEMENTS</b>  <b>NOTE: THE SCHEDULE MUST BE SIGNED BY THE OWNERS &amp; MORTGAGEES OF THE LAND AFFECTED. SIGNATURES MUST BE ATTESTED.</b>	Registered Number  <b>SP 143309</b>
--	---

PAGE 1 OF 5 PAGE/S

## EASEMENTS AND PROFITS

Each lot on the plan is together with:-

- (1) such rights of drainage over the drainage easements shown on the plan (if any) as may be necessary to drain the stormwater and other surplus water from such lot; and
- (2) any easements or profits a prendre described hereunder.

Each lot on the plan is subject to:-

- (1) such rights of drainage over the drainage easements shown on the plan (if any) as passing through such lot as may be necessary to drain the stormwater and other surplus water from any other lot on the plan; and
- (2) any easements or profits a prendre described hereunder.

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

## EASEMENTS

1. Lot 3 is subject to a right of pipeline easement as defined below (appurtenant to the Waratah-Wynyard Council) over the strip of land marked "Pipeline Easement 3.60 Wide WXYZ" and shown on the Plan.
2. Lot 4 is subject to a right of pipeline easement as defined below (appurtenant to the Waratah-Wynyard Council) over the strip of land marked "Pipeline Easement 3.60 Wide STUVXW" and shown on the Plan.
3. Lot 10 is subject to a right of pipeline easement as defined below (appurtenant to the Waratah-Wynyard Council) over the strip of land marked "Pipeline Easement 5.06 Wide UOPQV" and shown on the Plan.
4. Lot 35 is subject to a right of pipeline easement as defined below (appurtenant to the Waratah-Wynyard Council) over the strip of land marked "Pipeline Easement 2.50 Wide OKIKLMNP" and shown on the Plan.
5. Lot 38 is subject to a right of pipeline easement as defined below (appurtenant to the Waratah-Wynyard Council) over the strip of land marked "Pipeline Easement 2.50 Wide A2A1A3I" and shown on the plan.
6. Lot 100 on the Plan is subject to an existing pipeline easement (appurtenant to Waratah-Wynyard Council) defined below as "Wynyard-Waratah Pipeline Easement" over the strip of land being variable width and shown on the Plan as "PIPELINE EASEMENT variable width (398/15D)".

(USE ANNEXURE PAGES FOR CONTINUATION)

<b>SUBDIVIDER:</b> Russell Leon Leary and Belinda Jayne Leary (as trustees of the RL & BJ Leary Pension Fund) AND WARATAH WYNYARD COUNCIL <b>FOLIO REF:</b> 245783/1, 41787/1, 139515/5, 227610/1, 229450/1 AND 126629/1 <b>SOLICITOR &amp; REFERENCE:</b> Graeme James Nevin	<b>PLAN SEALED BY:</b> Waratah-Wynyard Council <b>DATE:</b> 15.2.20 <b>REF NO.</b> SP1587  Council Delegate General Manager
<b>NOTE: The Council Delegate must sign the Certificate for the purposes of identification.</b>	



## SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



<b>ANNEXURE TO SCHEDULE OF EASEMENTS</b> PAGE 2 OF 5 PAGES	Registered Number <b>SP 143309</b>
SUBDIVIDER: <del>WARATAH WYNYARD COUNCIL AND</del> Russell Leon Leary and Belinda Jayne Leary (as trustees of the RL & BJ Leary Pension Fund) FOLIO REFERENCE: 245783/1, 41787/1, 139515/5, 227610/1, 229450/1 AND 126429/1	

7. Lot 43 is subject to a right of drainage easement (appurtenant to Waratah Wynyard Council) over the strips of land marked "DRAINAGE EASEMENT 2.50 WIDE R1R2R3R4" and "DRAINAGE EASEMENT 4.50 WIDE R5R6R7R3" and shown on the plan.
8. Lot 101 is subject to an existing right of Drainage and Sewerage Easement (created by and more fully defined in SP 104497) over the strip of land being 4 metres wide and shown on the Plan as "Drainage and Sewerage Easement 4.00 Wide (SP 104497)" appurtenant to Lot 12 on SP 139515.
9. Part of Lot 200 on the Plan (formerly comprised in folio of the register Volume 126429 Folio 1) is:
  - (i) Together with an existing right of drainage easement and existing right of carriage way over the strip of land marked "DFGCBE" on plan ~~126429~~ and marked as "Sketch (179-31D)" on the Plan.
  - (ii) Together with an existing right of drainage easement over the strip of land marked "ABED" on Plan ~~126429~~ and marked as "sketch (179-31D)" on the Plan.
  - (iii) Together with an existing right of drainage easement (created by and more fully set in C285719) over the strip of land marked "SEWAGE EASEMENT 4.00 WIDE (RISING MAIN)" and shown on the Plan.
  - (iv) Subject to an existing pipeline easement (in the terms more fully set forth and created by A810570) appurtenant to the North West Regional Water Authority over the strip of land marked "Pipeline Easement 10.00 Wide" and shown on the plan.
  - (v) Subject to an existing right of drainage easement (appurtenant to the balance of the land in Folio of the Register Volume 952 Folio 74) over the strip of land 10.06 wide and variable width and shown on the Plan as "Drainage Easement 10.06 Wide (436-21D) and marked H J".

## COVENANTS

The Owner or Owners of each lot shown on the plan (other than lot 200) covenants with the Vendor RUSSELL LEON LEARY AND BELINDA JAYNE LEARY (AS TRUSTEES OF THE RL & BJ LEARY PENSION FUND) that the Owners for the time being of each and every lot shown on the plan to the intent that the burden of these covenants shall run with and bind the covenantor's lot and every part thereof and that the benefit thereof shall be annexed to and devolve with each and every part of every other lot shown on the plan to observe the following stipulations-

1. That in respect of each lot shown on the plan RUSSELL LEON LEARY AND BELINDA JAYNE LEARY (AS TRUSTEES OF THE RL & BJ LEARY PENSION FUND) shall not be required to fence.
2. Not to erect or permit to be erected or maintained on the lot any portable or easily removable, or transportable, residential or other buildings.

**NOTE:** Every annexed page must be signed by the parties to the dealing or where the party is a corporate body be signed by the persons who have attested the affixing of the seal of that body to the dealing.



## SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



<b>ANNEXURE TO SCHEDULE OF EASEMENTS</b> PAGE 3 OF 4 PAGES	Registered Number <b>SP143309</b>
SUBDIVIDER: <i>WARATAH, WYNYARD COUNCIL AND</i> Russell Leon Leary and Belinda Jayne Leary (as trustees of the RL & BJ Leary Pension Fund) FOLIO REFERENCE: 245783/1, 41787/1, 139515/5, 227610/1, 229450/1 AND 126429/1	

3. Not to affix or display on any wall or fence upon such Lot or any part thereof posters, bills, hoardings or advertisements (except any notice of advertisement in the usual form for the sale or letting of such Lot or any building erected thereon).
4. Not to erect or place upon the said lot or any part thereof any shop building or erection whatsoever for the purpose of selling or offering for sale therein or thereon any articles ware or merchandise whatsoever
5. Not to carry on or permit to be carried on any trade or business upon the lot.
6. Not to construct or maintain on any lot any building other than a single dwelling together with outbuildings usually appurtenant thereto containing not less than one hundred (100) square metres of living area. Save that this stipulation shall not apply if stratum units are approved by the Waratah-Wynyard Council to be constructed on any of the lots.
7. Not to erect or permit to be erected or maintained on the lot any dwelling south of the line AB on the Plan.

## INTERPRETATION

"Wynyard-Waratah Council Pipeline Easement" means a full free unrestricted right and liberty for the Wynyard-Waratah Council (herein called "the Council") and its agents servants and workmen from time to time and at all times hereafter at its will and pleasure by day and night to break the surface of dig open and use the strip of land marked "Pipeline Easement" on Diagram No. 81445 for the purpose of laying down fixing taking up repairing relaying or examining pipes and conveying water therein and of using and maintaining such pipes and for such purposes a full and free and unrestricted right and liberty of entry egress and regress from time to time and at all times hereafter for the Council and its agents servants and workmen with or without horses carts carriages or vehicles laden or unladen in through over across and along the said strip of land and to remove or cut back all trees stumps and tree roots growing on or projecting into the said strip of land and temporarily to remove any fences on the same provided however that all fences so affected shall be replaced and restored to their former state so soon as it is reasonably possible so to do.

"Right of Pipeline Easement" means a full free unrestricted right and liberty for the Waratah-Wynyard Council (herein called "the Council") and its servants, agents and workmen from time to time and at all times hereafter to break the surface of dig open and use the strip of land marked "Pipeline Easement" for the purpose of laying down fixing taking up repairing cleansing amending relaying or examining pipes to carry water stormwater sewage and other surplus water and of using and maintaining such pipes and for such purposes a full and free and unrestricted right and liberty of entry egress and regress from time to time and at all times hereafter for the Council its agents servants and workmen with or without machinery in through over across and along the said strip of land and to remove or cut back all trees stumps and tree roots growing on or projecting into the said strip of land and temporarily to remove any fences on the same provided however that all fences so affected shall be replaced and restored to their former state so soon as it is reasonably possible so to do and without doing unnecessary damage.

**NOTE:** Every annexed page must be signed by the parties to the dealing or where the party is a corporate body be signed by the persons who have attested the affixing of the seal of that body to the dealing.





# SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



<b>ANNEXURE TO SCHEDULE OF EASEMENTS</b> PAGE 4 OF 4 PAGES	Registered Number <b>SP 143309</b>
SUBDIVIDER: Russell Leon Leary and Belinda Jayne Leary (as trustees of the RL & BJ Leary Pension Fund) FOLIO REFERENCE: 245783/1, 41787/1, 139515/5, 227610/1, 229450/1 AND 126629/1	

Executed by RUSSELL LEON LEARY )

(as trustee of the RL & BJ Leary Pension )

Fund) in the presence of: )

*Erin Northey*  
*Erin Northey*  
*25 Metakona Drive Palm Beach 4221*  
*Erin*

Executed by BELINDA JAYNE LEARY )

(as trustee of the RL & BJ Leary Pension )

Fund) in the presence of: )

*Erin Northey*  
*Erin Northey*  
*25 Metakona Drive Palm Beach*  
*Erin*

**NOTE:** Every annexed page must be signed by the parties to the dealing or where the party is a corporate body be signed by the persons who have attested the affixing of the seal of that body to the dealing.



**SCHEDULE OF EASEMENTS**

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



<b>ANNEXURE TO SCHEDULE OF EASEMENTS</b>  <b>PAGE 5 OF 5 PAGES</b>		<b>Registered Number</b>  <b>SP 143309</b>
<b>SUBDIVIDER: -</b> RUSSELL LEON LEARY and BELINDA JAYNE LEARY and WARATAH-WYNYARD COUNCIL,		
<b>FOLIO REFERENCE: -</b> 245783/1, 41787/1, 139515/5, 227610/1, 229450/1 and 126429/1		
<b>EASEMENTS (continued)</b>  Lot 8 on the plan is subject to a right of drainage (appurtenant to Waratah Wynyard Council) over the Drainage Easement 1.50 wide shown passing through such Lot.  Lot 41 on the plan is subject to a right of drainage (appurtenant to Waratah Wynyard Council) over the Drainage Easements 1.50 wide and 2.00 wide respectively shown passing through such Lot.		
<b>NOTE: -</b> Every annexed sheet must be signed by the parties to the dealing or where the party is a corporate body be signed by the persons who have attested the affixing of the seal of that body to the dealing.		

## *Consent Letter*

5<sup>th</sup> of May 2020

Att Planning,

I Sammy Laoulach owner of 14 Bluewater Cres, Wynyard consent Baini Design to lodge a Development application on my behalf.

Regards,

Sammy Laoulach



**BAINI DESIGN**  
T: +61 2 9188 8250  
E: info@bainidesign.com.au W: bainidesign.com.au  
A: PO BOX 2402, North Paramatta, NSW, 1750  
A: 18 Villiers St, Paramatta, NSW, 2150



**Waratah Wynyard Council.**

14 Bluewater Cres, Wynyard, TAS, 7325

*Construction of an attached multi-dwelling development*

**1. INTRODUCTION**

This statement supports a planning permit application to Waratah-Wynyard Council for the construction of a multi-dwelling development at 14 Bluewater Crescent, Wynyard.

This document provides information about the site, its context and a detailed description of the proposal.

This application should be read in conjunction with the DA drawings No. 20078

**2. PURPOSE OF SUPPORTING STATEMENT**

The purpose of this supporting statement:

- Demonstrate compliance with Waratah-Wynyard Interim Planning Scheme 2013
- describe the land to which the Planning Permit application relates;
- describe the characteristics of the surrounding locality and in particular adjoining and
- adjacent development;
- define the statutory planning framework within which the Planning Permit application is to be assessed and determined;
- describe the form of the proposed development; and
- assess the proposed development in the light of all the relevant controls.

**3. SITE**

**3.1 Location**

The site, known as 14 Bluewater Cres, Wynyard has a title reference of 143309/16

It has an area of 839m<sup>2</sup> and has a primary frontage of 12.320m + 14.120m + 7.045m

**3.2 Improvements**

The site is currently vacant

### 3.3 Surrounding Development

Refer to the figure below.



### 4. THE PROPOSED DEVELOPMENT

Erected upon the subject land is construction of an attached multi-dwelling development. The zoning of the land is General Residential Zoning.

Vehicular access to the site is available from Bluewater Crescent, with separate driveway for the lots via a proposed concrete driveway at the kerb.

Storm water runoff will be as per the plans submitted with the Planning permit application

The proposal has been designed in accordance with council's current requirements:

COMPLIANCE TABLE

ITEM	PROPOSED	STANDARD	COMPLIANT
SITE AREA DWELLING 1		-	YES
SETBACKS			
FRONT	4.5 M	4.5 M	YES
REAR	4 M	4 M	YES
SIDE	1.5 M	1.5 M	YES
GFA GROUND FLOOR	142 m <sup>2</sup>	-	-
SITE AREA DWELLING 2			
SETBACKS			
FRONT	4.5 M	4.5 M	YES
REAR	4 M	4 M	YES
SIDE	1.5 M	1.5 M	YES
GFA GROUND FLOOR	142 m <sup>2</sup>	-	-
HEIGHT	5.225 M	5.5 M	YES
SITE COVERAGE	415.5 m <sup>2</sup>	50% / 415.45 m <sup>2</sup>	YES
LANDSCAPE AREA	225 m <sup>2</sup>	225.75 m <sup>2</sup> / 25% Landscaping min	YES
PRIVATE OPEN SPACE	100 m <sup>2</sup> per unit	24 m <sup>2</sup>	YES
PARKING	5 CAR SPACES	5 CAR SPACES	YES

## 5. TRAFIC & CARPARKING.

### 5.1 Traffic

The number of vehicles proposed to visit the site is not envisaged to result in any adverse impact upon the local road system by way of increased traffic from the site.

### 5.2 Vehicular Access

Vehicular access to the site is available from Bluewater Crescent, with driveway via a proposed concrete driveway at the kerb.

### 5.3 Vehicular Circulation

The proposed access, exit and vehicle parking spaces have been designed to comply with the requirements of AS 2890.1.

### 5.3 Parking

The proposed development complies with The Traffic Generating Use and Parking Code which requires 2 space per dwelling for multiple dwelling development and 1 additional space for visitor parking per 3 dwellings. A total of 5 parking spaces has been provided for the attached proposal and each parking space is independently accessible.

#### **6. VISUAL IMPACT**

The scale of the proposed development is designed to be compatible with the residential development in the immediate vicinity. The proposed facades have been designed to complement the architectural character of the area and has been articulated to reduce the appearance of bulk.

The proposed development establishes a streetscape of scale and sense of enclosure appropriate with the area. The proposal provides unobtrusive and convenient vehicle access and parking without the use of long driveways.

The building design has utilised architectural treatment to minimise bulk and to show that the development fits into the streetscape and fit within council's building envelope and reduce bulk.

The proposed building provides a modern architectural expression with the use of massing, texture and colour.

Building mass has been broken down by segmentation of the elevations through the use of horizontal and vertical elements whilst fin walls and sun shade projections produce a play of light and shade, creating a dynamic element to the building's presentation.

The building elements lighter textures and materials. Segmentation through horizontal and vertical expression assists in reducing the visual mass of the elevations, particularly the front elevation

The proposed development provides reasonable space for landscaping, private open space and solar access.

The façade of the dwellings is not in the form of paired, mirror image housing. This provides individual identity for each dwelling.

The external width of the garage is not greater than 50% of the dwelling width and is 1m behind the building line.

#### **7. WASTE MANAGEMENT**

The waste storage complies with clause 10.4.8. Each dwelling has a waste storage area of at least 1.5m<sup>2</sup> and is behind the building line.

All demolished material will be sent to a local waste and recycling centre and disposed of in an orderly manner.

All left over construction material will be sent to a local waste and recycling centre and disposed of in an orderly manner.

The proposed use does not interfere with the amenity of the neighbourhood by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil, or otherwise.

#### **8. SOLAR ACCESS.**

The proposed development complies with the below objections outlined in Clause 10.4.3 Performance Criteria P2:

*A dwelling must have private open space that:*

*(a) includes an area that is capable of serving as an extension of the dwelling for outdoor relaxation, dining, entertaining and children's play and that is:*

*(i) conveniently located in relation to a living area of the dwelling; and*

*(ii) orientated to take advantage of sunlight.*

The dwelling provides sufficient private open space which services the capability of outdoor dining, entertaining and children's play.

The private open space is conveniently located for direct access from the living area. The orientation takes advantage of the sunlight as it is situation 30 degrees to north.

The proposed development complies with the below objections outlined in Clause 10.4.4 Sunlight and overshadowing for all dwellings:

*(a) the opportunity for sunlight to enter habitable rooms (other than bedrooms) of dwellings; and*

*(b) separation between dwellings on the same site to provide reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space.*

The multi-dwelling has been designed to not cause unreasonable loss of amenity by Overshadowing a window of a habitable room. The habitable rooms for each lot face Between 30 degrees west of north and 30 degrees east of north. This is depicted on the ground floor plan.

#### **9. PRIVACY.**

Privacy is of very little concern. All windows do not have direct view into adjoining properties living areas and private open space.

The privacy of each dwelling is protected by the setback, location of balconies, windows and landscaping.

The proposed setbacks of the residence provided visual and acoustic privacy from adjoining dwelling.

The internal layouts and patio of the dwelling have been designed to minimize overlooking of living areas and private open space.

The windows of the dwelling are located so they do not provide direct and close views into the windows of the adjoining properties.

Windows to living rooms and main bedrooms are located to face the rear of the site.

#### **10. BUILDING ENVELOPE**

The proposed development demonstrates compliance with *Performance criteria P1 of Clause 10.4.9 Suitability of a site or lot for use or development*.

*A site or each lot on a plan of subdivision must –*

*(a) be of sufficient area for the intended use or development without likely constraint or interference for –*

*(i) erection of a building if required by the intended use;*

*(ii) access to the site;*

*(iii) use or development of adjacent land;*

*(iv) a utility; and*

*(v) any easement or lawful entitlement for access to other land; and*

*(b) if a new residential lot, be orientated to maximise opportunity for solar access to a building area*

The proposed development adheres to council's site coverage maximum. The development provides sufficient access to the site and is orientated to have solar access 30 degrees from north for both dwellings.

#### **11. CONCLUSION**

The proposed development complies with the objectives of **Waratah-Wynyard Interim Planning Scheme 2013** and of the residential zone in which the site is located.

The proposed development will have no significant adverse impact on any other adjoining or nearby properties.

The site can adequately accommodate the proposed development, which fits into the locality, and will satisfy the Council's present and future planning objectives and controls for the site and the overall precinct.

Therefore, the Council could reasonably approve the proposed development in the manner and form submitted.





Enquiries: Oliver Mayer  
Phone: (03) 6443 8345  
Our Ref: PID 2602910

1 April 2020

Claire Baini  
Email [claire@bainidesign.com.au](mailto:claire@bainidesign.com.au)

Dear Claire,

**RE: ROAD ACCESS AND STORMWATER DRAINAGE ASSESSMENT – 14 BLUEWATER CRESCENT WYNYARD**

I refer to your application seeking Road Access and Stormwater approval for a proposed development at the above address.

An assessment of your application has been completed and approved, please find enclosed Road and Stormwater/Drainage Authority advice should you intend continuing to the development stage.

It must be noted:

- That this approval does not constitute a permit to commence works, rather, it simply advises of works required if you wish to proceed.
- All conditions in the Road and Stormwater/Drainage Authority advice are to be completed prior to signing Final Plans.
- At least (7) days prior to any works taking place within the Public Road Reserve the enclosed "Activity in Road Reserve" application form is to be completed and returned to Council for approval.
- All works within the Public Road Reserve must be performed in accordance with Activity in Road Reserve Permit's Standard Conditions at the time works are taken out.

Enclosed is a copy "Activity in Road Reserve" application and relevant Tasmanian Standard Drawings.

If you have any questions or queries, please contact Council's Engineering Department on (03) 6443 8345.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'O. Mayer'.

Oliver Mayer  
TECHNICAL OFFICER ENGINEERING & DEVELOPMENT

Waratah Wynyard Council  
21 Saunders Street (PO Box 168) Wynyard Tasmania 7325  
P: (03) 6443 8333 | F: (03) 6443 8383 | E: [council@warwyn.tas.gov.au](mailto:council@warwyn.tas.gov.au)



---

### **Road Access Assessment**

**Date:** 1/04/2020

**Location:** 14 Bluewater Crescent

**Development Description:** Subdivision/Boundary Adjustment (Splitting 14 Bluewater Crescent into 2 lots).

#### **Conditions**

1. The new road access off 14 Bluewater Crescent Wynyard is approved at the location specifies in your concept plan emailed to Council on the 31/03/2020, Project No. 20078, Drawing No. 01, Date: 31/03/2020.
2. A reinforced concrete driveway slab is to be constructed between the rollover kerb and the property boundary in accordance with Tasmanian Standard Drawing TSD-R09-v1, Urban Roads Driveways and the conditions in a "Activity in Road Reservation Permit".

A handwritten signature in blue ink, appearing to read 'O. Mayer'.

Oliver Mayer

TECHNICAL OFFICER ENGINEERING & DEVELOPMENT

Waratah Wynyard Council  
21 Saunders Street (PO Box 168) Wynyard Tasmania 7325  
P: (03) 6443 8333 | F: (03) 6443 8383 | E: council@warwyn.tas.gov.au





---

## **Stormwater Assessment**

### **Stormwater / Drainage Authority Requirements and Conditions**

**Date:** 1/04/2020

**Location:** 14 Bluewater Crescent

**Development Description:** Subdivision/Boundary Adjustment (Splitting 14 Bluewater Crescent into 2 lots)

- The development site is within a Urban Drainage Area.
- The development site is within 30m of Council's stormwater drainage network.

### **Conditions**

1. The new allotment created by the proposed subdivision is to be connected into Council's stormwater drainage network.
2. A new property connection is to be provided in accordance with TSD – SW25-v1 Stormwater Property Connection to Mains.
3. Typical stormwater drainage design return intervals for:
  - 1 in 10-year ARI for property only.

**Note:** An "Activity in Road Reservation" Permit must be obtained from Council for all activity/work within the Road Reservation including the driveway construction.

All work is to be done to the satisfaction of the Director Infrastructure and Development Services.

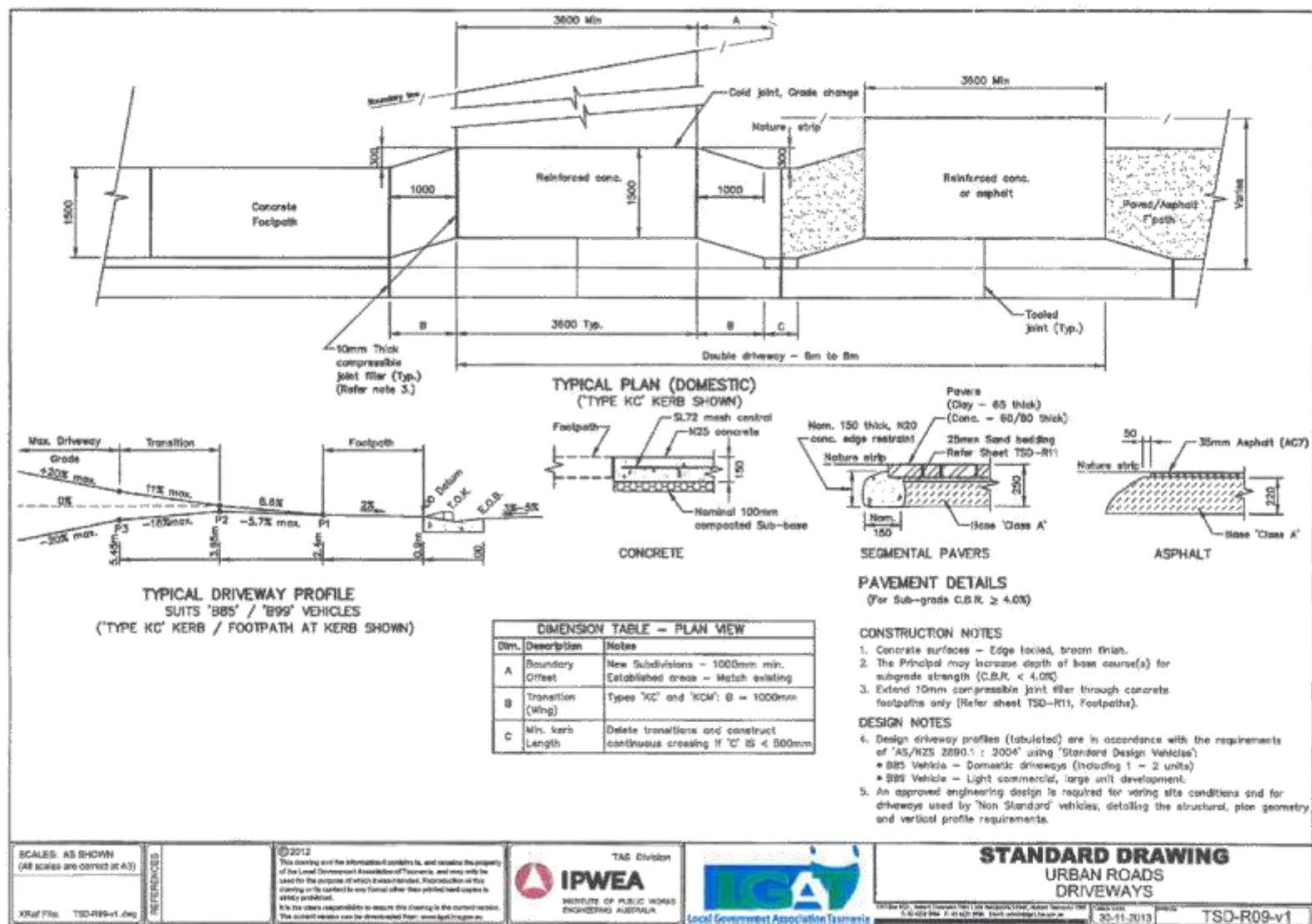
A handwritten signature in blue ink, appearing to read "O. Mayer".

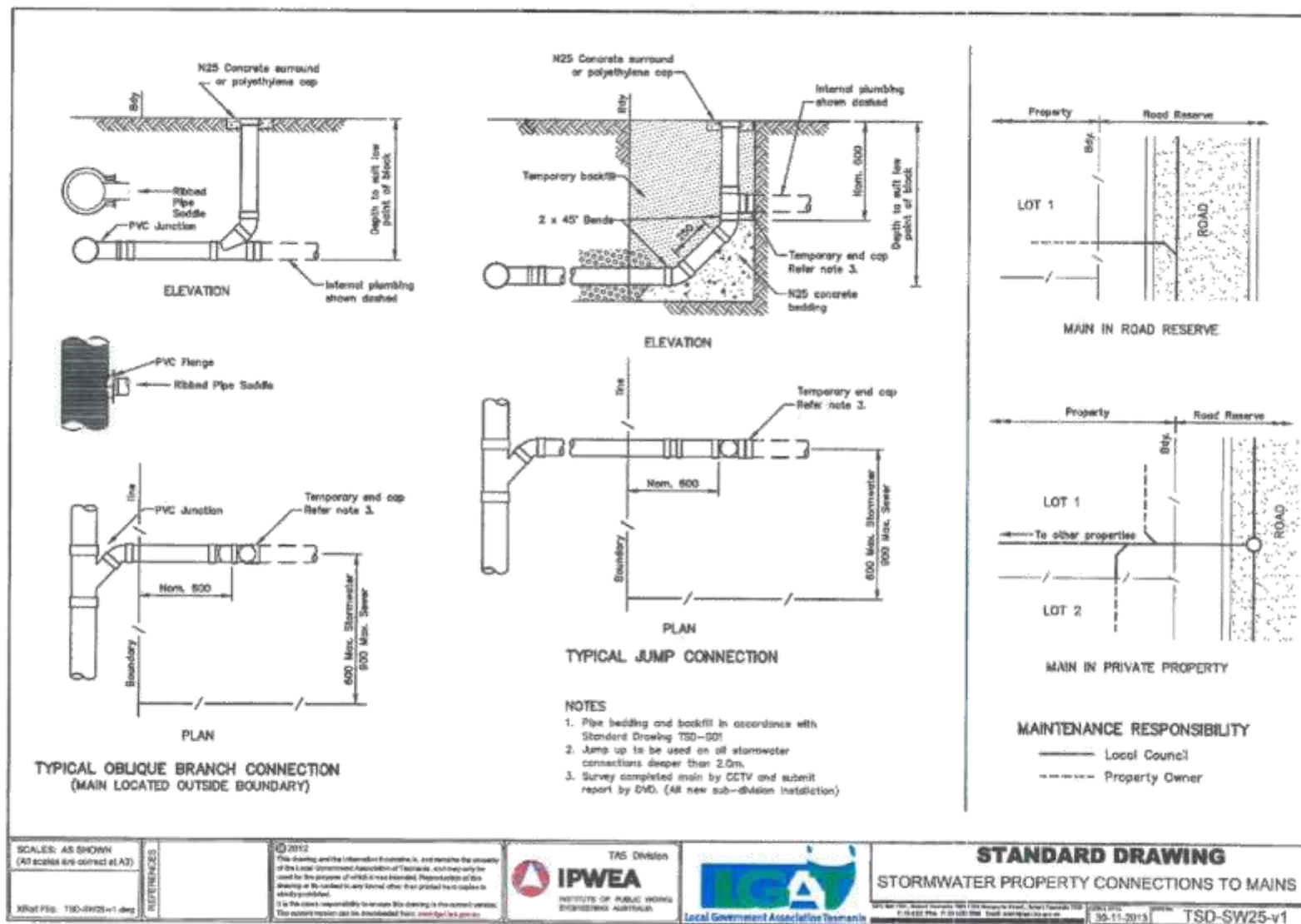
Oliver Mayer

**TECHNICAL OFFICER ENGINEERING & DEVELOPMENT**

Waratah Wynyard Council  
21 Saunders Street (PO Box 168) Wynyard Tasmania 7325  
P: (03) 6443 8333 | F: (03) 6443 8383 | E: council@warwyn.tas.gov.au







---

---



MULTI DWELLING DEVELOPMENT

20078

14 Bluewater Cres, Wynyard, TAS, 7325  
TITLE REFERENCE: 143309/16 | WARATAH-WYNYARD COUNCIL

DRAWING LIST	
Sheet Number	Sheet Name
00	COMPLIANCE TABLE & 3D
01	SITE PLAN
02	FLOOR PLAN
03	ELEVATIONS & SECTIONS
04	SITE ANALYSIS PLAN
05	SCHEDULE OF FINISHES & MATERIALS

COMPLIANCE TABLE

ITEM	PROPOSED	STANDARD	COMPLIANT
SITE AREA	DWELLING 1	-	YES
SETBACKS			
FRONT	4.5 M	4.5 M	YES
REAR	4 M	4 M	YES
SIDE	1.5 M	1.5 M	YES
GFA GROUND FLOOR	143 m <sup>2</sup>	-	-
SITE AREA	DWELLING 2	-	YES
SETBACKS			
FRONT	4.5 M	4.5 M	YES
REAR	4 M	4 M	YES
SIDE	1.5 M	1.5 M	YES
GFA GROUND FLOOR	143 m <sup>2</sup>	-	-
HEIGHT	6.325 M	8.5 M	YES
SITE COVERAGE	419.5 m <sup>2</sup>	50% / 419.45 m <sup>2</sup>	YES
LANDSCAPE AREA	285 m <sup>2</sup>	209.75 m <sup>2</sup> / 25% Landscaping min	YES
PRIVATE OPEN SPACE	100 m <sup>2</sup> per unit	24 m <sup>2</sup>	YES
PARKING	5 CAR SPACES	5 CAR SPACES	YES



REV	DESCRIPTION	DATE	BY
A	Issued Submission	07/04/20	
B	Addressed Information	16/06/20	

**baini**design

**BAINI DESIGN**  
ABN 51 068 732 593  
18 Villars Street  
Parramatta, NSW 2150  
Sydney, Australia  
Phone +61 2 9188 8230  
info@bainidesign.com.au  
www.bainidesign.com.au

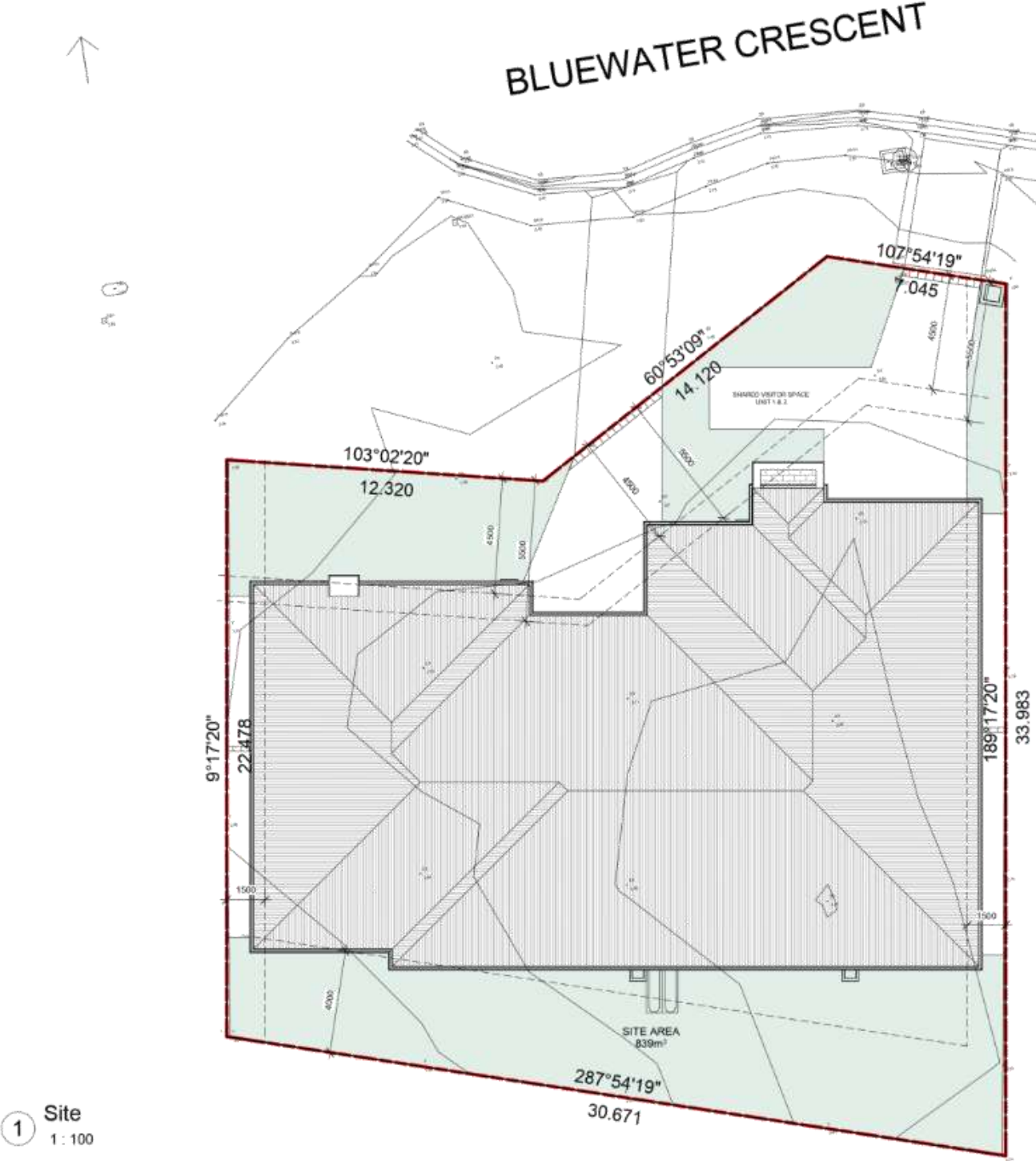
**FOR DA APPROVAL**

PROJECT TITLE  
**MULTI DWELLING DEVELOPMENT**  
14 Bluewater Cres, Wynyard, TAS, 7325

DRAWING TITLE  
**COMPLIANCE TABLE & 3D**

PROJECT NUMBER	DRAWING NUMBER	DATE	REVISION
<b>20078</b>	00	27/04/20	B
	SCALE: 1:1	DRAWN BY: CB	CHECKED BY: CB

This drawing is copyright and the property of Baini Design. Larger scale drawings and written dimensions take precedence. Do not scale from drawing. All dimensions to be verified on site before commencement of work. All discrepancies to be brought to the attention of the author.



1 Site  
1 : 100

REV	DESCRIPTION	DATE	BY
A	General Submissions	07/04/20	
B	Additional Information	14/04/20	

**baini design**  
BAINI DESIGN  
ABN 51 068 732 593  
18 Villon Street  
Parramatta, NSW 2150  
Sydney, Australia  
Phone +61 2 9186 6230  
info@bainidesign.com.au  
www.bainidesign.com.au

FOR DA APPROVAL

PROJECT TITLE  
**MULTI DWELLING DEVELOPMENT**  
14 Bluewater Cres, Wynyard, TAS, 7325  
DRAWING TITLE  
**SITE PLAN**

PROJECT NUMBER  
**20078**

DRAWING NUMBER	DATE	REVISION
01	27/04/20	B
SCALE: 1:100	DRAWN BY CB	CHECKED BY CB

This drawing is copyright and the property of Baini Design. Larger scale drawings and written dimensions take preference. Do not scale from drawing or dimensions to be verified on site before commencement of work. All discrepancies to be brought to the attention of the author.



[illegible]

baini design

**BAINI DESIGN**  
 ABN 51 068 732 593  
 18 Villies street  
 Parematta, NSW 2150  
 Sydney, Australia  
 Phone + 61 2 9188 6250  
 info@bainidesign.com.au  
 www.bainidesign.com.au

PROJECT TITLE  
**MULTI DWELLING DEVELOPMENT**  
14 Bluewater Cres, Wynyard, TAS, 7325

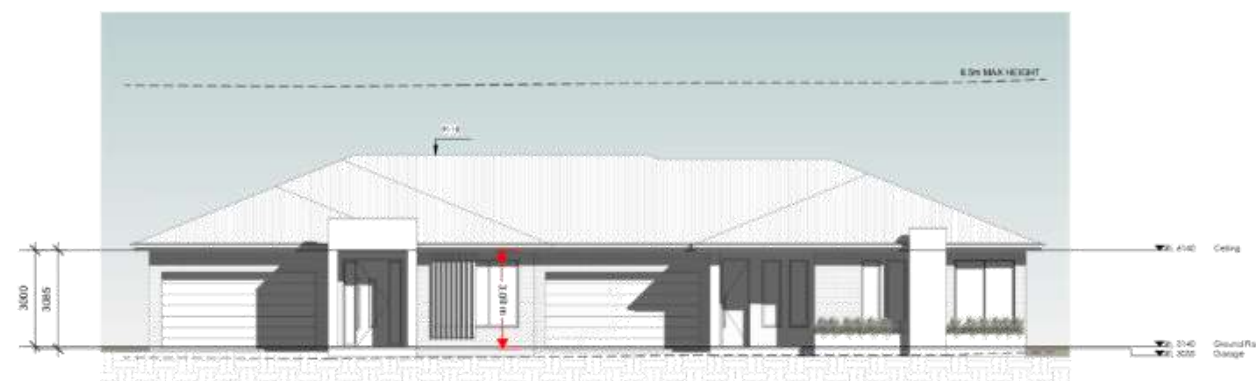
DRAWING TITLE  
FLOOR PLAN

PROJECT NUMBER	
----------------	--

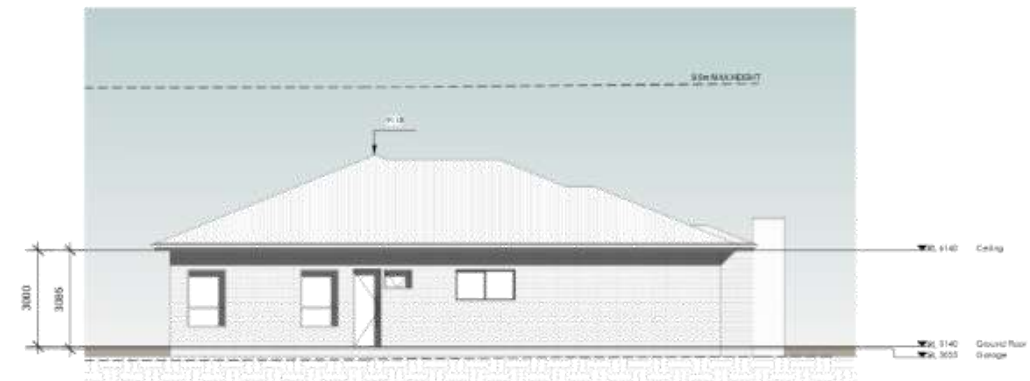
20078

reigen. Längere soziale Bindungen

This drawing is copyright and the property of Bain Design. Larger scale drawings and written dimensions take preference. Do not scale the drawing or dimensions to be verified on site before commencement of work. All discrepancies to be brought to the attention of the author.



1 North  
1:100



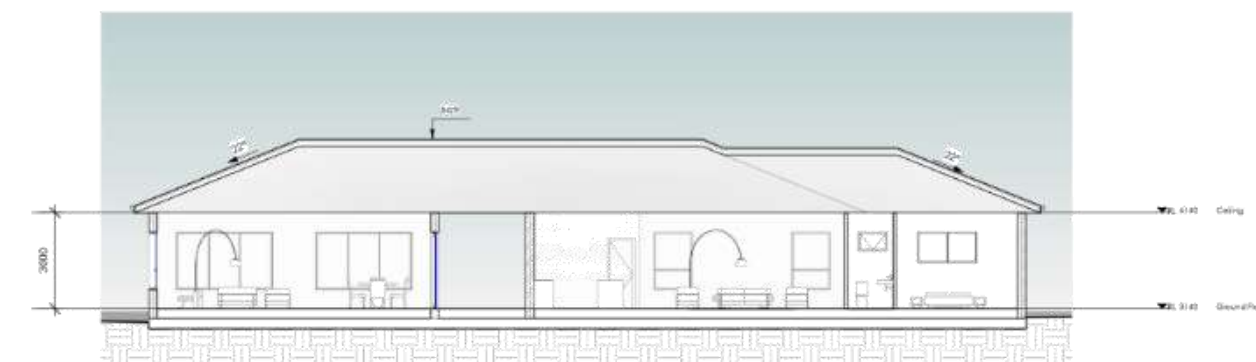
2 East  
1:100



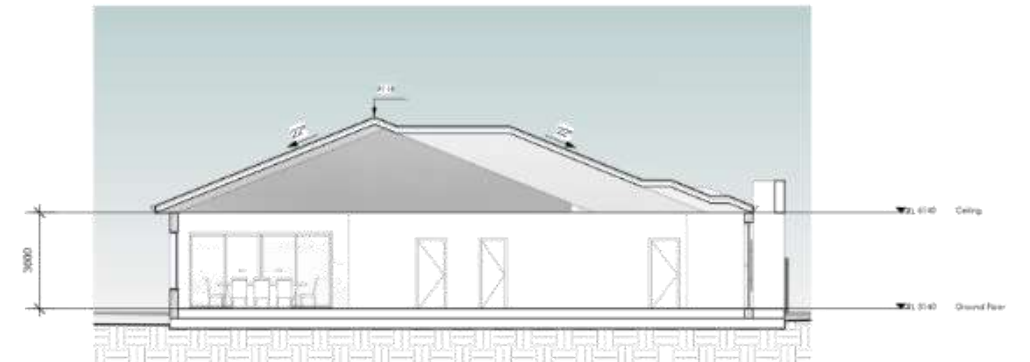
3 South  
1:100



4 West  
1:100



6 Section B-B  
1:100



5 Section A-A  
1:100

REV	DESCRIPTION	DATE	BY
A	General Submission	07/04/20	
B	Additional Information	16/06/20	

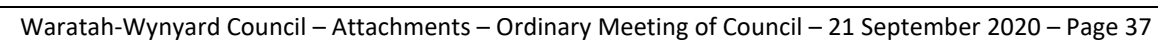
**baini**design

**BAINI DESIGN**  
ABN 51 068 732 593  
18 Villon Street  
Parramatta, NSW 2150  
Sydney, Australia  
Phone +61 2 9188 6230  
info@bainidesign.com.au  
www.bainidesign.com.au



FOR DA APPROVAL			
PROJECT TITLE <b>MULTI DWELLING DEVELOPMENT</b> 14 Bluewater Cres, Wynyard, TAS, 7325			
DRAWING TITLE <b>ELEVATIONS &amp; SECTIONS</b>			
PROJECT NUMBER	DRAWING NUMBER	DATE	REVISION
<b>20078</b>	03	27/04/20	B
	SCALE: 1:100	DRAWN BY CB	CHECKED BY CB

This drawing is copyright and the property of Baini Design. Larger scale drawings and written dimensions take preference. Do not scale from drawing or dimensions to be verified on site before commencement of work. All discrepancies to be brought to the attention of the author.







NOTE: ALL FINISHES ARE SUBJECT TO AVAILABILITY

SCHEDULE OF MATERIALS AND FINISHES

REFERENCE	ELEMENT	MATERIAL	FINISH / SPECIFICATION
01	EXTERNAL WALL	FACE BRICK	PGH PURE LINEN PEBBLE CREEK OR SIMILAR
02	EXTERNAL WALL	RENDER	DULUX FEATHER SOFT OR SIMILAR
03	FEATURE WALL	RENDER	DULUX LEXICON QUARTER OR SIMILAR
04	ROOF	CONCRETE ROOF TILE	MOHIER ELEBANA BABYLON OR SIMILAR
05	GARAGE	COLORBOND	COLORBOND BASALT OR SIMILAR
06	WINDOWS AND DOORS	GLASS SET IN POWDER COATED ALUMINIUM FRAME	DULUX DURATEC MATT BLACK OR SIMILAR

REV	DESCRIPTION	DATE	BY
A	Issued Sydney	07/04/20	
B	Additional Information	14/04/20	

**baini**design

**BAINI DESIGN**  
ABN 51 068 732 593  
18 Villon Street  
Parramatta, NSW 2150  
Sydney, Australia  
Phone + 61 2 9188 8230  
info@bainidesign.com.au  
www.bainidesign.com.au

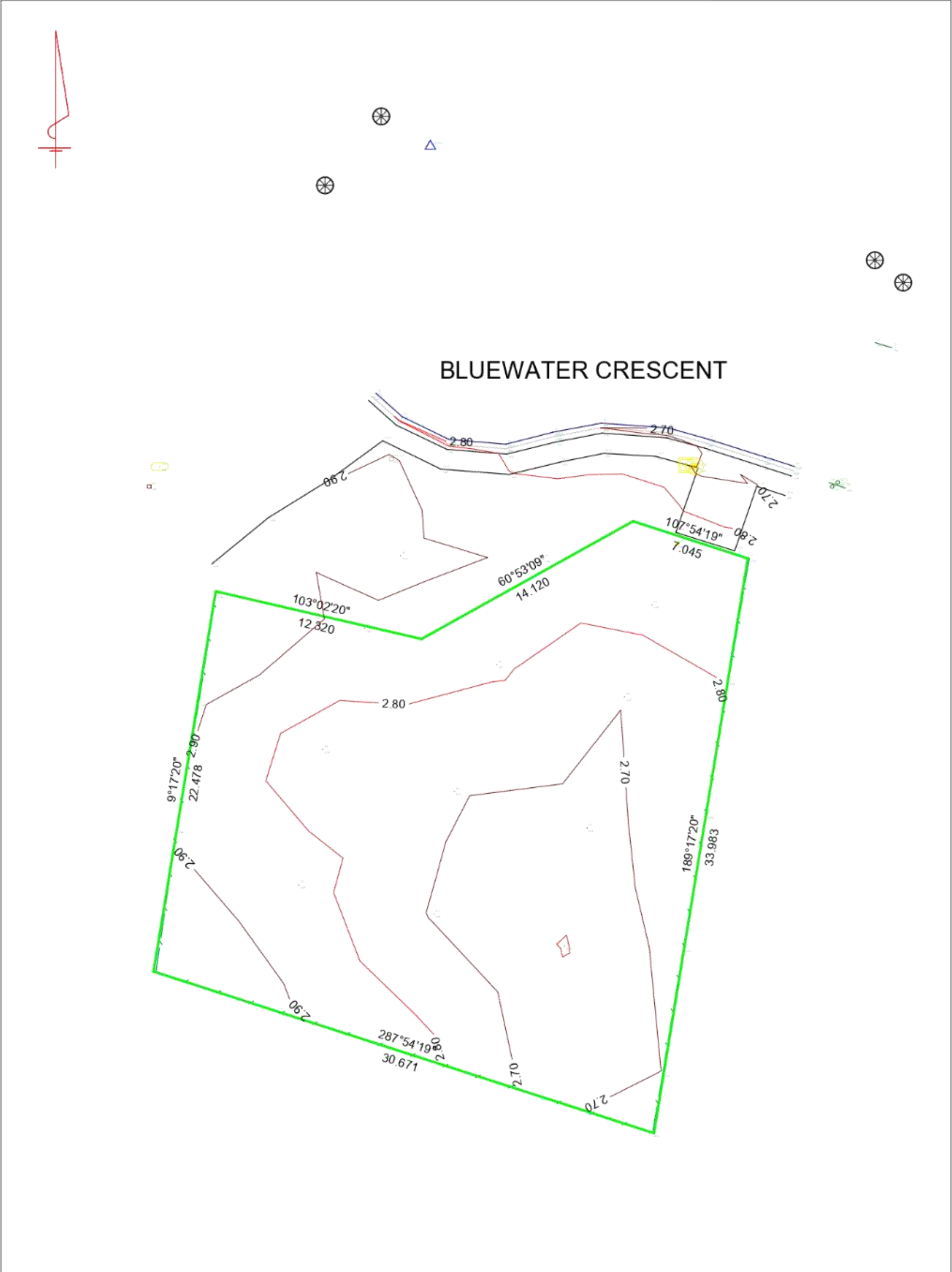
FOR DA APPROVAL

PROJECT TITLE  
**MULTI DWELLING DEVELOPMENT**  
14 Bluewater Cres, Wynyard, TAS, 7325

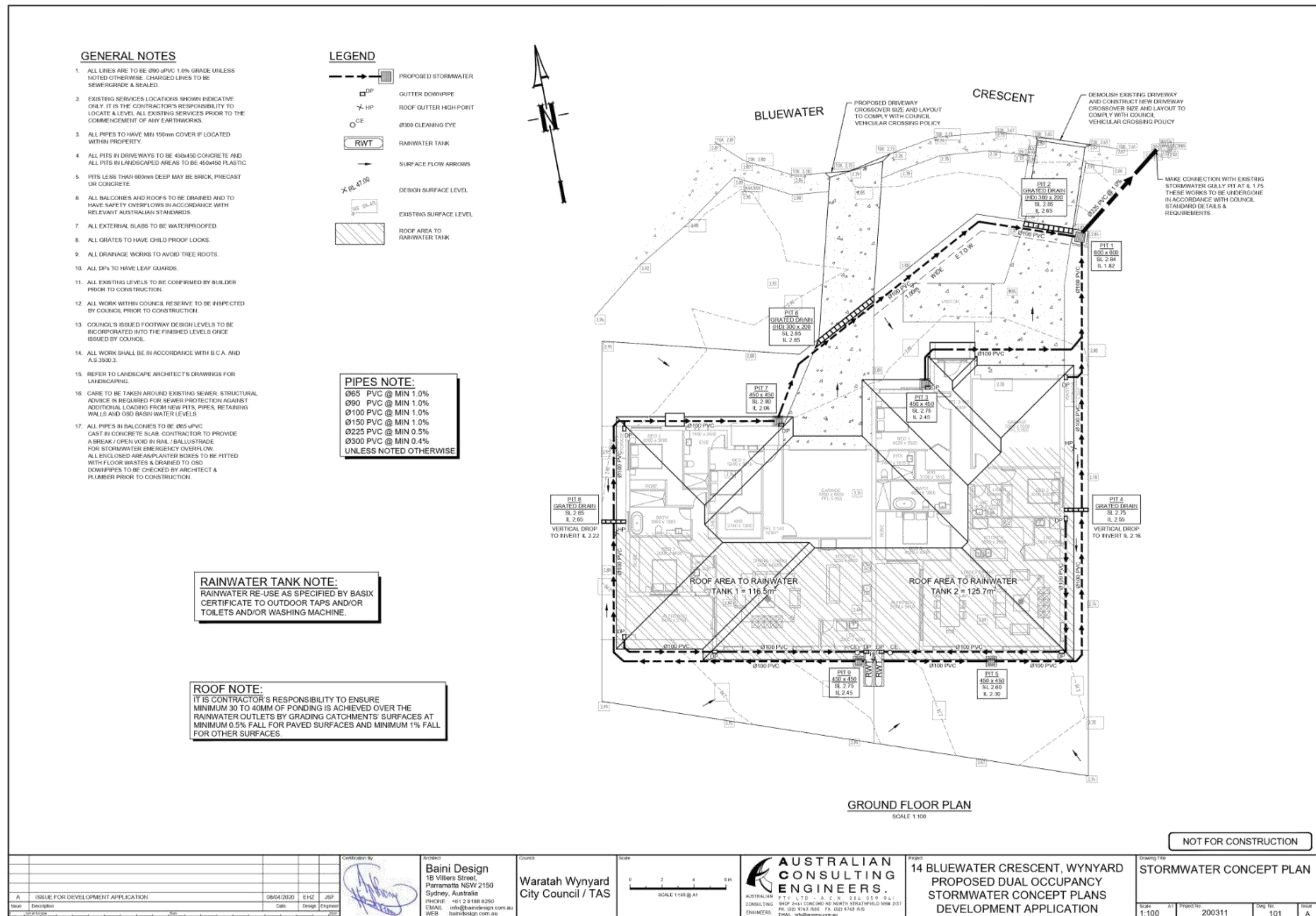
DRAWING TITLE  
**SCHEDULE OF FINISHES & MATERIALS**

PROJECT NUMBER <b>20078</b>	DRAWING NUMBER 05	DATE 27/04/20	REVISION B
	SCALE: 1:1	DRAWN BY CB	CHECKED BY CB

This drawing is copyright and the property of Baini Design. Larger scale drawings and written dimensions take precedence. Do not scale from drawing or dimensions to be verified on site before commencement of work. All discrepancies to be brought to the attention of the author.



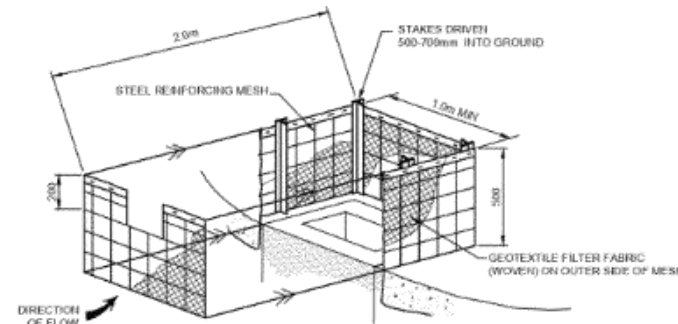
<b>L.C. Mackenzie &amp; Associates Pty. Ltd.</b> CONSULTING SURVEYORS 0400749451      P.O.Box 225 Wynyard TAS 7325 0408533157      mack1111@bigpond.net.au		<b>Detail Survey</b> <b>14 BLUEWATER CR</b> <b>WYNYARD TAS 7325</b> <b>F/R143309/16</b>		Drawing No. 3591-13-2-20 Drawing001
0.1m contours Drawn: LCM    Scale: 1:200 (A3)    Date: 13/2/2020		L.C. Mackenzie		





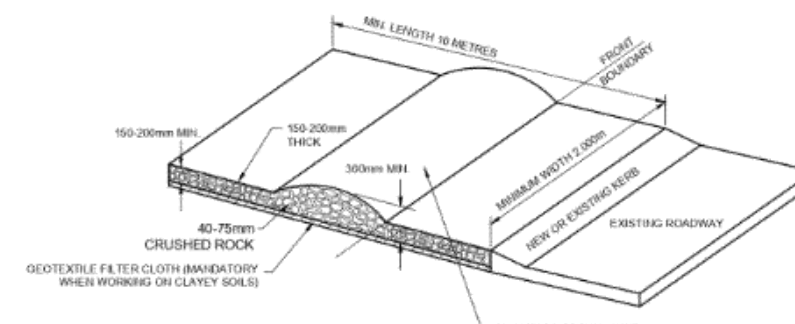
# **SEDIMENT & EROSION NOTES**

1. IMMEDIATELY FOLLOWING SETTING OUT OF THE WORKS, BUT PRIOR TO COMMENCEMENT OF ANY CLEARING OR EARTHWORKS, THE CONTRACTOR AND SUPERINTENDENT SHALL WALK THE SITE TO IDENTIFY AND MARK TREES WHICH ARE TO BE PRESERVED. NOTWITHSTANDING THE ABOVE, THE CONTRACTOR SHALL TAKE ALL REASONABLE PRECAUTIONS TO MINIMISE DISTURBANCE TO EXISTING VEGETATION AND GROUND COVER OUTSIDE THE MINIMUM AREAS REQUIRED TO COMPLETE THE WORKS AND SHALL BE RESPONSIBLE FOR RECTIFICATION, AT ITS OWN COST, OF ANY DISTURBANCE BEYOND THOSE AREAS.
2. IMMEDIATELY FOLLOWING SETTING OUT OF THE WORKS, BUT PRIOR TO COMMENCEMENT OF ANY CLEARING OR EARTHWORKS, THE CONTRACTOR AND SUPERINTENDENT SHALL WALK THE SITE TO IDENTIFY AND MARK TREES WHICH ARE TO BE PRESERVED. NOTWITHSTANDING THE ABOVE, THE CONTRACTOR SHALL TAKE ALL REASONABLE PRECAUTIONS TO MINIMISE DISTURBANCE TO EXISTING VEGETATION AND GROUND COVER OUTSIDE THE MINIMUM AREAS REQUIRED TO COMPLETE THE WORKS AND SHALL BE RESPONSIBLE FOR RECTIFICATION, AT ITS OWN COST, OF ANY DISTURBANCE BEYOND THOSE AREAS.
3. PROVIDE GULLY GRATE INLET SEDIMENT TRAPS AT ALL GULLY PITS.
4. PROVIDE SILT FENCING ALONG PROPERTY LINE AS DIRECTED BY SUPERINTENDENT.
5. ADDITIONAL CONTROL DEVICES TO BE PLACED WHERE DIRECTED BY THE PRINCIPLE.
6. ALTERNATIVE DESIGNS TO BE APPROVED BY SUPERINTENDENT PRIOR TO CONSTRUCTION.
7. WASH DOWN/URMBLE AREA TO BE CONSTRUCTED WITH PROVISIONS RESTRICTING ALL SILT AND TRAFFICKED DEBRIS FROM ENTERING THE STORMWATER SYSTEM.
8. NO WORK OR STOCKPILING OF MATERIALS TO BE PLACED OUTSIDE OF SITE WORK BOUNDARY.
9. APPROPRIATE EROSION AND SEDIMENT CONTROLS TO BE USED TO PROTECT STOCKPILES AND MAINTAINED THROUGH OUT CONSTRUCTION.
10. IT IS THE CONTRACTOR'S RESPONSIBILITY TO TAKE DUE CARE OF NATURAL VEGETATION. NO CLEARING IS TO BE UNDERTAKEN WITHOUT PRIOR APPROVAL FROM THE SUPERINTENDENT.
11. TO AVOID DISTURBANCE TO EXISTING TREES, EARTHWORKS WILL BE MODIFIED AS DIRECTED ON-SITE BY THE SUPERINTENDENT.
12. THE LOCATION OF EROSION AND SEDIMENTATION CONTROLS WILL BE DETERMINED ON SITE BY THE SUPERINTENDENT.
13. ACCESS TRACKS THROUGH THE SITE WILL BE LIMITED TO THOSE DETERMINED BY THE SUPERINTENDENT AND THE CONTRACTOR PRIOR TO ANY WORK COMMENCING.
14. ALL SETTING OUT IS THE RESPONSIBILITY OF THE CONTRACTOR PRIOR TO WORKS COMMENCING ON SITE. THE SUPERINTENDENT'S SURVEYOR SHALL PEG ALL ALLOTMENT BOUNDARIES, PROVIDE COORDINATE INFORMATION TO THESE PEGS AND PLACE BENCH MARKS. THE CONTRACTOR SHALL SET OUT THE WORKS FROM AND MAINTAIN THESE PEGS.
15. PLANS ARE MINIMUM REQUIREMENTS AND ARE TO BE USED AS A GUIDE ONLY. EXACT MEASURES USED SHALL BE DETERMINED ON SITE IN CONJUNCTION WITH PROGRAM OF CONTRACTOR'S WORKS etc.



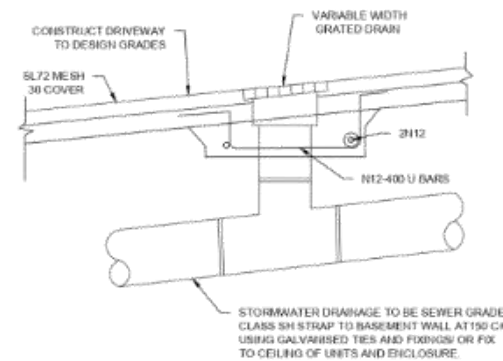
**FIELD INLET SEDIMENT TRAP**

N.T.S.



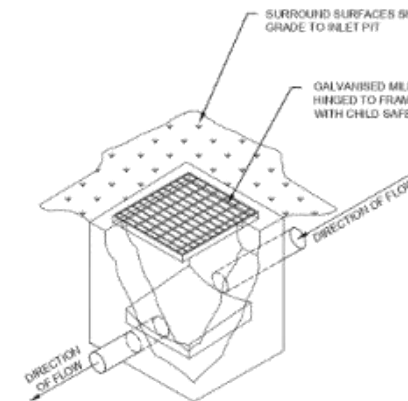
**SHAKEDOWN DEVICE**

N.T.S.



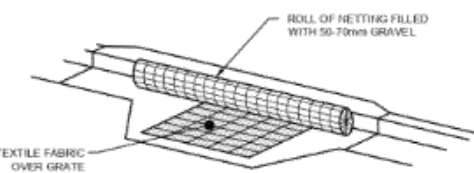
**GRADED DRAIN DETAIL**

N.T.S.



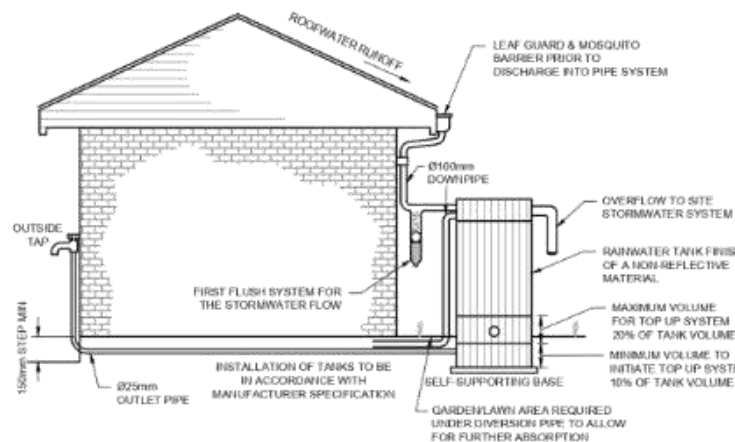
**TYPICAL GRADED INLET PIT DETAIL**

N.T.S.



**KERB INLET PROTECTION SAG GULLIES**

N.T.S.

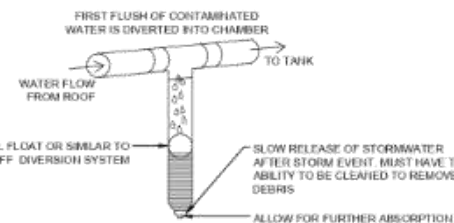


**RAINWATER TANK DETAIL**

N.T.S.

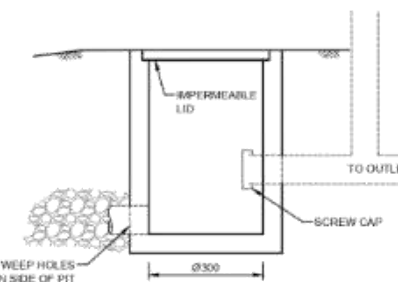
## **STORAGE TANK NOTES:**

1. TANK WATER TAPS SHALL BE MARKED 'RAINWATER NOT TO HUMAN CONSUMPTION'.
2. RAINWATER TANKS SHALL BE CONNECTED TO MAINS WATER SUPPLY AS BACKUP.
3. THE PUMPS ARE TO BE INSTALLED IN ACCORDANCE WITH COLORIC POLICY.
4. PUMPS SHALL PROVIDE MINIMUM 150 kPa PRESSURE.
5. EACH TANK TO BE CONNECTED TO AN OUTDOOR TAP FOR IRRIGATION USE.
6. RAINWATER TANKS TO BE CLEANED OUT EVERY 6 MONTHS.
7. WATER TANK AND ASSOCIATED STRUCTURE TO BE THE SAME COLOR, OR A COLOR COMPLEMENTARY TO THE DWELLING.
8. TOP TANK TO BE BELOW TOP OF NEAREST FENCE, OR 1.8 METERS WHICHEVER IS LESS.
9. THE WATER TANK SHOULD BE LOCATED AT LEAST 600mm FROM ANY PROPERTY BOUNDARY.
10. PLUMBING FROM THE WATER TANK IS TO BE KEPT SEPARATED FROM THE RETICULATED WATER SUPPLY SYSTEM.
11. TANK TO BE BUILT ON SELF-SUPPORTING BASE.
12. PROVIDE BACK-FLOW PREVENTION DEVICE AT MAINS WATER METER.
13. ROOF DRAINING TO TANK MUST NOT CONTAIN LEAD, TAR BASED PAINTS OR ASBESTOS.
14. WATER TO BE DRAWN FROM ANAEROBIC ZONE OF TANK.



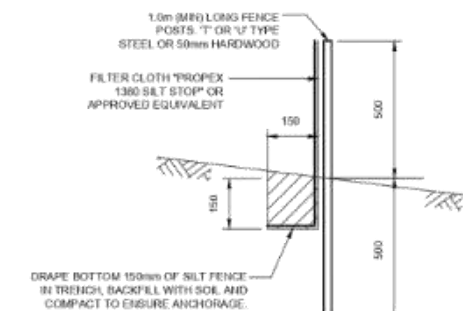
**FIRST FLUSH WATER DIVERTER DETAIL**

N.T.S.



**CLEANING EYE DETAIL**

N.T.S.



**SILT FENCE DETAIL**

N.T.S.

## **SILT FENCE NOTES:**

1. FILTER CLOTH TO BE FASTENED SECURELY TO POSTS WITH GALVANISED WIRE TIES, STAPLES OR ATTACHMENT BELTS.
2. POSTS SHOULD NOT BE SPACED MORE THAN 3.0m APART.
3. WHEN TWO SECTIONS OF FILTER CLOTH ADJOIN EACH OTHER THEY SHALL BE OVERLAPPED BY 150mm AND FOLDED.
4. FOR EXTRA STRENGTH TO SILT FENCE, WOVEN WIRE (14mm GAUGE, 150mm MESH SPACING) TO BE FASTENED SECURELY BETWEEN FILTER CLOTH AND POSTS BY WIRE TIES OR STAPLES.
5. INSPECTIONS SHALL BE PROVIDED ON A REGULAR BASIS, ESPECIALLY AFTER RAINFALL AND EXCESSIVE SILT DEPOSITS REMOVED WHEN 'BULGES' DEVELOP IN SILT FENCE.
6. SEDIMENT FENCES SHALL BE CONSTRUCTED WITH SEDIMENT TRAPS AND EMERGENCY SPILLWAYS AT SPACINGS NO GREATER THAN 40m ON FLAT TERRAIN DECREASING TO 20m SPACINGS ON STEEP TERRAIN.

NOT FOR CONSTRUCTION

<p>Issue</p> <p>A</p> <p>ISSUE FOR DEVELOPMENT APPLICATION</p> <p>Date</p> <p>08/04/2020</p> <p>Design</p> <p>Engineer</p> <p>JBF</p>	<p>Authorised</p> <p>Baini Design</p> <p>18 Villiers Street</p> <p>Parramatta NSW 2150</p> <p>Sydney, Australia</p> <p>PHONE: +61 2 9188 8250</p> <p>EMAIL: info@baini-design.com.au</p> <p>WEB: www.baini-design.com.au</p>	<p>Council</p> <p>Waratah Wynyard</p> <p>City Council / TAS</p>	<p>Scale</p> <p>N.T.S.</p>	<p>Project</p> <p>14 BLUEWATER CRESCENT, WYNYARD</p> <p>PROPOSED DUAL OCCUPANCY</p> <p>STORMWATER CONCEPT PLANS</p> <p>DEVELOPMENT APPLICATION</p>	<p>Project</p> <p>14 BLUEWATER CRESCENT, WYNYARD</p> <p>PROPOSED DUAL OCCUPANCY</p> <p>STORMWATER CONCEPT PLANS</p> <p>DEVELOPMENT APPLICATION</p>	<p>Drawing Title</p> <p>MISCELLANEOUS</p> <p>DETAILS SHEET</p> <p>Scale</p> <p>N.T.S.</p> <p>Project No</p> <p>200311</p> <p>Draw No</p> <p>102</p> <p>Issue</p> <p>A</p>
---	--	---	----------------------------	--	--	---



---

---



## Submission to Planning Authority Notice

Council Planning Permit No.	DA 63/2020	Council notice date	15/07/2020
<b>TasWater details</b>			
TasWater Reference No.	TWDA 2020/01012-WWC	Date of response	22/07/2020
TasWater Contact	Sam Bryant	Phone No.	0474 933 294
<b>Response issued to</b>			
Council name	WARATAH WYNYARD COUNCIL		
Contact details	council@warwyn.tas.gov.au		
<b>Development details</b>			
Address	14 BLUEWATER CR, WYNYARD	Property ID (PID)	2602910
Description of development	Multiple dwellings x 2		
<b>Schedule of drawings/documents</b>			
Prepared by	Drawing/document No.	Revision No.	Date of Issue
Baini Design	Site Plan	B	27/04/2020
<b>Conditions</b>			
<b>SUBMISSION TO PLANNING AUTHORITY NOTICE OF PLANNING APPLICATION REFERRAL</b>			
Pursuant to the <i>Water and Sewerage Industry Act 2008</i> (TAS) Section 56P(1) TasWater imposes the following conditions on the permit for this application:			
<b>CONNECTIONS, METERING &amp; BACKFLOW</b>			
<ol style="list-style-type: none"> <li>1. A suitably sized water supply with metered connections and sewerage system and connections to the development must be designed and constructed to TasWater's satisfaction and be in accordance with any other conditions in this permit.</li> <li>2. Any removal/supply and installation of water meters and/or the removal of redundant and/or installation of new and modified property service connections must be carried out by TasWater at the developer's cost.</li> <li>3. Prior to commencing construction of the development, any water connection utilised for construction must have a backflow prevention device and water meter installed, to the satisfaction of TasWater.</li> </ol>			
<b>DEVELOPMENT ASSESSMENT FEES</b>			
<ol style="list-style-type: none"> <li>4. The applicant or landowner as the case may be, must pay a development assessment fee of \$211.63 to TasWater, as approved by the Economic Regulator and the fee will be indexed, until the date paid to TasWater.</li> </ol> <p>The payment is required within 30 days of the issue of an invoice by TasWater.</p>			



#### Advice

##### General

For information on TasWater development standards, please visit

<http://www.taswater.com.au/Development/Development-Standards>

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

##### Service Locations

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

A copy of the GIS is included in email with this notice and should aid in updating of the documentation.

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

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

#### Declaration

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

#### Authorised by

**Jason Taylor**

Development Assessment Manager

#### TasWater Contact Details

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



## Amended Submission to Planning Authority Notice

Council Planning Permit No.	DA 29-2020	Council notice date	6/03/2020
<b>TasWater details</b>			
TasWater Reference No.	TWDA 2020/00300-WWC	Date of response	18/03/2020
		Date Amended	25/08/2020
TasWater Contact	Sam Bryant	Phone No.	(03) 6237 8642
<b>Response issued to</b>			
Council name	WARATAH WYNYARD COUNCIL		
Contact details	council@warwyn.tas.gov.au		
<b>Development details</b>			
Address	30B OLD BASS HWY, WYNYARD	Property ID (PID)	7164067
Description of development	Twenty Nine (29) New beachfrontTownhouses (Staged Strata)		
<b>Schedule of drawings/documents</b>			
Prepared by	Drawing/document No.	Revision No.	Date of Issue
IDW Architecture	Proposed Site Master Plan 1818 DA03	H	13/08/2020
IDW Architecture	Servicing Plan Part 1 & 2 / 1818 DA22	B	30/06/2020
IDW Architecture	Servicing Plan Part 2 / 1818 DA23	C	30/06/2020
Barry Magnus – Building Supervisor	Fire Service Report	--	16/08/2019
<b>Conditions</b>			
Pursuant to the <i>Water and Sewerage Industry Act 2008 (TAS)</i> Section 56P(1) TasWater imposes the following conditions on the permit for this application:			
<b>CONNECTIONS, METERING &amp; BACKFLOW</b>			
1. A suitably sized water connection for both fire and domestic water supply with separated fire and domestic metered connections must be installed to TasWater's satisfaction and be in accordance with any other conditions in this permit.			
<i><b>Note:</b> TasWater will not agree to the removal/downsizing of the Existing DN100mm water supply to the private fire infrastructure contained within the site until the developer has satisfied all the requirements as set out in the National Construction Code Volume 1.</i>			
2. A suitably sized sewerage connection for the development must be designed and installed to TasWater's satisfaction and be in accordance with any other conditions in this permit.			
3. Any removal/supply and installation of water meters and/or the removal of redundant and/or installation of new and modified property service connections must be carried out by TasWater at the developer's cost.			
4. Prior to commencing construction of the development, any water connection utilised for construction must have a backflow prevention device and water meter installed, to the satisfaction of TasWater.			
<b>ASSET CREATION &amp; INFRASTRUCTURE WORKS – SEWER MAIN REALIGNMENT</b>			



5. Plans submitted with the application for Engineering Design Approval must, to the satisfaction of TasWater show, all existing, redundant and/or proposed property services and mains.
6. Prior to applying for a Permit to Construct to construct new infrastructure the developer must obtain from TasWater Engineering Design Approval for new TasWater infrastructure. The application for Engineering Design Approval must include engineering design plans prepared by a suitably qualified person showing the hydraulic servicing requirements for sewerage to TasWater's satisfaction.
7. Prior to works commencing, a Permit to Construct must be applied for and issued by TasWater. All infrastructure works must be inspected by TasWater and be to TasWater's satisfaction.
8. In addition to any other conditions in this permit, all works must be constructed under the supervision of a suitably qualified person in accordance with TasWater's requirements.
9. Prior to the issue of a Certificate for Certifiable Work (Building and/or Plumbing) all additions, extensions, alterations or upgrades to TasWater's water and sewerage infrastructure required to service the development, generally as shown on the concept servicing plan "IDW's Servicing Plan Part 1 1818 22 Rev A & Servicing Plan Part 2 1818 23 Rev B", are to be constructed at the expense of the developer to the satisfaction of TasWater, with live connections performed by TasWater.
10. After testing, to TasWater's requirements, of newly created works, the developer must apply to TasWater for connection of these works to existing TasWater infrastructure, at the developer's cost.
11. At practical completion of the water and sewerage works and prior to applying to TasWater for a Certificate of Water and Sewerage Compliance (Building and/or Plumbing), the developer must obtain a Certificate of Practical Completion from TasWater for the works that will be transferred to TasWater. To obtain a Certificate of Practical Completion:
  - a. Written confirmation from the supervising suitably qualified person certifying that the works have been constructed in accordance with the TasWater approved plans and specifications and that the appropriate level of workmanship has been achieved;
  - b. A request for a joint on-site inspection with TasWater's authorised representative must be made;
  - c. Security for the twelve (12) month defects liability period to the value of 10% of the works must be lodged with TasWater. This security must be in the form of a bank guarantee;
  - d. As constructed drawings must be prepared by a suitably qualified person to TasWater's satisfaction and forwarded to TasWater.
12. After the Certificate of Practical Completion has been issued, a 12 month defects liability period applies to this infrastructure. During this period all defects must be rectified at the developer's cost and to the satisfaction of TasWater. A further 12 month defects liability period may be applied to defects after rectification. TasWater may, at its discretion, undertake rectification of any defects at the developer's cost. Upon completion, of the defects liability period the developer must request TasWater to issue a "Certificate of Final Acceptance". The newly constructed infrastructure will be transferred to TasWater upon issue of this certificate and TasWater will release any security held for the defects liability period.
13. The developer must take all precautions to protect existing TasWater infrastructure. Any damage caused to existing TasWater infrastructure during the construction period must be promptly reported to TasWater and repaired by TasWater at the developer's cost.

#### **FINAL PLANS, EASEMENTS & ENDORSEMENTS**

14. Prior to the Sealing of the Final Plan of Survey, a Consent to Register a Legal Document must be obtained from TasWater as evidence of compliance with these conditions when application for





sealing is made.

*Advice: Council will refer the Final Plan of Survey to TasWater requesting Consent to Register a Legal Document be issued directly to them on behalf of the applicant.*

15. Pipeline easements, to TasWater's satisfaction, must be created over any existing or proposed TasWater infrastructure and be in accordance with TasWater's standard pipeline easement conditions.
16. Prior to the Sealing of the Final Plan of Survey, the developer must lodge a petition to amend the sealed plan SP133273 for the removal of the Water Supply Pipeline Easement 2.00 wide & Pipeline Easement 2.00 wide.

#### DEVELOPMENT ASSESSMENT FEES

17. The applicant or landowner as the case may be, must pay a development assessment and Consent to Register a Legal Document fee of \$675.71 to TasWater, as approved by the Economic Regulator and the fees will be indexed, until the date they are paid to TasWater, as follows:

- a. \$675.71 for development assessment; and
- b. \$149.20 for Consent to Register a Legal Document

The payment is required by the due date as noted on the statement when issued by TasWater.

#### Advice

##### General

For information on TasWater development standards, please visit

<https://www.taswater.com.au/Development/Technical-Standards>

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

##### Service Locations

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

A copy of the GIS is included in email with this notice and should aid in updating of the documentation. The location of this infrastructure as shown on the GIS is indicative only.

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

##### Water Servicing

Modelling indicates that the existing water network has the capacity to take the additional loading from the proposed development.

In the absence of a specified fire flow, a standard non-residential fire flow of 10 L/s has been assumed.



Hydraulic context and overview description of current capacity issues:  
The proposed development is located in the Grants Reservoir pressure zone supplied from the Grants Reservoir with a TWL of 66 m AHD. This development is at an elevation of 5 m AHD, giving a maximum static pressure of 61 m in a well-looped network.

These pressure heads are at the assumed connection point at Old Bass Highway and do not include losses through the service connection or associated pipework.

#### Declaration

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

#### Authorised by

**Jason Taylor**  
Development Assessment Manager

#### TasWater Contact Details

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



**Jasmin Briggs**

---

**From:** Council <council@warwyn.tas.gov.au>  
**Sent:** Wednesday, 29 July 2020 8:55 AM  
**To:** wwc@connect.t1cloud.com  
**Subject:** FW: Notice of Application for Planning Permit 14 Bluewater Crescent No.: DA 63/2020 - Objection Letter

#ECMBODY  
#QAP WWC Default

---

**From:** psturzaker@bigpond.com <psturzaker@bigpond.com>  
**Sent:** Tuesday, 28 July 2020 7:38 PM  
**To:** Council <council@warwyn.tas.gov.au>  
**Subject:** Notice of Application for Planning Permit 14 Bluewater Crescent No.: DA 63/2020 - Objection Letter

Paul Sturzaker  
4 Sandy Crescent  
Wynyard, Tas, 7325

To whom it may concern,

I write to you after recently receiving an Advice to Adjoining Land Owner or Occupier for the Application for Planning Permit for 14 Bluewater Crescent, Wynyard. I wholeheartedly object that the Application for Planning Permit submitted meets or complies with Clause 10.4.3 Performance Criteria P2 given the proposed building location and proximity to what is already an established fence/s and existing buildings and structures as there will be little to no opportunity for the proposed dwelling to have a private open space that: a) Includes an area that is capable of serving as an extension of the dwelling for outdoor relaxation, dining, entertaining and children's play that is: i) conveniently located in relation to a living area of the dwelling : and ii) orientated to take advantage of sunlight due to the ground floor footprint extending within 4 metres of the existing fence line and the roof height of the proposed building being 6.325 metres as it is certain that the South West quadrant of the 14 Bluewater Crescent block will not receive enough sunlight due to already established houses, garage and fence construction for it to appropriately meet Clause 10.4.3 Performance Criteria P2:. At the very least, a luminal study should be conducted to ensure that once built and given the existing structures on my and surrounding properties that this proposed dwelling plan type, by nature, would not meet Clause 10.4.4 Sunlight and overshadowing for all dwellings: for both current residences or this proposed planning permit due to the adjoined dwelling type. I would argue, on review, the design does not fit with the current dwellings in either Bluewater Crescent or the adjoining Sandy Crescent given all dwellings are single house with proportional, family orientated open spaces that indeed meet both clauses. I thank you for taking the time to read and consider my communication.

Regards,

Paul Sturzaker

## Agreement for Extension of Time

In accordance with Section 57 (6) of the *Land Use Planning and Approvals Act 1993*

CLAIRE BAINI

Of

Baini Design

PO Box 2402

NORTH PARAMATTA NSW 1750

hereby grant the Planning Authority an extension of time until the 28th day of September 2020,

Ref. No. 2602910 & DA 63/2020

Signed



(Applicant)

Claire Baini

(Applicant)

11/08/20

(Date)

Signed



ASHLEY THORNTON, *per Council delegation*

(Manager Development & Regulatory Services)

11/08/2020

(Date)



# **DA 108 /2020** **28 Haywoods Lane SOMERSET**

**Proposal: Outbuildings (garage & carport) staged**  
**Discretionary Matter: Suitability of a site or lot for use or development 12.4.1 (P5)**

**REPRESENTATIONS CLOSE ON:**  
**Monday 24 August 2020**

Please Note:

All documents contained herewith are for public viewing only and must not be removed from the Council offices.

7052866

Documents Enclosed	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed
Application Form													
Site Notice													
Location Map													
Titles													
Site Plan													
Floor Plan													
Elevations													



## NOTICE OF PROPOSED DEVELOPMENT

Notice is hereby given that an application has been made for the following development:-

**No.:** DA 108 /2020  
**LOCATION:** 28 Haywoods Lane SOMERSET  
**APPLICANT:** J D Hobson & M M Hobson  
**ZONING:** Low Density Residential  
**USE CLASS:** Residential  
**PROPOSAL:** Outbuildings (garage & carport) staged  
**Discretionary Matter:** Suitability of a site or lot for use or development  
**12.4.1 (P5)**

The application and associated plans and documents will be available for inspection during normal office hours for a period of 14 days from the date of this notice at the Council Office, Saunders Street, Wynyard or can be viewed on the Council website [www.warwyn.tas.gov.au](http://www.warwyn.tas.gov.au).

Any person who wishes to make representations in accordance with the *Land Use Planning and Approvals Act 1993*, must do so during the 14-day period.

Representations in writing will be received by the General Manager, PO Box 168, Wynyard, 7325, email [council@warwyn.tas.gov.au](mailto:council@warwyn.tas.gov.au) by **Monday 24 August 2020**.

Dated Saturday 8 August 2020.

**Shane Crawford**  
GENERAL MANAGER



The information has been provided by the Waratah Wynyard Council and is based on available data provided with the permission of the Department of Primary Industries & Water of the State of Tasmania. While every care has been taken to ensure the accuracy of this data, the Department of Primary Industries & Water and Waratah Wynyard Council make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damages) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.

**28 Haywoods Lane**

0 100 Metres

Scale: 1:5,000 (A4 Original Size)  
(Vertical of Tasmania Mainland (UTM) projection, EDNAD, GRS Zone 56)

**WARATAH WYNYARD**

Printed On: 6 Aug 2020





**PLANNING PERMIT APPLICATION**  
**APPLICATION FOR PLANNING APPROVAL UNDER SECTION 51,**  
**LAND USE PLANNING & APPROVALS ACT 1993**

<b>PERMITTED APPLICATION</b> - Assessment and determination of a permit application under <i>S58 Land Use Planning and Approvals Act 1993</i>	\$250.00 plus \$1.15 per \$1,000 of value for use or development
<b>DISCRETIONARY APPLICATION</b> - Assessment and determination of a permit application under <i>S57 Land Use Planning and Approvals Act 1993</i>	\$350.00 plus \$1.50 per \$1,000 of value for use or development + advertising fee
<b>Level 2 "Environmental Activity" - Additional charge to permit application</b>	\$460.00 + advertising fee by quote
Advertising fee will be reimbursed if no advertising is required	
Please refer to <a href="http://www.warwyn.tas.gov.au">www.warwyn.tas.gov.au</a> (Council Services - Planning Services - Planning Fees) for all other fees	

Is a hard copy of planning permit and endorsed documents required? Yes ..... No .....

1. Value of work (inc GST) \$ 3500 ..... Contract Price ..... Estimate ☒ .....

2. Development Address 28 Haywards Lane Somerset 7322 .....

3. Full Name of Applicant(s) Melissa Hobson & John Hobson .....

Contact Details: Address: 28 Haywards Lane Somerset 7322 .....

Email Address Gord.hobson@gmail.com .....

Telephone - Day ..... Mobile 0477551492 .....

For requests in hardcopy format all correspondence in relation to this application, will be sent to the postal address, otherwise all correspondence will be forwarded to the email address)

4. Would you like the contact address recorded above to be applied for all future Council correspondence? (including rates/animal control etc)? Yes ☒ ..... No .....

5. **WHERE THE APPLICANT IS NOT THE OWNER**  
 In accordance with Section 52 of the *Land Use Planning and Approvals Act 1993* if the applicant for the permit is not the owner of the land in respect of which the permit is required, the applicant must include in the application for the permit, a declaration that the applicant has notified the owner of the intention to make the application.

In the event that the property is owned or managed by the Crown or Council, this application is to be signed by the relevant Crown Minister responsible, or General Manager of the Council, and accompanied by written permission of the Minister/General Manager to the making of this application.

Name of Property Owner (see authorisation below)

Full Name ..... Telephone - Home .....

Address ..... Telephone Work/Business .....

**Applicant's Notification to Owner**

I .....  
 Full Name of Applicant(s) .....

of .....  
 Applicant's Address .....

Declare that I/we have notified the owner(s) of the property(ies) of the intention to make this application.  
 I/We understand that in accordance with Section 52(2) of the *Land Use Planning and Approvals Act 1993* a person must not obtain or attempt to obtain a permit by wilfully making, or causing to be made, any false representation or declaration either orally or in writing.

Applicant's Signature(s) .....

6. Proposed Development (Fully describe intended use of land or premises)

6m x 6m x 2.5m Garage in Back yard  
4m x 3m x 2.5m Carport in Back yard.

7. Supporting Information if necessary to explain special features of the proposal.

(Attach separate sheet if required)

To include –

a. One Copy (electronic copy if available) of any plan(s) and/or specification(s) for the proposed development, showing where applicable:

- ☐ i. Sufficient information to demonstrate compliance with all applicable standards, purpose statements in applicable zones and codes, any relevant local area objectives or desired future character statements;
- ☐ ii. a full description of the proposed use or development;
- ☐ iii. a full description of the manner in which the use or development will operate;
- ☐ iv. a site analysis and site plan at an acceptable scale;
- ☐ v. a detailed layout plan of the proposed buildings with dimensions at a scale of 1:100 or 1:200;
- ☐ vi. a plan of the proposed landscaping;
- ☐ vii. car parking facilities and capacity;
- ☐ viii. area of clearing of trees and bushland;
- ☐ ix. size, position, colour, illumination, fixing or support and other design details of advertising sign(s).

b. A full copy of your title shall also accompany the application.

Title Certificate ☒

Title Plan ☒

Schedule of Easements ☒

c. Relevant engineering pre-lodgement approvals

Access ☐

Stormwater ☐

8. Present use of site and/or buildings – full description

house

9. Car Parking

Floor Area

Site Area

Existing on site .....

Existing ..... m<sup>2</sup>

.....m<sup>2</sup>

Total no. proposed .....

Proposed ..36.. m<sup>2</sup>

Total .....m<sup>2</sup>

**Questions 10 to 13 relate to Commercial and Industrial Uses and Developments only**

10. What days and hours of operation are proposed?

Monday to Friday:	From .....	a.m. to .....	p.m.
Saturday:	From .....	a.m. to .....	p.m.
Sunday:	From .....	a.m. to .....	p.m.

11. Number of Employees?

Existing .....

Proposed .....

12. Vehicles visiting or delivering to or from the site?

Type	No.	Trips per day
.....		
.....		

13. What type of machinery is to be installed or used?

Type	No.
.....	
.....	

**DECLARATION BY APPLICANT (mandatory)**

I declare that the information given is a true and accurate representation of the proposed development. I understand that the information and materials provided with the development application may be made available to the public. I understand that the Council may make such copies of the information and materials as in its opinion are necessary to facilitate a thorough consideration of the Permit Application. I have obtained the relevant permission of the copyright owner for the communication and reproduction of the plans accompanying the development application for the purposes of assessment of that application. I indemnify the Waratah-Wynyard Council for any claim or action taken against it in respect of breach of copyright in respect of any of the information or material provided.

☒ We hereby acknowledge that Section 20(a) of the *Local Government Act 1993* provides the power for persons authorised by the General Manager to enter land without notice in relation to an application by the owner or occupier for a licence, permit or other approval given by the council.

Signature(s) ..... *M. Mason* ..... *John Hoasen* .....  
(all applicants to sign)

Date ..... *29.7.2020* .....



## RESULT OF SEARCH

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



### SEARCH OF TORRENS TITLE

VOLUME	FOLIO
215785	1
EDITION	DATE OF ISSUE
3	24-Nov-2014

SEARCH DATE : 31-Jan-2019

SEARCH TIME : 12.37 PM

### DESCRIPTION OF LAND

Parish of ELLIOTT, Land District of WELLINGTON  
 Lot 1 on Plan 215785  
 Derivation : Part of Lot 6564 - Gtd. to G.B.B.Elliott.  
 Prior CT 2619/93

### SCHEDULE 1

M492481 TRANSFER to MELISSA MARGARET HOBSON and JOHN DAVID  
 HOBSON Registered 24-Nov-2014 at 12.01 PM

### SCHEDULE 2

Reservations and conditions in the Crown Grant if any  
 132231 FENCING CONDITION in Transfer  
 D145176 MORTGAGE to Commonwealth Bank of Australia  
 Registered 24-Nov-2014 at 12.02 PM

### UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

the **List****FOLIO PLAN**

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980

**ORIGINAL - NOT TO BE REMOVED FROM TITLES OFFICE**R.P. 1980  
TASMANIA

REAL PROPERTY ACT, 1980, as amended

NOTE—REGISTERED FOR OFFICE  
CONVENIENCE TO REPLACE

Cert. of Title Vol. 617 Fol. 93.

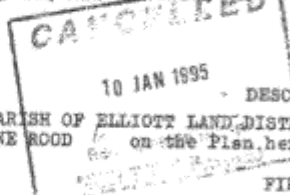
**CERTIFICATE OF TITLE**

Register Book

Vol. Fol.

2619 93

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



Recorder of Titles.

**DESCRIPTION OF LAND**PARISH OF ELLIOTT LAND DISTRICT OF WELLINGTON  
ONE ROAD on the Plan hereon**FIRST SCHEDULE (continued overleaf)**

RUBY MAY COVENTRY of Somerset, Married Woman.

**SECOND SCHEDULE (continued overleaf)**

TRANSFER NO. 132231 was made SUBJECT TO fencing condition.

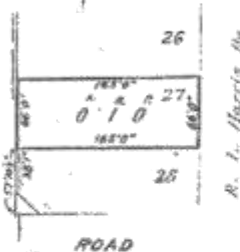
ORDER OF TITLES ARE NO LONGER SUBMITTING.

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

REGISTERED NUMBER

**215785**

RESERVED ROAD R.M. 215785



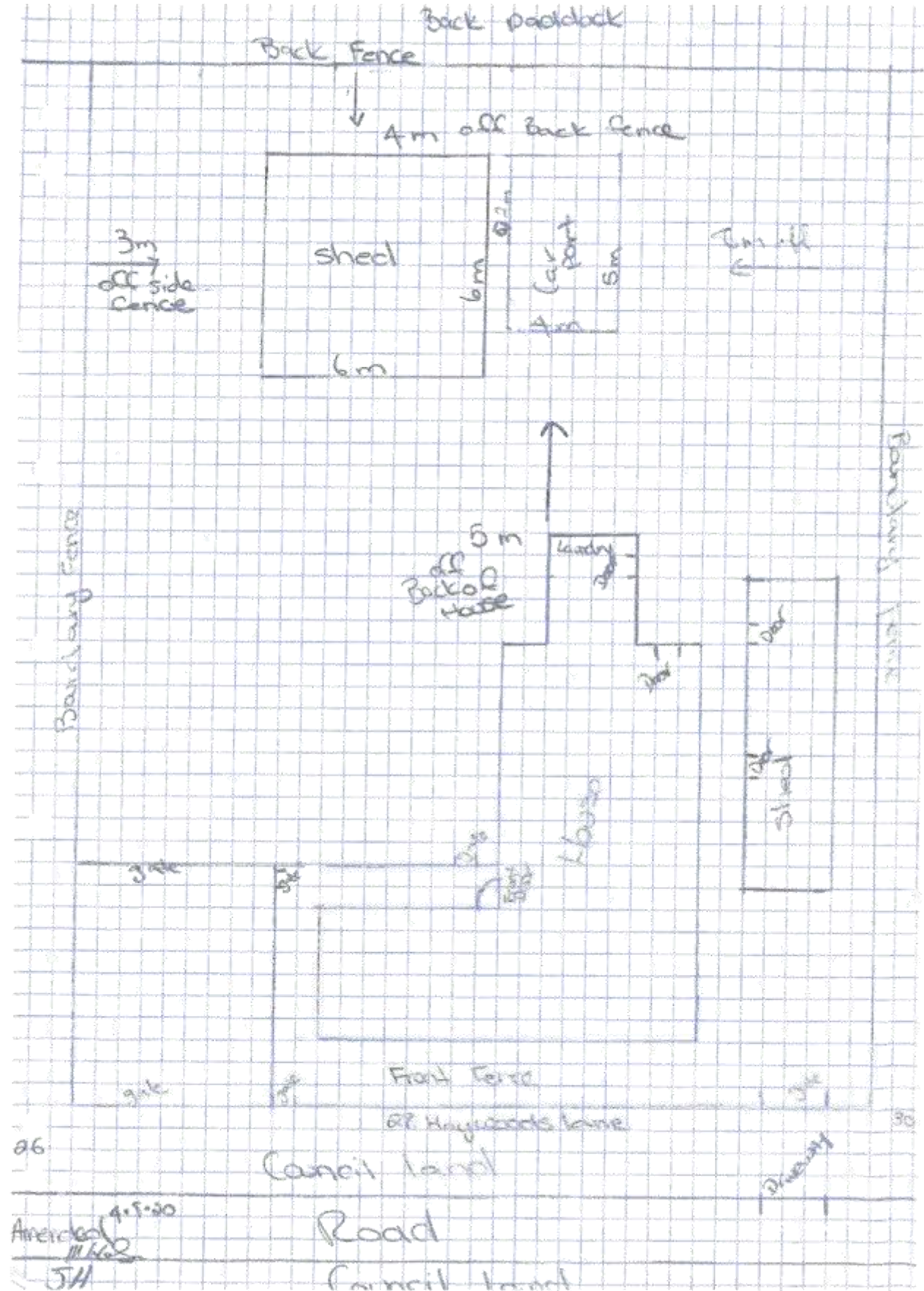
Part of Lot 6564 - Gtd. to G.B.B. Elliott, Mess. in Pt. &amp; Ins.

FIRST Edition, Registered 186/170 - 7 A/R 1970

Derived from C.T. Vol. 617 Fol. 93.

Transfer A7337 R.M. Crane.





---

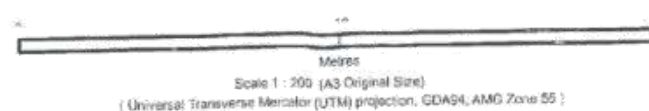
---





overhead

This publication has been produced by the Waratah Wynyard Council and is based on cadastral data provided with the permission of the Department of Primary Industries & Water © The State of Tasmania. While every care is taken to ensure the accuracy of this data, the Department of Primary Industries & Water and Waratah Wynyard Council make no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.



WARATAH WYNYARD COUNCIL

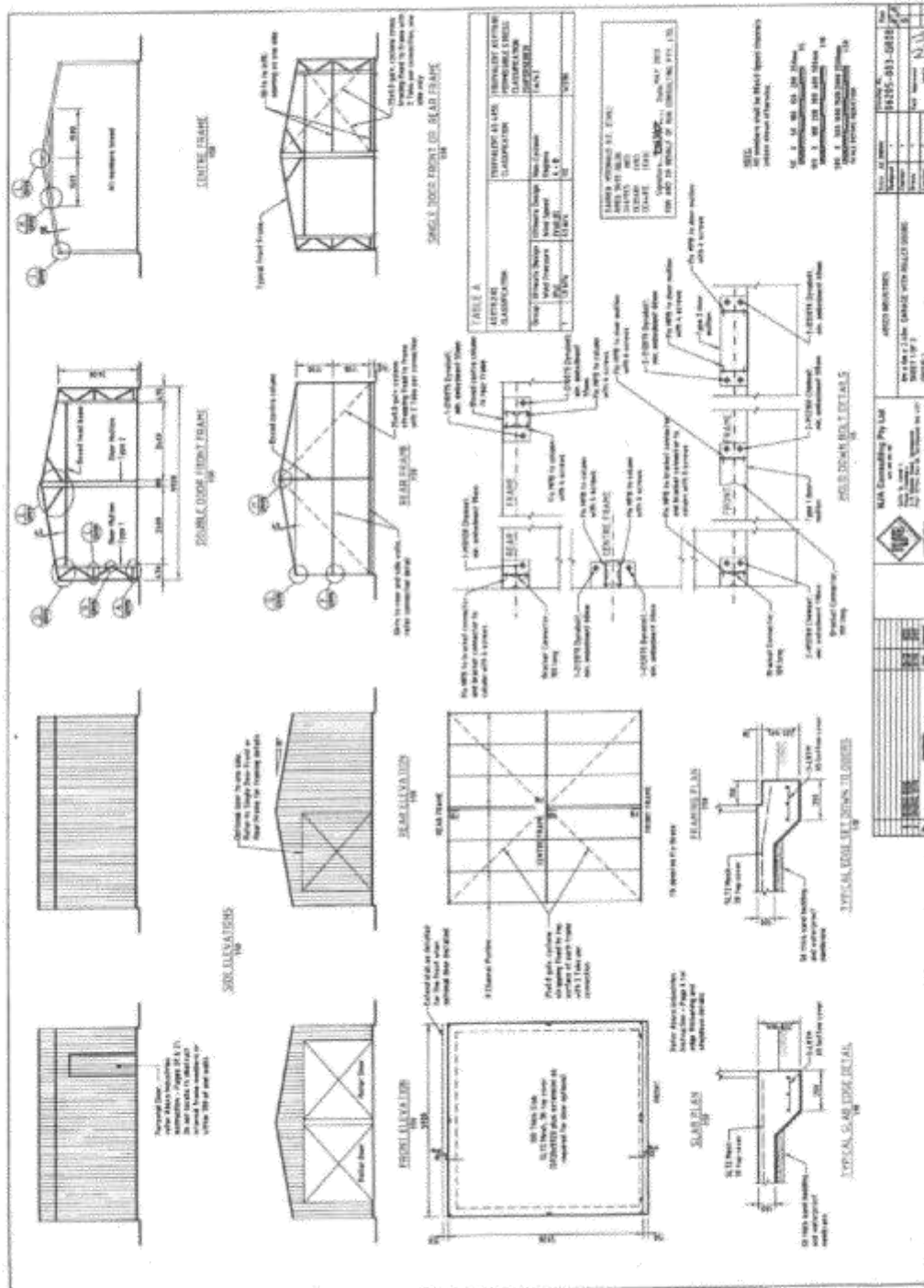


Printed On: 4 Aug 2020



---

---



Mr Ian Bugg

30 Haywoods Lane

Somerset 7322

Monday, 24 August 2020



Dear Waratah Wynyard Council,

**Re : DA 108**

I would like to express my concern regarding the proposal to construct a shed on the adjoining property at 28 Haywards Lane.

I have an issue with the level of noise which could come from the shed given that the owners of 28 Haywoods Lane currently operate a semi commercial vehicle repair business from their property and adjoining nature strip.

Yours sincerely

A handwritten signature in blue ink that reads "Ian Bugg". The signature is written in a cursive style.

Ian Bugg



## Agreement for Extension of Time

In accordance with Section 57 (6) of the *Land Use Planning and Approvals Act 1993*, we

Melissa & John Hobson

of

28 Haywoods Lane  
SOMERSET TAS 7322

hereby grant the Planning Authority an extension of time until the 28<sup>th</sup> day of September 2020,

Ref. No. 7052866 & DA 108/2020

Signed

John Hobson

(Applicant)

Melissa Hobson

(Applicant)

28.8.2020

(Date)

Signed

Ashley Thornton

ASHLEY THORNTON, *per Council delegation*

(Manager Development & Regulatory Services)

27.08.2020

(Date)



## DA 137/2020 37 Timothy Drive WYNYARD

**Proposal: Earthworks**

**Discretionary Matter: Suitability of a site or lot for use or development 13.4.1 (P3, P4, P5) & Development in proximity to a water body, watercourse or wetland E10.6.1 (P1)**

**REPRESENTATIONS CLOSE ON:  
Monday 24 August 2020**

**Please Note:**

All documents contained herewith are for public viewing only and must not be removed from the Council offices.

1769671

Documents Enclosed	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed
Application Form													
Site Notice													
Location Map													
Titles													
Unsatisfactory Application Letter Dated 2 October 2019													
Statutory Declaration by the Applicant dated 20.09.2019													
Site Plans x2													
Planning Report by PDA Surveyors Dated 6 July 2020													



**PLANNING PERMIT APPLICATION  
APPLICATION FOR PLANNING APPROVAL UNDER SECTION 51,  
LAND USE PLANNING & APPROVALS ACT 1993**

<b>PERMITTED APPLICATION</b> - Assessment and determination of a permit application under S58 Land Use Planning and Approvals Act 1993	\$250.00 plus \$1.15 per \$1,000 of value for use or development
<b>DISCRETIONARY APPLICATION</b> - Assessment and determination of a permit application under S57 Land Use Planning and Approvals Act 1993	\$350.00 plus \$1.50 per \$1,000 of value for use or development + advertising fee
<b>Level 2 "Environmental Activity" - Additional charge to permit application</b>	\$460.00 + advertising fee by quote
Advertising fee will be reimbursed if no advertising is required	
Please refer to <a href="http://www.warwyn.tas.gov.au">www.warwyn.tas.gov.au</a> (Council Services - Planning Services - Planning Fees) for all other fees	

Is a hard copy of planning permit and endorsed documents required? Yes ..... No .....

- Value of work (inc GST) \$ 3,850 ..... Contract Price ..... Estimate .....
- Development Address Lot 10 Timothy Drive Wynyard .....
- Full Name of Applicant(s) Rory Bennett House / Alysha Hope House .....  
Contact Details: Address: 306 Village Lane Somerset .....  
Email Address roryhouse@yahoo.com.au .....  
Telephone - Day 0455500145 ..... Mobile 0455500145 .....  
For requests in hardcopy format all correspondence in relation to this application, will be sent to the postal address, otherwise all correspondence will be forwarded to the email address)

- Would you like the contact address recorded above to be applied for all future Council correspondence? (including rates/animal control etc)? Yes ☒ ..... No .....

5. **WHERE THE APPLICANT IS NOT THE OWNER**  
In accordance with Section 52 of the Land Use Planning and Approvals Act 1993 if the applicant for the permit is not the owner of the land in respect of which the permit is required, the applicant must include in the application for the permit, a declaration that the applicant has notified the owner of the intention to make the application.

In the event that the property is owned or managed by the Crown or Council, this application is to be signed by the relevant Crown Minister responsible, or General Manager of the Council, and accompanied by written permission of the Minister/General Manager to the making of this application.

Name of Property Owner (see authorisation below)

Full Name ..... Telephone - Home .....

Address ..... Telephone Work/Business .....

**Applicant's Notification to Owner**

I .....  
Full Name of Applicant(s) .....

of .....  
Applicant's Address .....

Declare that I/we have notified the owner(s) of the property(ies) of the intention to make this application.  
I/We understand that in accordance with Section 52(2) of the Land Use Planning and Approvals Act 1993 a person must not obtain or attempt to obtain a permit by wilfully making, or causing to be made, any false representation or declaration either orally or in writing.

Applicant's Signature(s) .....

Planning Permit Application Form - ECM 1029767 File 014.10

## 6. Proposed Development (Fully describe intended use of land or premises)

The highest point at lot 10 Timothy drive will be levelled out to make a usable spot on this kind. Its intent is for cosmetic reasons and to make use of the land that is available

## 7. Supporting Information if necessary to explain special features of the proposal.

(Attach separate sheet if required)

See attached plan with measurements

## To include –

## a. One Copy (electronic copy if available) of any plan(s) and/or specification(s) for the proposed development, showing where applicable:

- ☐ i. Sufficient information to demonstrate compliance with all applicable standards, purpose statements in applicable zones and codes, any relevant local area objectives or desired future character statements;
- ☐ ii. a full description of the proposed use or development;
- ☐ iii. a full description of the manner in which the use or development will operate;
- ☐ iv. a site analysis and site plan at an acceptable scale;
- ☐ v. a detailed layout plan of the proposed buildings with dimensions at a scale of 1:100 or 1:200;
- ☒ vi. a plan of the proposed landscaping;
- ☐ vii. car parking facilities and capacity;
- ☐ viii. area of clearing of trees and bushland;
- ☐ ix. size, position, colour, illumination, fixing or support and other design details of advertising sign(s).

## b. A full copy of your title shall also accompany the application.

Title Certificate ☐Title Plan ☐Schedule of Easements ☐

## c. Relevant engineering pre-lodgement approvals

Access ☐Stormwater ☐

## 8. Present use of site and/or buildings – full description

Life style block

## 9. Car Parking

## Floor Area

## Site Area

Existing on site .....

Existing ..... m<sup>2</sup>1080 m<sup>2</sup>

Total no. proposed .....

Proposed ..... m<sup>2</sup>Total ..... m<sup>2</sup>



Questions 10 to 13 relate to Commercial and Industrial Uses and Developments only			
10. What days and hours of operation are proposed?			
Monday to Friday:	From .....	a.m. to .....	p.m.
Saturday:	From .....	a.m. to .....	p.m.
Sunday:	From .....	a.m. to .....	p.m.
11. Number of Employees?			
Existing .....			
Proposed .....			
12. Vehicles visiting or delivering to or from the site?			
Type	No.	Trips per day	
.....	.....	.....	
.....	.....	.....	
13. What type of machinery is to be installed or used?			
Type	No.		
.....	.....	.....	
.....	.....	.....	

**DECLARATION BY APPLICANT (mandatory)**

I declare that the information given is a true and accurate representation of the proposed development. I understand that the information and materials provided with the development application may be made available to the public. I understand that the Council may make such copies of the information and materials as in its opinion are necessary to facilitate a thorough consideration of the Permit Application. I have obtained the relevant permission of the copyright owner for the communication and reproduction of the plans accompanying the development application for the purposes of assessment of that application. I indemnify the Waratah-Wynyard Council for any claim or action taken against it in respect of breach of copyright in respect of any of the information or material provided.

I/We hereby acknowledge that Section 20(a) of the *Local Government Act 1993* provides the power for persons authorised by the General Manager to enter land without notice in relation to an application by the owner or occupier for a licence, permit or other approval given by the council.

Signature(s) John Bone  
(all applicants to sign)

Date 16/10/19







## NOTICE OF PROPOSED DEVELOPMENT

Notice is hereby given that an application has been made for the following development:-

**No.:** DA 137/2020  
**LOCATION:** 37 Timothy Drive WYNYARD  
**APPLICANT:** R House & A H House  
**ZONING:** Rural Living  
**USE CLASS:** Residential  
**PROPOSAL:** Earthworks  
**DISCRETIONARY MATTER:** Suitability of a site or lot for use or development 13.4.1 (P3, P4, P5) & Development in proximity to a water body, watercourse or wetland E10.6.1 (P1)

The application and associated plans and documents will be available for inspection during normal office hours for a period of 14 days from the date of this notice at the Council Office, Saunders Street, Wynyard or can be viewed on the Council website [www.warwyn.tas.gov.au](http://www.warwyn.tas.gov.au).

Any person who wishes to make representations in accordance with the *Land Use Planning and Approvals Act 1993*, must do so during the 14-day period.

Representations in writing will be received by the General Manager, PO Box 168, Wynyard, 7325, email [council@warwyn.tas.gov.au](mailto:council@warwyn.tas.gov.au) by **Monday 24 August 2020**.

Dated Saturday 8 August 2020.

**Shane Crawford**  
GENERAL MANAGER



Issued Pursuant to the Land Titles Act 1990

Tasmanian  
Government

## SEARCH OF TORRENS TITLE

VOLUME 126400	FOLIO 10
EDITION 3	DATE OF ISSUE 15-Jul-2009

SEARCH DATE : 16-Oct-2019  
SEARCH TIME : 11.58 AM

DESCRIPTION OF LAND

Parish of QUIGGIN, Land District of WELLINGTON  
Lot 10 on Sealed Plan 126400  
Derivation : Part of 195-0-0 Granted to W. Moore and R. Quiggin  
Prior CT 117776/1

SCHEDULE 1

C860045 TRANSFER to RORY BENNETT HOUSE and ALYSHA HOPE HOUSE  
Registered 23-May-2008 at noon

SCHEDULE 2

Reservations and conditions in the Crown Grant if any  
SP 126400 COVENANTS in Schedule of Easements  
SP 126400 FENCING COVENANT in Schedule of Easements  
SP 126400 WATER SUPPLY RESTRICTION  
SP 126400 SEWERAGE AND/OR DRAINAGE RESTRICTION  
C923287 MORTGAGE to National Australia Bank Limited  
Registered 15-Jul-2009 at 12.02 PM

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

the **List**...

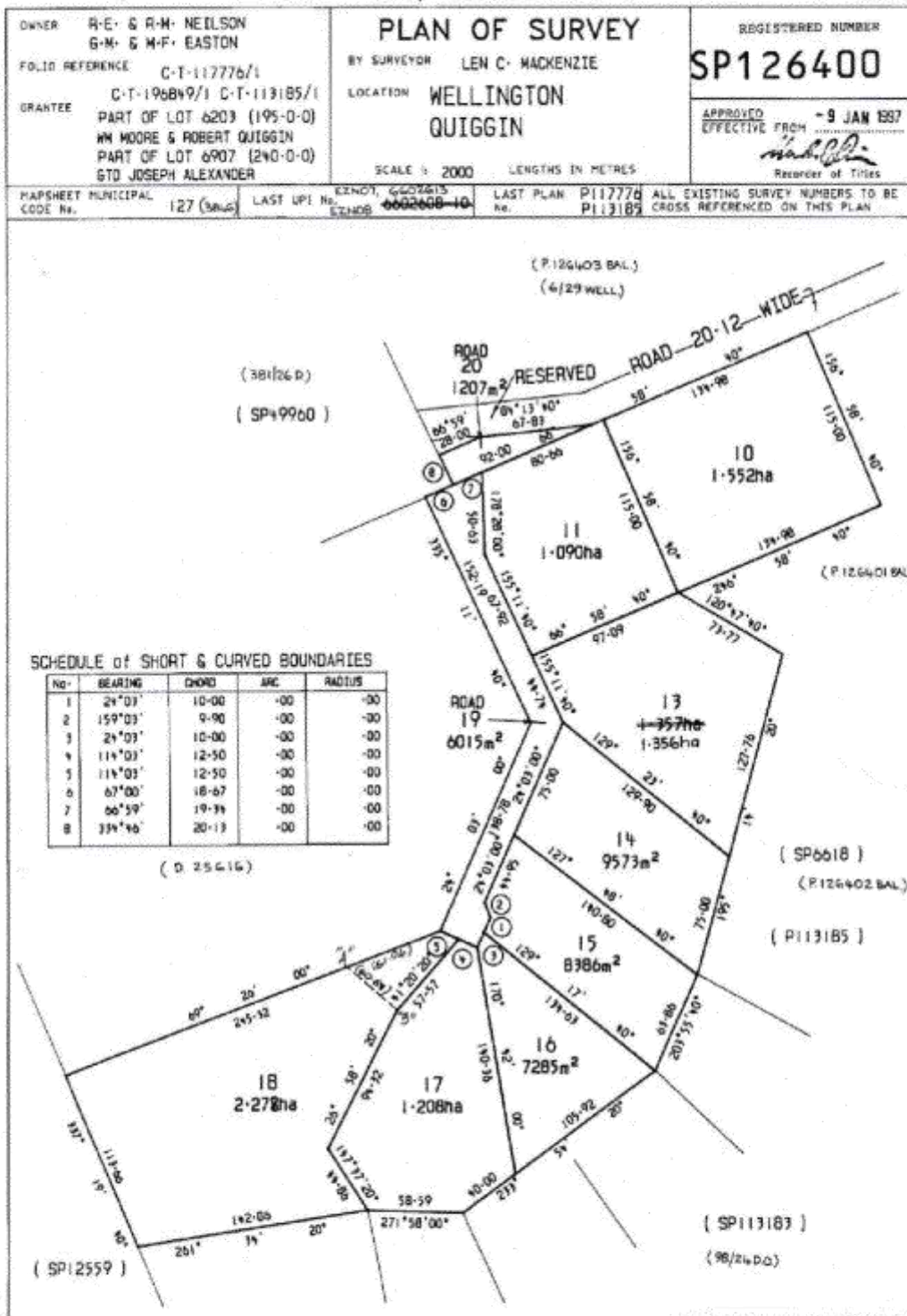
# FOLIO PLAN

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



EARLY ISSUE



Search Date: 16 Oct 2019

Search Time: 11:59 AM

Volume Number: 126400

Revision Number: 01

Page 1 of 1

Department of Primary Industries, Parks, Water and Environment

www.thelist.tas.gov.au



# SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



<b>SCHEDULE OF EASEMENTS</b> NOTE: THE SCHEDULE MUST BE SIGNED BY THE OWNERS & MORTGAGEES OF THE LAND AFFECTED. SIGNATURES MUST BE ATTESTED.		REGISTERED NUMBER <b>SP 126400</b>
<b>EASEMENTS AND PROFITS</b>		3 PAGE 1 OF 2 PAGE/S
<p>Each lot on the plan is together with:-</p> <p>(1) such rights of drainage over the drainage easements shown on the plan (if any) as may be necessary to drain the stormwater and other surplus water from such lot; and</p> <p>(2) any easements or profits a prendre described hereunder.</p> <p>Each lot on the plan is subject to:-</p> <p>(1) such rights of drainage over the drainage easements shown on the plan (if any) as passing through such lot as may be necessary to drain the stormwater and other surplus water from any other lot on the plan; and</p> <p>(2) any easements or profits a prendre described hereunder.</p> <p>The direction of the flow of water through the drainage easements shown on the plan is indicated by arrows.</p>		
<b>COVENANTS</b>		
<p>The owner of Lot 18 covenants with the Vendor and owners for the time being of every other Lot hereon to the intent that the burden of this covenant may run without and bind the covenantor's Lot and every part thereof and that the benefit thereof shall be annexed to and devolve with such and every part of every other Lot hereon to observe the following stipulations namely:</p> <p>1. Not to construct any residence or other buildings usually appurtenant thereto west of the line marked A-B on the said Lot.</p> <p>The owner of Lot 18 on the plan covenants with the Vendor and the owners for the time being of every other Lot hereon to the intent that the burden of this covenant may run without and bind the covenantor's Lot and every part thereof and that the benefit thereof shall be annexed to and devolve with such and every part of every other Lot hereon to observe the following stipulations namely:</p> <p>1. That he will not cut down, lop destroy or remove from such Lot any tree or shrub without the prior consent of the Waratah-Wynyard Council provided always that this covenant shall not apply to the cutting down, lopping, destroying or removal of any trees or shrubs reasonably required to be cut down, lopped, destroyed or removed for the purpose of obtaining access to any private dwelling house and outbuildings appurtenant thereto on such Lot, or to enable the construction thereon of the said private dwelling house and outbuildings appurtenant thereto.</p>		
( USE ANNEXURE PAGES FOR CONTINUATION )		
SUBDIVIDER : R E & R M NEILSON FOLIO REF : 117776/1 SOLICITOR KAY RUDDLE & SMITH & REFERENCE : G SMITH	PLAN C.T. 117776/1, C.T. 196849/1 SEALED BY Waratah-Wynyard Council DATE 11th November, 1996 SD1399 REF No. Council Delegate	
NOTE: THE COUNCIL DELEGATE MUST SIGN THE CERTIFICATE FOR THE PURPOSE OF IDENTIFICATION.		





# SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



<p align="center"><b>ANNEXURE TO SCHEDULE OF EASEMENTS</b></p> <p align="center">PAGE 2 OF 2 PAGES</p>	<p align="center">Registered Number <b>SP126400</b></p>
<p>SUBDIVIDER:- R E &amp; R M NEILSON</p> <p>FOLIO REFERENCE:- 117776/1</p>	
<p>The owner of each lot shown on the plan covenants with the Vendor and the owners for the time being of every other Lot hereon to the intent that the burden of this covenant may run without and bind the covenantor's Lot and every part thereof and that the benefit thereof shall be annexed to and devolve with such and every part of every other Lot hereon to observe the following stipulations namely:</p> <ol style="list-style-type: none"> <li>1. Not to erect on the said Lot any buildings other than a single dwelling house together with all usual outbuildings.</li> <li>2. There shall not be conducted on any lot any piggeries or poultry farms.</li> <li>3. No dwelling house built on the lot shall be used for any other purpose than a private dwelling and/or for the provision of professional services.</li> <li>4. Not to carry on in or upon the lot any trade manufacture or business of any kind other than the provision of professional services and/or that of a nurseryman.</li> <li>5. There shall not be erected on the lot or attached to any buildings erected thereon, any advertisement boarding bill or poster or any similar erection of an unsightly nature.</li> <li>6. Not to erect on the said lot any buildings whatsoever without the prior consent of the Waratah-Wynyard Council.</li> <li>7. Not to relocate a building from elsewhere in the state unless the building is immediately re-clad or re-bricked with new materials and complies with the Waratah-Wynyard Council's requirements.</li> </ol>	
<p><b><u>FENCING COVENANT</u></b></p>	
<p>In respect of each Lot the Vendors Ronald Eric Neilson and Rita Marie Neilson shall not be required to fence.</p>	
<p>SIGNED by RONALD ERIC NEILSON) and RITA MARIE NEILSON the ) registered proprietors of the ) land in folio of the register ) Volume 117776 Folio 1 in the ) presence of: )</p> <p><i>[Signature]</i> <b>G. S. SMITH</b> <b>SOLICITOR</b> <b>GOLDIE ST.</b> <b>WYNYARD</b></p>	
<p>NOTE:- Every annexed sheet must be signed by the parties to the dealing or where the party is a corporate body be signed by the persons who have attested the affixing of the seal of that body to the dealing.</p>	



## SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



PAGE 3 OF 3 PAGES

SIGNED by GILBERT MARK EASTON)  
and MAUREEN FAYE EASTON the )  
registered proprietors of )  
the land in Folio of the )  
Register Volume 196849 Folio )  
1 in the presence of: )

✓ Gill Easton

✓ Maureen Easton

WJ-HSE x S.L. Pote





Enquiries: Development & Regulatory Services  
Phone: (03) 6443 8333 Option 1  
Our Ref: 1769671 & DA 137/2019

2 October 2019

R B House  
306 Village Lane  
SOMERSET TAS 7322

Dear Rory,

**RE: DEVELOPMENT APPLICATION DA 137/2019 – Timothy Drive WYNYARD  
EARTHWORKS (Retrospective Approval)**

I advise that Council's Planning Department has undertaken an initial assessment of your application for earthworks at Timothy Drive WYNYARD (CT 126400/10) and determined that there is insufficient information to validate your application.

According to Clause 8.1 of the *Waratah-Wynyard Planning Scheme 2013* (the Planning Scheme), and pursuant to s51(1AC) of the *Land Use Planning and Approvals Act 1993* (LUPAA), there is a minimum level of information that must be provided with an application for it to be considered 'Valid'.

In order for council to consider your application valid and for fees to be issued, the following information will need to be submitted:

- An amended development application form. As two owners are listed for the subject title, owner details and signatures for both owners will need to be included on pages 1 and 4 of the application form. Alternatively, you may wish to complete the s52 LUPAA declaration "where the applicant is not the owner" at the bottom of page 1 (copy of form enclosed).
- A copy of the property report for subject title was submitted with the application but no title documents. Council requires a copy of the Certificate of Title, Folio Plan and Schedule of Easements for the property. These can be purchased from Service Tasmania or alternatively purchased from The List website.

Once the above information has been received your application can be considered active and an invoice sent out to you. Please note that once the fees have been paid, Council will require further information to progress the assessment of your application.

This information does not form part of the minimum level of information required to make an application 'valid' under s51(1AC) LUPAA. Council will instead request this information under s54 LUPAA via an additional information request. The information sought will include:

- Clarification as to the purpose of the excavation. All use and development within the municipality must be categorised into one of the use classes contained in Table 8.2 'Use Classes' (copy enclosed). For example, should the works be intended to provide a building area for future residential development this should be made clear in the application. Council cannot assess an

**Waratah Wynyard Council**

21 Saunders Street (PO Box 168) Wynyard Tasmania 7325

P: (03) 6443 8333 | F: (03) 6443 8383 | E: council@warwyn.tas.gov.au

application unless it can be determined what use class the development fits into e.g. residential, resource development, industrial etc.

- The Planning Scheme defines 'development' the same as the *Land Use Planning and Approvals Act 1993*. 'Development' includes 'the construction or carrying out of works' and 'works' includes 'any change to the natural or existing condition or topography of land including the removal of topsoil' (s3 LUPAA).
  - The earthworks undertaken on your property constitute development for the purposes of the Planning Scheme.
- Because the earthworks are considered to be development, and there is a watercourse running through the property, demonstration of compliance with Performance Criteria P1 for Clause E10.6.1 of the Water and Waterways Code is required (copy of code enclosed).
- The area of excavation exceeds 200m<sup>2</sup> and therefore requires assessment against the Change in Ground Level Code (copy enclosed). Written demonstration of compliance with A1/P1 for Clause E4.6.1 of the Code is required.
  - Please note that any cut and fill must be required for one of the purposes listed under A1(b) for this Clause, or else the application must address Performance Criteria P1. Purposes under A1(b) do not include excavation for aesthetic reasons.
- All development also requires assessment against the Rural Living Zone provisions (copy enclosed). This includes demonstration of compliance with the requirements of Clause 13.4.1 'Suitability of a site or lot for use or development'. This Clause requires all lots to have legal access, including a crossover, as well as arrangements for water and management of waste and stormwater.
  - Alternatively, it must be demonstrated that these properties are unnecessary, in which case the application would be discretionary for the relevant standard e.g. Clause 13.4.1 P3 (water supply), P4 (wastewater) etc.

Any valid application would be placed on hold until all relevant documentation has been received to the satisfaction of the Planning Authority.

However, given the amount of information which remains outstanding for your application, you may wish to make an appointment with one of Council's Town Planners who will be able to advise you as to the best way forward.

To book an appoint or should you have any queries about this letter, please do not hesitate to contact Council's Town Planners on (03) 6443 8305/8308.

Yours faithfully



Ashley Thornton

**MANAGER DEVELOPMENT & REGULATORY SERVICES**

Enc.

**Waratah Wynyard Council**

21 Saunders Street (PO Box 168) Wynyard Tasmania 7325

P: (03) 6443 8333 | F: (03) 6443 8383 | E: council@warwyn.tas.gov.au

Department of Justice



STATUTORY DECLARATION  
OATHS ACT 2001

I (full name) Rory House

of (residential address) 306 Village Lane Somersel

Occupation Electrician

do solemnly and sincerely declare that:

The earth works at Lot 10 Timothy Drive  
are purely for aesthetic reasons and there  
is no intent for me to build on this area  
without going through the proper council  
permit system.

I make this solemn declaration under the Oaths Act 2001.

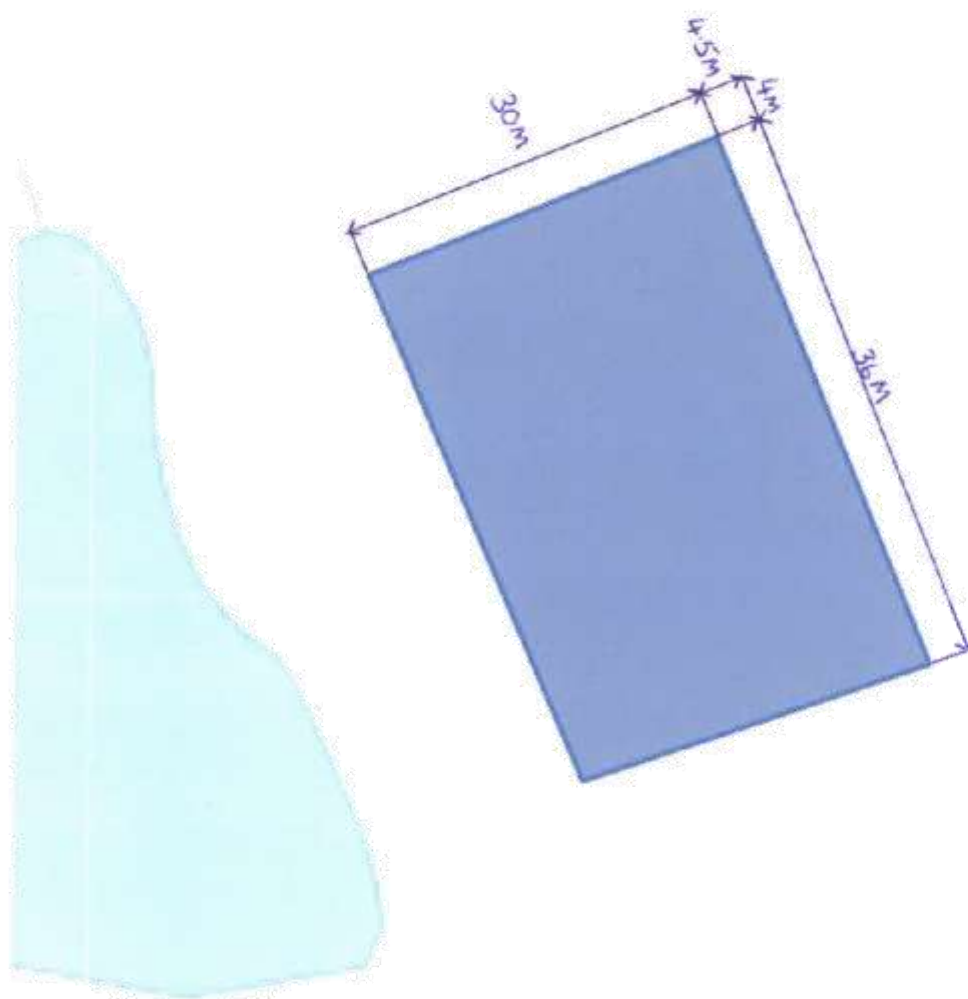
Declared at Burnie  
(place)

on 20/9/19  
(date)

  
(Signature)

Before me Joelle Bonstetter  
(Justice, Commissioner for Declarations or authorised person)

Commissioner for Declarations  
Ex-officio Local Government Emplo  
80 Wilson Street, Burnie Tas









115

**DEVONPORT/BURNIE**

A. J. Hudson, B. SURV. (Tas.), M.SSI. (Director)

A.W. Eberhardt, B. GEOM. (Tas.), M.SSI. (Director)

**LAUNCESTON**

J.W. Dent, OAM, B. SURV. (Tas.), M.SSI. (Director)

D. Marzalek, B. SURV. SP. SC. (Tas.), M.SSI. (Associate)

**HOBART**

A.M. Peacock, B. APP. SC. (SURV.), M.SSI. (Director)

C.M. Terry, B. SURV. (Tas.), M.SSI. (Director)

D. Panton, B.E. M.I.E. AUST., C.P. ENG. (Director)

H. Clement, B. SURV. (Tas.), M.SSI. (Director)

M. McQueen, B.E. M.I.E. AUST., C.P. ENG. (Associate)

M.S.G. Denholm, B. GEOM. (Tas.), M.SSI. (Associate)

L.H. Kiely, Ad. Dip. Civil Eng. Cert. N.I.T., (Associate)

A. Collins, Ad. Dip. Surv. & Map, (Associate)

**KINGSTON**

A.P. (Lex) McIndoe, B. SURV. (Tas.), M.SSI. (Director)



## PDA Surveyors

Surveying, Engineering & Planning

77 Gunn Street  
Devonport Tasmania, 7310  
Phone (03) 6423 6675

ABN 71 217 806 325  
Email: [pda.dpt@pda.com.au](mailto:pda.dpt@pda.com.au)  
[www.pda.com.au](http://www.pda.com.au)

6 July 2020

Planning Authority  
Waratah-Wynyard Council

Sent by email to: [planning@warwyn.tas.gov.au](mailto:planning@warwyn.tas.gov.au)

Dear Planning Authority,

### DA137/2019 EARTHWORKS AT 37 TIMOTHY DRIVE, WYNYARD

We advise that we act for Rory House in the provision of further information under s54 of the *Land Use Planning and Approvals Act 1993*. We refer to the Council's letter of 12 February 2020 regarding earthworks at the above address and provide the following information.

A survey of the site was undertaken, the information from which was compared with 2013 LIDAR data in order to calculate approximate volumes and determine the extent of earthworks. The results are enclosed.

Photographs of earthworks were provided by the Mr House as follows:



Photograph of rear south-west corner of site – estimated cut of up to 2m.

**OFFICES ALSO AT:**

- 6 Queen Street, Burnie, 7320 (03) 6431 4400
- 16 Emu Bay Road, Deloraine, 7304 (03) 6362 2993
- 3/23 Brisbane Street, Launceston, 7250 (03) 6331 4099

- 127 Bathurst Street, Hobart, 7000 (03) 6234 3217
- 6 Freeman Street, Kingston, 7050 (03) 6229 2131
- 8/16 Main Road, Huonville 7109 (03) 6264 1277



Photograph looking west from the opposite side of the waterway towards the earthworks. Notably, there is a band in the middle where existing grass and vegetation is maintaining slope stability. Some minor landslide present.



Photograph from site entrance looking towards reshaped earth and stockpiled loose material.

## E10 Water and Waterways Code

### *Function of the Waterway*

Running south to north through the site is a small spring fed waterway. The flow of water is intercepted by a small dam, below which is a small marsh area. The overflow is directed northwards underneath Timothy Drive. The dam, marshy land and water flows perform no significant social or economic function.

The waterway has potential to support cattle and pastures in the immediate vicinity but such activity within a Rural Living zone is not going to be economically significant. The dam is not of sufficient capacity to support economically significant irrigation. No public access is available. The fluctuating dam heights and the intermittency of flow adversely impact on the quality of the riparian environment as a habitat. Nevertheless, the water supports a limited range of native and introduced flora and fauna species. The water is unlikely to be suitable for human consumption however, it would provide suitable drinking water for animals.

### *Values of the Waterway*

The natural environmental values of the waterway are adversely impacted by human interference and historical agricultural activity. The natural environmental value of the waterway is typical of a low quality aquatic habitat for a limited range of plants and animals. It is considered that the environmental values of the waterway are not significant in conservation terms.

It is considered that the waterway provides no significant economic value to the local and wider area. It may provide some amenity benefits to individual property owners but no wider social value.

In accordance with the development standards E10.6.1 P1(a):

- (i) Once ground cover is established, the potential impacts of erosion on maintain hydraulic performance would be minimal. See recommendations below.
- (ii) No significant economic value is attributable to the waterway at this location.
- (iii) The waterway does not support water based activity at this location.
- (iv) There has been a significant disturbance to natural ground levels on the site that have potential to adversely affect the waterway. However, the actions outlined in the recommendations below would minimise impacts on the function and values.
- (v) The disturbed earth represents a risk of sedimentation and erosion until the ground cover (grass) is established. Provided the recommendations are adhered to, the impacts of sedimentation would be minor.
- (vi) There would be no change or impact on public access and use of the waterway.
- (vii) The aesthetic and scenic quality relates to the colours and forms of native and introduced vegetation, encouraged by the greater availability of water. There would be no significant impact on such values.
- (viii) No arrangements exist for stormwater and sewage disposal on the site.
- (ix) The activity would not change the nature of drainage on the site and is considered not to present a significant risk to the waterway function or values;
- (x) The waterway supports a limited range of native and introduced flora and fauna species. In the context of the wider area, the values of this length of waterway as a habitat are likely to be minimal. The proposed activity is unlikely to significantly impact on the qualities of the waterway as a habitat;
- (xi) The proposed activity does not involve any level of risk of flooding or inundation.
- (xii) There would be no impact on the community risk and public safety profile;

In accordance with E10.6.1 P1(b), the site is not subject to any known advice or decision of a relevant entity administering or enforcing compliance with an applicable protection and conservation regulation.

With appropriate management of erosion and sedimentation (see recommendations below), it is considered that the risk to the function and values of the waterway can be appropriately minimised in accordance with E10.6.1

#### E4 Change in Ground Level Code

The proposed change in ground level would be up to 2m in depth and involve approximately 2500m<sup>3</sup> of relocated earth (1300m<sup>3</sup> of fill and 1200m<sup>3</sup> of cut). The additional 100m<sup>3</sup> would be clean imported topsoil to cover over exposed earth. At the south-west corner of the site, the cutting has a gradient of approximately 1 in 2. Likewise, the embankment at the front edge of the fill, east of the main benched area. These gradients are prone to erosion and unless watered lightly and often, it will be difficult to effectively establish grass cover.

In accordance with E4.6.1 A1, it is noted as follows:

A1(b)(v) - The fill is intended to assist in the consolidation of any potential future development on the site (which would be the subject of an entirely separate planning application).

A1(c) - The fill would not modify surface water drainage onto adjacent land and would not result in pooling - it will prevent pooling by ensuring appropriate gradients are maintained on benched areas (approximately 2%). It would not impact on the capacity for discharge of upstream of waters.

A1(d) - The cut is located well away from buildings and potential building areas on adjacent land.

A1(e) - No ground water ground water sources have been identified on the site.

A1(f) - Clean topsoil is required to cover over exposed earth. The topsoil would not include plant matter, waste, plastics or other matter that ought to be recycled or disposed of at a controlled waste disposal site or resource recovery centre.

The quality of receiving waters would be safeguarded by the recommendations, which adopt the relevant measures from Fact Sheets 1, 2, 5, 6, 7, 8, 9, 14 and 19 of the Soil and Water Management on Building and Construction Sites 2009 (enclosed).

A1(g) - No retaining or support structures would be required.

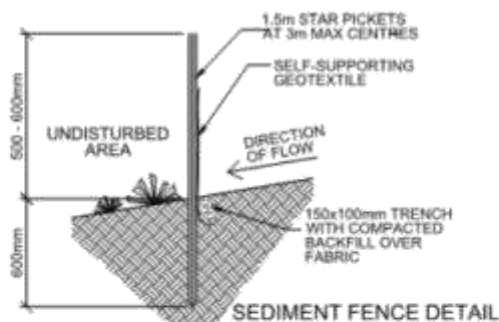
A1(h) - A gas pipeline corridor is located at least 60m east of the site. No other underground utility is located within or near to the site.

In accordance with the objective, the change in the existing ground level is unlikely to have a significant adverse impact on the physical, environmental, aesthetic, and amenity features of the land once appropriate landscaping and grass cover is established.

#### Recommendations

- Provision of 100mm of clean topsoil across exposed earth wherever slopes on the site are shallower than 1 in 3. Effective seeding of topsoil with a grass blend including rye, for quick establishment. Topsoil to be as weed free as practicable. Grass seed to be lightly watered on a frequent basis if sewn during dry weather.
- A shallow trench allowing water to run northwards and away from the steeper slopes should be constructed at the eastern edge of the main benched area and maintained in a functioning state until slopes are stabilised.
- Wherever exposed earth slopes on the site are steeper than 1 in 3 (east of the main benched area and at the south-western corner of the site), slope stabilisation measures should be undertaken at the same time as reseeding as follows:

- Seed to be mixed with a composted mulch and then applied across the slope with an open weave biodegradable geotextile such as Coir Mesh or Jute Mesh placed over the top and secured in place with stakes or pegs in a 2m grid.
- As an alternative, 50mm of composted mulch applied across the slope with a spray on grass (with mulch and binding agent incorporated) applied over the top. GeoSpray and similar products applied in accordance with manufacturer's instruction would be suitable.
- Grass seed to be lightly watered on a frequent basis if sown during dry weather.
- Deep rooted grasses and ground covers such as *Lomandra* or *Dianella* should be established in a 1m grid intervals across exposed earth slopes exceeding 1 in 3 (east of the main benched area and at the south-western corner of the site). Other species suitable for slope stabilisation in accordance with appropriate horticultural advice.
- Installation of temporary sediment barriers to intercept and collect runoff sediment where the waterway exits the site at the northern boundary. The temporary sediment barriers to be of straw bales or geofabric fencing, detail below.

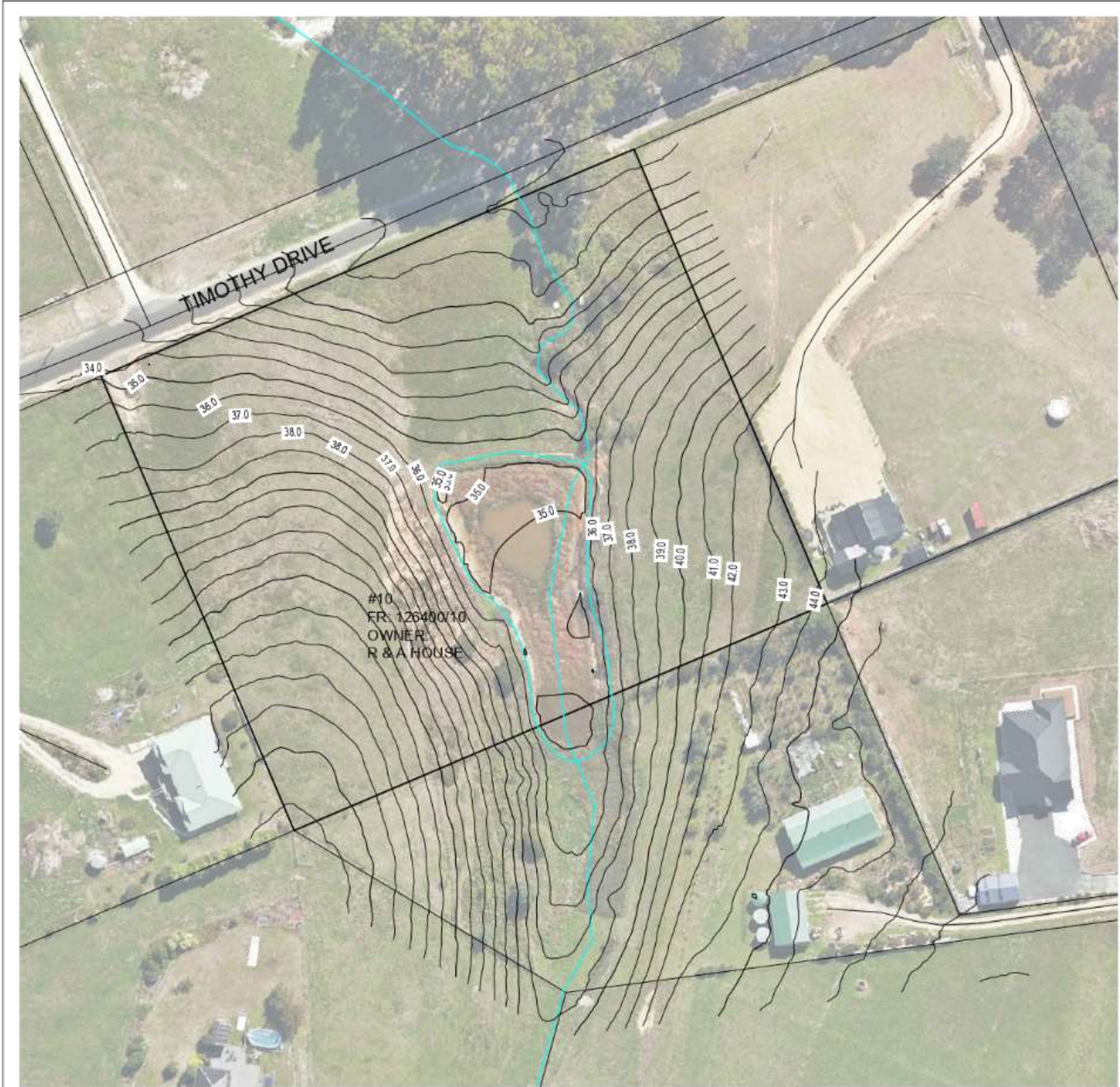


- Sediment barriers structures to be regularly inspected and maintained after each significant rainfall event to repair damage and remove clogging by silt and debris. All sediment barriers should be maintained at maximum operational capacity until the land is effectively rehabilitated and stabilised.
- Stockpiles (topsoil, fill material, or otherwise) to be located at least three metres from any waterway or access areas or surfaces with steep slope and to be protected from up slope stormwater surface flows.
- All contractors to be familiar with Fact Sheets 1, 2, 5, 6, 7, 8, 9, 14 and 19 of the Soil and Water Management on Building and Construction Sites 2009 (enclosed).

Yours sincerely  
PDA Surveyors  
per:

Tom Reilly  
SENIOR PLANNER





**NOTES:**

Date of Survey: 22 JUNE 2020

Horizontal coordinate datum is plane with an MGA origin at SPM11306G, E 390787.852, N 5462280.616 per SurCoM.

Vertical datum is AHD per SPM11306G with RL20.252 per SurCoM.

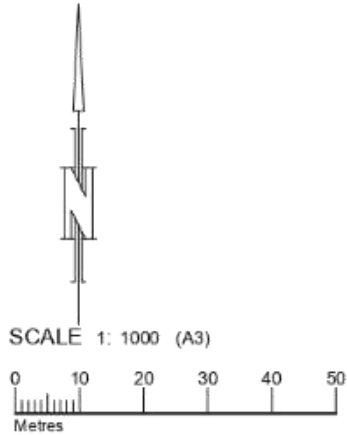
This is not a full detail survey, only fill material and associated drainage have been surveyed. Only visible above ground services have been surveyed, a full site investigation of under ground services should be completed before any building or excavation.

Natural surface contours have been produced from LIDAR data from Geoscience Australia using 2013 data sets.

Title boundaries form no part of this survey. Boundary lines shown are from the LISTmap GIS database and are for illustrative purposes only.

All coordinates within this file, although stated to the nearest 0.001 metre, are approximate only and are only within 0.020m of the stated coordinate (horizontally and vertically).

Contour Interval 1.0m



E			
D			
C			
B			
A			
REV	ADD/CHG/INT	DRAWN	DATE

SURVEYOR	45479
DRAWN	MM
DATE	23 JUNE 2020

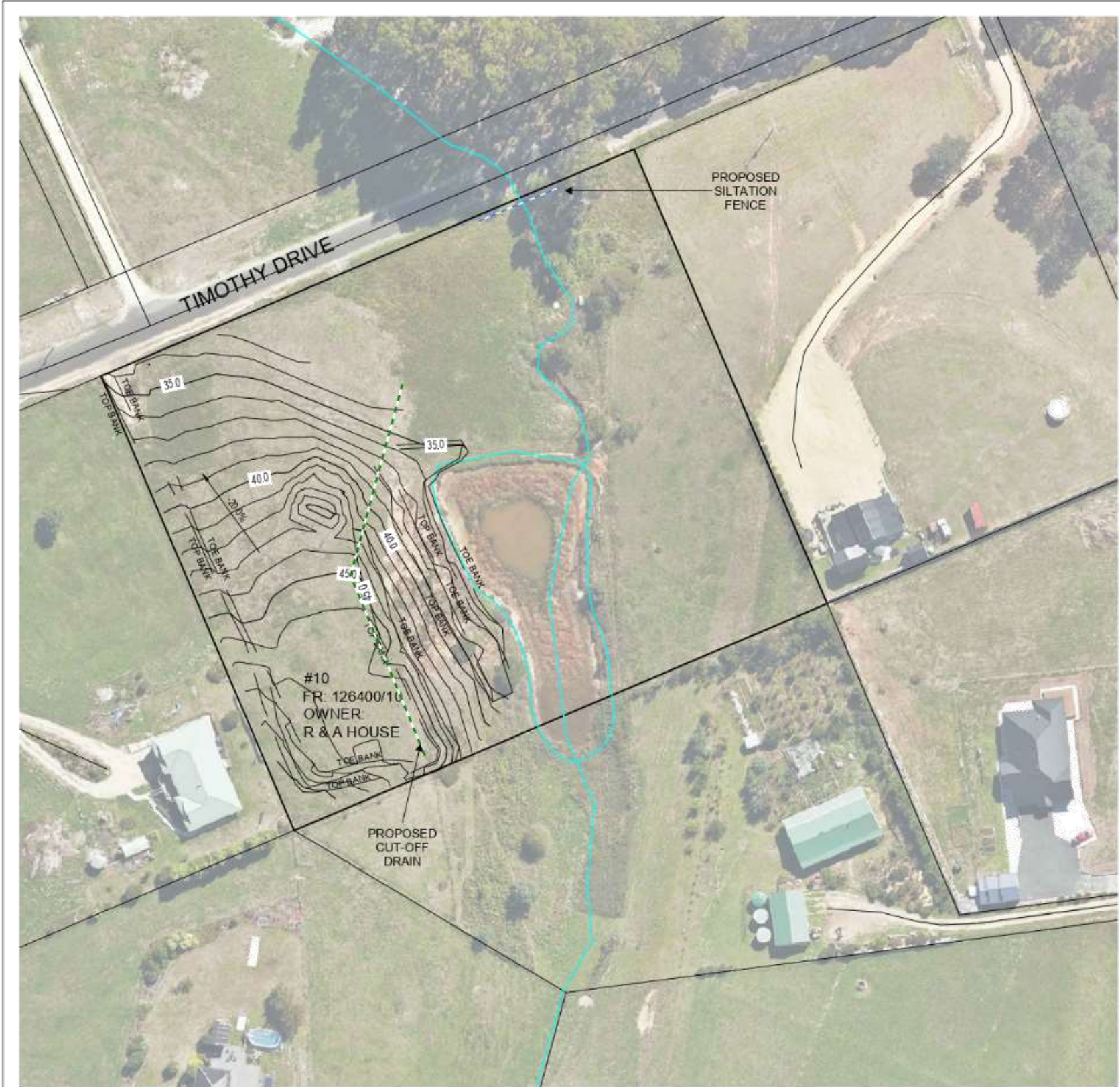
RORY HOUSE  
10 TIMOTHY DRIVE WYNYARD  
DETAIL SURVEY  
2013 LIDAR DATA SURFACE

**PDA Surveyors**  
Surveying, Engineering & Planning

127 Bell Street  
Hobart, Tasmania, 7000  
www.pda.com.au  
ALSO AT: Kingston  
Launceston & Burnie  
PHONE: +61 03 6234 3217  
FAX: +61 03 6234 5085  
EMAIL: pda.hob@pda.com.au

SCALE	1:1000 (A3)
JOB NUMBER	45479 - 01





**NOTES:**

Date of Survey: 22 JUNE 2020

Horizontal coordinate datum is plane with an MGA origin at SPM11306G, E 390787.852, N 5462280.616 per SurCoM.

Vertical datum is AHD per SPM11306G with RL20.252 per SurCoM.

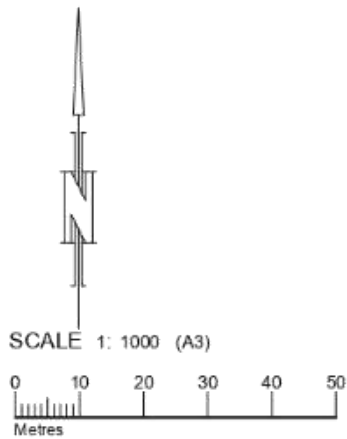
This is not a full detail survey, only fill material and associated drainage have been surveyed. Only visible above ground services have been surveyed, a full site investigation of under ground services should be completed before any building or excavation.

Natural surface contours have been produced from LIDAR data from Geoscience Australia using 2013 data sets.

Title boundaries form no part of this survey. Boundary lines shown are from the LISTmap GIS database and are for illustrative purposes only.

All coordinates within this file, although stated to the nearest 0.001 metre, are approximate only and are only within 0.020m of the stated coordinate (horizontally and vertically).

Contour Interval 1.0m



E				
D				
C				
B				
A				
REV	ADD/CHG/INT	DATE	APP	

SURVEYOR	ML	45479
DRAWN	MM	TR
DATE		23 JUNE 2020

RORY HOUSE  
10 TIMOTHY DRIVE WYNYARD  
DETAIL SURVEY  
22 JUNE 2020 SURVEYED SURFACE

**PDA Surveyors**  
Surveying, Engineering & Planning

127 Bell Street  
Hobart, Tasmania, 7000  
www.pda.com.au  
ALISA KING  
ALISA KING  
ALISA KING

PHONE: +61 03 6234 3217  
FAX: +61 03 6234 5085  
EMAIL: pda.hob@pda.com.au

SCALE: 1:1000 (A3)  
JOB NUMBER: 45479 - 02





---

---





## Soil & Water Management on Building & Construction Sites

### Introduction

The building and construction industry is responsible for soil and water management throughout all phases of a development. To comply with their responsibilities all sectors of the building and construction industry should have a practical understanding of the accepted guidelines for soil and water management. These guidelines will help mitigate the impacts of building and construction site activities on soils, landforms and receiving waters by focusing on erosion and sediment control measures.

### What is soil erosion?

Erosion is the removal of soil by the flow of wind and water. It occurs naturally, but can be intensified by building and construction activities. When erosion occurs soil particles become suspended in water or air and are transported downstream or downwind, eventually settling out as sediment, sometimes far away from the building or construction site.

### Why is soil & water management important?

Soil erosion on building and construction sites can be a major source of sediment pollution in our waterways. The amount of soil erosion during the building and construction phase is considerably higher than what may occur in the overall life of the completed property. In fact, a single building block can lose four truckloads of soil in one storm. Any sediment that moves off-site typically enters stormwater drains, clogging the stormwater system and transporting attached pollutants including oil, heavy metals and hydrocarbons into local waterways. Excessive sediment that enters our waterways can kill fish and aquatic plants, silt up streams, and block stormwater pipes, which can lead to increased flooding.

### What are the benefits of soil & water management?

- Greater compliance with the appropriate regulations including state environmental laws, thereby reducing the risk of fines and other penalties.
- Improved wet weather working conditions, reduced downtime and earlier building completion.
- Fewer public complaints and a better public image for your business.
- Reduced stockpile losses and clean up costs.
- Healthier waterways and a cleaner environment for everyone.





### Where can I get further information on soil & water management?

Contact your local council. As they have the power and responsibility to regulate the building and construction industry. Usually they will have a planning or building permit or conditions that accept a guideline for soil and water management are employed on site.

A Local Government Directory can be found on the Tasmanian Government's Department of Premier and Cabinet website [www.dpac.tas.gov.au](http://www.dpac.tas.gov.au) or on the Local Government Association of Tasmania website [www.lga.tas.gov.au](http://www.lga.tas.gov.au). Otherwise, check your phone book.

For additional copies contact the Derwent Estuary Program (03) 6233 3383 or NRM South (03) 6333 7777.

For updates on soil and water management on building & construction sites please visit [www.derwentestuary.org.au](http://www.derwentestuary.org.au).

**Acknowledgement:** Some of the images used in this document have been kindly provided by SEEC Horne HWy, Tim Duskett, L965 Pty Healthy Waterway South East Queensland and Brisbane City Council. They are the owners of the images and hold copyright to them.







### What are my legal responsibilities?

- Developers and builders have a legal obligation to take all **reasonable care** to reduce soil erosion and prevent sediment loss from building and construction sites. This also applies to other tradespeople such as excavator operators, earthmovers, landscapers, concrete, painters and delivery drivers.
- Supervisors need to ensure that workers under their control (e.g. sub-contractors) do not breach regulations.
- Workers also have a responsibility under the law to notify their supervisors if they see a pollution incident occurring. If the supervisor cannot be contacted, workers should notify the local council.
- A \$600 fine can be served on-the-spot for discharging pollutants, including sediment with a maximum penalty of \$36,000 if taken to court.
- Contact your local council to find out the legal requirements for your site.

### What are accepted guidelines for soil & water management?

The fact sheets represent accepted guidelines for soil and water management and are divided into sediment control measures and erosion control measures. Erosion control measures hold the soil in place and reduce soil removal by rainfall or runoff. Sediment control measures capture the eroded soil from the runoff preventing it from leaving the building or construction site.

1. Soil & Water Management on Large Building & Construction Sites
2. Soil & Water Management on Standard Building & Construction Sites
3. Soil & Water Management Plans
4. Dispersive Soils – High Risk of Tunnel Erosion
5. Minimise Soil Disturbance
6. Preserve Vegetation
7. Divert Up-slope Water
8. Erosion Control Mats & Barriels
9. Protect Service Trenches & Stockpiles
10. Early Roof Drainage Connection
11. Scour Protection – Stormwater Pipe Outfalls & Check Dams
12. Stabilised Site Access
13. Wheel Wash
14. Sediment Fences & Fibre Rolls
15. Protection of Stormwater Pits
16. Manage Concrete, Brick & Tile Cluttering
17. Sediment Basins
18. Dust Control
19. Site Revegetation



### How do I know which control measures to use for my site?

There are 19 fact sheets, each covering different sediment and erosion control measures. To determine which fact sheet(s) are applicable to your site, check the title of the fact sheet and the top left box titled **What is it?** for a brief summary.

Remember: each site is different, and sediment and erosion control measures need to be assessed on a site-by-site basis. Plan to integrate sediment and erosion control measures with different building and construction activities. It is also much easier and more cost effective to specify sediment and erosion control measures at the planning stage, rather than trying to organise them just before commencing on-ground works.

### How should the fact sheets be used?

Use the fact sheets as needed but especially if there are soil and water management requirements on your planning or building permit. Implement the appropriate sediment and erosion control measures on site in accordance with your permit.

Subdivisions or activities creating greater than 250m<sup>2</sup> of ground disturbance may need to submit a Soil and Water Management Plan (SWMP) as a requirement of their planning or building permit. SWMPs are a standard method for planning and implementing sediment and erosion control measures on larger building and construction sites. See **Fact Sheet 3, Soil & Water Management Plans** for details.

### When do the control measures need to be in place?

Sediment and erosion control measures should be installed early, before the start of any ground disturbance and maintained in good working order throughout the building and construction period. They should remain in place until all disturbed areas have been stabilised, restored or sealed to the satisfaction of the council.

### Checklist for soil & water management

In summary, effective soil and water management on building and construction sites depends upon meeting the following practices:

- Select erosion and sediment control measures at the planning stage and integrate them with other design aspects including engineering design.
- If required, prepare a SWMP and make sure everyone working on the site understands it and how important it is not to pollute.
- Install sediment and erosion control measures before the start of any ground disturbance.
- Minimise the area of soil disturbed and exposed to erosion.
- Preserve existing vegetation.
- Divert 'clean' water flows away from the work site.
- Capture sediment from runoff before it leaves the site.
- Rehabilitate disturbed areas quickly.
- Inspect and maintain your erosion and sediment control measures throughout the project.

# Soil & Water Management on Large Building & Construction Sites



## What is this?

Sediment and erosion control measures are typically required for subdivisions and larger sites. The construction of subdivisions involves breaking land into smaller lots and installation of related services (roads, water, sewerage, power etc.). Due to the scale of land clearance and excavation, subdivision construction activities can cause excessive erosion and sediment loads in runoff, compared with the disturbance of building single house lots.

## Why is it important?

Sediment generated from erosion on building and construction sites can be a major source of pollution to local waterways. Follow the practices discussed in this fact sheet and you will minimise erosion and control sediment run-off from your site, meet your legal requirements and help protect our waterways.

## Fact Sheet 1

## WHAT DO I NEED TO DO?

All works undertaken during subdivision construction are normally 'controlled' through the principle contractor and site manager. This means the risks of erosion can be readily managed through appropriate guidance and supervision. Compared with the allotment building phase where there are different building contractors and subcontractors present on any given allotment it is easier to manage erosion and prevent sediment runoff at the subdivision construction phase.

### **Submit a Soil and Water Management Plan:**

Subdivisions or activities that create greater than 250 m<sup>2</sup> of ground disturbance may need to submit a drawn Soil and Water Management Plan (SWMP) to council as a requirement of their planning permit (see Fact Sheet 3).

On the SWMP clearly define and document who is responsible for maintaining the sediment and erosion control measures (installed during the subdivision phase) that will be used in the allotment building phase.

### **When designing subdivision works:**

- 1) Ensure that the subdivision conforms to the natural limitations presented by the topography and the soil so as to reduce the potential for soil erosion.
- 2) Make sure that land clearing is only being undertaken in conjunction with the development of each stage.
- 3) Develop the site in increments of workable size such that adequate sediment and erosion control measures can be provided as the subdivision progresses. The smallest practical area of land should be exposed at any one period of time.
- 4) Coordinate the sediment and erosion control measures with the different subdivision construction phases.
- 5) Limit soil exposure to the shortest feasible period of time.
- 6) Keep removed topsoil for respreading over the developed area.
- 7) Retain and protect natural vegetation wherever practical.
- 8) Install larger sediment controls i.e. sediment basins if site conditions are suitable.
- 9) Manage wind-borne erosion.





### 1. Soil & Water Management on Large Building & Construction Sites

2. Soil & Water Management on Standard Building & Construction Sites
3. Soil & Water Management Plans
4. Dispersive Soils – High Risk of Tunnel Erosion
5. Minimise Soil Disturbance
6. Preserve Vegetation
7. Divert Up-slope Water
8. Erosion Control Mats & Blankets
9. Protect Service Trenches & Stockpiles
10. Early Roof Drainage Connection
11. Scour Protection – Stormwater Pipe Outfalls & Check Dams
12. Stabilised Site Access
13. Wheel Wash
14. Sediment Fences & Fibre Rolls
15. Protection of Stormwater Pits
16. Manage Concrete, Brick & Tile Cutting
17. Sediment Basins
18. Dust Control
19. Site Revegetation

Everyone working on building and construction sites has a responsibility to prevent pollution. If you do have an accident and pollution occurs you are required by law to notify the site supervisor. If the site supervisor cannot be contacted, workers should immediately notify the local council so they can work with you to minimise any harm to the environment.

Figure 1A after Landcom 2004 "Soils & Construction Volume 1 Managing Urban Stormwater (4th edition)". Some of the text in this brochure has been obtained and modified from the Brisbane City Council 2008 "Subdivision and Development Guidelines".

Date of Issue: December 2008



# Soil & Water Management on Standard Building & Construction Sites



## What is this?

A general overview of sediment and erosion control measures that are typically required for single residential building lots including when certain control measures should be installed. Useful for planning and for determining what practices might be suitable for your site. For further details about each of the control measures mentioned go to the relevant fact sheet in the series.

## Why is it important?

Sediment generated from erosion on building and construction sites can be a major source of pollution to local waterways. Follow the practices discussed in this fact sheet and you will minimise erosion and control sediment run-off from your site, meet your legal requirements and help protect our waterways.

## Fact Sheet 2

## WHAT DO I NEED TO DO?

The timing of works and installation of control measures has a major influence on how effective soil and water management is in reducing on-site erosion and the amount of sediment that is carried off-site.

### Before starting site works plan to:

- 1) Schedule earthworks in phases throughout the project so that the ground is disturbed for the shortest time possible (see Fact Sheet 5).
- 2) Avoid stripping and excavating until all necessary permits, licences and approvals have been obtained and you are ready to start work.
- 3) Install erosion and sediment control measures in accordance with an approved Soil and Water Management Plan (if required) (see Fact Sheet 3).

### Install erosion and sediment control measures in sequence:

- 1) Choose a single, stabilised site access point (see Fact Sheet 12).
- 2) Install sediment fences or fibre rolls at the low end of the site to trap sediment (see Fact Sheet 14).
- 3) Divert up-slope catchment runoff around the site by installing a diversion drain and level spreader (see Fact Sheet 7).
- 4) Keep as much vegetation as possible to minimise soil erosion and reduce rainwater running across the site (see Fact Sheet 6).
- 5) Designate a location where topsoil and other excavation material will be stockpiled during building and construction. Provide suitable controls to prevent erosion (see Fact Sheet 9).
- 6) Stabilise areas of exposed soil with vegetation or erosion control blankets and mats (see Fact Sheet 8).
- 7) Protect the nearby stormwater system including any stormwater pits on and below the site from blocking up with sediment (see Fact Sheet 15).
- 8) Designate an appropriate location within the site where sediment-generating activities can be managed (e.g. wheel wash, brick cutting) (see Fact Sheet 16).

### Once site works have commenced:

- 1) Monitor sediment and erosion control measures at least once a week and after each rainfall event.
- 2) Construct service trenches away from where water is likely to concentrate. Try not to have service trenches open any longer than necessary (see Fact Sheet 9).
- 3) Prevent clean rainwater running across the site by connecting downpipes to the stormwater system as soon as the roof is on the building frame (see Fact Sheet 10).





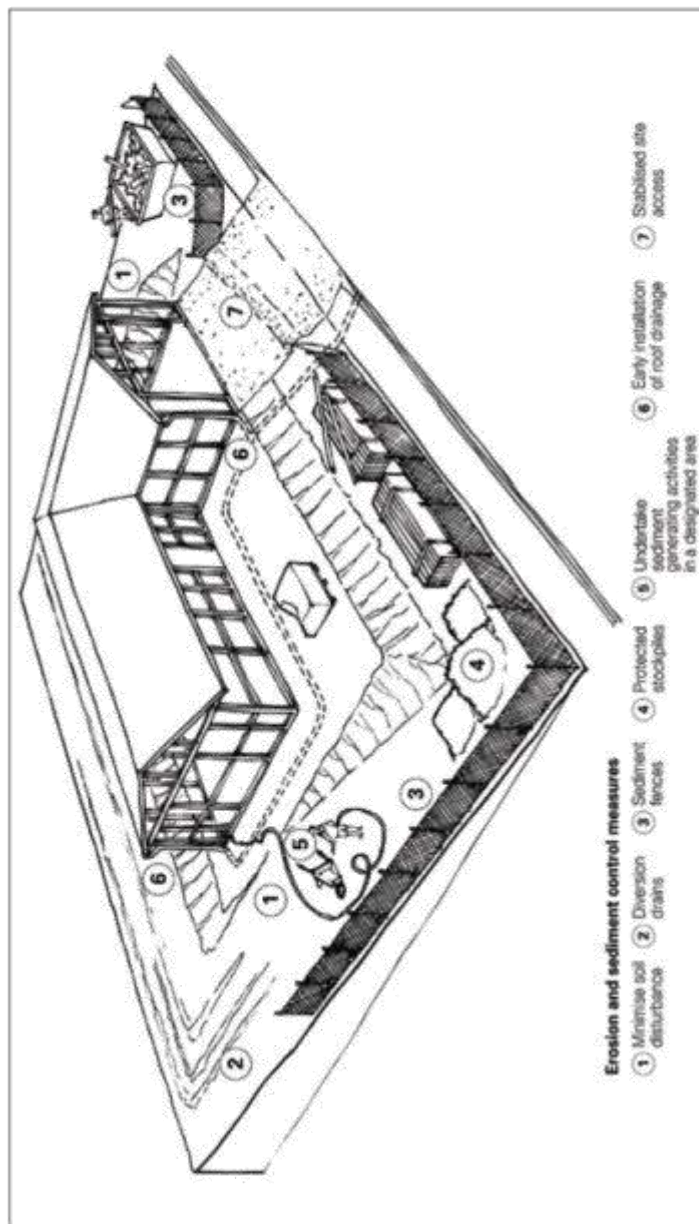


Figure 2A: Appropriate sediment and erosion control measures for single residential building lots.

### List of fact sheets

1. Soil & Water Management on Large Building & Construction Sites
- 2. Soil & Water Management on Standard Building & Construction Sites**
3. Soil & Water Management Plans
4. Dispersive Soils – High Risk of Tunnel Erosion
5. Minimise Soil Disturbance
6. Preserve Vegetation
7. Divert Up-slope Water
8. Erosion Control Mats & Blankets
9. Protect Service Trenches & Stockpiles
10. Early Roof Drainage Connection
11. Scour Protection – Stormwater Pipe Outfalls & Check Dams
12. Stabilised Site Access
13. Wheel Wash
14. Sediment Fences & Fibre Rolls
15. Protection of Stormwater Pits
16. Manage Concrete, Brick & Tile Cutting
17. Sediment Basins
18. Dust Control
19. Site Revegetation

### Remember:

Everyone working on building and construction sites has a responsibility to prevent pollution. If you do have an accident and pollution occurs you are required by law to notify the site supervisor. If the site supervisor cannot be contacted, workers should immediately notify the local council so they can work with you to minimise any harm to the environment.

### Acknowledgement:

Figure 2A was kindly provided by South East Queensland Healthy Waterways Partnership and Brisbane City Council. Text in this brochure has been obtained and modified from the "Do It Right On Site" brochure series, kindly provided by the Southern Sydney Regional Organisation of Councils.

Date of issue: December 2008

# Minimise Soil Disturbance



## What is it?

Minimise soil disturbance to the greatest extent practicable. Earthworks should be kept to a minimum and should be closely linked with the commencement of building and construction work. To minimise risks, preserve native topsoil and natural vegetation and implement suitable sediment and erosion control measures (see other fact sheets in this series). Areas of soil disturbance on slopes should be roughened and terraced to reduce erosion.

## Why is it important?

Sediment generated from erosion on building and construction sites can be a major source of pollution to local waterways. Follow the practices discussed in this fact sheet and you will minimise erosion from your site, meet your legal requirements and help protect our waterways.

## Fact Sheet 5

## WHAT DO I NEED TO DO?

### Design considerations:

- 1) Avoid the need for earthworks by working with the natural contours of the site. Limit building or construction on steep inclines. On slopes choose a subfloor method that will minimise excavation.
- 2) Limit the area of soil disturbance (the excavation envelope) to the minimum required, i.e. the house only.
- 3) Identify suitable sediment and erosion control measures for the excavation envelope.
- 4) Staging works. Consider scheduling earthworks in phases throughout the project to reduce erosion potential and rehabilitate exposed areas quickly to reduce the amount of soil exposed at one time.
- 5) Retain as much stripped topsoil as possible for reuse during landscaping and site rehabilitation.

### Before starting site works:

- 1) Ensure approval has been granted by council.
- 2) Identify vegetation, including grass buffers, around the construction site to preserve throughout the development. Mark this as a **No Go Area** (see Fact Sheet 6) on all work plans, including the Soil and Water Management Plan (if required) (see Fact Sheet 3).
- 3) Install sediment and erosion control measures.
- 4) Ensure the operators of earthmoving equipment are aware of the excavation envelope and where stockpiles will be located.

### Once site works have commenced:

- 1) Ensure vegetation buffers are protected.
- 2) Carry out staged excavation and stabilisation (if applicable).
- 3) Maintain sediment and erosion control measures.
- 4) Stabilise soil stockpiles by placing sediment fences around their lower edges, cover with fabric, plastic or vegetation.
- 5) Restrict vehicles and equipment to designated areas.

**Soil roughening:** when using heavy machinery (i.e. non-wheeled vehicles) on exposed slopes.

**Don't** smoothly grade slopes with compacted soils. This will increase runoff, is hard to revegetate and is highly susceptible to soil erosion.

**Don't** track heavy machinery across the slope. The track marks will create furrows that water will flow down when it rains.



Do track machinery (e.g. excavators) up and down the slope to create grooves from the wheels/or tracks that will catch seeds, fertilizer, and rainfall. The grooves will roughen the surface in a way that will slow runoff over the slope (see Figure 5A).

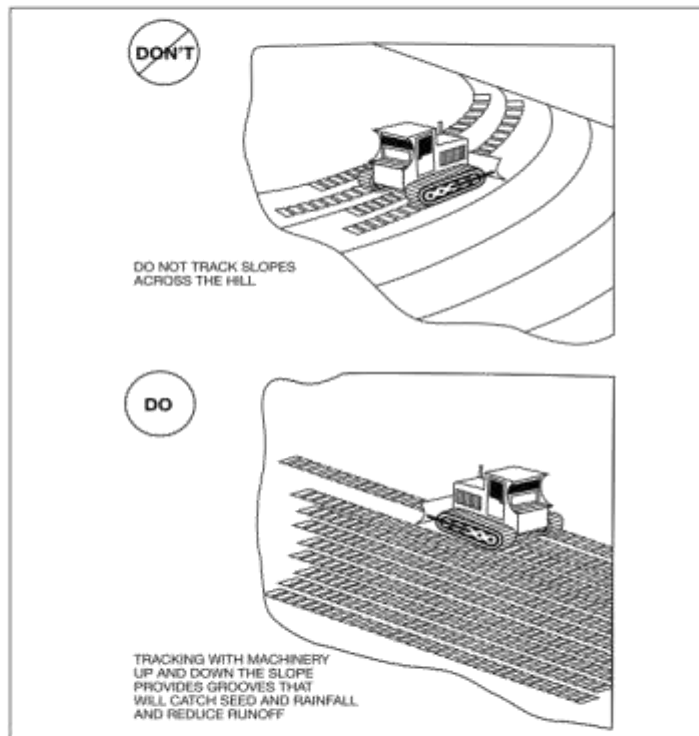


Figure 5A: Avoid moving tracked vehicles across the slope, unless the final pass involves tracking up and down the slope.

#### Maintaining control measures:

If topsoil has been removed it will need to be replaced (see Figure 5B).

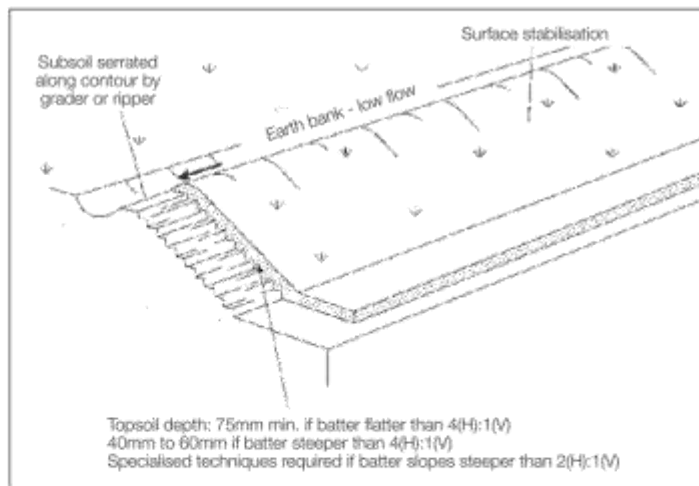


Figure 5B: Replacing Topsoil.

#### List of fact sheets

1. Soil & Water Management on Large Building & Construction Sites
2. Soil & Water Management on Standard Building & Construction Sites
3. Soil & Water Management Plans
4. Dispersive Soils – High Risk of Tunnel Erosion
- 5. Minimise Soil Disturbance**
6. Preserve Vegetation
7. Divert Up-slope Water
8. Erosion Control Mats & Blankets
9. Protect Service Trenches & Stockpiles
10. Early Roof Drainage Connection
11. Scour Protection – Stormwater Pipe Outfalls & Check Dams
12. Stabilised Site Access
13. Wheel Wash
14. Sediment Fences & Fibre Rolls
15. Protection of Stormwater Pits
16. Manage Concrete, Brick & Tile Cutting
17. Sediment Basins
18. Dust Control
19. Site Revegetation

#### Remember:

Everyone working on building and construction sites has a responsibility to prevent pollution. If you do have an accident and pollution occurs you are required by law to notify the site supervisor. If the site supervisor cannot be contacted, workers should immediately notify the local council so they can work with you to minimise any harm to the environment.

#### Acknowledgement:

Figure 5A, after California Regional Water Quality Control Board 1999 "Erosion & Sediment Control Field Manual". Figure 5B from Landcom 2004 "Soils & Construction Volume I Managing Urban Stormwater (4th edition)". Text in this brochure has been obtained and modified from the "Do It Right On Site" brochure series, kindly provided by the Southern Sydney Regional Organisation of Councils.

Date of Issue: December 2008

# Preserve Vegetation



## What is it?

Keep as much of the original vegetation (grass, trees, etc.) on the site by establishing **No Go Areas** for the building and construction phase as well as vegetated filter strips down-slope of the work site. Preserving grassed areas, trees and shrubs protects the soil from erosion and provides an effective filter for sediment runoff.

## Why is it important?

Sediment generated from erosion on building and construction sites can be a major source of pollution to local waterways. Follow the practices discussed in this fact sheet and you will minimise erosion from your site, meet your legal requirements and help protect our waterways.

## WHAT DO I NEED TO DO?

### Before starting site works:

Identify vegetation (trees, shrubs and grassed areas) on site which can be kept throughout the entire building and construction phase and mark this as a **No Go Area**. Include this information on the Soil and Water Management Plan if required (see Fact Sheet 3).

**Vegetation is the most effective soil stabiliser available on building and construction sites.** Keep groundcover along surface drainage areas and on steeper slopes. Retain significant areas of healthy grass down-slope of the worksite, these strips can be highly effective for filtering out coarse sediment. The flatter and wider the strips are, the more effective they become. Native vegetation along streams and waterways should be retained and protected from sediment by installing additional sediment control measures up-slope e.g. fibre rolls and sediment fences (see Fact Sheet 14). On exposed sites a 400 mm wide planted turf strip between the kerb and the footpath is a good last resort sediment control, filtering the runoff before it enters the stormwater system (see Figure 6A).

Where vegetation needs to be removed, leave it in place for as long as possible and stage earthworks to minimise the amount of site cleared at any time.

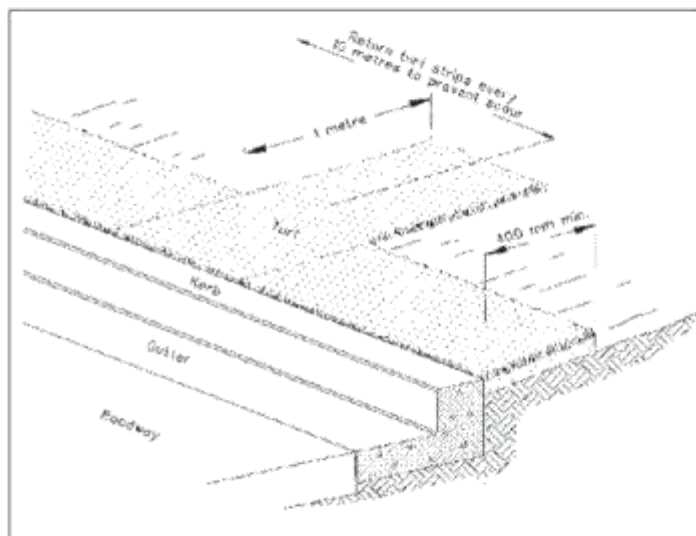


Figure 6A: Planted turf strip.

## Fact Sheet 6





**Installing the control measures:**

Fence off the **No Go Area**. Place red tape or other bright materials around the trees, shrubs and grassed areas to be kept. Ensure staff and subcontractors know not to enter these areas or damage marked trees. Where practicable, maintain the planted turf strip in a healthy state during the building and construction process and ensure it is fenced-off to prevent traffic-induced damage.

**List of fact sheets**

1. Soil & Water Management on Large Building & Construction Sites
2. Soil & Water Management on Standard Building & Construction Sites
3. Soil & Water Management Plans
4. Dispersive Soils – High Risk of Tunnel Erosion
5. Minimise Soil Disturbance
- 6. Preserve Vegetation**
7. Divert Up-slope Water
8. Erosion Control Mats & Blankets
9. Protect Service Trenches & Stockpiles
10. Early Roof Drainage Connection
11. Scour Protection – Stormwater Pipe Outfalls & Check Dams
12. Stabilised Site Access
13. Wheel Wash
14. Sediment Fences & Fibre Rolls
15. Protection of Stormwater Pits
16. Manage Concrete, Brick & Tile Cutting
17. Sediment Basins
18. Dust Control
19. Site Revegetation

**Remember:**

Everyone working on building and construction sites has a responsibility to prevent pollution. If you do have an accident and pollution occurs you are required by law to notify the site supervisor. If the site supervisor cannot be contacted, workers should immediately notify the local council so they can work with you to minimise any harm to the environment.

**Acknowledgement:**

Text in this brochure has been obtained and modified from the "Do It Right On Site" brochure series, kindly provided by the Southern Sydney Regional Organisation of Councils. Figure 6A from Landcom 2004 "Soils & Construction Volume I Managing Urban Stormwater (4th edition)".

Date of Issue: December 2008

# Divert Up-slope Water



## What is it?

Design surface drainage up-slope of building and construction sites to divert runoff away from the site. Where practical and particularly where stormwater runoff from more than 0.5 hectares feeds into the work site, divert up-slope water around the disturbed or active work area.

## Why is it important?

Sediment generated from erosion on building and construction sites can be a major source of pollution to local waterways. Follow the practices discussed in this fact sheet and you will minimise erosion from your site, meet your legal requirements and help protect our waterways.

## WHAT DO I NEED TO DO?

### Before starting site works:

Look at the site plans to identify site areas where stormwater can be diverted around the disturbed or active work area. Stormwater can be diverted with the use of small diversion drains. Note that the stormwater must not be diverted onto adjacent properties; instead it must discharge the work site at a legal point of discharge. Diversion drains need to be properly designed to ensure that they can convey water without overflowing or accumulating sediment. Document the diversion drains on your Soil and Water Management Plan (if required) (see Fact Sheet 3). Ensure workers on-site are aware of the need to maintain the diversion drains. Do not dig diversion drains on dispersive soils (see Fact Sheet 4), instead build soil berms.

### Installing the control measures:

**Diversion drains:** A diversion drain is a channel constructed on the high side of a site to divert surface runoff from rainwater that would otherwise flow down onto the disturbed or active work area.

- 1) The channel should be about 150 mm deep with a curved shape.
- 2) Place the excavated soil from the channel on the down-slope side to increase the diversion drain's capacity.

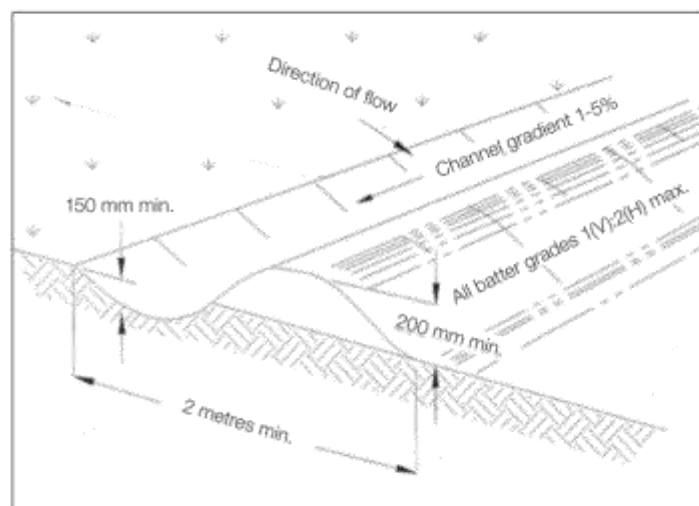


Figure 7A: Example of a diversion drain.

## Fact Sheet 7



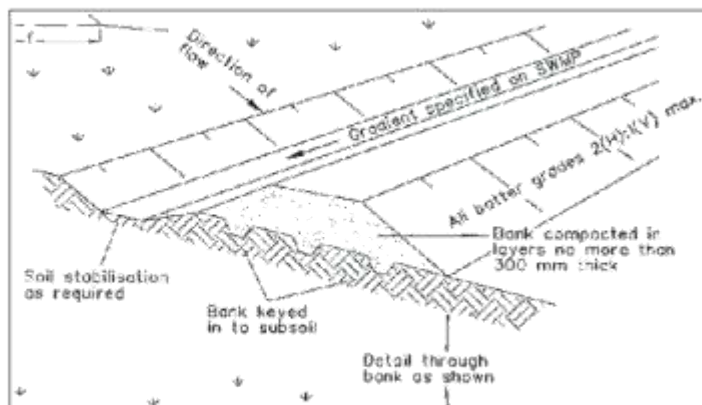


Figure 7B: Example of a diversion drain for high flow.

- 3) The diversion drain should divert flows to a stable drainage line to ensure that the channel does not itself cause erosion where it discharges.
- 4) The diversion drain should be kept clean and free of plantings and mulch as this will lead to the deposition of sediment that obstructs water flow and causes water to breach the channel and create unwanted erosion.

**Level spreader:** Level spreaders are generally used at the outlet of diversion channels. A level spreader is a wide, level overflow sill built across a slope. It allows even spread of water flow so velocities are reduced and soil erosion is avoided. This should only be constructed to release water to areas where the:

- 1) Water flow will not become concentrated.
- 2) Soil is stabilised and the site is not within the path of construction activities.
- 3) Ground remains well-vegetated.
- 4) Discharged water flow will be slow moving.

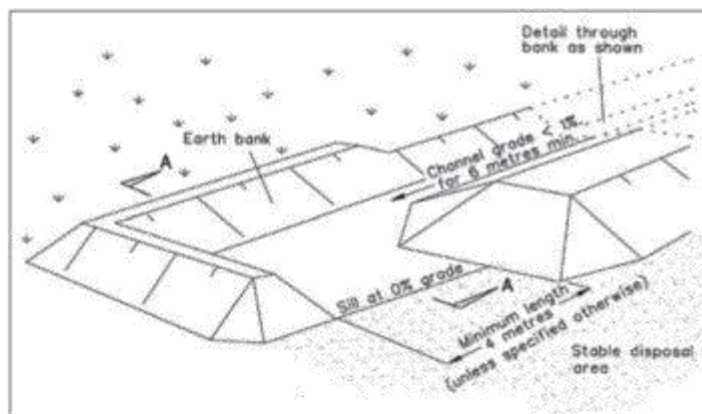


Figure 7C: Example of a level spreader used to release minor concentrated flows as sheet flow.

In some cases such as on steep slopes or where there are high flow velocities, a grass or geotextile fabric lined channel may be required to return the diverted flow to the stormwater system or a stable drainage line.

#### Maintaining the control measures:

Check diversion drains, level spreaders and discharge areas for signs of erosion.

#### List of fact sheets

1. Soil & Water Management on Large Building & Construction Sites
2. Soil & Water Management on Standard Building & Construction Sites
3. Soil & Water Management Plans
4. Dispersive Soils – High Risk of Tunnel Erosion
5. Minimise Soil Disturbance
6. Preserve Vegetation
7. Divert Up-slope Water
8. Erosion Control Mats & Blankets
9. Protect Service Trenches & Stockpiles
10. Early Roof Drainage Connection
11. Scour Protection – Stormwater Pipe Outfalls & Check Dams
12. Stabilised Site Access
13. Wheel Wash
14. Sediment Fences & Fibre Rolls
15. Protection of Stormwater Pits
16. Manage Concrete, Brick & Tile Cutting
17. Sediment Basins
18. Dust Control
19. Site Revegetation

#### Remember:

Everyone working on building and construction sites has a responsibility to prevent pollution. If you do have an accident and pollution occurs you are required by law to notify the site supervisor. If the site supervisor cannot be contacted, workers should immediately notify the local council so they can work with you to minimise any harm to the environment.

#### Acknowledgement:

Text in this brochure has been obtained and modified from the "Do It Right On Site" brochure series, kindly provided by the Southern Sydney Regional Organisation of Councils. Figures 7A, 7B & 7C from Landcom 2004 "Soils & Construction Volume 1 Managing Urban Stormwater (4th edition)".

Date of Issue: December 2008

# Erosion Control Mats & Blankets



## What are these?

Erosion mats and blankets are used as a soil cover and a protective barrier for vegetation establishment. They are applied on soils with a high erosion risk, on steep sites or for site rehabilitation. When applied correctly, they are one of the most effective and practical means of controlling runoff and erosion on disturbed land prior to vegetation establishment.

## Why is it important?

Sediment generated from erosion on building and construction sites can be a major source of pollution to local waterways. Follow the practices discussed in this fact sheet and you will minimise erosion from your site, meet your legal requirements and help protect our waterways.

## Fact Sheet 8

## WHAT DO I NEED TO DO?

### Before starting site works:

Identify where erosion is likely to occur i.e. areas of bare soil, especially on slopes steeper than 3:1 or when there is a delay in building and construction work or site rehabilitation. Select erosion control mats or erosion control blankets.

**Erosion control mats:** are heavier, synthetic and non-degradable, they are designed to add stability to soils and are often filled with topsoil, and vegetated when installed. Erosion control mats are suitable on slopes and in channel-lining applications.

**Erosion control blankets:** are light-weight and open-weave made from mulch, straw and wood fibre and held together by natural or synthetic netting. They are used for establishing and reinforcing vegetation. Their application depends on the blanket materials. Synthetic netting and wood fibre is stronger and can be used on steeper slopes compared to jute and straw blankets, which rapidly degrade and are more suitable for flatter areas. Check with suppliers of erosion control blankets about the applications of their different products.

Erosion control blankets can be used in conjunction with soil seeding, preventing the seed washing away and erosion of the prepared seedbed. Once established, the vegetation provides permanent erosion control.

Document erosion control mats and blankets on your Soil and Water Management Plan (if required) (see Fact Sheet 3).

### Installing the control measures:

Erosion control mats should be installed immediately on exposed soils, while erosion control blankets should be fitted on newly seeded or landscaped areas. See Figures 8A and 8B for their installation guidelines.

### Maintaining the control measures:

Close inspection after rainfall events and major runoff occurrences is essential. Check for damage due to water running under the mat or blanket or if it has been displaced by wind. Restabilise with anchor pins or wooden spikes. If significant erosion has occurred repair the fabric. Grading and reseeding may also be necessary. Continue inspections until vegetation is firmly established.





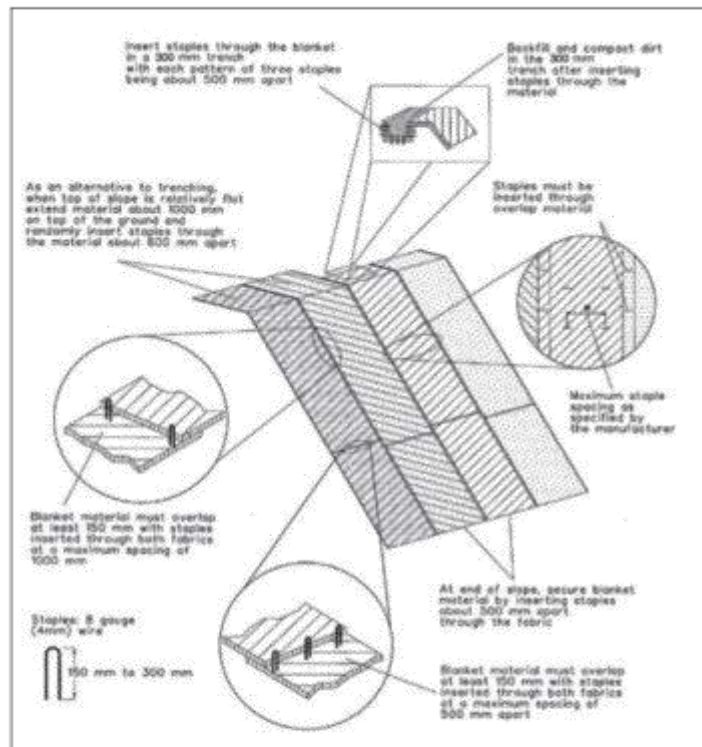


Figure 8A: Installation of an erosion control blanket on a hillside.

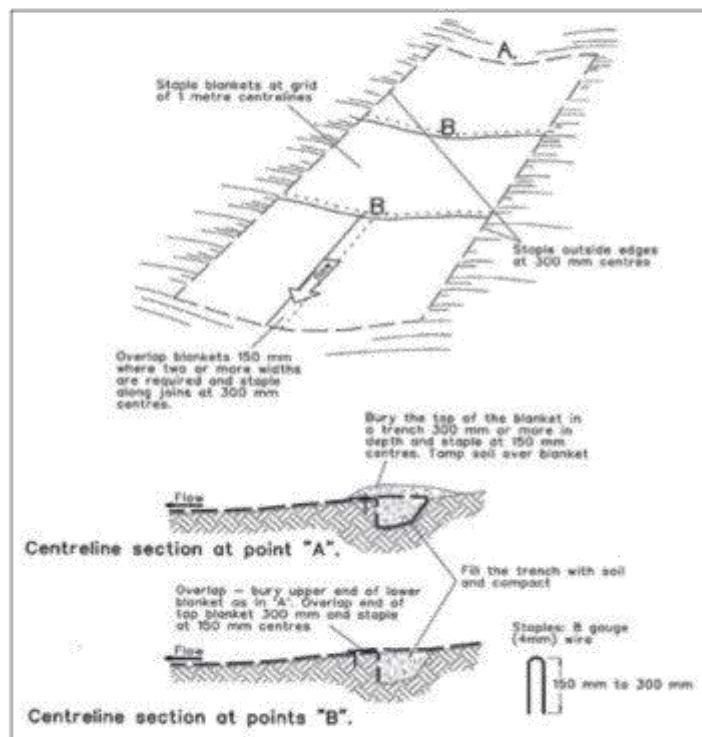


Figure 8B: Erosion control mat used to line a channel.

### List of fact sheets

1. Soil & Water Management on Large Building & Construction Sites
2. Soil & Water Management on Standard Building & Construction Sites
3. Soil & Water Management Plans
4. Dispersive Soils – High Risk of Tunnel Erosion
5. Minimise Soil Disturbance
6. Preserve Vegetation
7. Divert Up-slope Water
8. **Erosion Control Mats & Blankets**
9. Protect Service Trenches & Stockpiles
10. Early Roof Drainage Connection
11. Scour Protection – Stormwater Pipe Outfalls & Check Dams
12. Stabilised Site Access
13. Wheel Wash
14. Sediment Fences & Fibre Rolls
15. Protection of Stormwater Pits
16. Manage Concrete, Brick & Tile Cutting
17. Sediment Basins
18. Dust Control
19. Site Revegetation

### Remember:

Everyone working on building and construction sites has a responsibility to prevent pollution. If you do have an accident and pollution occurs you are required by law to notify the site supervisor. If the site supervisor cannot be contacted, workers should immediately notify the local council so they can work with you to minimise any harm to the environment.

### Acknowledgement:

Figures 8A & 8B from Landcom 2004 "Soils & Construction Volume I Managing Urban Stormwater (4th edition)".

Date of Issue: December 2008

# Protect Service Trenches & Stockpiles



## What is it?

When excavated, service trenches can concentrate runoff and cause rapid soil erosion. This fact sheet discusses methods to install service trenches in a manner that does not cause soil erosion.

Temporary stockpiles are at risk of being washed or blown away. This fact sheet discusses proper on-site storage of materials such as sand, gravel, topsoil, mulch and woodchips.

## Why is it important?

Sediment generated from erosion on building and construction sites can be a major source of pollution to local waterways. Follow the practices discussed in this fact sheet and you will minimise erosion from your site, meet your legal requirements and help protect our waterways.

## Fact Sheet 9

## WHAT DO I NEED TO DO?

### Before starting site works:

**Service trenches:** if your site has fine soil, protection measures may be needed. Decide where the service trenches will need to go and document them on your Soil and Water Management Plan (if required) (see **Fact Sheet 3**). Ideally they should be away from areas where water flow is likely to concentrate. Where possible coordinate the various service connections so a single trench can be used and quickly backfilled. Also try scheduling the work when rainfall is low. Be aware if you have dispersive soil (see **Fact Sheet 4**).

**Stockpiles:** avoid stockpile loss and stormwater pollution by limiting the amount of material on-site and remove all materials when work is complete. Identify a protected storage area for building material stockpiles away from on-site drainage or stormwater flow paths. Place control measures such as diversion drains up-slope or sediment fences down-slope. Cover the stockpiles with fabric, plastic or a temporary grass cover. Drivers delivering stockpile material should always use the protected storage area as the drop-off. Document your storage area on the Soil and Water Management Plan (if required) (see **Fact Sheet 3**) and ensure staff are aware of its importance.

**Note:** Don't stockpile sediment or building materials (sand, gravel, mulch) on roadways or within drainage areas.

### Installing the control measures:

#### Service trenches:

- 1) Remove and store vegetated topsoil so it can be replaced after works to provide immediate erosion protection.
- 2) Place the soil on the uphill side of trenches to divert water flow away from the trench line. Temporary bunds can be used.
- 3) The trench should be open for the shortest time practicable and avoid opening them when the risk of rainfall is high.
- 4) Once completed, backfill trench with subsoil and compact.
- 5) Replace top soil, level and top up to account for soil settling.
- 6) If trenches are on steep slopes, install earthbanks along the backfill surface at 6 metre intervals to divert flows and prevent erosion.
- 7) Excess soil should be used or disposed of in such a way that it does not create a wind or water erosion hazard.

#### Stockpiles:

- 1) Locate stockpiles at least 5 metres from stormwater flow paths, roads and hazard areas.
- 2) Place on gently sloping ground (not level areas which tend to be overland low paths) as a low, flat, elongated mound.



- 3) Stockpiles should preferably be less than 1.5 metres high.
- 4) Construct an earth bank on the up-slope side to divert runoff around the stockpile and install a sediment fence 1–2 metres down-slope of the stockpile. The height of the sediment fence should be equal to the stockpile height and the length equal to the stockpile length at the base.
- 5) Stockpiled materials should be covered during windy conditions, rain or unattended periods. Topsoil stockpiles left for extended periods should be revegetated.

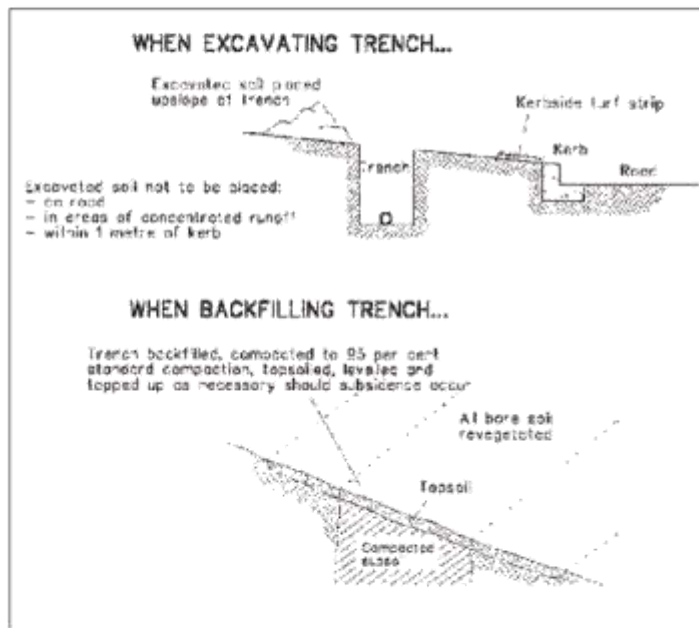


Figure 9A: Example of a service trench.

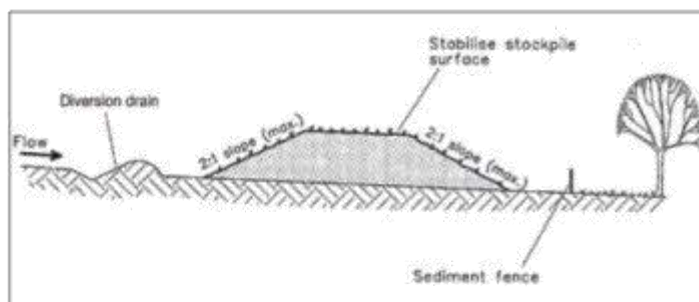


Figure 9B: Keep building materials in protected stockpiles.

#### Maintaining the control measures:

**Service trenches:** if they fill with water, pump water evenly over a stabilised vegetated area that will filter out the suspended clays. If this is not possible, add a small amount of gypsum to the water and allow the suspended clays to settle before pumping the water out.

**Stockpiles:** should be covered and checked regularly. Sediment and erosion controls (diversion drains and sediment fences) associated with stockpiles also need to be monitored and maintained.

#### List of fact sheets

1. Soil & Water Management on Large Building & Construction Sites
2. Soil & Water Management on Standard Building & Construction Sites
3. Soil & Water Management Plans
4. Dispersive Soils – High Risk of Tunnel Erosion
5. Minimise Soil Disturbance
6. Preserve Vegetation
7. Divert Up-slope Water
8. Erosion Control Mats & Blankets
- 9. Protect Service Trenches & Stockpiles**
10. Early Roof Drainage Connection
11. Scour Protection – Stormwater Pipe Outfalls & Check Dams
12. Stabilised Site Access
13. Wheel Wash
14. Sediment Fences & Fibre Rolls
15. Protection of Stormwater Pits
16. Manage Concrete, Brick & Tile Cutting
17. Sediment Basins
18. Dust Control
19. Site Revegetation

#### Remember:

Everyone working on building and construction sites has a responsibility to prevent pollution. If you do have an accident and pollution occurs you are required by law to notify the site supervisor. If the site supervisor cannot be contacted, workers should immediately notify the local council so they can work with you to minimise any harm to the environment.

#### Acknowledgement:

Text in this brochure has been obtained and modified from the "Do it Right On Site" brochure series, kindly provided by the Southern Sydney Regional Organisation of Councils. Figure 9A from the NSW Department of Housing as in Hobart Regional Councils 'Guidelines for Soil & Water Management 1999'. Figure 9B from Landcom 2004 'Soils & Construction Volume 1 Managing Urban Stormwater (4th edition)'.

Date of Issue: December 2008



# Sediment Fences & Fibre Rolls



## What are these?

Sediment fences and fibre rolls are sediment control measures installed across slopes or along the parameter of building and construction sites. Fibre rolls are a range of organic products (coconut fibre, straw, flax) that are rolled into large diameter logs. Sediment fences are vertical barriers made from woven geotextile that are held in place by star pickets and a backfilled trench.

## Why is it important?

Sediment generated from erosion on building and construction sites can be a major source of pollution to local waterways. Follow the practices discussed in this fact sheet and you will control sediment run-off from your site, meet your legal requirements and help protect our waterways.

## Fact Sheet 14

## WHAT DO I NEED TO DO?

**Fibre Rolls:** are log-like products commonly consisting of biodegradable fibres. They vary from biodegradable rolled coir (coconut fibre) and hessian socks filled with straw or mulch, to non-biodegradable geotextile tubes filled with mulch or straw. Biodegradable fibre rolls can be left permanently onsite to assist stabilisation and will support vegetative growth if left in place.

**Sediment fences:** are a commonly used sediment control measure constructed from heavy-duty geotextile. Although a sediment fence looks like shade cloth it is very different (shade cloth is not appropriate because it cannot slow water flow enough to adequately pond water up-slope of the fence and allow sediment to settle under gravity).

### Before starting site works:

Identify drainage flow pathways that will intercept runoff from the site. Decide whether to use fibre rolls or sediment fences. Use fibre rolls at the base of an embankment, on slopes that are exposed, or on vegetated slopes where vegetation is failing to control erosion. Sediment fences should be used on small drainage areas and placed down-slope of potential areas of erosion. Document these measures on your Soil and Water Management Plan (if required) (see Fact Sheet 3).

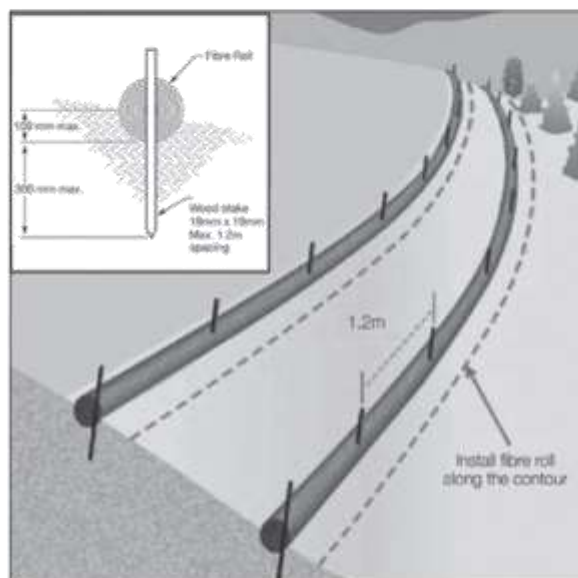


Figure 14A: Installation of fibre rolls

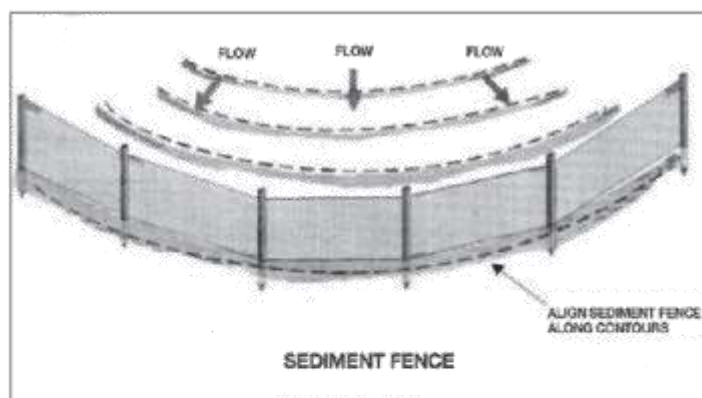


### Installing the control measures:

Sediment control measures need to be in place prior to the start of site works. They can be altered after ground disturbance activities and if the site's drainage patterns change.

#### Installing fibre rolls:

- 1) Find a suitable installation site (if on a slope, place parallel to contours).
- 2) Remove large rocks and debris, and prepare a shallow concave trench (50–100 mm deep) to inset the fibre roll. (**Note:** Place excavated material on the upside of the fibre roll to prevent undercutting.)
- 3) Place the fibre roll in a shallow trench and stake through the fibre roll every 30 cm.
- 4) Place further stakes on both sides of the fibre roll to within 2 m from the end of the roll.



#### Installing sediment fences:

- 1) Survey and mark out location of sediment fence, ensure it is parallel to the contours of the site.
- 2) Dig a 150 mm trench immediately above the proposed fence line.
- 3) Place the bottom of the fabric to the base of the trench and run fabric up the down-slope side of the trench.
- 4) Backfill the trench and compact to secure anchorage of the fabric.
- 5) Drive 1.5 m star pickets into ground, 2 m apart to support the sediment fence fabric. Tension and fasten fabric to pickets using UV stabilised zip ties or wire ties.
- 6) Join sections of fabric at a support post with a 2 m overlap.
- 7) Angle the ends of the sediment fence upslope to reduce scouring.

**Don't** place sediment fences across creeks or major drainage lines.

#### Maintaining the control measures:

Fibre rolls and sediment fences should be checked regularly, especially after every rain event and cleaned or repaired. For sediment fences check that all the pickets and the bottom of the fence are secure and that there are no tears in the fabric.

### List of fact sheets

1. Soil & Water Management on Large Building & Construction Sites
2. Soil & Water Management on Standard Building & Construction Sites
3. Soil & Water Management Plans
4. Dispersive Soils – High Risk of Tunnel Erosion
5. Minimise Soil Disturbance
6. Preserve Vegetation
7. Divert Up-slope Water
8. Erosion Control Mats & Blankets
9. Protect Service Trenches & Stockpiles
10. Early Roof Drainage Connection
11. Scour Protection – Stormwater Pipe Outfalls & Check Dams
12. Stabilised Site Access
13. Wheel Wash
- 14. Sediment Fences & Fibre Rolls**
15. Protection of Stormwater Pits
16. Manage Concrete, Brick & Tile Cutting
17. Sediment Basins
18. Dust Control
19. Site Revegetation

#### Remember:

Everyone working on building and construction sites has a responsibility to prevent pollution. If you do have an accident and pollution occurs you are required by law to notify the site supervisor. If the site supervisor cannot be contacted, workers should immediately notify the local council so they can work with you to minimise any harm to the environment.

#### Acknowledgement:

Figures 14A and 14B after California Regional Water Quality Control Board 1999 "Erosion & Sediment Control Field Manual".

Date of Issue: December 2008

# Site Revegetation



## What is it?

All areas disturbed by building and construction activities should be promptly and progressively stabilised through revegetation and landscaping to reduce the potential for erosion.

## Why is it important?

Sediment generated from erosion on building and construction sites can be a major source of pollution to local waterways. Follow the management practices discussed in this fact sheet and you will minimise erosion from your site, meet your legal requirements and help protect our waterways.

## Fact Sheet 19

## WHAT DO I NEED TO DO?

### Installing the control measures:

As you finish works in one part of the site, revegetate it. Vegetation is an ideal and usually inexpensive method of stabilisation because it reduces soil erosion by:

- 1) Absorbing the impact of raindrops.
- 2) Reducing the volume and velocity of runoff.
- 3) Binding the soil with the roots.
- 4) Protecting the soil from the erosive effects of the wind.

**Note:** Revegetation should not be expected to provide all the soil erosion protection required on your site. Other erosion control measures will be required if the soil is not stable due to its composition or slope. Erosion control mats and blankets should be used on steep slopes to provide temporary protection until the vegetation is fully established (see Fact Sheet 8).

**Temporary revegetation:** annual grass species (e.g. rye) are effective temporary ground cover because they are fast growing and can quickly establish a root system. They can be planted to prevent erosion where:

- 1) Exposed soil needs to be stabilised until permanent revegetation grows.
- 2) Temporary protection (between 6-8 months) is required until landscaping occurs.
- 3) A disturbed area will be left and then be re-disturbed as part of the site works (e.g. topsoil stockpiles).

**Note:** These annual grasses do not provide effective erosion control during their early growth phase (first few weeks) unless the soil is prepared with a mulch layer. Annual grasses die within one season providing limited soil coverage after about 6-8 months. They require watering until established, and may need mowing (without the collection of the cut grass) at least once before they can provide adequate soil coverage.

**Permanent revegetation:** options include seeding with perennial grasses (that will over time succeed the annual species), installing turf strips, and planting of native plants from seed, tube stock or invasion from surrounding bushland. If local seed stock is to be used for propagation it needs to be collected in advance. Advice on native plants and/or sources of seed stock can be obtained from your local council.

Seed the exposed topsoil, not the subsoil as the biological, physical and chemical characteristics of many subsoil materials inhibit the establishment of plants. Where practical to do so, a seedbed should be cultivated and



moistened before sowing seed (see Figure 19A). This may require deep ripping to 300 mm where there is a compacted layer.

Include native species endemic to the region to enhance the ecological values and create an aesthetically pleasing environment. Native species have evolved to local environment and can establish themselves more quickly and vigorously than exotic species.

Some revegetation options may require mulching. Planting trees and shrubs tends to be more successful if combined with weed suppressing mulching and installation of tree guards and stakes. Apply mulch at a depth between 75-100 mm.

**Note:** Seeding, turf strips and native plants require sufficient irrigation for germination and to sustain plant growth if rainfall is poor. If the plants are slow growing other erosion control measures may be required until the vegetation is established and is able to prevent erosion.

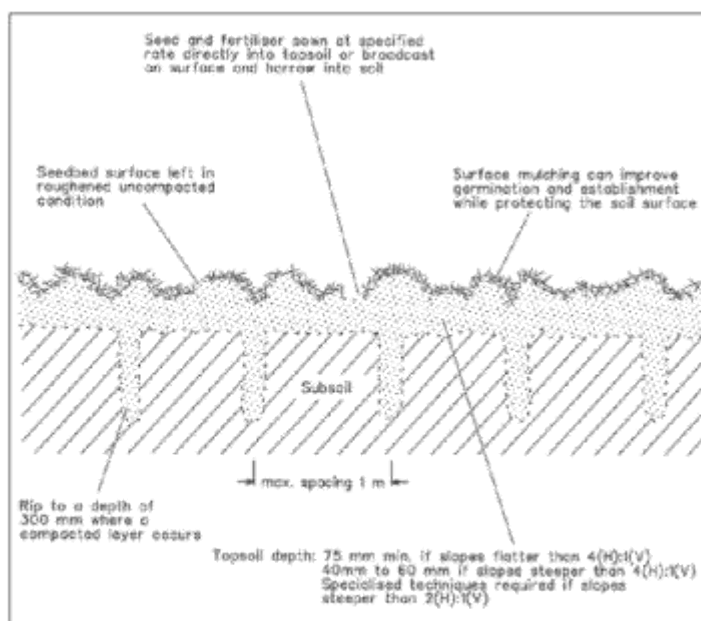


Figure 19A: Seedbed preparation.

#### Maintaining the control measures:

A monitoring and maintenance program for site revegetation should be developed and implemented. It needs to include irrigation, mowing, weeding and appropriate remedial action such as replacing any lost topsoil and re-sowing the site. Once the site has been revegetated and is established to the satisfaction of the council it can be handed over to the new homeowner.

#### List of fact sheets

1. Soil & Water Management on Large Building & Construction Sites
2. Soil & Water Management on Standard Building & Construction Sites
3. Soil & Water Management Plans
4. Dispersive Soils – High Risk of Tunnel Erosion
5. Minimise Soil Disturbance
6. Preserve Vegetation
7. Divert Up-slope Water
8. Erosion Control Mats & Blankets
9. Protect Service Trenches & Stockpiles
10. Early Roof Drainage Connection
11. Scour Protection – Stormwater Pipe Outfalls & Check Dams
12. Stabilised Site Access
13. Wheel Wash
14. Sediment Fences & Fibre Rolls
15. Protection of Stormwater Pits
16. Manage Concrete, Brick & Tile Cutting
17. Sediment Basins
18. Dust Control

#### 19.Site Revegetation

##### Remember:

Everyone working on building and construction sites has a responsibility to prevent pollution. If you do have an accident and pollution occurs you are required by law to notify the site supervisor. If the site supervisor cannot be contacted, workers should immediately notify the local council so they can work with you to minimise any harm to the environment.

##### Acknowledgement:

Figure 19A from Landcom 2004 "Soils & Construction Volume 1 Managing Urban Stormwater (4th edition)". Text in this brochure has been obtained and modified from the "Do It Right On Site" brochure series, kindly provided by the Southern Sydney Regional Organisation of Councils.

Date of issue: December 2008

**Jasmin Briggs**

---

**From:** ELAINE MILTON <miltonts.timothy@live.com.au>  
**Sent:** Monday, 24 August 2020 12:29 PM  
**To:** Council  
**Subject:** Earthworks 37 Timothy Drive

We Robin and Elaine Milton object to the proposed earthworks to be commenced at 37 Timothy Drive. Point 1 - Earthworks have already been undertaken without any consultation or consideration of our property at 49 Timothy Drive.

No permit has been issued or any inspection of the property before the extraordinary amount of soil was removed or the depth of the excavation.

The very large bulldozer which was permitted to come onto the adjacent property caused our residence to vibrate continually while it was in use.

We are unsure if the vibration has caused any underlying damage to the structure of our residence.

The very depth of soil removed close to our boundary concerns us as this soil is prone to erosion and landslip and is evident on the bank of the property close to the road.

We did not receive any correspondence until a week after signage was placed on 37 Timothy Drive.

If the owners are proposing to develop the block building site in the rear south-west we shall also object if it obstructs our view or devalues our property.

Regards

Robin and Elaine Milton

49 Timothy Drive

Wynyard 7325



## Agreement for Extension of Time

In accordance with Section 57 (6) of the *Land Use Planning and Approvals Act 1993*, we

Rory and Alysha House

of

306 Village Lane  
SOMERSET TAS 7322

hereby grant the Planning Authority an extension of time until the 28<sup>th</sup> day of September 2020,

Ref. No. 1769671 & DA 137/2019

Signed



(Applicant)



(Applicant)

26/8/2020

(Date)

Signed



ASHLEY THORNTON, *per Council delegation*

(Manager Development & Regulatory Services)

27.08.2020

(Date)



**THE HON MICHAEL MCCORMACK MP**

Deputy Prime Minister  
Minister for Infrastructure, Transport and  
Regional Development

**THE HON MARK COULTON MP**

Minister for Regional Health, Regional  
Communications and Local Government

Ref: MS20-000934

Mayor Robby Walsh  
Waratah - Wynyard Council  
PO Box 168  
WYNYARD TAS 7325

Dear Mayor

**Letter of Offer – Local Roads and Community Infrastructure Program**

We are writing to offer you, Waratah - Wynyard Council ABN 63 230 661 513, an Australian Government Grant under the Local Roads and Community Infrastructure (LRCI) Program.

The offer is for a grant of \$564,684 total, excluding GST, (the 'Grant') to undertake the Grant Activity as set out in the attached Grant Agreement.

The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected councils, where possible, will use local businesses and workforces to deliver projects under the LRCI Program to ensure stimulus funding flows into local communities. Program guidelines are included with this letter and can also be accessed through the Department's website at [www.investment.infrastructure.gov.au/lrci](http://www.investment.infrastructure.gov.au/lrci).

To accept this offer in relation to the Grant, please sign the attached Grant Agreement and send or email a scanned copy to [IIP@infrastructure.gov.au](mailto:IIP@infrastructure.gov.au) by 31 July 2020, otherwise this offer will lapse. A legally binding agreement will be created once the Grant Agreement has also been signed by the Commonwealth, represented by the Department of Infrastructure, Transport, Regional Development and Communications ABN 86 267 354 017.

In agreeing to and signing the Grant Agreement, you confirm that you have read and understood the Program Guidelines and Grant Agreement.

Yours sincerely

Handwritten signature of Michael McCormack in blue ink.

**MICHAEL MCCORMACK**

Handwritten signature of Mark Coultou in blue ink.

**MARK COULTON**

Enc

---

The Hon Michael McCormack MP  
Parliament House Canberra | (02) 6277 7520 | [minister.mccormack@infrastructure.gov.au](mailto:minister.mccormack@infrastructure.gov.au)  
Suite 2, 11-15 Fitzmaurice Street, Wagga Wagga NSW 2650 | [michael.mccormack.mp@aph.gov.au](mailto:michael.mccormack.mp@aph.gov.au)

## **1. PURPOSE**

- 1.1 This Charter sets out Council's approach to managing customer enquiries, requests, or complaints, and sets Council's standards of service in responding to customers.

## **2. SCOPE**

- 2.1 This Customer Service Charter follows the requirements of the Local Government Act 1993 and outlines **Council's** commitment to customers and provides a formalised process for making complaints. It outlines customers' rights; the standards customers can expect when dealing with Council, expectations for community interactions with Council staff and what a customer can do if dissatisfied with Council decisions or actions.

## **3. APPLICATION**

- 3.1 Objective
- (a) To provide a practical framework for customer service and to ensure that all staff respond in a courteous, consistent, timely and fair manner to all reasonable enquiries, requests for service, or complaints from customers; and
  - (b) To ensure, as far as is practicable, that Council resources are used efficiently and effectively when dealing with customers' enquiries, requests or complaints.

## **4. LEGISLATION**

*Privacy Act 1988 (Commonwealth)*  
*Local Government Act 1993 (Tasmania) (s339F)*  
*Personal Information Protection Act 2004*  
*Right to Information Act 2009*

## **A OUR SERVICE STANDARDS**

### **A.1 What can you expect from Council staff and services:**

- Treat all customers with respect;
- Assist customers in a polite and friendly manner;
- Listen to customers, and consider their views and needs;
- Provide complete and accurate information that is consistent and easy to understand;
- Explain what customers need to do;
- Act on commitments;
- Respect customers privacy by treating all personal information confidentially;
- Be punctual for meetings and appointments; and
- Provide safe and accessible Council facilities for ease of customer access.

## **B ENQUIRIES AND SERVICE REQUESTS**

### **B.1 When a customer visits or telephones the Council**

The counter will be attended, and the telephone answered promptly, courteously and customers will be assisted with an enquiry directly without unnecessary referrals or transfers.

If Customer Service cannot assist with the enquiry the customer's enquiry will be forwarded to the appropriate department to follow up, and they will be provided with a time frame for when they can expect a response.

Telephone calls will be returned at the first opportunity however where information is not readily available verbal enquiries will be answered as soon as practically possible and within **two (2) working days**. Where a call goes to voicemail the call may not be returned unless a message is left.

### **B.2 When a customer writes or emails**

Written requests or enquiries will be provided with **an acknowledgement** as soon as practically possible and within two **(2) working days**. The response will be either in full, or as an acknowledgement outlining the name of the department handling the matter. Such acknowledgement may be by telephone or in writing as appropriate. **Council has no control over Australia Post, and delivery times are not included in the response time.** All correspondence will be as prompt as possible, courteous, and in plain English.

Exceptions – specific timeframes that are prescribed by legislation.



## **C CUSTOMER RIGHTS AND RESPONSIBILITIES**

### **C.1 Customer Rights**

- The right to be greeted politely;
- The right to be listened to carefully so that Council understand and respond to you appropriately;
- The right to privacy and confidentiality;
- The right to lodge a complaint; and
- The right to review and appeal.

### **C.2 Customer Responsibilities**

- To treat Council staff with courtesy - staff are entitled to a safe work space and abusive language and behaviour will not be tolerated;
- To respond to requests for information accurately, thoroughly and in a timely manner;
- To abide by legal requirements and other obligations that customers are to meet to be eligible for services sought;
- When responding to correspondence quote the file number on the letter; and
- Arrange an appointment for a complex enquiry or the need to see a specific Officer.

## **D REQUEST FOR SERVICE**

### **D.1 What is a service request?**

- Reports of damaged or faulty infrastructure;
- Reports about neighbours, noise, dogs, nuisances, unauthorised building work or similar issues that fall into the regulatory aspect of our services;
- A request for information or/and explanation of a policy or procedure;
- An appeal or request for internal or external review of a decision for which a structured process applies, other than that made as the result of a complaint;

A service request is an application to have Council or its representative take some form of action to provide or improve a Council service. Service requests may originate from residents, ratepayers or members of the public, elected members, contractors or staff.

Reports about noise, dogs, nuisances, unauthorised building work or similar issues that fall into the regulatory aspect of our services are all treated as requests. These requests are often serious matters and for these reasons regulatory requests may need to be in writing. This is because, for example, the request may result in enforcement proceedings or other legal proceedings being issued after an investigation is completed by the Council (as a regulatory authority).

There may be circumstances where it is necessary for a Customer to provide further information or documentation and to attend hearings to provide evidence arising from a request. Therefore, to investigate a request of a regulatory nature, and as part of due process, there may be a requirement for requests of a serious nature to be provided in writing.

## **E CUSTOMER FEEDBACK AND COMPLAINTS**

Feedback (compliments, complaints, and suggestions), assists Council in understanding the expectations of the community and this feedback enables council to continuously improve its processes and service standards.

### **E.1 What is a complaint?**

A complaint is an expression of dissatisfaction with a decision (outside of a structured process), level or quality of service, or behaviour of an employee or agent, which can be investigated and acted upon. A structured process is where legislation (Act, Regulation, Rule or By-law) specifically makes provision for an appeal, internal or external review of a decision.

## **F COMPLAINTS MANAGEMENT PROCESS**

The Manager of each Department of the Council is responsible for handling complaints relevant to that Department. While most situations can usually be resolved at an early stage, there are times when they require detailed investigation. If a complaint is of a serious nature, it will be referred to the department Director or General Manager.

A formal acknowledgement of a complaint can be expected as soon as practically possible and **within two (2) working days.**

There are times when it is not possible to meet this deadline, e.g. where a complaint is a complex one. In these cases, Council will endeavour to keep the customer informed of progress.

### **F.1 Lodging a complaint**

If there is no resolution after discussing the matter with the relevant Officer or Manager a complaint may be lodged in the following ways:

**Phone:** 6443 8333 (Wynyard) or 6439 7100 (Waratah)

**Email:** [council@warwyn.tas.gov.au](mailto:council@warwyn.tas.gov.au)

**Visit:** 21 Saunders Street, Wynyard or Smith Street, Waratah

**Mail:** PO Box 168 Wynyard, TAS 7325

**Click:** on Customer Request on our website [www.council@warwyn.com.au](http://www.council@warwyn.com.au)

To assist Council in dealing with complaints a customer should include the following information:

- Date, time and location of events;
- What happened;
- To whom the customer has spoken (names, position in the Council and dates);
- Copies or references to letters or documents relevant to the complaint; and
- State what is the ideal outcome to the complaint.

## **F.2 Internal review**

Experience has shown that most complaints will be satisfactorily resolved by the relevant Officer or Manager. However, a person who is not satisfied with the outcome may request a review of the complaint by the Council's General Manager. A request for a review of the complaint to the General Manager is to be in writing.

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

## **F.3 What if a customer is not happy with the resolution of a complaint?**

Council is confident that it can resolve most complaints received, however, it is understood that Council may not be able to satisfy every customer on every occasion.

Sometimes there are difficult and complex decisions involving many people and individual customers do not get the outcome they want.

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

- Available Administration Appeals Process;
- The *Judicial Review Act 2000*; or
- Contact external agencies which can review actions and decisions taken by the Council, these include:

The Ombudsman, who is an officer responsible to Parliament for investigating complaints made about administrative actions (or inactions) of Tasmanian Government Departments, most Statutory Authorities and Local Government.

The Ombudsman is located at:  
Level 6, 86 Collins Street, Hobart 7000;  
by mail: GPO Box 960, Hobart 7001;  
Telephone: 1800 001 170  
or by email [ombudsman@ombudsman.tas.gov.au](mailto:ombudsman@ombudsman.tas.gov.au).

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

## **G CONSIDERATION OF A COMPLAINT**

In considering a complaint the relevant Officer or Manager will:

- Examine and analyse the information already available and follow up points requiring clarification;
- Look at the Council Policies which might have a bearing on the complaint;
- If a complaint is found to be valid, consider any necessary action to be taken to correct the faults identified; and
- Consider a review of the Council's procedure to avoid recurrence of any similar complaint in the future if necessary.

## **H ABUSIVE CUSTOMERS**

Any interaction with members of the community where personal abuse or inappropriate language is used, the communication may be terminated immediately by the Officer. If face to face, the Officer should walk away. If on a telephone, the Officer will terminate the call. If in email, the address may be blocked.

There are occasions when:

- The customer's request cannot be resolved to their satisfaction; or
- Correspondence contains personal abuse or inappropriate language is used.

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

## **I VEXATIOUS COMPLAINTS**

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

## **J ANONOMOUS COMPLAINTS**

When anonymous complaints are received they will only be acted on where the matter is considered to be serious and there is sufficient information in the complaint to enable an investigation to be undertaken.

## **K PROTECTION OF CUSTOMER**

Council will ensure that the reporting of complaints will not result in a customer experiencing any form of victimisation or retribution because of the complaint.



## **L HOW YOU CAN CONTACT US**

You can contact Council to make an enquiry, request for service or a complaint:

- In person by visiting Council's Offices during the hours of 8:30am to 5:00pm Monday to Friday;
- By telephone on (03) 64 43 8333 during the hours of 8:30am to 5:00pm Monday to Friday;
- By Email to [council@warwyn.tas.gov.au](mailto:council@warwyn.tas.gov.au); and
- By Internet by visiting [www.warwyn.tas.gov.au](http://www.warwyn.tas.gov.au)

## **M PERSONAL INFORMATION PROTECTION**

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

## **N MEASURING PERFORMANCE**

The General Manager is to provide Council with a report at least once a year of the number and nature of complaints received in accordance with section 339F(5) of the *Local Government Act 1993*. In addition to this, a quarterly Customer Service Report will be provided to Councillors.

## **O AVAILABILITY**

This Customer Service Charter is available for public inspection at the Council office during normal business hours or on the Council's website in accordance with Section 339F(3) of the *Local Government Act 1993*.

## **P REVIEW**

This Customer Service Charter will be reviewed at least once every 2 years in accordance with Section 339F(4) of the *Local Government Act 1993*.

	<b>WARATAH-WYNYARD COUNCIL</b>  <b>WORK HEALTH AND SAFETY POLICY</b>
---	--

## 1.0 SCOPE

The policy applies to:

- (a) workers including employees, contractors or subcontractors, employees of a labour hire company, self-employed persons, outworkers, apprentices, trainees, volunteers, Councillors; and
- (b) other persons, including any person at the workplace who is not a worker including visitors and members of the public.

## 2.0 PURPOSE

To recognise the Council's commitment to its duty of care to provide a safe and healthy work environment.

## 3.0 POLICY STATEMENT

Council is committed to being proactive in providing a workplace in which risks to health and safety are managed so far as is reasonably practicable, by implementing appropriate standards and controls including training and education programs to protect the health and safety of its workers and other persons in the workplace. The Council will achieve this by adhering to the following:

- (a) Workers and other persons at the workplace are required to meet their duty of care obligations and are to be accountable for their own safety and the safety of others at the workplace;
- (b) Workers and other persons at the workplace are required to adhere to lawful and reasonable directions, policies and procedures regarding compliance with this Policy and health and safety generally;
- (c) Managers and supervisors are required to:
  - (i) Promote the Policy within their area of responsibility;
  - (ii) Take reasonable steps to ensure that any potential breaches of this policy are identified, taken seriously and acted upon appropriately; and
  - (iii) Where applicable, meet their due diligence obligations;
- (d) Suitable Work Health and Safety performance indicators are to be developed and monitored by Council management;
- (e) Provide workers and other persons in the workplace with the necessary information, training, supervision and/or resources to comply with the Policy;
- (f) Ensure that there is a collaborative and inclusive approach to workplace health and safety throughout the workplace by maintaining and sufficiently resourcing the Occupational Safety, Health & Wellbeing Committee (OSHWELL);
- (g) Ensure that successful rehabilitation and return to work of injured workers and other persons in the workplace is a priority; and
- (h) Persons covered under Section 1.1 must reasonably report breaches of infringing workplace behaviour.

### LEGISLATIVE REQUIREMENTS:

- *Work Health and Safety Act 2012 (TAS)*
- *Work Health and Safety Regulations 2012 (TAS)*

### RELATED DOCUMENTS:

- *Work Health and Safety Charter*

DOC NO: WHS.001	VERSION NO: 5	APPROVAL DATE: XX 2020
CONTROLLER: General Manager	APPROVED BY: Council	REVIEW DATE: XX 2022



**LANDSLIDE CONDITION REPORT  
PORT ROAD, BOAT HARBOUR**

Prepared for: **CSE Tasmania**

Date: 1 August 2018

Document Reference: TG18062/1 - 03report

**Tasman Geotechnics Pty Ltd** ABN 96 130 022 589  
Level 1, 10 Goodman Court  
PO Box 4026, Invermay TAS 7248  
M 0427 810 534 T 6332 3750  
E [wayne@tasmangeotechnics.com.au](mailto:wayne@tasmangeotechnics.com.au)

Landslide Condition, Port Road, Boat Harbour

---

## **Contents**

<b>1</b>	<b>INTRODUCTION</b>	<b>1</b>
<b>2</b>	<b>BACKGROUND INFORMATION</b>	<b>1</b>
2.1	Implications of Landslip A and B Areas	1
2.2	Regional Setting	2
2.3	Geology	2
2.4	Landslide Inventory	3
2.5	Landslide Susceptibility Mapping	3
2.6	Previous Reports	3
<b>3</b>	<b>FIELD INVESTIGATION</b>	<b>5</b>
3.1	Port Road	5
3.2	Adjacent Areas	6
<b>4</b>	<b>DISCUSSION</b>	<b>6</b>
4.1	Geological History	6
4.2	Landslide Morphology	7
4.3	Survey Data	8
4.4	Port Road	8
<b>5</b>	<b>RECOMMENDATIONS</b>	<b>9</b>
5.1	Hepples Road Complex	9
5.2	Port Road Complex	9
5.3	Town Complex	10
5.4	Further Investigations	10

**Important information about your report**



Landslide Condition, Port Road, Boat Harbour

---

### **Figures**

- Figure 1 MRT Geology Map Extract
- Figure 2 MRT Landslide Inventory Map Extract
- Figure 3 MRT Deep Seated Landslide Susceptibility Map
- Figure 4 MRT Shallow Slide and Debris Flow Landslide Susceptibility Map
- Figure 5 Port Road and Previous Borehole Locations
- Figure 6 Schematic Cross Sections of Landslides
- Figure 7 Total Movement of Survey Markers, Hepples Road
- Figure 8 Proposed Investigation Locations

### **Appendices**

- Appendix A Selected Site Photographs
- Appendix B Hepples Road Survey Data

Version	Date	Prepared by	Reviewed by	Distribution
Original	1 August 2018	Dr Alan Chester and Dr Wayne Griffioen	Dr Wayne Griffioen	Electronic

Landslide Condition, Port Road, Boat Harbour

---

## 1 INTRODUCTION

Tasman Geotechnics was commissioned by Chris Martin of CSE Tasmania to provide a summary report on landslide conditions along Port Road, Boat Harbour.

Port Road is currently the only access route to Boat Harbour. The road crosses a number of landslides and has been subject to road closures in the past due to landslides. The aim of the report is to summarise previous investigations, come to an understanding of the geology and provide a framework for future-proofing Port Road.

The aim of the investigation is to:

- ☐ Summarise current understanding of geology, geomorphology and geotechnical model along Port Road,
- ☐ Identify zones along the road where failure is likely,
- ☐ Scope an investigation or instrumentation plan to improve the geotechnical model of Port Road,
- ☐ Identify ways of reducing the risk of failure due to landslide activity,
- ☐ Identify maintenance issues which should be addressed

The distance along Port Road from Sisters Beach Road to the surf club is about 1.4km. For most of this distance, Port Road traverses the coastal escarpment, descending from 110m above sea level to about 5m above sea level.

For the purpose of this report, four main sections are identified for Port Road, with approximate chainages measured from the intersection with Sisters Beach Road:

- ☐ Upper portion: on the plateau, from CH 0m to about CH 250m
- ☐ Middle portion: predominantly on the Landslip A area from the crest of the plateau to about 263 Port Road, from CH 250m to CH1200m
- ☐ Lower A portion: on the toe of a large landslide between 263 Port Road and the surf club, from CH1200m to CH1400m
- ☐ Lower B portion: from the surf club to the end of Port Road, from CH1400m to CH1700m.

The landslides occur on the Middle portion and Lower A portion.

## 2 BACKGROUND INFORMATION

### 2.1 Implications of Landslip A and B Areas

Approximately 1km of Port Road is located on Landslip A or B Area. The landslip areas were declared by the *Mineral Resources Development Act 1995*.

It is our understanding that the provisions of the Building Act 2000 and Building Regulations 2014 remain applicable until the new Tasmanian Planning Scheme comes into effect.

For an A landslip area, the Tasmanian *Building Act 2000* states that

- (1) *A person must not erect, alter or add to a building in an A landslip area except in accordance with subsection (2)*
- (2) *The minister, on the recommendation of a general manager, may permit a person to –*
  - (a) *Erect, in an A landslip area–*
    - (i) *A shed; or*
    - (j) *An insubstantial building; or*

Landslide Condition, Port Road, Boat Harbour

---

- (b) Carry out building work, other than erections, in respect of a building in an A landslide area; or*
- (c) Erect a building within the boundaries of a wharf in an A landslide area.*

The Building Regulations stipulate that a person may only erect, alter or add to a building in a B landslide area if the total floor area will not exceed 200m<sup>2</sup> when the building work is completed.

In landslide areas, a person may only (Clause 13, Building Regulations 2014):

- a) Excavate or deposit, material in a landslide if the excavation or deposition is carried out in such a manner as to allow rainwater or seepage to drain from the site; or*
- b) Permanently excavate or deposit any material for, or in connection with, building work in a landslide area if –*
  - i. The excavation is not more than 600 millimeters in depth; and*
  - ii. The material, when deposited, is not more than one meter in height above ground level and is compacted and graded so as not to aggravate existing landslide conditions; or*
- c) Backfill a trench or hole in a landslide area if the trench or hole is backfilled with well compacted material which was previously removed from the trench or hole; or*
- d) Fell or remove trees or other vegetation for, or in connection with, building work on land in a landslide area if the person has obtained the written agreement of a permit authority; or*
- e) Use any earth-moving or vibrating compaction equipment for, or in connection with, building work on land in a landslide area if the person has obtained the written agreement of a permit authority.*

While construction or modifications of a road are not a 'building activity', it is likely that such construction will be assessed under the Building Regulations.

## **2.2 Regional Setting**

Boat Harbour is a seaside town built at the base of a steep coastal escarpment with a sheltered beach as the main attraction. Many of the houses were initially holiday shacks and still display their origins.

A prominent headland, Table Cape is situated to the east of the town and a rugged rocky coastline extends to the west. To the south a steep escarpment rises to a plateau approximately 120m above sea level.

## **2.3 Geology**

The Mineral Resources Tasmania (MRT) 1:25,000 Series Digital Geological map, Wynyard Sheet, shows two dominant geological units along the Port Road alignment:

- i) deeply weathered Tertiary basalt, and
- ii) Quaternary aged landslide deposits derived predominantly from weathered Tertiary rocks.

The deeply weathered basalt is mapped the Upper and Middle portions, while the landslide deposits are predominantly mapped on the Middle and Lower A portions. Outcrops of basalt occur at the shore line, and an outcrop of Proterozoic rock is mapped near the change from Upper to Middle portions.

The Lower B portion (ie north of the surf club) is located on Tertiary sediments and Proterozoic rocks, metamorphosed siliceous shelf sequences. The Proterozoic rocks are also mapped at Shelter Point and the coastline west of Boat Harbour.

An extract of the MRT geology map is presented on Figure 1.

Landslide Condition, Port Road, Boat Harbour

---

## 2.4 Landslide Inventory

In 2010, MRT published the *"Tasmanian Landslide Hazard Series"* maps which includes 6 maps for the Wynyard area. The Landslide Inventory map shows 7 landslides of different scale in the Boat Harbour township and another 5 along the Middle portion of Port Road. There have also been reports of damage to dwellings in the Boat Harbour township.

An active landslide complex is located near Hepples Road (for the purposes of this report this is referred to as the "Hepples Road Complex"). The Lower A portion of Port Road is located on a larger dormant complex and this is termed as the "Town Complex". The 5 landslides along Port Road are referred to as the "Port Road Complex". Two smaller, probably dormant, landslides are located on the escarpment and are referred to as "escarpment slides".

An extract of the MRT landslide inventory map together with the declared Landslip A and B areas is shown in Figure 2.

## 2.5 Landslide Susceptibility Mapping

For the basalt soils of the North-West coast of Tasmania, MRT have identified two scales of landslides:

- ☐ Deep-seated rotational landslides; and
- ☐ Shallow slides or debris flows.

Landslide susceptibility maps for both scales of land sliding have been developed by MRT, and extracts are presented in Figure 3 and 4.

Susceptibility zones for first time deep-seated failures were developed by MRT by statistical analysis of slope geometry and geological material of known landslides, and are mapped as possible source, regression and runout areas associated with potential landslide movement. For the Tertiary basalts, threshold values of source, regression and runout areas are 14°, 20° and 16° respectively.

For shallow slides and debris flows, the susceptibility for source area is also based on slope angle:

- ☐ High: greater than 20°
- ☐ Moderate: between 10° and 20°
- ☐ Low: between 6° and 10°
- ☐ Very Low: less than 6°

The Wynyard Deep-seated Landslide Susceptibility Map shows that the majority of the Middle Portion of Port Road is mapped as source areas, while the Lower A portion of Port Road is mapped as runout areas. Some areas near the surf club are also mapped as source areas for deep seated landslides. The Lower B portion (ie north of the surf club) shows no susceptibility for deep seated landslides.

The Wynyard Shallow Slide and Debris Flow Susceptibility Map shows that the Middle Portion of Port Road is mapped as Moderate to High susceptibility for shallow slides. The Upper and Lower A portions of Port Road are mostly mapped as Low susceptibility. The Lower B portion (ie north of the surf club) shows no susceptibility for shallow slides.

## 2.6 Previous Reports

Boat Harbour has had a history of landslides some of which have damaged buildings and others which have damaged roads and other infrastructure. A search of the MRT website identified 5 reports on landslides in the Boat Harbour Beach area. Three of these were considered relevant to the present investigation: Jennings (1965), Matthews (1972) and Matthews (1974).

In addition, we obtained copies of other investigations:

- ☐ A Coffey Geosciences report (dated 2001), commissioned by DPIPW and Waratah-Wynyard Council,



Landslide Condition, Port Road, Boat Harbour

---

- ☐ A BFP report (dated 2003) commissioned by Fairbrother for the caravan park at 263 Port Road,
- ☐ A Coffey Geotechnics report (dated 2007) for a development at 4 Moore Street,
- ☐ A Tasman Geotechnics report (dated 2013) for a failed section of Port Road near the Lookout car park, for Waratah-Wynyard council,
- ☐ A Geoton report (dated 2016) of a failed embankment on Port Road, near 1 Hepples Road, for Waratah-Wynyard council,
- ☐ A Tasman Geotechnics report (dated 2017) on the stability of the Hepples Road slide,
- ☐ A Tasman Geotechnics report (dated 2017) for a house at 13 Hepples Road, and
- ☐ A Tasman Geotechnics report (dated 2018) for a development at 263 Port Road.

The summaries of the various reports are as follows. Where boreholes were drilled as part of the investigation, they are shown in Figure 5.

Jennings (1965) identified the risks for Port Road crossing a landslide and recommended that an alternative route be found to access the town. He also stated the use of septic tanks and careless disposal of drainage water was aggravating an already dangerous situation in relation to landslides.

Matthews (1972) explained that the risk of landslides in Boat Harbour area were due to deeply weathered basalt forming clays which when saturated were liable to move. He mapped the Hepples Road Complex.

A comprehensive report on the landslide crossing Hepples Road by Matthews (1974) identifies some of the issues that characterize the area:

- ☐ Groundwater flow through the basalt talus appearing as springs above the basalt bedrock near the foreshore,
- ☐ Subsidence by 1m of a 128m long section of Port Road, and
- ☐ Identification of a landslide extending about 230m uphill from the beach, that was active in 1969.

Coffey Geosciences (2001) undertook an investigation for the Department of Primary Industries Water and Environment and Waratah-Wynyard Council to provide a landslide risk assessment for the town. In this report they defined geomorphological units and described the existing landslides. The mapping produced by Coffey Geosciences is very similar to the landslide maps produced by MRT. This report found that the risk of loss of life for landslides in this area was very low. They also stated that movement on the landslide crossing Port Road was "Almost Certain" which has proved to be true.

The BFP investigation comprised drilling of 8 boreholes using a 4WD mounted auger rig. One boreholes was drilled to auger refusal at 3.3m below ground level. The other boreholes were terminated at 2m or 2.8m below ground level (no refusal). The soils encountered were red/brown to dark grey clay. Groundwater inflow was observed at 2.6m below ground level in 2 boreholes, rising to about 2.1m below ground level after 2 hours. No groundwater inflow was observed in the other 6 boreholes.

The investigation by Coffey Geosciences at 4 Moore Street involved drilling 2 boreholes (CGBH1 and CGBH2) using a track mounted rig, capable of both hollow stem auger and diamond drilling. Both boreholes encountered slightly weathered to fresh quartzite rock: in CGBH1 at 1m below ground level, in CGBH2 at 5m below ground level.

A section of Port Road near the lookout carpark failed in 2013. The road had dropped about 0.1m across approximately three quarters of the road, for a distance of approximately 25m. Tasman Geotechnics carried out an inspection and noted that a permanent solution to landslide movement would be difficult to achieve due to the presence of the landslide. Reconstruction of the road was recommended, with modifications to the surface drainage (ie culverts and table drains). In reconstructing the road surface, it was recommended to incorporate a geogrid across

#### Landslide Condition, Port Road, Boat Harbour

---

the full width of the pavement to provide some lateral restraint to movement of the road formation.

Geoton carried out investigation to design the reconstruction of a section of Port Road uphill of 1 Hepples Road and a retaining wall at 1 Hepples Road. A section of Port Road had failed in July 2016, causing the south bound lane to be closed. Three boreholes were drilled to depths of 10m, 4m and 3.5m, respectively. No bedrock was encountered in the boreholes. Geoton recommended that the retaining wall be reconstructed with a verti-block retaining wall and reinforced soil backfill, while the fill embankment of Port Road be reconstructed with reinforced rock fill. It was recommended that the top layer of geofabric layer was extended across the full width of the road.

In 2016, Tasman Geotechnics carried out a geotechnical investigation for the Hepples Road landslide, at the request of Waratah-Wynyard Council, as a number of houses and the road were showing signs of distress. Survey data provided by Council showed that about 300mm of movement has occurred between 2009 and 2016. Two boreholes were drilled to 7m and 8m below road level, respectively, with a monitoring well installed in one of the boreholes. The subsurface conditions below the road were identified as about 6m of talus, overlying basalt bedrock. The basalt bedrock was also confirmed in a borehole drilled by Tasman Geotechnics at 13 Hepples Road in 2017.

In 2017 Tasman Geotechnics carried out a geotechnical investigation for a proposed subdivision at 251/263 Port Road. The investigation involved drilling 2 boreholes (BH1 and BH2), to 10m and 17.1m, on the uphill side of Port Road and on the downhill side of Port Road, respectively. Borehole BH1 encountered 7m of fill which is understood to be spoil from construction of the Bass Highway near Sisters Hills. Fractured basalt bedrock was encountered in BH1 from 8m depth. Borehole BH2 encountered 5m of fill which is understood to be building rubble when the Boat Harbour District school was demolished. Beach sand was encountered in BH2 from 5m to about 12m below ground level. Sand and basalt boulders were encountered in BH2 to 16m below ground level, overlying fractured basalt from 16m to 17.1m, which was assumed to be bedrock.

### 3 FIELD INVESTIGATION

As part of the current assessment, a Principal Geotechnical Engineer and Engineering Geologist from Tasman Geotechnics carried out a walkover of Port Road and surrounds on 17 May and 18 May 2018. The aim of the walkover was to look for features indicative of landslide effects on the road and to determine features surrounding the road which could lead to future problems.

Selected photographs are shown in Appendix A.

#### 3.1 Port Road

During our site walkover, we noted three sections of Port Road that have recently been reconstructed:

- ☐ From about CH 720m to 820m (in the vicinity of the lookout car park),
- ☐ From about CH 900m to 970m (immediately uphill of 1 Hepples Road), and
- ☐ From about CH 1000m to 1080m (immediately above the Hepples Road slide).

A culvert near CH 1075m diverts water under the road. The culvert appears to be blocked. This could be due to a break in the concrete pipe caused by soil movement.

At CH 1000m there is a drop in the road of approximately 0.1m (Photo 1). This drop occurs at the edge of the recent reconstruction. The guard posts at CH 980m are being pulled out of the ground (Photo 2).

At CH 700m a culvert diverts runoff under Port Road into an open drain. A private driveway, built on a fill embankment, joins Port Road on the north side of the road. The embankment forms a dam for surface water runoff flowing through the culvert. While there is a culvert through the embankment, surface water does not flow through the culvert but seeps into the soil.

Landslide Condition, Port Road, Boat Harbour

---

### 3.2 Adjacent Areas

The hillsides above Port Road were inspected to look for features indicative of landslide activity.

Numerous springs were observed on the hillside immediately uphill of CH 1000m. In addition, the ground was wet and boggy. A number of large boulders were also present (Photo 3) and it was apparent these had rolled to the current positions from higher upslope.

The headscarp of the Hepples Road Complex is located approximately 150m uphill and south west of CH 1000m. A rotated block is located below the exposed rock of the head scarp (Photo 4), trapping surface runoff. Water in the pond is likely to be seeping into the underlying talus material and surfacing downhill as springs.

A second rotated block below a head scarp was noted uphill of CH 680m. Surface water is also trapped behind this rotated block. An attempt has been made to drain this area by excavating a trench. However, the works have not been well thought out, as the trench concentrates water down a steep slope.

Trees growing on the head scarp uphill of CH 680m are straight (Photo 5).

A farm dam located uphill of CH 670m also poses a risk to Port Road. There is seepage through the face of the dam the soil on the steep slope below the dam is saturated. The spillway for this dam is not well defined. Currently, flow through the spillway is directed into the culvert at CH 700m.

Steep slopes above Port Road have been cleared of vegetation and are currently covered in pasture grasses. There is abundant evidence of soil creep in this zone (Photo 6) and cattle grazing in this zone exacerbate the problem.

## 4 DISCUSSION

### 4.1 Geological History

To understand why landslides are a particular problem in Boat Harbour it is necessary to understand the geological history. A brief summary of the geological history of Boat Harbour area follows.

The basement rocks, now quartzite, were deposited as sandy sediments on the floor of a shallow sea during Mesoproterozoic times. Ripple marks still evident in some beds can be used to determine depositional depths below wave base. Age determinations have been based on radiometric dating of detrital zircons. Later sedimentation included siltstone and dolomite sequences which can now be seen west of Boat Harbour.

Orogenic movements caused folding and faulting at intervals, early Neoproterozoic to Cryogenian and again Ediacaran to Cambrian. A major fault known as the Boat Harbour Fault, prominent between Boat Harbour and Sister's Beach, probably occurred during the Wickham Orogeny at approximately 760Ma.

Unconformities are present at a number of levels indicating periods of erosion.

Major folding occurred due to a terrane collision during the Cambrian. The terrane boundary is marked by the Arthur Lineament which runs from the north coast just east of Boat Harbour to Ahrberg Bay on the west coast. Rocks within the lineament are intensely folded and high pressure metamorphic affects are prominent.

Further deposition and erosion occurred after the Cambrian but the next major event of significance to landslide activity was the opening of Bass Strait. This subjected the underlying quartzite to further erosion and wave cut activity at times. The sea levels rose and fell so that wave cut platforms developed at a number of levels. Steep slopes formed on the tilted quartzite beds and sharp ridges formed due to the hard rock.

Volcanic activity occurred at approximately 13Ma (basalt date from Tollymore Road, just south of Boat Harbour) and Table Cape was a major volcanic centre which poured basalt lava across the pre-Tertiary landscape. Lava flowed towards and past Boat Harbour and flowed down over the

#### Landslide Condition, Port Road, Boat Harbour

---

steep faces of the underlying rock forming the basement of what is now an escarpment. A photograph of the underlying quartzite is shown on Photo 7.

In the time since the volcanic activity ceased the basalt has weathered into deep clays. The clay surrounding Boat Harbour is resting on steep flat surfaces (Photo 8) offering very little frictional resistance to sliding so that when the clay becomes saturated it generates landslides.

#### **4.2 Landslide Morphology**

A number of landslides have been mapped along Port Road as indicated in Section 2.4. The location of the landslide complexes and geological constraints are shown in Figure 5. Schematic cross sections through three of the landslides are presented in Figure 6. It should be noted that these sections are based on rock outcrop and limited borehole data.

##### Hepples Road Complex

This complex of active landslides is located near CH 1000m and exhibits slow creep. A number of houses have been affected by the creep, as well as Hepples Road. The house damage includes lateral movement and rotation of footings which in turn leads to gaps or jamming of windows and doors. Walls have buckled and retaining walls have started to lean and in some cases have broken. Hepples Road has developed tension cracks and small scarps.

The hill slope in the vicinity of this slide is continuous to basalt rock outcrop at beach level. It appears that groundwater flows through the clay overlying the bedrock, and forms springs at beach level immediately above the rock surface. The slide rests on a continuous slope that finishes on outcropping basalt rock near the shoreline. The base of the slide is not subject to wave activity.

A number of retaining walls and surface drains have been constructed in the area. It is not clear if these have been engineer designed or are essentially landscaping features.

The head scarp for this landslide is located about 150m uphill of Port Road. A backward rotated block has created an area of internal drainage which collects surface runoff from the plateau. Large basalt boulders are exposed in the head scarp, as well as on the slope above Port Road.

##### Town Complex

This is a large landslide complex with a bowl shaped head scarp, now somewhat eroded, on the escarpment above the houses. The landslide complex impacts Port Road from about CH 1200m to 1400m. An eroded rotated block occurs just below the head scarp and displaced material forms a slope with the toe west of Port Road. To the east of the toe is a relatively level former wave cut platform which probably extends back under the displaced material. A major part of the town is built over the displaced material from this landslide.

The northern side of this landslide complex is bounded by a quartzite ridge.

From observations made during previous investigations a quartzite ridge is inferred to occur on the southern side of the landslide complex. We inferred the presence of the ridge by following the strike of an outcrop of quartzite on the beach (see Photo 9).

This landslide has a classic head scarp, rotated block and debris flow profile and the toe is well defined. The toe rests on a flat wave cut platform of the underlying quartzite encountered in the 2007 Coffey Geotechnics investigation, which provides frictional resistance to the landslide debris. It would appear that very slow creep occurs at times in the displaced material but essentially the landslide complex is dormant.

##### Port Road Complex

This slide complex has a head scarp above Port Road, south east of the town, and impacts on Port Road from approximate CH 450m to 900m. The slope extends all the way to the shoreline where the base of the slide is lapped by waves at high tide. The base area of the slide is also wet and marshy above high tide level (see Photo 10) probably due to groundwater seeping through the clay and running over the basalt rock which outcrops at sea level near this site. This landslide is active and caused major disruptions to the town in the 1960's when landslide activity destroyed Port Road, the only access road into the town. The latest slide on the Port Road



#### Landslide Condition, Port Road, Boat Harbour

---

Complex occurred in July 2013 (Tasman Geotechnics, 2013). A retaining wall has subsequently been built on the top side of the road where the landslide crosses Port Road.

The eastern side of this landslide is bounded by a quartzite ridge which runs from below sea level and outcrops on the plateau above (Photo 11).

#### Escarpment Slides

These are shallow landslides mapped on the escarpment upslope of 263 Port Road. They probably occurred due to weathered basalt sliding down hill on the steep slope. It was not possible to confirm the presence of these slides, as the hillside was too overgrown with trees and shrubs. There is no recorded evidence of recent movement and no historical records of these slides moving so they are assumed to be dormant. The toe of one of these escarpment slides extends onto 263 Port Road, but the Escarpment slides do not impact on Port Road.

#### **4.3 Survey Data**

Survey data provided by Waratah-Wynyard Council is presented in Appendix B. The survey markers at Hepples Road have been surveyed on 3 occasions since being installed in 2004. Figure 7 shows the total horizontal movement of the survey points since 2004. The rate of movement between September 2016 and May 2018 at points E and D is about 50 to 65mm per year.

Additional survey monitoring points have been installed by PDA Surveyors along Port Road between CH 650m and 1050m.

In conversation with PDA Surveyors, we also discovered that a boundary survey mark near the headscarp of the Hepples Road Complex has moved about 300mm in a north north-easterly direction between 1950 and 2004.

#### **4.4 Port Road**

Three of the landslides described above impact on Port Road.

The following is a chronology of landslides impacting Port Road:

- ❑ 1969, a section of Port Road north of Hepples Road (CH 1050m) subsided and required reconstruction. Exact length of road impacted is not known, but estimated to be 60m,
- ❑ 1971, a 128m section of road subsided about 1m. Exact location is not known, but was probably from CH 700m to 800m (near the lookout carpark),
- ❑ 2013, a 30m section of road from about CH 700m to 730m subsided about 0.1m. This is within the area that was impacted in 1971,
- ❑ 2016, a 30m section of road from CH 900m to 950m subsided about 0.1m. This is uphill of 1 Hepples Road,
- ❑ 2017, a 60m section of road from CH 1000m to 1060m was re-sealed after experiencing subsidence, but continues to subside. This is immediately uphill of the part of Hepples Road that is experiencing movement, and probably the same area that subsided in 1969,

The reports which investigate these landslides all mention high rainfall in the period prior to the landslide activity. While there may be other events not included above, the above list shows 3 sections of Port Road have been affected by landslides over the past 50 years. Two of the sections correspond to known landslides:

- i) CH 700m to 800m, which is on the Port Road landslide complex, and
- ii) CH 1000m to 1060m which is on the Hepples Road slide.

For these sections of Port Road there have been 2 instances of subsidence: late 1960's and mid 2010's. No history of movement is known for the third section, uphill of 1 Hepples Road, prior to 2016.

The rate of movement at two of the survey markers at Hepples Road is currently about 50mm to 65mm per year. The existing buildings and roads will continue to experience damage due to these movements. It is highly likely that seepage into the talus material at the headscarp is

#### Landslide Condition, Port Road, Boat Harbour

---

activating the landslide. Arresting movement of the Hepples Road Complex is recommended to ensure the roads remain serviceable and houses remain habitable. Several options are discussed in Section 5. At least two boreholes are recommended to improve the geotechnical model of the Hepples Road Complex.

No information on rates of movement are known for the Town Complex or the Port Road Complex. The rate of movement of the Town Complex is probably slower than the Port Road Complex. Recently, additional survey marks have been placed along Port Road between CH 650m and 1050m. However, no data from these markers is available for this report. At this stage, only minor remedial works are recommended for these two slides as detailed in Section 5. Further investigation and monitoring at each of the landslides is recommended to improve the geotechnical models presented above.

## 5 RECOMMENDATIONS

### 5.1 Hepples Road Complex

Although not proven for Port Road, there is usually a strong correlation between rainfall and landslide events. Therefore, management of surface runoff, and to a lesser extent groundwater, is recommended to improve the stability of the road. However, once a landslide is moving, such as is the case for the Hepples Road Complex, lowering of the groundwater table may not be sufficient as some of the soil layers will have sheared and exhibit residual strength. In such cases, slope reinforcement may be required, such as by installing piles or soil nails.

The most urgent action is required for the Hepples Road Complex. Initially, we recommend excavating a trench through the rotated block at the head scarp, to prevent surface runoff ponding behind the rotated block. The water from behind the rotated block should be piped to existing stormwater system along Port Road. Alternatively, the water could be drained into tanks as an addition to the town water supply.

The culvert under Port Road at CH 1075m needs reconstruction as it appears to have broken, allowing water to seep into the talus material. We recommend that the culvert be repaired using flexible piping to allow for soil movement.

While stabilizing measures, such as piles or soil nails will also improve the stability of the slide, such measures are (very) expensive. Also, the depth at which movement occurs is not clearly understood: below Hepples Road, the surface of rupture is about 5 to 6m below the road. However, the depth to the surface of rupture below Port Road is not known.

Therefore, we recommend that survey monitoring continue on a 6-monthly basis after the head scarp area is drained to assess the impact of the drainage measures.

### 5.2 Port Road Complex

The Port Road Complex is currently less active than the Hepples Road Complex. Therefore, we recommend the following actions:

- ☐ Previous movement may have been caused by blocked culverts. Therefore, culverts need to be regularly checked and cleared (if blocked). Table drains should also be regularly cleared of debris, particularly leaf debris.
- ☐ Water collected in culverts should preferably be piped all the way to the beach.
- ☐ The ponds behind the rotated block uphill of CH 680m should be drained to reduce water seeping into the talus soil.
- ☐ Seepage through the farm dam uphill of CH 670m needs to be collected and discharged (preferably piped) to the road side table drain. The dam spillway should be improved, preferably by piping down the slope.
- ☐ Steep slopes above Port Road between CH 700m and 900m should be revegetated.

## Landslide Condition, Port Road, Boat Harbour

- ☐ Cattle should be excluded from steep slopes above Port Road between CH 700m and 900m.

**5.3 Town Complex**

The Town Complex is showing very little evidence of movement. No remediation measures are proposed for this landslide.

**5.4 Further Investigations**

Further investigation are proposed for each of the landslide complexes.

One of the ways to obtain information about the subsurface conditions is by borehole drilling. The aim of the boreholes is to provide further data on subsurface conditions and establish the likely depth to the surface of rupture at each of the borehole location.

The boreholes will be converted to groundwater monitoring wells or inclinometers. Weekly measurements of the water level in the monitoring wells will provide data on groundwater response to rainfall, while the inclinometer will provide data on the depth and direction of movement.

Table 1 summarises the number of boreholes and estimated cost of investigating each landslide complex. The borehole locations are shown in Figure 8. As many of the proposed boreholes are located in road reserve, traffic management will be required.

**Table 1. Summary of proposed investigation boreholes**

Landslide Complex	Boreholes	Groundwater monitoring wells	Inclinometer	Estimated Cost
Port Road	4	2	2	\$40K
Hepples Road	3	2	1	\$30K
Town	2	1	1	\$20K

The boreholes at Hepples Road Landslide will also assist with selecting an appropriate pile driving technique to install slope stabilizing piles.

In addition, geophysical investigations techniques can be used, such as seismic refraction, gravity or electrical conductivity, to develop longitudinal or transverse cross sections and tie the boreholes to a geological subsurface profile. No quotes have been obtained, but costs are likely to be \$20K to \$30K. Consideration could be given to making this part of an Honours or Masters project for a university student, which is likely to present a significant cost saving.



## **Important information about your report**

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

### **Project Scope**

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

### **Subsurface Conditions**

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

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

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

### **Advice and Recommendations**

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

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

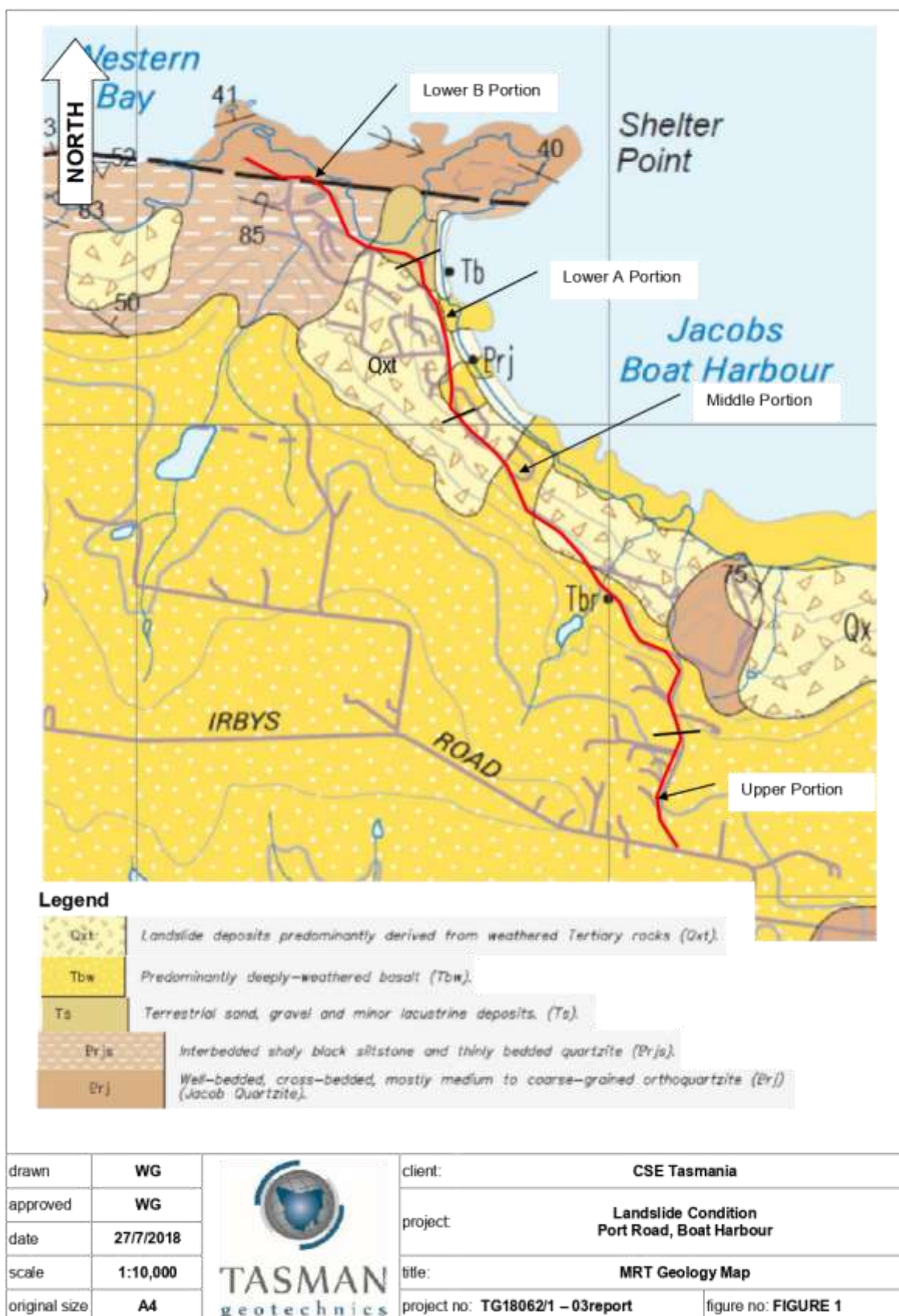
The report as a whole presents the findings of the site assessment, and the report should not be copied in part or altered in any way.

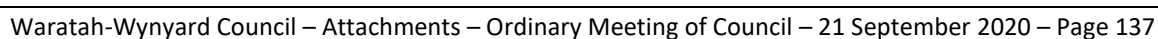
TASMAN GEOTECHNICS

Rev 02, July 2018

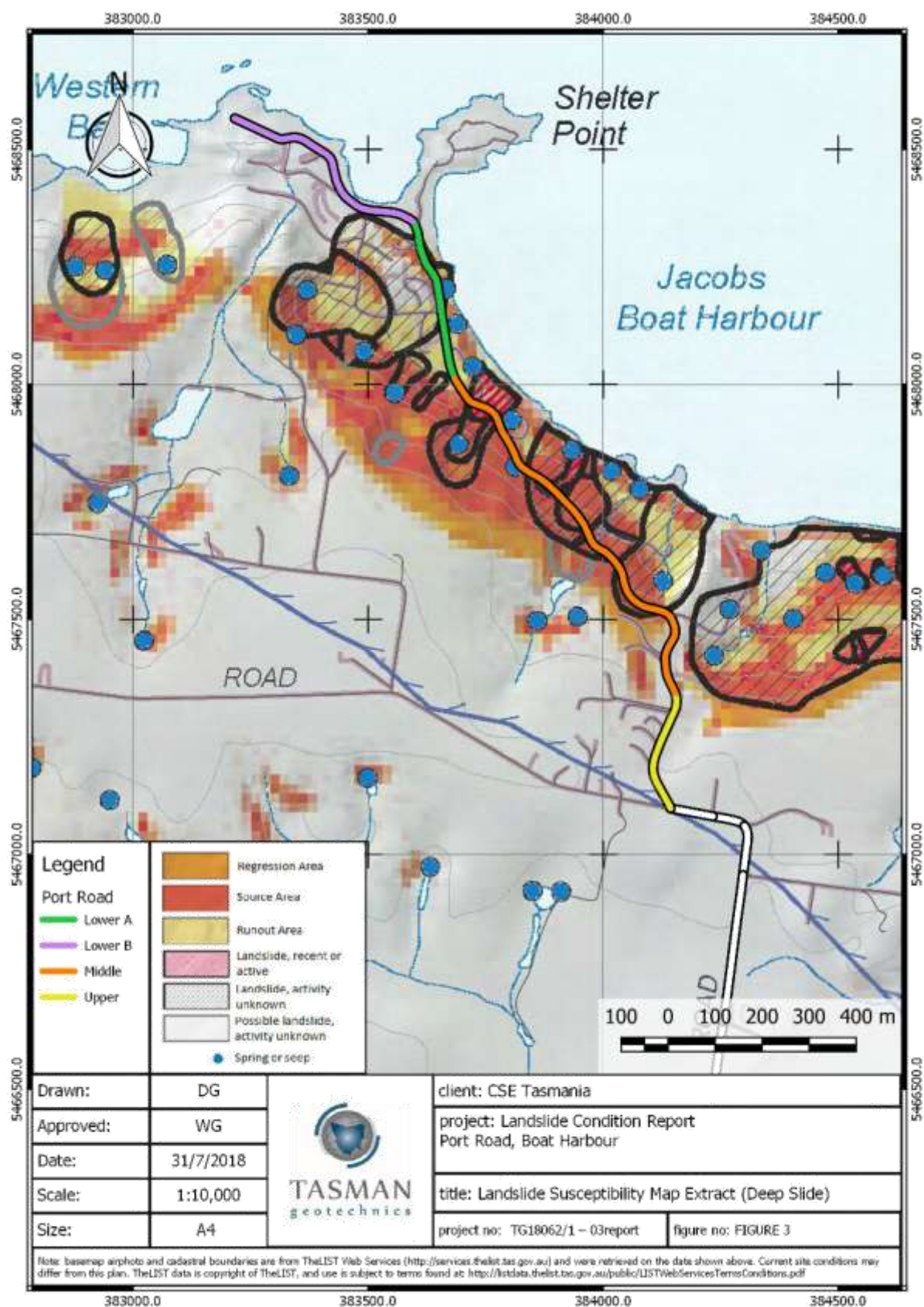


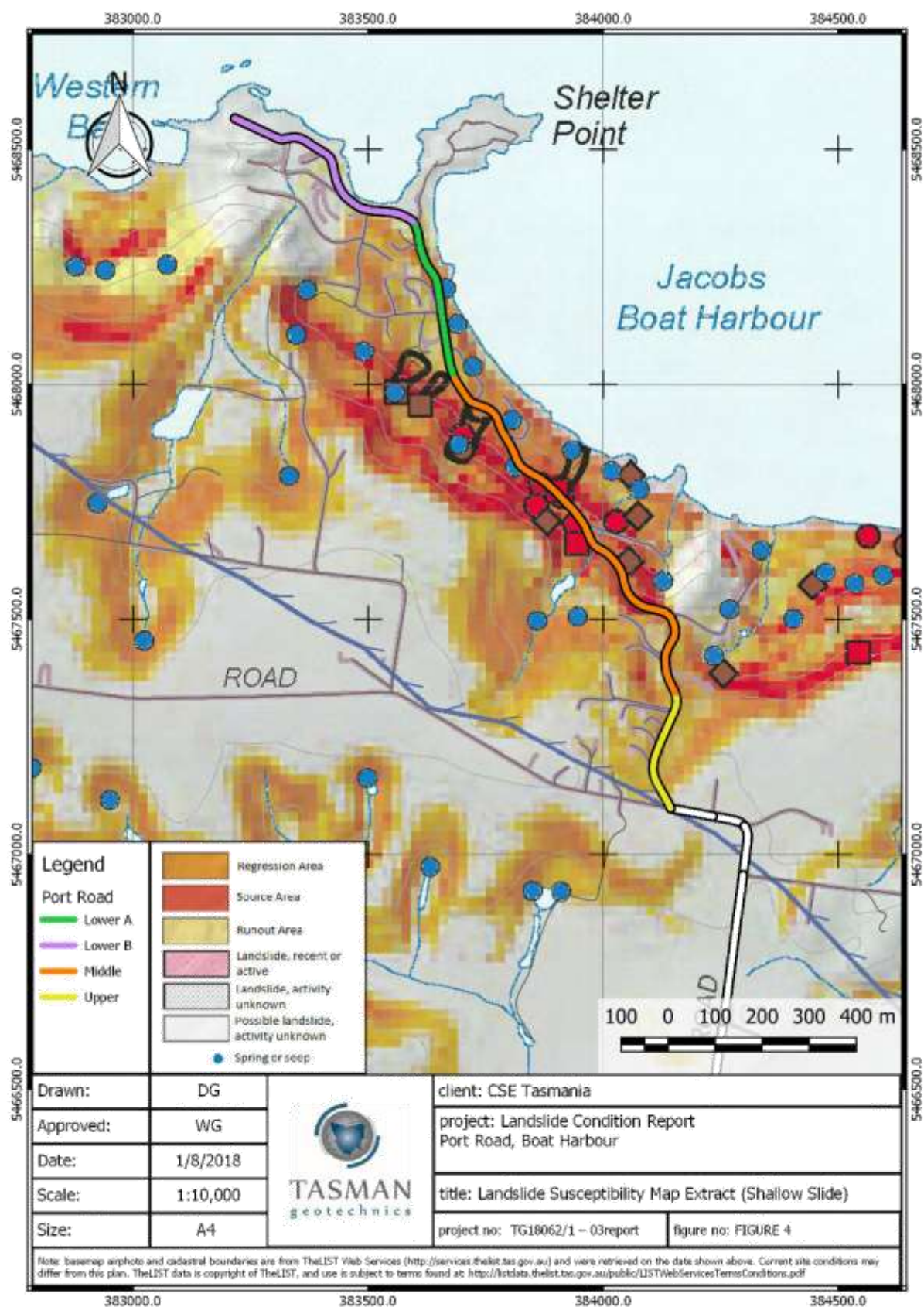








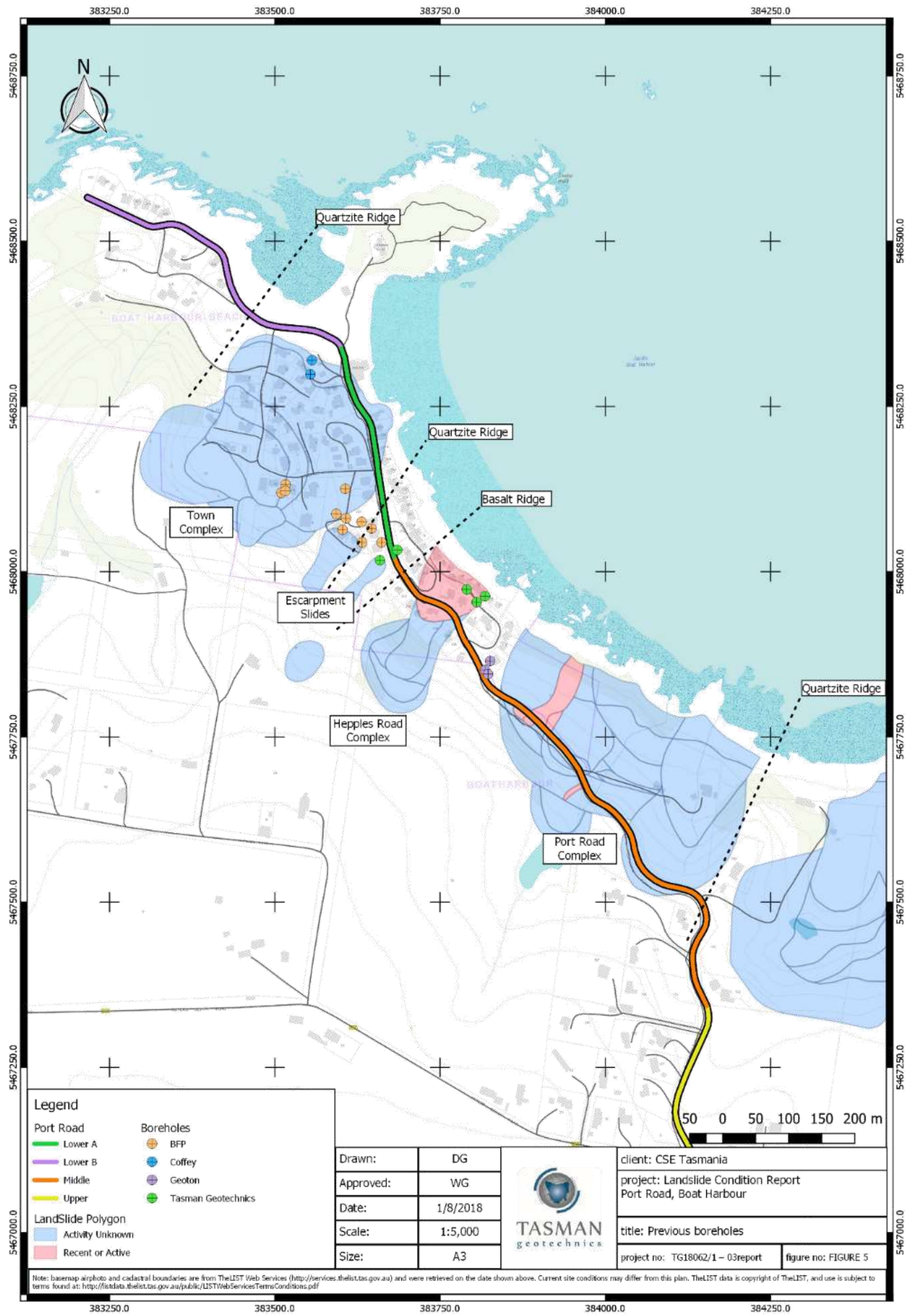






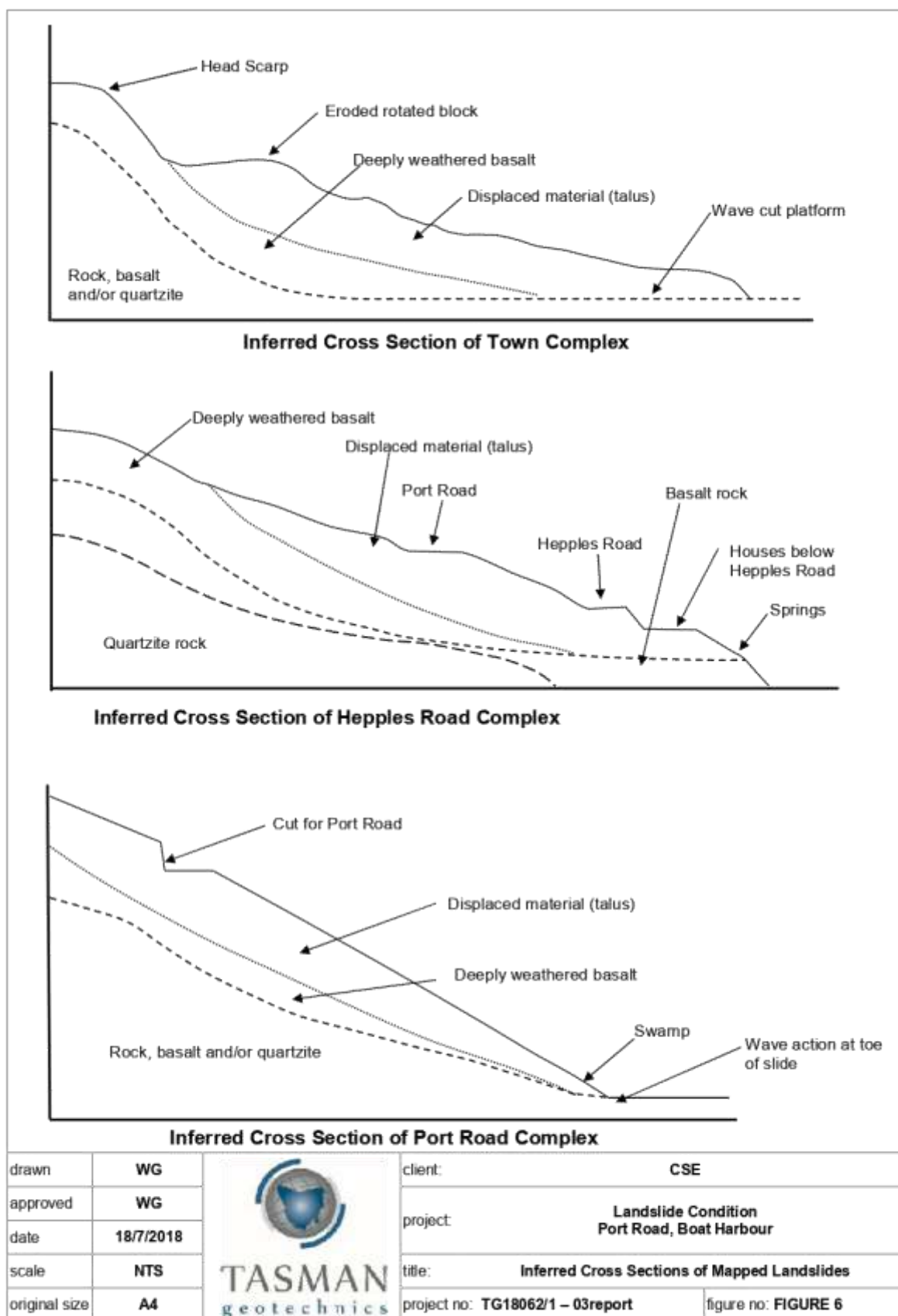
---

---

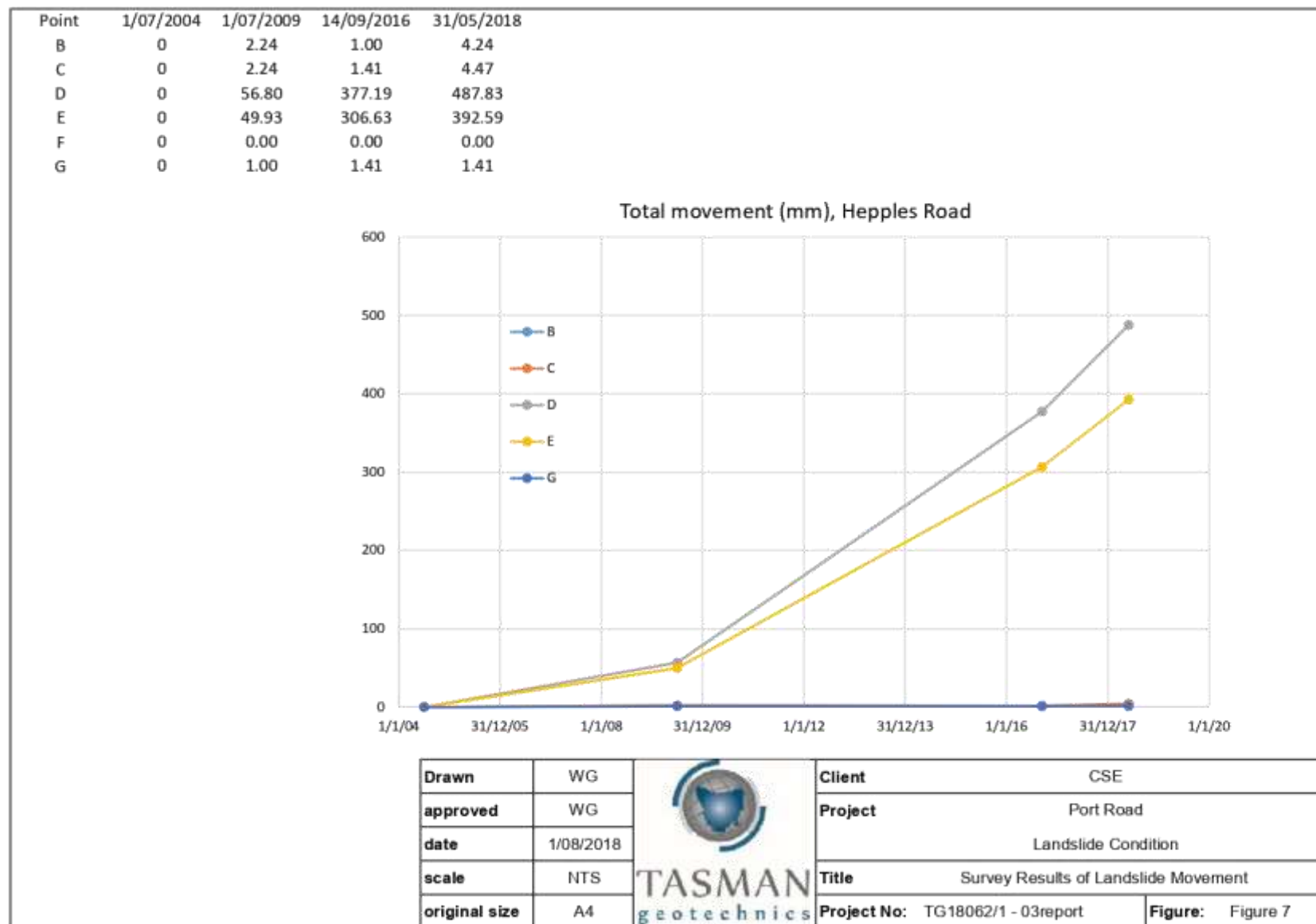


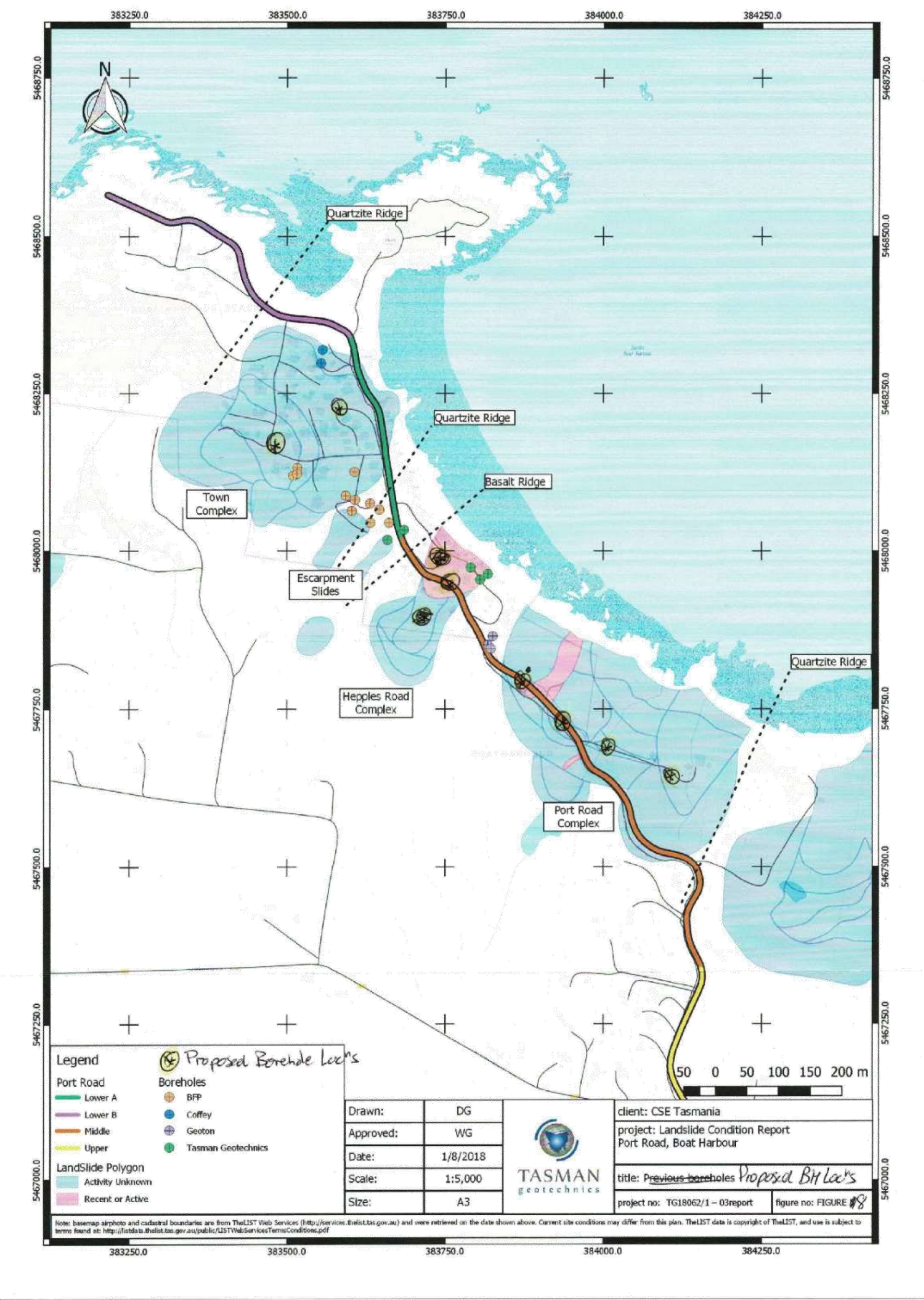
---

---









---

---

Landslide Condition, Port Road, Boat Harbour

---

## **Appendix A**

### **Selected Site Photographs**

Tasman Geotechnics  
Reference: TG18062/1 - 03report



Landslide Conditions, Port Road, Boat Harbour Beach

---



Photo 1. Looking south along Port Road at drop near CH 1000m



Photo 2. Guard posts along Port Road being pulled out of the ground.

Tasman Geotechnics  
Reference: TG16162/1 - 03report

Landslide Conditions, Port Road, Boat Harbour Beach

---



Photo 3. Basalt boulders at surface uphill of CH 1000m

Tasman Geotechnics  
Reference: TG16162/1 - 03report

Landslide Conditions, Port Road, Boat Harbour Beach

---

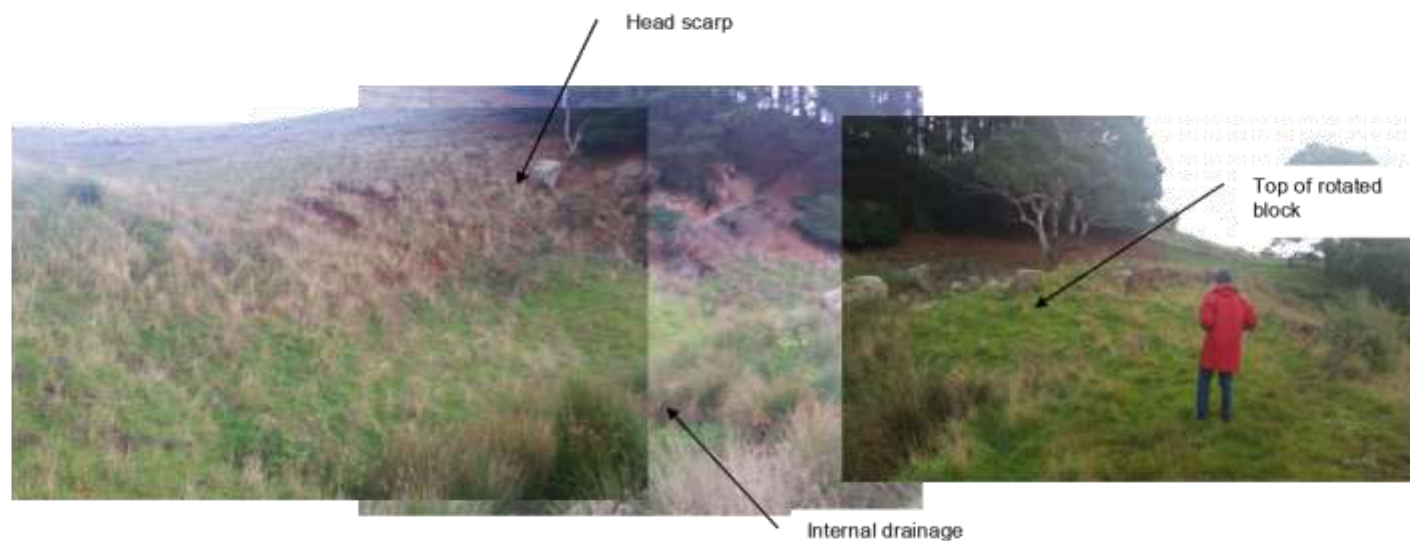


Photo 4. Head scarp of Hepples Road Complex (note large basalt boulders exposed in head scarp)

Tasman Geotechnics  
Reference: TG16162/1 - 03report

Landslide Conditions, Port Road, Boat Harbour Beach

---



Photo 5. View of trees growing on head scarp above Port Road at CH 680m



Photo 6. Evidence of creep on slopes above Port Road

Tasman Geotechnics

Reference: TG16162/1 - 03report



Landslide Conditions, Port Road, Boat Harbour Beach

---



Photo 7. Basement quartzite rock, west of Boat Harbour.



Photo 8. Steeply dipping quartzite faces, typical of quartzite underlying basalt.

Tasman Geotechnics

Reference: TG16162/1 - 03report

Landslide Conditions, Port Road, Boat Harbour Beach

---



Photo 9. Quartzite rock outcrop on beach.



Photo 10. Base of Port Road Slide Complex.

Tasman Geotechnics  
Reference: TG16162/1 - 03report

Landslide Conditions, Port Road, Boat Harbour Beach

---



Photo 11. Quartzite rock outcrop at sea level.

Tasman Geotechnics  
Reference: TG16162/1 - 03report

Landslide Condition, Port Road, Boat Harbour

---

## **Appendix B**

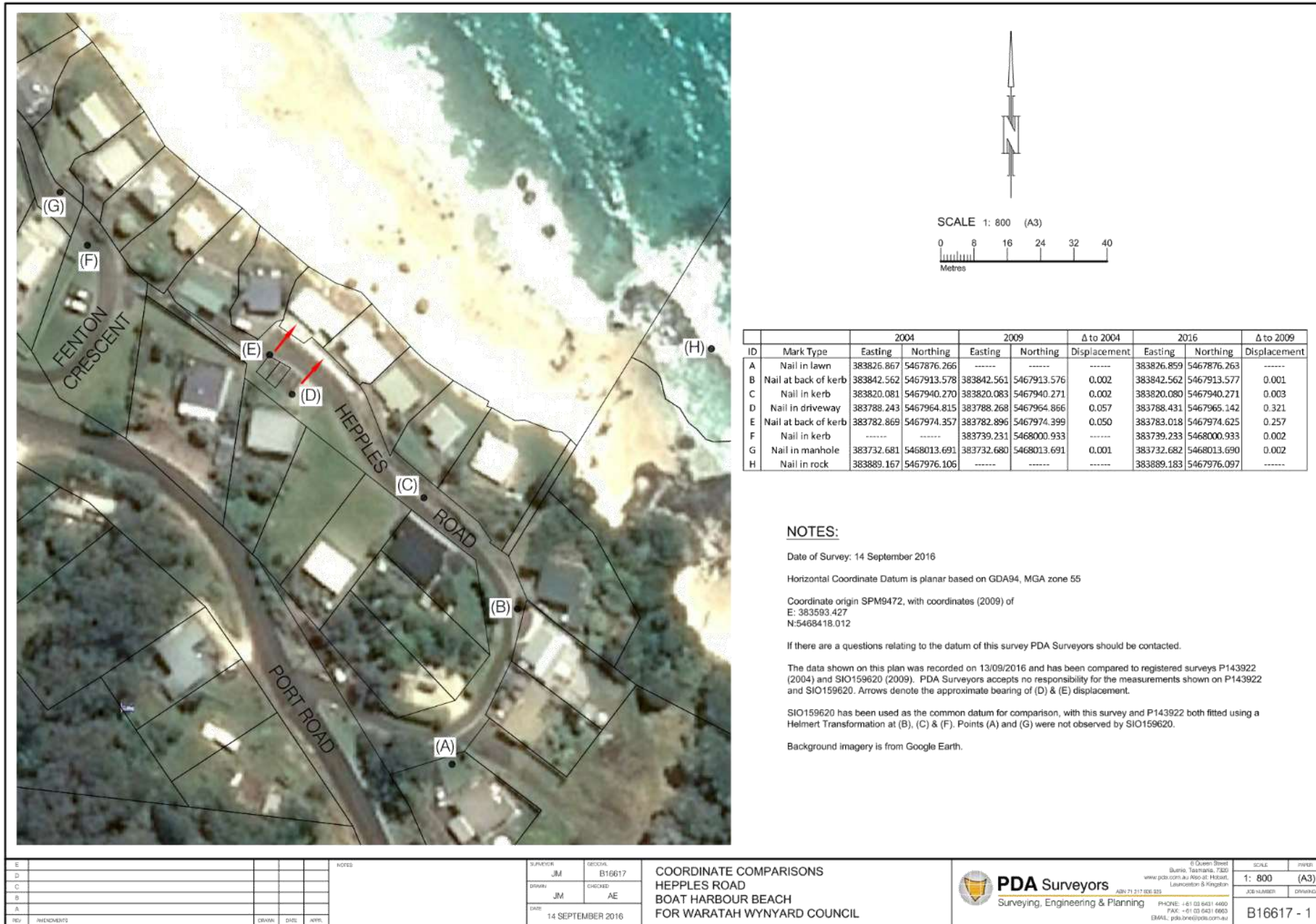
**Hepples Road Survey Data**

Tasman Geotechnics  
Reference: TG18062/1 - 03report

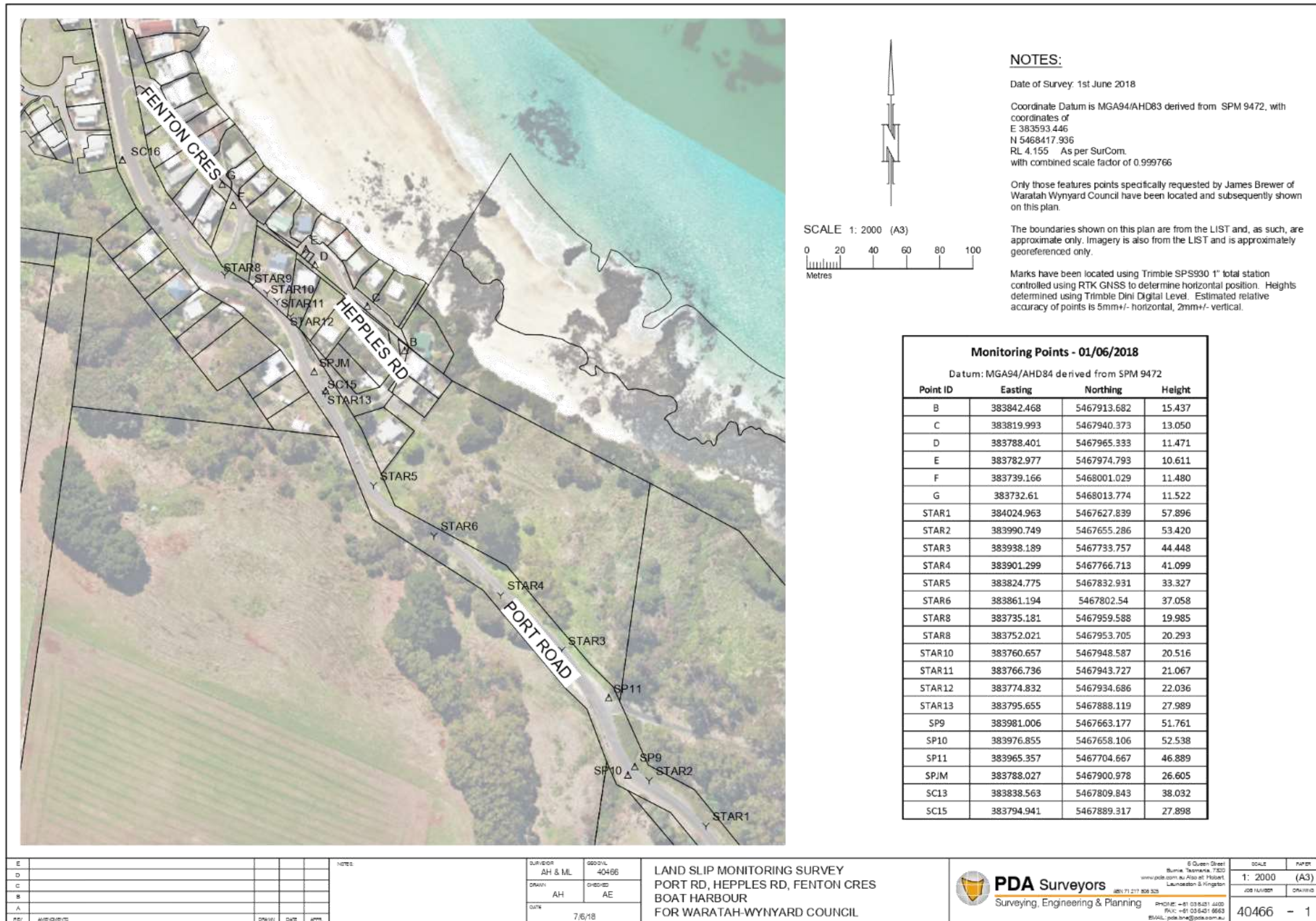


---

---









Advocate (Burnie, Tas. : 1890 - 1954), Tuesday 20 February 1945, page 2

### ENGAGEMENT

The engagement is announced of Avia, only daughter of Mr. and Mrs. C. Newitt, Whiteley Street, Queenstown, to Lionel (A.I.F.), only son of Mr. and Mrs. L. J. Wolfe, Conlan Street, Queenstown.

### BIRTHS

**BAKER.**—On February 16, at Spencer Maternity Hospital, Wynyard, to Thelma, wife of Cpl. S. J. Baker, a daughter (Jennifer Annette).

**BUGG.**—On February 8, at Spencer Maternity Hospital, Wynyard, to Mr. and Mrs. Cecil Bugg, a son (Hendell Dale).

**HALL** (nee Walker).—On February 16, at Spencer Maternity Hospital, Wynyard, to Mr. and Mrs. Kenneth Hall, Stanley, a daughter (Marlene Joan).

### DEATHS

**FORSTER.**—On Sunday, February 19, 1945, at the residence of his son, Mr. T. Forster, Railton Pit, Wynyard, Robert Michael, husband of the late Teresa Forster, of Wynyard, and loving father of Robert (Melbourne), Eileen (Mrs. J. M'Assey, Hamawin, Victoria), Thomas (Wynyard), Joseph and James (P.O.W.); aged 76 years. (Suddenly.) R.I.P.

**HILL.**—On February 19, 1945, at the Launceston General Hospital, Ella, beloved wife of Richard H. Hill, 4 Stewart st., Devonport, and loving mother of Walton, Leo, Leslie, Pen-treath and Mary. Private interment will take place at Devonport.—Hax-lock and Gillard, A.F.D.A., 57 Steel street, Devonport.

**JAKINS.**—On February 18, at 353 Auburn Road, Auburn South, Victoria, Charlotte Marianna, beloved wife of the late Dr. William V. Jakins; loved mother of Arthur (dec.), Fred, Billa (Mrs. E. A. Bell), Katie (Mrs. J. Carmichael, Oswald (dec.), Bert and Elsie.

**SMITH.**—On the 19th February, 1945, at the General Hospital, Launceston, Eric Raymond, dearly loved husband of Edna May Smith, loving father of Alister, and son of Mr. and Mrs. E. A. Smith, of Lileah, North-West Coast; aged 44 years.

### FUNERALS

**FORSTER.**—The funeral of the late Robert Michael Forster will leave St. Brigid's Church, Wynyard, TO-MOR-ROW (Wednesday, February 21), at 2.30 p.m., for the new public cemetery, Wynyard.—L. H. Porter, Undertaker, phone Wynyard 134.

**SMITH.**—The funeral of the late Mr. Eric Raymond Smith is appointed to leave the Seventh Day Adventist Church, Maitland street, Launceston, THIS DAY (Tuesday, February 20), at the conclusion of a service commencing in the church at 2.30 o'clock for interment in the Carr Villa cemetery. Friends are respectfully invited to attend.—Armitage and Armitage, A.F.D.A., 116 St. John street, Launceston.

### IN MEMORIAM

**ATKINS.**—In loving memory of our darling little son and brother, Geoffrey, who passed away February 20, 1944 (result of accident). Aged 7 years.  
Sad and sudden was the parting,  
Hard and cruel was the blow;  
How we miss our darling Geoffrey

Hard and cruel was the blow;  
How we miss our darling Geoffrey  
None on earth will ever know.  
—Inserted by his loving mother, father, and brother Peter, Railton.

**ATKINS.**—In loving memory of our dear little Geoffrey, who was taken from us February 20, 1944.

Who plucked this flower?  
"I," said the Master.

The gardener then was silent.  
—Inserted by his loving relations at Sheffield and Ken. (R.A.A.F. Overseas).

**BIRD.**—In loving memory of our dear mother, Eliza Bird, who passed away at Penguin, February 20, 1941.

Sadly missed.  
—Inserted by her loving daughters, Penguin and Campbell Town.

**O'NEILL.**—In loving memory of my dear husband and our dear father and grandfather, who passed away on February 20, 1943.

With tears we saw you sinking.  
We watched you fade away,  
And tended you with loving care,  
But could not make you stay.

We watched beside your bedside.  
As the lonely hours went past:  
Our hearts were crushed and broken  
When we saw you breathe your last.

—Inserted by his loving wife, daughters, Eileen and Eema, son-in-law, Jack (A.I.F.), and grandchildren, Elaine, Lois and Peter, Railton.

**O'NEILL.**—In fond and loving memory of my darling father, who passed away February 20, 1943.

Yes, darling Dad, your task is o'er,  
Your loving hands will toil no more.  
God took you when He thought it best,  
And entered you into eternal rest.

—Inserted by his loving daughter, Thelma, and grandchildren, Barry, Maureen and Faye Manson, Railton.

**O'NEILL.**—In loving memory of my darling father, who passed away on February 20, 1943.

His hair had gone all silver.  
His heart was made of gold,  
He was the dearest father

The world will ever hold.  
God saw when his footsteps faltered,  
When his heart grew faint and weak,  
So he folded His arms around him,  
And my dear father fell asleep.

—Inserted by his loving daughter, Lily, son-in-law, John, and grandchildren, Ellis, Noel, Lorraine and Kaye Allford.

**O'NEILL.**—In loving memory of Dad, who passed away on February 20, 1943.

God has you in His care;  
We have you in our hearts.

—Inserted by his loving daughter and son-in-law, Iris and Cliff, Smith.

**STAFFORD.**—In loving memory of our dear son and brother, Tom, who departed this life February 20, 1930. Six years to-day.

A precious one from us is gone,  
A voice we loved is still,  
A place is vacant in our home,  
Which never can be filled.  
We often sit and think of you,  
Of things you used to say and do,  
And wonder why you had to die,  
Without a chance to say good-bye.

—Inserted by his loving mother, father, brothers, sisters and brothers-in-law, Riana and Penguins.

### THANKS

**MR. J. FIDLER AND FAMILY**, of Railton, wish to thank all kind friends and relations for cards, telegrams, letters and floral tributes, and for ex-



Advocate (Burnie, Tas. : 1890 - 1954), Tuesday 20 February 1945, page 2 (2)

and relations for cards, telegrams,  
letters and floral tributes, and for ex-  
pressions of sympathy in their re-  
cent and bereavement. Will all  
please accept this as a personal ex-  
pression of thanks.

Advocate (Burnie, Tas. : 1890 - 1954), Saturday 3 March 1945, page 2

### MR. R. M. FORSTER

The death of Mr. Robert Michael Forster, which occurred at the residence of his son, Mr. Thomas Forster, "Riverdale," Ballast Pit, near Wynyard, removed a well-known and respected resident. He was the second son of the late Mr. and Mrs. Henry Forster, of Bendigo, where he was born 70 years ago. He spent many years at Queenstown where he arrived in the late 90's and was closely associated with the Mt. Lyell Company. At Queenstown he married Miss Teresa Bradley, of Warrnambool (Vic.) who predeceased him 26 years ago. He later took up orcharding in the northern irrigation district for some years. He returned to Tasmania about 12 years ago and carried on farming on the property now occupied by his son, Thomas, where he remained until his death. He spent some of his early life as a miner in West Australia and on railway work in New Zealand and Tasmania. He assisted with the building of the Stanley break-water. He took a keen interest in politics and was a keen supporter of the A.L.P. He is survived by a family of four sons — Robert (Melbourne), Thomas (Wynyard), Joseph and James (P.O.W.) — one daughter Eileen (Mrs. J. McAsey, Vic.). The funeral took place at Wynyard on Wednesday. Services at St. Brigid's Church and the graveside were conducted by Rev. Father Murphy. Chief mourners were: Mr. and Mrs. Thomas Forster other members of the family being unable to attend. The carriers were Messrs. H. Lockhart, R. Jones, M. Viney and F. Page.

The Advocate, Saturday, March 25, 1978

# CLASSIFIED ADVERTISEMENTS

## Announcements

**LETT** — Mr. and Mrs. J. Lett, together with their family, are pleased to announce the birth of a son, James, on March 24, 1978. Mr. Lett is a member of the Wesleyan Church, and Mrs. Lett is a member of the Wesleyan Church. James is the first child of the couple.

**Mr and Mrs R. Lett**, together with their family, are pleased to announce the birth of a son, James, on March 24, 1978. Mr. Lett is a member of the Wesleyan Church, and Mrs. Lett is a member of the Wesleyan Church. James is the first child of the couple.

**Mr and Mrs M. Lett**, together with their family, are pleased to announce the birth of a son, James, on March 24, 1978. Mr. Lett is a member of the Wesleyan Church, and Mrs. Lett is a member of the Wesleyan Church. James is the first child of the couple.

## Deaths

**FORSTER, Bertha Adeline** — On March 24, 1978, B.D.N.W.G.H., beloved wife of Thomas Michael Forster, of 100 Fosters Road, Wynyard, passed away at the Wynyard Hospital. She was 81 years of age. Burial in the Wesleyan Cemetery, Wynyard. Friends are invited to attend the funeral on Wednesday, March 29, 1978, at 11 a.m. from the Wesleyan Church, Wynyard. J. A. Dunn, A.F.D.A., 205 Brisbane St., Ph. 31 7488.

**FORSTER, Bertha Adeline** — On March 24, 1978, B.D.N.W.G.H., beloved wife of Thomas Michael Forster, of 100 Fosters Road, Wynyard, passed away at the Wynyard Hospital. She was 81 years of age. Burial in the Wesleyan Cemetery, Wynyard. Friends are invited to attend the funeral on Wednesday, March 29, 1978, at 11 a.m. from the Wesleyan Church, Wynyard. J. A. Dunn, A.F.D.A., 205 Brisbane St., Ph. 31 7488.

## Deaths

**VERHOVEN BASTIAAN** — Passed away at the General Hospital, March 25, 1978. He was 81 years of age. Burial in the Wesleyan Cemetery, Wynyard. Friends are invited to attend the funeral on Wednesday, March 29, 1978, at 11 a.m. from the Wesleyan Church, Wynyard. J. A. Dunn, A.F.D.A., 205 Brisbane St., Ph. 31 7488.

## Funerals

**BELCHAMBERS** — The funeral of the late Mr. Lindsay Keith Belchambers is appointed to leave the Wesleyan Church, 199 Brisbane St., on Wednesday afternoon at 2 p.m. for Carr Villa Crematorium. Friends are invited to attend. J. A. Dunn, A.F.D.A., 205 Brisbane St., Ph. 31 7488.

## In Memoriam

**BLIGH** — Hazel Marie, passed away March 25, 1978. Her life is a wonderful memory. Her parting a silent grief. She sleeps in God's garden. In sunshine and peace. Always remembered never to be forgotten. — Doreen Lyster and son-in-law Glen.

**CARPENTER, Ralph James**, passed away March 25, 1978. Always remembered. — Year loving son Lyndon, daughter-in-law Debbie, grandchildren Lyndon Junior and Megan.

**COLE, Edward** — In loving memory of a dear husband, Ted and father, called away on 24.3.80. Memories of you will always be with us.

## In Memoriam

**SIMPSON, Cyril**, Patrick, cherished memories of our dearly loved father, father-in-law and grandfather, passed away 25.3.78. Loved and remembered always. — Robert, Eileen and Lindsay.

**SIMPSON, Cyril** — In memory of a good friend and neighbour. — M. Thomas and family.

**STEWART, Len** — In loving memory of our brother and uncle passed away on March 24, 1978. Remembered today and always. — Hilma, Frank, Beverly, Ken and family.

**SULLIVAN, Vera**, in memory of a dear mother and grandma, passed away March 25, 1978. Memories are the treasure of the heart.

## For Sale

**AAA — Monaster sal**  
Furniture Centre  
Hurry now and save  
Lounge suites, dining  
kitchens

**AAA — Monaster sal**  
Furniture Centre  
Hurry now and save  
Lounge suites, dining  
kitchens

ADVOCATE

27-7-1982

**Deaths**

**BAUCHOP, Alan** — At the T.M.H. Longford, on July 27, 1982 the beloved husband of Dorothy, of 22 George St. Perth, and devoted father of Jeannette (Mrs Connell); son of the late John and Jane Bauchop, late of Hacky Cape; brother of Barnett (Albury). — William (Townsville). Elizabeth (Mrs W. Brakay, Wynyard) and Helen (dec.). In his 79th year.

**BILLETT, Eric Alfred** — On July 27 at N.W.G.H. Burnie. Loved husband of Jean Doris Billett and loved brother-in-law of Joan and Monty Burnaby, Sally (Mrs Tooley), David and Glad Wilson, Mary Crocher (dec), Jim and Gail Wilson and Peter and Nancy Wilson.

**BILLETT, Eric Alfred** — On 27 July, at N.W.G.H. Burnie. Loved husband of Jean Doris Billett and loved father of Christine (Mrs Kim Walsh) and Vivienne (Mrs Colin Kingston). Loved mate of Kim and Colin and Poppy of Roderick, Anthony, Shelley and Shann. Aged 76 years. Private cremation. No flowers or condolences by request.

**M. M. VINCENT & SONS**  
PTY. LTD. BURNIE  
Phone 21 8111

**BILLETT, Eric Alfred** — On July 27, at N.W.G.H. Burnie. Loved son of the late George and Annie Billett and loved brother of Winnie (Mrs Lyon and Nancye (Mrs Rockhill).

**CHURCHER, Jeannie Louisa** — On July 26, 1982 at the L.G.H. Devoted and dearly loved sister of Constance (Mrs E. C. Miller, Congrove Park). Youngest daughter of the late George and Edith Churcher. Loved sister of Ernest, Muriel, Cliff, Eric, Edgar and Jack (all dec). Peace, perfect peace.

**FORSTER** — On July 26 at the U.D.H. Thomas. Michael Forster. Loved son of the late Robert and Theresa Forster. Loved brother of Rob (dec), Eileen (Mrs McAulay, dec), Joe (New Zealand), Jim (dec) (late A.F.J.).





Total Bridge Management



ABN 18 166 274 675

Ph: (03) 6426 2720

Fax: (03) 6426 2310

Email: [enquiries@ausspan.com.au](mailto:enquiries@ausspan.com.au)

PO Box 225, Latrobe, TAS, 7307

27-28 Faulkner Drive, Latrobe, TAS, 7307

<http://www.ausspan.com.au/>

Corey Gould  
Manager Engineering Services  
Waratah-Wynyard Council  
PO Box 168  
Wynyard TAS 7325

21/07/2020

## Hepples Road Staircase Boat Harbour – Condition Assessment

Dear Corey,

In relation to your email dated 21-07-2020 raising concerns from your elected members on the Hepples Road Staircase at Boat Harbour still being in a serviceable condition & does not necessarily require replacement we provide the following details in relation to this structure's current condition.

This staircase now being 30 years old constructed of CCA treated pine in 1990 is now showing signs of nearing the end of its residual life based on the now soft/ spongy stair treads which from our experience is expected in CCA treated pine between 25 to 30 years of age. Please also note that the timber joist in the bottom landing is now also showing signs of failure providing us information from our Level 2 Inspections that some of the other timber components in this structure are also nearing the end of their residual life as well.

Please note that the staircase is currently in a serviceable condition & recommended in our last BMS Report dated 09<sup>th</sup> December 2019 for a full Renewal in Financial Year 2022/23. The residual life could be extended on this structure with yearly maintenance particularly in the form of replacement of the timber treads when required, but this could become a considerable maintenance cost over the next few years for Council.

AusSpan would like to advise Council that the decision to bring this Renewal forward to the current Financial Year is a proactive decision as the deterioration rates in timber components of this age particularly the treads could show a rapid increase over a short period of time.

Yours faithfully,

Peter Belbin  
Asset Manager

PLEASE QUOTE

Your Ref:

Our Ref: 15/6/5; 962968

Enquiries SK:KK

80 Wilson Street, Burnie Tasmania  
PO Box 973, Burnie TAS 7320

ABN: 29 846 979 690

Phone: (03) 6430 5700

Email: [burnie@burnie.net](mailto:burnie@burnie.net)

Web: [www.burnie.net](http://www.burnie.net)

We value your feedback on our service.  
Tell us about it at [www.burnie.net/feedback](http://www.burnie.net/feedback)



25 August 2020

Mayor Robbie Walsh  
Waratah Wynyard Council  
PO Box 168  
WYNYARD TAS 7325



Dear Mayor Walsh *Robbie*

**COMBINED SERVICES**

I refer to a Motion on Notice submitted by Councillor Ken Dorsey at the Burnie City Council Meeting held on 21 July 2020 and attached a copy of the minutes from that motion.

Further to our meeting on 14 August 2020 to discuss this matter, I confirm it was agreed that any prospective opportunities for combined services would be presented by Councillors for consideration by both Waratah Wynyard Council and Burnie City Council.

Council thanks you for your consideration of this matter.

Yours faithfully

Cr Steve Kons  
**MAYOR**

Enc AO161-20 Council Meeting Minute – 21 July 2020

OPEN SESSION

MINUTES - ORDINARY MEETING OF COUNCIL  
TUESDAY, 21 JULY 2020

### MOTIONS ON NOTICE

#### AO161-20 MOTION ON NOTICE - COMBINED SERVICES

FILE NO: 15/5/2; 961871

PREVIOUS MIN:

Councillor Ken Dorsey has given notice that he would move the following motion at this meeting:-

*"THAT the Mayor work directly with the W/W Mayor to establish an inter-council committee with W/W and Burnie City Councillors to develop a plan to combine services prior to the next election."*

#### COUNCILLOR'S COMMENTS

We have been working on the concept of shared services for more than 20 years in an attempt to avoid the dreaded (?) concept of amalgamations. I believe it is time to change the language from shared to **"combined services"**. **Combining** indicates that all assets and personnel have equal ownership between Councils. **Combining** means no-one is worse off, no one loses their job, elected representatives are not singularly focused on smaller areas and can see the opportunities for growth, cost savings and greater asset utilization.

**Combining** could be considered an arranged "marriage" of convenience between Councils in close proximity with an antenuptial agreement. An arranged marriage with rules and conditions that ensures the needs of each partner is met. An agreement that municipal rates will not increase due to the marriage, that we make decisions that benefit each municipality equally with assurances to rate payers that no-one is left behind and no-one will be worse off.

**Combining** indicates that we are working together on projects that benefit both municipalities for example:

1. Combined rates income allowing for projects to scale for the Wynyard and Burnie municipalities
2. Indoor sports centre – Wynyard, Somerset and Burnie's courts have almost outlived their useful life – build a major facility that meets the needs of everyone whilst retaining the existing courts for practice.
3. Art Gallery and Museum – a gallery and museum that is truly supported by all residents along the coast
4. Consolidation of sporting grounds with better scheduling
5. Parks and associated equipment – instead of competing for superiority – we combine our efforts for the benefit of the populace

Burnie and Wynyard are 20 minutes apart – this is not a prohibitory distance to travel for anyone.



OPEN SESSION

MINUTES - ORDINARY MEETING OF COUNCIL  
TUESDAY, 21 JULY 2020

Introducing a concept that allows all Councils to retain Council representation, staff and equipment provides the impetus for change. It allows Councils to **combine** services allowing for a longer-term reduction in the overall cost of operations. No-one loses their job; however, in the longer term positions will become redundant, allowing for greater cost savings. Instead for the concept of sharing a GM – we have one that presides over **combined** meetings.

The benefits are obvious – reduced cost, better utilization of assets, greater utilization of staff, cross pollination to understand the issues of each municipality, greater flexibility, removal of fear factor and basic good governance. **Combining** Councils is not amalgamation, it is a marriage of convenience.

Information from [https://en.wikipedia.org/wiki/Local\\_government\\_areas\\_of\\_Tasmania](https://en.wikipedia.org/wiki/Local_government_areas_of_Tasmania) Local Government Areas of Tasmania

LGA	Principle Town	Region	Date Established	Population
Break O'Day	St Helens	North-east	1993	6,232
Brighton	Brighton	Hobart	1863	17,294
Burnie	Burnie	North-west and west	1908	19,348
Central Coast	Ulverstone	North-west and west	1993	21,904
Central Highlands	Hamilton	Central	1993	2,144
Circular Head	Smithton	North-west and west	1907	8,066
Clarence	Rosny Park	Hobart	1860	56,945
Derwent Valley	New Norfolk	South-east	1994	10,290
Devonport	Devonport	North-west and west	1907	25,415
Dorset	Scottsdale	North-east	1993	6,652
Flinders	Whitemark	North-east	1907	987
George Town	George Town	Launceston	1907	6,931
Glamorgan-Spring Bay	Triabunna	South-east	1993	4,528
Glenorchy	Glenorchy	Hobart	1864	47,636
Hobart	Hobart	Hobart	1852	53,684
Huon Valley	Huonville	South-east	1993	17,219
Kentish	Sheffield	North-west and west	1907	6,324
King Island	Currie	North-west and west	1907	1,601
Kingborough	Kingston	Hobart	1907	37,743
Latrobe	Latrobe	North-west and west	1907	11,329
Launceston	Launceston	Launceston	1852	67,449
Meander Valley	Westbury	Launceston	1993	19,713
Northern Midlands	Longford	Central	1993	13,300
Sorell	Sorell	South-east	1862	15,218
Southern Midlands	Oatlands	Central	1993	6,118
Tasman	Nubeena	South-east	1907	2,404



## OPEN SESSION

MINUTES - ORDINARY MEETING OF COUNCIL  
TUESDAY, 21 JULY 2020

Waratah-Wynyard	Wynyard	North-west and west	1993	13,800
West Coast	Zeehan	North-west and west	1993	4,167
West Tamar	Beaconsfield	Launceston	1993	<u>23,769</u>
<b>Total</b>				<b>528,210</b>

Brighton	Brighton	Hobart	1863	17,294
Burnie	Burnie	North-west and west	1908	19,348
Central Coast	Ulverstone	North-west and west	1993	21,904
Clarence	Rosny Park	Hobart	1860	56,945
Devonport	Devonport	North-west and west	1907	25,415
Glenorchy	Glenorchy	Hobart	1864	47,636
Hobart	Hobart	Hobart	1852	53,684
Kingborough	Kingston	Hobart	1907	37,743
Launceston	Launceston	Launceston	1852	67,449
West Tamar	Beaconsfield	Launceston	1993	<u>23,769</u>
<b>Total</b>				<b>371,187</b>

10 Councils represent 70% of the state's population or one council for every 37,181 persons and 1 Councilor for every 4131 persons; therefore, the other 19 Councils represent 156,393 people or 1 Council for every 8231 people and approximately 1 Councilor for every 914 people.

With modern technology, quality roads and vehicles – distances are minimized. When taking into consideration that 19 Councils represent 29% of the state's population and that each Council has work crews, equipment, managers and officers to manage each municipality the following assumptions can be made:

1. We are over governed and represented
2. We are wasteful with staff completing task that larger businesses would do centrally
3. We pass on the cost to our ratepayers (someone has to pay)
4. We are disjointed and parochial (in that our attention is rightly focused on our specific citizenry)
5. We created and pay for regional and state bodies to avoid scrutiny and making hard decisions.
  - a. We now paying regional bodies to establish boards to determine what is best for the "region" rather than the elected representatives.
6. We are protective of our municipal areas and citizenry, it is by definition our job.
7. We want what is best for our rate payers and seek assistance from the state and federal government competing with our neighbors for limited funding
8. The idea that what is good for Latrobe is good for Burnie is erroneous.

**Combining** allows us to work together for the area that is important to us (the Murchison area or more succinctly W/W and Burnie).

OPEN SESSION

MINUTES - ORDINARY MEETING OF COUNCIL  
TUESDAY, 21 JULY 2020

#### GENERAL MANAGER'S COMMENTS

The Burnie City Council entered into a Memorandum of Understanding (MoU) with Waratah-Wynyard Council and Circular Head Council for a Shared Services approach for the period 1 July 2018 to 30 June 2019.

The MoU has not been formally extended, however the initiatives and projects identified have progressed beyond 30 June 2019.

The general managers and senior managers participated in a workshop on 4 March 2020 to explore options and agree on a long-term strategic direction for shared services across Burnie City, Circular Head and Waratah Wynyard Councils.

Due to COVID-19 there has been no further activity associated with preparing a position to be presented to the three Councils. This work needs to be recommenced over the coming months.

Despite this delay, Burnie City and Waratah-Wynyard councils have been working together on a project to implement electronic timesheets on the Civica platform and there have been discussions on a GIS project.

If Council were to progress with this "combined services" project it should consider whether it is an extension to the ongoing shared services arrangements being progressed with Waratah-Wynyard and Circular Head; or abandoning the shared services project and focussing on a strategic discussion with Waratah-Wynyard Council only.

It is unfortunate that this matter has been raised prior to the two Mayors having the opportunity to have a discussion and canvass the views of the respective elected bodies.

It is unclear what is envisaged by the term "combined services" and history in Tasmania shows that any discussions with neighbouring councils is very challenging if there is any suggestion it appears to be amalgamation.

While Cr Dorsey is not directly suggesting amalgamation it is natural by using the term "marriage" to lead a reasonable person to such a conclusion. It is my view that the voluntary amalgamation policy that is in place in Tasmania at present will not deliver sustainable and meaningful reform as it only allows willing partners to explore what's best for their municipalities areas, ignoring the broader benefits of sectoral reform.

The success of any strategic discussion will require the support of the Mayors and elected members, as any attempt for shared services, combined service or amalgamation will require willing parties from the start to finish.

Some twenty years ago Burnie City and Waratah-Wynyard were willing partners and fully investigated a voluntary amalgamation, only for it to fall over at the final hurdle as one party decided it was no longer in the best interest of their community.

OPEN SESSION

MINUTES - ORDINARY MEETING OF COUNCIL  
TUESDAY, 21 JULY 2020

If successful, this motion will allow Mayor Kons to invite Mayor Walsh to a meeting to canvass the establishment of a committee between the two parties. It would be my suggestion that the respective General Managers be included in this meeting.

COUNCIL RESOLUTION

Resolution number: MO189-20

**MOVED:** Cr K Dorsey

**SECONDED:** Cr G Simpson

*"THAT the Mayor work directly with the W/W Mayor to establish an inter-council committee with W/W and Burnie City Councillors to develop a plan to combine services prior to the next election."*

**For:** Cr S Kons, Cr K Dorsey, Cr C Lynch, Cr T Bulle, Cr D Pease.

**Against:** Cr A Boyd, Cr T Brumby, Cr A Keygan, Cr G Simpson.

**CARRIED**



---

**MINUTES  
AUDIT PANEL MEETING  
25 AUGUST 2020**

---

**CONFIRMED FOR RELEASE BY CHAIR ON 4 SEPTEMBER 2020**



## **TABLE OF CONTENTS**

<b>1.0</b>	<b>ATTENDANCE AND APOLOGIES .....</b>	<b>3</b>
1.1	MEMBERS.....	3
1.2	STAFF .....	3
1.3	COUNCILLORS.....	3
1.4	INVITED GUESTS .....	3
<b>2.0</b>	<b>DECLARATION OF INTERESTS .....</b>	<b>3</b>
<b>3.0</b>	<b>AUDIT PANEL MEMBERSHIP.....</b>	<b>3</b>
<b>4.0</b>	<b>MINUTES OF MEETING HELD ON 9 JUNE 2020.....</b>	<b>3</b>
<b>5.0</b>	<b>BUSINESS ARISING FROM MEETING HELD ON 10 MARCH 2020.....</b>	<b>4</b>
<b>6.0</b>	<b>GENERAL MANAGER'S CERTIFICATION .....</b>	<b>5</b>
<b>7.0</b>	<b>STANDING AGENDA ITEMS.....</b>	<b>6</b>
7.1	COMMUNICATIONS FROM COUNCIL .....	6
7.2	FINANCIAL MANAGEMENT .....	6
7.3	GENERAL MANAGER'S REPORTS PROVIDED TO COUNCIL .....	6
7.4	MINUTES OF SAFETY COMMITTEE (OSHWELL).....	6
7.5	MINUTES OF RISK MANAGEMENT COMMITTEE.....	6
<b>8.0</b>	<b>TASMANIAN AUDIT OFFICE – MEMORANDUM OF FINDINGS .....</b>	<b>7</b>
<b>9.0</b>	<b>MAJOR INITIATIVES – UPDATE .....</b>	<b>7</b>
9.1	CORPORATE SYSTEM DEVELOPMENT UPDATES.....	7
9.1.1	ONLINE TIMESHEETS.....	7
9.1.2	CUSTOMER REQUEST SYSTEM .....	7
9.1.3	GIS MODERNISATION.....	7
9.2	OTHER MAJOR INITIATIVES .....	8
<b>10.0</b>	<b>SCHEDULE OF POLICIES AND PROCEDURES .....</b>	<b>8</b>
<b>11.0</b>	<b>MAJOR WORK PLAN FOR VISIT – FINANCIAL GOVERNANCE / LEGISLATIVE COMPLIANCE &amp; ETHICS / AUDIT PANEL ANNUAL REPORT TO COUNCIL .....</b>	<b>8</b>
<b>12.0</b>	<b>RECOMMENDATIONS OF PANEL .....</b>	<b>9</b>
<b>13.0</b>	<b>GENERAL BUSINESS .....</b>	<b>10</b>
13.1	COVID 19 – REPORTS TO COUNCIL.....	10
<b>14.0</b>	<b>MAJOR WORKPLAN FOR NEXT MEETING .....</b>	<b>10</b>
<b>15.0</b>	<b>NEXT MEETING.....</b>	<b>11</b>
<b>16.0</b>	<b>MEETING CLOSURE .....</b>	<b>11</b>

**UNCONFIRMED MINUTES OF THE WARATAH-WYNYARD COUNCIL AUDIT PANEL COMMITTEE HELD AT THE COUNCIL CHAMBERS, 21 SAUNDERS STREET, WYNYARD ON TUESDAY 25 AUGUST 2020 COMMENCING AT 10:00am.**

**1.0 ATTENDANCE AND APOLOGIES**

**1.1 MEMBERS**

John Howard, Lisa Dixon and Stephen Allen

**1.2 STAFF**

Shane Crawford, Stephen Imms, Adrian Swinoga and Roseanne Titcombe

**1.3 COUNCILLORS**

Mayor Robby Walsh

**1.4 INVITED GUESTS**

Nil

**APOLOGIES**

Stephen Morrison (TAO)

Samantha Searle

**2.0 DECLARATION OF INTERESTS**

DECLARATION OF INTERESTS REGISTER WARATAH-WYNYARD COUNCIL AUDIT PANEL COMMITTEE			
Date of Decl.	Member	Company	Position /Role
23/8/16	John Howard	Dulverton Regional Waste Management Authority	Director
5/9/17	John Howard	Food & Garden Organics Kerbside Collection Service (FOGO)	Director
5/9/17	Lisa Dixon	2Build Pty Ltd	Family Business
6/3/18	John Howard	Reginald John Howard	Consultant to Tasmanian Audit Office
5/11/19 – 25/08/20	Steve Allen	Cradle Coast Authority – Claire Smith – Internal Audit Proposal	Consultant

**3.0 AUDIT PANEL MEMBERSHIP**

The Audit Panel noted the re-appointment of Mrs Lisa Dixon to the panel for a further three year period.

**4.0 MINUTES OF MEETING HELD ON 9 JUNE 2020**

The unconfirmed Minutes of the Audit Panel Meeting held on 9 June 2020 were released by the Chair on 12 June 2020 and were presented to Council at its meeting held on the 22 June 2020.

The Audit Panel endorsed the Minutes of the Meeting held on 22 June 2020 as a true and correct record.

**5.0 BUSINESS ARISING FROM MEETING HELD ON 10 MARCH 2020**

Item No	Matter	Response
94 – 4.0	Financial Management Strategy - Asset Consumption Ratio graph – review figures and graphs	<p>The Panel at the last meeting queried whether or not the asset consumption ratios in the Financial Management Strategy were correct given the % is much lower than the benchmark set by the Tasmanian Audit Office. The calculations and disclosures have since been checked and verified to be correct. Baseline data used for the long term financial plan modelling used the 30 June 2019 actual. It is noted that the Tasmanian Audit Office benchmark is between 40% and 80%. Council consumption ratio is at the lower end of this band which is consistent with data on the current life and condition of assets.</p> <p>The ratio for Councils assets overall as at 30 June 2019 was 38%. It should be noted that the modelling does include the gross value of land which is not depreciated. If Council elected to adjust for assets that are not depreciable, the ratio would be 42% which is still in the lower end of the benchmark. Completed.</p>
95 – 4.0	Urban Stormwater Asset Management Plan Service Level Document - The Panel noted that the intervention level was identified but how this will be addressed was not.	The Council advised that it is recognised that this represents the next level of improvement for our service level documents during the next iteration of these documents.
96 – 4.0	Transport Asset Management Plan and Service Level document – Follow up missing graph, figure 5 in Plan.	Provided to Audit Panel on 3 August 2020. Completed.
97 – 4.0	Transport Asset Management Plan and Service Level document – intervention level identified but how will be addressed not. Suggest including estimated timeframes. For example, if an inspection identifies a safety concern, it will be made safe and repair work prioritised in the current maintenance schedule.	It's recognised that this represents the next level of improvement for our service level documents during the next iteration of these documents.
98 – 4.0	C/fwd (92/7.2) Somerset CBD and Wynyard Boardwalk - Summary of project including actual spend compared with budget to be provided to Panel.	Council provided a report in relation to the Somerset CBD dated 4 February 2019 from the Consulting Engineer – Capital Investment Projects and a report in relation to the Wynyard Boardwalk. Completed.
99 – 4.0	Updated and reviewed Risk Registers to next Audit Panel meeting.	<p>The General Manager advised that these had been redone and will still need more work to refine. The risk ratings were in the register and another element has been added for controls and .</p> <p><i>Action: To be tabled at next meeting.</i></p>

Item No	Matter	Response
100 – 4.0	C/fwd (36/3.0) Planning Delegations – Review on hold.	<p>The General Manager advised that this item has been placed on hold due to other priorities within the Department. Currently drafting scoping document to have the work undertaken by an external provider. External party to do review of planning delegations, planning services and processes.</p> <p><i>Action: Carry Forward to next meeting.</i></p>
101 – 5.0	C/fwd (61/6.3) Workforce Development Plan to be provided to Panel when complete.	<p>The General Manager advised that there has been no progress on the Workforce Development Plan. Council are participating in the Cradle Coast Authority's Workforce Analysis Program, exploring longer term workforce development planning opportunities and relationships with the Local Government Australian School-based Apprenticeship (ASbA) Program. Preliminary findings were tabled at a recent Representatives meeting to formulate regional workforce development plan.</p> <p>John Howard provided an extract from the New South Wales Integrated Planning and Reporting Manual on workforce development plans to the General Manager.</p> <p><i>Action: Carry Forward to next meeting.</i></p>
102 – 5.0	Table Findings from Procurement Audit from Cradle Coast Authority on August Agenda.	<p>This report was provided as an appendix to the General Manager's Risk Certificate. Completed.</p>
103 – 5.0	C/fwd (76/80) Register of grants included in draft budget. Compliance register to be developed and tabled at the audit panel meeting following reporting to Council (quarter 1 statistics).	<p>The Director Organisational Performance advised that the register has been created and that officers are currently working through each grant and assessing obligations. The department is currently aiming to commencing quarterly reporting to Council from October.</p> <p><i>Action: The Panel to be provided with a copy of the Quarterly Report to Council.</i></p>

## 6.0 GENERAL MANAGER'S CERTIFICATION

The General Manager's Risk Certificate was noted, and items discussed included the following:

- Illegal Works.
- Conflicts of Interest.
- HR matter now resolved.
- Planning Appeal – agreed by negotiation.
- Wilkinson Street road closure – delayed in Magistrates Court – due to be heard in September 2020.
- Large and unusual transactions.



- Internal Procurement Audit – Cradle Coast Authority – not worked through management team as yet or broadly distributed throughout organisation. Developed an online system for online training module for procurement. Policy to go back to Council with a couple of changes and have LGAT present to management group and vendor panel. Highlighted lack of documentation and consistency. Deviations to be discussed and followed up with Auditor. Continue to provide updates and provide at next meeting.
- Shared services through Cradle Coast Authority.
- Fuel Tax Review.
- ICT and Communications Services – network services and hosting of support for financial system.

*Action 104: Update on Internal Procurement Audit to be provided to next meeting.*

## **7.0 STANDING AGENDA ITEMS**

### **7.1 COMMUNICATIONS FROM COUNCIL**

Nil.

### **7.2 FINANCIAL MANAGEMENT**

The Financial Report provided to Council at its meeting held on 17 August 2020 was noted and discussed as follows:

- Taswater dividends discussed including the likelihood dividends will not be received for 20/21
- Discount for paying of rates extended to 31 October. Rates notices distributed a week earlier than anticipated.

### **7.3 GENERAL MANAGER'S REPORTS PROVIDED TO COUNCIL**

The General Manager's Reports to Council for June, July and August were noted.

It was noted that a budget amendment process for carried forwards has occurred and all necessary procedures were followed.

### **7.4 MINUTES OF SAFETY COMMITTEE (OSHWELL)**

The Minutes of the Safety Committee (OSHWELL) meeting held on 15 July 2020 were. The panel were advised that the new WHS Officer was working through all processes.

### **7.5 MINUTES OF RISK MANAGEMENT COMMITTEE**

There have been no further meetings of the Risk Management Committee since the 4<sup>th</sup> February 2020.

The General Manager advised that Risk Management Officer has left employment and risk has been moved to the corporate area and tasks still to be assigned.

## **8.0 TASMANIAN AUDIT OFFICE – MEMORANDUM OF FINDINGS**

The Manager Financial Services reported that a couple of items are still being worked through as follows:

Ballast Pit rehabilitation –in progress and currently working through on how long restoration will take and costs. Should be completed within next month.

Building valuations to be undertaken in 20/21 financial year

Schedule to revalue all asset classes.

*Action 105: The Audit Panel requested the Manager Financial Services provide a report on outstanding actions from the Tasmanian Audit Office each meeting.*

## **9.0 MAJOR INITIATIVES – UPDATE**

### **9.1 CORPORATE SYSTEM DEVELOPMENT UPDATES**

#### **9.1.1 Online Timesheets**

The payroll functions of Council is very manual. Operational efficiencies are being sought through the implementation of online timesheets and a self-service kiosk (accessible through PCs, tablets and smartphones). This project has commenced and is being undertaken in conjunction with Burnie City Council and is planned to conclude by 31 March 2021.

The Panel noted the information provided.

#### **9.1.2 Customer Request System**

This project is currently in the planning stage. Currently Council use Conquest for its customer request management which has limited licensing and use across the organisation. All entries are predominantly made through a single point of entry. A web-based customer request system is being sought to de-centralised the entry of requests. Corporately there is a strong desire to:

- capture, measure and report on all customer requests to increase transparency and visibility in responsiveness. The existing system is limited to some operational areas (depot requests).
- Improve the customer experience and manage expectations effectively.

The Panel noted the information provided.

#### **9.1.3 GIS Modernisation**

This project is currently in the planning stage and will be a shared project with Circular Head Council. Burnie's participation is yet to be confirmed.

Corporate GIS systems across the three Councils are disparate and non-web based and not currently accessible by field staff and the public.

This project will provide a web-based corporate GIS System allowing for enhanced user administration, ubiquitous access from any device and common operating platform across three Councils.

The Panel noted the information provided.

### **BIS Upgrade**

This project is nearing completion with go live planned for late August. BIS is Council's management reporting and budgeting tool. Although only recently rolled out (November 2019), the existing version of the software will no longer be supported come the end of this calendar year. The upgraded version will be embedded in the Authority software offering a single log in and additional reporting features. It will also allow the transition to a cloud based environment in the future.

The Panel noted the information provided.

## **9.2 OTHER MAJOR INITIATIVES**

- Yacht Club project – onsite work commences this week. Ten-month construction anticipated.
- Large capital works program including design work for future years.
- Boat Harbour Beach Masterplan being progressed.
- Recreation Ground changerooms / CCTV cameras – 9 out of 20 cameras functional.
- Plaza upgrade – partway through – DA for canopy with no representation.
- Flood mitigation projects – will enable land to be developed for residential use.
- Waratah Dam – ongoing discussions still occurring.
- Tulip Festival – new format for 2020– National finalist in Events Awards. Tulip Farm still open.
- Sisters Beach Subdivision – a lot of community interest.
- East Wynyard Playground now open with second section still to be completed.
- Erosion assessment tender awarded and work soon to commence
- Coastal Pathway – State Government commitment to undertake erosion repairs looks likely to significantly delay project
- Replacement of bridge at Port Creek in October.

## **10.0 SCHEDULE OF POLICIES AND PROCEDURES**

The schedule of Policies and Procedures were noted.

## **11.0 MAJOR WORK PLAN FOR VISIT – FINANCIAL GOVERNANCE / LEGISLATIVE COMPLIANCE & ETHICS / AUDIT PANEL ANNUAL REPORT TO COUNCIL**

### **11.1 FINANCIAL MANAGEMENT – FINANCIAL STATEMENTS**

The draft financial statements for the year ended 30 June 2020 were provided and noted.

### **11.2 FINANCIAL GOVERNANCE**

Item	Council Response
<b>Financial Governance</b>	This item is addressed under Item 7.2.
<ul style="list-style-type: none"> <li>• review the adequacy of the council's financial governance, systems and processes;</li> </ul>	
<ul style="list-style-type: none"> <li>• review the consistency and adequacy of the council's accounting policies and practices;</li> </ul>	This item is addressed under Item 10.0.

Item	Council Response
<ul style="list-style-type: none"> <li>review the methods used to account for significant or unusual transactions;</li> </ul>	This item is addressed in the General Manager's Risk Certificate under Item 6.0.
<ul style="list-style-type: none"> <li>review audit programs and audit reports provided by the council's finance department;</li> <li>review action taken by Council on previous recommendations from the audit panel, what the action was and the effectiveness of the action (DPAC p 15).</li> </ul>	<p>This item is addressed in the General Manager's Risk Certificate under Item 6.0.</p> <p>There are no outstanding recommendations from the audit panel.</p>

***The Panel commented as follows on the Financial Statements:***

- Donated assets – develop procedure to bring assets on line
- Merit of audit of donated assets from subdivisions in last 10 years was discussed - the Panel recommended that this be undertaken.
- Management indicators – commentary needs to be added when indicators fall outside of benchmark to give more understanding as the significance or non-significance – future improvement recommendation.
- Note page 156 – didn't put name of standards in – recommendation to include.
- FAGs – Manager Financial Services to investigate.
- The Panel noted that notes provided in terms of leasing and revenue standard exceptional and that Council had fully integrated audit office structure.
- The panel complemented Council on the Financial Statements being easy to read and well set out.

***Further officer comments on the Financial Statements:***

- Sale of all blocks completed at Serrata Crescent.
- Fees and charges frozen due to COVID-19.
- Typos identified and corrected.
- Challenges implementing revenue and lease standard – difficulty with leases – identifying what needed to be reported. Leases expired and not renewed, peppercorn rentals. Crown well behind in leases – awaiting new leases.

***Action 106 – undertake an audit of donated assets from subdivisions in last ten years and ensure all donated assets have been appropriately actioned***

The panel resolved that the Financial Statements be noted with the best of knowledge and that the financials represent the state of affairs of the Waratah-Wynyard Council.

**12.0 RECOMMENDATIONS OF PANEL**

The Panel recommended the following items be listed on future audit panel agendas as standing items:

- Staff movements.
- Outstanding audit actions in table format.
- Revaluation schedule in table format.

The General Manager noted that Quarterly Statistics now form a separate report, and this will be included on a quarterly basis in future Agendas.



### 13.0 GENERAL BUSINESS

#### 13.1 COVID 19 – REPORTS TO COUNCIL

Three reports to Council in relation to COVID-19 dated June, July and August 2020 were provided and noted.

The General Manager advised as follows:

- Council continues to manage and have controls in place.
- The Foreshore Market has presented recent challenges.
- 37 employees have accessed pandemic leave.
- \$100,000 in budget for grants program to support community. These are innovation type grants for businesses and will be rolled out shortly.

### 14.0 MAJOR WORKPLAN FOR NEXT MEETING

Item	Focus Area	Comment/Status
<b>2</b>	<b>Annual audit and reporting</b>	
<b>2.1</b>	Review and comment on the processes the council has in place to ensure information included in the council's annual report is consistent with the signed financial statements.	
	Ensure the council has appropriate quality assurance processes in place to ensure that documents and reports (whether required under legislation or otherwise) are accurate and clear.	
<b>4</b>	<b>Internal controls and risk management</b>	
<b>4.5</b>	Assess the council's procurement framework with a focus on the probity and transparency of policies and procedures.	The next 5 items could be staged over 5 years:
<b>4.6</b>	Determine whether the council has a current and effective human resource management framework including policies, procedures and enterprise agreements.	One per year <ul style="list-style-type: none"> <li>• HR Framework</li> <li>• EBA</li> <li>• HR Framework / Workforce Development Plan</li> </ul>
<b>4.7</b>	Determine whether the council has a current and effective framework for information and technology governance.	
<b>4.8</b>	Determine whether the council has a current and effective framework for management and governance of the use of data, information and knowledge.	
<b>4.9</b>	Determine whether the council has a current and effective framework for internal and external reporting requirements.	
<b>6</b>	<b>Audit Panel Performance</b>	
<b>6.1</b>	Performance review: <ul style="list-style-type: none"> <li>• in accordance with the periods in the Council's Audit Panel Charter, review the terms of reference of the panel and recommend changes to Council;</li> <li>• undertake a performance assessment of the audit panel as a whole and individual member's contributions;</li> <li>• outline any training needs;</li> <li>• consider appropriate mechanisms to ensure adequate continuity of audit panel membership;</li> <li>• review Audit Panel Charter;</li> <li>• set meeting dates for following year; and</li> <li>• develop annual work plan.</li> </ul>	

## 15.0 NEXT MEETING

The next meeting is to be held on Tuesday 10 November 2020 commencing at 10:00 am at the Circular Head Council.

## 16.0 MEETING CLOSURE

There being no further business the Chairman declared the meeting closed at 12 Noon.

## 17.0 ACTION SUMMARY LIST AS AT 25 AUGUST 2020

ACTIONS SUMMARY LIST				
ACTION NO	ITEM NO	ACTION	OFFICER	OUTCOME
<b>Audit Panel Meeting – 25 August 2020</b>				
94	4.0	Financial Management Strategy - Asset Consumption Ratio graph – review figures and graphs	Sam Searle	Completed
95	4.0	Urban Stormwater Asset Management Plan Service Level Document – intervention level identified but how will be addressed not. Suggest including estimated timeframes. For example, if an inspection identifies a safety concern, it will be made safe and repair work prioritised in the current maintenance schedule.	Jonathan Linden / Daniel Summers	Completed
96	4.0	Transport Asset Management Plan and Service Level document – Follow up missing graph, figure 5 in Plan.	Jonathan Linden / Daniel Summers	Completed
97	4.0	Transport Asset Management Plan and Service Level document – intervention level identified but how will be addressed not. Suggest including estimated timeframes. For example, if an inspection identifies a safety concern, it will be made safe and repair work prioritised in the current maintenance schedule.	Jonathan Linden / Daniel Summers	Completed
98	4.0	C/fwd (92/7.2) Somerset CBD and Wynyard Boardwalk - Summary of project including actual spend compared with budget to be provided to Panel.	Daniel Summers / Graeme Edwards	Completed
99	4.0	Updated and reviewed Risk Registers to next Audit Panel meeting.	Shane Crawford	Agenda November
100	5.0	C/fwd (36/3.0) Planning Delegations – Review on hold.	Shane Crawford	Agenda November
101	5.0	C/fwd (61/6.3) Workforce Development Plan to be provided to Panel when complete.	Shane Crawford / Jackee Evans	Agenda November
102	5.0	Table Findings from Procurement Audit from Cradle Coast Authority on August Agenda.	Sam Searle	Completed
103	5.0	C/fwd (76/80) Register of grants included in draft budget. Compliance register to be developed and tabled at the audit panel meeting following reporting to Council (quarter 1 statistics).	Roseanne Titcombe	To form part of Quarterly statistics reporting.
104	6.0	General Manager's Certification – Update on Internal Procurement Audit findings.	Sam Searle	Agenda November
105	8.0	Tasmanian Audit Office – Memorandum of Findings – Report on outstanding findings.	Stephen Imms	Agenda November
106	11.2	Undertake an audit of donated assets from subdivisions in last ten years and ensure all donated assets have been appropriately actioned.	Stephen Imms	Agenda November
Recomm	1	Staff Movements	Jackee Evans	Standard Agenda Item
Recomm	2	Outstanding audit actions in table format on each agenda	Stephen Imms / Sam Searle	Standard Agenda Item
Recomm	3	Revaluation schedule in table format on each agenda	Stephen Imms / Jonathan Linden	Standard Agenda Item