WARATAH WYNYARD COUNCIL

ORDINARY MEETING OF COUNCIL

ATTACHMENTS TO REPORTS

14 December 2020

CONTENTS:

DA 71/2020
17328 Bass Highway BOAT HARBOUR

Proposal: Visitor Accommodation
Discretionary Matter: Requirement for discretionary non-residential use to locate on rural resource land 26.3.1 (P1), Suitability of a site or lot on a plan of subdivision for use or development 26.4.1 (P2, P3), Location and configuration of development 26.4.2 (P3.1), Use likely to be exposed to a natural hazard E6.5.2 (P1)

REPRESENTATIONS CLOSE ON:
Monday 9 November 2020

Please Note:

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

2194515

Documents Enclosed	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed
Application Form													
Site Notice													
Location Map													
Titles													
Planning Report by EnviroPlan Dated May 2020													
Geotechnical Investigation and Landslide Risk Assessment													
Drawings by EnviroPlan M Wells Dated 4.03.2020													

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

PERMITTED APPLICATION - 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
DISCRETIONARY APPLICATION -- 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
Level 2 "Environmental Activity – Additional charge to permit application	$460.00 + advertising fee by quote
Advertising fee will be reimbursed if no advertising is required	
Please refer to www.warwyn.tas.gov.au (Council Services – Planning Services – Planning Fees) for all other fees	

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

1. Value of work (inc GST) $ 450,000 Contract Price ..... Estimate x
2. Development Address 17328 Bass Highway, Boat Harbour
3. Full Name of Applicant(s) EnviroPlan Australia OBO Joshua & Tara Donnelley

   Contact Details: Address: 71a Bass Highway, Somerset TAS 7322

   Email Address admin@enviroplanaustralia.com.au

   Telephone – Day 6411 1931 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 x 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 Tara Donnelley & S & H Griffin Pty Ltd Telephone – Home 0428 834 099

   Address 17328 Bass Highway Boat Harbour Telephone Work/Business .....

   Applicant's Notification to Owner

   I Micheal Wells
   Full Name of Applicant(s)

   of 71a Bass Highway, Somerset
   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) 28/05/2020

Planning Permit Application Form –ECM 1029767 File 014.10

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

Visitor Accommodation

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

See planning report

To include –

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

- [X] 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;
- [X] ii. a full description of the proposed use or development;
- [X] iii. a full description of the manner in which the use or development will operate;
- [X] iv. a site analysis and site plan at an acceptable scale;
- [X] 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;
- [X] 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 [X] Title Plan [X] Schedule of Easements [ ]

c. Relevant engineering pre-lodgement approvals

Access [ ] Stormwater [ ]

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

Residential

9.

Car Parking		Floor Area		Site Area
Existing on site	2	Existing	..... m^2	.....m^2
Total no. proposed	8	Proposed	..... m^2	
		Total	.....m^2	

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	24hrs / day	a.m. to	p.m.
Saturday:	From		a.m. to	p.m.
Sunday:	From		a.m. to	p.m.

11. Number of Employees?

Existing 2

Proposed

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

Type	No.	Trips per day
Car	8	16
Truck	1	1

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

Type	No.
NA	

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 28/05/2020

Planning Permit Application Form – Updated 28.6.2019 –ECM 1029767 File 014.10

NOTICE OF PROPOSED DEVELOPMENT

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

No.:	**DA 71/2020**
LOCATION:	**17328 Bass Highway BOAT HARBOUR**
APPLICANT:	**EnviroPlan Australia**
ZONING:	**Rural Resource**
USE CLASS:	**Visitor accommodation**
PROPOSAL:	**Visitor Accommodation**
Discretionary Matter:	**Requirement for discretionary non-residential use to locate on rural resource land 26.3.1 (P1), Suitability of a site or lot on a plan of subdivision for use or development 26.4.1 (P2, P3), Location and configuration of development 26.4.2 (P3.1), Use likely to be exposed to a natural hazard E6.5.2 (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.

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 by **Monday 9 November 2020.**

Dated Saturday 24 October 2020.

Shane Crawford
GENERAL MANAGER


Bass Hwy
Gates Rd

RESULT OF SEARCH

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980

Tasmanian Government

SEARCH OF TORRENS TITLE

VOLUME	FOLIO
250808	1
EDITION	DATE OF ISSUE
3	09-Apr-2019

SEARCH DATE : 12-Mar-2020
SEARCH TIME : 08.27 AM

DESCRIPTION OF LAND

Parish of SHEKLETON, Land District of WELLINGTON
Lot 1 on Plan 250808
Derivation : Part of Lot 5951 Gtd. to S. Dean.
Prior CT 3860/12

SCHEDULE 1

M746016 TRANSFER to TARA LORRAINE DONNOLLEY Registered 09-Apr-2019 at noon

SCHEDULE 2

Reservations and conditions in the Crown Grant if any
BENEFITING EASEMENT a right of carriage way over the Right of Way passing through Lot 1 on Sealed Plan No. 10495
BENEFITING EASEMENT a right of carriage way over the Rights of Way passing through Lot 1 on Sealed Plan No. 14864 and marked "Right of Way A" on Sealed Plan No. 14864 subject however to the said Rights of Way being maintained by the owners of Lot 1 on Sealed Plan No. 14864 and the owners of the said land within described in equal shares provided that in the event that the said Rights of Way are used by either party and damage is caused to the said Right of Way in excess of that which would otherwise have been occasioned by normal domestic use such party causing such damage shall pay 75% of such maintenance cost and the balance shall be paid by the other party.

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

FOLIO PLAN

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980

VOL. FOL.

ANNEXURE TO CERTIFICATE OF TITLE

REGISTERED NUMBER

250808

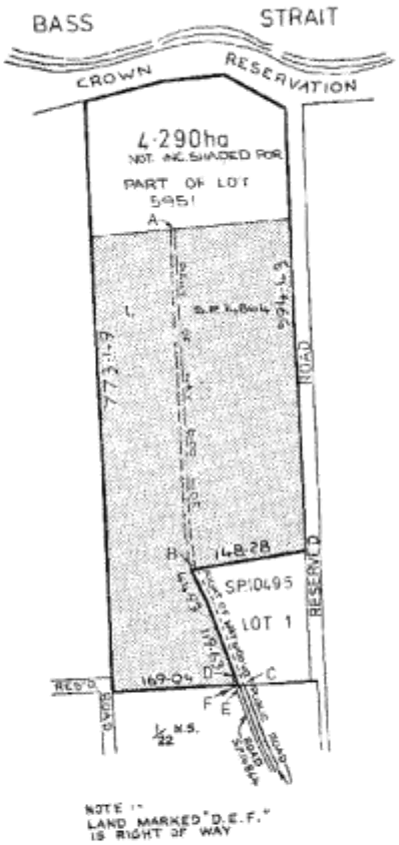
ACTING Recorder of Titles

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

P.H. SHEKLETON

MEAS. IN METRES

PROPERTY ADDRESS
Bass Highway,
Boat Harbour



NOTE :-
LAND MARKED "D.E.F." IS RIGHT OF WAY

Search Date: 12 Mar 2020 Search Time: 08:27 AM Volume Number: 250808 Revision Number: 01 Page 1 of 1

Department of Primary Industries, Parks, Water and Environment www.thelist.tas.gov.au

RESULT OF SEARCH

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980

Tasmanian Government

SEARCH OF TORRENS TITLE

VOLUME	FOLIO
19223	6
EDITION	DATE OF ISSUE
6	30-Aug-2019

SEARCH DATE : 10-Jul-2020
SEARCH TIME : 10.16 AM

DESCRIPTION OF LAND

Parish of SHEKLETON, Land District of WELLINGTON
Lot 6 on Sealed Plan 19223
(Formerly Lots 1 & 2 on SP 19223)
Derivation : Parts of Lots 5951 and 5289 Gtd. to S. Dean
Prior CT 4004/10

SCHEDULE 1

M772874 TRANSFER to S & H GRIFFIN PTY LTD Registered 30-Aug-2019 at noon

SCHEDULE 2

Reservations and conditions in the Crown Grant if any
SP 19223 EASEMENTS in Schedule of Easements
SP 10495 FENCING PROVISION in Schedule of Easements
E191685 MORTGAGE to Australia and New Zealand Banking Group Limited Registered 30-Aug-2019 at 12.01 PM

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

FOLIO PLAN

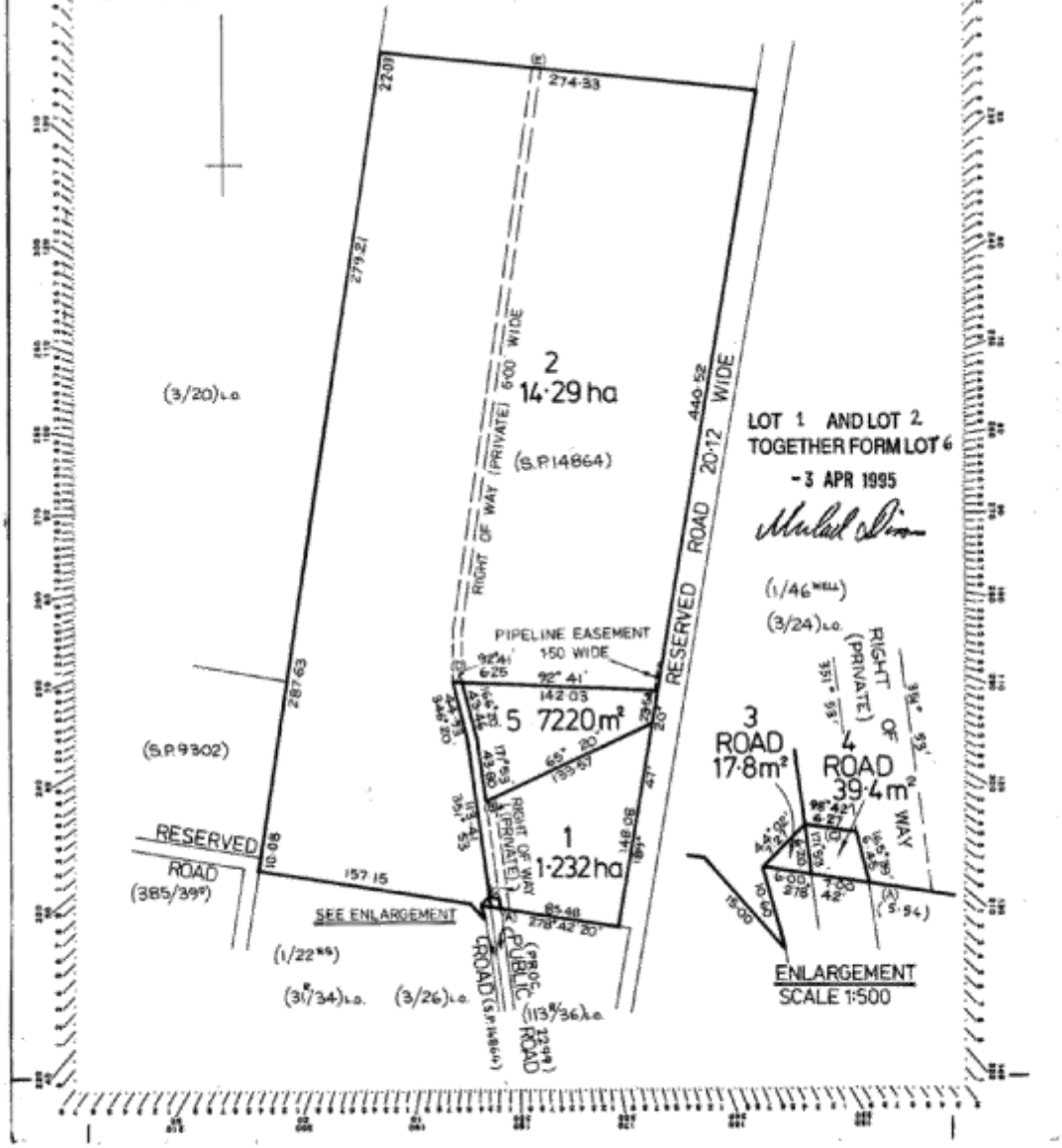
RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980

Tasmanian Government

Owner: Alan Charles Dyer & Frances Genevra Rosemary Dyer and Murray Kay Beswick & Diane Madge Beswick	**PLAN OF SURVEY** by Surveyor B. J. Rollins of land situated in the LAND DISTRICT OF WELLINGTON PARISH OF SHEKLETON	**Registered Number:** S.P 19223
Title Reference: C.T. 3677-59 & C.T. 3860-9 50 · 3 · 0		**Effective from:** 16 FEB 1983
Grantee: Part of Lot 5951, ~~53 · 3 · 0~~ & part of Lot 5289, 50Ac. Samuel Dean Pur.	SCALE 1: 3000 MEASUREMENTS IN METRES	ACTING DEPUTY Recorder of Titles

LOT 1 IS TO BE ADDED TO LOT 2
LOT 2 IS COMPILED FROM C.T. 3860-9 & THIS SURVEY



Search Date: 10 Jul 2020 Search Time: 10:16 AM Volume Number: 19223 Revision Number: 01 Page 1 of 1

Department of Primary Industries, Parks, Water and Environment www.thelist.tas.gov.au

the List

SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980

Tasmanian Government

SCHEDULE OF EASEMENTS **Plan No.** S. P19223

NOTE:—The Town Clerk or Council Clerk must sign the certificate on the back page for the purpose of identification.

The Schedule must be signed by the owners and mortgagees of the land affected. Signatures should be attested.

EASEMENTS

Lot 1 is subject to a right of carriage-way appurtenant to Lot 5 and to the land in Certificate of Title Volume 3860 Folio 12 over the right of way marked "CD" hereon

Lot 1 is subject to a right of carriage-way appurtenant to Lot 5 over the right of way marked "AB" hereon

~~Lot 2 is subject to a right of carriage-way appurtenant to the land in Certificate of Title Volume 3860 Folio 12 over the right of way marked "DE" hereon~~

Lot 2 is subject to a right of carriage-way appurtenant to the land in Certificate of Title Volume 3860 Folio 12 over the right of way marked ~~"DE" on Certificate of Title Volume 3860 Folio 12~~ subject to the said rights of way marked "DE" hereon ~~and "DE" on Certificate of Title Volume 3860 Folio 12~~ being maintained by the owners of ~~Lot 1 on Sealed Plan No. 12864~~ and the owners of Lot 2 in equal shares provided that in the event that the said rights of way ~~are~~ is used by either party and damage is caused to the said rights of way in excess of that which would otherwise have been occasioned by normal domestic use such party causing such damage shall pay 75% of such maintenance cost and the balance shall be paid by the other party

Lot 5 is together with a right of carriageway over the Rights of Way (Private) marked A.B and C.D hereon.

Lot 2 is together with a right of carriageway over the Right of Way (Private) marked C.D on the plan.

PIPELINE EASEMENT

Lot 5 is together with the right to convey water by means of pipes along over and under the pipeline easement 1.5 metres wide shown hereon with the right in connection with the conveying of such water to enter lay cleanse repair and maintain such pipes as may be reasonably required for such purposes along over and under the pipeline easement at all times for all purposes in connection therewith and for such purposes to install and maintain pumping apparatus and such posts and poles with wires attached thereto on and along the said easement as may be necessary to carry electric power to such pumping apparatus

Lot 2 is subject to the right to convey water (appurtenant to Lot 5) by means of pipes along over and under the pipeline easement 1.5 metres wide shown hereon with the right in connection with the conveying of such water to enter lay cleanse repair and maintain such pipes as may be reasonably required for such purposes along over and under the pipeline easement at all times and for all purposes in connection therewith and for such purposes to install and maintain pumping apparatus and such posts and poles with wires attached thereto on and along the said easement as may be necessary to carry electric power to such pumping apparatus.

THIS COPY SCHEDULE CONSISTS OF 1 PAGE

SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980

SIGNED by ALAN CHARLES DYER and FRANCES GENEVRA ROSEMARY DYER the Registered Proprietors of the land in Certificate of Title Volume 3677 Folio 59 in the presence of:

A. Gallio
Post Mistress
Luina.

A C Dyer.

F & R Dyer.

THE COMMON SEAL of THE PERMANENT BUILDING SOCIETY OF TASMANIA was hereunto affixed in the presence of: Now Known as THE TASMANIAN PERMANENT BUILDING SOCIETY

.....DIRECTOR

.....DIRECTOR

.....SECRETARY

SIGNED by THOMAS ALFRED SAMPSON and PATRICIA ANNE SAMPSON the Registered Proprietors of the land in Certificate of Title Volume 3860 Folio 12 in the presence of:

T A Sampson

P A Sampson

SIGNED for and on behalf of COMMONWEALTH TRADING BANK OF AUSTRALIA by its duly constituted Attorney under Power of Attorney No. who hereby certifies that he has received no notice of revocation of the Power of Attorney in the presence of:

SIGNED by MURRAY KAY BESWICK and DIANE MADGE BESWICK the Registered Proprietors of the land in Certificate of Title Volume 3860 Folio 9 in the presence of:

M. K. Beswick

D Beswick

SCHEDULE OF EASEMENTS

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980

Tasmanian Government

This is the schedule of easements attached to the plan of Murray Kay Beswick and (Insert Subdivider's Full Name)

Diane Madge Beswick affecting land in

C.T. 3677-59 & C.T. 3860-9 (Insert Title Reference)

Sealed by MUNICIPALITY OF WYNYARD on 11th October, 19 82.

Solicitor's Reference .....

Council Clerk/~~Town Clerk~~

Search Date: 10 Jul 2020 Search Time: 10:16 AM Volume Number: 19223 Revision Number: 01 Page 3 of 3

Department of Primary Industries, Parks, Water and Environment www.thelist.tas.gov.au

From: Siale, Vili
To: admin@enviroplanaustralia.com.au
Cc: Permits; Sally McMahon; Skeggs, Georgina; Fry, Kathryn; Clifford, Rob
Subject: RE: Access to Jumpshare file - EnviroPlan (CLOC - 17328 Bass Highway Boat Harbour)
Date: Tuesday, 9 June 2020 10:13:12 AM
Attachments: image001.png

Our Reference: D20/134573

Hi Michael,
As per our phone conversation this morning, despite the property in question having a Bass Highway address, the property has neither frontage nor direct access to the Bass Highway. The access is via a right-of-way to Sampsons Lane, a local public road (Waratah-Wynyard Council), which is a proclaimed place of access to the Limited Access Bass Highway. Therefore, the property in question would not be subject to an access licence under the *Roads and Jetties Act 1935* and also no requirement for this Department to provide Landowner Consent.

If you have any further queries regarding the above matter please let me know.

Regards,
Vili.

Vili Siale | Traffic Engineering Liaison Officer
Network Management | Department of State Growth
11A Goodman Court, INVERMAY TAS 7248 | GPO Box 536, Hobart TAS 7001
Ph. (03) 6777 1951 | Mb. 0439 101 614
www.stategrowth.tas.gov.au

DEPARTMENT OF STATE GROWTH COURAGE TO MAKE A DIFFERENCE THROUGH:
TEAMWORK EXCELLENCE INTEGRITY RESPECT

From: EnviroPlan [mailto:admin@enviroplanaustralia.com.au]
Sent: Thursday, 28 May 2020 1:33 PM
To: 'permits@stategrowth.tas.gov.au' <permits@stategrowth.tas.gov.au>
Subject: Road Access Consent - 17328 Bass Highway Boat Harbour

Dear admin

Please find the attached application for road access consent for a 4 holiday cabin proposal at 17328 Bass Highway Boat Harbour.

If you require any additional information please do not hesitate to contact me.

Kind Regards

Micheal Wells GradDipUrbRegPlan BEnvDes(Arch)
Town Planning & Development Consultant
Bushfire Accreditation No: BFP-128

71a Bass Highway, Somerset TAS 7322
PO Box 546
P: 6411 1931
E: admin@enviroplanaustralia.com.au
I: www.enviroplanaustralia.com.au

EnviroPlan
"making it easy..."

members
best in the business

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Application for Planning Permit

PROPOSED HOLIDAY CABINS

In the

RURAL RESOURCE ZONE

17328 Bass Highway, Boat Harbour

Supporting Documentation

MAY 2020

CONSULTANT DETAILS

Mr. Micheal Wells GradDipUrbRegPlan.BEnvDes
Town Planner, Bushfire Assessor, Building Designer, Fire Engineer (IFE)
Bushfire Accreditation No: BFP-128

Document Status

Revision No	Author	Signature	Date
1	M. Wells		May 2020

Engagement & Invoicing Directions

EnviroPlan Australia (*the Agent*) has been engaged by Joshua & Tara Donnolley (the *Permit Holder*) to prepare documentation for a planning permit for a Proposed Units Development, Shed and Helecopter Pad located on land known as 17328 Bass Highway, Boat Harbour. Any Permit issued is affixed to land and not an individual.

The services rendered by *the Agent* are strictly limited to the preparation of documentation in order to obtain planning permissions only. *The Agent* is not to be considered as the "permit holder" as part of any permit condition issued by any Authority and is not responsible for any costs incurred through a *Permit Holder* enacting a permit condition.

In such circumstances where the primary *Permit Holder* named above sells land or otherwise relinquishes the land; the new permit holder is the party responsible for all costs and invoices incurred by enacting any permit issued that is affixed to the land.

Under **no circumstances** is EnviroPlan Australia (*the Agent*) to be invoiced as 'the responsible party for payment' for any invoice issued by the Planning Authority or TasWater (including any other referral agency) either as part of this primary planning application or at any stage thereafter.

The Land – Site

Title & Description

The Certificate of Title for the subject site is C/T: 250808 / 1, PID: 2194515. A copy of the title is provided as Annexure A.

The street address is 17328 Bass Highway, Boat Harbour and Joshua & Tara Donnolley are the owners.

Figure 1 – Location of land 17328 Bass Highway, Boat Harbour

The 4.672 ha property fronts onto Bass Highway and is located on northern side of the road.

Existing Use and Development

The current use of land is residential. Currently there is a dwelling and associated buildings located on the property.

Site Analysis

Topography

The land falls from south to north at an average of 19° over a 125 m run.

Drainage

Drainage to the site is via the following method:

- Stormwater is disposed of through on site tanks with an overflow that is distributed throughout a soakage area within the allotment
- Sewerage is intended to be disposed of within an on-site waste water system
- The site has an existing waste water treatment system

Land Capability

The land is within a delineated area of the Land Capability Survey Tasmania by RM Morton and CJ Grose; Department of Primary Industry and Fisheries: Tasmania 1997. The soil classification of the subject site is **Class 1 and 5.**

Figure 2 – Land Capability of site 17328 Bass Highway, Boat Harbour – source: www.thelist.tas.gov.au

Access

Access to the site is via the following method:

- Access to the subject land is off Bass Highway via a formed rural crossover.

Reticulated Services

The following describes the reticulated services that service the immediate area:

- Water reticulation is not available to the subject site
- Sewer reticulation is not available to the subject site
- Stormwater reticulation is not available to the subject site
- Telephone services are available within the subject area
- Overhead electricity reticulation is available within the subject area

Surrounding Property Use

The surrounding land use is described as:

- North – Bass Straight;
- East – agricultural uses;
- South – agricultural uses; and
- West – residential and agricultural uses.

Lands Limitations

Minor limitations have been identified within the subject site. The limitations are described as:

- Medium risk which requires a geotechnical statement / report to address the issues of the site.

Figure 3 – Landslide Layer, 17328 Bass Highway, Boat Harbour – source: www.thelist.tas.gov.au

Proposal

The applicants, Joshua & Tara Donnolley are seeking to construct a Proposed Cabin Development under the Waratah-Wynyard Interim Planning Scheme 2013.

The proposal seeks to construct 4 underground holiday cabins on the south western corner of the subject site for boutique visitor accommodation capturing the views of the north-west coastline.

A copy of the proposal plans is included as **Annexure B**.

The applicant is applying to the Council, as the Planning Authority, to utilise its discretion and approve the development in accordance with the provisions of **Section 57** of the Land Use Planning and Approvals Act 1993.

Planning Scheme Provisions

The applicable planning instrument is the Waratah-Wynyard Interim Planning Scheme 2013 and the subject land is zoned as Rural Resource.

The relevant sections of the Planning Scheme are listed below for discussion. The relevant issue and item identifier is provided and states whether the proposal meets the Acceptable Solutions (AS) or the Performance Criteria (PC) for each relevant section.

The clauses that are not applicable to the proposal have not been discussed.

The applicable Scheme standards for development in the Rural Resource Zone are described in the following relevant sections of the Waratah-Wynyard Interim Planning Scheme 2013:

26.0 Rural Resource Zone

- 26.1.1 Zone Purpose Statements
- 26.1.2 Local Area Objectives
- 26.1.3 Desired Future Character Statements
- 26.2 Use Table
- 26.3 Use Standards
- 26.3.1 Requirement for discretionary non-residential use to locate on rural resource land
- 26.4 Development Standards
- 26.4.1 Suitability of a site or a lot on a plan of subdivision for use or development
- 26.4.2 Location and configuration of development
- 26.4.3 Location of development for sensitive uses

Part E Codes

- E4 Change in Ground Level Code
- E6 Hazard Management Code
- E9 Traffic Generating Use and Parking Code

Part F Special Area Plans

- There are no specific area plans in relation to the *Waratah-Wynyard Interim Planning Scheme 2013*

26.1 Zone Purpose

26.1.1 Zone Purpose Statements

26.1.1.1

To provide for the sustainable use or development of resources for agriculture, aquaculture, forestry, mining and other primary industries, including opportunities for resource processing.

26.1.1.2

To provide for other use or development that does not constrain or conflict with resource development uses.

26.1.2 Local Area Objectives

a) The priority purpose for rural land is primary industry dependent upon access to a naturally occurring resource;
b) Air, land and water resources are of importance for current and potential primary industry and other permitted use;
c) Air, land and water resources are protected against –
  i. permanent loss to a use or development that has no need or reason to locate on land containing such a resource; and
  ii. use or development that has potential to exclude or unduly conflict, constraint, or interfere with the practice of primary industry or any other use dependent on access to a naturally occurring resource;
d) Primary industry is diverse, dynamic, and innovative; and may occur on a range of lot sizes and at different levels of intensity;
e) All agricultural land is a valuable resource to be protected for sustainable agricultural production;
f) Rural land may be used and developed for economic, community, and utility activity that cannot reasonably be accommodated on land within a settlement or nature conservation area;
g) Rural land may be used and developed for tourism and recreation use dependent upon a rural location or undertaken in association with primary industry
h) Residential use and development on rural land is appropriate only if –
  i. required by a primary industry or a resource based activity; or
  ii. without permanent loss of land significant for primary industry use and without constraint or interference to existing and potential use of land for primary industry purposes

26.1.3 Desired Future Character Statements

Use or development on rural land –

- *a) may create a dynamic, extensively cultivated, highly modified, and relatively sparsely settled working landscape featuring –*
  - *i. expansive areas for agriculture and forestry;*
  - *ii. mining and extraction sites;*
  - *iii. utility and transport sites and extended corridors; and*
  - *iv. service and support buildings and work areas of substantial size, utilitarian character, and visual prominence that are sited and managed with priority for operational efficiency*
- *b) may be interspersed with –*
  - *i. small-scale residential settlement nodes;*
  - *ii. places of ecological, scientific, cultural, or aesthetic value; and*
  - *iii. pockets of remnant native vegetation*
- *c) will seek to minimise disturbance to –*
  - *i. physical terrain;*
  - *ii. natural biodiversity and ecological systems;*
  - *iii. scenic attributes; and*
  - *iv. rural residential and visitor amenity;*
- *d) may involve sites of varying size –*
  - *i. in accordance with the type, scale and intensity of primary industry; and*
  - *ii. to reduce loss and constraint on use of land important for sustainable commercial production based on naturally occurring resources;*
- *e) is significantly influenced in temporal nature, character, scale, frequency, and intensity by external factors, including changes in technology, production techniques, and in economic, management, and marketing systems*

26.2 Use Table

The proposal is a Discretionary Application described as '**Visitor Accommodation**' in the Waratah-Wynyard Interim Planning Scheme 2013.

Visitor Accommodation is defined as:

> *use of land for providing short or medium term accommodation for persons away from their normal place of residence. Examples include a backpackers hostel, bed and breakfast establishment, camping and caravan park, holiday cabin, holiday unit, motel, overnight camping area, residential hotel and serviced apartment.*

The application is for short term holiday cabin use of the land and therefore requires determination against 26.3.1 of the Scheme.

26.3 Use Standards

26.3.1 Requirement for Discretionary Non- Residential Use to Locate On Rural Resource Land

Objective:

Other than for residential use, discretionary permit use of rural resource land is to minimise –

- *a) unnecessary loss of air, land and water resources of significance for sustainable primary industry and other permitted use, including for agricultural use dependent on the soil as a growth medium; and*
- *b) Unreasonable conflict or interference to existing or potential primary industry use, including agricultural use, by other land use.*

Performance Criteria – P1

Other than for residential use, discretionary permit use must –

- *a) be consistent with the local area objectives;*
- *b) be consistent with any applicable desired future character statement;*
- *c) be required to locate on rural resource land for operational efficiency –*
  - *i. to access a specific naturally occurring resource on the site or adjacent land in the zone;*
  - *ii. to access infrastructure only available on the site or on adjacent land in the zone;*
  - *iii. to access a product of primary industry or other permitted use on the site or an adjacent land in the zone;*
  - *iv. to service or support a primary industry or other permitted use on the site or on adjacent land in the zone;*
  - *v. if required –*

a. *to acquire access to a mandatory site area not otherwise available in the zone intended for that purpose;*
b. *for security;*
c. *for public health or safety if all measures to minimise impact could create an unacceptable level of risk to human health, life or property if located on land in a zone intended for that purpose;*

vi. *to provide opportunity for diversification, innovation, and value-adding to secure existing or potential primary industry use of the site or of adjacent land;*
vii. *to provide an essential utility or community service infrastructure for the municipal or regional community or that is of significance for Tasmania; or*
viii. *if a cost-benefit analysis on economic, environmental, and social terms indicates significant benefits to the region; and*

d) *minimise likelihood for –*
i. *permanent loss of land for existing and potential primary industry use;*
ii. *constraint or interference to existing and potential primary industry use on the site and on adjacent land; and*
iii. *loss of land within a proclaimed irrigation district under Part 9 Water Management Act 1999 or land that may benefit from the application of broad-scale irrigation development*

Discussion:

The proposal is consistent with the local area objectives (26.1.2) of the planning scheme where the land is developed for a tourism venture of the cabins being located underground but capturing views of the north-west coast. Additionally, the proposal intends to grow seasonal produce on the rooftops of the cabins which indicates an importance to air, land and water resources.

The development is not inconsistent with the desired future character statements (26.1.3) of the planning scheme where the development places visitor accommodation between existing residential dwellings creating a small-scale residential settlement node and the development is significantly influenced by the character and scale of the site.

The proposal is required to locate on the rural resource land to access a specific natural resource that is located on the site which is breathtaking views of the coastline. The proposed boutique cabins are located underground and the rooftops are to be utilised to grow produce which also enables access to a primary industry use on the land which utilises the available land to its fullest potential given the limited land opportunities presented by the site.

The developer intends to have a chef to cook for the guest while utilising the rooftop grown produce and also sourcing locally grown produce in the area which not only provides operation efficiencies but also supports local primary industries.

The proposed cabins are constructed underground to minimise their appearance whilst enabling cropping over the rooftops which minimises any permanent loss of land for existing or potential primary industry uses. Further it minimises any constraint or interference to existing or potential primary industry uses on the site and on adjacent land as it is located in an area away from commercial cropping potentials. The underground nature of the proposal minimises as far as practicable any constraint or interference of adjacent land.

The site is not within a proclaimed irrigation district under Part 9 of the *Water Management Act 1999* and would not benefit from broad-scale irrigation development and it does not constrain or interfere with existing or potential resource development or extractive industries on or adjacent to the site remaining consistent with P1 of the scheme.

26.3.2 Required Residential Use – Not Applicable

Discussion:

The development is classified as "Visitor Accommodation" being holiday cabins for short to medium term accommodation. The cabins are not a residential use that is required as part of a resource development or other non-residential use. Therefore it is not applicable to the provision.

26.3.3 Residential Use – Not Applicable

Discussion:

The development is classified as "Visitor Accommodation" being holiday cabins for short to medium term accommodation not extended periods as a permanent dwelling for self-contained or shared living accommodation. As such the proposed use is not classified as "Residential Use" as defined by the Scheme.

26.4 Development Standards

26.4.1 Suitability of a Site or a Lot on a Plan of Subdivision for Use or Development

Objective:

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

a) provide for suitable development area for the intended use;
b) provide access from a road; and
c) make adequate provision for a water supply and for the drainage and disposal of sewerage and stormwater

Performance Criteria – P1

A site on each lot on a plan of subdivision must be of sufficient area for the intended use or development without likely constraint or interference for -

a) erection of a building if required by the intended use;
b) access to the site;
c) use or development of adjacent land;
d) a utility; and
e) any easement or lawful entitlement for access to other land

Discussion:

The proposal is for cabins to be located on the south western corner of the subject site. Only cabin 4 is within 20m of the frontage boundary.

The proposed development does not likely constrain or interfere for the erection of a building that is required for the intended use as demonstrated on the submission plans. It does not affect the access to the site or the use or development of adjacent land. It does not negatively impact on a utility service and does not affect any easement or lawful entitlement for access to other land complying with P1 above.

Acceptable Solution - A2

A site or each lot on a subdivision plan must have a separate access from a road –

a) across a frontage over which no other land has a right of access; and
b) if an internal lot, by an access strip connecting to a frontage over land not required as the means of access to any other land; or
c) by a right of way connecting to a road –
  i. over land not required as the means of access to any other land; and
  ii. not required to give the lot of which it is a part the minimum properties of a lot in accordance with the acceptable solution in any applicable standard; and
d) with a width of frontage and any access strip or right of way of not less than 6.0m; and
e) the relevant road authority in accordance with the Local Government (Highways) Act 1982 or the Roads and Jetties Act 1935 must have advised it is satisfied adequate arrangements can be made to provide vehicular access between the carriageway of a road and the frontage, access strip or right of way to the site or each lot on a proposed subdivision plan.

Performance Criteria – P2

a) A site must have a reasonable and secure access from a road provided –
  i. across a frontage; or
  ii. by an access strip connecting to a frontage, if for an internal lot; or

iii. *by a right of way connecting to a road over land not required to give the lot of which it is a part the minimum properties of a lot accordance with the acceptable solution in any applicable standard; and*
iv. *the dimensions of the frontage and any access strip or right of way must be adequate for the type and volume of traffic likely to be generated by –*
   a. *the intended use; and*
   b. *the existing or potential use of any other land which requires use of the access as the means of access for that land; and*
v. *the relevant road authority in accordance with the Local Government (Highways) Act 1982 or the Roads and Jetties Act 1935 must have advised it is satisfied adequate arrangements can be made to provide vehicular access between the carriageway of a road and the frontage, access strip or right of way to the site or each lot on a subdivision plan; or*

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

Discussion:

The existing crossover remains in accordance with Standard Drawing *TSD-R04.v1 – Rural Roads Typical Property Access* and *TSD-RF01.v1 Guide to Intersection and Domestic Access Sight Distance Requirements* (both dated 30/11/2013)

The proposal intends to utilise the existing 6mn wide right of way which provides a reasonable and secure access to the road. The right of way is adequate for the intended volume of traffic likely to be generate by the proposal and would not interfere or constrain the existing uses of any other land which requires use of the access as the means of access for their land.

Furthermore, the relevant road authority in accordance with the Roads and Jetties Act 1935 have advised that it is satisfied that adequate arrangements have been made to provide vehicular access between the carriageway and frontage.

Acceptable Solution - A3

Unless for agricultural use other than controlled environment agriculture which permanently precludes the land for an agricultural use dependent on the soil as a growth medium, a site or each lot on a plan of subdivision must be capable of connecting to a water supply –

a) *provided in accordance with the Water and Sewerage Industry Act 2008; or*
b) *from a rechargeable drinking water system R31 with a storage capacity of not less than 10,000 litres if–*
   i. *there is not a reticulated water supply; and*
   ii. *development is for –*
      a. *a single dwelling; or*
      b. *a use with an equivalent population of not more than 10 people per day*

Discussion:

The subject land is already connected to onsite water storage of 10,000L or greater and will remain unchanged as part of the proposal. Each cabin is capable of connecting to a water supply with a storage capacity greater than 10,000L remaining consistent with A3 (b) above.

Acceptable Solution - A4

Unless for agricultural use other than controlled environment agriculture which permanently precludes the land for an agricultural use dependent on the soil as a growth medium, a site or each lot on a plan of subdivision must be capable of draining and disposing of sewage and liquid trade waste –

a) *to a sewerage system provided in accordance with the Water and Sewerage Industry Act 2008; or*
b) *by on-site disposal if –*
   i. *sewage or liquid trade waste cannot be drained to a reticulated sewer system; and*
   ii. *the development –*
      a. *is for a single dwelling; or.*
      b. *provides for an equivalent population of not more than 10 people per day; or*
   iii. *the site has capacity for on-site disposal of domestic waste water in accordance with AS/NZS1547:2012 On-site domestic-wastewater management clear of any defined building area or access strip*

Discussion:

The proposal capable of draining and disposing of sewage by on-site disposal which is demonstrated in the Geotechnical Investigation report conducted by Geoton and therefore remains consistent with A4 (b) above.

Acceptable Solution - A5

Unless for agricultural use other than controlled environment agriculture which permanently precludes the land for an agricultural use dependent on the soil as a growth medium, a site or each lot on a plan of subdivision must be capable of draining and disposing of stormwater –

- *a) to a stormwater system provided in accordance with the Urban Drainage Act 2013; or*
- *b) if stormwater cannot be drained to a stormwater system –*
  - *i. for discharge to a natural drainage line, water body, or watercourse; or*
  - *ii. for disposal within the site if –*
    - *a. the site has an area of not less than 5000m2;*
    - *b. the disposal area is not within any defined building area;*
    - *c. the disposal area is not within any area required for the disposal of sewage;*
    - *d. the disposal area is not within any access strip; and*
    - *e. not more than 50% of the site is impervious surface*

Discussion:

The proposal intends to utilise on-site disposal of excess stormwater which is intended to be not within a defined building area, not in an area defined for the disposal of sewage, not within an access strip and the site is not more than 50% impervious surface.

26.4.2 Location and Configuration of Development

Objective:

The location and configuration of development is to provide a reasonable consistency between sites for setback from a boundary, height of buildings, and location within the landscape

Performance Criteria – P1

The setback of a building or utility structure must be –

- *a) consistent with the streetscape; and*
- *b) required by a constraint imposed by –*
  - *i. size and shape of the site;*
  - *ii. orientation and topography of land;*
  - *iii. arrangements for a water supply and for the drainage and disposal of sewage and stormwater;*
  - *iv. arrangements for vehicular or pedestrian access;*
  - *v. a utility; or*
  - *vi. any requirement of a conservation or urban design outcome detailed in a provision in this planning scheme;*
  - *vii. any lawful and binding requirement –*
    - *a. by the State or a council or by an entity owned or regulated by the State or a council to acquire or occupy part of the site; or*
    - *b. an interest protected at law by an easement or other regulation*

Discussion:

The proposed visitor accommodation cabins are located on the south western corner of the allotment. Only cabin 4 is within the frontage boundary setback and cabins 1 to 3 comply with boundary setbacks. With a distance of approximately 790m to the Bass Highway and also the cabins are to be located underground when viewed from the south, this would not have adverse effect with the streetscape.

The proposed cabin positioning is due to the constraint imposed by; topography, size and shape of the site, areas of on-site disposal of sewage and stormwater, existing vehicle access arrangements to the existing dwelling, landslide hazards on the site. And therefore the proposal remains consistent with P1 above.

Acceptable Solution - A2
Building height must not be more than 8.5m

Discussion:

All proposed and existing buildings on the site has a height that is not greater than 8.5m complying with A2 above.

Acceptable Solution A3.1
A building or utility structure, other than a crop protection structure for an agricultural use or wind power turbines or wind power pumps, must –

a) not project above an elevation 15m below the closest ridgeline;
b) be not less than 30m from any shoreline to a marine or aquatic water body, water course, or wetland;
c) be below the canopy level of any adjacent forest or woodland vegetation; and
d) clad and roofed with materials with a light reflectance value of less than 40%.

Acceptable Solution A3.2
Wind power turbines and wind power pumps must not exceed 20m in height.

Discussion:

The proposed cabins are located underground and fully contained within the ridgeline which minimises the visual appearance of a building. The proposal therefore has a very minimal impact on the skyline, shoreline and also the reflection of light from external surface is minimised due to majority of the cabin being covered by earth. Therefore the proposal remains consistent with A3.1 Above.

A.3.2 is not applicable to this application.

26.4.3 Location of Development for Sensitive Uses

Objective:
The location of development for sensitive uses on rural land does not unreasonably interfere with or otherwise constrain –

a) agricultural land for existing and potential sustainable agricultural use dependent on the soil as a growth medium;
b) agricultural use of land in a proclaimed irrigation district under Part 9 Water Management Act 1999 or land that may benefit from the application of broad-scale irrigation development;
c) use of land for agricultural production that is not dependent on the soil as a growth medium, including aquaculture, controlled environment agriculture, and intensive animal husbandry;
d) conservation management;
e) extractive industry;
f) forestry; and
g) transport and utility infrastructure

Performance Criteria – P1
New development, except for extensions to existing sensitive use where the extension is no greater than 30% of the existing gross floor area of the sensitive use, must minimise –

a) permanent loss of land for existing and potential primary industry use;
b) likely constraint or interference to existing and potential primary industry use on the site and on adjacent land;
c) permanent loss of land within a proclaimed irrigation district under Part 9 Water Management Act 1999 or land that may benefit from the application of broad-scale irrigation development; and
d) adverse effect on the operability and safety of a major road, a railway or a utility

Discussion:

The proposed development of holiday cabins is not a sensitive use as defined by the planning scheme as it is for short to medium term accommodation. Sensitive use is defined as "extended periods" and therefore the application relies on the performance criteria.

The development minimises the permanent loss of land for existing or potential primary industry use by utilising the rooftops as a growth medium. It does not likely constrain or interfere with existing or potential primary industry use on adjacent land as primary industry activities occur to the south of the proposal area and land to the west is a cliff face and not capable of primary industry use.

The land is not within an irrigation district and would not benefit from irrigation due to landslide potentials further north and topographical constraints. Further the proposal does not present an adverse effect on the operability or safety of a major road as it is located 790m north of the Bass Highway satisfying

Part E Codes

E1 Bushfire-Prone Areas Code – Not Applicable

The proposal is not a hazardous use, a vulnerable use or a subdivision and therefore is not subject to the provisions of the Code.

E2 Airport Management Code – Not Applicable

The proposal is not located within the areas defined within the Air Navigation Services – Aircraft Operations Surfaces on planning scheme maps and is therefore not applicable to the code.

E3 Clearing and Conversion of Vegetation Code – Not Applicable

The proposal does not seek to modify any existing native vegetation communities, habitats or areas of vegetation and therefore this Code is not applicable to this application.

E4 Change in Ground Level Code

E4.6.1 Change in existing ground level or natural ground level

Objective:

Change in the existing ground level or the natural ground level by cut or fill is to minimise –

- *a) likely adverse impact on the physical, environmental, cultural, aesthetic, and amenity features of land; and*
- *b) risk from a natural hazard*

Acceptable Solution – A1

Cut or fill must –

- *a) not be on land within the Environmental Living zone or the Environmental Management zone;*
- *b) be required to –*
  - *i. provide a construction site for buildings and structures;*
  - *ii. facilitate vehicular access;*
  - *iii. mitigate exposure to a natural or environmental hazard;*
  - *iv. facilitate provision of a utility;*
  - *v. assist the consolidation or intensification of development; or*
  - *vi. assist stormwater management*
- *c) not result in a modification of surface stormwater water flow to increase –*
  - *i. surface water drainage onto adjacent land;*
  - *ii. pooling of water on the site or on adjacent land; or*
  - *iii. the nature or capacity of discharge from land upstream in a natural or artificial drainage channel;*
- *d) not destabilise any existing building or increase the requirements for construction of any potential building on adjacent land;*
- *e) manage disposal of intersected ground water;*
- *f) safeguard the quality of receiving waters through measures to minimise erosion and release of sediments and other contaminants during each of the site preparation, construction and rehabilitation phase in accordance with Soil and Water Management on Building and Construction Sites 2009;*

g) *Not require a retaining or support structure that would result in an area of influence within the boundary of adjacent land; and*
h) *not encroach upon or expose, disturb, or reduce cover over an underground utility to less than 1.0m unless the relevant regulatory entity has advised –*
   i. *it is satisfied the cut or fill will not result in harm to the utility; and*
   ii. *any condition or requirement it determines are appropriate to protect the utility*

Discussion:

The proposal is not within the Environmental Living zone or the Environmental Management zone complying with A1 (a). The proposed cut and fill of the proposal is required for the specific design of cabins to be underground satisfying A1 (b).

The proposed holiday cabins do not result in the modification of surface stormwater flow and does not negatively impact on adjacent land satisfying A1(c). The proposal does not destabilise any existing buildings or increase any construction requirements on adjacent land complying with A1(d).

As demonstrated in the geotechnical report the development manages and disposes of intersected ground water where the report captures the underground nature of the cabins complying with A1(e).

The proposal is set back sufficiently from water courses and the building standards require sediment controls as part of the building permit process complying with the requirements of A1(f).

The proposal does not cause a line of influence into adjoining land and does not affect a utility service complying with A1(g) & (h).

E5 Local Heritage Code – Not Applicable

The proposal does not contain any heritage issues and therefore this Code is not applicable to this application.

E6 Hazard Management Code

E6.5.2 Use likely to be exposed to a natural hazard

Objective:
The level of likely risk from exposure to a natural hazard is tolerable for the nature and duration of a use.

Acceptable Solution – A1
If a use is on land within an area of risk from exposure to a natural hazard as shown on a map forming part of this planning scheme –
a) *use must not be for a critical use, a hazardous use, or a vulnerable use;*
b) *use must not be residential use if the level of risk is medium or higher; and*
c) *a hazard risk assessment must demonstrate a tolerable level of risk can be achieved and maintained for the nature and duration of the use.*

Discussion:

The use of land is not a critical use, vulnerable use or hazardous use and is not a residential use as it is "Visitor Accommodation" as defined by the Scheme and a geotechnical statement accompanies the application complying with A1 above.

E6.6.2 Development on land exposed to a natural hazard

Objective:
The level of likely risk from exposure to a natural hazard is to be tolerable for the type, form, scale and duration of each development

Acceptable Solution – A1
If the site is within an area of risk shown on a natural hazard map forming part of this planning scheme –
a) *a hazard risk assessment must determine –*

i. there is an insufficient increase in risk to warrant any specific hazard reduction or protection measure; or
ii. a tolerable level of risk can be achieved for the type, form, scale and duration of the development; and

b) if a hazard risk assessment established need to involve land on another title for hazard management consistent with the objective, the consent in writing of the owner of that land must be provided to enter into a Part 5 agreement to be registered on the tile of the land and providing for the effected land to be managed in accordance with recommendations for hazard management

Discussion:
The application is accompanied by a geotechnical report detailing the risks identified on the site complying with A1 above.

E7 Sign Code – Not Applicable

The proposal does not contain any signage as part of the application and therefore this Code is not applicable to this application.

E8 Telecommunication Code – Not Applicable

The proposal is for visitor accommodation cabins and does not contain any telecommunications infrastructure and therefore this Code is not applicable to this application.

E9 Traffic Generating Use and Parking Code

E9.5 Use Standards

E9.5.1 Provision for parking

Objective:
Provision is to be made for convenient, accessible, and usable vehicle parking to satisfy requirements for use or development without impact for use or development of other land or for the safety and operation of any road

Acceptable Solution – A1
Provision for parking must be –

a) the minimum number of on-site vehicle parking spaces must be in accordance with the applicable standard for the use class as shown in the Table to this Code;

Discussion:

The proposal provides 6 car parking spaces which is in accordance with the Table to this code. The existing dwelling will retain its existing parking arrangements.

E9.5.2 Provision for loading and unloading vehicles

Objective:
Provision is made for conveniently located and accessible areas for the loading and unloading of goods and materials and for the pick-up and set-down of passengers from vehicles

Acceptable Solution – A1
There must be provision within a site for –

a) on-site loading area in accordance with the requirement in the Table to this Code; and
b) passenger vehicle pick-up and set-down facilities for business, commercial, educational and retail use at the rate of 1 space for every 50 parking spaces

Discussion:

The proposal provides 1 rigid truck space which complies with the table to this code.

E9.6.1 Design of vehicle parking and loading areas

Objective:
Vehicle circulation, loading, and parking areas–

a) protect the efficient operation and safety of the road from which access is provided;
b) promote efficiency, convenience, safety, and security for vehicles and users; and

c) *provide an appropriate layout and adequate dimension to accommodate passenger or freight vehicle associated with use of the site*

Acceptable Solution – A1.1
All development must provide for the collection, drainage and disposal of stormwater; and

Acceptable Solution – A1.2
Other than for development for a single dwelling in the General Residential, Low Density Residential, Urban Mixed Use and Village zones, the layout of vehicle parking area, loading area, circulation aisle and manoeuvring area must –

a) *Be in accordance with AS/NZS 2890.1 (2004) – Parking Facilities - Off Street Car Parking;*
b) *Be in accordance with AS/NZS2890.2 (2002) Parking Facilities - Off Street Commercial Vehicles;*
c) *Be in accordance with AS/NZS 2890.3 1993) Parking Facilities – Bicycle Parking Facilities;*
d) *Be in accordance with AS/NZS 2890.6 Parking Facilities - Off Street Parking for People with Disabilities;*
e) *Each parking space must be separately accessed from the internal circulation aisle within the site;*
f) *Provide for the forward movement and passing of all vehicles within the site other than if entering or leaving a loading or parking space; and*
g) *Be formed and constructed with compacted sub-base and an all-weather surface.*

Discussion:

The proposal provides stormwater collection, drainage and disposal satisfying A1.1. The layout of vehicle parking, loading and manoeuvring areas is in accordance with AS/NZS 2890.1 (2004) – Parking Facilities - Off Street Car Parking and AS/NZS2890.2 (2002) Parking Facilities - Off Street Commercial Vehicles. Each parking space is separately accessed and the layout provides forward movement and passing of all vehicles within the site. The layout is intended to be formed and constructed with an all-weather surface.

Acceptable Solution – A2
Design and construction of an access strip and vehicle circulation, movement and standing areas for use or development on land within the Rural Living, Environmental Living, Open Space, Rural Resource, or Environmental Management zones must be in accordance with the principles and requirements for in the current edition of Unsealed Roads Manual – Guideline for Good Practice ARRB

Discussion:

The design and construction of vehicle movement, standings areas and exiting driveway are/intended to be in accordance with the ARRB guidelines (chapters 1 to 11) satisfying A2 above.

E10 Water and Waterways Code – Not Applicable

The proposal is located approximately 170 metres away from the nearest water body to; exceeding the 30 metre requirement and therefore the Code is not applicable to this application.

Conclusion

This supporting documentation demonstrates that the proposal of a Proposed Holiday Cabins supports and furthers the Planning Scheme aims and objectives, relevant Clauses and Schedules as set out for development within the Rural Resource Zone.

Where the proposal does not comply with the Acceptable Solution (AS) it has been demonstrated that the Performance Criteria (PC) are satisfied and there is not an unreasonable loss of amenity as a consequence of this proposal. Therefore Council are requested to exercise its Discretionary powers in relation to this development.

With the above in mind, a planning permit for a Proposed Holiday Cabins at 17328 Bass Highway, Boat Harbour is respectfully sought from the Planning Authority.

EnviroPlan
"making it easy..."

List of Annexures

Annexure A – Title Documents

Annexure B – Proposal Plans

Annexure C – Geotechnical Report

GEOTON Pty Ltd
Geotechnical Consultants

GEOTECHNICAL INVESTIGATION AND LANDSLIDE RISK ASSESSMENT

Mr Josh Donnolley

17328 Bass Highway, Boat Harbour

GL19192Ab
10 February 2020

GEOTON Pty Ltd
Geotechnical Consultants

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10 February 2020

Reference No. GL19192Ab

Mr Josh Donnolley
17328 Bass Highway
Boat Harbour TAS 7321

Dear Sir

RE: Geotechnical Investigation and Landslide Risk Assessment
17328 Bass Highway, Boat Harbour

We have pleasure in submitting herein our report detailing the results of the geotechnical investigation conducted at the above site.

Should you require clarification of any aspect of this report, please contact Matthew Street or the undersigned on (03) 6326 5001.

For and on behalf of
Geoton Pty Ltd

Tony Barriera
Director – Principal Geotechnical Engineer

Contents

1 INTRODUCTION

At the request of Mr Josh Donnolley, Geoton Pty Ltd has carried out a geotechnical investigation and landslide risk assessment for a proposed unit development at 17328 Bass Highway, Boat Harbour.

It is understood that the Council has indicated that the site is located within an area of doubtful stability, and as such a landslide risk assessment is required to satisfy the ground hazard code requirements (Code E6) for the Interim Planning Scheme.

The investigation has been conducted to provide the following:

- A landslide risk assessment;
- An assessment of the general subsurface conditions at the site and consequently assigning a Site Classification in accordance with AS 2870 – 2011 "Residential Slabs and Footings";
- An assessment of the surrounding topography and provide a Wind Classification in accordance with AS 4055:2012 "Wind Loads for Housing"; and
- A preliminary on-site wastewater disposal assessment to determine if the site can support an on-site wastewater disposal system (in accordance with AS/NZS 1547:2012 "On-site domestic-wastewater management").

It should be noted that this is a preliminary assessment and that a specific wastewater design will be required once the actual location and size of the development is known.

A concept plan of the proposed development was provided, prepared by EnviroPlan, Project No. 219059, dated 6/09/2019. We understand the development is to consist of 4 two bedroom units.

2 BACKGROUND

2.1 Geology

The Mineral Resources Tasmania (MRT) Geology Map, 1:25,000 Scale, indicates that the proposed development area is mapped as Cretaceous aged predominantly deeply weathered basalt. The slopes to the northeast and northwest (downslope of the proposed development area) are mapped as Quaternary aged landslide deposits. An extract of the MRT 1:25,000 Scale Wynyard Geology Map is provided as Figure 1.

2.2 Landslide Susceptibility

Examination of the Land Information System Tasmania (LIST) Landslide Planning Map – Hazard Bands Overlay, indicates that the northern portion of the site (directly below the proposed development) is mapped within a medium landside hazard band. Furthermore, the slopes below the proposed development area to the west are mapped within a Proclaimed Landslip A area.

Examination of the MRT Tasmanian Landslide Map Series, Wynyard – Landslide Inventory Map, 1:25,000 scale, indicates that directly below the proposed development area to the

northeast there is a large rotational landslide with an unknown activity (Landslide ID No.3058). In addition, directly downslope of the proposed development area to the northwest there is a large rotational landslide with an unknown activity (Landslide ID No.3057).

Examination of the MRT Tasmanian Landslide Map Series, Wynyard – Geomorphology Map, 1:25,000 scale, indicates that the proposed development area is mapped uphill of a headscarp of a past landslide. A spring/seep is located downslope to the northeast of the proposed development. An extract of the MRT Wynyard Geomorphology map is provided as Figure 2.

Examination of the MRT Tasmanian Landslide Map Series, Wynyard – Shallow Slide and Flow Susceptibility Map, indicates that the proposed development area is mapped within a low to moderate susceptibility for shallow landslides. An extract of the MRT Wynyard Shallow Slide and Flow Susceptibility map is provided as Figure 3.

Examination of the MRT Tasmanian Landslide Map Series, Wynyard – Deep Seated Landslide Susceptibility Map, indicates that the site is within a susceptibility regression zone for deep seated landslides. An extract of the MRT Wynyard Deep-Seated Landslide Susceptibility map is provided as Figure 4.

2.3 MRT Reports

No reports relating to the subject site were found on the MRT database. However, a number of reports on landslides in other areas of Boat Harbour, with similar geology and geomorphology were reviewed. The reports provide a good historical background to the area in addition to their technical content.

Land stability issues have been previously investigated in the Boat Harbour area due to a history of landslides that have caused damage to buildings and failure of an access road. In 1968, W. L. Matthews (a senior geologist with the Tasmanian Department of Mines, now MRT) investigated the reasons for the instability in this area and found that deeply weathered Tertiary aged basalt occupies a former valley between two ridges of Proterozoic aged quartzite. The two quartzite ridges direct groundwater flow into the pre-existing valley and trigger mass movements of the deeply weathered basalt.

MRT have completed a series of reports on land stability in the Boat Harbour Beach area, Jennings (1965), Matthews (1968a, 1968b, 1974). The conclusions of these reports are that landslides in this area are common and are likely to continue into the future.

3 FIELD INVESTIGATION

The field investigation was conducted between 18 September & 7 October 2019 and involved the excavation of 10 test pits and the drilling of 5 boreholes to the refusal depths of 1.7m to 3.8m.

Insitu vane shear strength and pocket penetrometer tests were conducted in the clay layers encountered in the investigation, with samples of these soils being obtained for subsequent laboratory testing.

The results of the field and laboratory tests are shown on the test pit and borehole logs, whilst the laboratory tests are also summarised in Table 1 within Section 4.3 below.

The logs of the test pits and boreholes are included in Appendix A with their locations shown in Figure 5 and 6 attached.

4 SITE CONDITIONS

4.1 Surface Conditions

An Engineering Geologist walked over the site on 18 September 2019, in fine conditions. A locality plan, annotated with site observations presented on Figures 5 and 6, with photographs presented in Appendix B (Plates 1-4).

The proposed development area is located on a gently sloping plateau directly above a steep predominantly north facing coastal escarpment (see Plate 1) with slopes of 19^{O} to 34^{O}. The proposed development area is currently used as cropping/pasture and is typically well drained.

Directly to the northeast of the proposed development area there is a large deep seated landslide (Landslide ID No.3058) that has a typical amphitheatre shape with steep slopes of 30^{O} to 34^{O} that are interpreted as being the headscarp of a past landslide (see Plate 2). The headscarp slopes contained several small breaks in slopes interpreted as being shallow soil slumps (see Plate 3 and Figure 5). Located off the toe of the steep slopes the slopes become gentler (10^{O} to 15^{O} to the north) and undulating being indicative of being the displaced mass of the landslide. Within the displaced mass there are several springs/seeps and a large wet/marshy area that discharges into the sea (see Figure 5).

In addition, directly to the northwest of the proposed development area there is a large deep seated landslide (Landslide ID No.3057) that also has a typical amphitheatre shape with slopes of 19^{O} to 33^{O} down towards the coast.

The two landslide complexes are separated by a large gently sloping ridge (1^{O} to 2^{O}) feature. The ridge feature typically has smooth convex slopes towards the north before sharply dropping off down towards the coast. The steep slopes towards the coast have insitu rock outcrops with slopes of approximately 48^{O} to 49^{O} down towards the north (see Plate 4).

The proposed development area has only very minor subdued undulations with smooth convex slopes and does not show any distinct signs of recent or past landslide activity. Furthermore, no springs/seeps were located within or directly downslope of the proposed development area.

The proposed wastewater disposal field is located to the south of the proposed building envelope on gentle uniform slopes and is to be setback a minimum of 15m from the steep coastal escarpment slopes.

4.2 Subsurface Conditions

The investigation indicated that the soil profile is relatively uniform across the site. The boreholes and test pits typically encountered topsoil to depths of 0.2m to 0.3m, overlying high plasticity **residual** clayey silt to depths of 0.7m to 2.0m, overlying extremely weathered material (has rock fabric with clayey silt soil properties) to depths of 1.3m to 3.8m, underlain

by highly weathered basalt. The clayey silt and extremely weathered material was typically stiff to very stiff with moisture contents below or equal to the plastic limit of the soil.

The boreholes and test pits did not encounter any groundwater seepage over the investigated depths.

Full details of soil conditions encountered are presented on the test pit and borehole logs.

4.3 Laboratory Testing

Table 1: Summary of Laboratory Test Results

Sample Identifications	TP1 1.6-1.8m	TP1 3.0-3.2m	TP2 0.5-0.7m
Liquid Limit (%)	77	73	71
Plastic Limit (%)	55	57	40
Plastic Index (%)	22	16	31
Linear Shrinkage (%)	12.5	11.5	13.5
Moisture Content (%)	47	55	41
Classification	MH	MH	MH
Soil Category	Extremely Weathered Material	Extremely Weathered Material	Clayey SILT

The samples returned Liquid Limit of 71% to 77%, which indicates that the soils possess a high shrink/swell potential.

Published correlations between Plastic Index and angle of internal friction indicated that the laboratory tested soils would have a peak angle of internal friction value of approximately 27^{O} to 32^{O}.

4.4 Inferred Geological Model

A geological model of the site has been developed from the geological maps and the findings of the field investigation and is presented in Figure 7.

From the MRT database combined with site observations, the proposed development area is mapped uphill of the headscarps of two large deep-seated landslides. As such, the proposed development area is located on residual basalt derived soils overlying Cretaceous aged basalt rock. The proposed development area is **not** located within any interpreted landslide features.

The slopes downhill of the proposed development area to the northeast and northwest are the headscarps of past landslides with the undulating terrain further below comprising basalt-derived landslide deposits overlying soil derived from Cretaceous aged basalt, underlain by Cretaceous aged basalt rock.

The central ridge between the two landslide complexes consist of residual basalt derived soils overlying **shallow** Cretaceous aged basalt rock.

Through the use of Lidar information, site observations (including identified springs) and the subsurface investigation, the groundwater table was identified as being relatively deep with the springs issuing within the landslide deposits located approximately 40m below the proposed development area.

5 LANDSLIDE RISK ASSESSMENT

Due to the site being mapped partially within a medium landslide hazard band, a site-specific landslide risk assessment has been carried out.

Based on the geological and geomorphological settings of the site, the following possible landslide scenarios are identified for the site.

- Deep-seated/large-scale landslide occurs on Cretaceous aged basalt affecting the proposed development; and
- Shallow/small-scale landslide occurs on Cretaceous aged basalt soils/extremely weathered material affecting the proposed development.

The possible landslide scenarios for the site are presented in Figure 7.

The qualitative likelihood, consequence and risk terms used in this report for risk to property are given in Appendix C. The risk terms are defined by a matrix that brings together different combinations of likelihood and consequence. Risk matrices help to communicate the results of risk assessment, rank risks, set priorities and develop transparent approaches to decision making. The notes attached to the tables and terms and the comments on response to risk in Appendix C are intended to help explain the risk assessment and management process.

In light of the findings of this investigation (topography, stiff soils, slope angles, shallow insitu bedrock), the likelihood of small-scale failures occurring on the site affecting the proposed development at this site is considered UNLIKELY, whilst a larger scale failure occurring is considered RARE.

Accordingly, the likelihoods estimated for the possible landslide scenarios are summarised in Table 2 as follows:

Table 2: Summary of Estimated Pre-existing Landslide Hazard

Possible Landslide Scenarios	Indicative Annual Probability (pa)	Indicative Recurrence Interval (yrs)	Descriptor (AGS 2007c)
Deep-seated/large-scale landslide occurs on Cretaceous aged basalt affecting the proposed development	10^{-5}	100,000	Rare
Shallow/small-scale landslide occurs on Cretaceous aged basalt soils/extremely weathered material affecting the proposed development	10^{-4}	10,000	Unlikely

5.1 Incremental Landslide Hazards

The alterations to the site as a result of the proposed development can generally be classified into two categories:

- Disturbance to the site due to the proposed development; and
- Introduction of additional water into the ground affecting the groundwater regime.

It is considered that the proposed development would not adversely impact on the site and immediate surrounds nor significantly increase the pre-existing landslide hazard, provided that the development adheres to the principles of good hillside practice and the recommendations provided below.

The site will collect rainwater from within the site to be used domestically, and excess collected stormwater runoff will be discharged well away from the steep change in slope. Furthermore all wastewater will be disposed of via subsurface irrigation and will be appropriately set back from the steep slopes.

5.2 Landslide Consequences

The proposed development is the element at risk for this assessment.

The landslide consequences for different scenarios are summarised in Table 3 as follows:

Table 3: Summary of Consequences for Different Landslide Scenarios

Possible Landslide Scenarios	Assessed Landslide Consequences	Descriptor (AGS 2007c)
Deep-seated/large-scale landslide occurs on Cretaceous aged basalt affecting the proposed development	The landslide may significantly displace the footing system of the proposed development causing major damage	Major
Shallow/small-scale landslide occurs on Cretaceous aged basalt soils/extremely weathered material affecting the proposed development	The landslide may displace the footing system of the proposed development causing medium damage	Medium

5.3 Landslide Risk to Property

Based on the outcomes of the landslide hazard and landslide consequence assessments detailed above, the assessed landslide risks to property are summarised in Table 4 as follows:

Table 4: Summary of Assessed Landslide Risks to Property (AGS 2007c)

Possible Landslide Scenarios	Assessed Landslide Hazards	Assessed Landslide Consequences	Qualitative Landslide Risk to Property
Deep-seated/large-scale landslide occurs on Cretaceous aged basalt affecting the proposed development	Rare	Major	**Low**
Shallow/small-scale landslide occurs on Cretaceous aged basalt soils/extremely weathered material affecting the proposed development	Unlikely	Medium	**Low**

The **acceptable** qualitative risk to property criteria suggested by AGS is **LOW**, given that the element at risk is a proposed low-rise development located on an existing slope.

5.4 Landslide Risk to Life

The person most at risk is considered to be a resident living in the proposed development.

The landslide risk to life for the identified person most at risk is calculated in Table 5 as follows:

Table 5: Landslide Risk to Life for Person Most at Risk

Possible Landslide Scenarios	Adopted Annual Landslide Probability, P(H)	Spatial Probability of Landslide Impacting Buildings at Risk, P(S:H)	Temporal Spatial Probability of Person Most at Risk at Buildings at Risk, P(T:S)	Vulnerability of Person Most at Risk, V(D:T)	Risk to Life, R(LoL)
Deep-seated/large-scale landslide occurs on Cretaceous aged basalt affecting the proposed development	10^{-5}	1.0 (Spatial Probability has been considered in the landslide hazards)	0.66 (16hrs/day)	0.5 (Building suffers major damage but is unlikely to collapse; may cause injury but death is unlikely)	3.3×10^{-6}
Shallow/small-scale landslide occurs on Cretaceous aged basalt soils/extremely weathered material affecting the proposed development	10^{-4}			0.05 (Building suffers medium damage but is highly unlikely to collapse; may cause injury but death is highly unlikely)	3.3×10^{-6}
					Total: 6.6×10^{-6}

The tolerable risk to life criteria for the person most at risk suggested by AGS is 10^{-5}, given that the development is located on an existing slope. Acceptable risks are usually considered to be one order of magnitude lower than the tolerable risks, which in this case is 10^{-6}.

Therefore, subject to compliance with the recommendations within Section 6 of this report, the corresponding quantitive risk posed by landslide to life by the proposed development is assessed as ACCEPTABLE.

6 DISCUSSION AND RECOMMENDATIONS

6.1 General

Based on the findings of the investigation and the above landslide risk assessment, we consider that the proposed development would not adversely impact on the site and immediate surroundings nor significantly increase its current assessed landslide risk, provided the development adheres to the principles of good hillside practice, and the recommendations below. An information sheet entitled "Some Guidelines for Hillside Construction" adapted from the Journal of the Australian Geomechanics Society, Volume 42, Number 1, dated March 2007, is presented in Appendix D.

Therefore, provided the development of the site is in accordance with good hillside practices and the recommendations within our report, we consider that a tolerable level of risk can be achieved for the development of the site in accordance with section E6.6.2 (Development on

land exposed to a natural hazard) of the Hazard Management Code of the Interim Planning Scheme 2013.

An Engineering Certificate addressing the Hazard Management Code is provided in Appendix E.

6.2 Buildings

- All buildings must be located within the building envelope shown on Figure 6. All buildings must be setback a minimum of 6m from the main change of slope as shown on Figure 6. An additional more detailed investigation would be required for any development outside of the proposed building envelope;
- All footings for buildings are to be socketed a minimum of 0.3m into highly weathered or better rock (basalt). An allowable bearing pressure of **400kPa** is available for edge beams, strips, bored piers and pads founded as above; and
- All structures in this area are required to be of flexible lightweight construction.

6.3 Drainage

- All stormwater must be disposed of within the area shown on Figure 6.
- Collected runoff from paved surfaces such as driveways should be piped to the stormwater system;
- No stormwater is permitted to be discharged over the steep slopes to the northeast or northwest of the proposed development; and
- No uncontrolled discharge of water onto the ground surface is permitted.

6.4 Wastewater Disposal

- All wastewater is to be disposed of using an Aerated Wastewater Treatment System (AWTS) and near surface subsurface irrigation. The area suitable for irrigation is shown on Figure 6.

6.5 Cut and Fill

- Fill on the site should be minimised and should be limited to less than **0.6m** in height and battered at slope angles no steeper than 1 vertical to 3 horizontal (1V:3H) or alternatively should be retained;
- No fill is permitted to be placed within 6m of the main change of slope as shown on Figure 6; and
- Cuts within the proposed development area should be battered at slope angles no steeper than 1 vertical to 3 horizontal (1V:3H) or alternatively should be retained. Any proposed cuts greater than 1m should be reviewed by an experienced geotechnical practitioner.

6.6 Retaining Walls

All retaining walls are required to be founded into highly weathered rock (basalt) or better. An allowable bearing pressure of **400kPa** for retaining walls founded as above;

The empirical Equation D1 of AS 4678 – 2002 Earth-retaining Structures indicates that the residual Clayey Silt and Extremely Weathered Material at the site would have an estimated effective internal friction angle (Φ') value of 27° with an effective cohesion (c') value of 0kPa.

Drainage is essential for the long-term stability of a retaining wall and therefore it is recommended that a well-draining cohesionless granular fill and subsoil drains be placed immediately behind the wall. A cohesionless granular fill, such as 20mm angular gravel, would typically have an Φ' value of approximately 35° with a c' value of 0kPa. Subsoil drains are required to drain to the stormwater system.

Placing a geofabric between the clayey silt and the granular backfill is also recommended to prevent silting up of the drainage gravel.

Excavations for the construction of retaining walls may result in a temporary reduction in the stability of the adjacent area particularly during wet weather until the wall is complete. This increased risk can be managed or reduced by appropriate construction planning, using temporary support, staged excavation and control of drainage.

6.7 Erosion Control

- Maintain vegetation on the surrounding slopes, in particular the downhill slopes of the proposed development.

6.8 Proposed Development Review

It is recommended that the drawings of the proposed development be reviewed by an experienced geotechnical practitioner to ensure that they are in keeping with good hillside practices and the recommendations provided within this report.

7 WIND CLASSIFICATION

After allowing due consideration of the region, terrain, shielding and topography, the proposed development area has been classified as follows:

WIND CLASSIFICATION N5 (AS 4055)

REGION	TERRAIN CATEGORY	SHIELDING	TOPOGRAPHY
A	TC1.5	NS	T5

8 PRELIMINARY ON-SITE WASTEWATER EFFLUENT DISPOSAL

It should be noted that this is a preliminary assessment for development approval and that a site-specific assessment for the proposed development will be required by the developer/owner once the actual location and size of the development is known.

8.1 Permeability of Soil and Soil Classification

The soil has been classified as follows:

- Texture – Clay loam (Table E1 from AS1547-2012);
- Structure – Massive (Table E4 from AS/NZS1547-2012); and
- Category – 4 (Table E1 from AS/NZS1547:2012).

The permeability at the site was measured to be 0.08m/day. For massive Category 4 soils the indicative permeability from AS1547 Table L1 is 0.06-0.12m/day. Therefore, the measured permeability is consistent with massive Category 4 soils.

- Adopted Permeability – 0.08m/day.

8.2 Disposal and Treatment Method

The soil within the proposed effluent disposal area is assessed as having sufficient depth and clay content to provide an adequate attenuation period for the breakdown of pathogens within the treated effluent.

As the site is located within an area of doubtful stability, the disposal of effluent via absorption trenches or beds is not permitted.

Therefore, based on the findings of the investigation and provided the setback distances are adhered to, this site assessment indicates that the site is suitable for the disposal of secondary treated effluent by way of an Aerated Wastewater Treatment System (AWTS) and sub-surface irrigation.

8.3 Setbacks

The minimum separation distance between the disposal area and downslope features is based on Appendix R from AS/NZS 1547:2012 "Recommended Setback Distances for Land Application Systems". As per Table R1 from AS/NZS 1547:2012 the following setbacks are required for secondary treated effluent:

- 70m from downslope sensitive features such as watercourses;
- 15m from the main change of slope shown on Figure 6;
- 15m from downslope property boundaries;
- 3m from buildings; and
- 1.5m from property boundaries situated cross slope or up-slope.

8.4 Aerated Wastewater Treatment System (AWTS)

About 900m^2 (450m^2 for the effluent disposal area and 450m^2 as a reserve area) would be required for an AWTS and sub-surface irrigation system to support 4 two bedroom units on tank water within the assessed area of the site.

8.5 On-site Wastewater Conclusions

The results of the investigation indicate that the site has sufficient available area suitable for the disposal of domestic effluent by way of secondary treated wastewater via an aerated wastewater treatment system, including sufficient reserve area. Wastewater should be disposed of in the area shown in Figure 6.

9 REFERENCES

Matthews, W. L., 1968 – Stability of Land at boat Harbour, Mr J Graham's Property. *Tech. Rep. Dep. Min. Tas. TR11_103*

Matthews, W. L., 1968 – Examination of stability of land - Boat Harbour Beach. *Tech. Rep. Dep. Min. Tas. TR12_72*

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Jennings I. B., 1965 – Preliminary Report on Landslips on the Boat Harbour Road. *Tech. Rep. Dep. Min. Tas. TR9_107_108*

Seymour, D. B., 1997 – A re-evaluation of the structural significance of the Boat Harbour Fault, northwester Tasmania. Tasmanian Geological Survey, *Record 1997/09*

Australian Geomechanics Society (2007) – Practice Note Guidelines for Landslide Risk Management 2007, Australian Geomechanics Journal, Vol 42, No. 1

AS 1726 – 2017 Geotechnical site investigation

AS 2870 – 2011 Residential Slabs and Footings

AS/NZS 1547- 2012 On-site domestic-wastewater management

ELVIS - Elevation and Depth - Foundation Spatial Data (Version 0.3.2). http://elevation.fsdf.org.au/

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Geotechnical Consultants - Limitations of report

These notes have been prepared to assist in the interpretation and understanding of the limitations of this report.

Project specific criteria

The report has been developed on the basis of unique project specific requirements as understood by Geoton and applies only to the site investigated. Project criteria are typically identified in the Client brief and the associated proposal prepared by Geoton and may include risk factors arising from limitations on scope imposed by the Client. The report should not be used without further consultation if significant changes to the project occur. No responsibility for problems that might occur due to changed factors will be accepted without consultation.

Subsurface variations with time

Because a report is based on conditions which existed at the time of subsurface exploration, decisions should not be based on a report whose adequacy may have been affected by time. For example, water levels can vary with time, fill may be placed on a site and pollutants may migrate with time. In the event of significant delays in the commencement of a project, further advice should be sought.

Interpretation of factual data

Site assessment identifies actual subsurface conditions only at those points where samples are taken and at the time they are taken. All available data is interpreted by professionals to provide an opinion about overall site conditions, their likely impact on the proposed development and recommended actions. Actual conditions may differ from those inferred to exist, as it is virtually impossible to provide a definitive subsurface profile which includes all the possible variabilities inherent in soil and rock masses.

Report Recommendations

The report is based on the assumption that the site conditions as revealed through selective point sampling are indicative of actual conditions throughout an area. This assumption cannot be substantiated until earthworks and/or foundation construction is almost complete and therefore the report recommendations can only be regarded as preliminary. Where variations in conditions are encountered, further advice should be sought.

Specific purposes

This report should not be applied to any project other than that originally specified at the time the report was issued.

Interpretation by others

Geoton will not be responsible for interpretations of site data or the report findings by others involved in the design and construction process. Where any confusion exists, clarification should be sought from Geoton.

Report integrity

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.

Geoenvironmental issues

This report does not cover issues of site contamination unless specifically required to do so by the client. In the absence of such a request, Geoton take no responsibility for such issues.

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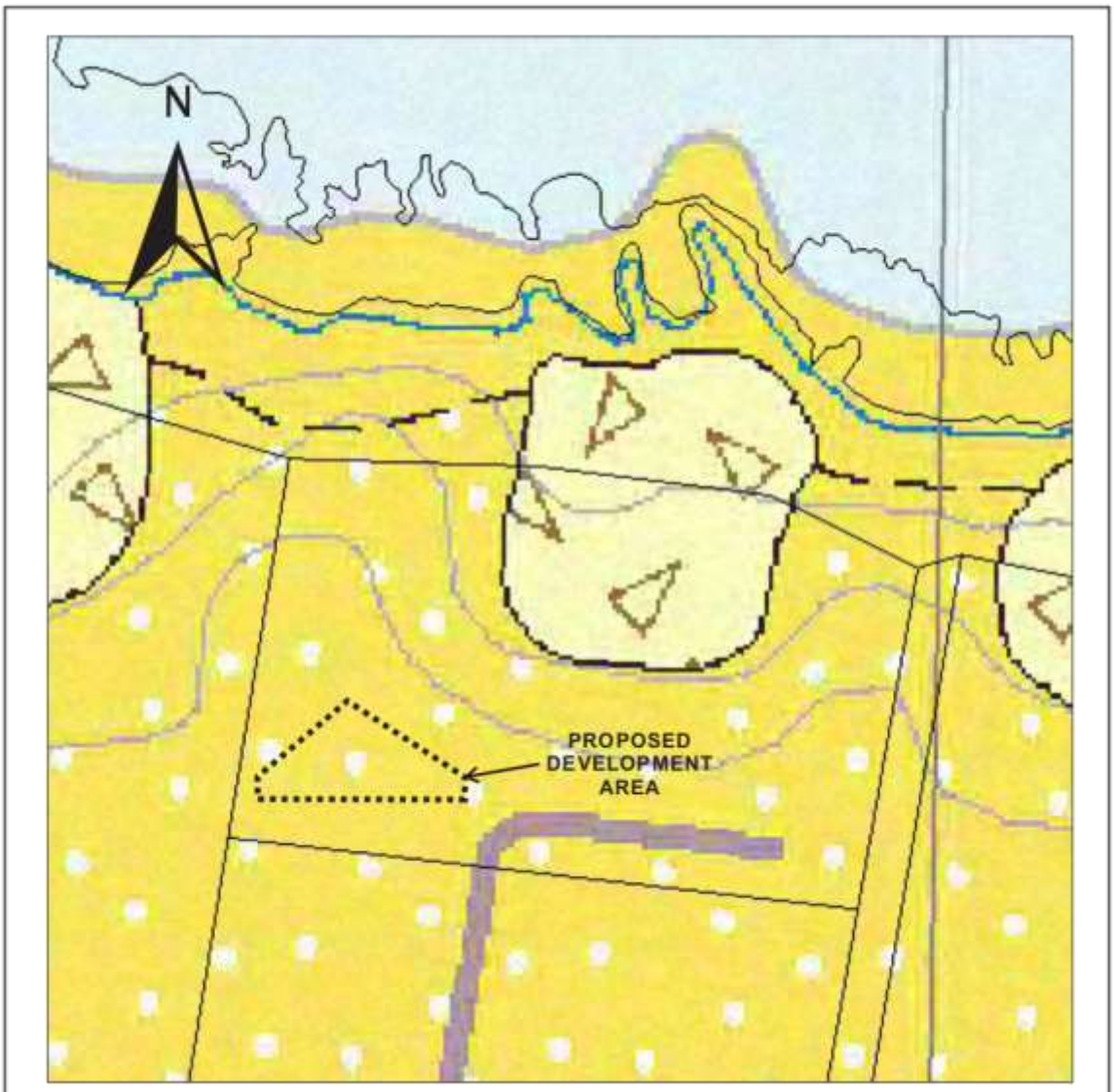
Figures



Legend

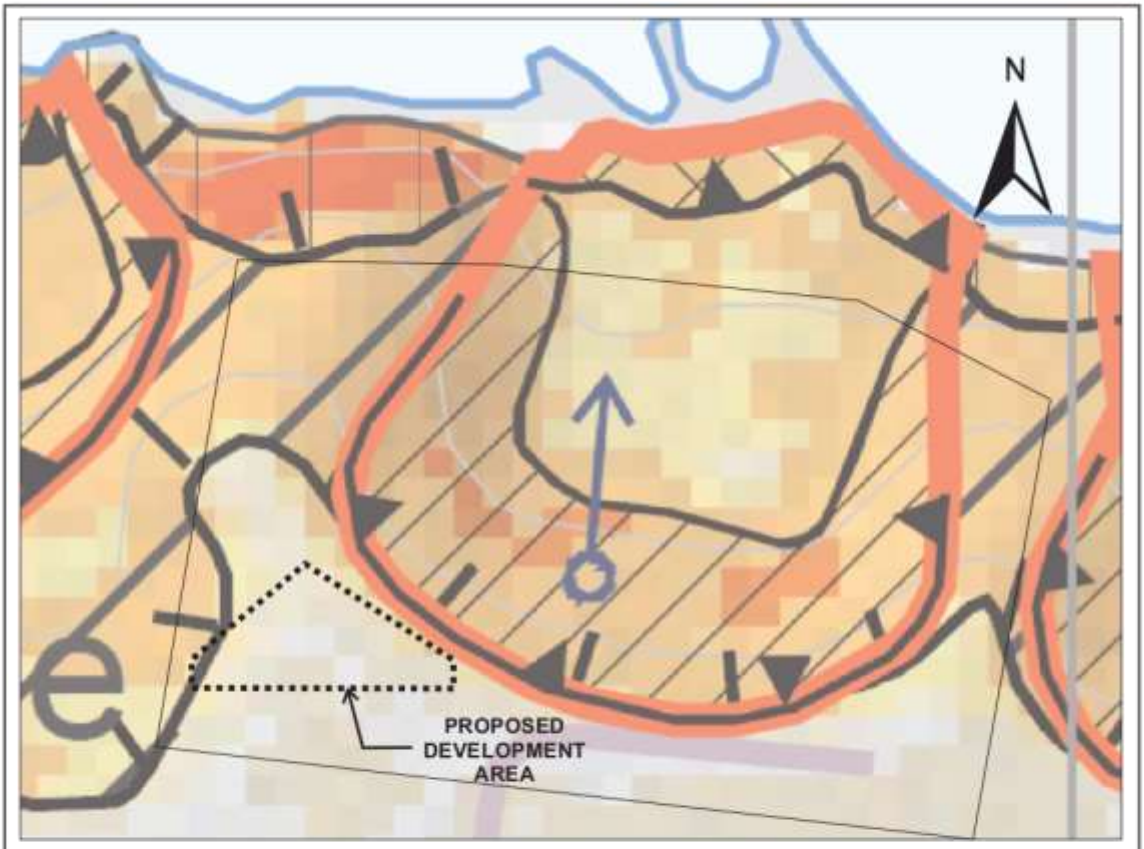
Qxl — Quaternary aged landslide deposits predominantly derived from weathered Tertiary Rocks

Tbw — Cenozoic aged predominantly deeply weathered basalt

Approximate Scale (m)

0 50 100 150 200

GEOTON Pty Ltd				client:	MR JOSH DONNOLLEY
				project:	17328 BASS HIGHWAY BOAT HARBOUR
date	7/02/20	drawn	MS		
scale	As Shown	approved	TB	title:	GEOLOGY MAP
original size	A4	rev		project no: GL19192A	figure no. 1

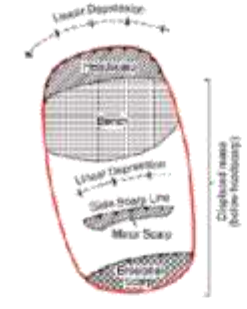


Approximate Scale (m)

0 50 100

MAP EXTRACT FROM - MRT TASMANIAN LANDSLIDE MAP SERIES : WYNYARD - GEOMORPHOLOGY

Landslide Components



Affected area of landslide

Affected area of Possible Landslide

Landslide shown as a point where too small for map's scale (eg. small earth and debris flows)

Slope Categories

- 0-2 degrees
- 2-7 degrees
- 7-13 degrees
- 13-35 degrees
- 35-42 degrees
- >42 degrees

Linear Geomorphic Features

- Major convex break in slope
- Minor or rounded convex break in slope
- Spring or seep (may be concealed under dam or fill)

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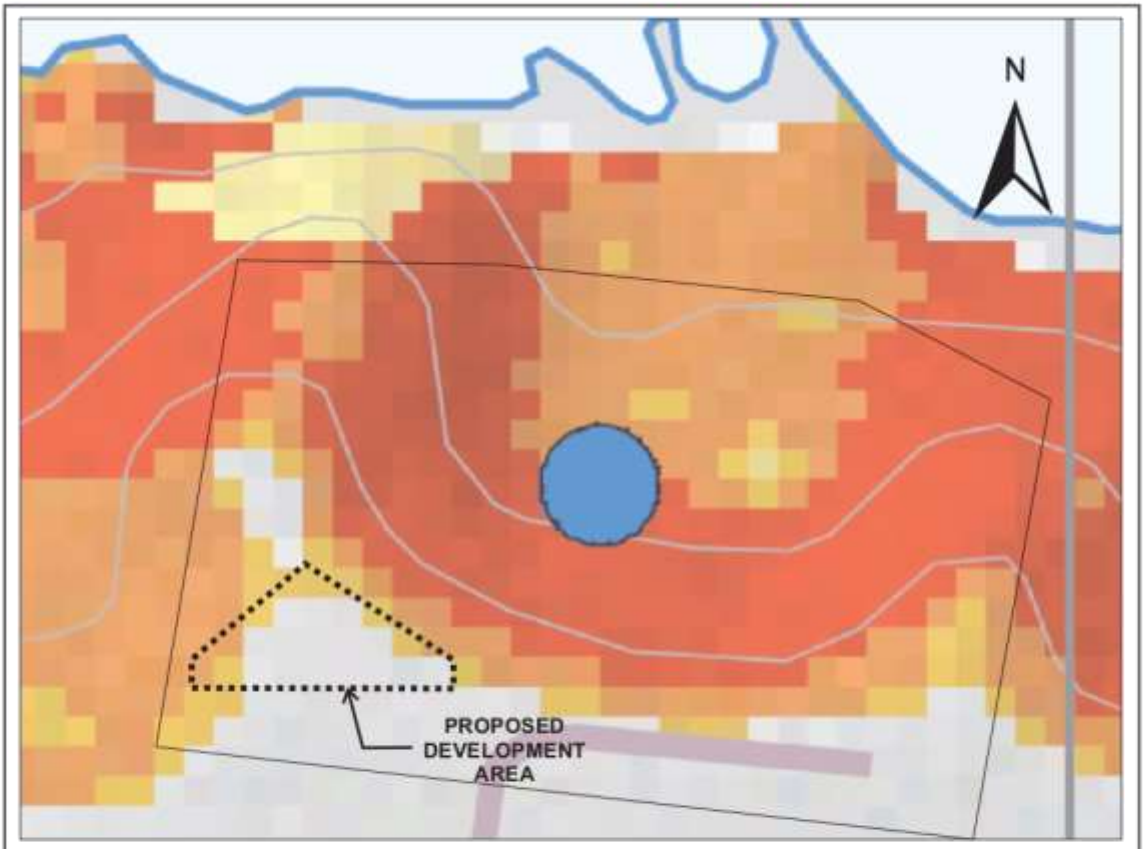
date	7/02/20	drawn	MS		
scale	As Shown	approved	TB	title:	GEOMORPHOLOGY
original size	A4	rev		project no: GL19192A	figure no. 2



Approximate Scale (m)

0 50 100

MAP EXTRACT FROM - MRT TASMANIAN LANDSLIDE MAP SERIES : WYNYARD - SHALLOW SLIDE AND FLOW SUSCEPTIBILITY

Susceptibility Zones

- High susceptibility source area
- Moderate susceptibility source area
- Low susceptibility source area
- Flow runout area

Source area: An area of hillside with the potential to form a slope failure, identified largely on the basis of slope angle and geology
Runout area: An area down-slope of a source area where the moving earth, debris or rock can potentially travel

Shallow Slide or Flow Features

- Shallow slide or flow affected area
- Shallow slide, recent or active
- Shallow slide, activity unknown
- Earth or debris flow, recent or active
- Earth or debris flow, activity unknown
- Unclassified shallow slides or flows
- Spring or seep - which have a known association with landslides in many cases

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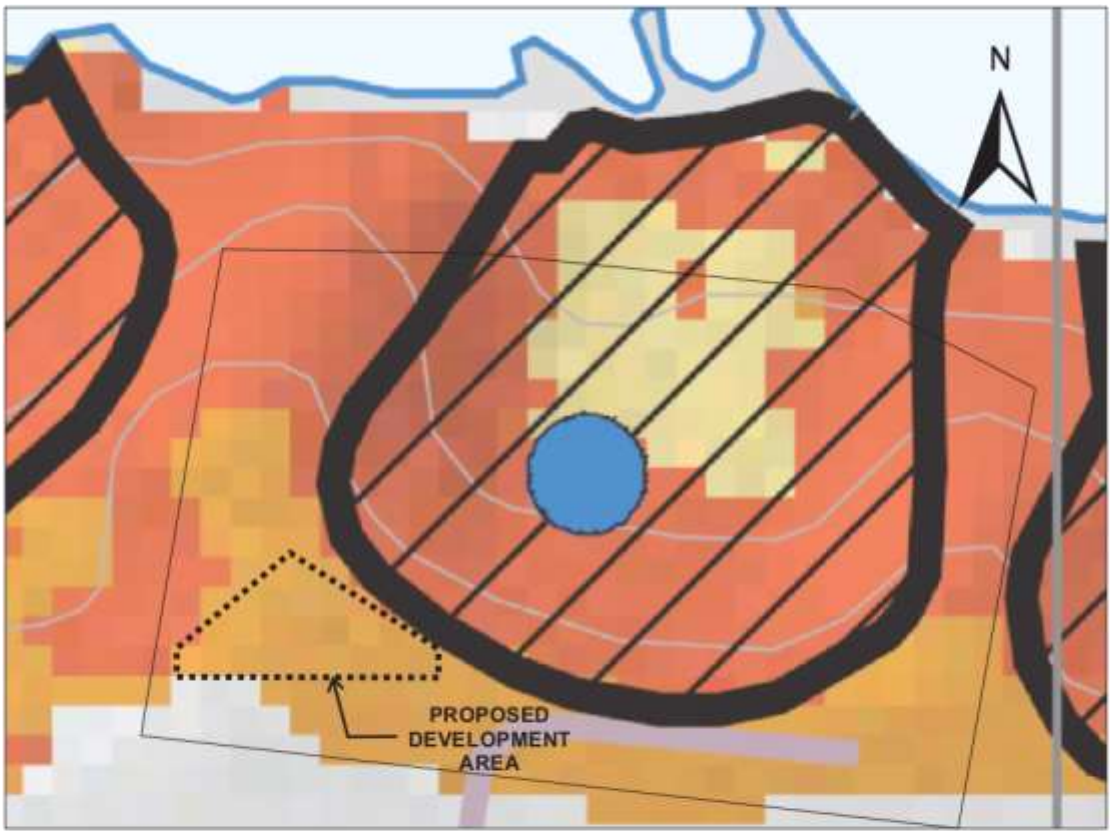
date	7/02/20	drawn	MS		
scale	As Shown	approved	TB	title:	SHALLOW SLIDE AND FLOW SUSCEPTIBILITY
original size	A4	rev		project no: GL19192A	figure no. 3



Approximate Scale (m)
0 50 100

MAP EXTRACT FROM - MRT TASMANIAN LANDSLIDE MAP SERIES : WYNYARD - DEEP-SEATED LANDSLIDE SUSCEPTIBILITY

Susceptibility Zones for First Time Failure

- Regression area
- Source area
- Runout area

Regression area: An area up-slope of a source area that could fail following a deep-seated landslide movement (a.k.a retrogression or set-back area)

Source area: An area of hillside with the potential to form a slope failure, identified largely on the basis of slope angle and geology

Runout area: An area down-slope of a source area where the moving earth, debris or rock can potentially travel

Susceptibility Zones for Landslide Reactivation

- Landslide, recent or active
- Landslide, activity unknown
- Possible landslide, activity unknown

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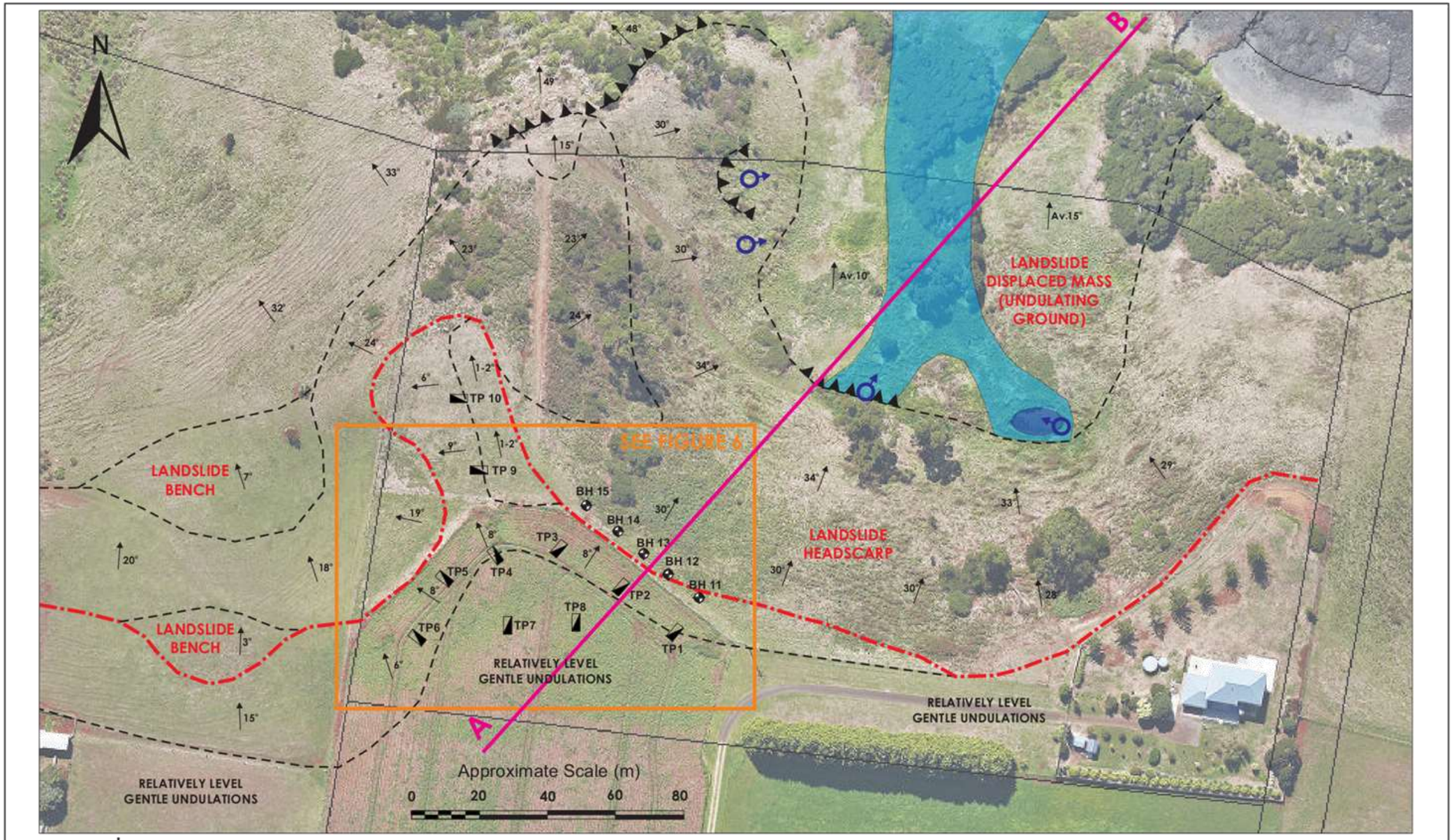
date	7/02/20	drawn	MS		
scale	As Shown	approved	TB	title:	DEEP-SEATED LANDSLIDE SUSCEPTIBILITY
original size	A4	rev		project no: GL19192A	figure no. 4



Legend

- BH 1 — Approximate Borehole Location
- TP 1 — Approximate Test Pit Location
- Existing Dam
- Reeds/saturated ground
- 22° — Approximate slope
- Change of slope
- Main change in slope
- Break in slope
- Spring/seep
- Cross section (see Figure 7)

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date	19/12/19	drawn	MS		
scale	As Shown	approved	TB	title:	SITE PLAN
original size	A3	rev		project no: GL19192A	figure no. Figure 5

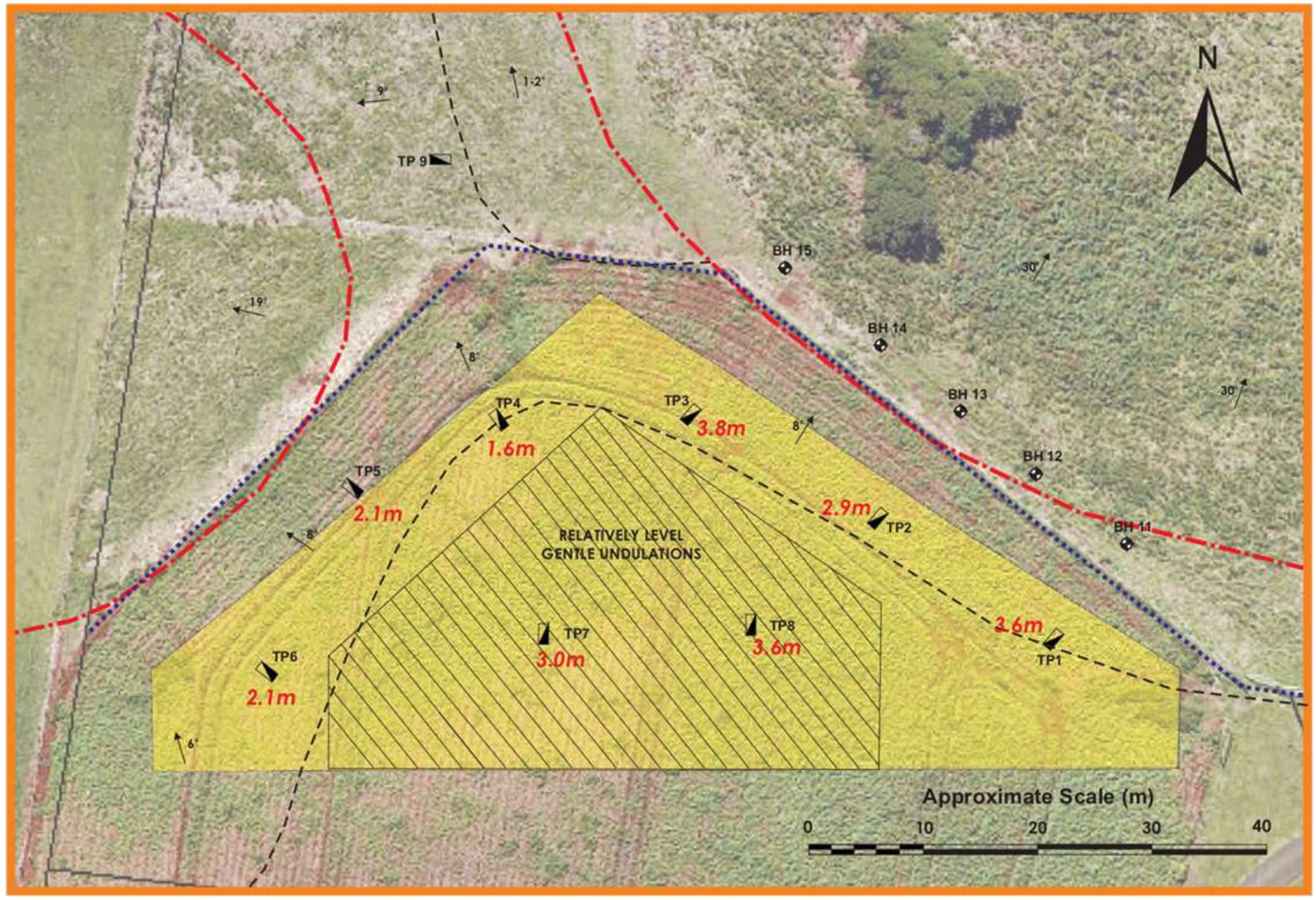
Notes

1) All dwellings are to founded to rock (highly weathered or better)

2) Dwellings to be set back a minimum of 6m from the main change in slope

3) All wastewater to be disposed off via an Aerated Wastewater Treatment System (AWTS) and subsurface irrigation

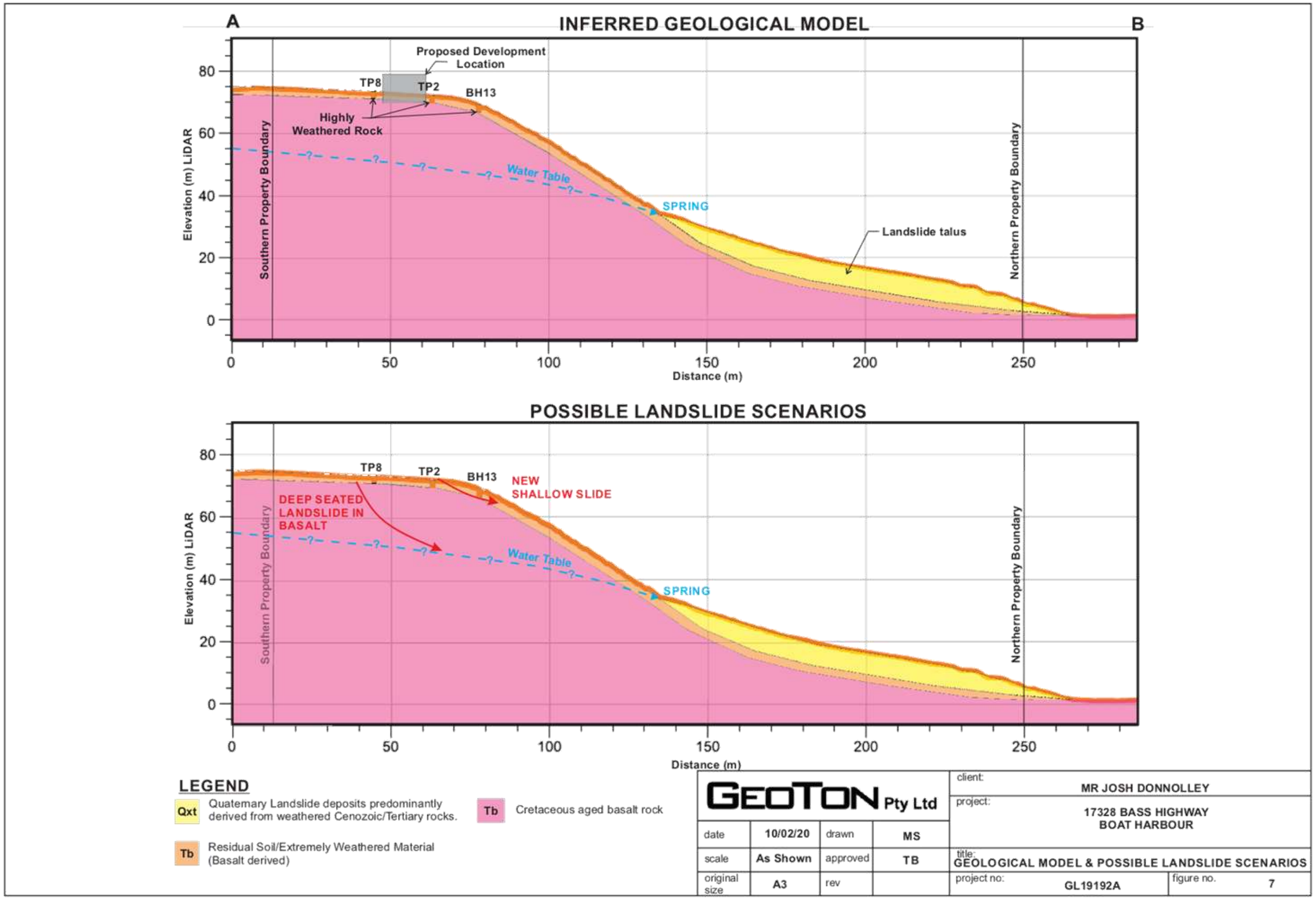
4) The wastewater/stormwater disposal field is to be setback a minimum of 15m from the main change in slope



Legend

- BH 1 — Approximate Borehole Location
- TP 1 — Approximate Test Pit Location
- Proposed Building Envelope
- Wastewater/Stormwater Disposal Field
- 22° — Approximate slope
- Change of slope
- Main change in slope
- Existing fenceline
- 1.0m — Depth to rock (founding depth)

GEOTON Pty Ltd				client:	MR JOSH DONNOLLEY
				project:	17328 BASS HIGHWAY BOAT HARBOUR
date	19/12/19	drawn	MS		
scale	As Shown	approved	TB	title:	SITE PLAN
original size	A3	rev		project no: GL19192A	figure no. Figure 6


A
INFERRED GEOLOGICAL MODEL
B
Proposed Development Location
TP8
TP2
BH13
Highly Weathered Rock
Water Table
SPRING
Landslide talus
Southern Property Boundary
Northern Property Boundary
Elevation (m) LiDAR
Distance (m)
POSSIBLE LANDSLIDE SCENARIOS
NEW SHALLOW SLIDE
DEEP SEATED LANDSLIDE IN BASALT
LEGEND
Qxt
Quaternary Landslide deposits predominantly derived from weathered Cenozoic/Tertiary rocks.
Tb
Residual Soil/Extremely Weathered Material (Basalt derived)
Tb
Cretaceous aged basalt rock
GEOTON Pty Ltd
date 10/02/20
drawn MS
scale As Shown
approved TB
original size A3
rev
client: MR JOSH DONNOLLEY
project: 17328 BASS HIGHWAY BOAT HARBOUR
title: GEOLOGICAL MODEL & POSSIBLE LANDSLIDE SCENARIOS
project no: GL19192A
figure no. 7

Appendix A

Borehole & Excavation Logs

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ENGINEERING EXCAVATION LOG

Geotechnical Consultants
PO Box 522 Prospect TAS 7250
Unit 24, 16-18 Goodman Court, Invermay TAS
T (03) 6326 5001

Test Pit no. TP1
Sheet no. 1 of 1
Job no. GL19192A

Client : Mr Josh Donnolley
Project : Geotechnical Investigation & Landslide Risk Assessment
Location : 17328 Bass Highway, Boat Harbour
Date : 19/9/19
Logged By : MS

Excavator: 5.5 Tonne
Bucket: 0.6m
Length: 2.5m
Easting:
Northing:
RL Surface :
Datum :

Method	Support	Penetration	Water	Notes Samples Tests	Depth (m)	Graphic log	Classification Symbol	Material Description	Moisture condition	Consistency density, index	Structure, additional observations
E	N						MH	TOPSOIL - Clayey Silt, high plasticity, brown	M	L	Topsoil - disturbed ground
					0.50		MH	Clayey SILT - high plasticity, red/ brown	M	St	RESIDUAL W≈PL pp=200kPa
					1.00			Becoming red/brown mottled yellow/brown, with a trace of gravel (subrounded, highly weathered basalt)		VSt	pp=400kPa
					1.50			Slight decrease in moisture			W<PL
				D				EXTREMELY WEATHERED MATERIAL (Basalt) - clayey silt soil properties, high plasticity, distinct rock fabric, red/brown, yellow and white	M	VSt	**LL=77%, PL=55%, PI=22%** **LS=12.5%, MC=47%** pp=400kPa
					2.00						
					2.50					St	pp=300-340kPa
					3.00			Slight decrease in moisture			W≈PL
				D							**LL=73%, PL=57%, PI=16%** **LS=11.5%, MC=55%** pp=320kPa
					3.50						
								HIGHLY WEATHERED BASALT - low strength, fine grained, light brown	D/M	VD	
					4.00			Test Pit terminated at 3.8m Excavator refusal			

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ENGINEERING EXCAVATION LOG

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Test Pit no. TP2
Sheet no. 1 of 1
Job no. GL19192A

Client : Mr Josh Donnolley
Project : Geotechnical Investigation & Landslide Risk Assessment
Location : 17328 Bass Highway, Boat Harbour
Date : 19/9/19
Logged By : MS

Excavator: 5.5 Tonne
Bucket: 0.6m
Length: 2.5m
Easting:
Northing:
RL Surface :
Datum :

Method	Support	Penetration	Water	Notes Samples Tests	Depth (m)	Graphic log	Classification Symbol	Material Description	Moisture condition	Consistency density, index	Structure, additional observations
E	N						MH	TOPSOIL - Clayey Silt, high plasticity, brown	M	L	Topsoil - disturbed ground
					0.50		MH	Clayey SILT - high plasticity, red/ brown	M	St	RESIDUAL W≈PL pp=220kPa **LL=71%, PL=40%, PI=31%** **LS=13.5%, MC=41%**
				D							
					1.00			Becoming red/brown mottled yellow/brown, with a trace of gravel (subrounded, highly weathered basalt)			pp=280-300kPa
					1.50			EXTREMELY WEATHERED MATERIAL (Basalt) - clayey silt soil properties, high plasticity, distinct rock fabric, red/brown, yellow and white	M	St	W<PL pp=380kPa
					2.00					VSt	pp>400kPa
					2.50			With some gravel/cobbles (highly weathered basalt)			grading towards rock
					3.00			HIGHLY WEATHERED BASALT - low strength, fine grained, light brown	D/M	VD	
					3.50			Test Pit terminated at 3.1m Excavator refusal			
					4.00						

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ENGINEERING EXCAVATION LOG

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Unit 24, 16-18 Goodman Court, Invermay TAS
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Test Pit no. TP3
Sheet no. 1 of 1
Job no. GL19192A

Client : Mr Josh Donnolley
Project : Geotechnical Investigation & Landslide Risk Assessment
Location : 17328 Bass Highway, Boat Harbour
Date : 19/9/19
Logged By : MS

Excavator: 5.5 Tonne
Bucket: 0.6m
Length: 2.5m
Easting:
Northing:
RL Surface :
Datum :

Method	Support	Penetration	Water	Notes Samples Tests	Depth (m)	Graphic log	Classification Symbol	Material Description	Moisture condition	Consistency density, index	Structure, additional observations
E	N						MH	TOPSOIL - Clayey Silt, high plasticity, brown	M	L	Topsoil - disturbed ground
					0.50		MH	Clayey SILT - high plasticity, red/ brown	M	St	RESIDUAL W≈PL pp=240kPa
					1.00			Becoming red/brown mottled yellow/brown, with a trace of gravel (subrounded, highly weathered basalt) Becoming red/brown mottled white		VSt	pp>400kPa
					1.50			EXTREMELY WEATHERED MATERIAL (Basalt) - clayey silt soil properties, high plasticity, distinct rock fabric, red/brown, yellow and light brown	M	VSt	W<PL pp>400kPa
					2.00						pp>400kPa
					2.50						pp>400kPa
					3.00			Becoming red/brown and grey			pp>400kPa
					3.50			With some gravel/cobbles (highly weathered basalt)			pp>400kPa
					4.00			Test Pit terminated at 3.8m Excavator refusal			Highly weathered basalt

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ENGINEERING EXCAVATION LOG

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Test Pit no. TP4
Sheet no. 1 of 1
Job no. GL19192A

Client : Mr Josh Donnolley
Project : Geotechnical Investigation & Landslide Risk Assessment
Location : 17328 Bass Highway, Boat Harbour
Date : 19/9/19
Logged By : MS

Excavator: 5.5 Tonne
Bucket: 0.6m
Length: 2.5m
Easting:
Northing:
RL Surface :
Datum :

Method	Support	Penetration	Water	Notes Samples Tests	Depth (m)	Graphic log	Classification Symbol	Material Description	Moisture condition	Consistency density, index	Structure, additional observations
E	N						MH	TOPSOIL - Clayey Silt, high plasticity, brown	M	L	Topsoil - disturbed ground
					0.50		MH	Clayey SILT - high plasticity, red/ brown	M	St	RESIDUAL W≈PL pp=200kPa
					1.00			Becoming light brown mottled red/brown and white			pp=280kPa
					1.50			EXTREMELY WEATHERED MATERIAL (Basalt) - clayey silt soil properties, high plasticity, distinct rock fabric, red/brown	M	VSt	W<PL pp>400kPa
								HIGHLY WEATHERED BASALT - low strength, fine grained, light brown	D/M	VD	
					2.00			Test Pit terminated at 1.8m Excavator refusal			
					2.50						
					3.00						
					3.50						
					4.00						

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ENGINEERING EXCAVATION LOG

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Test Pit no. TP5
Sheet no. 1 of 1
Job no. GL19192A

Client : Mr Josh Donnolley
Project : Geotechnical Investigation & Landslide Risk Assessment
Location : 17328 Bass Highway, Boat Harbour
Date : 19/9/19
Logged By : MS

Excavator: 5.5 Tonne
Bucket: 0.6m
Length: 2.5m
Easting:
Northing:
RL Surface :
Datum :

Method	Support	Penetration	Water	Notes Samples Tests	Depth (m)	Graphic log	Classification Symbol	Material Description	Moisture condition	Consistency density, index	Structure, additional observations
E	N						MH	TOPSOIL - Clayey Silt, high plasticity, brown	M	L	Topsoil - disturbed ground
					0.50		MH	Clayey SILT - high plasticity, red/ brown With some cobbles & boulders	M	St	RESIDUAL W≈PL
					1.00			EXTREMELY WEATHERED MATERIAL (Basalt) - clayey silt soil properties, high plasticity, light brown and red/brown, with some cobbles and boulders	D/M	VSt	W<PL pp>400kPa
					1.50			Cobbles & Boulders in extremely weathered material matrix	M	D	W≈PL
					2.00						
					2.50			Test Pit terminated at 2.1m Excavator refusal on highly weathered basalt			
					3.00						
					3.50						
					4.00						

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ENGINEERING EXCAVATION LOG

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Test Pit no. TP6
Sheet no. 1 of 1
Job no. GL19192A

Client : Mr Josh Donnolley
Project : Geotechnical Investigation & Landslide Risk Assessment
Location : 17328 Bass Highway, Boat Harbour
Date : 19/9/19
Logged By : MS

Excavator: 5.5 Tonne
Bucket: 0.6m
Length: 2.5m
Easting:
Northing:
RL Surface :
Datum :

Method	Support	Penetration	Water	Notes Samples Tests	Depth (m)	Graphic log	Classification Symbol	Material Description	Moisture condition	Consistency density, index	Structure, additional observations
E	N						MH	TOPSOIL - Clayey Silt, high plasticity, brown	M	L	Topsoil - disturbed ground
					0.50		MH	Clayey SILT - high plasticity, red/ brown	M	St	RESIDUAL W≈PL pp=200kPa
					1.00						pp=340kPa
					1.50			EXTREMELY WEATHERED MATERIAL (Basalt) - clayey silt soil properties, high plasticity, light brown and red/brown, with some cobbles and boulders	D/M	VSt	W<PL pp>400kPa
					2.00						
					2.50			Test Pit terminated at 2.1m Excavator refusal on highly weathered basalt			
					3.00						
					3.50						
					4.00						

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ENGINEERING EXCAVATION LOG

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Test Pit no. TP7
Sheet no. 1 of 1
Job no. GL19192A

Client : Mr Josh Donnolley
Project : Geotechnical Investigation & Landslide Risk Assessment
Location : 17328 Bass Highway, Boat Harbour
Date : 19/9/19
Logged By : MS

Excavator: 5.5 Tonne
Bucket: 0.6m
Length: 2.5m
Easting:
Northing:
RL Surface :
Datum :

Method	Support	Penetration	Water	Notes Samples Tests	Depth (m)	Graphic log	Classification Symbol	Material Description	Moisture condition	Consistency density, index	Structure, additional observations
E	N						MH	TOPSOIL - Clayey Silt, high plasticity, brown	M	L	Topsoil - disturbed ground
					0.50		MH	Clayey SILT - high plasticity, red/ brown	M	St	RESIDUAL W≈PL pp=240kPa
					1.00						pp=320kPa
					1.50			Becoming red/brown mottled light brown			pp=320kPa
					2.00			EXTREMELY WEATHERED MATERIAL (Basalt) - clayey silt soil properties, high plasticity, distinct rock fabric, red/brown, yellow and white	M	VSt	pp>400kPa
					2.50						pp>400kPa
					3.00			With some cobbles/boulders (highly weathered basalt)			pp>400kPa
					3.50			Test Pit terminated at 3.0m Excavator refusal on highly weathered basalt			
					4.00						

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ENGINEERING EXCAVATION LOG

Geotechnical Consultants
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Test Pit no. TP8
Sheet no. 1 of 1
Job no. GL19192A

Client : Mr Josh Donnolley
Project : Geotechnical Investigation & Landslide Risk Assessment
Location : 17328 Bass Highway, Boat Harbour
Date : 19/9/19
Logged By : MS

Excavator: 5.5 Tonne
Bucket: 0.6m
Length: 2.5m
Easting:
Northing:
RL Surface :
Datum :

Method	Support	Penetration	Water	Notes Samples Tests	Depth (m)	Graphic log	Classification Symbol	Material Description	Moisture condition	Consistency density, index	Structure, additional observations
E	N						MH	TOPSOIL - Clayey Silt, high plasticity, brown	M	L	Topsoil - disturbed ground
					0.50		MH	Clayey SILT - high plasticity, red/ brown	M	St	RESIDUAL W≈PL
					1.00						pp=320kPa
					1.50			Becoming red/brown mottled light brown			pp=360kPa
					2.00			EXTREMELY WEATHERED MATERIAL (Basalt) - clayey silt soil properties, high plasticity, distinct rock fabric, red/brown, yellow and white	M	VSt	pp>400kPa
					2.50						pp>400kPa
					3.00			With some cobbles/boulders (highly weathered basalt)	D/M		W<PL pp>400kPa
					3.50			HIGHLY WEATHERED BASALT - low strength, fine grained, light brown	D/M	VD	
					4.00			Test Pit terminated at 3.6m Excavator refusal			

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ENGINEERING EXCAVATION LOG

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Test Pit no. TP9
Sheet no. 1 of 1
Job no. GL19192A

Client : Mr Josh Donnolley
Project : Geotechnical Investigation & Landslide Risk Assessment
Location : 17328 Bass Highway, Boat Harbour
Date : 19/9/19
Logged By : MS

Excavator: 5.5 Tonne
Bucket: 0.6m
Length: 2.5m
Easting:
Northing:
RL Surface :
Datum :

Method	Support	Penetration	Water	Notes Samples Tests	Depth (m)	Graphic log	Classification Symbol	Material Description	Moisture condition	Consistency density, index	Structure, additional observations
E	N						ML	TOPSOIL - Clayey Silt, low plasticity, brown	D/M	L	Topsoil - grass roots
					0.50		MH	Clayey SILT - high plasticity, red/ brown	M	St	RESIDUAL W≈PL pp=280kPa
					1.00			EXTREMELY WEATHERED MATERIAL (Basalt) - clayey silt soil properties, high plasticity, distinct rock fabric, red/brown, yellow and white With some cobbles/boulders (highly weathered basalt)	M	VSt	pp>400kPa
					1.50			HIGHLY WEATHERED BASALT - low strength, fine grained, light brown	D/M	VD	
					2.00			Test Pit terminated at 2.1m Excavator refusal			
					2.50						
					3.00						
					3.50						
					4.00						

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ENGINEERING EXCAVATION LOG

Geotechnical Consultants
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Unit 24, 16-18 Goodman Court, Invermay TAS
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Test Pit no. TP10
Sheet no. 1 of 1
Job no. GL19192A

Client : Mr Josh Donnolley
Project : Geotechnical Investigation & Landslide Risk Assessment
Location : 17328 Bass Highway, Boat Harbour
Date : 19/9/19
Logged By : MS

Excavator: 5.5 Tonne
Bucket: 0.6m
Length: 2.5m
Easting:
Northing:
RL Surface :
Datum :

Method	Support	Penetration	Water	Notes Samples Tests	Depth (m)	Graphic log	Classification Symbol	Material Description	Moisture condition	Consistency density, index	Structure, additional observations
E	N						ML	TOPSOIL - Clayey Silt, low plasticity, brown	D/M	L	Topsoil - grass roots
					0.50		MH	Clayey SILT - high plasticity, orange/ brown, with some cobbles	M	St	RESIDUAL W≈PL
					1.00			EXTREMELY WEATHERED MATERIAL (Basalt) - clayey silt soil properties, high plasticity, light brown and red/brown, with some cobbles and boulders	D/M	VSt	W<PL
					1.50			HIGHLY WEATHERED BASALT - low strength, fine grained, light brown	D/M	VD	
					2.00			Test Pit terminated at 1.7m Excavator refusal			
					2.50						
					3.00						
					3.50						
					4.00						

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ENGINEERING BOREHOLE LOG

Borehole no. BH11
Sheet no. 1 of 1
Job no. GL19192A

Client :	Mr Josh Donnolley		Date : 7/10/19
Project :	Geotechnical Investigation & Landslide Risk Assessment		Logged By : MS
Location :	17328 Bass Highway, Boat Harbour		
Drill model :	Drilltech Auger	Easting: Inclination: -90°	RL Surface :
Hole diameter :	150mm	Northing: Bearing: -	Datum :

Method	Support	Penetration	Water	Notes Samples Tests	Depth (m)	Graphic log	Classification Symbol	Material Description	Moisture condition	Consistency density index	Structure, additional observations
AD	N				0.00		MH	Clayey SILT - high plasticity, orange/ brown	M	St	W≈PL
					0.50						V-84kPa
					1.00						V-90kPa
								Becoming yellow/brown mottled light grey			
					1.50						
					2.00					VSt	V-108kPa
					2.50						
								EXTREMELY WEATHERED MATERIAL (Basalt) - clayey silt soil properties, high plasticity, distinct rock fabric, red/brown, yellow and white	D/M	VSt	W<PL
					3.00					H	Very slow drilling from 3.0m
					3.50						
								Borehole terminated at 3.5m Auger refusal on inferred highly weathered basalt			
					4.00						

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ENGINEERING BOREHOLE LOG

Borehole no. BH12
Sheet no. 1 of 1
Job no. GL19192A

Client :	Mr Josh Donnolley		Date : 7/10/19
Project :	Geotechnical Investigation & Landslide Risk Assessment		Logged By : MS
Location :	17328 Bass Highway, Boat Harbour		
Drill model :	Drilltech Auger	Easting: Inclination: -90°	RL Surface :
Hole diameter :	150mm	Northing: Bearing: -	Datum :

Method	Support	Penetration	Water	Notes Samples Tests	Depth (m)	Graphic log	Classification Symbol	Material Description	Moisture condition	Consistency density index	Structure, additional observations
AD	N				0.50		MH	Clayey SILT - high plasticity, orange/ brown	M	St	W≈PL V-88kPa
					1.00						V-94kPa
					1.50			EXTREMELY WEATHERED MATERIAL (Basalt) - clayey silt soil properties, high plasticity, distinct rock fabric, red/brown, yellow and white, with a trace of cobbles	D/M	VSt	W<PL V-refusal
					2.00			Borehole terminated at 2.0m Auger refusal on inferred highly weathered basalt			
					2.50						
					3.00						
					3.50						
					4.00						

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ENGINEERING BOREHOLE LOG

Borehole no. BH13
Sheet no. 1 of 1
Job no. GL19192A

Client :	Mr Josh Donnolley		Date : 7/10/19
Project :	Geotechnical Investigation & Landslide Risk Assessment		Logged By : MS
Location :	17328 Bass Highway, Boat Harbour		
Drill model :	Drilltech Auger	Easting: Inclination: -90°	RL Surface :
Hole diameter :	150mm	Northing: Bearing: -	Datum :

Method	Support	Penetration	Water	Notes Samples Tests	Depth (m)	Graphic log	Classification Symbol	Material Description	Moisture condition	Consistency density index	Structure, additional observations
AD	N						MH	Clayey SILT - high plasticity, orange/ brown	M	St	W≈PL
					0.50						V-80kPa
					1.00			Becoming red/brown mottled yellow		VSt	V-102kPa
					1.50						
								EXTREMELY WEATHERED MATERIAL (Basalt) - clayey silt soil properties, high plasticity, distinct rock fabric, red/brown, yellow and white, with a trace of cobbles	D/M	VSt	W<PL
					2.00						V-refusal
					2.50						
								Borehole terminated at 2.7m Auger refusal on inferred highly weathered basalt			
					3.00						
					3.50						
					4.00						

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ENGINEERING BOREHOLE LOG

Borehole no. BH14
Sheet no. 1 of 1
Job no. GL19192A

Client :	Mr Josh Donnolley		Date : 7/10/19
Project :	Geotechnical Investigation & Landslide Risk Assessment		Logged By : MS
Location :	17328 Bass Highway, Boat Harbour		
Drill model :	Drilltech Auger	Easting: Inclination: -90°	RL Surface :
Hole diameter :	150mm	Northing: Bearing: -	Datum :

Method	Support	Penetration	Water	Notes Samples Tests	Depth (m)	Graphic log	Classification Symbol	Material Description	Moisture condition	Consistency density index	Structure, additional observations
AD	N				0.50		MH	Clayey SILT - high plasticity, orange/ brown	M	St	W≈PL
					1.00			Becoming red/brown			V-92kPa
					1.50			EXTREMELY WEATHERED MATERIAL (Basalt) - clayey silt soil properties, high plasticity, distinct rock fabric, red/brown, yellow and white, with a trace of cobbles	D/M	VSt	W<PL
					2.00			Borehole terminated at 1.5m Auger refusal on inferred highly weathered basalt			
					2.50						
					3.00						
					3.50						
					4.00						

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ENGINEERING BOREHOLE LOG

Borehole no. BH15
Sheet no. 1 of 1
Job no. GL19192A

Client :	Mr Josh Donnolley		Date : 7/10/19
Project :	Geotechnical Investigation & Landslide Risk Assessment		Logged By : MS
Location :	17328 Bass Highway, Boat Harbour		
Drill model :	Drilltech Auger	Easting: Inclination: -90°	RL Surface :
Hole diameter :	150mm	Northing: Bearing: -	Datum :

Method	Support	Penetration	Water	Notes Samples Tests	Depth (m)	Graphic log	Classification Symbol	Material Description	Moisture condition	Consistency density index	Structure, additional observations
AD	N				0.50		MH	Clayey SILT - high plasticity, orange/ brown	M	St	W≈PL
					1.00			Becoming red/brown			V-90kPa
					1.50			EXTREMELY WEATHERED MATERIAL (Basalt) - clayey silt soil properties, high plasticity, distinct rock fabric, red/brown, yellow and white, with a trace of cobbles	D/M	VSt	W<PL
					2.00			Borehole terminated at 1.5m Auger refusal on inferred highly weathered basalt			
					2.50						
					3.00						
					3.50						
					4.00						

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Investigation Log Explanation Sheet

METHOD – BOREHOLE

TERM	Description
AS	Auger Screwing*
AD	Auger Drilling*
RR	Roller / Tricone
W	Washbore
CT	Cable Tool
HA	Hand Auger
DT	Diatube
B	Blank Bit
V	V Bit
T	TC Bit

* Bit shown by suffix e.g. ADT

METHOD – EXCAVATION

TERM	Description
N	Natural exposure
X	Existing excavation
H	Backhoe bucket
B	Bulldozer blade
R	Ripper
E	Excavator

SUPPORT

TERM	Description
M	Mud
N	Nil
C	Casing
S	Shoring

PENETRATION

1	2	3	4	
				No resistance ranging to Refusal

WATER

Symbol	Description
▶—	Water inflow
—◀	Water outflow
▽	17/3/08 water on date shown

NOTES, SAMPLES, TESTS

TERM	Description
U_{50}	Undisturbed sample 50 mm diameter
U_{63}	Undisturbed sample 63 mm diameter
D	Disturbed sample
N	Standard Penetration Test (SPT)
N*	SPT – sample recovered
N_C	SPT with solid cone
V	Vane Shear
PP	Pocket Penetrometer
P	Pressuremeter
B_S	Bulk sample
E	Environmental Sample
R	Refusal
DCP	Dynamic Cone Penetrometer (blows/100mm)
PL	Plastic Limit
LL	Liquid Limit
LS	Linear Shrinkage

CLASSIFICATION SYMBOLS AND SOIL DESCRIPTION

Based on AS 1726:2017

MOISTURE

TERM	Description
D	Dry
M	Moist
W	Wet

CONSISTENCY/DENSITY INDEX

TERM	Description
VS	very soft
S	soft
F	firm
St	stiff
VSt	very stiff
H	hard
Fr	friable
VL	very loose
L	loose
MD	medium dense
D	dense
VD	Very dense

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Soil Description Explanation Sheet (1of 2)

DEFINITION

In engineering terms, soil includes every type of uncemented or partially cemented inorganic or organic material found in the ground. In practice, if the material can be remoulded or disintegrated by hand in its field condition or in water it is described as a soil. Other materials are described using rock description terms.

CLASSIFICATION SYMBOL AND SOIL NAME

Soils are described in accordance with the AS 1726: 2017 as shown in the table on Sheet 2.

PARTICLE SIZE DEFINITIONS

NAME	SUBDIVISION	SIZE (mm)
BOULDERS		>200
COBBLES		63 to 200
GRAVEL	Coarse	19 to 63
	Medium	6.7 to 19
	Fine	2.36 to 6.7
SAND	Coarse	0.6 to 2.36
	Medium	0.21 to 0.6
	Fine	0.075 to 0.21
SILT		0.002 to 0.075
CLAY		<0.002

MOISTURE CONDITION

Coarse Grained Soils

Dry Non-cohesive and free running.

Moist Soil feels cool, darkened in colour. Soil tends to stick together.

Wet As for moist but with free water forming when handling.

Fine Grained Soils

Moist, dry of Plastic Limited – w < PL
Hard and friable or powdery.

Moist, near Plastic Limit – w ≈ PL
Soils can be moulded at a moisture content approximately equal to the plastic limit.

Moist, wet of Plastic Limit – w > PL
Soils usually weakened and free water forms on hands when handling.

Wet, near Liquid Limit - w ≈ LL

Wet, wet of Liquid Limit - w > LL

CONSISTENCY TERMS FOR COHESIVE SOILS

TERM	UNDRAINED STRENGTH s_u (kPa)	FIELD GUIDE
Very Soft	≤12	Exudes between the fingers when squeezed in hand
Soft	12 to 25	Can be moulded by light finger pressure
Firm	25 to 50	Can be moulded by strong finger pressure
Stiff	50 to 100	Cannot be moulded by fingers
Very Stiff	100 to 200	Can be indented by thumb nail
Hard	>200	Can be indented with difficulty by thumb nail
Friable	–	Can be easily crumbled or broken into small pieces by hand

RELATIVE DENSITY OF NON-COHESIVE SOILS

TERM	DENSITY INDEX (%)
Very Loose	≤15
Loose	15 to 35
Medium Dense	35 to 65
Dense	65 to 85
Very Dense	> 85

DESCRIPTIVE TERMS FOR ACCESSORY SOIL COMPONENTS

DESIGNATION OF COMPONENT	IN COARSE GRAINED SOILS		IN FINE GRAINED SOILS	TERM
	% Fines	% Accessory coarse fraction	% Sand/ gravel	
Minor	≤5	≤15	≤15	Trace
	>5, ≤12	>15, ≤30	>15, ≤30	With
Secondary	>12	>30	>30	Prefix

SOIL STRUCTURE

ZONING		CEMENTING	
Layer	Continuous across the exposure or sample.	Weakly cemented	Easily disaggregated by hand in air or water.
Lens	Discontinuous layer of different material, with lenticular shape.	Moderately cemented	Effort is required to disaggregate the soil by hand in air or water.
Pocket	An irregular inclusion of different material.		

GEOLOGICAL ORIGIN

WEATHERED IN PLACE SOILS

Extremely weathered material	Structure and/or fabric of parent rock material retained and visible.
Residual soil	Structure and/or fabric of parent rock material not retained and visible.

TRANSPORTED SOILS

Aeolian soil	Carried and deposited by wind.
Alluvial soil	Deposited by streams and rivers.
Colluvial soil	Soil and rock debris transported downslope by gravity.
Estuarine soil	Deposited in coastal estuaries, and including sediments carried by inflowing rivers and streams, and tidal currents.
Fill	Man-made deposit. Fill may be significantly more variable between tested locations than naturally occurring soils.
Lacustrine soil	Deposited in freshwater lakes.
Marine soil	Deposited in a marine environment.

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Soil Description Explanation Sheet (2 of 2)

SOIL CLASSIFICATION INCLUDING IDENTIFICATION AND DESCRIPTION

FIELD IDENTIFICATION PROCEDURES (Excluding particles larger than 63 mm and basing fractions on estimated mass)						GROUP SYMBOL	PRIMARY NAME
COARSE GRAINED SOIL More than 65% of soil excluding oversize fraction is larger than 0.075 mm	(About the smallest particle visible to naked eyes)	GRAVEL More than half of coarse fraction is larger than 2.36 mm	CLEAN GRAVEL (Little or no fines)	Wide range in grain size and substantial amounts of all intermediate particle sizes		GW	GRAVEL
				Predominantly one size or a range of sizes with some intermediate sizes missing		GP	GRAVEL
			GRAVEL WITH FINES (Appreciable amount of fines)	Non-plastic fines (for identification procedures see ML and MH below)		GM	Silty GRAVEL
				Plastic fines (for identification procedures see CL, CI and CH below)		GC	Clayey GRAVEL
		SAND More than half of coarse fraction is smaller than 2.36 mm	CLEAN SAND (Little or no fines)	Wide range in grain size and substantial amounts of all intermediate sizes		SW	SAND
				Predominantly one size or a range of sizes with some intermediate sizes missing		SP	SAND
			SAND WITH FINES (Appreciable amount of fines)	Non-plastic fines (for identification procedures see ML and MH below)		SM	Silty SAND
				Plastic fines (for identification procedures see CL, CI and CH below)		SC	Clayey SAND
FINE GRAINED SOIL More than 35% of soil excluding oversize fraction is smaller than 0.075 mm	(A 0.075 mm particle is about the smallest particle visible to naked eyes)	IDENTIFICATION PROCEDURES ON FRACTIONS <0.075 mm					
				DRY STRENGTH	DILATANCY	TOUGHNESS	
		SILT & CLAY (low to medium plasticity, LL ≤ 50)		None to Low	Slow to Rapid	Low	ML SILT
				Medium to High	None to Slow	Medium	CL, CI CLAY
				Low to Medium	Slow	Low	OL ORGANIC SILT
		SILT & CLAY (high plasticity, LL > 50)		Low to Medium	None to Slow	Low to Medium	MH SILT
				High to Very High	None	High	CH CLAY
				Medium to High	None to Very Slow	Low to Medium	OH ORGANIC CLAY
		Highly Organic Soil		Readily identified by colour, odour, spongy feel and frequently by fibrous texture.			Pt PEAT

• LL – Liquid Limit.

COMMON DEFECTS IN SOILS

TERM	DEFINITION	DIAGRAM
PARTING	A surface or crack across which the soil has little or no tensile strength. Parallel or sub parallel to layering (e.g. bedding). May be open or closed.	
FISSURE	A surface or crack across which the soil has little or no tensile strength, but which is not parallel or sub parallel to layering. May be open or closed. May include desiccation cracks.	
SHEARED SEAM	Zone in clayey soil with roughly parallel near planar, curved or undulating boundaries containing closely spaced, smooth or slickensided, curved intersecting fissures which divide the mass into lenticular or wedge-shaped blocks.	
SHEARED SURFACE	A near planar curved or undulating, smooth, polished or slickensided surface in clayey soil. The polished or slickensided surface indicates that movement (in many cases very little) has occurred along the defect.	

TERM	DEFINITION	DIAGRAM
SOFTENED ZONE	A zone in clayey soil, usually adjacent to a defect in which the soil has a higher moisture content than elsewhere.	
TUBE	Tubular cavity. May occur singly or as one of a large number of separate or inter-connected tubes. Walls often coated with clay or strengthened by denser packing of grains. May contain organic matter.	
TUBE CAST	An infilled tube. The infill may be uncemented or weakly cemented soil or have rock properties.	
INFILLED SEAM	Sheet or wall like body of soil substance or mass with roughly planar to irregular near parallel boundaries which cuts through a soil mass. Formed by infilling of open defects.	

Appendix B

Photographs

Plate 1 - Site looking west at the proposed development area

Plate 2 - Looking east at the amphitheatre shaped slopes (Landslide ID No.3058) located below the proposed development to the northeast

GEOTON Pty Ltd				client:	MR JOSH DONNOLLEY	
				project:	17328 BASS HIGHWAY BOAT HARBOUR	
title:	PHOTOGRAPH					
date:	18/09/19	original size	A4	project no:	GL19192A	figure no. Plates 1 & 2

Plate 3 - Minor slump located on the headscarp slopes of Landslide ID No.3058

Plate 4 - Steep rocky slopes located off the northern extent of the central ridge feature

GEOTON Pty Ltd				client:	MR JOSH DONNOLLEY	
				project:	17328 BASS HIGHWAY BOAT HARBOUR	
title:	PHOTOGRAPH					
date:	18/09/19	original size	A4	project no:	GL19192A	figure no. Plates 3 & 4

Appendix C

Qualitative Terminology for Use in Assessing Risk to Property

QUALITATIVE TERMINOLOGY FOR USE IN ASSESSING RISK TO PROPERTY

QUALITATIVE MEASURES OF LIKELIHOOD

Approximate Annual Probability		Implied Indicative Landslide Recurrence Interval		Description	Descriptor	Level
Indicative Value	Notional Boundary					
10^{-1}	5x10-2	10 years	20 years	The event is expected to occur over the design life.	ALMOST CERTAIN	A
10-2	5x10-3	100 years	200 years	The event will probably occur under adverse conditions over the design life.	LIKELY	B
10-3	5x10-4	1000 years	2000 years	The event could occur under adverse conditions over the design life.	POSSIBLE	C
10-4	5x10-5	10,000 years	20,000 years	The event might occur under very adverse circumstances over the design life.	UNLIKELY	D
10-5	5x10-6	100,000 years	200,000 years	The event is conceivable but only under exceptional circumstances over the design life.	RARE	E
10-6		1,000,000 years		The event is inconceivable or fanciful over the design life.	BARELY CREDIBLE	F

Note: (1) The table should be used from left to right; use Approximate Annual Probability or Description to assign Descriptor, not *vice versa*.

QUALITATIVE MEASURES OF CONSEQUENCES TO PROPERTY

Approximate Cost of Damage		Description	Descriptor	Level
Indicative Value	Notional Boundary			
200%	100%	Structure(s) completely destroyed and/or large scale damage requiring major engineering works for stabilisation. Could cause at least one adjacent property major consequence damage.	CATASTROPHIC	1
60%	40%	Extensive damage to most of structure, and/or extending beyond site boundaries requiring significant stabilisation works. Could cause at least one adjacent property medium consequence damage.	MAJOR	2
20%	10%	Moderate damage to some of structure, and/or significant part of site requiring large stabilisation works. Could cause at least one adjacent property minor consequence damage.	MEDIUM	3
5%	1%	Limited damage to part of structure, and/or part of site requiring some reinstatement stabilisation works.	MINOR	4
0.5%		Little damage. (Note for high probability event (Almost Certain), this category may be subdivided at a notional boundary of 0.1%. See Risk Matrix.)	INSIGNIFICANT	5

Notes:
(2) The Approximate Cost of Damage is expressed as a percentage of market value, being the cost of the improved value of the unaffected property which includes the land plus the unaffected structures.
(3) The Approximate Cost is to be an estimate of the direct cost of the damage, such as the cost of reinstatement of the damaged portion of the property (land plus structures), stabilization works required to render the site to tolerable risk level for the landslide which has occurred and professional design fees, and consequential costs such as legal fees, temporary accommodation. It does not include additional stabilisation works to address other landslides which may affect the property.
(4) The table should be used from left to right; use Approximate Cost of Damage or Description to assign Descriptor, not vice versa

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QUALITATIVE TERMINOLOGY FOR USE IN ASSESSING RISK TO PROPERTY (CONTINUED)

QUALITATIVE RISK ANALYSIS MATRIX – LEVEL OF RISK TO PROPERTY

LIKELIHOOD		CONSEQUENCES TO PROPERTY (With Indicative Approximate Cost of Damage)				
	Indicative Value of Approximate Annual Probability	1: CATASTROPHIC 200%	2: MAJOR 60%	3: MEDIUM 20%	4: MINOR 5%	5: INSIGNIFICANT 0.5%
A – ALMOST CERTAIN	10^{-1}	VH	VH	VH	H	M or L (5)
B - LIKELY	10^{-2}	VH	VH	H	M	L
C - POSSIBLE	10^{-3}	VH	H	M	M	VL
D - UNLIKELY	10^{-4}	H	M	L	L	VL
E - RARE	10^{-5}	M	L	L	VL	VL
F - BARELY CREDIBLE	10^{-6}	L	VL	VL	VL	VL

Notes: (5) For Cell A5, may be subdivided such that a consequence of less than 0.1% is Low Risk.
(6) When considering a risk assessment it must be clearly stated whether it is for existing conditions or with risk control measures which may not be implemented at the current time.

RISK LEVEL IMPLICATIONS

Risk Level		Example Implications (7)
VH	VERY HIGH RISK	Unacceptable without treatment. Extensive detailed investigation and research, planning and implementation of treatment options essential to reduce risk to Low; may be too expensive and not practical. Work likely to cost more than value of the property.
H	HIGH RISK	Unacceptable without treatment. Detailed investigation, planning and implementation of treatment options required to reduce risk to Low. Work would cost a substantial sum in relation to the value of the property.
M	MODERATE RISK	May be tolerated in certain circumstances (subject to regulator's approval) but requires investigation, planning and implementation of treatment options to reduce the risk to Low. Treatment options to reduce to Low risk should be implemented as soon as practicable.
L	LOW RISK	Usually acceptable to regulators. Where treatment has been required to reduce the risk to this level, ongoing maintenance is required.
VL	VERY LOW RISK	Acceptable. Manage by normal slope maintenance procedures.

Note: (7) The implications for a particular situation are to be determined by all parties to the risk assessment and may depend on the nature of the property at risk; these are only given as a general guide

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Appendix D

Some Guidelines for Hillside Construction

PRACTICE NOTE GUIDELINES FOR LANDSLIDE RISK MANAGEMENT 2007

APPENDIX - SOME GUIDELINES FOR HILLSIDE CONSTRUCTION

	GOOD ENGINEERING PRACTICE	*POOR ENGINEERING PRACTICE*
ADVICE		
GEOTECHNICAL ASSESSMENT	Obtain advice from a qualified, experienced geotechnical practitioner at early stage of planning and before site works.	Prepare detailed plan and start site works before geotechnical advice.
PLANNING		
SITE PLANNING	Having obtained geotechnical advice, plan the development with the risk arising from the identified hazards and consequences in mind.	Plan development without regard for the Risk.
DESIGN AND CONSTRUCTION		
HOUSE DESIGN	Use flexible structures which incorporate properly designed brickwork, timber or steel frames, timber or panel cladding. Consider use of split levels. Use decks for recreational areas where appropriate.	Floor plans which require extensive cutting and filling. Movement intolerant structures.
SITE CLEARING	Retain natural vegetation wherever practicable.	Indiscriminately clear the site.
EARTHWORKS	Retain natural contours wherever possible.	Indiscriminatory bulk earthworks.
CUTS	Minimise depth. Support with engineered retaining walls or batter to appropriate slope. Provide drainage measures and erosion control.	Large scale cuts and benching. Unsupported cuts. Ignore drainage requirements
FILLS	Minimise height. Strip vegetation and topsoil and key into natural slopes prior to filling. Use clean fill materials and compact to engineering standards. Batter to appropriate slope or support with engineered retaining wall. Provide surface drainage and appropriate subsurface drainage.	Loose or poorly compacted fill, which if it fails, may flow a considerable distance including onto property below. Block natural drainage lines. Fill over existing vegetation and topsoil. Include stumps, trees, vegetation, topsoil, boulders, building rubble etc in fill.
ROCK OUTCROPS & BOULDERS	Remove or stabilise boulders which may have unacceptable risk. Support rock faces where necessary.	Disturb or undercut detached blocks or boulders.
RETAINING WALLS	Found on rock where practicable. Provide subsurface drainage within wall backfill and surface drainage on slope above. Construct wall as soon as possible after cut/fill operation.	Construct a structurally inadequate wall such as sandstone flagging, brick or unreinforced blockwork. Lack of subsurface drains and weepholes.
FOOTINGS	Found within rock where practicable. Use rows of piers or strip footings oriented up and down slope. Design for lateral creep pressures if necessary. Backfill footing excavations to exclude ingress of surface water.	Found on topsoil, loose fill, detached boulders or undercut cliffs.
SWIMMING POOLS	Engineer designed. Support on piers to rock where practicable. Provide with under-drainage and gravity drain outlet where practicable. Design for high soil pressures which may develop on uphill side whilst there may be little or no lateral support on downhill side.	
DRAINAGE		
SURFACE	Provide at tops of cut and fill slopes. Discharge to street drainage or natural water courses. Provide general falls to prevent blockage by siltation and incorporate silt traps. Line to minimise infiltration and make flexible where possible. Special structures to dissipate energy at changes of slope and/or direction.	Discharge at top of fills and cuts. Allow water to pond on bench areas.
SUBSURFACE	Provide filter around subsurface drain. Provide drain behind retaining walls. Use flexible pipelines with access for maintenance. Prevent inflow of surface water.	Discharge roof runoff into absorption trenches.
SEPTIC & SULLAGE	Usually requires pump-out or mains sewer systems; absorption trenches may be possible in some areas if risk is acceptable. Storage tanks should be water-tight and adequately founded.	Discharge sullage directly onto and into slopes. Use absorption trenches without consideration of landslide risk.
EROSION CONTROL & LANDSCAPING	Control erosion as this may lead to instability. Revegetate cleared area.	Failure to observe earthworks and drainage recommendations when landscaping.
DRAWINGS AND SITE VISITS DURING CONSTRUCTION		
DRAWINGS	Building Application drawings should be viewed by geotechnical consultant	
SITE VISITS	Site Visits by consultant may be appropriate during construction/	
INSPECTION AND MAINTENANCE BY OWNER		
OWNER'S RESPONSIBILITY	Clean drainage systems; repair broken joints in drains and leaks in supply pipes. Where structural distress is evident see advice. If seepage observed, determine causes or seek advice on consequences.	

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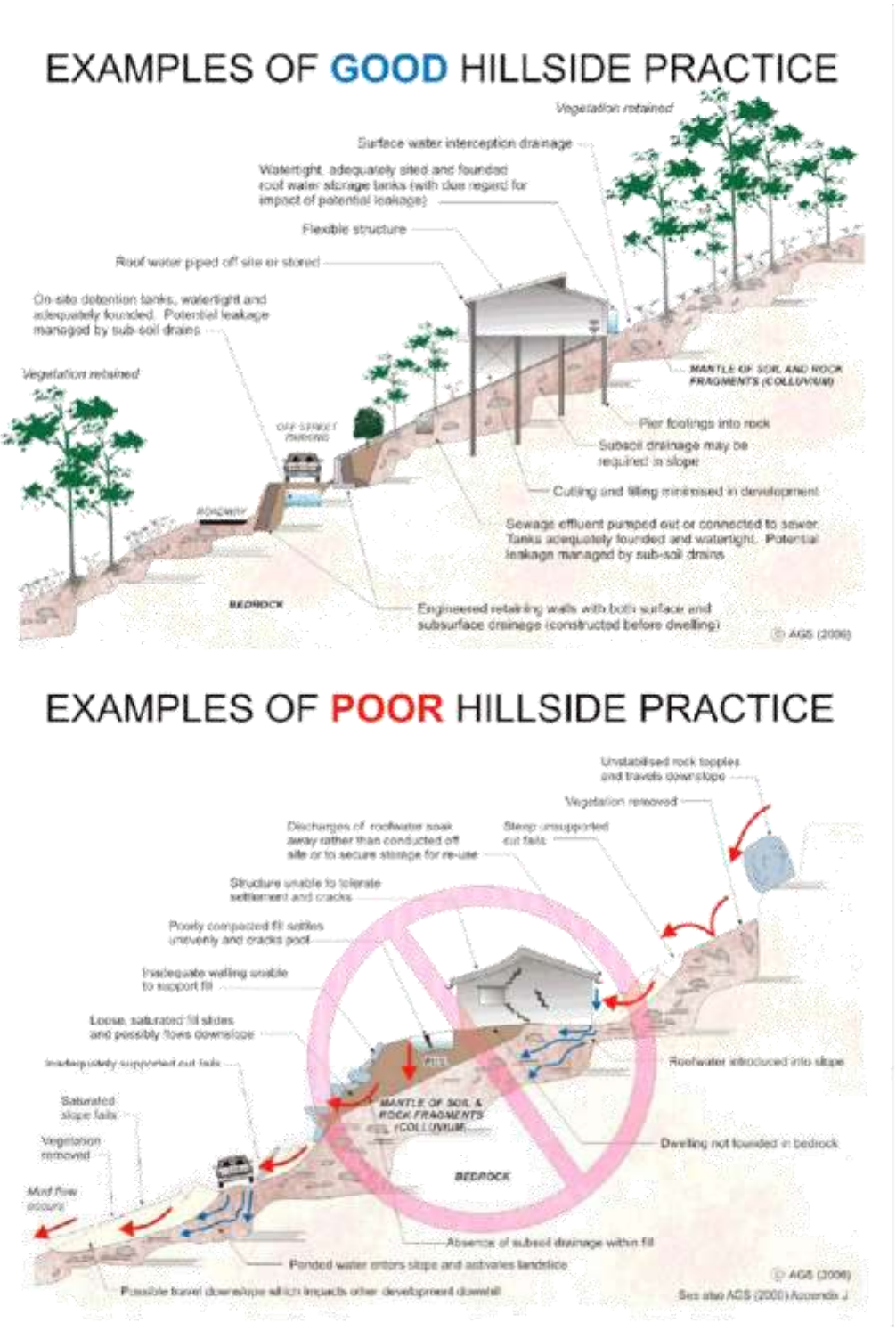
PRACTICE NOTE GUIDELINES FOR LANDSLIDE RISK MANAGEMENT 2007



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Appendix E

Certificate Forms

CERTIFICATE OF QUALIFIED PERSON – ASSESSABLE ITEM

Section 321

Form 55

To: Mr Josh Donnolley (*Owner /Agent*)
17238 Bass Highway (*Address*)
Boat Harbour Tas 7321 (*Suburb/postcode*)

Qualified person details:

Qualified person: Tony Barriera - Geoton Pty. Ltd.
Address: PO Box 522
Prospect Tas 7250
Phone No: 03 6326 5001
Fax No:
Licence No: CC6220 P
Email address: tbarriera@geoton.com.au

Qualifications and Insurance details: Tony Barriera – BEng, MSc CPEng, NER – IEAust 471929 Civil, Geotechnical Certain Underwriters at Lloyd's- N17000416
(description from Column 3 of the Director's Determination - Certificates by Qualified Persons for Assessable Items

Speciality area of expertise: Geotechnical Engineering
(description from Column 4 of the Director's Determination - Certificates by Qualified Persons for Assessable Items)

Details of work:

Address: 17328 Bass Highway
Boat Harbour Tas 7321
Lot No: 1
Certificate of title No: 250808/1

The assessable item related to this certificate: Classification of foundation conditions according to AS2870 - 2011
(description of the assessable item being certified)
Assessable item includes –
- *a material;*
- *a design*
- *a form of construction*
- *a document*
- *testing of a component, building system or plumbing system*
- *an inspection, or assessment, performed*

Certificate details:

Certificate type: Foundation Site Classification – AS2870
(description from Column 1 of Schedule 1 of the Director's Determination - Certificates by Qualified Persons for Assessable Items n)

This certificate is in relation to the above assessable item, at any stage, as part of - *(tick one)*

building work, plumbing work or plumbing installation or demolition work: ☐

or

a building, temporary structure or plumbing installation: ☒

Director of Building Control – Date Approved 1 July 2017 — *Building Act 2016* - Approved Form No. 55

In issuing this certificate the following matters are relevant –

Documents:	Geoton Pty Ltd, Report Reference No. GL19192Ab, dated 10/02/2020
Relevant calculations:	Refer to report
References:	AS 2870 – 2011 Residential Slabs and Footings Construction AS 4055 – 2012 Wind Loads for Housing CSIRO Building Technical File 18

Substance of Certificate: (what it is that is being certified)

Site Classification in accordance to AS2870 - 2011
Wind Loading in accordance to AS 4055 - 2012
Findings and recommendations of report

Scope and/or Limitations

The classification applies to the site as investigated at the time and does not account for any future alteration to foundation conditions resulting from earthworks, drainage condition changes or site maintenance variations.

I certify the matters described in this certificate.

	Signed:	*Certificate No:*	*Date:*
Qualified person:		GL19192Ab	10/02/2020

Director of Building Control – Date Approved 1 July 2017 *Building Act 2016* - Approved Form No. 55

GEOTON Pty Ltd
Geotechnical Consultants

Engineering Certificate

To:	Mr Josh Donnolley		*Owner /Agent*
	17328 Bass Highway		*Address*
	Boat Harbour TAS	7321	*Suburb/postcode*

Certifier details:

From:	Geoton Pty Ltd		
Address:	PO Box 522	Phone No:	(03) 6326 5001
	Prospect 7250	Fax No:	
Accreditation No: *(if applicable)*	**CC6220P**	Email address:	tbarriera@geoton.com.au
Or qualifications and Insurance details:	Tony Barriera – BEng, MSc, CPEng, NER – IEAust 471929, Civil, Geotechnical, Certain Underwriters at Lloyd's – N17000416		*(description from Column 4 of the Director of Building Control's determination)*
Speciality area of expertise:	Geotechnical Engineering Landslide Risk Assessments		*(description from Column 5 of the Director of Building Control's determination)*

Details of work:

Address:	17328 Bass Highway	Lot No:	1
	Boat Harbour TAS 7321	Certificate of title No:	250808/1
The work related to this certificate:	Landslide Risk Assessment		*(description of the work or part work being certified)*

Certificate details:

Certificate type:	Geotechnical	*(description from Column 2 of the Director of Building Control's determination)*

In issuing this certificate the following matters are relevant –

Documents:	Geoton Pty Ltd, Report Reference No. GL19192Ab, dated 10/02/2020.
Relevant calculations:	Refer to report
References:	Australian Geomechanics Society – Practice Note Guidelines for Landslide Risk Management, 2007

GEOTON Pty Ltd
Geotechnical Consultants

Substance of Certificate:

Findings and recommendations of report (Report Reference No. GL19192Ab).

From the Interim Planning Scheme 2013 the site is partially mapped within a Medium landslide hazard band. As such, a landslide risk assessment is required to determine if the level of risk from exposure to the landslide hazard is to be tolerable for the type, form, scale and duration of the development.

The landslide risk assessment was conducted in accordance with Australian Geomechanics Society (AGS) – Practice Note Guidelines For Landslide Risk Management, 2007. Our report concluded that the qualitative landslide risk for the site is at worst a LOW risk provided the development of the site is in accordance with the recommendations within our report. In our experience, regulating authorities allow developments to proceed with VERY LOW to LOW risk.

Therefore, provided the development of the site is in accordance with the recommendations within our report, then we consider that a tolerable level of risk can be achieved for the development of the site in accordance with section E6.6.2 (Development on land exposed to a natural hazard) of the Hazard Management Code of the Interim Planning Scheme 2013. That is, the level of likely risk from exposure to the natural hazard (landslide) is considered to be tolerable for the proposed residential development.

Scope or Limitations

The report provides a qualitative landslide risk assessment which identifies the landslide risks at the site and provides recommendations to maintain, improve and possibly reduce the risk of landslides so as not cause or contribute to the risk of landslides on the site and lands in the locality.

The site is within an area of inherent doubtful slope stability and landslides are a natural ongoing geological process. There will be always some level of landslide risk within an area of inherent doubtful slope stability. The recommendations of the report are provided to maintain, improve and possibly reduce the risk of landslides on the site and lands in the locality.

The recommendations for the design of the proposed works are in accordance with prevailing geological conditions described in the report for the site, assessed landslide risks and recommended good hillside practices.

I certify the matters described in this certificate.

	Signed:	*Date:*	*Certificate No.*
Certifier:		10/02/2020	GL19192Ab

MIDSON
traffic
pty ltd

Enviroplan Australia

17328 Bass Highway
Traffic Impact Assessment

October 2020

Contents

Figure Index

Table Index

1. Introduction

1.1 Background

Midson Traffic were engaged by Enviroplan Australia to prepare a traffic impact assessment for a proposed 4-unit short-stay accommodation development at 17328 Bass Highway, Boat Harbour.

1.2 Traffic Impact Assessment (TIA)

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

This TIA has been prepared in accordance with the Department of State Growth (DSG) publication, *A Framework for Undertaking Traffic Impact Assessments*, September 2007. This TIA has also been prepared with reference to the Austroads publication, *Guide to Traffic Management*, Part 12: *Traffic Impacts of Developments*, 2019.

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

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

This TIA also addresses Code E9, *Traffic Generating Use and Parking Code*, of the Waratah-Wynyard Planning Scheme, 2013.

1.3 Statement of Qualification and Experience

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

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

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

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

1.4 Project Scope

The project scope of this TIA is outlined as follows:

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

1.5 Subject Site

The subject site is located at 17328 Bass Highway, Boat Harbour. The 4.6 hectare site is zoned Rural Residential and contains a single residential dwelling. The site is accessed via a right-of-way at the northern end of Sampsons Lane.

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

Figure 1 Subject Site & Surrounding Road Network

Image Source: LIST Map, DPIPWE

1.6 Reference Resources

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

- Waratah-Wynyard Interim Planning Scheme, 2013 (Planning Scheme)
- Austroads, *Guide to Traffic Management,* Part 12: *Traffic Impacts of Developments*, 2019
- Austroads, Guide to Road Design, Part 4A: Unsignalised and Signalised Intersections, 2017
- Department of State Growth, *A Framework for Undertaking Traffic Impact Assessments*, 2007
- Roads and Maritime Services NSW, *Guide to Traffic Generating Developments*, 2002 (RMS Guide)
- Roads and Maritime Services NSW, *Updated Traffic Surveys,* 2013 (Updated RMS Guide)
- Australian Standards, AS2890.1, *Off-Street Parking*, 2004 (AS2890.1:2004)

2. Existing Conditions

2.1 Transport Network

For the purposes of this report, the transport network consists of Sampsons Lane and the Bass Highway.

2.1.1 Sampsons Lane

Sampsons Lane is an unsealed rural access road that is approximately 340 metres long. It is approximately 3 to 3.5 metres wide along its length and services a small number of rural-residential properties along its length. The traffic volume of Sampsons Lane is estimated to be less than 30 vehicles per day.

The site is accessed via a right-of-way that extends from the north of Sampsons Lane. The driveway is approximately 3 metres wide. The right-of-way, viewed from the subject site looking south, is shown in Figure 2.

Figure 2 Sampsons Lane

Figure 3 Right of Way

2.1.2 Bass Highway

The Bass Highway is classified as a Category 2 'Regional Freight Route' under the Department of State Growth's state road hierarchy. Regional Freight Routes link major production catchments to the Trunk Roads and carry a large number of both heavy freight and passenger vehicles. Together with Regional Access Roads, they provide safe and efficient access to Tasmania's regions.

Bass Highway carries approximately 4,800 vehicles per day east of the junction with Port Road[1]. The posted speed limit of the Highway is 100-km/h near the junction with Sampsons Lane.

Bass Highway at its junction with Sampsons Lane is shown in Figure 4.

[1] Department of State Growth, Traffic data, 2019

Figure 4 Bass Highway

2.2 Road Safety Performance

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

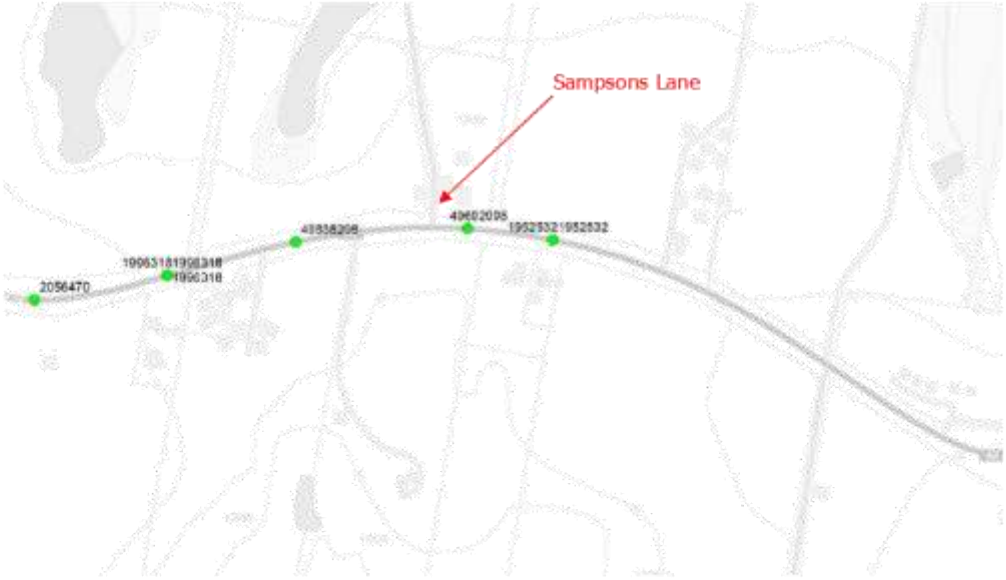
Crash data was obtained from the Department of State Growth for a 5+ year period between 1st January 2015 to 30th June 2020 for Bass Highway near the subject site.

The findings of the crash data is summarised as follows:

- A total of 5 crashes were reported during this time.
- Severity. 3 crashes involved minor injury; 2 crashes involved property damage only.
- Day of week. No crash trends were evident by day of week. One crash was reported on each day of the week except Mondays or Wednesdays.
- Time of day. Crashes were spread out between 1:00am and 6:45pm. Three crashes were reported between 5:00pm and 6:00pm.
- Crash types. No clear crash trends were noted. Crash types ranged from single vehicle loss of control to hit-pedestrian.
- Vulnerable road users. One crash involved a pedestrian. This crash occurred on 1st November 2016 at 5:15pm. The crash occurred approximately 120 metres east of the Sampsons Lane junction and involved minor injury.
- Crash locations. The crash locations are shown in Figure 5.

The crash data does not highlight any specific road safety deficiencies in the transport network near the subject site. The crash history is considered to be reasonably 'typical' of a rural highway.

Figure 5 Crash Locations



3. Proposed Development

3.1 Development Proposal

The proposed development involves the construction of four short-term accommodation units. Access to the development will be via an existing right of way located at the northern end of Sampsons Lane. Parking is provided for 6 cars and one small rigid truck.

The proposed development is shown in Figure 6.

Figure 6 Proposed Development Plans

4. Traffic Impacts

4.1 Traffic Generation

Traffic generation rates were sourced from the RMS Guide. The RMS Guide states the following traffic generation rates for short-stay accommodation are as follows:

- Daily vehicle trips — 3 trips per dwelling per day
- Weekday peak hour vehicle trips — 0.4 trips per dwelling per hour

Based on these trip generation rates, the new traffic generation from the proposed new units is 12 vehicles per day with a peak of 2 vehicles per hour.

4.2 Trip Distribution

All traffic will access the site via Bass Highway/ Sampsons Lane. The distribution on Bass Highway is likely to be relatively evenly split between east and west movements.

4.3 Access Impacts

The development utilises a narrow right of way that connects to the northern end of Sampsons Lane. The lane is approximately 3.0 metres wide which is not sufficiently wide enough for two vehicles to pass in opposing directions. The access is approximately 450 metres long with straight geometry. The access, as viewed from the subject site looking towards Sampsons Lane, is shown in Figure 3.

Narrow access lanes are relatively commonplace in rural areas. Typically passing bays (formal or informal, such as a driveway access) are utilised to enable vehicles to pass when travelling in opposite directions. In this case fence structures are located on both sides of the access, restricting the ability to provide passing bays along its length.

The Australian Standards, AS2890.1, states the following with regards to long driveways:

> *"Where the circulation roadway leading to a Category 1 access driveway is 30 m or longer, or sight distance from one end to the other is restricted, and the frontage road is an arterial or sub-arterial road, both the access driveway and the circulation roadway for at least the first 6 m from the property boundary shall be a minimum of 5.5 m wide. In other cases subject to consideration of traffic volumes on a case-by-case basis, lesser widths down to a minimum of 3.0 m at a domestic property, may be provided. As a guide, 30 or more movements in a peak hour (in and out combined) would usually require provision for two vehicles to pass on the driveway, i.e. a minimum width of 5.5 m. On long driveways passing opportunities should be provided at least every 30 m".*

The following is relevant to the development proposal:

- The driveway is classified as a 'Category 1' driveway under AS2890.1. This is the lowest category of driveway, that provides access to less than 25 car parking spaces and connects to a local road (Sampsons Lane). The minimum width of a Category 1 driveway is 3.0 metres.
- The peak traffic generation of the development is 2 vehicles per hour. The existing dwelling on the site is likely to generate 1 vehicle per hour during peak periods, bringing the total peak volume to 3 vehicles per hour. This is well below 30 vehicles per hour and therefore indicates that the risk of two vehicles passing within the laneway is very low.
- The narrow width of the access results in very low operating speeds. Combined with the good visibility along the access, this reduces the risk of collision within the access to negligible levels.
- The geometry of the laneway is straight. Vehicles can see the full length of the access and therefore can observe any vehicles within the lane prior to entry in both directions.
- Localised widening is provided at the northern end of the access, which enables a car to wait if necessary whilst a car is travelling along the access from the south.

Based on the above points, the access is considered to be safe and appropriate to service the existing dwelling and proposed development.

Sampsons Lane was also examined to understand how it might function with the traffic generation associated with the development proposal. Sampsons Lane is approximately 340 metres long and has varying width between 2.7m and 3.4m. Passing opportunities are available at 4 driveway and gate locations (typically providing localised road widening at these locations) along its length.

The traffic volume of Sampsons Lane is highest at its southern end (approximately 30 vehicles per day) and lowest at its northern end (approximately 12 vehicles per day), where it connects to the right-of-way that services the subject site. This is due to the traffic generation associated with property access along its length. Effectively all traffic generation is between property access and the Bass Highway. On this basis Sampsons Lane is capable of absorbing the traffic generated by the proposed development.

4.4 Sight Distance

The provision of adequate sight distance at a road access is critical for road safety. The Planning Scheme does not specify intersection sight distance requirements. The proposed driveway was therefore assessed against the requirements of Austroads[2].

Austroads defines Safe Intersection Sight Distance (SISD) as follows:

> *"SISD is the minimum distance which should be provided on the major road at any intersection.*
>
> *SISD:*

[2] Austroads Guide to Road Design, Part 4A, Unsignalised and Signalised Intersections, 2017.

- *provides sufficient distance for a driver of a vehicle on the major road to observe a vehicle on a minor road approach moving into a collision situation (e.g. in the worst case, stalling across the traffic lanes) and to decelerate to a stop before reaching the collision point.*
- *is viewed between two points to provide inter-visibility between drivers and vehicles on the major road and minor road approaches. It is measured from a driver eye height of 1.1 m above the road to points 1.25 m above the road which represents the drivers seeing the upper part of cars.*
- *assumes that the driver on the minor road is situated at a distance of 5.0 m (minimum of 3.0 m) from the lip of the channel or edge line projection of the major road. SISD allows for a 3 s observation time for a driver on the priority legs of the intersection to detect the problem ahead, (e.g. car from minor road stalling in through lane) plus the SSD.*
- *provides sufficient distance for a vehicle to cross the non-terminating movement on two-lane two-way roads, or undertake two-stage crossings of dual carriageways, including those with design speeds of 80 km/h or more.*
- *should also be provided for drivers of vehicles stored in the centre of the road when undertaking a crossing or right-turning movement.*
- *enables approaching drivers to see an articulated vehicle, which has properly commenced a manoeuvre from a leg without priority, but its length creates an obstruction.*
- *is measured along the carriageway from the approaching vehicle to the conflict point, the line of sight having to be clear to a point 5.0 m (3.0 m minimum) back from the holding line or stop line on the side road".*

Austroads requires 248 metres of SISD for a design speed of 100-km/h and a reaction time of 2.0 seconds. The available sight distance is approximately 250 metres to the east and exceeds 300 metres to the west. The available sight distance therefore

4.5 Road Safety Impacts

There are no significant detrimental road safety impacts foreseen for the proposed resort development. This is based on the following:

- The surrounding road network is able to adequately absorb the relatively small amount of traffic generated by the proposed development.
- The existing road safety performance of the road network does not indicate that there are any current road safety deficiencies that might be exacerbated by the proposed development.
- Adequate sight distance is available at the junction of Sampsons Lane with the Bass Highway in relation to the prevailing vehicle speeds.
- Sampsons Lane has a very low traffic volume and low speed environment. The risk of vehicle collision within Sampsons Lane (and the right-of-way servicing the subject site) is very low.

5. Parking Assessment

5.1 Parking Provision

The proposed development provides a total of 6 on-site car parking spaces, as well as one small rigid truck. These spaces are shown in Figure 6.

5.2 Planning Scheme Requirements

The Acceptable Solution A1 of Clause E9.5.1 of the Planning Scheme states "*the minimum number of on-site vehicle parking spaces must be in accordance with the applicable standard for the use class as shown in the Table to this Code*".

Table E9.1 requires 1 space for each unit and 1 additional space for each 3 units for visitor accommodation (holiday cabins or units). This is a requirement for 5 parking spaces. The provision of 6 spaces exceeds this requirement and therefore the Acceptable Solution A1 of Clause E9.5.1 of the Planning Scheme is met.

5.3 Car Parking Layout

The Acceptable Solution A1.2 of Clause E9.6.1 of the Planning Scheme states:

> *"Other than for development for a single dwelling in the General Residential, Low Density Residential, Urban Mixed Use and Village zones, the layout of vehicle parking area, loading area, circulation aisle and manoeuvring area must –*
>
> *(a) Be in accordance with AS/NZS 2890.1 (2004) – Parking Facilities - Off Street Car Parking;*
>
> *(b) Be in accordance with AS/NZS2890.2 (2002) Parking Facilities - Off Street Commercial Vehicles;*
>
> *(c) Be in accordance with AS/NZS 2890.3 1993) Parking Facilities – Bicycle Parking Facilities;*
>
> *(d) Be in accordance with AS/NZS 2890.6 Parking Facilities - Off Street Parking for People with Disabilities;*
>
> *(e) Each parking space must be separately accessed from the internal circulation aisle within the site;*
>
> *(f) Provide for the forward movement and passing of all vehicles within the site other than if entering or leaving a loading or parking space; and*
>
> *(g) Be formed and constructed with compacted sub-base and an all-weather surface".*

Australian Standards, AS2890.1, defines the parking spaces as User Class 2 ("*long-term city and town centre parking, sports facilities, entertainment centres, hotels, motels, airport visitors (generally medium-term parking)*").

The general dimension requirements User Class 2 is outlined in Table 1 for 90-degree car parking.

Table 1 Australian Standards 90-degree Parking Requirements

Dimension	AS2890.1 User Class 2 Requirements
Space length	5.4 metres
Space width	2.5 metres
Aisle Width	5.8 metres

The parking dimensions of the proposed spaces comply with the requirements shown in Table 1. Other AS2890.1 requirements include gradient of driveway and driveway dimensions. The design of the car park and access also require with these requirements.

The development's response to the requirements of A1.2 of Clause E9.6.1 are summarised as follows:

a. AS2890.1 – the parking dimensions of the parking spaces comply with the requirements of AS2890.1 (as noted above).

b. AS2890.2 – One parking space is provided for a small rigid truck. The requirements of AS2890.2 relate to access to the parking space and suitability of the space to accommodate the largest vehicle. In this case access to this space is not constrained and the space will cater for a small mini-bus.

c. AS2890.3 – bicycle parking is not relevant to the development proposal.

d. AS2890.6 – no disabled parking is provided and therefore the requirements of AS2890.6 is not relevant to the development proposal.

e. Each parking space is separately accessible from the internal circulation aisle within the site.

f. All vehicles can enter and exit the site in a forward movement.

g. The car parking will be formed and constructed with compacted sub-base and all-weather surface.

Based on the above assessment, the Acceptable Solution A1 of Clause E6.7.5 of the Planning Scheme is therefore met.

6. Conclusions

This traffic impact assessment (TIA) investigated the traffic and parking impacts of a proposed short-stay accommodation development at 17328 Bass Highway, Boat Harbour.

The key findings of the TIA are summarised as follows:

- The development consists of four short-stay accommodation units that will generate approximately 12 vehicles per day with a peak of 2 vehicles per hour.
- The site is accessed via Sampsons Lane and a narrow right-of-way access driveway. The width of the access does not permit vehicles to pass in opposing directions. Analysis of the access indicates that this can be managed effectively due to the very low volume of traffic utilising the access and the access's geometry.
- The junction of Sampsons Lane with Bass Highway provides adequate safety in terms of layout and available sight distance.
- The provision of 6 on-site car parking spaces meets the requirements of Acceptable Solution A1 of Clause E9.5.1 of the Planning Scheme. The layout of the parking meets the relevant Australian Standards requirements and Acceptable Solution A1.2 of Clause E9.6.1 of the Planning Scheme.

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

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Document Status

Revision	Author	Review	Date
0	Keith Midson	Zara Kacic-Midson	2 October 2020

Please quote our ref: 219059 PID 2194515
Your ref: 2194515 & DA 71/2020
Enquiries to: Micheal Wells
6411 1931

19/10/2020

Waratah-Wynyard Council
Planning Department
via Email

Dear Sir/Madam

ADDITIONAL INFORMATION REQUEST RESPONSE – PROPOSED UNITS DEVELOPMENT, SHED AND HELECOPTER PAD, 17328 BASS HIGHWAY, BOAT HARBOUR, PID: 2194515

Thank you for your additional information request for the above development. In response to your request please find the following:

- *Written address of Performance Criteria P3 for Clause 26.4.1. There is no reticulated water supply in the area and the proposed development involves a population of more than 10 people per day.*

26.4.1 Suitability of a Site or a Lot on a Plan of Subdivision for Use or Development

Objective:

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

a) provide for suitable development area for the intended use;
b) provide access from a road; and
c) make adequate provision for a water supply and for the drainage and disposal of sewerage and stormwater

Performance Criteria – P3

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

Discussion:
Each cabin intends to have its own water storages greater than 10,000L. The site has an installation of bore which will be utilised to top up low water levels when needed. Attached is the bore information which demonstrates that the bores total yield is 2.5L/s which will be sufficient source of a water supply and therefore the proposal remains consistent with P3 above.

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- *Written address of Performance Criteria P3.1 for Clause 26.4.2. The proposed development aera is located on a ridgeline. The proposal cannot comply with A3.1(a) for this Clause and must address P3.1.*

26.4.2 Location and Configuration of Development

Objective:

The location and configuration of development is to provide a reasonable consistency between sites for setback from a boundary, height of buildings, and location within the landscape

Performance Criteria – P3.1

The location, height and visual appearance of a building or structure except for wind power turbines or wind power pumps must have regard to –

a) *minimising the visual impact on the skyline;*
b) *minimising height above the adjacent vegetation canopy;*
c) *minimising visual impact on the shoreline or a marine or aquatic water body, water course, or wetland where possible; and*
d) *minimising reflection of light from an external surface.*

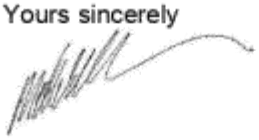
Discussion:
The proposed cabins are located underground and fully contained within the ridgeline which minimises the visual impact on the skyline and from the shoreline where possible. Furthermore, majority of the buildings are located underground and therefore the reflection of light from external surfaces are also minimised due to this design feature. In addition, due to the design of the cabins being underground, the proposal minimises its height above adjacent vegetation canopy and therefore the proposal remains consistent with P3.1.

- *A Traffic Impact Assessment (TIA) prepared by a suitably qualified person to determine the suitability of the internal access road within the Right of Way for 2-way traffic circulation. The TIA will also need to assess the impact on the surrounding transport network including the junction with Bass Highway.*
  Please find attached to this letter a copy of the assessment undertaken by Council's Engineering Department. The assessment contains further details regarding the request for a TIA.

Please find the attached TIA requested from Council's Engineering Department.

I trust that the above information satisfies the Council's request and that the application can continue its progression.

Yours sincerely



Micheal Wells
Town Planning & Development Consultant
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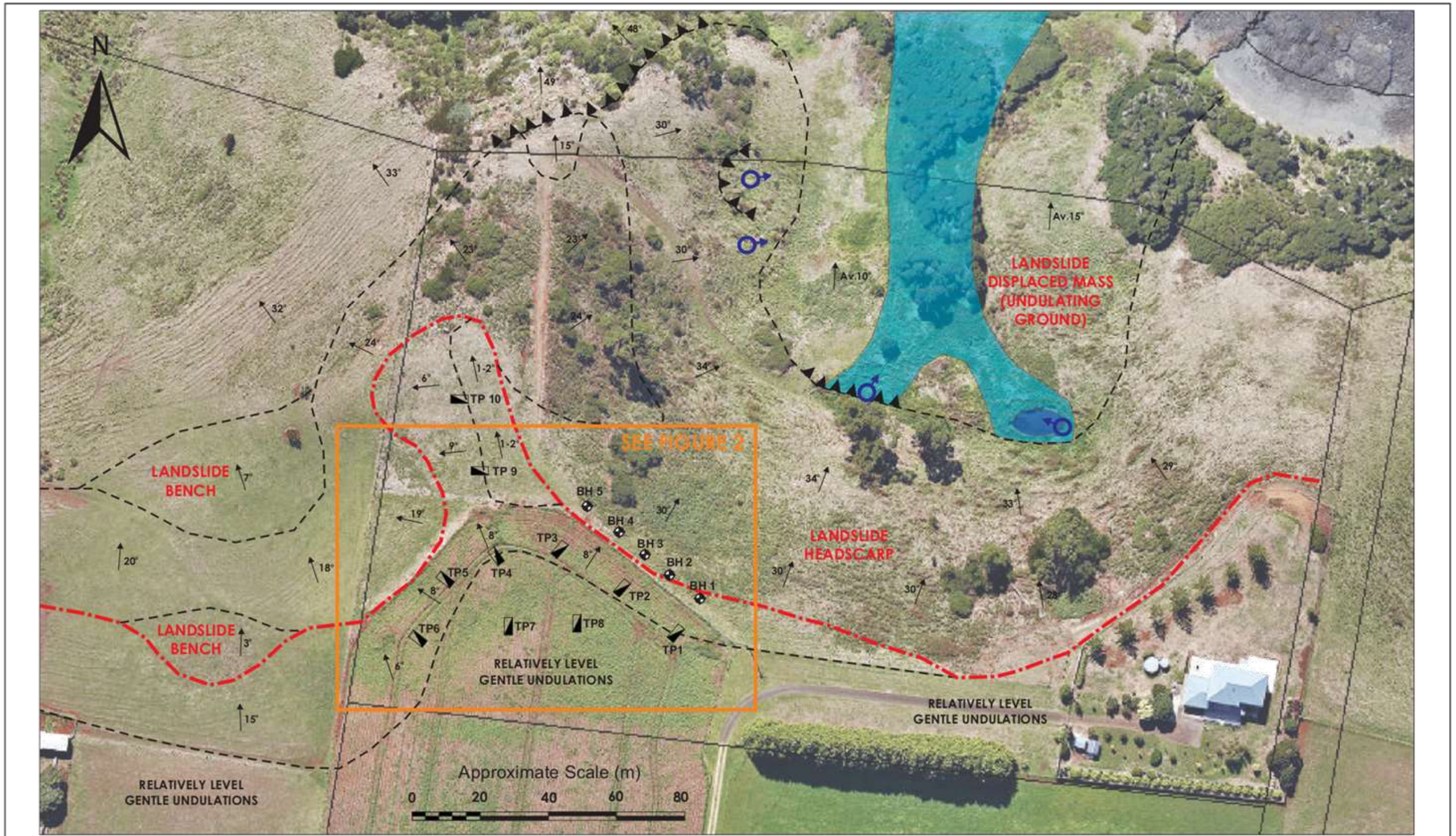


Legend

- BH 1 — Approximate Borehole Location
- TP 1 — Approximate Test Pit Location
- Existing Dam
- Reeds/saturated ground
- 22° — Approximate slope
- Change of slope
- Main change in slope
- Break in slope
- Spring/seep

GeoTon Pty Ltd				client:	MR JOSH DONNOLLEY
				project:	17328 BASS HIGHWAY BOAT HARBOUR
date	19/12/19	drawn	MS		
scale	As Shown	approved	TB	title:	SITE PLAN
original size	A3	rev		project no: GL19192A	figure no. Figure 1

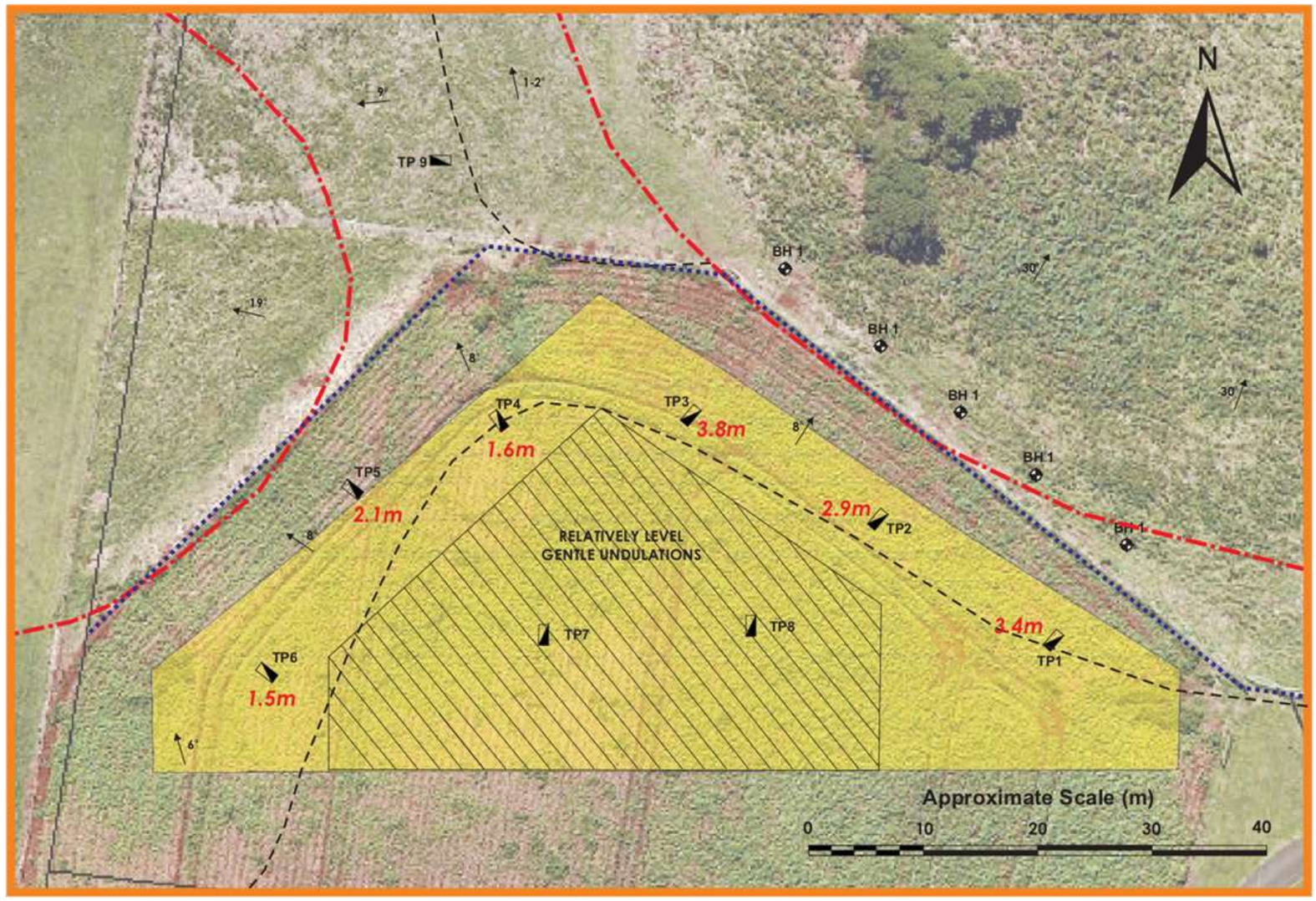
Notes

1) All dwellings are to founded to rock (highly weathered or better)

2) Dwellings to be set back a minimum of 6m from the main change in slope

3) All wastewater to be disposed off via an Aerated Wastewater Treatment System (AWTS) and subsurface irrigation

4) The wastewater disposal field is to be setback a minimum of 15m from the main change in slope



Legend

- BH 1 — Approximate Borehole Location
- TP 1 — Approximate Test Pit Location
- Proposed Building Envelope
- Wastewater Disposal Field
- 22° — Approximate slope
- Change of slope
- Main change in slope
- Existing fenceline
- 1.0m — Depth to rock (founding depth)

GeoTon Pty Ltd				client:	MR JOSH DONNOLLEY		
				project:	17328 BASS HIGHWAY BOAT HARBOUR		
date	19/12/19	drawn	MS				
scale	As Shown	approved	TB	title:	SITE PLAN		
original size	A3	rev		project no:	GL19192A	figure no.	Figure 2

J & T Donnolley

17328 Bass Highway, Boat Harbour

Drawing Index

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2	A0.1	500mm Contours
3	A0.2	500mm Contours Proposed Cabins
4	A0.3	Perspective View
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6	A0.5	Elevations
7	A0.6	Site Plan
8	A0.7	View's from East and West
9	A0.8	View's from North and South

Location Map
NTS

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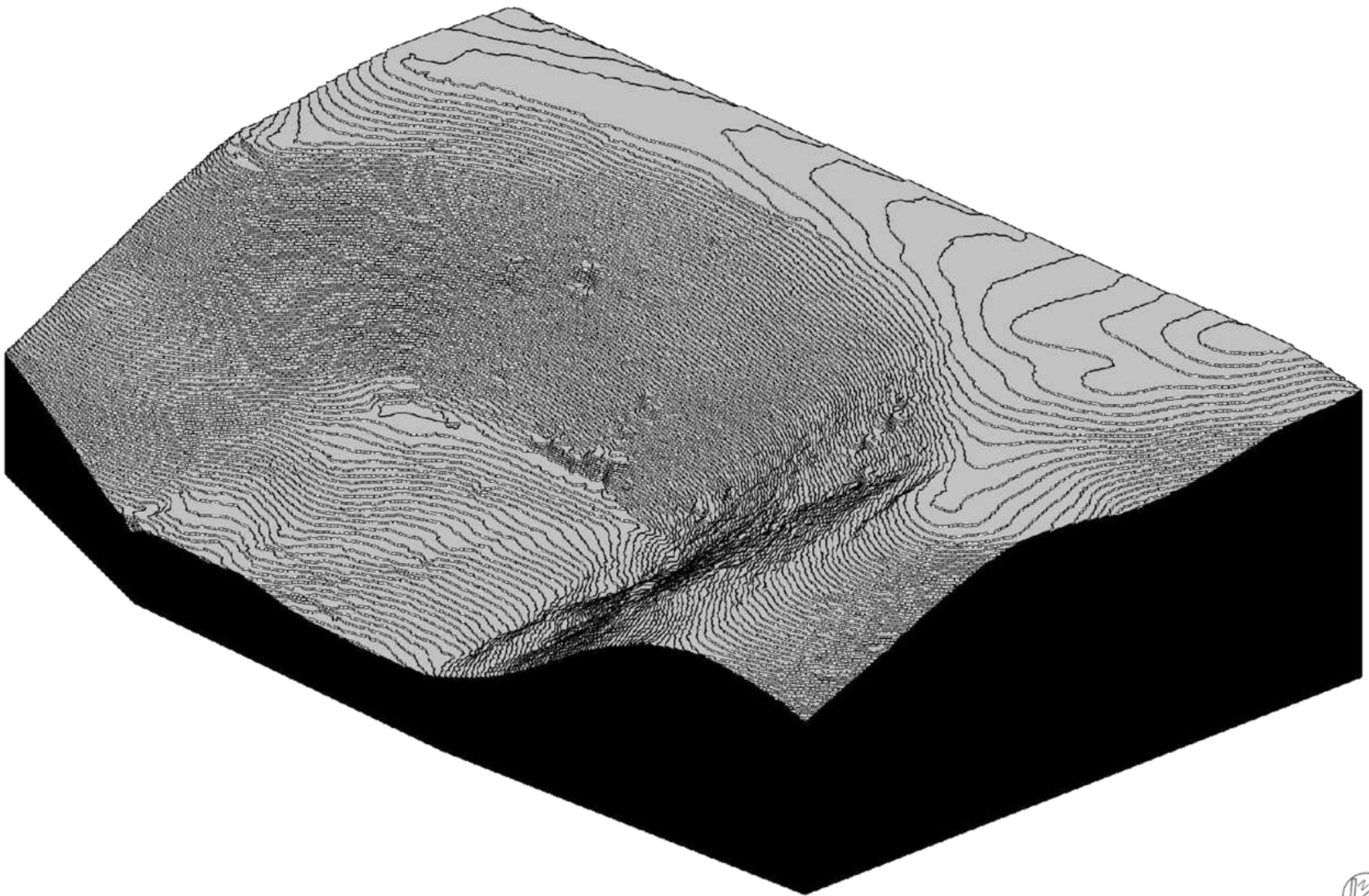
CLIENT	PROJECT TYPE	PROJECT NO.	ISSUE	RE-ISSUE	DRAWN BY	DESCRIPTION
J & T Donnolley	The Observatory	219059	06/09/2019	04/03/2020	M Wells	Cover Page & Site Map



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04/03/2020

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219059
PROJECT
The Observatory

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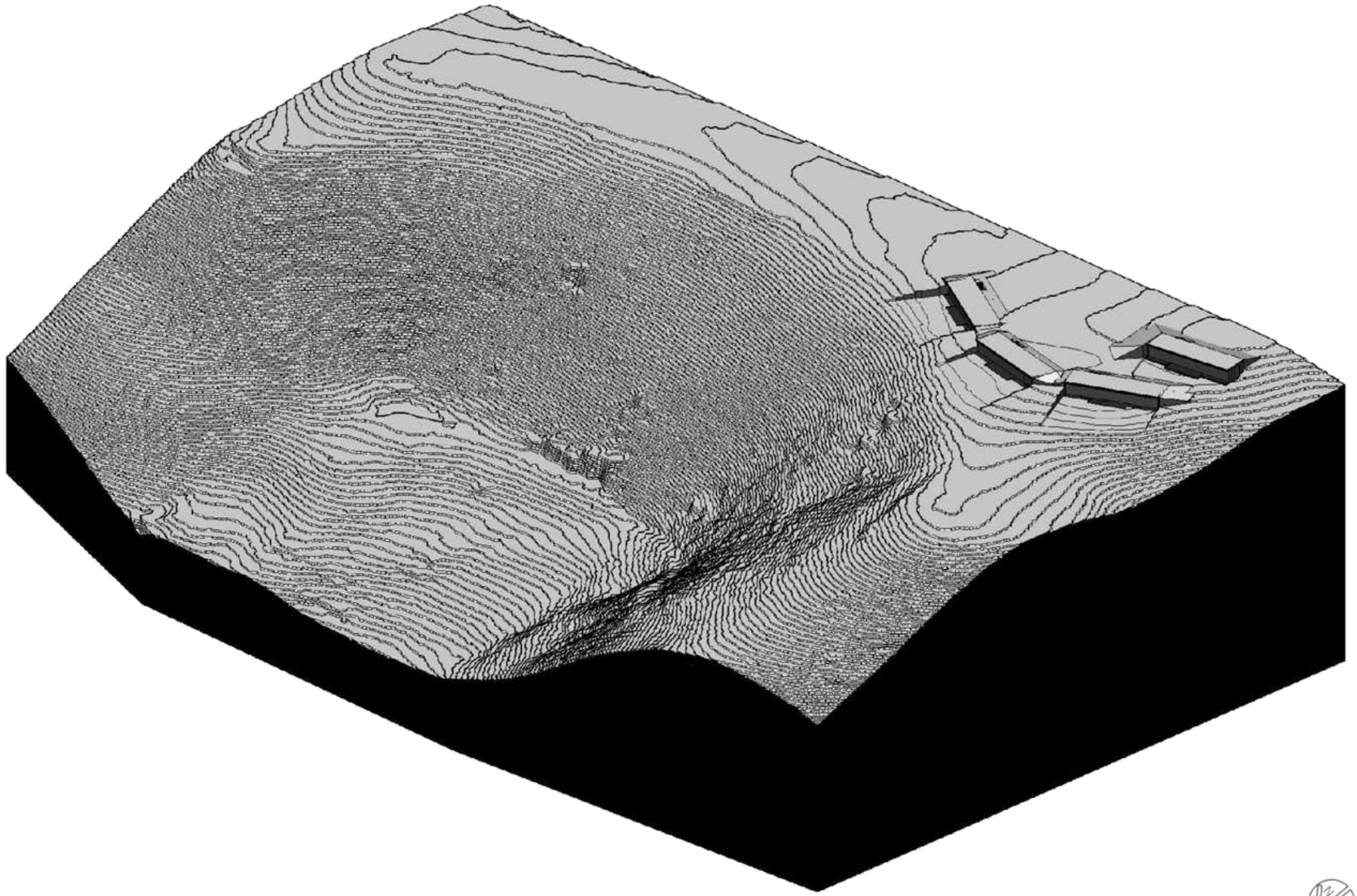

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Proposed Cabin location

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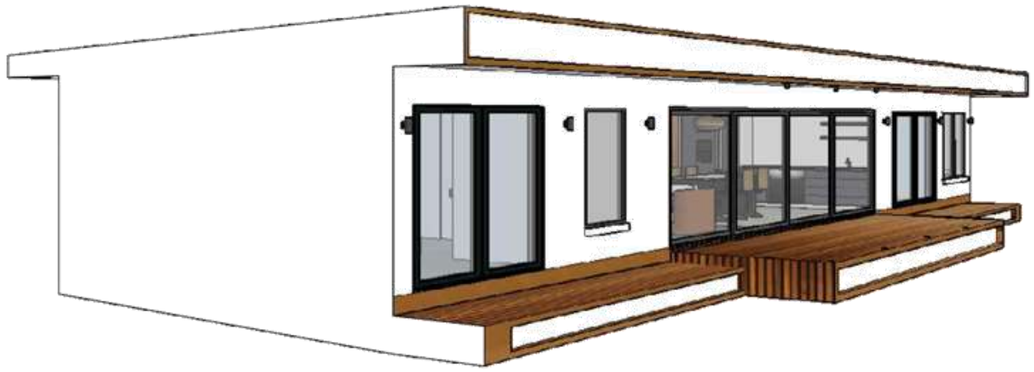

Note: 500mm Contour

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PROJECT The Observatory

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DESCRIPTION Perspective View

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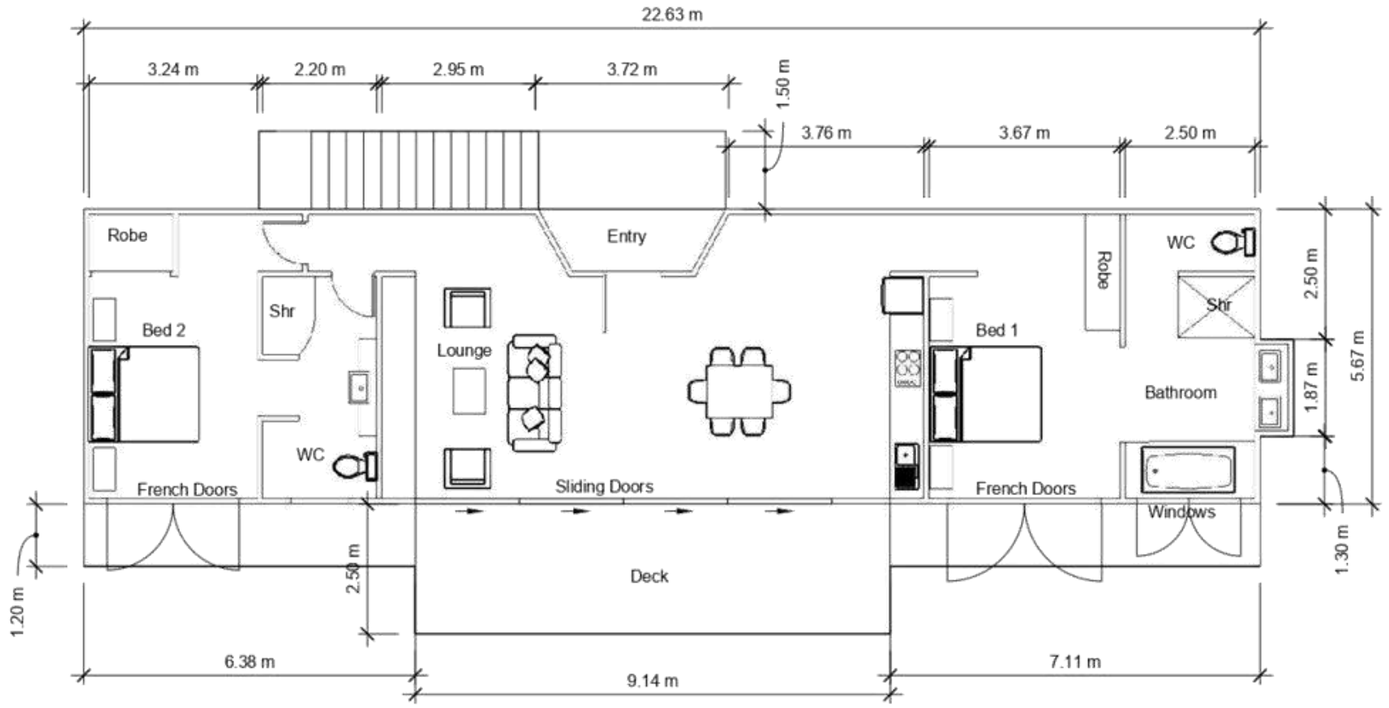
Two Bedroom Cabin



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DESCRIPTION
Floor Plans Accommodation

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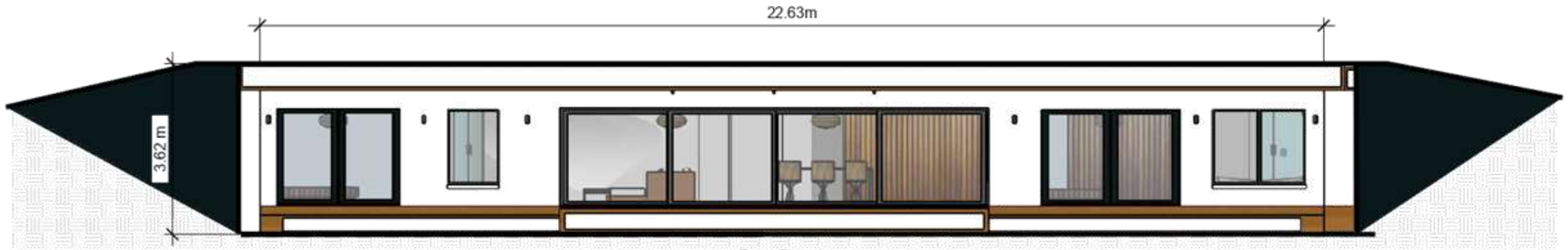
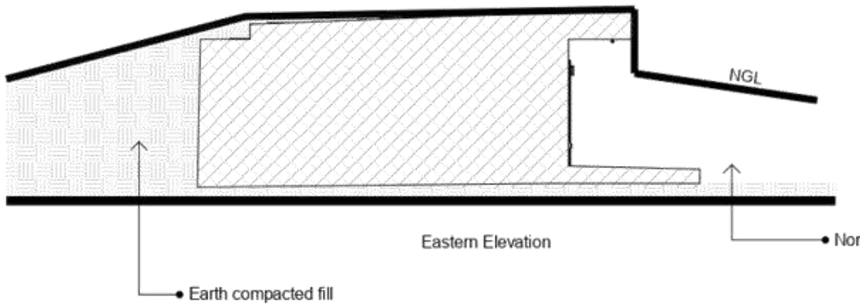
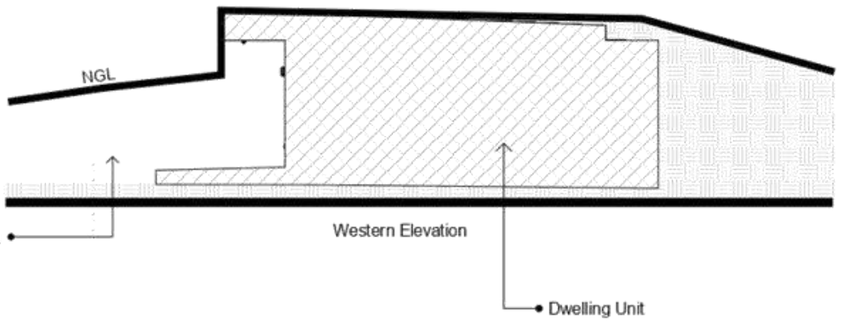
04



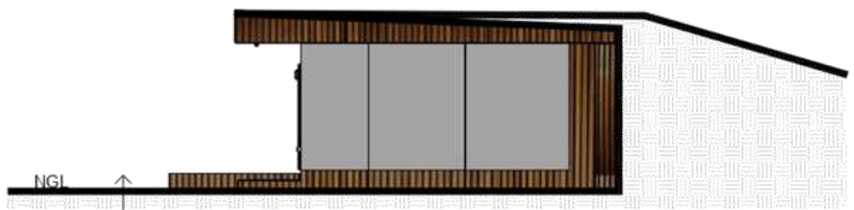
Front Elevation



Eastern Elevation



Western Elevation



Western Elevation (Cabin 4 Only)

EnviroPlan

EnviroPlan
PO Box 846, Somerset TAS 7322
Office: 71a Bass Highway, Somerset
Phone: 03 6411 1931
Email: admin@enviroplanaustralia.com.au

Scale @ A3
1: 100

CLIENT
J & T Donnolley
17328 Bass Highway,
Boat Harbour

ISSUE
06/09/2019
RE-ISSUE
04/03/2020

PROJECT NO.
219059
PROJECT
The Observatory

DRAWN BY
M Wells
DESCRIPTION
Elevations

a

05

Note: 1m Contour

EnviroPlan

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Scale @ A3
1: 1000

CLIENT
J & T Donnolley
17328 Bass Highway,
Boat Harbour

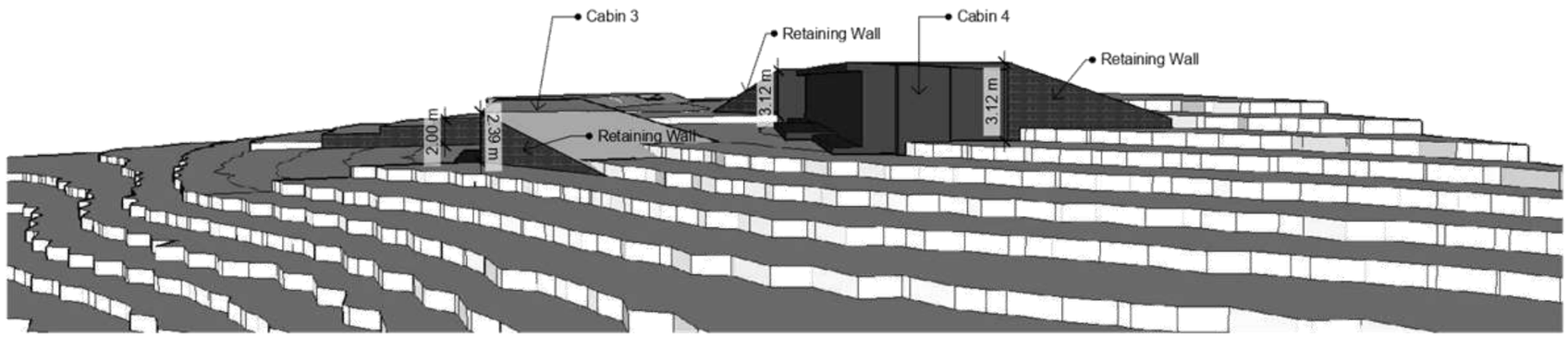
ISSUE 06/09/2019
RE-ISSUE 04/03/2020

PROJECT NO. 219059
PROJECT The Observatory

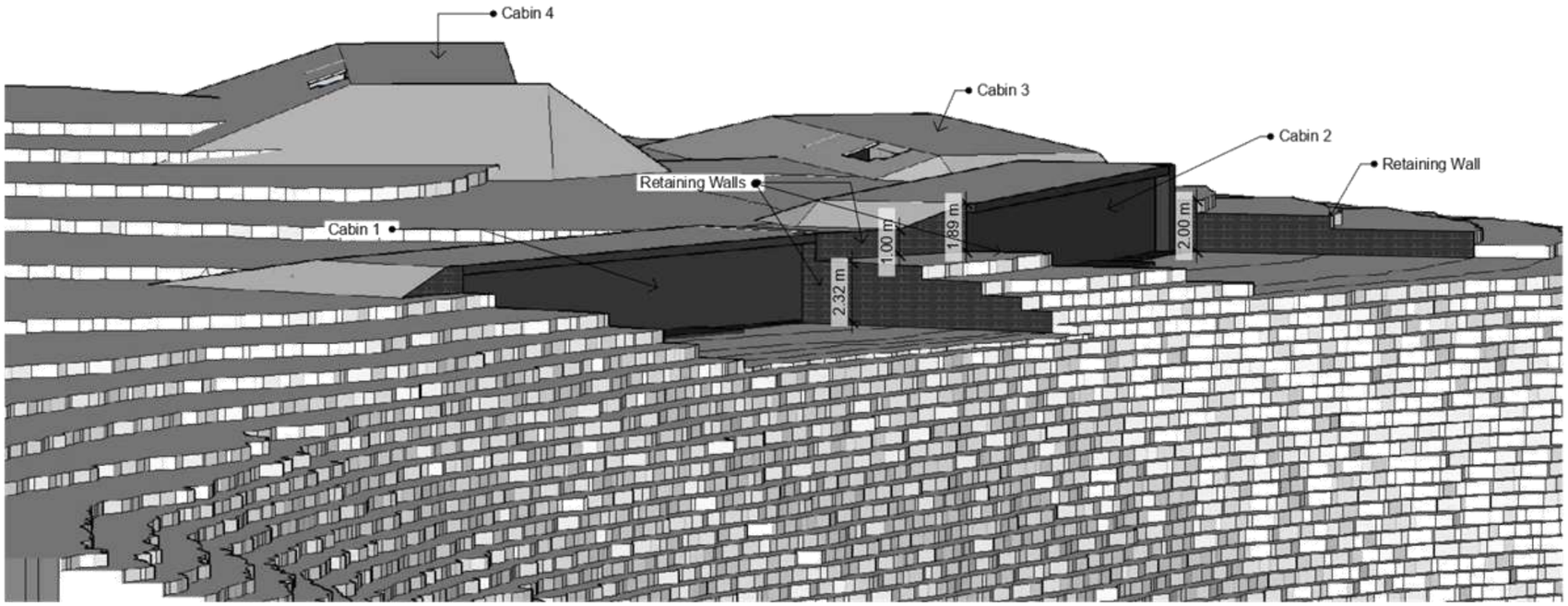
DRAWN BY M Wells
DESCRIPTION Site Plan

a

06



View from the west



View from the East

Note: 500mm Contour

EnviroPlan
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CLIENT
J & T Donnolley
17328 Bass Highway,
Boat Harbour

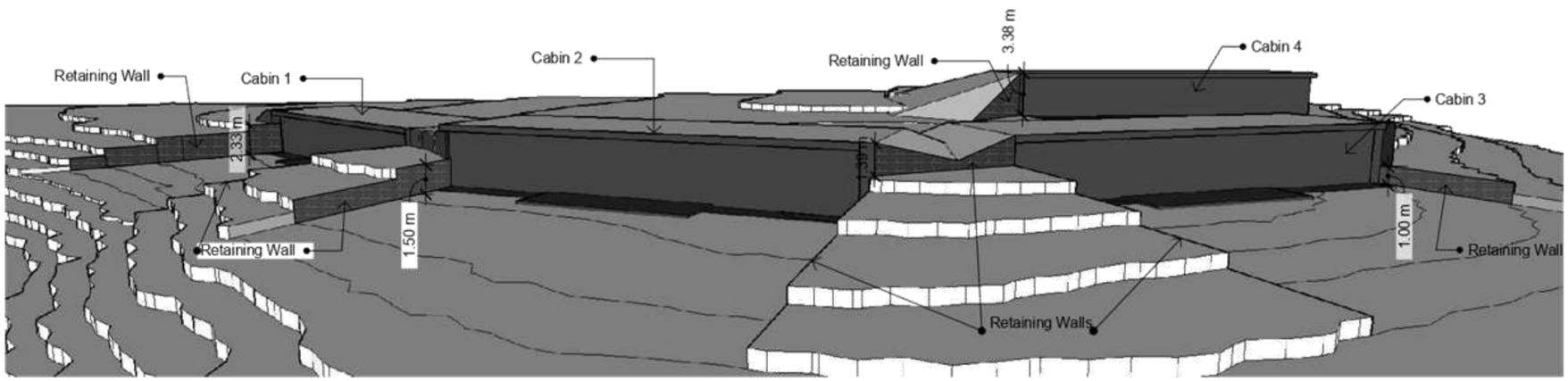
ISSUE
06/09/2019
RE-ISSUE
04/03/2020

PROJECT NO.
219059
PROJECT
The Observatory

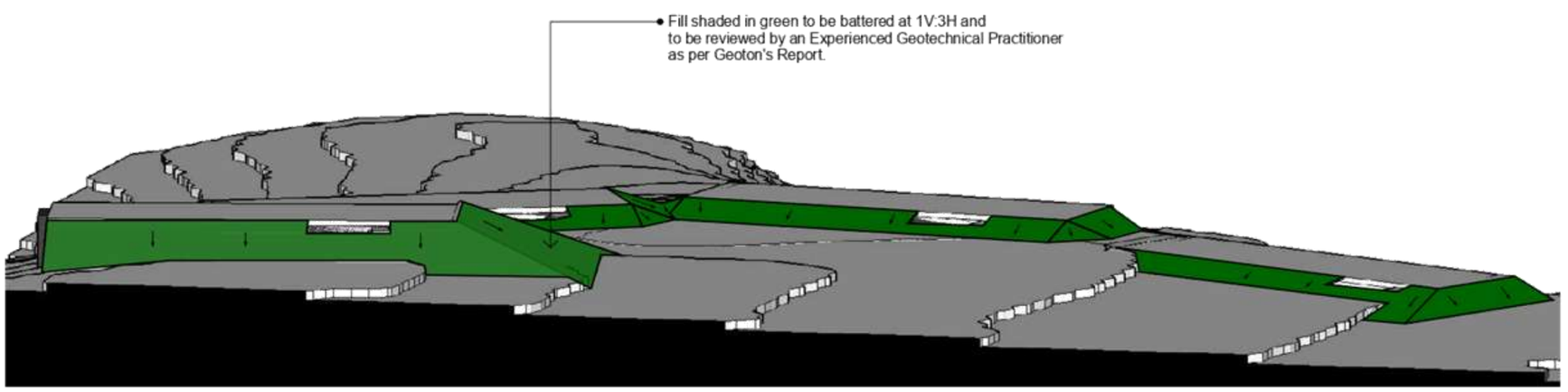
DRAWN BY
M Wells
DESCRIPTION
Views from east and west

a

07



View From the North



View From the South

Notes: 500mm Contour
All Cuts greater than 1m is to be reviewed by an Experienced Geotechnical Practitioner as per Geoton's Report.

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CLIENT
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17328 Bass Highway,
Boat Harbour

ISSUE 06/09/2019
RE-ISSUE 04/03/2020

PROJECT NO. 219059
PROJECT The Observatory

DRAWN BY M Wells
DESCRIPTION Views from North and South

a

08

John Walker
17326 Bass Highway
Boat Harbour 7321

Ph:-64450901

27th.October 2020

To whom it may concern,

This letter is written to place my concerns about the development proposal for 17328 bass Highway, Boat Harbour.

I share the same road as this proposal is situated on and am worried about the amount of traffic this proposal will bring with it on a very narrow single lane gravel road.

The speed limit on public gravel roads in Tasmania is 80 klms per hour which is way to high for this road in this situation and am therefore requesting that a limit of 30klms be placed on this road if the application is approved because of the amount of farm machinery and use by myself justifies it.

I am seeking that this be placed in the stipulations that go with the application.

Yours Sincerely

John walker.

Agreement for Extension of Time

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

EnviroPlan Australia

of

PO Box 546
SOMERSET TAS 7322

hereby grant the Planning Authority an extension of time until the 21st day of December 2020,

Ref. No. 2194515 & DA 71/2020

Signed _____ (Applicant)

Micheal Wells (EnviroPlan) (Applicant)

09/11/2020 (Date)

Signed _____

ASHLEY THORNTON, *per Council delegation*

(Manager Development & Regulatory Services)

09-11-2020 (Date)

1. SCOPE

1.1 This policy applies to all public reserves and buildings owned or managed by Council.

2. PURPOSE

2.1 Council is committed to ensuring the safe, equitable and transparent management of public reserves and buildings.

2.2 This policy provides direction on the regulation, control and protection of public reserves and buildings owned or managed by Council.

2.3 This policy provides guidance relating to the application of Council's Highway, Public Reserves, Parking Areas and Stormwater By-Law (no. 1 of 2016).

3. POLICY STATEMENT

3.1 A person must not create an entrance to a reserve from an adjoining property without prior written approval from the Council. An approval for entrances, if given, may include terms and conditions.

3.2 A reserve or part of reserve may be closed for one or more of the following reasons:

a) It is the subject of a hiring arrangement where closure is considered reasonably necessary. In this instance, the request to close a part or whole of reserve must be initiated in writing and detailing the reasons for the request.
b) For public safety reasons.
c) For maintenance and repairs.

3.3 A reserve or part of reserve may be utilised by the community for an organised activity. In these circumstances, a written application to hire the reserve/facility must be submitted for assessment and approval prior to the activity being held. An approval for hire, if given, may include terms and conditions of use. For the purposes of this clause, an organised activity includes:

a) Organised sport
b) Function or private event (such as a wedding or birthday)
c) Commercial activity
d) Other organised activity (such as an event openly available to the community)

3.4 Council's maintenance service level (i.e. frequency of mowing) will not be altered to suit a request for hire.

3.5 Camping on Council controlled or managed land shall only be permitted at a:

a) Permanently marked campsite as indicated by signage which includes the terms and conditions of use; or
b) At a temporary location as indicated by Council-approved signage.
   Temporary campsites shall only be permitted when:
   i. There are no alternative accommodation options available or it is for asset/stock protection
   ii. There is a demonstrated community benefit/need
   iii. The camping does not cause nuisance to other facility users or neighbouring properties

iv. Camping at the proposed location does not adversely impact the surrounding environment
v. The application has been made in writing and includes all associated documentation as well as the payment of any/all fees and charges
vi. Written approval has been received from Council and all terms and conditions are complied with.

3.6 The application of the By-Law for the management of public reserves shall be in accordance with Council's Management of Public Reserves Guidelines.

Legislative Requirements

- *Local Government Act 1993*
- *Dog Control Act 2000*
- *By-Law No 1 of 2016 Highway, Public Reserves, Parking Areas and Stormwater*

Related Procedures/Guidelines:

- Management of Public Reserves Guidelines
- Event Based Camping Flowchart and Pre-Assessment Form

PURPOSE

These guidelines assist the regulation, control and protection of public reserves and buildings owned or managed by Council. They provide direction and guidance to Council staff in relation to practical implementation of the discretionary powers contained in Council's Highway, Public Reserves, Parking and Stormwater By-Law (No.1 of 2016).

These guidelines only provide direction for *Part 3 – Public Reserves* of Council's Highway, Public Reserves, Parking and Stormwater By-Law (No.1 of 2016) and refer to the following clauses. (Please refer to *Part I – Preliminary* of the by-law for definitions and interpretation.)

1. CLAUSE 18 – *"Closure of Public Reserve"*

a) The General Manager may close all or part of a public reserve for one or more of the following reasons:
    i. all or part of a reserve has been the subject of a hiring arrangement in respect of which closure is reasonably necessary.
    ii. for public safety reasons.
    iii. for maintenance and repairs.
b) Closure of all or part of a public reserve for hiring purposes must originally be initiated by a written application to Council requesting such a closure and outlining the reasons for the request.
c) The Project Works Manager will arrange for 'temporary closure' signage to be installed at all normal public access points to the reserve or part of any reserve that has been closed and for this signage to be maintained for the duration of such closure.

2. CLAUSE 19 – *"Hire of Public Reserve"*

a) All public reserves may be used on a casual basis at any time subject to compliance with the provisions of the By-Law or any relevant legislation.
b) In accordance with Clause 22 of the By-Law written permission from the Manager is required for the conduct of a function, party or reception in a public reserve at which more than 50 people are likely to be present.
c) Closure of all or part of a public reserve for hiring purposes must originally be initiated by a written application to Council requesting such a closure a minimum four weeks prior to the activity being held.
d) A booking/permit will ensure reservation of an area in a public reserve, but it will not preclude public use of the reserve at that time unless the area in question has been closed by the Manager.
e) Permits for the hire of all or part of a public reserve will be subject to any conditions specified in writing by the Manager. They may vary according to the nature and size of the event or activity that is the reason for the hire of the reserve and can include, but are not limited to, the following:
    i. Written evidence of Public Liability insurance coverage for a minimum amount that Council's public liability insurance provider recommends as a minimum level of public liability insurance required for casual users of Council reserves.
    ii.

iii. The area hired is to be left in a clean and tidy condition and all rubbish is to be removed or left in wheelie bins provided specifically for the event. No rubbish is to be left in or around permanent litter bins.
iv. Activities must not interfere with any underground irrigation systems.
v. No vegetation may be moved, removed, tampered with or damaged.
vi. No disturbance, inconvenience or nuisance is to be caused to the public by contravention of any of the provisions of the By-Law or other legislation.
vii. The erection and removal of marquees, tents and other structures is subject to approval. The hirer may be directed to erect the structure at a specified location.
viii. The hirer is to be responsible for the repair or reinstatement of any damage to a reserve resulting from, or attributable to, the event or activity that is the reason for the hire.
ix. The erection and use of amusement devices are subject to compliance with all relevant provisions of the By-Law and any applicable legislative requirements.
x. The lighting of fires or conduct of fireworks displays is subject to compliance with all relevant provisions of the By-Law and any applicable legislative requirements.
xi. The selling of food, refreshments or other goods is subject to compliance with all relevant provisions of the By-Law and any other applicable Council or legislative requirements.
xii. The possession of alcohol is prohibited other than by specific exemption by the Manager and subject to any requirements of the Licensing Board of Tasmania.
xiii. Where applicable, payment of relevant fees and charges. All charges are to be approved and reviewed annually by Council.

3. CLAUSE 20 – *"Mooring a vessel to a wharf or marina"*

a) An authorised officer, after receiving a complaint, is to either issue an infringement notice or refer the matter to Tasmania Police for investigation and possible action under the provisions of the *Police Offences Act 1935.*

4. CLAUSE 21 – *"Peaceable use of Public Reserves"*

a) An authorised officer, after receiving a complaint, is to either issue an infringement notice or refer the matter to Tasmania Police for investigation and possible action under the provisions of the *Police Offences Act 1935.*

5. CLAUSE 22 – *"Functions"*

a) In relation to any application received by Council to conduct or hold a function, the General Manager is granted the discretion to issue written permission, or refusal, to hold a function depending upon the potential 'nuisance' that may be generated by that particular function.

6. CLAUSE 23 – *"Creation of an entrance to a Public Reserve"*

a) A private entrance into public reserve must not be made without prior written approval from the General Manager.
b) All costs associated with the construction, provision, removal or maintenance of private entrances shall be borne by the owner or occupier of the adjoining private property.
c) All requests for private entrances to public reserves are to be made in writing and should include:
    i. A statement about the intended use of the entrance

ii. A map or drawing detailing the location of the intended entrance and associated infrastructure
iii. How the works are proposed to be undertaken

d) When reviewing a request under this section, consideration will be given to:
   i. The possible environmental impacts for the entrance
   ii. The impact to the intended users of the reserve
   iii. Any strategic plans, master plans or other planned works intended for the reserve
e) The approval or disapproval of the request will be provided to the applicant in writing. Any consent for the creation of an entrance may be made with or without conditions and these conditions must be adhered to by the applicant.
f) If an authorised officer receives a complaint in relation to the alleged breach of this Clause, and is satisfied that an offence has occurred, the authorised officer shall:
   i. Issue a written notice to direct an owner or occupier to close or rectify an entrance. The notice must specify a method for doing so and provide a period of at least 14 days in which the owner or occupier is to undertake the requested works.
   ii. If the owner or occupier has not complied with a notice, the Council may determine to undertake any work necessary to close an entrance and recover (from the owner or occupier) the reasonable cost of any work it performs in relation to the closure of an entrance.
   iii. Determine whether an infringement notice is to be issued when an entrance has been created without prior written consent being received from the General Manager.

7. CLAUSE 24 – *"Permit for Outside Dining"*

a) If an authorised officer receives a complaint from a member of the public in relation to an alleged breach of this Clause, and is satisfied that an offence has occurred, the authorised officer shall issue an infringement notice in respect of that offence or revoke the permit issued to the offending party.

8. CLAUSE 25 – *"Sale of Item"*

a) If an authorised officer receives a complaint from a member of the public in relation to an alleged breach of this Clause, and is satisfied that an offence has occurred, the authorised officer shall issue an infringement notice in respect of that offence.
b) Should the offence continue to occur, the matter is to be referred to Tasmania Police for investigation and possible action under the provisions of the *Police Offences Act 1935.*

9. CLAUSE 26 – *"Organised Sport"*

a) All applications for use of a public reserve for organised sport are to be in writing and provide sufficient detail of the proposed activities, including a match roster where appropriate, to enable Council to make an informed decision as to whether or not approval to undertake the organised sport activities will be granted.
b) In the event that approval is granted the applicant is to provide Council with written evidence of Public Liability insurance coverage for a minimum amount that Council's public liability insurance provider recommends.
c) Seasonal and casual users of reserves are required to provide written applications to Council at least four weeks in advance of the commencement of any proposed activities.
d) Council is to inform hirers, in letters of approval, that a staff member with responsibility for the management of Council's public reserves has the authority to cancel activities that, in their opinion, are likely to cause damage to the reserves playing surface, infrastructure or amenity.

10. CLAUSE 27 – *"Commercial Activity"*

a) If an authorised officer receives a complaint from a member of the public in relation to an alleged breach of this Clause, and is satisfied that an offence has occurred, the authorised officer shall issue an infringement notice in respect of that offence.

11. CLAUSE 28 – *"Damage to Children's Playground"*

a) When an authorised officer receives a complaint from a member of the public in relation to an alleged breach of this Clause, and is satisfied that an offence has occurred, the authorised officer shall issue an infringement notice in respect of that offence.

b) Action may be initiated by an authorised officer, in the absence of a complaint, if, in their opinion, the actions of any person would be likely to result in damage to playground equipment or affect the safety of users of a playground. If the authorised officer is satisfied that an offence has occurred, the authorised officer shall issue an infringement notice in respect of that offence.

12. CLAUSE 29 – *"Camping"*

a) Camping on council controlled or managed land shall only be permitted when council-approved signage has been erected at the reserve. This signage may be installed permanently at designated camping sites or temporarily in the case of event-based camping. Campers will be required to adhere to any additional conditions which may be noted on the signage and may vary from site to site.

b) It is acknowledged that some events (including natural disasters/emergency situations) may temporarily increase the demand for accommodation in the municipality, however it is important that the use of established accommodation (such as local caravan parks) is encouraged as a priority. Requests for camping on council controlled or managed land shall be assessed on a case-by-case basis and shall only be permitted when:

i. It is for an event with demonstrated community benefit/s and need

ii. There is a demonstrated need for camping, and it complies with at least one of the following:

1. It is for the purposes of asset/stock protection for an event, and in these circumstances restrictions on numbers of campers may be placed on the applicant; or

2. All alternative options have been explored and exhausted (such as the use of local privately operated facilities that support overnight accommodation) and those seeking Council facilitated camping have travelled from outside the municipal area.

iii. The proposed camping location is:

3. Fit-for-purpose and considered appropriate for camping or if additional amenities are required at the proposed location, the need is covered under Section 12 (b)(iv)(4) of these Guidelines

4. Not likely to cause nuisance for neighbouring properties

5. Not likely to disturb any pre-existing booking for the facility

iv. The applicant has applied to the Council, in writing, by completing the following:

1. An appropriate booking form and all associated documentation
2. Details about the proposed camping location and the number of possible campers
3. A statement about why camping is required for the event and what steps have been taken to explore alternative options
4. A suitable statement that details how the organiser will resolve and take responsibility for amenities and waste management requirements

c) Written endorsement has been received by the General Manager and any/all associated fees and charges have been paid prior to the event commencing

d) All conditions placed on the applicant by the General Manager are complied with. NB: The General Manager, at his discretion, may install conditions on the use of a reserve for the purposes of event-based camping pursuant to the Management of Public Reserves Guidelines Section 3 – Clause 19 Hire of Public Reserve

e) Where an authorised officer receives a complaint from a member of the public in relation to an alleged breach of this Clause, and is satisfied that an offence has occurred, the authorised officer shall issue an infringement notice in respect of that offence.

f) Where an alleged breach of this Clause relates to the parking of a self-contained motor home, camper van or like vehicle in a parking area under the control of Council that contains a sign indicating a maximum parking period, the provisions of Part 4 – Parking Areas of the By-Law (No. 1 of 2016) shall apply.

The relevant clauses follow:

Parking Longer than Maximum Period

8. (1) A person must not allow a vehicle to remain parked in a parking area for a longer period than is allowed by the conditions of entry to that parking area, which conditions are indicated by signs displayed in the parking area.
(2) An authorised officer may issue an infringement notice for this offence.

13. CLAUSE 30 – *"Projectiles"*

a) Following receipt by Council of a complaint from a member of the public in relation to an alleged breach of this Clause, or the report of an alleged breach of this Clause by an authorised officer, an infringement notice is to be issued or the matter is to be referred to Tasmania Police for investigation and possible action under the provisions of the *Police Offences Act 1935.*

14. CLAUSE 31 – *"Disorderly, Threatening and Offensive Conduct"*

a) Following receipt by Council of a complaint from a member of the public in relation to an alleged breach of this Clause, or the report of an alleged breach of this Clause by an authorised officer, an infringement notice is to be issued or the matter is to be referred to Tasmania Police for investigation and possible action under the provisions of the *Police Offences Act 1935.*

15. CLAUSE 32 – *"Damage to Council Property"*

a) Following receipt by Council of a complaint from a member of the public in relation to an alleged breach of this Clause, or the report of an alleged breach of this Clause by an authorised officer, an infringement notice is to be issued or the matter is to be referred to Tasmania Police for investigation and possible action under the provisions of the *Police Offences Act 1935.*

16. CLAUSE 33 – *"Protection of Wildlife"*

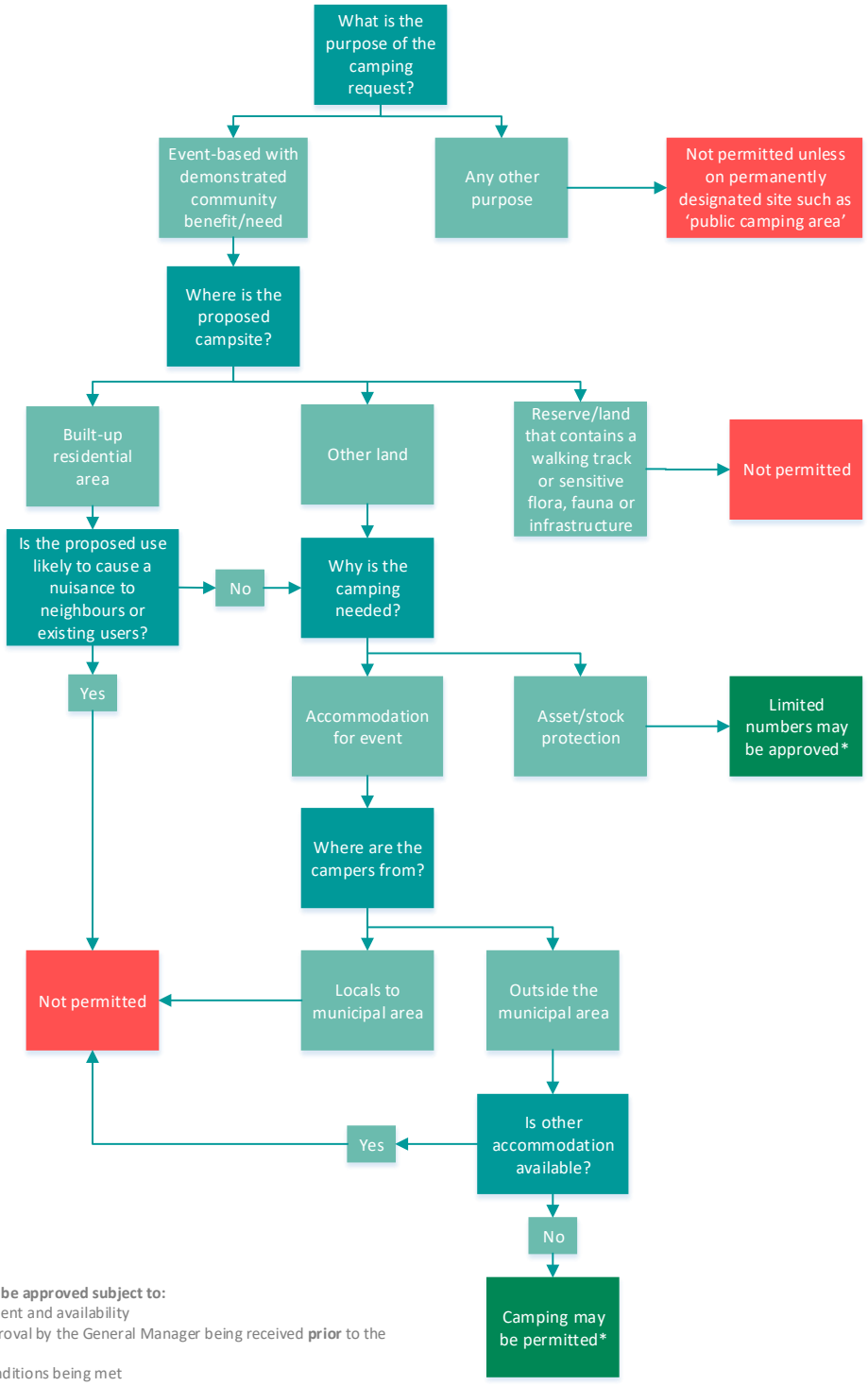
a) Following receipt by Council of a complaint from a member of the public in relation to an alleged breach of this Clause, or the report of an alleged breach of this Clause by an authorised officer, an infringement notice is to be issued or the matter is to be referred to Tasmania Police for investigation and possible action under the provisions of the *Police Offences Act 1935.*

PRE-ASSESSMENT BY COUNCIL STAFF

Some community events temporarily increase the demand for accommodation in the municipality and while it is important that those seeking accommodation are encouraged to use established accommodation such as caravan parks or motels some seek permission to camp on Council owned or managed land.

As part of an assessment of whether event-based camping *may* be permitted on Council owned or managed land Council staff should employ the following flowchart and assessment criteria.

FLOWCHART – *To provide an early indication of the possible outcome. It is to be used in conjunction with the assessment criteria.*



* - **Camping may be approved subject to:**

- Site assessment and availability
- Written approval by the General Manager being received **prior** to the event
- All other conditions being met

Enclosure 3 Management of Public Reserves - Pre-assessment Form

DATE OF ASSESSMENT:	
ASSESSED BY:	
APPLICANTS NAME:	
PROPOSED EVENT:	
PROPOSED DATE/S:	

ASSESSMENT CRITERIA			
CRITERIA	**YES**	**NO**	**NOTES**
Is the requested camping for an event with demonstrated community benefit?			Camping for purposes other than for an event with demonstrated community benefit should not be permitted.
Is the proposed location a designated and 'signed' camping site?			Council's By-Law requires designated camping sites to be permanently signed as such. *NB: Temporary signs could be employed at locations approved for event-based camping.*
Is the proposed location appropriate for camping?			Camping should only be approved in appropriate locations and not be permitted if there is potential for damage to assets or flora and fauna, for the compaction of soils or for camping to be a nuisance to neighbours or other users. *E.g. Frederick Street Reserve might be suitable - Gutteridge Gardens is not.*
Will other regular users and the general public still be able to access the location?			Camping may not be permitted if regular users and the general public need to be excluded from the location.
Is the proposed location available for the requested booking?			The requested location must be available.
Have those wanting to camp travelled from outside the region and found there is no alternative overnight accommodation?			Those that have travelled from outside the region have greater needs but should be encouraged to use privately-operated overnight accommodation.
Is there a need to camp for the purposes of asset or stock protection?			Asset or stock protection represents a need for 'some' to camp.

If most of assessed criteria result in '**NO'** the applicant should be advised that approval will not be offered and the criteria that resulted in '**NO'** should be offered as the reason(s) for the decision.

Use of the flowchart and assessment criteria does not constitute approval for camping nor commit Council to any approval but if most assessed criteria result in a '**YES'** the applicant should be asked to complete the following to achieve full approval:

1. Complete a Council Facility Booking Form and provide details such as:
   - The proposed camping location and the number of possible campers.
   - Why camping is required for the event and what measures have been taken to explore other camping options within the community.
   - A general risk management plan supported by a specific COVID19 Safety Plan if required.
   - A certificate of currency for a minimum of $20 million dollars in public liability insurance.
   - Permits to sell and consume alcohol or the General Manager's permission to consume alcohol while in the reserve.
   - How waste and amenities requirements will be addressed by the applicant.
2. Pay all associated fees and charges.

Camping should only be permitted when the applicant meets most of the assessment criteria, has completed a Council Facility Booking Form, agreed to all associated fees and charges and received written approval on behalf of the General Manager.

WARATAH-WYNYARD COUNCIL

DEBT MANAGEMENT POLICY

1. SCOPE

To introduce a set of standards that will apply to the collection of debts in respect of Rates, and Sundry Debtors.

2. PURPOSE

The objective of this policy is to apply a transparent and consistent set of standards in relation to collection of debts due to the Council.

3. POLICY STATEMENT

The objective of this policy is to apply a transparent set of standards in relation to collection of debts due to the Council, the details of which are as follows:

3.1 Raising of Accounts

The Council undertakes to issue invoices as soon as practicable following the debt being incurred.

3.2 Debtor Terms

(i) Rates:

Rates payment terms and conditions are set on an annual basis when Council sets its Annual Plan and Budget Estimates.

Supplementary rates issued through the year are due 30 days from date of invoice.

(ii) Sundry Debtors:

Invoices are due for payment 30 days from the date of invoice.

Council may require written authorisation and proof of identity from the client prior to the supply of goods and services. Council reserves the right to withdraw credit facilities from any customer upon authorisation from the Director Organisational Performance.

3.3 Overdue Debtors

Any payment not made by the due date falls into arrears.

If a debtor has a debt in arrears and does not have an agreed payment plan in place, Council may commence legal action to recover the outstanding amount. If Council takes such action the debtor will also be liable for legal costs associated with the action.

3.4 Interest Penalties Overdue Rates

If rates are not paid by the due date, daily interest will be charged in accordance with Section 128 of the Local Government Act 1993.

DOC NO: FIN.003	**VERSION NO:** 5	**APPROVAL DATE:** 15/11/2010
CONTROLLER: General Manager	**APPROVED BY:** - COUNCIL	**REVIEW DATE:** November 2011

The charges will be calculated in accordance with the following formula:

$$P = \frac{LTB+6\%}{365}$$

where –
P - is the prescribed percentage; and
LTB - is the official ten-year long-term bond rate as determined by the Reserve Bank as at the close of business on the last day of business preceding 1 March.

Ratepayers with an approved special payment arrangement in place under the Financial Hardship assistance provisions of this policy (Section 3.6) will be eligible for the remitting of penalties.

If an agreed special payment arrangement is not adhered to, the ratepayer may become ineligible for a remission of penalties.

For typical circumstances that are not of financial hardship, rates must be paid by the due date otherwise a daily penalty will apply.

3.5 Payment Plans

A ratepayer who is having difficulty in paying their rates by the due date should contact Council at the earliest opportunity to arrange a payment plan.

Confirmation of the payment plan will be provided in writing and must be acknowledged and accepted by the applicant.

Payment plans will be accepted where it can be demonstrated that the debt will be paid in full by 31 May each year.

If an agreed payment plan is not adhered to, the payment plan may be deemed void and Council may take legal action to recover the debt.

3.6 Financial Hardship Assistance

Council recognises that there are cases of genuine hardship requiring compassion in special circumstances.

Council will provide temporary support by providing the ability for customers and ratepayers that meet genuine financial hardship requirements to enter a special payment arrangement.

The terms of special payment arrangement will be considered on a case by case basis and the terms including period of arrangement will be proportionate to the applicant's demonstrated financial hardship circumstances.

Serious financial hardship involves both low income/cash flow and a low asset base. Personal property portfolios beyond a primary residence (or a business's primary operating space) can be employed to improve an applicant's cash flow and financial sustainability.

Applications for Financial Hardship Assistance

Applications for assistance on residential investment properties will not be considered. Council may agree to hold legal action for recovery where an investment property has been placed on the market for sale.

Applications can be made by contacting Councils Rates Officer on (03) 6443 8323.

Council may engage in a telephone interview to assist Council in the understanding of the issues causing hardship.

Approval of the arrangement will be provided in writing and must be acknowledged and accepted by the applicant.

Evidence of Financial Hardship

Applicants will need to provide evidence of their circumstances to justify Council's special consideration of their case.

The type of evidence required will depend on your circumstances and may include, for example, one or more of the following:

- Assessment by an independent accredited financial counsellor demonstrating an inability to both pay rates and to rearrange asset portfolios to facilitate payment;
- A statutory declaration from an appropriate and independent professional, familiar with the applicant's circumstances (e.g. a family doctor for health-related evidence, a bank official, insurance policy manager, etc.);
- Pending disconnection of essential services, like water, electricity, gas (does not include mobile phone or internet bills);
- Notice of impending legal action;
- Letter from charitable organisation regarding loss of employment or inability to provide for basic necessities;
- Bank notice for example, overdraft call or mortgaged property repossession;
- Employer notice of redundancy or termination of employment;
- Overdue medical bills;
- Letter from doctor verifying the inability to earn an income due to illness or caring for a sick family member;
- Final notice from school regarding payment of mandatory fees;
- Funeral expenses;
- Repossession notice of essential items, like a car or motorcycle.

3.7 Sale of Property for overdue rates

Council will be provided with a list of properties that are able to be sold for unpaid rates annually. Council will make the final decision as to which will be sold.

The sale of property to recover outstanding rates will be processed in accordance with the *Local Government Act (1993).*

	WARATAH-WYNYARD COUNCIL
	DEBT MANAGEMENT POLICY

3.8 Debtor Write off
Sundry debtors will be reviewed annually for any debts that are deemed uncollectable. The General Manager must approve the write off of any debt.

4. REPORTING

Annual Reporting to Council
Council will consider properties eligible for sale to recover rates on an annual basis.

Monthly Reporting to Council
Council will be provided with a summary of rates and charges outstanding on a monthly basis.

LEGISLATIVE REQUIREMENTS:
Local Government Act (1993)

RELATED DOCUMENTS:
Rates and Charges Policy

DOC NO: FIN.003	**VERSION NO:** 5	**APPROVAL DATE:** 15/11/2010
CONTROLLER: General Manager	**APPROVED BY:** - COUNCIL	**REVIEW DATE:** November 2011

WARATAH WYNYARD COUNCIL

MINUTES
AUDIT PANEL MEETING
10 NOVEMBER 2020

Confirmed for Release by Chair on 24 November 2020

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UNCONFIRMED MINUTES OF THE WARATAH-WYNYARD COUNCIL AUDIT PANEL COMMITTEE HELD AT THE CIRCULAR HEAD COUNCIL CHAMBERS, EMMETT STREET, SMITHTON ON TUESDAY 10 NOVEMBER 2020 COMMENCING AT 12:41 PM.

1.0 ATTENDANCE AND APOLOGIES

MEMBERS
John Howard
Lisa Dixon
Steve Allen

STAFF
Shane Crawford
Sam Searle
Stephen Imms
Roseanne Titcombe

COUNCILLORS
Nil.

INVITED GUESTS
Nil.

APOLOGIES
Nil.

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 to 30/11/20
5/9/17	John Howard	Food & Garden Organics Kerbside Collection Service (FOGO)	Director to 30/11/20
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 - Expired	Steve Allen	Cradle Coast Authority – Claire Smith – Internal Audit Proposal	Consultant

3.0 MINUTES OF MEETING HELD ON 25 AUGUST 2020

The unconfirmed Minutes of the Audit Panel Meeting held on 25 August 2020 were released by the Chair on 4 September 2020 and were presented to Council at its meeting held on the 21 September 2020.

The Panel noted the Minutes of the Meeting held on 25 August 2020 as a true and correct record.

4.0 BUSINESS ARISING FROM MEETING HELD ON 25 AUGUST 2020

ACTIONS SUMMARY LIST			
ACTION NO	**ITEM NO**	**ACTION**	**OUTCOME**
Audit Panel Meeting – 25 August 2020			
99	4.0	Updated and reviewed Risk Registers to next Audit Panel meeting.	The General Manager will present the draft registers at the meeting. ***Action:*** This matter is scheduled for consideration at the next audit Panel Meeting and therefore this action will be deferred to next meeting.
100	5.0	C/fwd (36/3.0) Planning Delegations	Review on hold. *Response:* Broader review of planning area taking place with consultant brief to go out to market and legislative review of planning scheme currently underway.
101	5.0	C/fwd (61/6.3) Workforce Development Plan to be provided to Panel when complete.	No progress on Workforce Development Plan. Council participating in Cradle Coast Authority workforce profiling projects. *Response:* Cradle Coast Authority undertaking workforce school-based project with Council currently looking to put on 3 school-based apprentices. Council currently have 4 trainees with 12 trainees expected to be on the books by early January 2021.
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).	In progress. *Response:* Now an Annual Plan action item. Project has commenced and will be included in next round of quarterly reporting. Updates on progress will be provided through the annual report progress reporting framework.
104	6.0	General Manager's Certification – Update on Internal Procurement Audit findings.	Update provided in the General Managers Risk Certificate. Completed.
105	8.0	Tasmanian Audit Office – Memorandum of Findings – Report on outstanding findings.	See Item 6.6. Completed.
106	11.2	Undertake an audit of donated assets from subdivisions in last ten years and ensure all donated assets have been appropriately actioned.	The Manager Asset Services advised that this process is not documented but procedure is: 1. Upon final completion of subdivision, as-constructed plans are sent to Manager Digital Innovation (condition of planning permit). 2. Upon expiry of defects liability period (usually 12-18 months) Council recognises assets at current valuation with appropriate accumulated depreciation as part of end of year assets process. This has been updated on GIS and Assets Register. Completed.
Recomm	1	Staff Movements – include as standard agenda item.	Included in Quarterly Statistical Report to Council under Item 6.11. Completed.
Recomm	2	Outstanding audit actions in table format on each agenda - include as standard agenda item.	Listed under Item 6.6. Completed.
Recomm	3	Revaluation schedule in table format on each agenda - include as standard agenda item.	Listed under Item 6.7. Completed.

5.0 GENERAL MANAGER'S CERTIFICATION

The General Manager's Risk Certificate was provided, and the following was noted:

- There have been no frauds, thefts or probity matters.
- There have been no Environmental Protection Notices or Environmental Protection Notices.
- Legal Proceedings:
  - Illegal operation of pharmacy now resolved, and permit signed off;
  - 30B Old Bass Highway – Development of approx. 30 townhouses; originally discretionary and advertised with 300 representations and petitions; application was withdrawn and new application received for modified development which met the required criteria for a permitted use; representators aggrieved due to the inability under due process to contest the application. Council engaged a third-party review and provided assurance on the correctness of its assessment as a permitted. A Right to Information request has been received and is being processed;
  - Ombudsman – historical matter involving stormwater now all clear with Council having no case to answer;
  - Illegal excavation works – has resulted in a notice being issued;
  - Wilkinson Street road closure – initial hearing in Magistrates Court, deferred to 2021;
  - Burnie Airport Corporation – appealed against TasWater conditions;
  - Equal Opportunity Tasmania – tactile surface indicators – complaint now withdrawn;
- Internal Controls: Procurement improvements included:
  - recommendations made from internal addressed included internal record keeping practices;
  - revised policy to make process clearer to be considered by Council in November;
  - one suite of forms to be used across the organisation;
  - recommendations around efficiency of procurement process – Council to consider changes with ability for General Manager to approve amounts over $100,000. Currently Council tender for all purchases over $100,000 and less than $250,000. Its proposed that the General Manager exercise delegation to approve purchases of this value and decide whether or not a public tender will be made. Where a tender does not apply, the policy requires other documented quoting.
  - Additional reporting requirements back to Council monthly of all purchases above $100,000 including whether or not a public tender was undertaken.
  - Environmental Management Plan Icep – environmental consideration in decision making for all tenders moving forward – now required from contractors including sourcing of materials and recyclable materials etc. Council reports now have standard heading on environmental consideration.
  - Internal training system developed with online training program for policy responsibility;
- Online training module developed for staff inductions with reinduction of all staff including volunteers every two years.

6.0 STANDING AGENDA ITEMS

6.1 COMMUNICATIONS FROM COUNCIL

Nil.

6.2 FINANCIAL MANAGEMENT

The Financial Reports provided to Council at its meeting held on 21 September 2020 and 19 October 2020 were discussed as follows:

- Discrepancies were due to timing which was worse in October due to grants not yet received;
- User charges – building fees and childcare income:
  - review of childcare services to ascertain post Covid-19 operations budget allowed for first quarter;
  - operations returned to normal sooner than expected and a one-off government payment received in first quarter;
  - first quarter results were better than expected;
- Reimbursements – resource sharing invoice not raised for materials and contracts;
- Interest – interest earned down due to declining interest rates;
- Remission on discounts:
  - now closed with extended discount period of 60 days to give extra time to pay rates and still receive a discount;
  - collections consistent with same time last year;
  - value of discounts up 35%;
  - value collected is slightly behind with fewer properties owing with debtors not struggling as much as first thought. Council has been focused on entering arrangements and financial hardship arrangements;
  - Ageing rate debtors - Council will be presented properties eligible for sale to recover unpaid rates, approx. 99 properties with most in remote areas and owners not contactable;
- Year to date loss on disposal is expected to be adjusted on processing of the building revaluation;
- Grants pending – variances to budget relate to timing of Coastal Pathway and Multi-Use Facility funding receipts.

The Panel commended Council on its excellent financial reporting which was succinct and clear.

6.3 GENERAL MANAGER'S REPORTS PROVIDED TO COUNCIL

The General Manager's Reports to Council for September and October 2020 were discussed and the General Manager advised that a temporary town planner had been appointed to cover maternity leave for six months.

6.4 MINUTES OF SAFETY COMMITTEE (OSHWELL)

The Minutes of the Safety Committee (OSHWELL) meeting held on 16 September 2020 were noted by the Panel and the following discussed:
as discussed as follows:

- Human Resources not able to attend due to visit by Workplace Standards on-site;
- Workplace Safety Plan will be presented at next meeting;
- Worksafe month just completed – safety performance still good; and
- Improving safety reporting to SMT on a weekly basis – good internal reporting.

6.5 MINUTES OF RISK MANAGEMENT COMMITTEE

There have been no further meetings of the Risk Management Committee since the 4th February 2020. The next meeting of the Committee is scheduled for the 25 November 2020.

Council Response:
The Risk Management Committee has transferred departments with Adrian Swinoga taking over the risk portfolio. Currently reviewing policy, procedures and framework. The March 2021 meeting has a major focus on risk, so all documents are expected to be able to be reviewed at that time.

6.6 TASMANIAN AUDIT OFFICE – MEMORANDUM OF FINDINGS

The following documents had been received from the Tasmanian Audit Office for year ended 30 June 2020 as follows:

- Final Management Letter;
- Memorandum of Audit Findings – Year ended 30 June 2020; and
- Independent Auditor's Report 30 June 2020.

For the year ended 30 June 2020, there were two new recommendations. There were 11 unresolved recommendations brought forward from the previous audit report. Throughout the audit process eight recommendations were resolved. Three were unresolved.

The Panel noted three outstanding matters and actions in place for these to be resolved. Eight matters were finalised.

6.7 REVALUATION SCHEDULE

The Panel noted the Revaluation Schedule for 2019/20 to 2025/26.

6.8 MAJOR INITIATIVES – UPDATE

6.8.1 Corporate System Development Updates:

(a) 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 was planned to conclude by 31 March 2021. The project timeline for completion has been moved to May 2021 in line with availability of consultants. The project has four stages, stage one and two are complete. These stages focused on the development of payroll software including setting up organisational structures. Stage three is the implementation of the employee kiosk and stage four is the implementation of timesheets.

Further response:
Depot will be daily time sheets;
Indoor workforce will be fortnightly time sheets;
Work patterns will be factored in process; and Managers will be responsible for approving time sheets electronically with a business process required.

(b) 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.

This project is on hold until the new year with planning and system selection to occur this financial year.

Noted.

(c) GIS Modernisation

1. Undertaken across both WWC & CHC
2. Server backend preparations have been undertaken which have included
   a. Purchasing licencing
   b. installing software
   c. Setup of initial base test environment
3. Initial scoping of the project has commenced

Noted.

(d) BIS Upgrade

This project went live in August as planned. BIS is Council's management reporting and budgeting tool. The upgraded version is embedded in the Authority software offering a single log in and additional reporting features. It also allows the transition to a cloud-based environment in the future. Internal training scheduled to occur in the last week of November.

Noted.

6.8.2 Annual Plan Progress Report

The quarterly progress of Annual Plan actions was reported to Council at its meeting held on the 19 October.

A copy of the report was provided and noted.

6.8.3 Major Initiatives - General Manager Update

The General Manager provided an update as follows:

- Very ambitious capital works program with Council at capacity in relation to resources;
- Council quite comfortable that we are on track with projects;
- Capital works program on track with no areas of concern;
- Wynyard Yacht Club project has commenced, and a revised timetable will be provided over the next week, looking at potential café operators;
- Commenced on works on upgrading Somerset soccer facilities;

- CBD Plaza well underway;
- New bridge on Old Bass Highway completed;
- Received $560,000 as part of local roads and community infrastructure program of which $400,000 is for to new changerooms at basketball centre, Tasmanian Devil fencing on road to Sisters Beach, new pedestrian crossing in Somerset and $100,000 for Anzac Park Somerset.
- Government giving another round of $739,000 and Council need to allocate to projects for maximum impact, however there is a need to be able to deliver completion of projects by December 2021;
- Behind schedule on stormwater projects including flood mitigation;
- Council's Road to Recovery funding has a very high reference amount which is above what Council needs to spend. If Council does not spend the full reference amount the funding may be reduced. This is a risk that Council is managing. Council has a high level of roads projects in the coming year and therefore should meet the reference amount in the short term however Council will need to have the reference amount reviewed in the future as it is too high relative to Councils spending needs. As a result, Councils Roads to Recovery funding may be reduced at some point in the future
- Coastal Pathway is budgeted to do in full and will get a start, expected for rail corridor to be handed over to Burnie City Council in November, with Government announcing $12m to do erosion mitigation works, however Government holding firm that Council is to own new structures to be built in this area;
- Council relies on visitation from tulip festival each year but with main event cancelled a series of smaller events was conducted over one month titled 'Spring Loaded'. The tulip farm was well attended, and retailers reported a stronger year financially.
- A new tourism campaign 'Get Closer' had strong positive feedback.
- Council has launched the $100,000 grant for businesses / tourism start up to reinvigorate new life for retailers and provide seed funding for new initiatives. This closes on the 20 November 2020.

6.9 SCHEDULE OF POLICIES AND PROCEDURES

The schedule of Policies and Procedures was provided and noted.

6.10 QUARTERLY STATISTIC REPORT TO COUNCIL

A Quarterly Statistic Report is provided to Council on a quarterly basis in January, April, July and October. A copy of the report provided to Council at its meeting held on the 19 October 2020 was provided and noted with discussion as follows:

- Introduced a quarterly report on resource sharing with report to be evolved to provide more evidence around benefits from resource sharing.
- Engineering resourced shared roles are working well.

7.0 MAJOR WORK PLAN FOR VISIT – FINANCIAL GOVERNANCE / LEGISLATIVE COMPLIANCE & ETHICS / AUDIT PANEL ANNUAL REPORT TO COUNCIL

Item	Focus Area	Comment/Status
2	**Annual audit and reporting**	
2.1	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.	The Annual Report for 2019/20 was provided under separate cover. End of year financial year was almost break even. The Annual General Meeting held with no members in the public gallery, no questions or submissions received. The Panel noted the inconsistent use of the 'Current replacement cost' defined in accounting standard AASB13 with the audited reports. It was noted that the model statements issued by the audit office may need amending for consistency. The panel requested that the Audit Panel Annual Report edits be approved by Chair prior to publication. The Panel noted that the asset consumption ratio for buildings is high – 93% which indicates that most are brand new. It was noted that the revaluation may impact this ratio once complete.
	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.	The Panel noted that the annual report was well done, easy to read and well-presented but questioned the need given the low attendance at the AGM. Management advised that the annual report is an important documentation of Council and its activities for the year and worth investing some time and effort given it is a permanent and therefore historical record. Management also advised that whilst the process has been much improved. Continued refinement will need to be made to allow more time for editing and review.
4	**Internal controls and risk management**	
4.5	Assess the council's procurement framework with a focus on the probity and transparency of policies and procedures.	The documents provided were noted by the Panel. *Action:* *Distribute revised policy to panel*
4.6	Determine whether the council has a current and effective human resource management framework including policies, procedures and enterprise agreements.	Council's HR Coordinator was not available for meeting due to a previous commitment with Work Safe Tasmania. The General Manager provided an update at the meeting as follows: • Council comfortable with suite of policies and procedures;

Item	Focus Area	Comment/Status
		• HR Framework / Strategy not in place; • Negotiation for preparation of next EBA has begun.
4.7	Determine whether the council has a current and effective framework for information and technology governance.	Council's ICT Policy and Framework supported by internal guidelines was noted by the Panel. Management advised that the documents are currently under review.
4	**Internal controls and risk management**	
4.8	Determine whether the council has a current and effective framework for management and governance of the use of data, information and knowledge.	Council's recently updated Information Management Policy and Guidelines was provided and noted. The following was noted: • Internal training has been provided to all staff in recent months on their record keeping responsibilities under the policy. • Internal training has also been offered on the use of Council's electronic document management system ECM. • Management advised that there is non-compliance across organisation in record-keeping with the above measures undertaken to address. Face to face training is also provided on demand. Process has improved awareness and compliance, but this needs to continue.
4.9	Determine whether the council has a current and effective framework for internal and external reporting requirements.	The Panel noted the current reporting mechanisms and determined that Council does have an effective reporting framework. Management agreed and advised the areas for improvement for reporting related mainly to internal reporting (management financial reporting).
5	**Legislative compliance and ethics**	
5.2	Ensure council policies and procedures are appropriately designed and implemented and effective systems are in place to monitor compliance with council policies and procedures.	Provided under Item 6.9.
6	**Audit Panel Performance**	
6.1	Performance review: • 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; • undertake a performance assessment of the audit panel as a whole and individual member's contributions; • outline any training needs; • consider appropriate mechanisms to ensure adequate continuity of audit panel membership; • review Audit Panel Charter; • set meeting dates for following year; and • develop annual work plan.	The Audit Panel Charter was reviewed and approved by Council on the 20 July 2020. It is scheduled for review in 2023. *ACTION:* *Performance assessment sheets were distributed. It was resolved that a report will be sent out to panel members once completed.* *A draft meeting plan and proposed dates for 2021 was provided, noted and approved.* It was further noted that the audit panel is entitled to be paid additional fees as required including travel expenses.

8.0 RECOMMENDATIONS OF PANEL

Nil.

9.0 GENERAL BUSINESS

9.1 NORTHERN AUDIT PANEL MEETING OF CHAIRS

The Chair advised that he had been invited to a meeting of Northern Audit Panel Meeting Chairs in relation to the Chair's role in relation to setting of rates.

The General Manager advised that new draft legislation will come out next year and there are 51 recommendations for consideration with one proposal being that the audit panel have a greater or active involvement in setting of budgets of councils particularly in relation to rates increases.

It is a recommendation that these go through an audit panel prior to Councils adopting their budgets.

10.0 MAJOR WORKPLAN FOR NEXT MEETING

The workplan and dates for 2021 was adopted as follows:

Waratah-Wynyard and Circular Head Councils

2021 AUDIT PANEL ANNUAL WORK PLAN

Tuesday 23 March 2021 at WWC: • Waratah-Wynyard 10:00am to 12 Noon • Circular Head 12:30pm to 2:30pm	**Tuesday 24 August 2021 at WWC** • Waratah-Wynyard 10:00am to 12 Noon • Circular Head 12:30pm to 2:30pm
Tuesday 29 June 2021 at CHC: • Circular Head Council 10:00 to 12 Noon • Waratah- Wynyard 12:30 to 2:30pm	**Tuesday 23 November 2021 at CHC:** • Circular Head Council 10:00 to 12 Noon • Waratah- Wynyard 12:30 to 2:30pm

* Note: Meeting dates reviewed and approved following the meeting.

Item	Focus Area	Timing	Comment/ Status
1	Financial Management		
1.1	**Financial Statements** • determine whether the annual financial statements of the council accurately represent the state of affairs of the council; • review Auditor-General's Annual Report; • review audit management letter; • review management response; • review proposed future approaches; • review significant accounting issues; • review any significant financial reporting issues and judgements which the financial statements may contain; • review the veracity and quality of financial and non-financial information provided by the council in its financial statements, internal and external reports - for example, actual and potential material audit adjustments, financial report disclosures; and • review whether the council has followed appropriate accounting standards (e.g. Australian Accounting Standards) and made appropriate estimates and judgements, including considering the views of the Tasmanian Audit Office (TAO).	August August August August	

Item	Focus Area	Timing	Comment/ Status
1.2	**Financial Governance** • review the adequacy of the council's financial governance, systems and processes; • review annual budget including alignment with strategic plan, long-term financial management plan and strategic asset management plan (NM & JH); • review the consistency and adequacy of the council's accounting policies and practices; • review the methods used to account for significant or unusual transactions; • review audit programs and audit reports provided by the council's finance department; • 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).	August June August August August Each meeting	
2	Annual audit and reporting		
2.1	Monitor and critique management's response to the TAO's findings and recommendations.	August	
	Report to the council on action taken regarding issues arising from TAO audit reports and practice guides.	August	
	Assess whether a comprehensive process has been established for the purposes of legislative disclosure reporting requirements.	June	
	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.	November	
	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.	November	
3	Long-term planning		
3.1	Determine whether and how the strategic plan, annual plan, long-term financial management plan and long-term strategic asset management plans of the council are integrated and the processes by which, and assumptions under which, those plans were prepared.	November	Performance against strategic objectives should be reported in the Annual Plan
	Review the performance of the council against the identified benchmarks in the long-term plans, policies and strategies.	November	
	Review the veracity and appropriateness of information contained within the council's long-term plans, policies and strategies.	November	
4	Internal controls and risk management		
4.1	Ensure the council has in place an effective risk management framework that encompasses: • policies outlining the relative roles and responsibilities of the council, audit panel and council management; • risk registers and assessments, and • a plan for ongoing monitoring of the council's risk profile and its relationship to its risk management framework.	March	Management report to meeting
4.2	Determine whether the council has internal processes for determining and managing material operating risks in the following areas: • important accounting judgements or estimates that prove to be incorrect; • litigation claims and complaints against the council; • fraud, theft and other illegal and unethical behaviour, and • significant business risks, such as workplace health and safety and how these are managed by the council.	Each meeting	Update on current risks and actions taken to each meeting
4.3	Determine whether the council has: • a current and effective business continuity or sustainability plan; • adequate processes to manage insurable risks, including the insurance cover currently in place for the council; • appropriate policies and procedures for the management and exercise of delegations; and • sound and effective approaches that are followed in developing strategic risk management plans for major projects or undertakings.	March	Management report to meeting
4.4	Review summary reports from the council's management on all suspect and actual frauds, thefts and material breaches of legislation, ensuring they have been reported to the council and the relevant authorities.	Each meeting	GM's risk management reports

Item	Focus Area	Timing	Comment/ Status
4.5	Assess the council's procurement framework with a focus on the probity and transparency of policies and procedures.	November	
4.6	Determine whether the council has a current and effective human resource management framework including policies, procedures and enterprise agreements.	November	The next 5 items could be staged over 5 years with one per year: • HR Framework • EBA • HR Framework / Workforce Developme nt Plan
4.7	Determine whether the council has a current and effective framework for information and technology governance.	November	
4.8	Determine whether the council has a current and effective framework for management and governance of the use of data, information and knowledge.	November	
4.9	Determine whether the council has a current and effective framework for internal and external reporting requirements.	November	
4.10	Asset classes – summary of list of all assets classes and when they are to be done.	March	WWC only - Business Arising 10/3/20
5	Legislative compliance and ethics		
5.1	Monitor compliance with legislation such as the: • *Local Government Act 1993;* • *Land Use Planning and Approvals Act 1993;* • *Work Health and Safety Act 2012;* • *Dog Control Act 2000;* • *Food Act 2003;* • *Environmental Management and Pollution Control Act 1994;* • *Water and Sewerage Industry Act 2008;* • *Building Act 2000;* • *Land Acquisition Act 1993;* • *Local Government (Building and Miscellaneous Provisions) Act 1993;* • *Local Government (Highways) Act 1982; and* • *Anti-Discrimination Act 1998.*	June	
5.2	Ensure council policies and procedures are appropriately designed and implemented and effective systems are in place to monitor compliance with council policies and procedures.	Each meeting	Full Policy listing - include review dates
5.3	Determine whether the council possesses an internal culture which is committed to ethical and lawful behaviour and that this culture is promoted by councillors and management.	June	Community satisfaction survey / Staff cultural survey
5.4	Report annually to Council: • report outputs relative to Audit Panel's work plan • Prepare Annual Report of Panel for Council's Annual Reporting purposes	June	
6	Audit Panel Performance		
6.1	Performance review: • 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; • undertake a performance assessment of the audit panel as a whole and individual member's contributions; • outline any training needs; • consider appropriate mechanisms to ensure adequate continuity of audit panel membership; • review Audit Panel Charter; • set meeting dates for following year; and • develop annual work plan.	November	

Notes:
1. Items in the Focus Areas are sourced from the Local Government Audit Panels - A Practice Guide (revised March 2018), Appendix D, P 24-26, (DPAC, 2018).
2. Timings are first attempt to balance timing to suit Council operations and even the Audit Panel meeting agenda workload. Will need to be reviewed.
3. Some Focus Area are high workload (eg 5.1) and suggestions are made to prioritise, based on risk and schedule the tasks over a say 5-year period.

11.0 NEXT MEETING

The next meeting of the Waratah-Wynyard Council Audit Panel is to be held on Tuesday 9 March 2021 at the Waratah-Wynyard Council Office commencing at 10:00am.

12.0 MEETING CLOSURE

There being no further business the Chairman declared the meeting closed at 2.40 pm.

13.0 ACTION LIST

ACTIONS SUMMARY LIST				
ACTION NO	**ITEM NO**	**ACTION**	**OUTCOME**	**RESPONSIBLE OFFICER**
Audit Panel Meeting – 25 August 2020				
99	4.0	Updated and reviewed Risk Registers to next Audit Panel meeting.	The General Manager will present the draft registers at the meeting. ***Action:*** This matter is scheduled for consideration at the next audit Panel Meeting and therefore this action will be deferred to next meeting.	General Manager
100	5.0	C/fwd (36/3.0) Planning Delegations	Review on hold. *Response:* Broader review of planning area taking place with consultant brief to go out to market and legislative review of planning scheme currently underway.	General Manager
101	5.0	C/fwd (61/6.3) Workforce Development Plan to be provided to Panel when complete.	No progress on Workforce Development Plan. Council participating in Cradle Coast Authority workforce profiling projects. *Response:* Cradle Coast Authority undertaking workforce school-based project with Council currently looking to put on 3 school-based apprentices. Council currently have 4 trainees with 12 trainees expected to be on the books by early January 2021.	HR / WHS Coordinator

ACTIONS SUMMARY LIST				
ACTION NO	**ITEM NO**	**ACTION**	**OUTCOME**	**RESPONSIBLE OFFICER**
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).	In progress. *Response:* Now an Annual Plan action item. Project has commenced and will be included in next round of quarterly reporting. Updates on progress will be provided through the annual report progress reporting framework.	Director Organisational Performance
Audit Panel Meeting – 10 November 2020				
104	4.5	Internal Controls and Risk Management - Assess the council's procurement framework with a focus on the probity and transparency of policies and procedures.	The documents provided were noted by the Panel. *Action:* *Distribute revised policy to panel*	25 November – Procurement Policy and associated documents forwarded to Panel. Completed.
105	6.1	Performance review: • 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; • undertake a performance assessment of the audit panel as a whole and individual member's contributions; • outline any training needs; • consider appropriate mechanisms to ensure adequate continuity of audit panel membership; • review Audit Panel Charter; • set meeting dates for following year; and • develop annual work plan.	The Audit Panel Charter was reviewed and approved by Council on the 20 July 2020. It is scheduled for review in 2023. *ACTION:* *Performance assessment sheets were distributed. It was resolved that a report will be sent out to panel members once completed.* *A draft meeting plan and proposed dates for 2021 was provided, noted and approved.* *Following the meeting, the meeting dates for 2021 were further considered by WWC and CHC and Audit Panel Members.* It was further noted that the audit panel is entitled to be paid additional fees as required including travel expenses.	Executive Officer – Governance and Performance

Waratah-Wynyard and Circular Head Audit Panel
2021 ANNUAL WORK PLAN

2021 Meeting Schedule – to be held concurrently where possible commencing 10:00 am on day selected

Tuesday 23 March 2021 at WWC: • Waratah-Wynyard 10:00am to 12 Noon • Circular Head 12:30pm to 2:30pm	**Tuesday 24 August 2021 at WWC** • Waratah-Wynyard 10:00am to 12 Noon • Circular Head 12:30pm to 2:30pm
Tuesday 29 June 2021 at CHC: • Circular Head Council 10:00 to 12 Noon • Waratah- Wynyard 12:30 to 2:30pm	**Tuesday 23 November 2021 at CHC:** • Circular Head Council 10:00 to 12 Noon • Waratah- Wynyard 12:30 to 2:30pm

Item	Focus Area	Timing	Comment/Status
1	**Financial Management**		
1.1	**Financial Statements** • determine whether the annual financial statements of the council accurately represent the state of affairs of the council; • review Auditor-General's Annual Report; • review audit management letter; • review management response; • review proposed future approaches; • review significant accounting issues; • review any significant financial reporting issues and judgements which the financial statements may contain; • review the veracity and quality of financial and non-financial information provided by the council in its financial statements, internal and external reports - for example, actual and potential material audit adjustments, financial report disclosures; and • review whether the council has followed appropriate accounting standards (e.g. Australian Accounting Standards) and made appropriate estimates and judgements, including considering the views of the Tasmanian Audit Office (TAO).	August August August August	
1.2	**Financial Governance** • review the adequacy of the council's financial governance, systems and processes; • review annual budget including alignment with strategic plan, long-term financial management plan and strategic asset management plan (NM & JH); • review the consistency and adequacy of the council's accounting policies and practices; • review the methods used to account for significant or unusual transactions; • review audit programs and audit reports provided by the council's finance department; • 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).	August June August August August Each meeting	
2	**Annual audit and reporting**		
2.1	Monitor and critique management's response to the TAO's findings and recommendations.	August	
	Report to the council on action taken regarding issues arising from TAO audit reports and practice guides.	August	
	Assess whether a comprehensive process has been established for the purposes of legislative disclosure reporting requirements.	June	
	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.	November	
	Ensure the council has appropriate quality assurance processes in place	November	

Item	Focus Area	Timing	Comment/Status
	to ensure that documents and reports (whether required under legislation or otherwise) are accurate and clear.		
3	**Long-term planning**		
3.1	Determine whether and how the strategic plan, annual plan, long-term financial management plan and long-term strategic asset management plans of the council are integrated and the processes by which, and assumptions under which, those plans were prepared.	~~August~~ November (CHC)	Performance against strategic objectives should be reported in the Annual Plan
	Review the performance of the council against the identified benchmarks in the long-term plans, policies and strategies.	~~August~~ November (CHC)	
	Review the veracity and appropriateness of information contained within the council's long-term plans, policies and strategies.	~~August~~ November (CHC)	
4	**Internal controls and risk management**		
4.1	Ensure the council has in place an effective risk management framework that encompasses: • policies outlining the relative roles and responsibilities of the council, audit panel and council management; • risk registers and assessments, and • a plan for ongoing monitoring of the council's risk profile and its relationship to its risk management framework.	March	Management report to meeting
4.2	Determine whether the council has internal processes for determining and managing material operating risks in the following areas: • important accounting judgements or estimates that prove to be incorrect; • litigation claims and complaints against the council; • fraud, theft and other illegal and unethical behaviour, and • significant business risks, such as workplace health and safety and how these are managed by the council.	Each meeting	Update on current risks and actions taken to each meeting
4.3	Determine whether the council has: • a current and effective business continuity or sustainability plan; • adequate processes to manage insurable risks, including the insurance cover currently in place for the council; • appropriate policies and procedures for the management and exercise of delegations; and • sound and effective approaches that are followed in developing strategic risk management plans for major projects or undertakings.	March	Management report to meeting
4.4	Review summary reports from the council's management on all suspect and actual frauds, thefts and material breaches of legislation, ensuring they have been reported to the council and the relevant authorities.	Each meeting	GM's risk management reports
4.5	Assess the council's procurement framework with a focus on the probity and transparency of policies and procedures.	November	The next 5 items could be staged over 5 years:
4.6	Determine whether the council has a current and effective human resource management framework including policies, procedures and enterprise agreements.	November	One per year • HR Framework • EBA • HR Framework / Workforce Development Plan
4.7	Determine whether the council has a current and effective framework for information and technology governance.	November	
4.8	Determine whether the council has a current and effective framework for management and governance of the use of data, information and knowledge.	November	
4.9	Determine whether the council has a current and effective framework for internal and external reporting requirements.	November	
4.10	Asset classes – summary of list of all assets classes and when they are to be done.	March	WWC only Bus Arising 10/3/20
5	**Legislative compliance and ethics**		
5.1	Monitor compliance with legislation such as the:	June	

Item	Focus Area	Timing	Comment/Status
	• *Local Government Act 1993;* • *Land Use Planning and Approvals Act 1993;* • *Work Health and Safety Act 2012;* • *Dog Control Act 2000;* • *Food Act 2003;* • *Environmental Management and Pollution Control Act 1994;* • *Water and Sewerage Industry Act 2008;* • *Building Act 2000;* • *Land Acquisition Act 1993;* • *Local Government (Building and Miscellaneous Provisions) Act 1993;* • *Local Government (Highways) Act 1982; and* • *Anti-Discrimination Act 1998.*		
5.2	Ensure council policies and procedures are appropriately designed and implemented and effective systems are in place to monitor compliance with council policies and procedures.	Each meeting	Full Policy listing - include review dates
5.3	Determine whether the council possesses an internal culture which is committed to ethical and lawful behaviour and that this culture is promoted by councillors and management.	June	Community satisfaction survey/Staff cultural survey
5.4	Report annually to Council: • report outputs relative to Audit Panel's work plan • Prepare Annual Report of Panel for Council's Annual Reporting purposes	June	
6	**Audit Panel Performance**		
6.1	Performance review: • 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; • undertake a performance assessment of the audit panel as a whole and individual member's contributions; • outline any training needs; • consider appropriate mechanisms to ensure adequate continuity of audit panel membership; • review Audit Panel Charter; • set meeting dates for following year; and • develop annual work plan.	November	

Notes:

1. Items in the Focus Areas are sourced from the Local Government Audit Panels - A Practice Guide (revised March 2018), Appendix D, P 24-26, (DPAC, 2018).
2. Timings are first attempt to balance timing to suit Council operations and even the Audit Panel meeting agenda workload. Will need to be reviewed.
3. Some Focus Area are high work load (eg 5.1) and suggestions are made to prioritise, based on risk and schedule the tasks over a say 5-year period.

WARATAH WYNYARD COUNCIL

AUDIT PANEL – ANNUAL PERFORMANCE QUESTIONNAIRE RESULTS 2020

Question	Questionnaire Responses
AUDIT PANEL CHARTER	
Audit Panel Charter	• The Charter is current and reflects the current role and function of the Audit Panel. It does not provide for reimbursement or payment of reasonable travel expenses associated with the operation of the panel. Suggestion add new clause to Appendix B Reimbursement or payment of all reasonable travel, accommodation and other expenses incurred while engaged on Audit Panel business. • Yes x 6.
Are the Key objectives and functions listed in the Charter appropriate and are they being met? If not, why?	• In my opinion the key objectives and functions as listed in the Charter are appropriate and being met to the best of the panels ability given the limited number of meetings and time we have to consider each objective and function. We are providing a broad oversight role, not a detailed intricate analysis of the functions of Council. I believe our current practice of seeking written reports and verbal reports from relevant management and staff gives us a good understanding of how the Council is tracking at a high level. The addition of internal audit programs has also strengthened the assurance the Audit Panel has of the more detailed workings of Council. • I have reviewed both the objective and the functions of the audit panel and have reflected on the activities of the past year. I believe that the audit panel has fulfilled the objective and functions listed. • The nature of the agenda and meeting format ensures the functions of the charter are covered at meetings. • Yes x 6
Are there functions not currently covered that should be included and conversely are there functions currently covered that should be excluded?	• I have reviewed the functions of the audit panel as listed and believe they appropriately address the functions that would be required of such audit and risk committees. • None identified. • Okay as is • Nothing I wish to raise • No x 6
Are there any recurring issues in relation to the Panel's operation which impact on achieving positive outcomes and what steps has the Panel taken or proposes to reduce this impact?	• I see no recurring issues with the panels operation. All panel members contribute to the discussions and make suggestions as they see appropriate. The administrative support given through Roseanne is exemplary, as is the support received from the staff and management of the Council. • I cannot think any issues impacting the operation of the Panel. • Non-identified. • Not really • No x 5
INFORMATION AND REPORTING	
Are there any issues in relation to required information being obtained from any employee or external party or in relation to the attendance of staff or relevant external parties?	• No, contributions from all staff to Panel agendas and meetings is excellent. • Information is provided in a well presented and timely manner to allow the panel to review its content. • Over the past year I have found the information provided by management, employees and external parties to have been comprehensive and provided in a very professional manner. I think management should be complimented on their professional approach to the activities of the audit panel.

Question	Questionnaire Responses
	• Internal advance planning could be improved where major work plan includes a guest that would not normally attend. This can be easily improved by identifying required guests for the next meeting as a part of the meeting process and admin support can then schedule in the calendar of required individuals including a summary of what is required of them at the meeting. • I am not aware of any issue in this regard. It is imperative that officers provide the agenda as early as possible to allow thorough review prior to the meeting. • Yes appropriate. • No x 5.
Are the Charter's provisions in relation to the Panel reporting to Council appropriate or should there be changes made? If so what changes?	• No issues have been identified in the Audit Panel's reporting to Council. The presentation of the Panel's Annual Report to Council seemed to be well received. • I believe the provisions are appropriate. • Yes, they are appropriate. The report provided by the Audit Panel to the Council reflects the criteria listed in the Audit Panel Charter. These criteria are comprehensive and appropriate to reflect the work of the Panel. I also attended the Council meeting where the audit panel report was presented. I found that this was a particularly valuable experience and found that the questions and observations by Councillors reflected a sound approach of review. • Charter appears to cover everything required under the ministerial orders. • Reporting is okay as it is. • Information from the panel is provided to Council as required. Very little, if any, discussion is undertaken by Council regarding the meeting notes provided at the meeting • • No x 5.
PANEL TEAM AND SUPPORT	
How well do you think the Panel and its support team function in relation to the objective and functions of the Charter? Can you identify any improvements that could be made?	• Very well. Rose does an excellent job in providing support to the Panel. Thanks. • I am more than happy with how the panel and support team function and have no suggestions for improvements. • In my first full cycle of audit panel meetings, I believe that the audit panel and the support team operate very well together. The Audit Panel works very well together in a professional and cooperative manner. The relationship with the panel support team is strong, and the personnel involved have always provided information in a timely manner. • An improvement would be a covering letter from the Chair advising what the major work items covered were and outlining any formal recommendations made for Council consideration. Council officers provide this advice in reporting to Council however independence would be better. Council could provide administrative support for this with the Chair signing the letter when approving the unconfirmed minutes for release. I recommend that the Panel, as a part of its self-assessment process, consider the effectiveness of the shared panel and it continuing in its current format to all 3 Councils. • Meeting the objectives. • Panel functions very well and offers councillors comfort around management of council operations.

Question	Questionnaire Responses
	• I believe the meetings are beneficial, well structured and provide the right level of discussion.
Identify any issues in relation to the Panel's administrative arrangements that need to be addressed and/or changes made?	• I can't think of any administrative issues that have occurred that are of concern. I think that the administrative support to the Panel has been excellent. • There are none. • Nil • None identified • No problems
TRAINING/PROFESSIONAL DEVELOPMENT	
Identify any areas of training or development, relevant to the Audit Panel, for consideration and how this could be achieved – e.g. internal/external training, mentoring, further experience, etc.	• Nothing specific. I have attended meetings of the Northern and Southern Audit Panel Chairs and information sessions held by LGAT and the Tasmanian Audit Office. Reports were provided to the Panel on learnings from these events as required. • My availability is limited but I would attend any relevant training / workshops that I can - you can always learn something new. • I know that the Audit Office from time to time conducts seminars of relevance to audit panel members. It would be a matter, I think, of sending that information out to panel members and inviting them to attend. Hopefully the audit office could use Zoom to make these seminars online and Statewide. I'm sorry, and this may be controversial, but I find the agenda documents for each meeting to be far too long. I think as a 'work in progress' we need to think about the 'essential' in these documents. • Occasionally TAO have good training and advice for local government audit Panels. Important for opportunities arising to be considered and passed on to Panel members which I believe currently occurs. • Panel seems very knowledgeable and no training identified. • Nil. I understand the Chair attends information and development sessions for Audit Panels and Chairs. • All good.
Continuous improvement is important to enable us to find better ways to provide efficient and effective services to the community. Are you able to identify any improvements or potential improvements in the way the Panel conducts its business?	• No, the panel works very well. • COVID did show us that use of technology doesn't prevent us from holding effective meetings even when we are not physically in the same location. There are definitely advantages of panel members being in the same room so I wouldn't suggest that this should be a permanent arrangement, but it does work well if a panel member can't physically attend a meeting at any time. • I think this should be a work in progress, but as a new-comer, I think there are efficiencies that can be achieved: (a) Although this is a work in progress, the work plan needs to be simplified. The presentation needs to be simplified and the actual plan needs to be considered in terms of what is the 'essential'. (b) Although it is advantageous to have some face to face meetings, perhaps two of the four meetings could be via Zoom. COVID has taught us that online meetings can be just as effective as face to face meetings. • Perhaps more can be done to gain greater engagement and attendance from elected members. • All good. • No x 2
FOR PANEL MEMBERS ONLY	
Where do you see yourself in terms of your Panel membership in the future?	• I will be retiring from the Panel at the end of my current term. After seven years, it will be time to bring in new talent and skills. • I am currently enjoying the work on this panel but would step aside at any time if other panel members or management thought that my

Question	Questionnaire Responses
	contribution was no longer relevant. • Making a strong and positive contribution to the audit, risk management and overall governance of the Council until my term expires.
If you see yourself continuing as a Panel member in the future would you consider the position of Panel Chair?	• Whilst the position of Chair covers the 3 Councils I wouldn't consider taking on this role, but if this changed in the future then I may consider taking on such a role. • This is difficult to comment upon. It depends upon the circumstances of the vacancy arising.
OTHER COMMENTS	
I would like to thank everyone involved in putting together the reports for our meeting – I appreciate that this takes time out from other tasks. Thank you also for the positive and open discussions that staff and management are willing to have with the Panel.	
We are as a Council are fortunate to have a high functioning, constructive Audit Panel that, in my opinion, have found the right balance of scrutiny and oversight. Points raised are done so in a constructive manner and well considered.	
Very satisfied with the operations of the audit panel and its members.	