



**GLAMORGAN SPRING BAY
COUNCIL**

ORDINARY COUNCIL MEETING 22 SEPTEMBER 2020

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ENGINEERING REPORT

DA#:	DA2019/272
Applicant:	Greenplace Pty Ltd
Proposal:	Subdivision (1 lot + balance) and Retirement Village and associated works
Address:	Lot 201, River Street, Swansea
Zone:	General Residential
Report completed by (Name & date):	Matthew Stirling 17 August 2020

Brief Description	
Describe proposal	<p>The application proposes to subdivide a single residential zoned lot into 2 and build a retirement village on one lot. This lot covers a previously proposed 7 lots from the original subdivision.</p> <p>The retirement village consists of 67 units, 3 meeting rooms, spa/physio centre and a managers residence. The development is proposed in 2 stages.</p> <p>The subject lot is part of an approved subdivision (SU04032). Approval was issued in 2013. 6 lots of the proposed 32 lots have been subdivided and titles issued. The proponent claims changing market conditions and demographics have resulted in the proposed retirement village being a better use of the land.</p>
Describe parking and access (existing and proposed)	<p>ACCESS</p> <p>The site is located on the urban zoned fringe of Swansea. It has frontage to the constructed River Street to the east and unmade 'Noyes' Street to the west. The existing site access is via River Street. This is a minor council 'rural' road with a seal width of approximately 5m and gravel shoulders for most of its length. The road has kerb on the western side for the most southern 200m. The existing access appears to be gravel and sight distance standards appear to be met¹. The access may also be used by neighbouring properties although there do not appear to be any legal rights to do so.</p> <p>Immediately north of the existing access River Street traverses Saltwater Creek. It is unclear what drainage structures are under this road and if the road becomes impassable to the north in times of flood. If so access is retained to the site via Tasman Highway.</p> <p>2 x all movement accesses are proposed to the site as well as separate entry/exit. All accesses come off separate existing or new roads. Access to a managers residence is proposed via a driveway directly off River Street. Another all movement access is proposed to stage 1 of the development via a new public road (Noyes Street) off River Street. Separate in and out accesses are proposed to stage 2 via another new public road off Noyes Street.</p>

	<p>A TIA was submitted with the application that did not identify an issues apart from possible restricted sight distance to the carpark access off the new Noyes Road.</p> <p>PARKING</p> <p>A total of 62 off street parking spaces are proposed.</p> <p>In stage 1 (which includes 29 units, the spa/physio and managers house) is proposed to include 33 undercover parking spaces. Stage 2 (which includes 41 units) is proposed to include 29 parking spaces.</p> <p>No visitor parking is proposed for the tenants or meeting rooms/spa/physio. No parking is shown for commercial vehicles (garbage, deliveries, servicing etc).</p> <p>A Bushfire report was submitted with the application. Separate assessments are made of the development and subdivision. The report is inadequate and mentions the stage 2 circulation roadway is greater than 200m and no roads proposed as part of the subdivision. Road will need to comply with Bushfire standards including turning heads. A condition requiring Noyes Street to be constructed to the new internal subdivision Road with a Bushfire compliant turning head is recommended.</p> <p>¹ Information sourced from the LIST website.</p>
Describe Stormwater (existing and proposed)	<p>The undeveloped site falls from west to east toward the rear of the existing residential properties on River Street and River Street itself. River Street and the properties fronting it have a piped stormwater system that discharges to the south.</p> <p>A concept stormwater drainage report and plan and report accompanied the application. This proposes two site connections to the proposed public stormwater system draining the new public road. This public system is then shown discharging to Saltwater Creek upstream of River Street.</p> <p>The new public road off Noyes Road in stage 2 is proposed to discharge to the south into adjoining land before entering a natural watercourse.</p> <p>The report mentions the minor system is designed to suit a 5% AEP or 1 in 20 year event and major overland system to suit a 1% AEP event carrying runoff clear of downstream properties and discharging to the River Street road reserve.</p> <p>The development triggers WSUD and proposes to include rainwater tanks, grassed swales and ponds.</p> <p>Driveway surfaces are shown discharging to grassed swales or ponds, all roofs are proposed to be captured by tanks totalling 80,000L and used for uses such as 'irrigation'.</p> <p>The report mentions the stormwater drainage and WSUD meets the requirements of E7.0 but does not clearly address the code and specifically A3 (b) "stormwater runoff will be no greater than pre-existing runoff or any increase can be accommodated within existing or upgraded public stormwater infrastructure."</p>

	<p>Most of the site discharges to the drainage structure under River Street. The report makes no mention of the size/capacity of this structure, whether the road currently overtops etc. Whilst it is expected that the site discharge volume is only a small portion of the overall volume given the size of the upstream catchment, the development will increase public pressure to improve flood immunity and safety of the floodway.</p> <p>Curiously the pipework to the on site water tanks is to cater for the 1 in 100 year event but only 1 x 10,000L tank is to service buildings B, C & D. This type of arrangement may not reduce peak flows as much as claimed.</p>
Sewer and Water	Sewer and Water reticulation is available. The application was referred to TasWater who have provided pre-lodgement advice that the development can be serviced.
Additional Comments	Garbage collection is proposed via kerbside collection adjacent the Noyes Street access and via the internal roadway for the upper area.

Road and Railway Assets Applies? Y	Clause:	Proposed	Complies or N/A	Provide brief detail of discretion and any condition required:
Existing road accesses and junctions	E5.5.1 A3 The annual average daily traffic (AADT) of vehicle movements, to and from a site, using an existing access or junction, in an area subject to a speed limit of 60km/h or less, must not increase by more than 20% or 40 vehicle movements per day, whichever is the greater.	AADT will increase from 0 to approximately 140 for 67 units (spread over multiple accesses).	N	Conditions to include provision of civil drawings for new roads and accesses.
Existing level crossings	E5.5.2		N/A	
Development adjacent to roads and railways	E5.6.1		N/A	
New Road accesses and junctions	E5.6.2 A1		N/A	
No. of Road accesses and junctions	E5.6.2 A2	2 x all movement accesses and separate entry and exits.	N	Accesses are considered reasonable (& come off separate roads) given size and nature of the development.

		(If considering roads individually then meets the code)		<p>Accesses are supported by a TIA.</p> <p>Conditions to include provision of civil drawings for new roads and accesses.</p>
New Level Crossings	E5.6.3		N/A	
Sight distance at accesses, junctions and level crossings	<p>E5.6.4</p> <p>Sight distances at: (a) an <u>access</u> or <u>junction</u> must comply with the Safe Intersection Sight Distance shown in Table E5.1</p> <p>For a 50km/h speed limit table E5.1 requires a minimum sight distance of 80m</p>	Sight distance at the access to the underground carpark off Noye Street is unlikely to meet Table E5.1 but is likely to meet Table 4.2 of AS2890.1.	N	Civil drawings to consider sight distance and possibly restrict on street parking on the eastern approach to the Noye Street carpark access.
Parking & Access Code Applies? Y	Clause:	Proposed	Complies or N/A	Provide brief detail of discretion and any condition required:
Number of Car Parking Spaces	<p>E6.6.1 A1</p> <p>1 for each dwelling and 1 visitor space for every 4 dwellings</p> <p>(84 required)</p>	<p>62 + 2 spaces proposed.</p> <p>No visitor parking is provided.</p>	N	<p>Carparking does not meet the code (84+2) total required) and no visitor parking provided (17 required).</p> <p>The TIA mentions not all retiree's will have a vehicle and services are within 400 to 800m walk.</p> <p>Condition for the new Noyes Street to be a width that accommodates on street parking – min. 8.9m wide or indented parking.</p>
Number of Accessible Car Parking Spaces	E6.6.2	<p>0</p> <p>According to TIA not required for retirement village use.</p>	N/A	

Number of Motorcycle Parking Spaces	E6.6.3		N/A	
Number of Bicycle Parking Spaces	E6.6.4		N/A	
Number of Accesses	E6.7.1 A1	2 proposed in Stage 2 to new road.	N	The accesses are separate entry/exit and are not expected to impact pedestrian, traffic safety etc.
Design of Accesses	E6.7.2 A1	<p>Single width driveway to managers residence.</p> <p>6m wide (two-way) and 3m wide (where one-way) access to underground carpark.</p> <p>3.5m separate entry/exit to upper parking with 3.5 to 4m wide one way circulation roadway.</p> <p>No provision appears to be made for commercial vehicle access/service vehicles access. Upper circulation roadway is designed for B99 vehicles but provides access to garbage collection.</p>	N	<p>Include standard condition for accesses and circulation roadways to be in accordance AS2890.1 & 2</p> <p>Include condition for parking/civil plans.</p> <p>Consideration to be given to including a loading zone east of the Noyes Street access to permit garbage collection and maintain sight distance.</p>
Passing	E6.7.3 A1	See above	Y	
Turning	E6.7.4 A1	On site turning is provided	Y	
Layout	E6.7.5 A1	Layout appears to comply with AS2890.1	Y	Include standard condition.
Surfacing	E6.7.6 A1	?	Y	Include standard condition.
Lighting	E6.7.7 A1		?	Include condition for lighting
Landscaping of Parking Areas	E6.7.8 A1			Refer to Planning

Design of Motorcycle Parking Areas	E6.7.9 A1		N/A	
Design of Bicycle Parking Facilities	E6.7.10 A1 & A2		N/A	
Bicycle End of Trip Facilities	E6.7.11 A1		N/A	
Siting of Car Parking	E6.7.12 A1		N/A GRZ	
Facilities for Commercial Vehicles	E6.7.13 A1	Internal driveway does not provide any commercial vehicle parking or maneavring.	N/A	<p>Include condition for the upper circulation roadway to be designed to suit turn paths of a MRV including parking clear of the circulation roadway.</p> <p>Include condition for the lower circulation roadway to be designed to suit the turn paths of a SRV including parking clear of the circulation roadway.</p>
Access to a Road	E6.7.14 A1		Y	
Stormwater Code Applies? Y	Clause:	Proposed	Complies or N/A	Provide brief detail of discretion and any condition required:
Gravity Connection	E7.7.1 A1	Discharge to new public main and ultimately Saltwater Creek	Y	
WSUD	E7.7.1 A2	Roofs to rainwater tanks. Driveway surfaces to grassed swales and ponds.	Y	<p>Include standard condition.</p> <p>Include condition for Part 5 agreement to preserve WSUD.</p>
Minor SW system	E7.7.1 A3	Roofs to rainwater tanks. Driveway surfaces to grassed swales and ponds and ultimately 2 x connection points to a new public main.	Y	Condition for detailed design prior to commencement of works or issuing a plumbing permit.

Major SW system	E7.7.1 A4	Overland flow directed to River Street and clear of downstream residential properties.	Y	Condition for detailed design prior to commencement of works or issuing a plumbing permit.
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Representations	
Representation	Brief Response
N/A	

Conditions

Subdivision

General

1. The use or development must be carried out substantially in accordance with the application for planning approval, the endorsed drawings and with the conditions of this permit and must not be altered or extended without the further written approval of Council.
2. Engineering design drawings the subdivision works are to be submitted and approved by Council's General Manager Engineer prior to lodging applications for building and plumbing permits.
3. All works required by the subdivision of the land are to be included in the subdivision engineering drawings and undertaken by contractors approved by Council's General Manager.

Transfer of reserves

4. All roads or footways must be shown as "Road" or "Footway" on the Final Plan of Survey and transferred to the Council by Memorandum of Transfer submitted with the Final Plan of Survey.

Easements

5. Easements must be created over all drains, pipelines, wayleaves and services in accordance with the requirements of the Council's Municipal Engineer. The cost of locating and creating the easements shall be at the subdivider's full cost.

Final plan

6. A final approved plan of survey and schedule of easements as necessary, together with two (2) copies, must be submitted to Council for sealing for each stage. The final approved plan

of survey must be substantially the same as the endorsed plan of subdivision and must be prepared in accordance with the requirements of the Recorder of Titles.

7. Prior to Council sealing the final plan of survey for each stage, security for an amount clearly in excess of the value of all outstanding works and maintenance required by this permit must be lodged with the Brighton Council. The security must be in accordance with section 86(3) of the *Local Government (Building & Miscellaneous Provisions) Council 1993*. The amount of the security shall be determined by the Council's Municipal Engineer in accordance with Council Policy 6.3 following approval of any engineering design drawings and shall not be less than \$5,000.
8. All conditions of this permit, including either the completion of all works and maintenance or payment of security in accordance with this permit, must be satisfied before the Council seals the final plan of survey for each stage. It is the subdivider's responsibility to notify Council in writing that the conditions of the permit have been satisfied.
9. The subdivider must pay any Titles Office lodgment fees direct to the Recorder of Titles.

Landscaping

10. The road reserves and public open space must be landscaped by trees or plants in accordance with a landscape plan prepared by a landscape architect or other person approved by Council, and submitted to Council for endorsement with the engineering drawings. The landscape plan must show the areas to be landscaped, the form of landscaping, and the species of plants and estimates of the cost of the works.

Engineering

11. The subdivision must be carried out in accordance with the *Tasmanian Subdivision Guidelines October 2013 (attached)*.
12. Engineering design drawings, to the satisfaction of the Council's Municipal Engineer, must be submitted to and approved by Council before any works associated with development of the land commence.
13. Engineering design drawings are to be prepared by a qualified and experienced civil engineer, or other person approved by Council's Municipal Engineer, in accordance with the *Tasmanian Subdivision Guidelines October 2013*, and must show –
 - a) all existing and proposed services required by this permit;
 - b) all existing and proposed roadwork required by this permit;
 - c) measures to be taken to provide sight distance in accordance with the relevant standards of the planning scheme;
 - d) measures to be taken to limit or control erosion and sedimentation;
 - e) any other work required by this permit.
14. Approved engineering design drawings will remain valid for a period of 2 years from the date of approval of the engineering drawings.
15. Subdivision works must be carried out under the direct supervision of an approved practising professional civil engineer engaged by the subdivider and approved by the Council's Municipal Engineer.

Water quality

16. A soil and water management plan (here referred to as a '**SWMP**') prepared in accordance with the guidelines Soil and Water Management on Building and Construction Sites, by the Derwent Estuary Programme and NRM South, must be approved by Council's Municipal Engineer before development of the land commences.
17. Temporary run-off, erosion and sediment controls must be installed in accordance with the approved SWMP and must be maintained at full operational capacity to the satisfaction of Council's Municipal Engineer until the land is effectively rehabilitated and stabilised after completion of the development.
18. The topsoil on any areas required to be disturbed must be stripped and stockpiled in an approved location shown on the detailed soil and water management plan for reuse in the rehabilitation of the site. Topsoil must not be removed from the site until the completion of all works unless approved otherwise by the Council's Municipal Engineer.
19. All disturbed surfaces on the land, except those set aside for roadways, footways and driveways, must be covered with top soil and, where appropriate, re-vegetated and stabilised to the satisfaction of the Council's Municipal Engineer.

Services

20. The Subdivider must pay the cost of any alterations and/or reinstatement to existing services, Council infrastructure or private property incurred as a result of the proposed subdivision works. Any work required is to be specified or undertaken by the authority concerned.
21. Property services must be contained wholly within each lots served or an easement to the satisfaction of the Council's Municipal Engineer or responsible authority.

Telecommunications and electrical reticulation

22. Electrical and telecommunications services must be provided to each lot in accordance with the requirements of the responsible authority and to the satisfaction of Council's Municipal Engineer.
23. Street Lighting must be provided in accordance with the requirements of the responsible authority and to the satisfaction of Council's Municipal Engineer.
24. Prior to the work being carried out a drawing of the electrical reticulation and street lighting, and telecommunications reticulation in accordance with the appropriate authority's requirements and relevant Australian Standards must be submitted to and endorsed by the Council's Municipal Engineer.
25. Prior to sealing the final plan of survey the developer must submit to Council:
 - (a) A "Provisioning of Telecommunications Infrastructure – Confirmation of final payment" or "Certificate of Practical Completion of Developer's Activities" from NBN Co.
Go to, <https://www.nbnco.com.au/develop-or-plan-with-the-nbn/new-developments/applications.html>
 - (b) Written advice from TasNetworks confirming that all conditions of the Agreement between the Owner and authority have been complied with and that future lot owners will not be liable for network extension or upgrade costs, other than individual property connections at the time each lot is further developed.

Drainage

26. The developer must provide a minor stormwater drainage system designed to comply with all of the following:
 - (a) be able to accommodate a storm with an ARI of 20 years when the land serviced by the system is fully developed;
 - (b) stormwater runoff will be no greater than pre-existing runoff or any increase can be accommodated within existing or upgraded public stormwater infrastructure.
27. The developer is to provide a major stormwater drainage system designed to accommodate a storm with an ARI of 100 years.
28. The developer is to provide a stormwater property connection to each lot in accordance with Council standards and to the satisfaction of Council's Municipal Engineer.
29. Prior to the approval of Engineering Design Drawings the developer must submit an amended Stormwater Management Design Report, including detailed calculations in accordance with Australian Rainfall and Runoff 2019, clearly demonstrating compliance with the conditions of this permit, for approval by Council's General Manager. The report must be prepared and certified by an experienced and practicing Civil Engineer. Once approved the amended report will form part of the endorsed documents.
30. Upon completion of works the engineer certifying the Stormwater Management Design Report must provide certification that the stormwater system has been constructed in accordance with the approved report.

Roadworks

31. Roadworks and drainage must be constructed in accordance with the standard drawings prepared by the IPWE Aust. (Tasmania Division) and to the requirements of Council's Municipal Engineer.
32. Unless approved otherwise by Council's General Manager roadworks must include -
 - a) Noyes Street and new subdivision road
 1. Minimum road reserve width of 18 metres;
 2. Fully paved, sealed and drained carriageway with a minimum carriageway width (face of kerb to face of kerb) of 8.9 metres or alternatively a minimum carriageway width of 6.9m with indented bus/on-street parking of a minimum additional width of 2.3m
 3. Concrete kerb and channel on both sides;
 4. Concrete footpaths 1.50 metres wide on the development side;
 5. Underground drains.
 6. Compliance with bushfire standards for public roads
 7. Sealed turning head in accordance with Council standards and bushfire requirements at the end of each stage.
 - b) River Street

1. Fully paved, sealed and drained carriageway widening to provide on-street parking of a minimum additional width of 2.3m.
2. Concrete footpaths 1.50 metres wide on the development side to connect to the existing footpath to the south.

33. All carriageway surface courses must be constructed with a 10 mm nominal size hotmix asphalt with a minimum compacted depth of 35 mm in accordance with standard drawings and specifications prepared by the IPWE Aust. (Tasmania Division) and the requirements of Council's Municipal Engineer.
34. Kerb ramps must be provided to accommodate the needs of people with disabilities in accordance with standard drawings prepared by the IPWE Aust. (Tasmania Division) and to the requirements of Council's Municipal Engineer.

Staging

35. Unless otherwise approved by Councils General Manager stage 1 roadworks are to include construction of Noyes Street up to the junction with the proposed southern side road including provision for on street parking.

Tas Water

36. The development must meet all required Conditions of approval specified by Tas Water Submission to Planning Authority Notice, [insert Taswater response]

Construction Amenity

37. The development must only be carried out between the following hours unless otherwise approved by the Council's General Manager
 - Monday to Friday 7:00 AM to 6:00 PM
 - Saturday 8:00 AM to 6:00 PM
 - Sunday and State-wide public holidays 10:00 AM to 6:00 PM
38. All subdivision works associated with the development of the land must be carried out in such a manner so as not to unreasonably cause injury to, or unreasonably prejudice or affect the amenity, function and safety of any adjoining or adjacent land, and of any person therein or in the vicinity thereof, by reason of -
 - (a) emission from activities or equipment related to the use or development, including noise and vibration, which can be detected by a person at the boundary with another property; and/or
 - (b) transport of materials, goods or commodities to or from the land; and/or
 - (c) appearance of any building, works or materials.
39. Any accumulation of vegetation, building debris or other unwanted material must be disposed of by removal from the land in an approved manner. No burning of such materials on-site will be permitted unless approved in writing by the Council's General Manager.

40. Public roadways or footpaths must not be used for the storage of any construction materials or wastes, for the loading/unloading of any vehicle or equipment; or for the carrying out of any work, process or tasks associated with the subdivision during the construction period.

Maintenance and Defects Liability Period

41. The subdivision must be placed onto a 12 month maintenance and defects liability period following the completion of the works in accordance with the approved engineering plans, permit conditions and Council Policy.

'As constructed' drawings

42. Prior to the works being placed on the maintenance and defects liability period "as constructed" drawings and data for all engineering works provided as part of this approval must be provided to Council to the satisfaction of the Council's Municipal Engineer. These drawings and data sheets must be prepared by a qualified and experienced civil engineer or other person approved by the Municipal Engineer in accordance with Council's Guidelines for As Constructed Data.

DEVELOPMENT

Agreements

- 1) An agreement pursuant to Part 5 of the *Land Use Planning and Approvals Act 1993* must be entered into, prior to occupancy of any of the dwelling, to the effect that:
 - a. the stormwater detention system must be maintained to ensure quality is maintained and water is conveyed so as not to create any nuisance to adjacent properties.
 - b. The number of parking spaces required by this permit will be maintained and kept available on site.
 - c. the owner/body corporate must provide written agreement allowing Council's waste collection contractor to enter the site and indemnify Council and said contractor from any damage arising from the collection of waste from the site.
- 2) Agreement(s) made pursuant to Part 5 of the *Land Use Planning and Approvals Act 1993* must bind the current owner and his/her successors in title and must be prepared on a blank instrument form and registered with the Recorder of Titles in accordance with Section 78 of the *Land Use Planning and Approvals Act 1993* by the applicant at no cost to Council.

General

- 3) The spa, physio and meeting rooms must only be for the use of residents.

Advice: No parking has been provided for these specific uses.

Services

- 4) The developer must pay the cost of any alterations and/or reinstatement to existing services, Council infrastructure or private property incurred as a result of the development. Any work required is to be specified or undertaken by the authority concerned.

- 5) Any services located under the proposed driveway are to be provided with trafficable covers to the requirements of the relevant authority and Council's Municipal Engineer.

Parking and Access

- 6) Parking and access must be generally in accordance with the approved plan and to the satisfaction of Council's Municipal Engineer.

- 7) The managers vehicle access from River Street must be in accordance with the following;

- (a) Councils Standard Drawings;
- (b) A minimum of 3.6m wide;
- (c) Be constructed in reinforced concrete;

- 8) The access from the new section of Noyes Street must be in accordance with the following;

- (a) Councils Standard Drawings;
- (b) A minimum of 6m wide;
- (c) Be constructed in reinforced concrete;

- 9) The access from the new section of the new southern road must be in accordance with the following;

- (a) Councils Standard Drawings;
- (b) A minimum of 4.0m wide;
- (c) Be constructed in reinforced concrete;

- 10) At least sixty four (64) light vehicle parking spaces, including two (2) for the managers residence must be provided on the land at all times for the use of the occupiers, in accordance with Standards Australia (2004): Australian Standard AS 2890.1 - 2004 – Parking Facilities Part 1: Off Street Car Parking; Standards Australia, Sydney.

- 11) Unless approved otherwise by Council's General Manager a commercial vehicle parking space must be provided on site for each of the vehicle circulation roadways.

- 12) Unless approved otherwise by Council's Municipal Engineer the internal private driveways and areas set-aside for parking and associated access and turning must be provided in accordance with Standards Australia (2004): Australian Standard AS 2890.1 - 2004 – Parking Facilities Part 1: Off Street Car Parking; Australia Standard AS 2890.2 – 2002, Parking facilities - Part 2: Off-Street, Commercial vehicle facilities, Sydney and include all of the following;

- (a) A minimum trafficable width of 3.0m for the stage 1 carpark access and 4.0m for the stage 2 carpark access (one way).
- (b) Suit the turn paths of a MRV for the upper circulation roadway and SRV for the lower,
- (c) Constructed with a durable all weather pavement and surfaced with concrete, asphalt or pavers.
- (d) Drained to an approved stormwater system.
- (e) Permit on site turning.

- 13) Parking and vehicle circulation roadways and pedestrian paths serving 5 or more car parking spaces, used outside daylight hours, must be provided with lighting in accordance with clause

3.1 “Basis of Design” and clause 3.6 “Car Parks” in AS/NZS 1158.3.1:2005 Lighting for roads and public spaces Part 3.1: Pedestrian area (Category P) lighting, or as otherwise approved by Council’s General Manager.

- 14) A parking plan prepared and certified by a qualified civil engineer or other person approved by Council’s Municipal Engineer must be submitted to Council prior to or in conjunction with lodgement of Building Application. The parking plan is to include:
- pavement details,
 - design surface levels and gradients,
 - drainage,
 - turning paths,
 - dimensions,
 - line marking,
 - signage,
 - pedestrian access,
 - lighting

and shall form part of the permit when approved.

- 15) The completed parking and associated turning areas and access must be certified by a practicing civil engineer to the effect that they have been constructed in accordance with the endorsed drawings and specifications approved by Council before the use commences.
- 16) All areas set-aside for parking and associated turning, and access must be completed before the use commences and must continue to be maintained to the satisfaction of the Council’s Municipal Engineer.

Stormwater

- 17) Drainage from the proposed development must drain to the legal discharge point by gravity to the satisfaction of Council’s Municipal Engineer and in accordance with a Plumbing permit issued by the Permit Authority in accordance with the *Building Act 2016*.
- 18) The Developer is to incorporate Water Sensitive Urban Design Principles into the development for the treatment and disposal of stormwater. These Principles will be in accordance with the Water Sensitive Urban Design Procedures for Stormwater Management in Southern Tasmania and to the satisfaction of the Council’s Municipal Engineer.
- 19) The developer must provide a minor stormwater drainage system designed to comply with all of the following:
- a) be able to accommodate a storm with an ARI of 20 years when the land serviced by the system is fully developed;
 - b) stormwater runoff will be no greater than pre-existing runoff or any increase can be accommodated within existing or upgraded public stormwater infrastructure
- 20) The developer is to provide a major stormwater drainage system designed to accommodate a storm with an ARI of 100 years.

- 21) The driveways must be drained to minimise surface runoff over the footpath or to the adjoining road in accordance with the requirements of the Municipal Engineer and a Plumbing Permit issued by the Permit Authority in accordance with the Building Act 2016.
- 22) Prior to the commencement of works or the issue of a plumbing permit, detailed plans and calculations of the stormwater drainage system, including treatment, detention and outfalls must be prepared by a suitably qualified civil engineer and be submitted to Councils General Manager for approval.
- 23) The completed stormwater treatment systems, detention and outfalls must be certified by a practicing civil engineer to the effect that they have been constructed in accordance with the endorsed drawings and specifications approved by Council before the use commences.

Staging

- 24) The provision of internal carparking is to be as shown on the approved documents. The provision of external carparking is to be as shown in the subdivision conditions.

Tas Water

- 25) The development must meet all required Conditions of approval specified by Tas Water Submission to Planning Authority Notice [insert Taswater response]

Soil and Water Management

- 26) Before any work commences a soil and water management plan (SWMP) prepared in accordance with the guidelines *Soil and Water Management on Building and Construction Sites*, by the Derwent Estuary Programme and NRM South, must be approved by Council's General Manager before development of the land commences. The SWMP shall form part of this permit when approved.
- 27) Before any work commences install temporary run-off, erosion and sediment controls in accordance with the recommendations of the approved SWMP and maintain these controls at full operational capacity until the land is effectively rehabilitated and stabilised after completion of the development in accordance with the guidelines *Soil and Water Management on Building and Construction Sites*, by the Derwent Estuary Programme and NRM South and to the satisfaction of Council's General Manager.

Construction amenity

- 28) The development must only be carried out between the following hours unless otherwise approved by the Council's Manager Strategic Planning:
 - Monday to Friday 7:00 a.m. to 6:00 p.m.
 - Saturday 8:00 a.m. to 6:00 p.m.
 - Sunday and State-wide public holidays 10:00 a.m. to 6:00 p.m.
- 29) All works associated with the development of the land shall be carried out in such a manner so as not to unreasonably cause injury to, or prejudice or affect the amenity, function and safety of any adjoining or adjacent land, and of any person therein or in the vicinity thereof, by reason of:
 - (a) Emission of noise, artificial light, vibration, odour, fumes, smoke, vapour, steam, ash, dust, waste water, waste products, grit or otherwise.
 - (b) The transportation of materials, goods and commodities to and from the land.
 - (c) Obstruction of any public footway or highway.
 - (d) Appearance of any building, works or materials.

- 30) Any accumulation of vegetation, building debris or other unwanted material must be disposed of by removal from the site in an approved manner. No burning of such materials on site will be permitted unless approved in writing by the Council's Manager Strategic Planning.
- 31) Public roadways or footpaths must not be used for the storage of any construction materials or wastes, for the loading/unloading of any vehicle or equipment; or for the carrying out of any work, process or tasks associated with the project during the construction period.
- 32) The developer must make good and/or clean any footpath, road surface or other element damaged or soiled by the development to the satisfaction of the Council's Municipal Engineer.

ADVICE

- A. The owner is advised that an engineering plan assessment and inspection fee of 1% of the value of the approved engineering works, or a minimum of \$300.00, must be paid to Council in accordance with Council's fee schedule.
- B. All approved engineering design drawings will form part of this permit on and from the date of approval.



GLAMORGAN/SPRING BAY COUNCIL
NOTICE OF PROPOSED DEVELOPMENT

Notice is hereby given that an application has been made for planning approval for the following development;

SITE: RA20 Holkham Court, Orford

PROPOSAL: Dwelling

Any person may make representation on the application(s) by letter (PO Box 6, Triabunna) or electronic mail (planning@freycinet.tas.gov.au) addressed to the General Manager. Representations must be received before midnight on 28 August 2020.

APPLICANT: Wilson Homes

DATE: 05 June 2020

APPLICATION NO: DA 2020 / 99



Application for Planning Approval

OFFICE USE ONLY	
DATE RECEIVED:	PID:
FEE	RECEIPT No:
DA:	PROPERTY FILE:

Advice:

Use this form for all no permit required, permitted and discretionary planning applications including subdivision as well as for planning scheme amendment & minor amendments to permits.

If you are applying for a change of use to visitor accommodation in the General Residential, Low Density Residential, Rural Living, Environmental Living or Village Zone, the *Visitor Accommodation Use in Existing Habitable Buildings Standard Application Package* must be used. This is available on the Council website.

Completing this form in full will help ensure that all necessary information is provided and avoid any delay. The planning scheme provides details of what other information may be required at clause 8.1 and in each applicable Code.

Please provide the relevant details in each applicable section by providing the information or circling Yes or No as appropriate. If relevant details are provided on plans or documents please refer to the drawing number or other documents in this form.

Often, it is beneficial to provide a separate written submission explaining in general terms what is proposed and why and to justify the proposal against any applicable performance criteria.

If you have any queries with the form or what information is required please contact the office.

Details of Applicant & Owner

Applicant:	Wilson Homes				
Contact person: (if different from applicant)					
Address:	250 Murray Street			Phone	62 13 9900
	Hobart	7000		Fax:	
Email:				Mobile:	
Do you wish for all correspondence to be sent solely by email?				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Owner: (if different from applicant)	Castle				
Address:	PO Box 23			Phone:	
	Triabunna		7190	Fax:	
Email:				Mobile:	

Application for Planning Approval

Details of Site and Application <i>Please note, if your application is discretionary the following will be placed on public exhibition.</i>

Site Details

Address / Location of Proposal:			
20 Holkham Court			
Orford		Suburb	Post Code 7190
Size of site	8176 m ²	or	Ha
Certificate of Title(s):	CT24937/40		

Current use of site:	Vacant Land
----------------------	-------------

General Application Details <i>Complete for All Applications</i>
--

<input checked="" type="checkbox"/>	New Dwelling	<input checked="" type="checkbox"/>	Change of use
<input type="checkbox"/>	Additions / Alterations to Dwelling	<input type="checkbox"/>	Intensification or modification of use
<input type="checkbox"/>	New Outbuilding or Addition	<input type="checkbox"/>	Subdivision or boundary adjustment
<input type="checkbox"/>	New Agricultural Building	<input type="checkbox"/>	Minor amendment to existing permit DA /
<input type="checkbox"/>	Commercial / Industrial Building	<input type="checkbox"/>	Planning Scheme Amendment

Estimated value of works (design & construction)	\$ _____
--	----------

Describe the order and timing of any staged works:	or N/A
--	--------

General Background Information		
Please state the name of any Council officers that you have discussed this proposal with:	Officer's name : _____ or N/A	
Is the site listed on the Tasmanian Heritage Register?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have any potentially contaminating activities ever occurred on the site? <i>If yes, please provide a separate written description of those activities.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the proposal consistent with any restrictive covenants or Part 5 agreements that apply to the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Application for Planning Approval

Does the proposal involve any of the following?		
Type of development		Brief written description if not clearly shown on the plans:
Partial or full demolition	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fencing	<input type="checkbox"/> Yes <input type="checkbox"/> No	
New or upgraded vehicle / pedestrian access	<input type="checkbox"/> Yes <input type="checkbox"/> No	
New or modified water, sewer, electrical or telecommunications connection	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Retaining walls	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cut or fill	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signage	<input type="checkbox"/> Yes <input type="checkbox"/> No	
New car parking	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vegetation removal	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Existing floor area . m ²	Proposed floor area 254.82m ²
--------------------------------------	--

Number of existing car parking on site	Number of proposed car parking on site 2
--	--

Describe the width & surfacing of vehicular access (existing or proposed) and how drainage/runoff is collected and discharged:	FCR
If vehicular access is from a road sign-posted at more than 60 km/hr, please state the sight distance in both directions:	or N/A

Please note, if a gravel driveway is proposed from a sealed public road please address the following clause (E6.7.6 P1):

Parking spaces and vehicle circulation roadways must not unreasonably detract from the amenity of users, adjoining occupiers or the quality of the environment through dust or mud generation or sediment transport, having regard to all of the following:

- (i) the suitability of the surface treatment;
- (ii) the characteristics of the use or development;
- (iii) measures to mitigate mud or dust generation or sediment transport.

Will stormwater from buildings and hardstand areas be managed by: (details should be clearly shown / noted on plans)	Discharge to a main:	Yes <input type="checkbox"/>
	Discharge to kerb & gutter:	Yes <input type="checkbox"/>
	Discharge to roadside table drain:...	Yes <input type="checkbox"/>
	Discharge to natural watercourse: ..	Yes <input type="checkbox"/>
	Retained on site:	Yes <input checked="" type="checkbox"/>

Application for Planning Approval

Materials				
External building material	Walls:	Brickveneer	Roof:	Colorbond
External building colours	Walls:		Roof:	
Fencing materials:			Retailing wall materials:	N/A

For all outbuildings

Describe for what purpose the building is to be used:	
Describe any intended toilet, shower, cooking or heating to be installed:	
If the building is to be used wholly or partly as a domestic workshop, what type of tools and machines will be used?	

For all non-residential applications

Hours of Operation						
Current hours of operation	Monday to Friday:		Saturday:		Sunday & Public holidays:	
Proposed hours of operation	Monday to Friday:		Saturday:		Sunday & Public holidays:	
Number of Employees						
Current Employees Total:		Maximum at any one time:				
Proposed Employees Total:		Maximum at any one time:				

Describe any delivery of goods to and from the site, including the types of vehicles used and the estimated average weekly frequency:	or N/A
Describe current traffic movements into the site, including the type & timing of heavy vehicle movements & any proposed change:	or N/A
Describe any hazardous materials to be used or stored on site:	or N/A
Describe the type & location of any large plant or machinery used (refrigeration, generators)	or N/A
Describe any retail and/or storage of goods or equipment in outdoor areas:	or N/A
Describe any external lighting proposed:	or N/A

Application for Planning Approval

Personal Information Protection Statement:

The personal information requested is personal information for the purposes of the *Personal Information Protection Act 2004* and will be managed in accordance with that Act. The personal information is being collected by Glamorgan Spring Bay Council for the purposes of managing, assessing, advising on and determining the relevant application in accordance with the *Land Use Planning and Approvals Act 1993* (LUPPA) and other related purposes, including for the purpose of data collection.

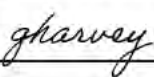
The intended recipients of personal information collected by Council may include its officers, agents or contractors or data service providers and contractors engaged by the Council from time to time.

The information may also be made publically available on the Council's website and available for any person to inspect in accordance with LUPAA. The supply of this information is voluntary. However, if you cannot or do not provide the information sought, the Council will be unable to accept and/or process your application.

Declaration:

I/we hereby apply for planning approval to carry out the use or development described in this application and the accompanying documents and declare that: -

- The information in this application is true and correct.
- I/we authorise Council employees or consultants to enter the site in order to assess the application.
- I/we have obtained all copy licences and permission from the copyright owner for the publication, communication and reproduction of the application and reports, plans and materials provided as part of the application and for the purposes of managing, assessing, advising on and determining the application.
- I/we authorise the Council to:
 - Make available the application and any and all information, reports, plans and materials provided with or as part of the application in electronic form on the Council's website and in hard copy at the Council's office and other locations for public exhibition if and as required;
 - Make such copies of the application and any and all information, reports, plans and materials provided with or as part of the application which are, in the Council's opinion, necessary to facilitate a consideration of the application; and
 - Publish and or reproduce the application and any and all information, reports, plans and materials provided with or as part of the application in Council agendas, for representors, referral agencies and other persons interested in the application.
- You indemnify the Council for any claim or action taken against the Council for breach of copyright in respect of the application and any and all information, report, plan and material provided with or as part of the application.
- I/we authorise Council to provide a copy of any documents relating to this application to any person for the purpose of assessment or public consultation and agree to arrange for the permission of the copyright owner of any part of this application to be obtained.
- I/We declare that the Owner has been notified of the intention to make this application in accordance with section 52(1) of the *Land Use Planning and Approvals Act 1993*.

Signature:		Date:	04/06/2020
------------	---	-------	------------

If applicant is not the owner

If the applicant is not the owner, please list all persons who were notified of this application pursuant to section 52 of the *Land Use Planning and Approvals Act 1993*.

Name:	Method of notification:	Date of notification:
A & T Castle	in writing	27/09/2019

If application is on or affect Council or Crown owned or administered land

If land affected by this application is owned or administered by the Crown or Council then the written permission of the relevant Minister (or their delegate) and/or the General Manager must be provided and that person must also sign this application form below:

I _____ being responsible for the administration of land at _____
declare that I have given permission for the making of this application by _____ for use
and/or development involving _____

Signature:

Date:

It is the applicant's responsibility to obtain any consent prior to lodgement. Written requests for Council consent are via the General Manager. Request for Ministerial consent should be directed to the relevant department.

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ELEVATIONS	7
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WINDOW & DOOR SCHEDULES	10
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ENGINEERING BY GANDY AND ROBERTS

S001	STRUCTURAL NOTES
S101	GROUND FLOOR SLAB PLAN
S102	STRUCTURAL FRAMING PLAN
S401	CONCRETE DETAILS - 01
S402	CONCRETE DETAILS - 02
S403	CONCRETE DETAILS - 03

BAL-12.5 BUSHFIRE REQUIREMENTS

THE BUILDER USES MATERIALS THAT HAVE BEEN TESTED TO AS1530.8.1 IN ACCORDANCE WITH AS3959-2018 (CLAUSE 3.8).

- PROVIDE FOIL FACED BLANKET INSULATION TO COLORBOND SHEET ROOFING
- PROVIDE SARKING TO TILED ROOF WITH PRESTITE TO VALLEYS
- PROVIDE FLYSCREENS WITH CORROSION RESISTANT MESH TO ALL OPERABLE WINDOW SASHES (NO REQUIREMENT TO SCREEN BI-FOLD/FRENCH/SLIDING/STACKER DOORS)
- PROVIDE BAL-12.5 RATED ALUMINIUM WINDOWS AND EXTERNAL GLASS SLIDING/STACKER DOORS
- SPECIFIED ALUMINIUM FRENCH DOORS HAVE BEEN TESTED TO AS1530.8.1 WITHOUT SCREENS
- SPECIFIED ALUMINIUM WINDOWS HAVE BEEN TESTED TO AS1530.8.1 WITHOUT SCREENS TO FIXED PANELS
- PROVIDE ALUMINIUM DOOR JAMBS TO ALL EXTERNAL TIMBER DOORS
- PROVIDE SPARK ARRESTORS TO EXTERNAL BRICKWORK
- PROVIDE SEAL TO GARAGE DOOR
- EXTERNAL TIMBER POSTS TO BE FIRE RETARDANT
- PROVIDE COPPER WATER PIPES FROM WATER TANK TO HOUSE

(IF REQUIRED)

- PROVIDE MERBAU TIMBER POSTS AND EXPOSED BEAMS TO PATIO
- PROVIDE SAFETY SCREENS WITH CORROSION RESISTANT MESH AND DIAMOND GRILLE TO EXTERNAL HUNG DOORS

INCLUSIONS

- MY CHOICE VOUCHER
- NEXT GEN INCLUSIONS
- DOUBLE GLAZING
- CLIX TO ENTRY AND KITCHEN, CARPET TO NOMINATED LIVING AREAS



SITE LOCATION

BUILDING INFORMATION

GROUND FLOOR TOP OF WALL HEIGHT(S): 2445mm
(CEILING HEIGHT 45mm LOWER THAN TOP OF WALL)
ROOF PITCH (U.N.O.): 23.0
ELECTRICITY SUPPLY: SINGLE PHASE
GAS SUPPLY: NONE

ROOF MATERIAL: SHEET METAL
ROOF COLOUR: DARK
ROOF INSULATION: R4.1 BATTS
MIN. 60mm FOIL FACED BLANKET

WALL MATERIAL: BRICK VENEER
WALL INSULATION: R2.0 BATTS
WALL WRAP TO ENTIRE HOUSE

FLOOR INSULATION: R0.22 BIAx POD (215MM)

SITE & ENGINEERING INFORMATION

WIND CLASSIFICATION: N2
CLIMATE ZONE: ZONE 7 - COOL TEMPERATE
WIND REGION: A
TERRAIN CATEGORY: TC2.5
SHIELDING FACTOR: NS - NO SHIELDING
TOPOGRAPHIC CLASSIFICATION: T1
DESIGN WIND SPEED: 40 m/sec

SITE CLASSIFICATION: M
SLAB CLASSIFICATION: TBC

SLAB TO BE 85mm THICK (U.N.O.) WITH REINFORCEMENT TO ENGINEERS SPECIFICATIONS & DETAILS OVER A 200µm WATERPROOF MEMBRANE ON A BED OF FREE DRAINING COARSE SAND (WHERE SPECIFIED)

PROVIDE BRICK CONTROL JOINTS IN ACCORDANCE WITH N.C.C. & AS 3700

ALL TIMBER FRAMING TO BE DESIGNED TO AS1684-2010

THIS DWELLING IS BEING CONSTRUCTED IN A BAL 12.5 AREA
(NO RESTRICTIONS FOR CONSTRUCTION METHODS/ MATERIALS APPLY)

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BA PLANS

6	BA PLAN SET - UPDATED TO RFI AND VARIATION 3	2, 14, 18	2020.07.22	BGU	-
5	BA PLAN SET - UPDATED ALFRESCO CEILING, KITCHEN AMENDMENTS, ELECTRICAL AMENDMENTS	6, 13, 18	2020.06.26	CPO	-
4	BA PLANS - INITIAL SET	ALL	2020.06.12	BGU	DDI

PRELIM PLAN SET

3	PRELIM PLAN SET - INITIAL ISSUE	ALL	2020.04.24	RMF	DDI
No.	AMENDMENT	SHEET	DATE	DRAWN	CHECK



	DRAWING	DRAWN
2	CT2 PLAN	DDI 2019.01.07
3	PRELIM PLANS - INITIAL ISSUE	RMF 2020.04.24
4	BA PLANS - INITIAL SET	BGU 2020.06.12
5	BA PLAN SET - REFER COVER FOR CHANGES	CPO 2020.06.26
6	BA PLAN - RFI & VARIATION AMENDMENT	BGU 2020.07.22

CLIENT:	MR. ALLAN & MRS. TRACEY CASTLE	LOT No.:	40
ADDRESS:	20 HOLKHAM COURT,	CT No.:	
SUBURB:	ORFORD	POSTCODE:	7190
		COUNCIL:	GLAMORGAN SPRING BAY

HOUSE DESIGN:	HAVANA (MODIFIED)
FACADE DESIGN:	CLASSIC
SHEET TITLE:	COVER SHEET

HOUSE CODE:	H-WATHAV10SA
FACADE CODE:	F-WATHAV10CLASA
SCALES:	
SHEET No.:	1 / 26

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712321

ZONE: 12.0 LOW DENSITY RESIDENTIAL
360m DISTANCE FROM BREAKING MAR NE (ORFORD)

REFER TO SHEET 1 (COVER SHEET) FOR ALL
BUILDING INFORMATION REGARDING:
- SUSTAINABILITY REQUIREMENTS
- SITE CLASSIFICATION
- GENERAL BUILDING INFORMATION

WIND CLASSIFICATION	N2
WITHIN 1 KM. OF BREAKING SALT WATER	YES
WITHIN 100 M. OF SALT WATER	NO
MINIMUM AHD FLOOR LEVEL APPLICABLE	NO
SURVEY AREA	NEW
LATITUDE	0 00' 00" S
LONGITUDE	0 00' 00" E

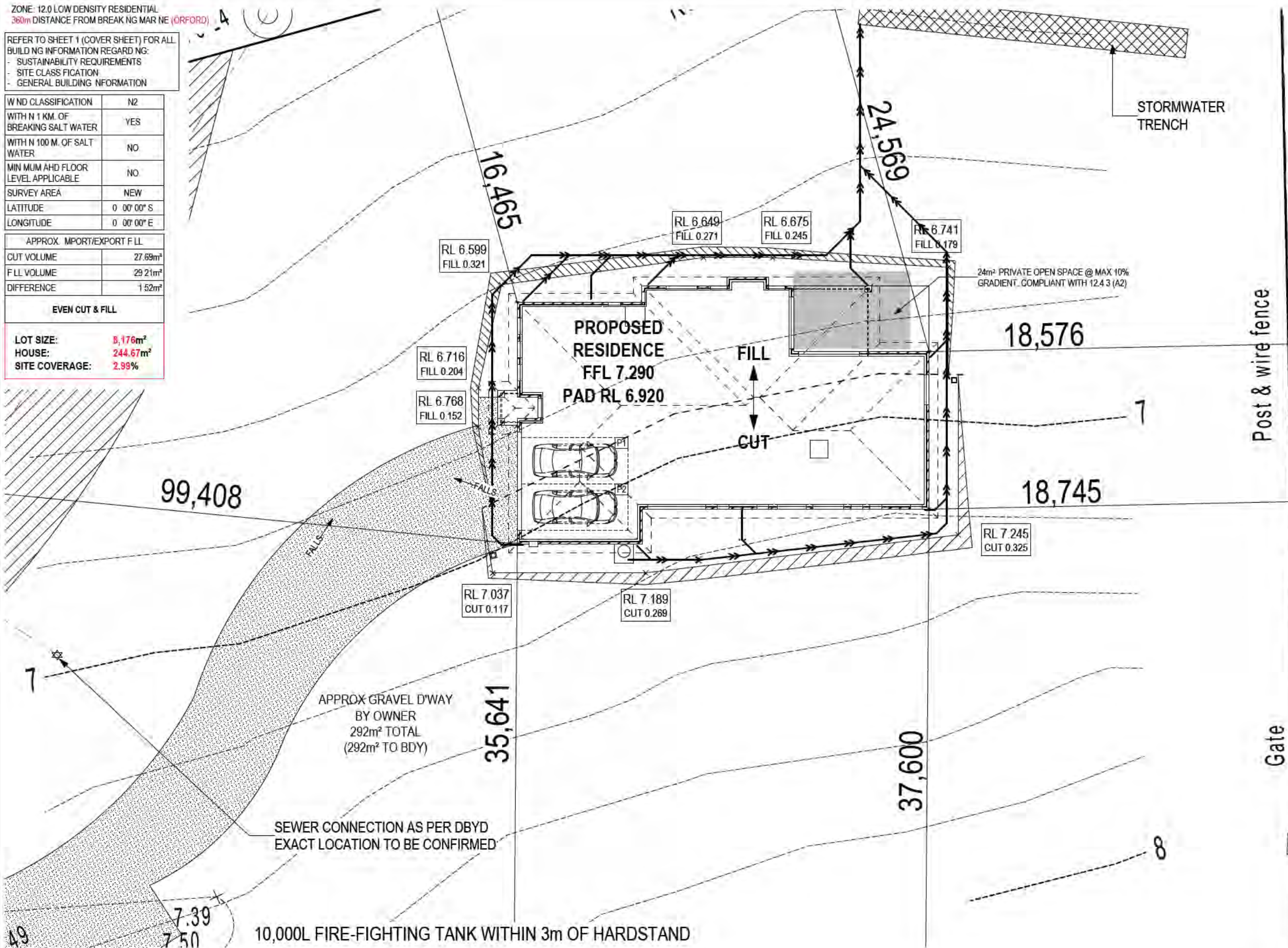
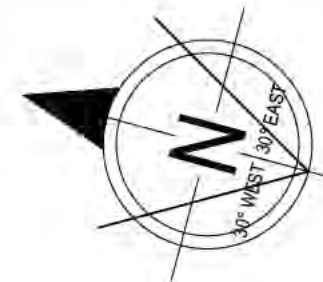
APPROX. IMPORT/EXPORT FILL	
CUT VOLUME	27.69m³
FILL VOLUME	29.21m³
DIFFERENCE	1.52m³

EVEN CUT & FILL

LOT SIZE: 8,176m²
HOUSE: 244.67m²
SITE COVERAGE: 2.99%

BAL-12.5 BUSHFIRE REQUIREMENTS

SEE SHEET 1 (COVER SHEET) FOR DETAILS



THIS PLAN ACCEPTED BY:

PLEASE NOTE: NO VARIATIONS WILL BE
ACCEPTED ON THIS PLAN AFTER SIGNING

SIGNATURE:

DATE:

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DRAWING	DRAWN
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6 BA PLAN - RFI & VARIATION AMENDMENT	BGU 2020.07.22

CLIENT: MR. ALLAN & MRS. TRACEY CASTLE			LOT No.: 40
ADDRESS: 20 HOLKHAM COURT,			CT No.:
SUBURB: ORFORD	POSTCODE: 7190	COUNCIL: GLAMORGAN SPRING BAY	

HOUSE DESIGN: HAVANA (MODIFIED)	HOUSE CODE: H-WATHAV10SA
FACADE DESIGN: CLASSIC	FACADE CODE: F-WATHAV10CLASA
SHEET TITLE: SITE PLAN - 1:200	SCALES: 1:200

SHEET No.: 2 / 26

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ZONE: 12.0 LOW DENSITY RESIDENTIAL
360m DISTANCE FROM BREAK NG MAR NE (ORFORD)

- Waterway & Coastal Protection Area
- Coastal Inundation Hazard Area

BAL-12.5 BUSHFIRE REQUIREMENTS
SEE SHEET 1 (COVER SHEET) FOR DETAILS

REFER TO SHEET 1 (COVER SHEET) FOR ALL
BUILDING INFORMATION REGARDING:
- SUSTAINABILITY REQUIREMENTS
- SITE CLASSIFICATION
- GENERAL BUILDING INFORMATION

WIND CLASSIFICATION	N2
WITHIN 1 KM. OF BREAKING SALT WATER	YES
WITHIN 100 M. OF SALT WATER	NO
MINIMUM AHD FLOOR LEVEL APPLICABLE	NO
SURVEY AREA	NEW
LATITUDE	0 00' 00" S
LONGITUDE	0 00' 00" E

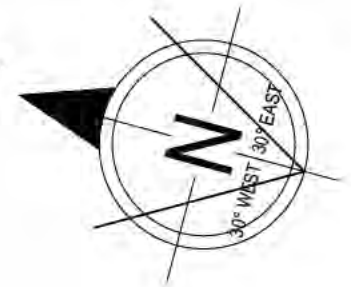
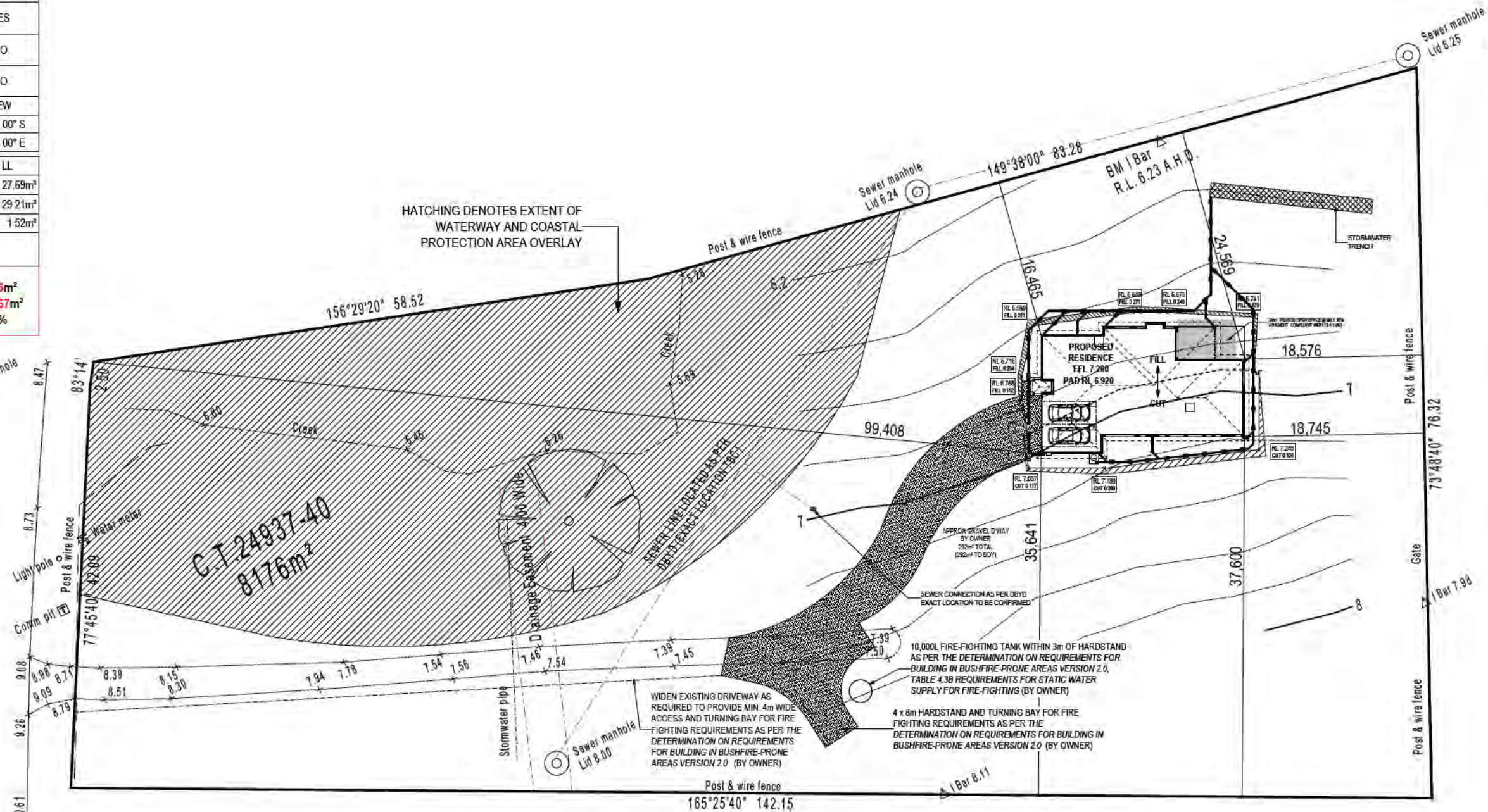
APPROX. IMPORT/EXPORT FILL	
CUT VOLUME	27.69m³
FILL VOLUME	29.21m³
DIFFERENCE	1.52m³

EVEN CUT & FILL

LOT SIZE: 8,176m²
HOUSE: 244.67m²
SITE COVERAGE: 2.99%



Holkham Court



Note:-

Boundaries shown hereon are a preliminary re-definition of the land for planning purposes only and should not be considered as an authoritative re-definition of the correct boundary location.
Before commencement of any building work boundaries shown hereon should be verified by a full cadastral re-definition of the land.
James McEldowney Surveying accepts no responsibility for the improper use of boundary information shown on this plan.
Do not remove this note from this or subsequent plans until the boundaries shown have been verified.

THIS PLAN ACCEPTED BY:

PLEASE NOTE: NO VARIATIONS WILL BE
ACCEPTED ON THIS PLAN AFTER SIGNING

SIGNATURE:

DATE:

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HOUSE DESIGN:	HAVANA (MODIFIED)
FACADE DESIGN:	CLASSIC
SHEET TITLE:	SITE PLAN - 1:500

HOUSE CODE:	H-WATHAV10SA
FACADE CODE:	F-WATHAV10CLASA
SCALES:	1:500
SHEET No.:	3 / 26

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AND VERIFY DIMENSIONS AND LEVELS
PRIOR TO THE COMMENCEMENT OF ANY
WORK. ALL DISCREPANCIES TO BE
REPORTED TO THE DRAFTING OFFICE.

712321

ALL VEGETATION OUTSIDE THE BUILDING ZONE WILL BE MAINTAINED.

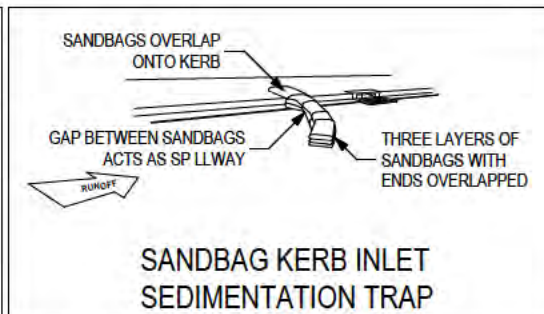
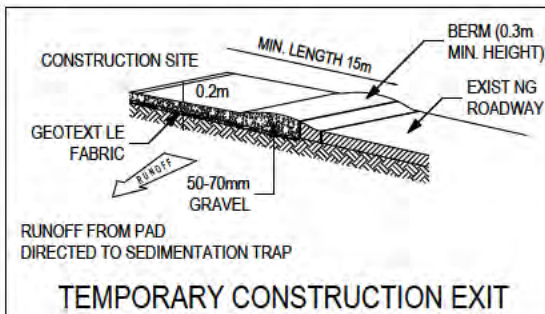
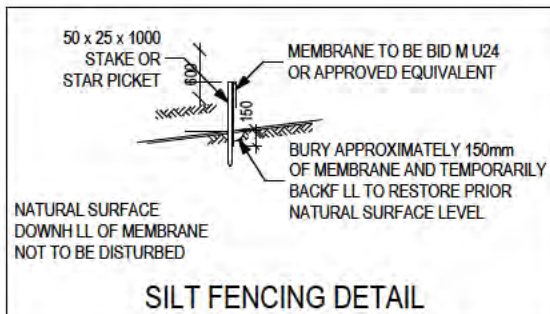
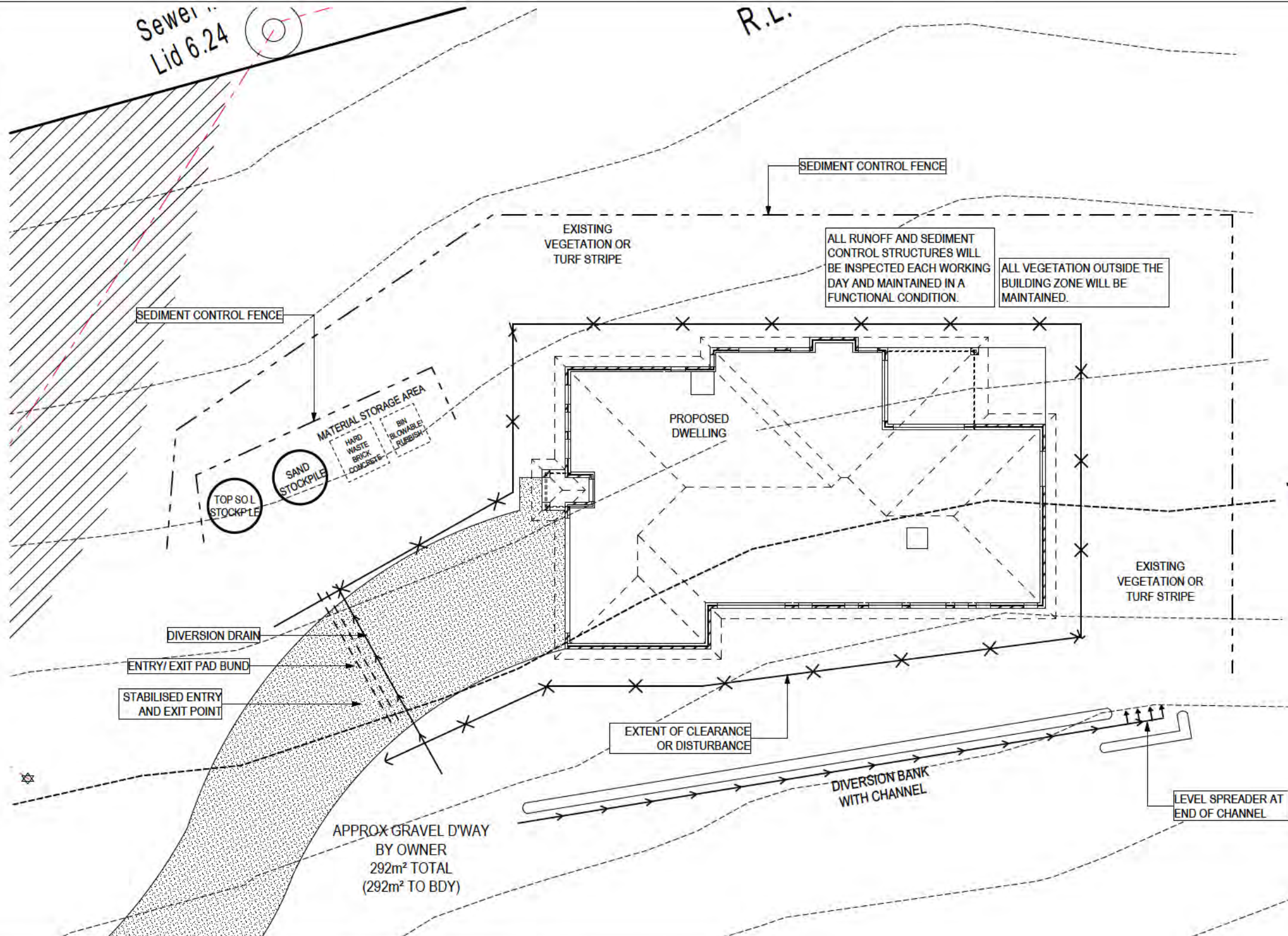
OWNER TO STABILISE THE SITE ON COMPLETION OF THE BUILD WITH TURF LAWNS, GRASS SEEDS, NATIVE GROUND COVERS AND/ OR MULCH SPREAD TO A DEPTH OF 75-100mm

SEDIMENT AND EROSION CONTROL MEASURES SUFFICIENT TO PREVENT SEDIMENT FROM LEAVING THE SITE MUST BE INSTALLED PRIOR TO ANY DISTURBANCE OF THE SITE.

NOTES:

1. ALL EROSION AND SEDIMENT CONTROL STRUCTURES TO BE INSPECTED EACH WORKING DAY AND MAINTAINED IN GOOD WORKING ORDER.
2. ALL GROUND COVER VEGETATION OUTSIDE THE IMMEDIATE BUILDING AREA TO BE PRESERVED DURING THE BUILDING PHASE.
3. ALL EROSION AND SEDIMENT CONTROL MEASURES TO BE INSTALLED PRIOR TO COMMENCEMENT OF MAJOR EARTHWORKS.
4. STOCKPILES OF CLAYEY MATERIAL TO BE COVERED WITH AN IMPERVIOUS SHEET.
5. ROOF WATER DOWNPIPES TO BE CONNECTED TO THE PERMANENT UNDERGROUND STORMWATER DRAINAGE SYSTEM AS SOON AS PRACTICAL AFTER THE ROOF IS LAID.

6. DIVERSION DRAINS ARE TO BE CONNECTED TO A LEGAL DISCHARGE POINT (COUNCIL STORMWATER SYSTEM, WATERCOURSE OR ROAD DRAIN).
7. SEDIMENT RETENTION TRAPS INSTALLED AROUND THE INLETS TO THE STORMWATER SYSTEM TO PREVENT SEDIMENT & OTHER DEBRIS BLOCKING THE DRAINS.



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DRAWING	DRAWN
2 CT2 PLAN	DDI 2019.01.07
3 PRELIM PLANS - INITIAL ISSUE	RMF 2020.04.24
4 BA PLANS - INITIAL SET	BGU 2020.06.12
5 BA PLAN SET - REFER COVER FOR CHANGES	CPO 2020.06.26
6 BA PLAN - RFI & VARIATION AMENDMENT	BGU 2020.07.22

CLIENT:	MR. ALLAN & MRS. TRACEY CASTLE	LOT No.:	40
ADDRESS:	20 HOLKHAM COURT,	CT No.:	
SUBURB:	ORFORD	POSTCODE:	7190
		COUNCIL:	GLAMORGAN SPRING BAY

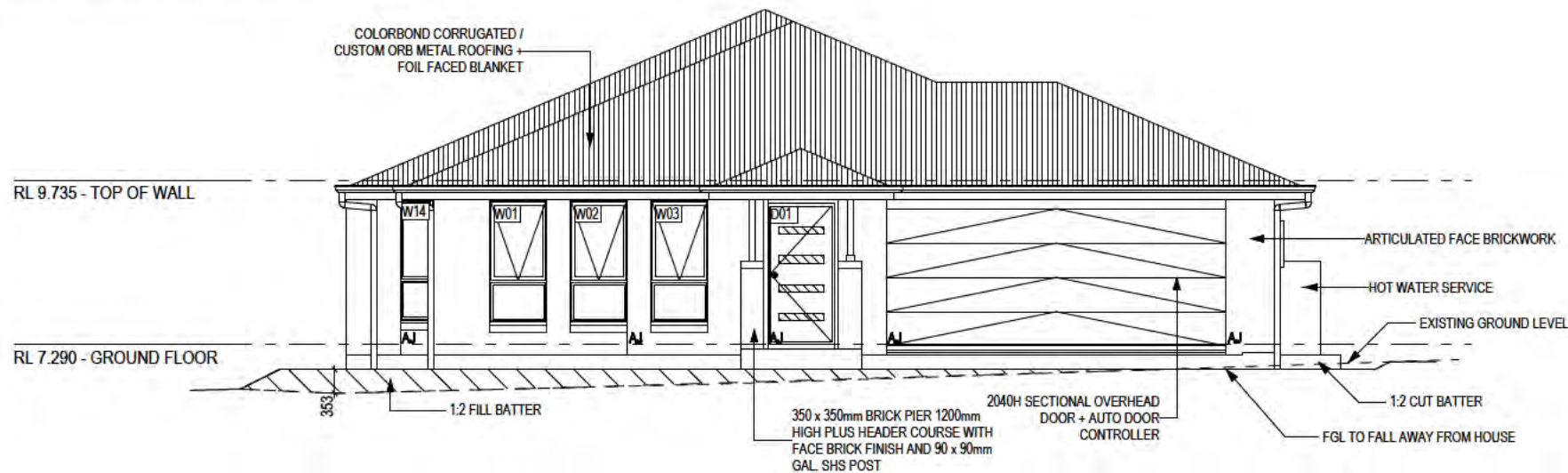
HOUSE DESIGN:	HAVANA (MODIFIED)
FACADE DESIGN:	CLASSIC
SHEET TITLE:	SOIL & WATER MANAGEMENT PLAN

HOUSE CODE:	H-WATHAV10SA
FACADE CODE:	F-WATHAV10CLASA
SCALES:	
SHEET No.:	4 / 26

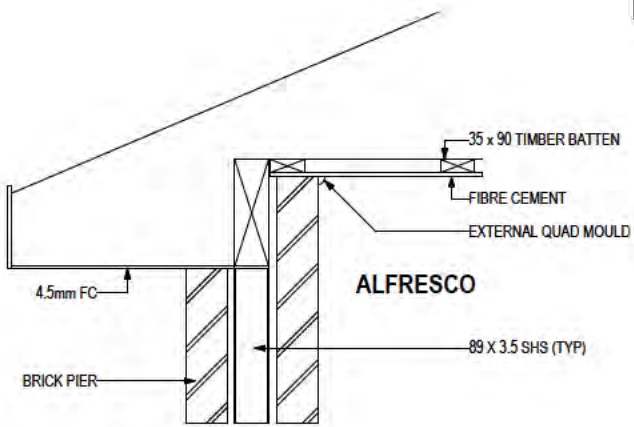
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BAL-12.5 BUSHFIRE REQUIREMENTS
SEE SHEET 1 (COVER SHEET) FOR DETAILS

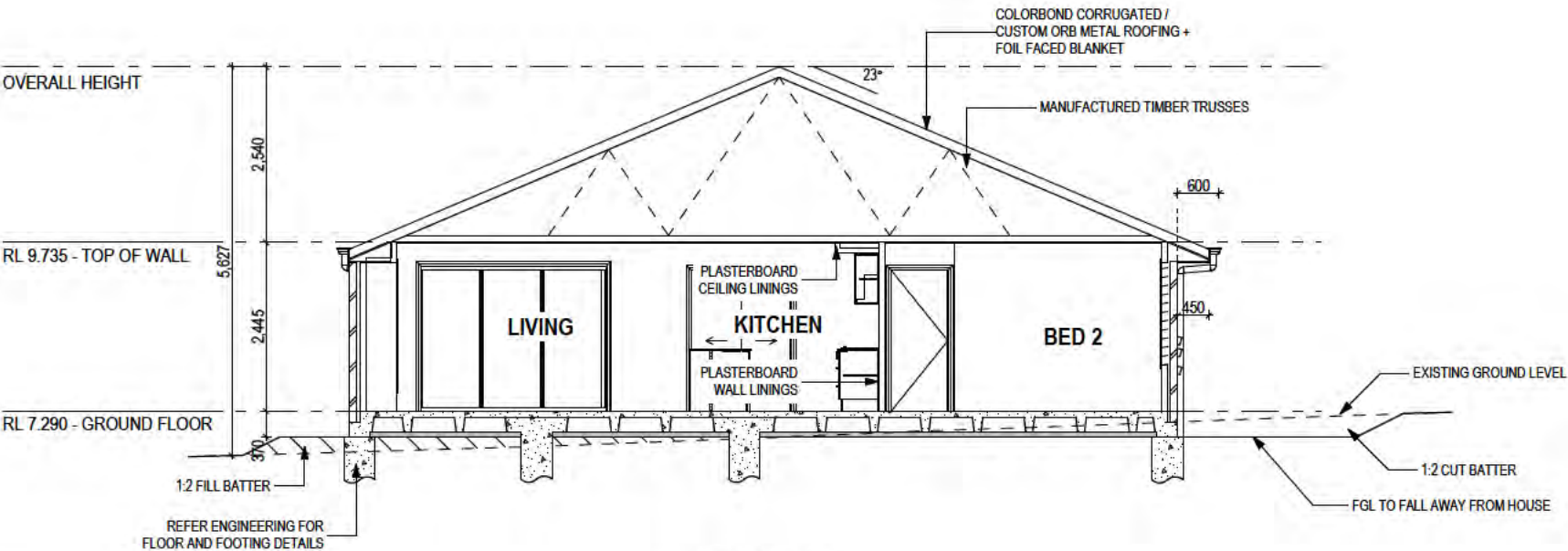
REFER TO SHEET 1 (COVER SHEET) FOR ALL BUILDING INFORMATION REGARDING:
- SUSTAINABILITY REQUIREMENTS
- SITE CLASSIFICATION
- GENERAL BUILDING INFORMATION



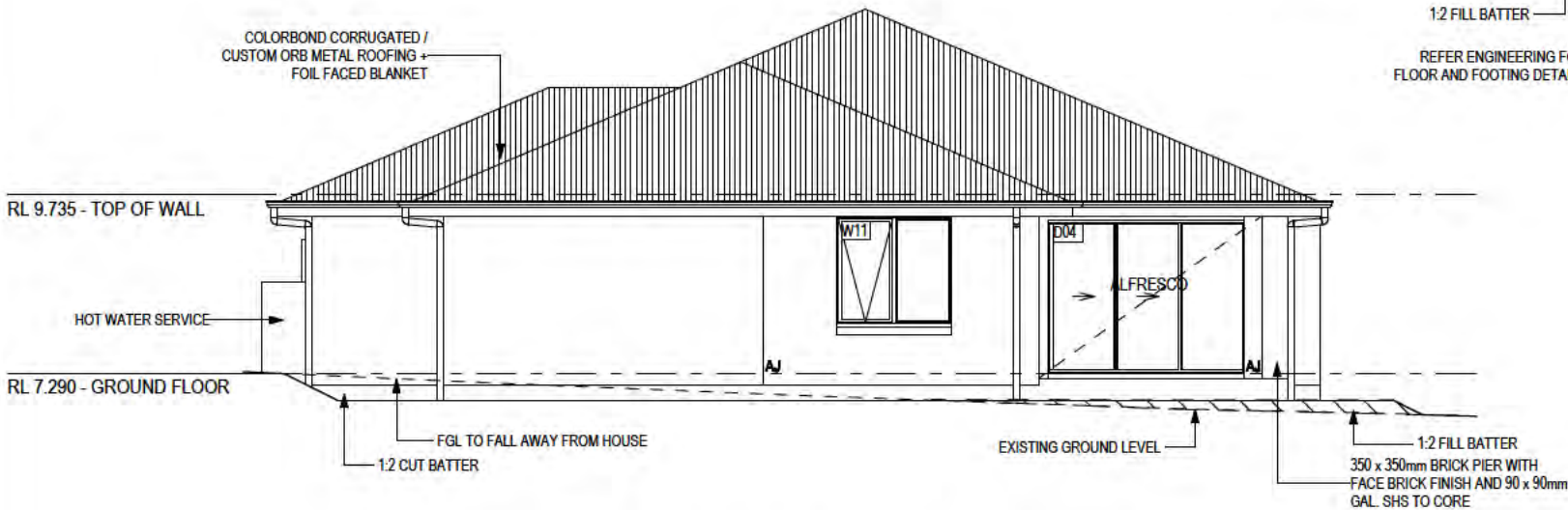
NORTH ELEVATION
Scale: 1:100



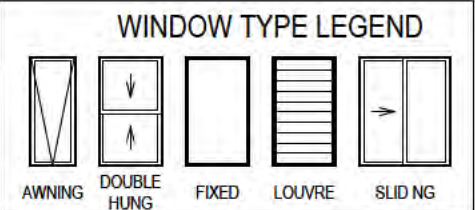
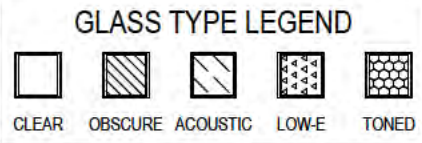
ALFRESCO DETAIL
Scale: 1:20



SECTION A-A
Scale: 1:100



SOUTH ELEVATION
Scale: 1:100



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SIGNATURE:

DATE:

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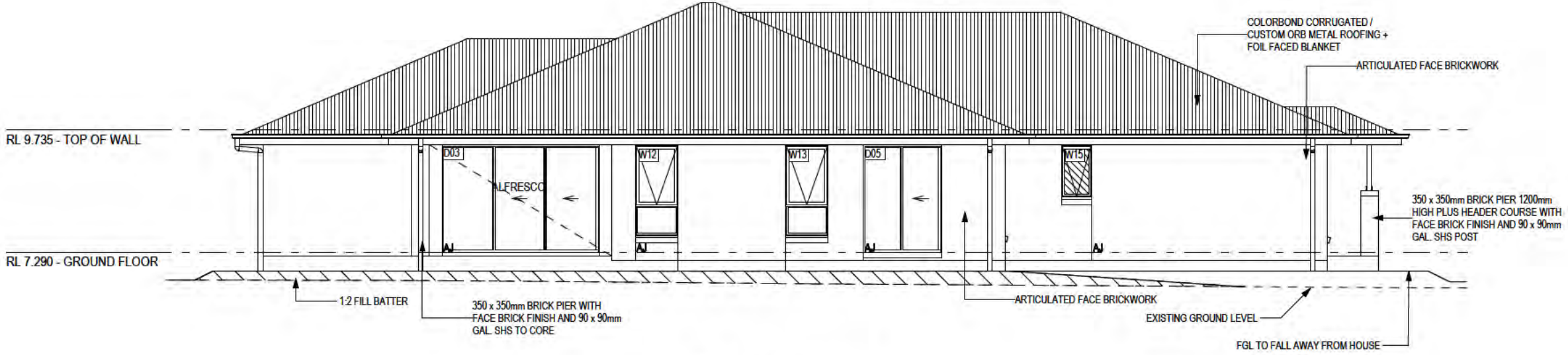


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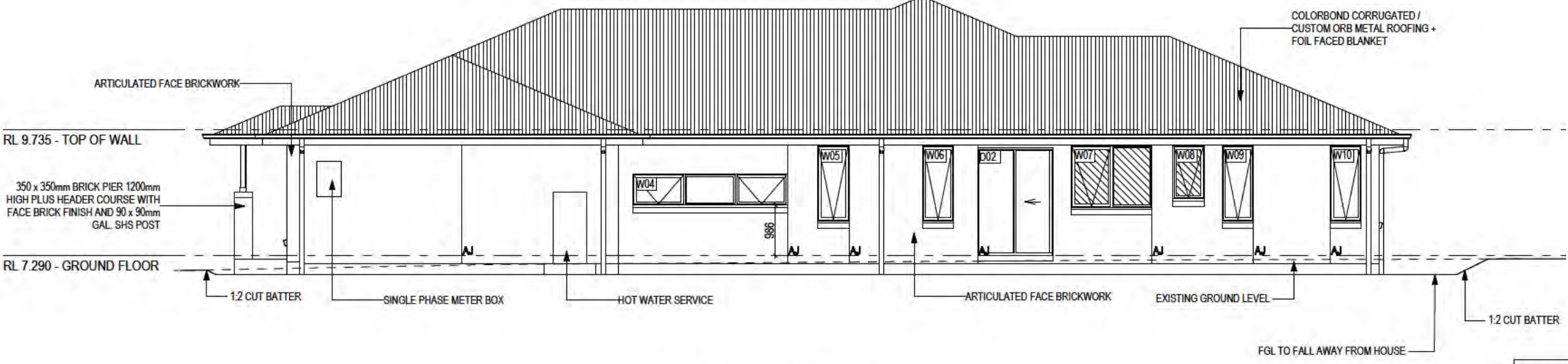
CLIENT:	MR. ALLAN & MRS. TRACEY CASTLE	LOT No.:	40
ADDRESS:	20 HOLKHAM COURT,	CT No.:	
SUBURB:	ORFORD	POSTCODE:	7190
COUNCIL:	GLAMORGAN SPRING BAY		

HOUSE DESIGN:	HAVANA (MODIFIED)	HOUSE CODE:	H-WATHAV10SA
FACADE DESIGN:	CLASSIC	FACADE CODE:	F-WATHAV10CLASA
SHEET TITLE:	ELEVATIONS / SECTION	SCALES:	1:100, 1:20
		SHEET No.:	6 / 26

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WEST ELEVATION
Scale: 1:100



EAST ELEVATION
Scale: 1:100

GLASS TYPE LEGEND

CLEAR	OBSOURE	ACOUSTIC	LOW-E	TONED

WINDOW TYPE LEGEND

AWNING	DOUBLE HUNG	FIXED	LOUVRE	SLID NG

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FACADE DESIGN:	CLASSIC	FACADE CODE:	F-WATHAV10CLASA
SHEET TITLE:	ELEVATIONS	SCALES:	1:100
		SHEET No.:	7 / 26

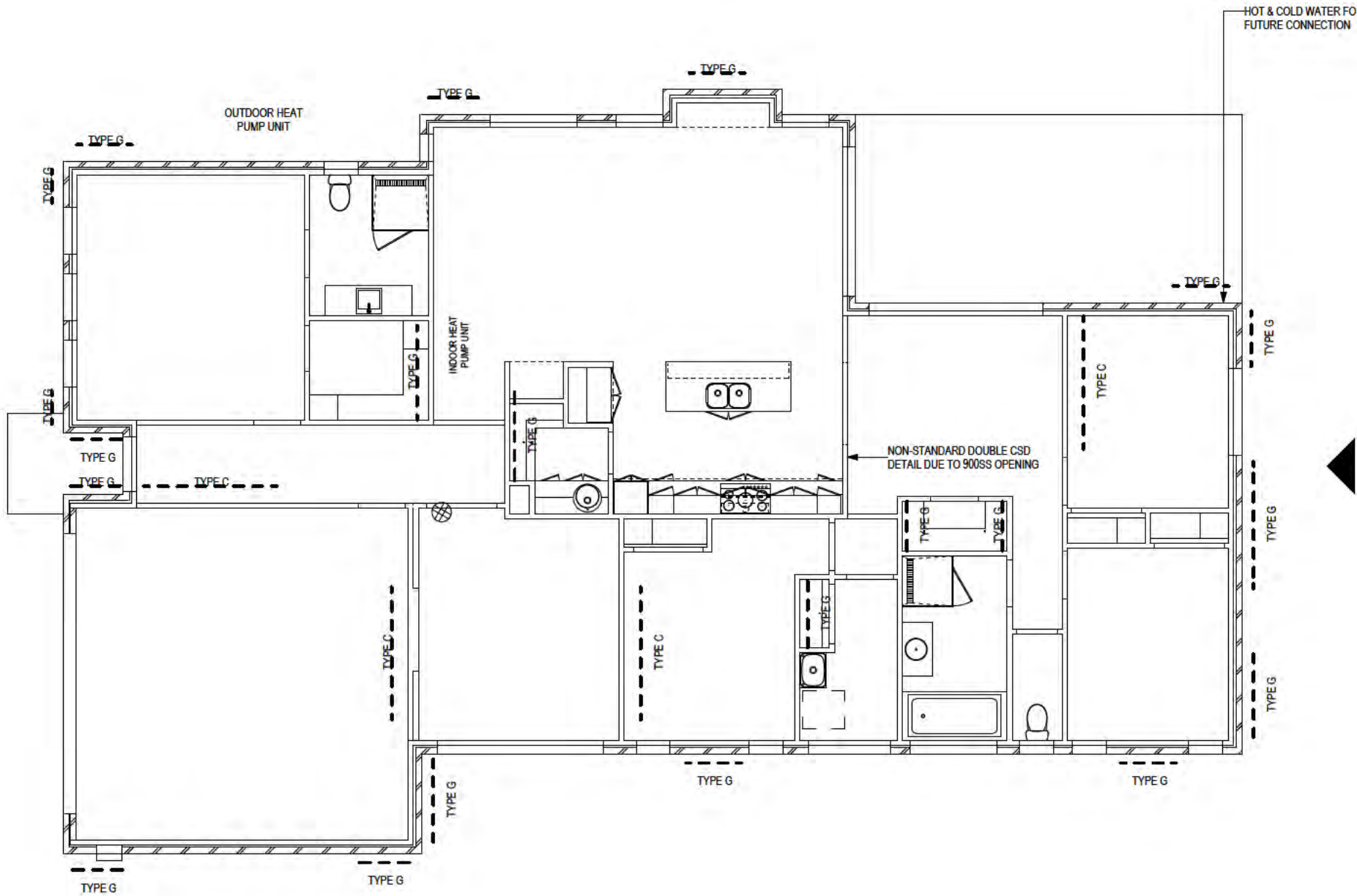
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BRACING AND DETAILS MUST BE FIXED IN ACCORDANCE WITH AS1684.2-2010. ALL CONTRACTORS ARE LEGALLY OBLIGED TO ENSURE COMPLIANCE WITH THIS CODE.



WIND CLASSIFICATION:
AREA OF ELEVATION:
LATERAL WIND PRESSURE:
TOTAL RACKING FORCE:
PROVIDED BRACING:
*ALL CALCULATIONS MADE USING AS4055-2012

N2
78.00m²
0.73kPa
56.94kN
57.72kN



WIND CLASSIFICATION:
AREA OF ELEVATION:
LATERAL WIND PRESSURE:
TOTAL RACKING FORCE:
PROVIDED BRACING:
*ALL CALCULATIONS MADE USING AS4055-2012

N2
36.67m²
0.77kPa
28.24kN
35.90kN

BRACING LEGEND (UP TO 2700 HIGH CEILINGS)

- 900 (g) PLY BRACE (3.4kN/m TYPE G) 3.06kN BRACING PER 900mm PANEL
- 2400 (c) 65x19mm HW TIMBER BRACE CHECKED INTO STUD FRAME (1.5kN/m TYPE C) 3.6kN PER 2.4m LENGTH

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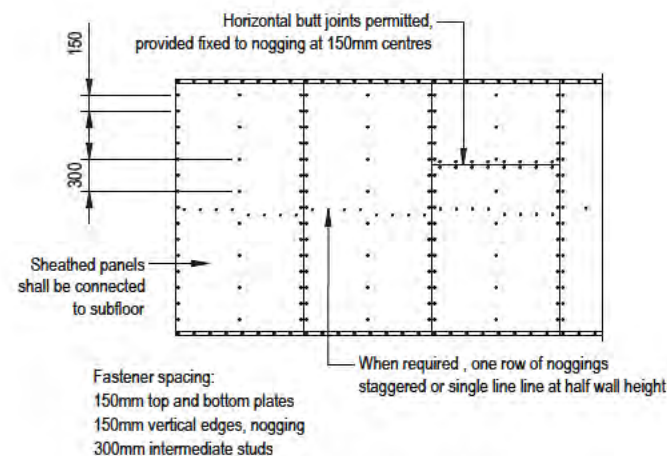
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ADDRESS:	20 HOLKHAM COURT,	CT No.:	
SUBURB:	ORFORD	POSTCODE:	7190
COUNCIL:	GLAMORGAN SPRING BAY		

HOUSE DESIGN:	HAVANA (MODIFIED)
FACADE DESIGN:	CLASSIC
SHEET TITLE:	BRACING PLAN

HOUSE CODE:	H-WATHAV10SA
FACADE CODE:	F-WATHAV10CLASA
SCALES:	
SHEET No.:	8 / 26

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BRACING UNIT (g) - 3.4 kN/m

N.T.S.

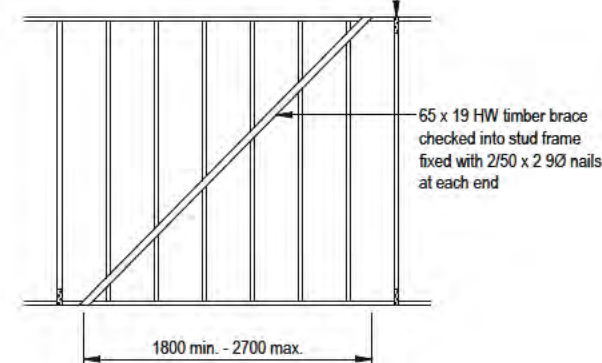
NOTE:
FIX BOTTOM PLATE TO FLOOR FRAME OR
SLAB WITH NOMINAL FIXING ONLY

Minimum Plywood thickness (mm) Schedule		
Stud spacing (mm)	Stress grade	Minimum Plywood thickness (mm)
450	F8	7
	F11	6
	F14	4
	F27	4

NOTE:

- Plywood shall be nailed to frame using 30mm x 2.8mmØ flathead nails or equivalent.
- No other rods or straps are required between top or bottom plate.

30 x 0.8mm metal strap looped over plate and fixed to stud with 4/30 x 2.8mmØ flathead nails to each end. Alternatively, provide single straps to both sides, with 4 nails per strap end, or equivalent anchors or other fasteners.

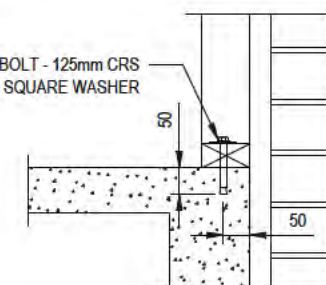


BRACING UNIT (c) - 1.5 kN/m

N.T.S.

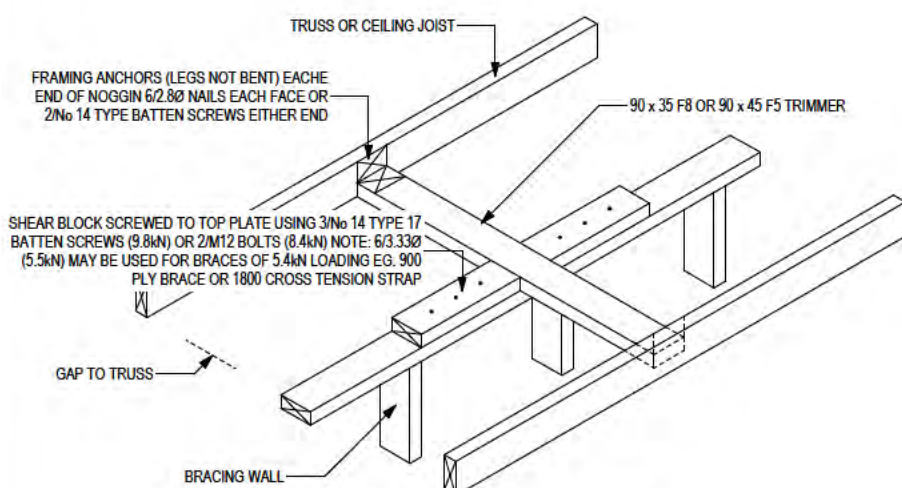
NOTE:
FIX BOTTOM PLATE TO FLOOR FRAME OR
SLAB WITH NOMINAL FIXING ONLY

2M10 (T10120) TRUBOLT - 125mm CRS
+ 50 x 50 x 3mm SQUARE WASHER



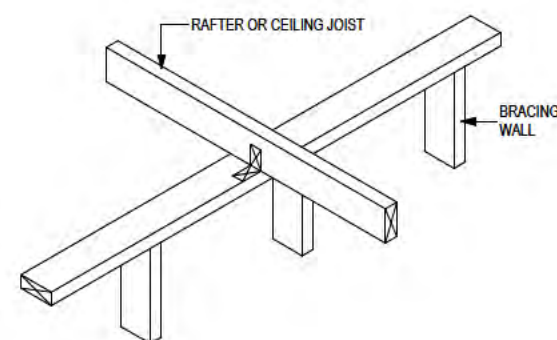
TYPICAL M10 TRUBOLT FIXING

1:10



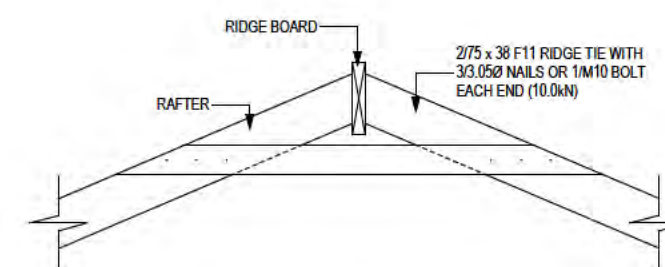
BRACING WALL TO TRUSS

SCALE 1:20



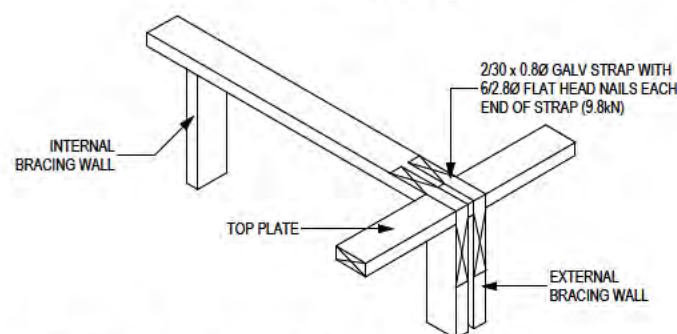
BRACING WALL TO RAFTER OR CEILING JOIST

SCALE 1:20



RAFTERS TO RIDGE BOARD & HIP RAFTERS

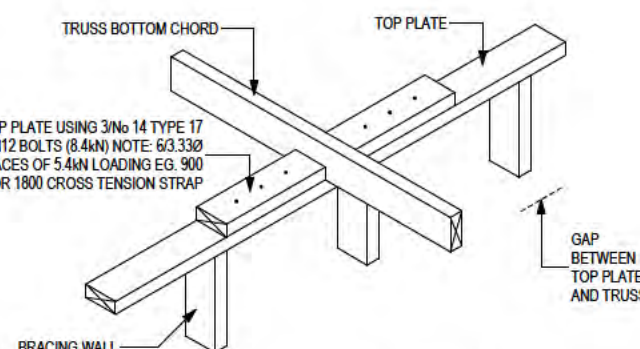
SCALE 1:20



INTERNAL BRACING WALL EXTERNAL WALL

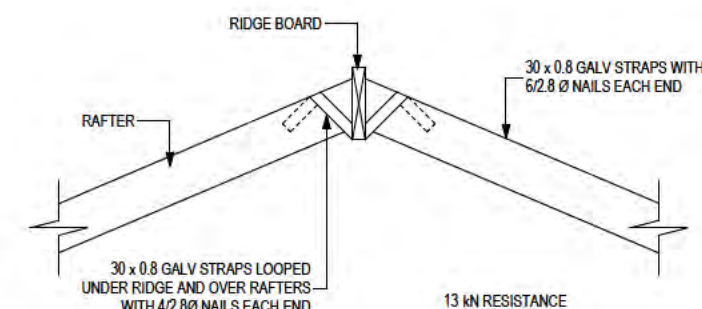
SCALE 1:20

SHEAR BLOCK SCREWED TO TOP PLATE USING 3/No 14 TYPE 17 BATTEN SCREWS (10.0kN) OR 2/M12 BOLTS (8.4kN) NOTE: 6/3.33Ø (5.5kN) MAY BE USED FOR BRACES OF 5.4kN LOADING EG. 900 PLY BRACE OR 1800 CROSS TENSION STRAP



BRACING WALL TO TRUSS

SCALE 1:20



RAFTERS TO RIDGE BOARD & HIP RAFTERS

SCALE 1:20

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DATE:

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CLIENT: MR. ALLAN & MRS. TRACEY CASTLE			LOT No.: 40
ADDRESS: 20 HOLKHAM COURT,			CT No.:
SUBURB: ORFORD	POSTCODE: 7190	COUNCIL: GLAMORGAN SPRING BAY	

HOUSE DESIGN: HAVANA (MODIFIED)	HOUSE CODE: H-WATHAV10SA
FACADE DESIGN: CLASSIC	FACADE CODE: F-WATHAV10CLASA
SHEET TITLE: BRACING DETAILS	SCALES: 9 / 26

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WINDOW SCHEDULE

0 3 ASSUME LOOKING FROM OUTSIDE

1 2 ASSUME LOOKING FROM INSIDE

MANUFACTURER - CLARKS WINDOWS

ID	CODE ⁰	ROOM	HEIGHT	WIDTH	PERIMETER	AREA (m²)	FRAME TYPE	BAL RATING	SILL TYPE	ORIENT.	GLAZING AREA (m²)	GLAZING TYPE	ADDITIONAL INFORMATION ³	U-VALUE	SHGC
W01	A/F1809		1,800	850	5,300	1.53	ALUMINIUM	N/A	ANGLED	N	1.19	CLEAR, DOUBLE GLAZED	BP 600	4.1	0.57
W02	A/F1809		1,800	850	5,300	1.53	ALUMINIUM	N/A	ANGLED	N	1.19	CLEAR, DOUBLE GLAZED	BP 600	4.1	0.57
W03	A/F1809		1,800	850	5,300	1.53	ALUMINIUM	N/A	ANGLED	N	1.19	CLEAR, DOUBLE GLAZED	BP 600	4.1	0.57
W04	AFA0630		600	3,010	7,220	1.81	ALUMINIUM	N/A	ANGLED	W	1.32	CLEAR, DOUBLE GLAZED	MP 1003-1003	4.1	0.57
W05	A1506		1,460	610	4,140	0.89	ALUMINIUM	N/A	ANGLED	W	0.64	CLEAR, DOUBLE GLAZED		4.1	0.57
W06	A1506		1,460	610	4,140	0.89	ALUMINIUM	N/A	ANGLED	W	0.64	CLEAR, DOUBLE GLAZED		4.1	0.57
W07	AF1216		1,200	1,570	5,540	1.88	ALUMINIUM	N/A	ANGLED	W	1.51	OBSURE, DOUBLE GLAZED, TOUGHENED	MP 785	4.1	0.57
W08	A1006		1,030	610	3,280	0.63	ALUMINIUM	N/A	ANGLED	W	0.44	OBSURE, DOUBLE GLAZED, TOUGHENED		4.1	0.57
W09	A1506		1,460	610	4,140	0.89	ALUMINIUM	N/A	ANGLED	W	0.64	CLEAR, DOUBLE GLAZED		4.1	0.57
W10	A1506		1,460	610	4,140	0.89	ALUMINIUM	N/A	ANGLED	W	0.64	CLEAR, DOUBLE GLAZED		4.1	0.57
W11	AF1516		1,460	1,570	6,060	2.29	ALUMINIUM	N/A	ANGLED	S	1.87	CLEAR, DOUBLE GLAZED	MP 785	4.1	0.57
W12	A/F1809	FAMILY / LIV NG	1,800	850	5,300	1.53	ALUMINIUM	N/A	ANGLED	E	1.19	CLEAR, DOUBLE GLAZED	BP 600	4.1	0.57
W13	A/F1809	FAMILY / LIV NG	1,800	850	5,300	1.53	ALUMINIUM	N/A	ANGLED	E	1.19	CLEAR, DOUBLE GLAZED	BP 600	4.1	0.57
W14	F/F1800x500	D NING	1,800	500	4,600	0.90	ALUMINIUM	N/A	ANGLED	N	0.71	CLEAR, DOUBLE GLAZED	BP 600	3.2	0.67
W15	A1006		1,030	610	3,280	0.63	ALUMINIUM	N/A	ANGLED	E	0.44	OBSURE, DOUBLE GLAZED, TOUGHENED		4.1	0.57

19.35

14.80

NOTE:
Provide BAL-12.5 rated aluminium windows and external glass sliding doors in lieu of standard.

Provide flyscreens with corrosion resistant mesh to all opening window sashes only.

EXTERIOR DOOR SCHEDULE

0 1 ASSUME LOOKING FROM OUTSIDE

ID	CODE ⁰	ROOM	HEIGHT	WIDTH	AREA (m²)	FRAME TYPE	BAL RATING	SILL TYPE	GLAZING	ORIENT.	DOOR TYPE	ADDITIONAL INFORMATION ¹	U-VALUE	SHGC
D01	2100x920		2,100	989	2.08	ALUMINIUM	N/A	SNAP HEADER	OBSURE, DOUBLE GLAZED	N	SW NG NG			
D02	FS2100x1470		2,100	1,470	3.09	ALUMINIUM	N/A	SNAP HEADER	CLEAR, DOUBLE GLAZED, TOUGHENED	W	SLID NG		3.8	0.65
D03	FSS2158x3138		2,158	3,138	6.77	ALUMINIUM	N/A	SNAP HEADER	CLEAR, DOUBLE GLAZED, TOUGHENED	E	STACKER		3.8	0.65
D04	SSF2127	FAMILY / LIV NG	2,100	2,688	5.64	ALUMINIUM	N/A	SNAP HEADER	CLEAR, DOUBLE GLAZED, TOUGHENED	S	STACKER		3.8	0.65
D05	FS2116	D NING	2,158	1,570	3.39	ALUMINIUM	N/A	SNAP HEADER	CLEAR, DOUBLE GLAZED, TOUGHENED	E	SLID NG		3.8	0.65

20.97 m²

INTERIOR DOOR SCHEDULE

QTY	CODE	TYPE	HEIGHT	WIDTH	GLAZING	ADDITIONAL INFORMATION
1	1285 SS	SQUARE SET OPENING	2,155	1,285	N/A	
1	2 x 520	SW NG NG	2,040	1,040	N/A	
1	2 x 620	SW NG NG	2,040	1,240	N/A	
3	2 x 620 SMARTROBE	SMARTROBE SLID NG	2,040	1,260	N/A	
1	2 x 720 CSD	CAVITY SLID NG	2,040	1,440	N/A	
1	720	SW NG NG	2,040	720	N/A	LIFT-OFF H NGES
1	720	SW NG NG	2,040	720	N/A	
8	820	SW NG NG	2,040	820	N/A	
1	820	SW NG NG	2,040	820	N/A	LIFT-OFF H NGES
1	820 SS	SQUARE SET OPENING	2,040	820	N/A	
1	900 SS	SQUARE SET OPENING	2,155	900	N/A	

PICTURE / TV RECESS & SQUARE SET WINDOW SCHEDULE

QTY	TYPE	HEIGHT	WIDTH	AREA (m²)
1	TV RECESS	1,355	1.50	2.03

NOTE:
Windows supplied MUST HAVE Uw better and or equal to stated figures and SHGC within +/- 5% of stated figures. Restricted windows to have their openability restricted as per N.C.C 3.9.2.5.

REFER TO SHEET 1 (COVER SHEET) FOR ALL BUILDING INFORMATION REGARDING:
- SUSTAINABILITY REQUIREMENTS
- SITE CLASSIFICATION
- GENERAL BUILDING INFORMATION

THIS PLAN ACCEPTED BY:

PLEASE NOTE: NO VARIATIONS WILL BE ACCEPTED ON THIS PLAN AFTER SIGNING

SIGNATURE:

DATE:

BAL-12.5 BUSHFIRE REQUIREMENTS

SEE SHEET 1 (COVER SHEET) FOR DETAILS

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		COUNCIL:	GLAMORGAN SPRING BAY

HOUSE DESIGN:	HAVANA (MODIFIED)	HOUSE CODE:	H-WATHAV10SA
FACADE DESIGN:	CLASSIC	FACADE CODE:	F-WATHAV10CLASA
SHEET TITLE:	WINDOW & DOOR SCHEDULES	SCALES:	
		SHEET No.:	10 / 26

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NATURAL LIGHT AND VENTILATION

ROOM	AREA	WINDOW ID	LIGHT REQUIRED	LIGHT ACHIEVED	VENTILATION REQ'D	VENTILATION ACH'D
OPEN KITCHEN DINING/ FAMILY/ LIVING	45.20 m²	W12, W13, W14, D04, D05	4.52 m²	12.12 m²	2.26 m²	7.00 m²
CHILDREN'S ACT	15.10 m²	D03	1.51 m²	6.77 m²	0.76 m²	4.21 m²
HOME THEATRE	14.80 m²	W04	1.48 m²	1.81 m²	0.74 m²	1.08 m²
MASTER SUITE	18.20 m²	W01, W02, W03	1.82 m²	3.57 m²	0.91 m²	2.82 m²
BED 2	12.00 m²	W05, W06	1.20 m²	1.28 m²	0.60 m²	1.62 m²
BED 3	10.20 m²	W09, W10	1.02 m²	1.28 m²	0.51 m²	1.62 m²
BED 4	10.20 m²	W11	1.02 m²	1.87 m²	0.51 m²	1.06 m²

PART 3.8.4 LIGHT: Minimum 10% of the floor area of a habitable room required (natural light)

PART 3.8.5 VENTILATION: Minimum 5% of the floor area of a habitable room required. (An exhaust fan may be used for sanitary compartment, laundry or bathroom provided contaminated air discharges directly to the outside of the building by way of ducts).

Lighting

Class 1 buildings

Main Menu

Help

Calculator

Building name/description

712321 Castle

Classification

Class 1

Number of rows preferred in table below

10

(as currently displayed)

ID	Description	Type of space	Floor area of the space	Design Lamp or Illumination Power Load	Location	Adjustment Factor			SATISFIES PART 3.12.5.5		
						Adjustment	Dimming % Area	Dimming % of Full Power	Design Lumen Depreciation Factor	Lamp or Illumination Power Density	System Share of % of Aggregate Allowance Used
1	Open Family/ Living/ Dining/ Kitchen	Living room	45.2 m²	72 W	Class 1 building				5.0 W/m²	1.6 W/m²	3% of 60%
2	Children's act	Living room	15.1 m²	30 W	Class 1 building				5.0 W/m²	2.0 W/m²	4% of 60%
3	Home theatre	Living room	14.8 m²	30 W	Class 1 building				5.0 W/m²	2.0 W/m²	4% of 60%
4	Master suite	Bedroom	18.2 m²	30 W	Class 1 building				5.0 W/m²	1.6 W/m²	3% of 60%
5	Bed 2	Bedroom	12.0 m²	30 W	Class 1 building				5.0 W/m²	2.5 W/m²	5% of 60%
6	Bed 3	Bedroom	10.2 m²	30 W	Class 1 building				5.0 W/m²	3.0 W/m²	6% of 60%
7	Bed 4	Bedroom	10.2 m²	30 W	Class 1 building				5.0 W/m²	3.0 W/m²	6% of 60%
8	Bath	Bathroom	6.3 m²	70 W	Class 1 building				5.0 W/m²	11.1 W/m²	24% of 60%
9	Ens	Bathroom	5.5 m²	70 W	Class 1 building				5.0 W/m²	12.7 W/m²	27% of 60%
10	Ldry	Laundry	4.3 m²	30 W	Class 1 building				5.0 W/m²	7.0 W/m²	15% of 60%

141.7 m²

422 W

Class 1 building

5.0 W/m²

3.0 W/m²

if inputs are valid

IMPORTANT NOTICE AND DISCLAIMER IN RESPECT OF THIS LIGHTING CALCULATOR

By accessing or using this calculator you agree to the following. While care has been taken in the preparation of this calculator it may not be complete or up-to-date. You can ensure that you are using a complete and up-to-date version by checking the Australian Building Codes Board website (www.abcb.gov.au). The Australian Building Codes Board the Commonwealth of Australia and States and Territories of Australia do not accept any liability including liability for negligence for any loss (howsoever caused) damage injury expense or cost incurred by any person as a result of accessing using or relying upon this publication to the maximum extent permitted by law. No representation or warranty is made or given as to the currency accuracy reliability merchantability fitness for any purpose or completeness of this publication or any information which may appear on any linked websites or in other linked information sources and all such representations and warranties are excluded to the extent permitted by law. This calculator is not legal or professional advice. Persons rely upon this calculator entirely at their own risk and must take responsibility for assessing the relevance and accuracy of the information in relation to their particular circumstances.

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DRAWING	DRAWN
2 CT2 PLAN	DDI 2019.01.07
3 PRELIM PLANS - INITIAL ISSUE	RMF 2020.04.24
4 BA PLANS - INITIAL SET	BGU 2020.06.12
5 BA PLAN SET - REFER COVER FOR CHANGES	CPO 2020.06.26
6 BA PLAN - RFI & VARIATION AMENDMENT	BGU 2020.07.22

CLIENT:	MR. ALLAN & MRS. TRACEY CASTLE	LOT No.:	40
ADDRESS:	20 HOLKHAM COURT,	CT No.:	
SUBURB:	ORFORD	POSTCODE:	7190
		COUNCIL:	GLAMORGAN SPRING BAY

HOUSE DESIGN:	HAVANA (MODIFIED)
FACADE DESIGN:	CLASSIC
SHEET TITLE:	CALCULATIONS AND SCHEDULES

HOUSE CODE:	H-WATHAV10SA
FACADE CODE:	F-WATHAV10CLASA
SCALES:	
SHEET No.:	11 / 26

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INSULATION SCHEDULE

AREA	
ROOF	FOIL-FACED BLANKET
CEILING	R4.1 BULK INSULATION (OR EQUIVALENT) EXCLUDING GARAGE
WALLS (EXT)	BRICK VENEER R2.0 BATTS +1 LAYER SISALATION. SISALATION ONLY TO GARAGE WALL WRAP TO ENTIRE HOUSE
FLOORS	R0.22 BIAX POD (215MM)
WALLS (INTERNAL)	R2.0 BULK INSULATION (OR EQUIVALENT) TO INTERNAL WALLS ADJACENT TO GARAGE
CLEARANCE IS REQUIRED FOR UNCOMPRESSED INSTALLATION OF BULK INSULATION & TUBES SHOULD BE SIZED ACCORDINGLY 210mm FOR R4.1 BULK INSULATION 210mm FOR R5.0 BULK INSULATION 260mm FOR R6.0 BULK INSULATION THESE DIMENSIONS ARE NOMINAL AND MAY VARY DEPENDING ON THE TYPE OF INSULATION TO BE INSTALLED	

Manufacturer - Clark Windows			
Window Type	Glazing	U-Value	SHGC
Awning	Single	6.5	0.67
	Double	4.1	0.57
Fixed	Single	5.9	0.75
	Double	3.2	0.67
Sliding	Single	6.4	0.76
	Double	4.2	0.59
Fixed Pane	Single	5.9	0.75
	Double	3.2	0.67
Fixed Glass Panel Hinged Door	Single	6.0	0.62
	Double	4.3	0.55
Sliding Door	Single	6.1	0.74
	Double	3.8	0.65
135 deg. Awning Bay Window	Single	6.5	0.67
	Double	4.1	0.57
135 deg. Sliding Bay Window	Single	6.5	0.76
	Double	4.2	0.59
90 deg. Awning Bay Window	Single	6.5	0.67
	Double	4.1	0.57
90 deg. Sliding Bay Window	Single	6.5	0.76
	Double	4.2	0.59
Bifold Doors	Single	6.1	0.61
	Double	4.4	0.53

NOTE:
Windows supplied MUST HAVE Uw better and or equal to stated figures and SHGC within +/- 5% of stated figures. Restricted windows to have their openability restricted as per N.C.C 3.9.2.5.



	DRAWING		DRAWN
2	CT2 PLAN	DDI	2019.01.07
3	PRELIM PLANS - INITIAL ISSUE	RMF	2020.04.24
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6	BA PLAN - RFI & VARIATION AMENDMENT	BGU	2020.07.22

CLIENT: MR. ALLAN & MRS. TRACEY CASTLE		LOT No.: 40
ADDRESS: 20 HOLKHAM COURT,		CT No.:
SUBURB: ORFORD	POSTCODE: 7190	COUNCIL: GLAMORGAN SPRING BAY

HOUSE DESIGN:	HAVANA (MODIFIED)
FAÇADE DESIGN:	CLASSIC
SHEET TITLE:	WINDOW FLASHING DETAILS (BRICKWORK)

HOUSE CODE: H-WATHAV10SA	
FACADE CODE: F-WATHAV10CLASA	
SCALES:	SHEET No.: 12 / 26

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A circular cross-section diagram of a window frame assembly. The diagram is divided into an 'INSIDE' section (top) and an 'OUTSIDE' section (bottom). The 'INSIDE' section shows a plasterboard wall lining, a 90mm timber external wall framing, and a 110mm timber reveal as per Bradnams. A 20mm packing is shown as required. The 'OUTSIDE' section shows a brickwork as selected, a sill, and a fine bead of sealant. A selected aluminium window frame is shown with a screw fix reveal by carpenter at 600mm centres. The diagram includes various dimensions: 18, 20, 110, 90, 40, 110, and 240. The overall height of the window frame is 240mm.

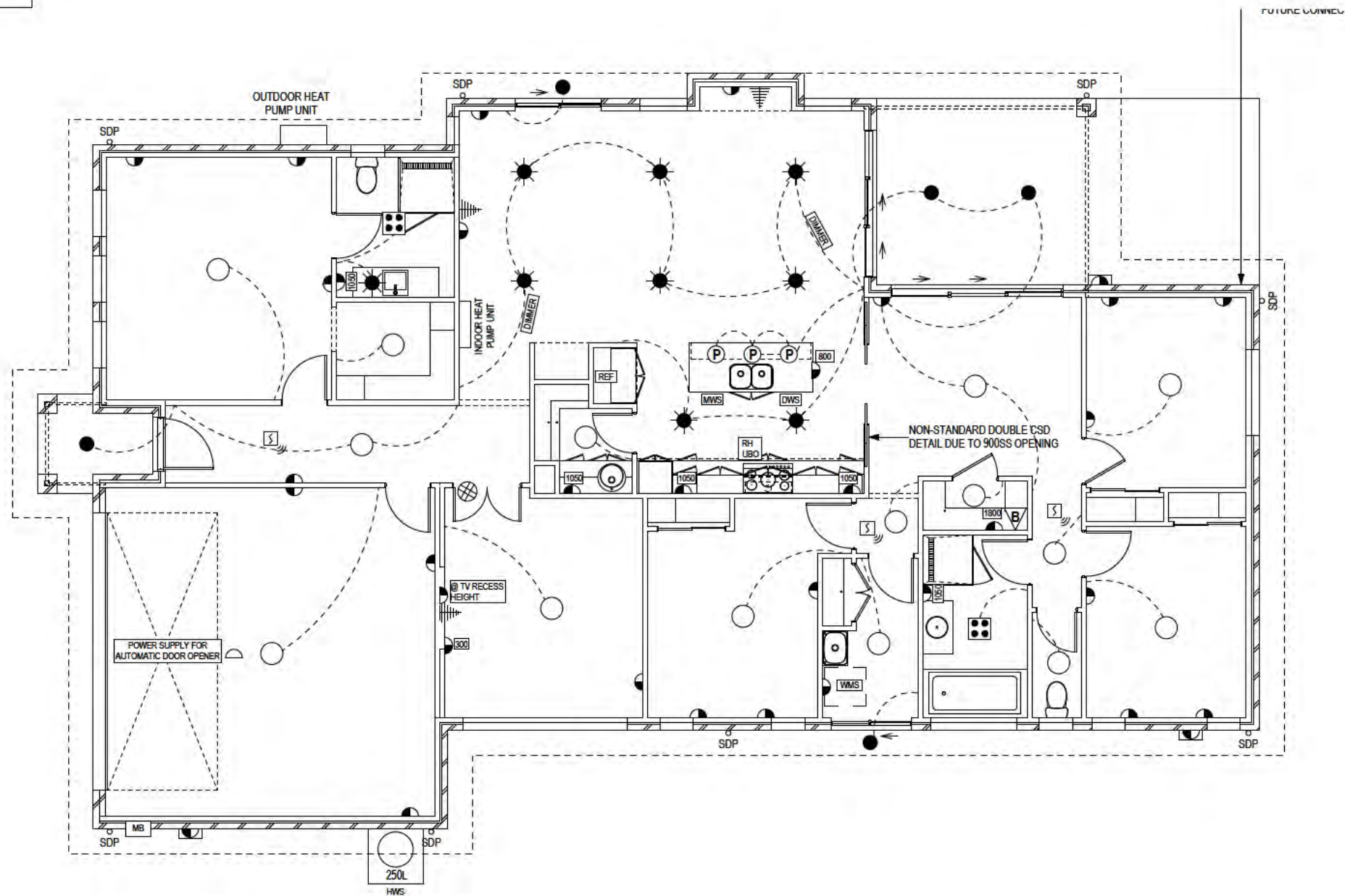
Labels and dimensions include:

- 20mm PACKING AS REQUIRED
- ARCHITRAVE
- INSIDE
- PLASTERBOARD WALL LINING
- 110mm TIMBER REVEAL AS PER BRADNAMS
- SCREW FIX REVEAL BY CARPENTER AT 600mm CENTRES
- SELECTED ALUMINIUM WINDOW FRAME
- FINE BEAD OF SEALANT
- SILL
- BRICKWORK AS SELECTED
- OUTSIDE
- 90mm TIMBER EXTERNAL WALL FRAMING
- Dimensions: 18, 20, 110, 90, 40, 110, 240

TYPICAL JAMB DETAIL

DATE: _____

ALL EXHAUSTS (RANGEHOOD, BATHROOM, TASTICS, OR SIMILAR MECHANICAL VENTILATION) TO BE VENTILATED TO OUTSIDE AIR VIA THE EAVES IN ACCORDANCE WITH NCC VOL 2, PART 3.8.7.3.



ELECTRICAL LEGEND

- DOWNLIGHT (UNVENTED) (9W)
- LED DOWNLIGHT (9W)
- STANDARD CEILING LIGHT (30W)
- WALL LIGHT (30W)
- F FLOODLIGHT
- S SENSOR
- FS FLOOD LIGHT WITH SENSOR
- P LAB 1 MODERN PENDANT 170mm BEAKER SHAPED CLEAR GLASS (010189)
- FLUORESCENT LIGHT POINT (36W)
- 2 x FLUORESCENT LIGHT POINT (72W)
- 2 x SLIM FLUORESCENT LIGHT POINT (28W)
- SINGLE POWERPOINT
- DOUBLE POWERPOINT
- WATERPROOF SINGLE POWERPOINT
- WATERPROOF DOUBLE POWERPOINT
- FAN/HEAT/LIGHT (70W)
- MECHANICAL VENTILATION SWITCHED TO LIGHT
- TV POINT
- B NATIONAL BROADBAND NETWORK
- P PAY TV POINT
- PHONE POINT
- S SMOKE ALARM (INTERCONNECTED WHERE MORE THAN 1)
- CEILING FAN
- 6 CAT 5 OR 6 DATA SOCKET
- PRE-WIRE ONLY

ALL GPOs 300mm OFF FFL UNLESS OTHERWISE NOTED

PROVIDE SINGLE GPOs FOR MW,DW,REF.
INSTALL ISOLATION SWITCH WITHIN 2m OF COOKTOP

For Roofs With >22 Degree Roof Pitch.

Ceiling Area	209.65
Ventilation Surface Area Required (Total - 1/300th of Ceiling Area)	0.70
Ventilation Surface Area Required (Ridge Ventilation - 30% of Total)	0.20965
Ventilation Surface Area Required (Eave Ventilation - 70% of Total)	0.4891833333
Ventilation Area per Whirlybird	0.07
Ventilation Area per Vented Eave Sheets (2.4m sheet)	0.022
Ventilation Area per Eave Vents (min. 400 x 200mm)	0.08
Required Whirlybirds	3
Required Soffit Ventilation (Eave Vents) NB: to be evenly spaced around soffit	7

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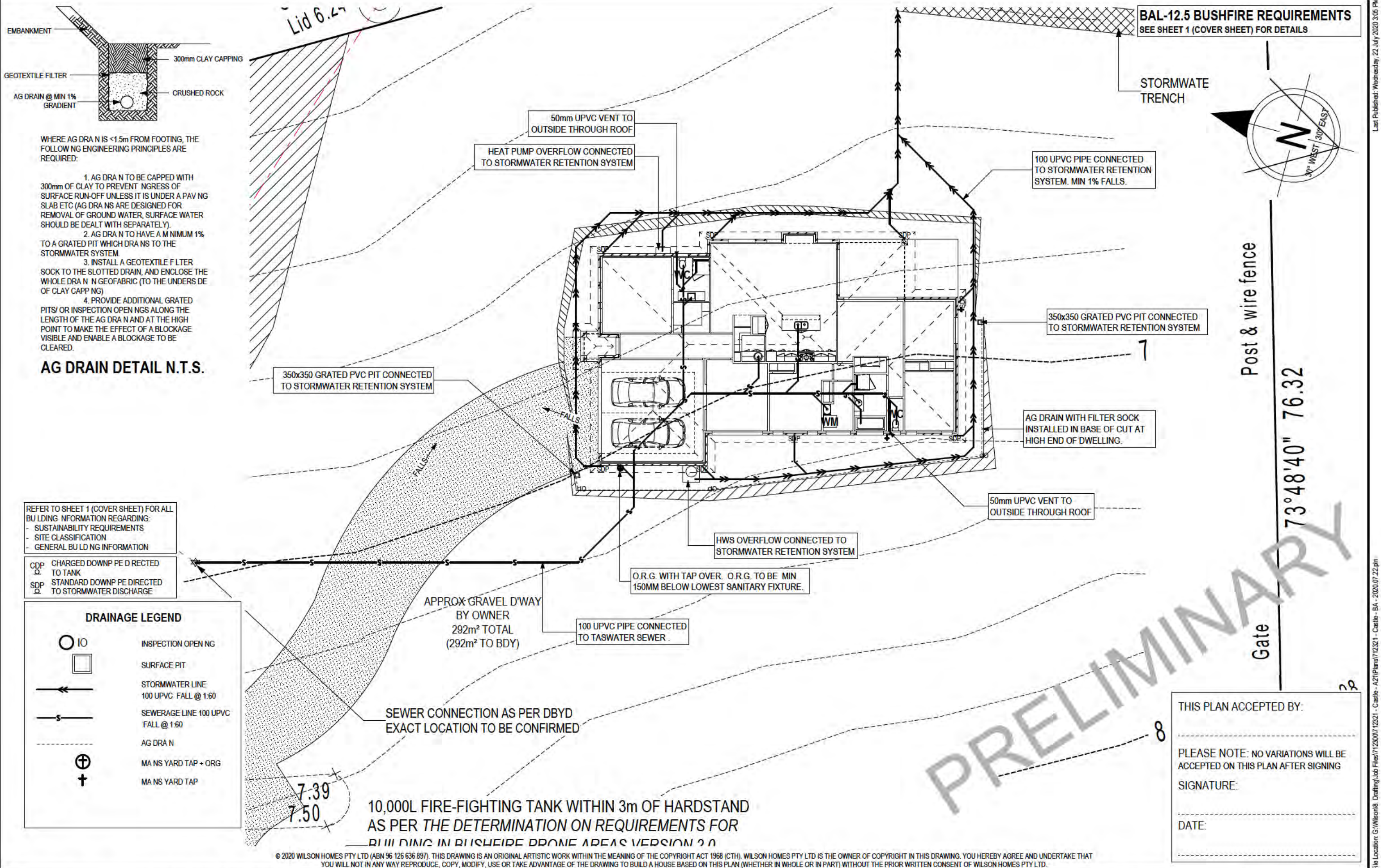
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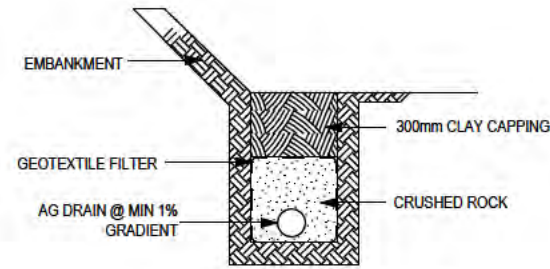
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ADDRESS:	20 HOLKHAM COURT,	CT No.:	
SUBURB:	ORFORD	POSTCODE:	7190
COUNCIL:	GLAMORGAN SPRING BAY		

HOUSE DESIGN:	HAVANA (MODIFIED)
FACADE DESIGN:	CLASSIC
SHEET TITLE:	ELECTRICAL PLAN

HOUSE CODE:	H-WATHAV10SA
FACADE CODE:	F-WATHAV10CLASA
SCALES:	
SHEET No.:	13 / 26

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STORMWATER SYSTEM:
ABSORPTION TRENCH
1 x 17m x 1.5m x 0.6m

MIN 4m FORM FOUNDATIONS
MIN 1.5m FROM BOUNDARIES
MIN 2m FROM TASWATER INFRASTRUCTURE

REFER TO GES REPORT

WHERE AG DRAIN IS <1.5m FROM FOOTING, THE FOLLOWING ENGINEERING PRINCIPLES ARE REQUIRED:

1. AG DRAIN TO BE CAPPED WITH 300mm OF CLAY TO PREVENT INGRESS OF SURFACE RUN-OFF UNLESS IT IS UNDER A PAVING SLAB ETC (AG DRAINS ARE DESIGNED FOR REMOVAL OF GROUND WATER, SURFACE WATER SHOULD BE DEALT WITH SEPARATELY).
2. AG DRAIN TO HAVE A MINIMUM 1% TO A GRATED PIT WHICH DRAINS TO THE STORMWATER SYSTEM.
3. INSTALL A GEOTEXTILE FILTER SOCK TO THE SLOTTED DRAIN, AND ENCLOSE THE WHOLE DRAIN IN GEOFABRIC (TO THE UNDERSIDE OF CLAY CAPPING)
4. PROVIDE ADDITIONAL GRATED PITS/ OR INSPECTION OPENINGS ALONG THE LENGTH OF THE AG DRAIN AND AT THE HIGH POINT TO MAKE THE EFFECT OF A BLOCKAGE VISIBLE AND ENABLE A BLOCKAGE TO BE CLEARED.

AG DRAIN DETAIL N.T.S.

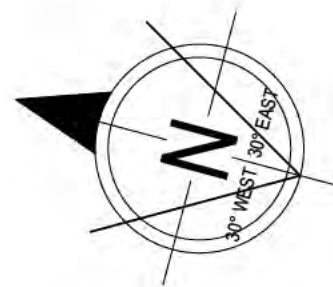
REFER TO SHEET 1 (COVER SHEET) FOR ALL BUILDING INFORMATION REGARDING:

- SUSTAINABILITY REQUIREMENTS
- SITE CLASSIFICATION
- GENERAL BUILDING INFORMATION

CDP CHARGED DOWNPIPE DIRECTED TO TANK
SDP STANDARD DOWNPIPE DIRECTED TO STORMWATER DISCHARGE

DRAINAGE LEGEND

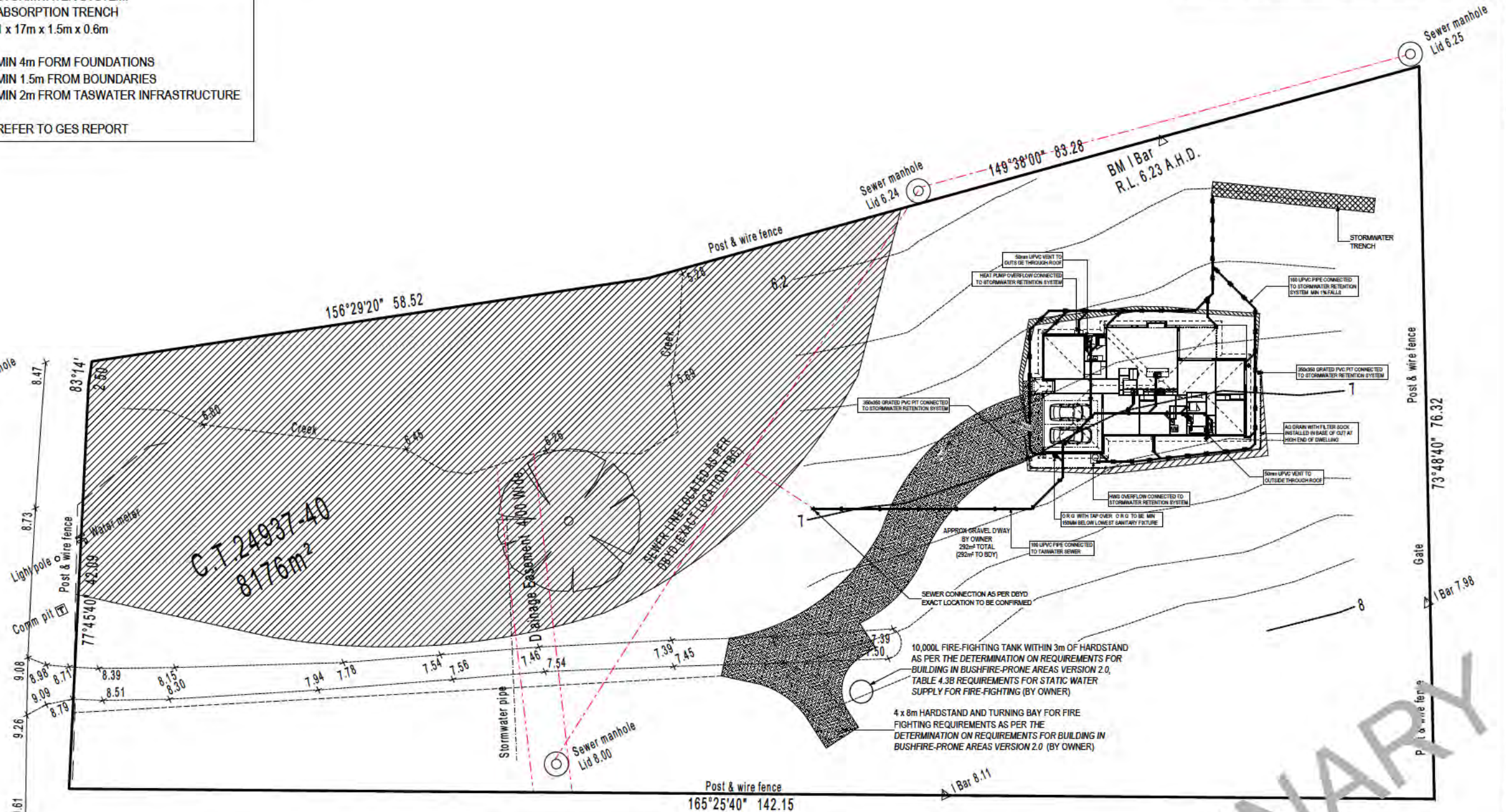
- IO INSPECTION OPENING
- SURFACE PIT
- STORMWATER LINE 100 UPVC FALL @ 1:60
- SEWERAGE LINE 100 UPVC FALL @ 1:60
- AG DRAIN
- ⊕ MAINS YARD TAP + ORG
- ⊕ MAINS YARD TAP



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Note:-

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SIGNATURE:

DATE:

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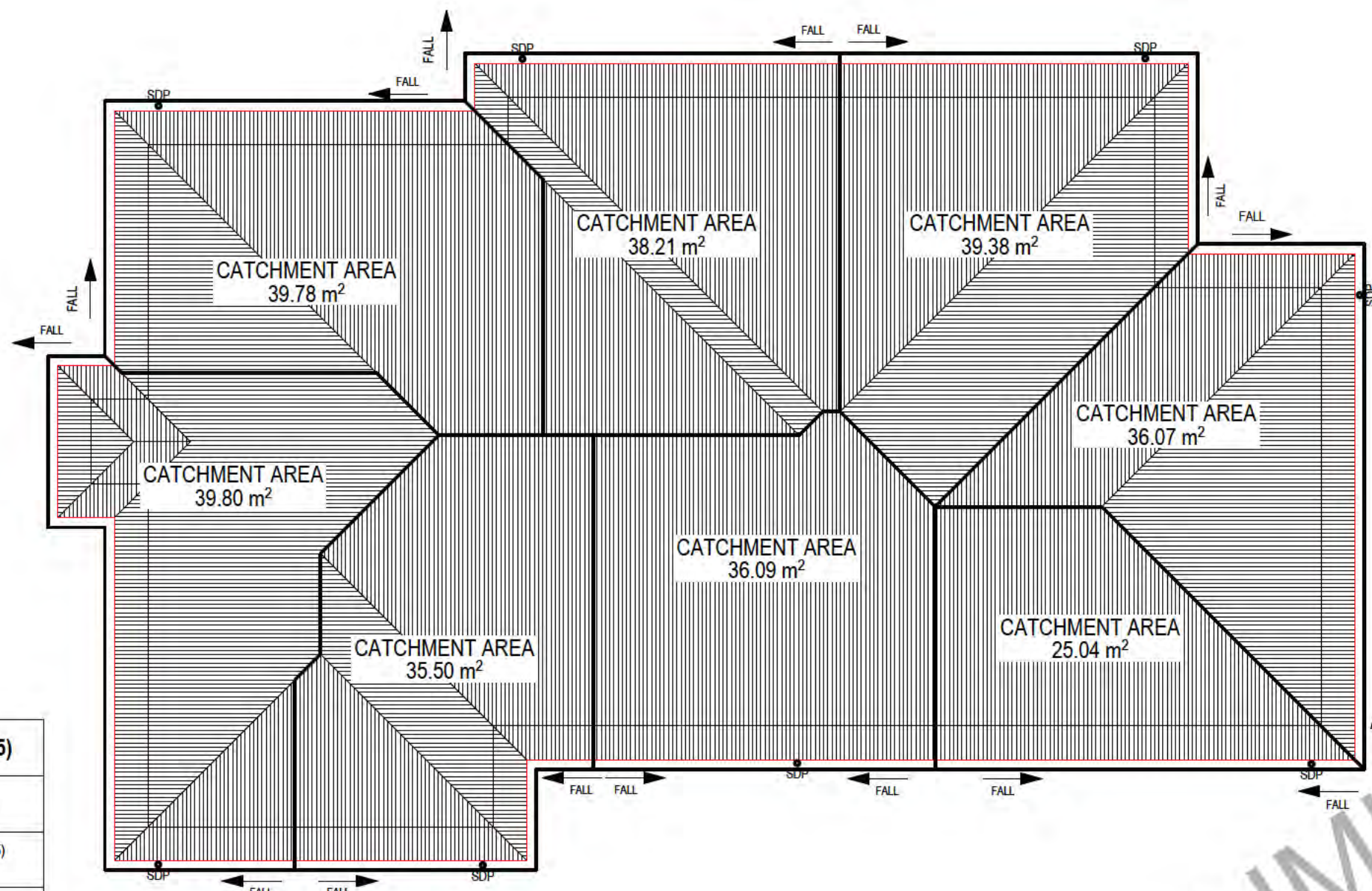
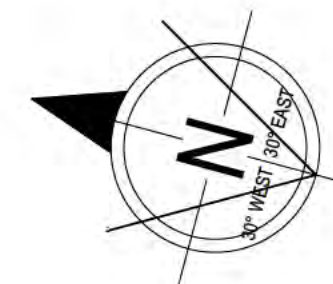
DRAWING	DRAWN
2 CT2 PLAN	DDI 2019.01.07
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CLIENT:	MR. ALLAN & MRS. TRACEY CASTLE	LOT No.:	40
ADDRESS:	20 HOLKHAM COURT,	CT No.:	
SUBURB:	ORFORD	POSTCODE:	7190
COUNCIL:	GLAMORGAN SPRING BAY		

HOUSE DESIGN:	HAVANA (MODIFIED)
FACADE DESIGN:	CLASSIC
SHEET TITLE:	DRAINAGE PLAN - 1:500

HOUSE CODE:	H-WATHAV10SA
FACADE CODE:	F-WATHAV10CLASA
SCALES:	1:500
SHEET No.:	15 / 26

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WHERE DOWNPIPES ARE FURTHER THAN 1.2m AWAY FROM VALLEY REFER TO N.C.C 3.5.2.5(b)

POSITION AND QUALITY OF DOWNPIPES ARE NOT TO BE ALTERED WITHOUT CONSULTATION WITH DESIGNER.

AREA'S SHOWN ARE SURFACE AREAS CATCHMENT AREAS, NOT PLAN AREAS

Downpipe roof calculations (as per AS/NZA3500.3:2015)		
Ah	289.87	Area of roof (including 115mm Slotted Quad Gutter) (m ²)
Ac	350.73	Ah x Slope factor (Table 3.4.3.2 from AS/NZS 3500.3:2015) (1.21 for 23 pitch) (m ²)
Ae	6300	Cross sectional area of 57 x 115 Slotted Quad Gutter (mm ²)
DRI	99	Design Rainfall Intensity (determined from Figure E8 from AS/NZS 3500.3:2015)
Acdp	64	Catchment area per Downpipe (determined from Figure 3.5(A) from AS/NZS 3500.3:2015) (m ²)
Required Downpipes	5.48	Ac / Acdp
Downpipes Provided	8	

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DATE: _____

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CLIENT: MR. ALLAN & MRS. TRACEY CASTLE			LOT No.: 40
ADDRESS: 20 HOLKHAM COURT,			CT No.:
SUBURB: ORFORD	POSTCODE: 7190	COUNCIL: GLAMORGAN SPRING BAY	

HOUSE DESIGN: HAVANA (MODIFIED)	HOUSE CODE: H-WATHAV10SA
FACADE DESIGN: CLASSIC	FACADE CODE: F-WATHAV10CLASA
SHEET TITLE: ROOF DRAINAGE PLAN	SCALES: SHEET No.: 16 / 26

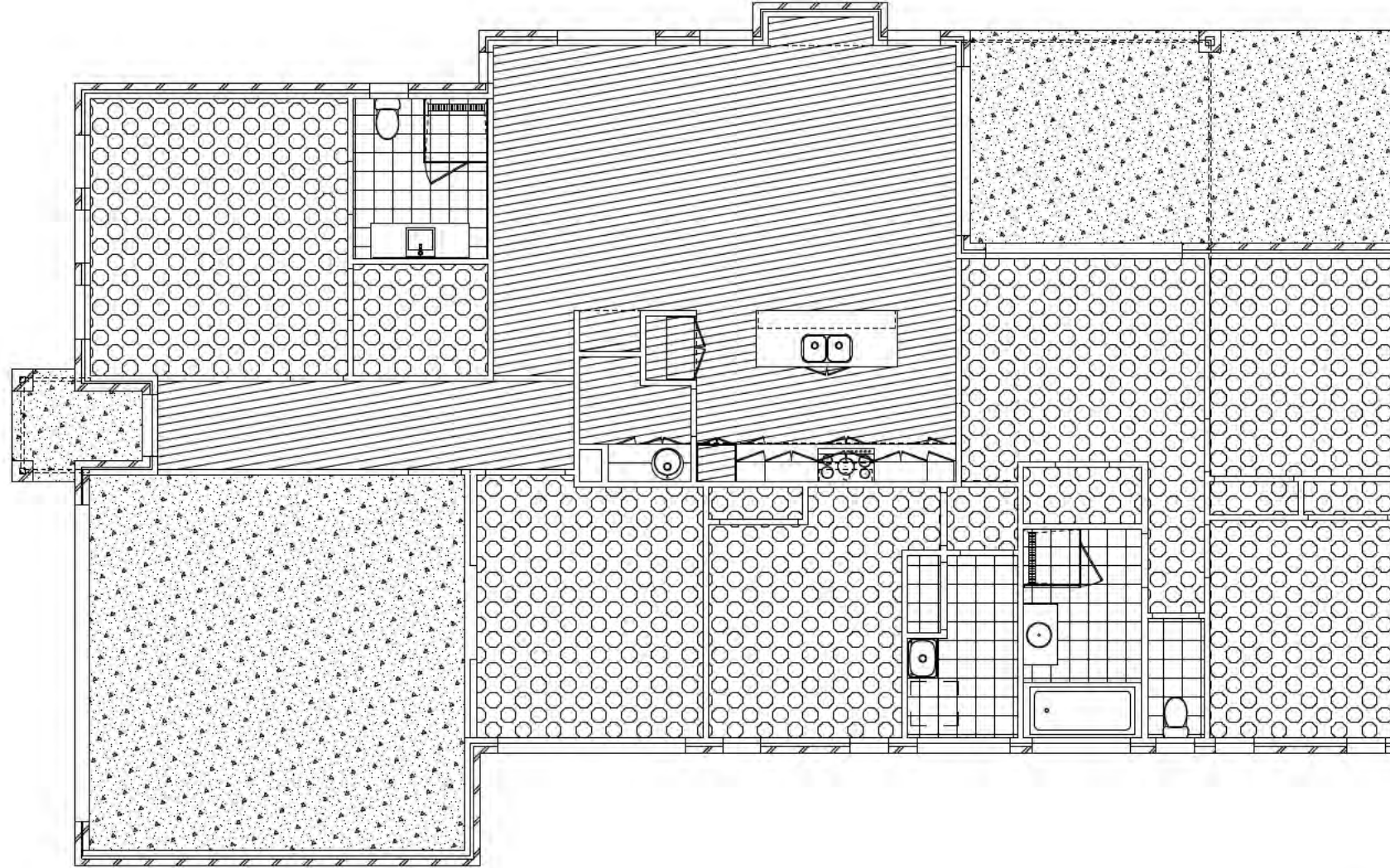
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REFER TO SHEET 1 (COVER SHEET) FOR ALL BUILDING INFORMATION REGARDING:
 - SUSTAINABILITY REQUIREMENTS
 - SITE CLASSIFICATION
 - GENERAL BUILDING INFORMATION

FLOOR TILES SHOWN ON PLAN DO NOT INDICATE THE SIZE OR JOINT LOCATIONS OF THE ACTUAL FLOOR TILES.
 TIMBER FLOORING SHOWN ON PLAN DOES NOT INDICATE THE BOARD SIZE OR DIRECTION OF THE ACTUAL FLOORING.

COVERINGS LEGEND

	NO COVERING
	COVER GRADE CONCRETE
	CARPET
	LAMINATE (CLIX)
	TILE (STANDARD WET AREAS)



BAL-12.5 BUSHFIRE REQUIREMENTS
 SEE SHEET 1 (COVER SHEET) FOR DETAILS

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PLEASE NOTE: NO VARIATIONS WILL BE
 ACCEPTED ON THIS PLAN AFTER SIGNING

SIGNATURE:

DATE:



DRAWING	DRAWN
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ADDRESS:	20 HOLKHAM COURT,	CT No.:	
SUBURB:	ORFORD	POSTCODE:	7190
		COUNCIL:	GLAMORGAN SPRING BAY

HOUSE DESIGN:	HAVANA (MODIFIED)
FACADE DESIGN:	CLASSIC
SHEET TITLE:	FLOOR COVERINGS

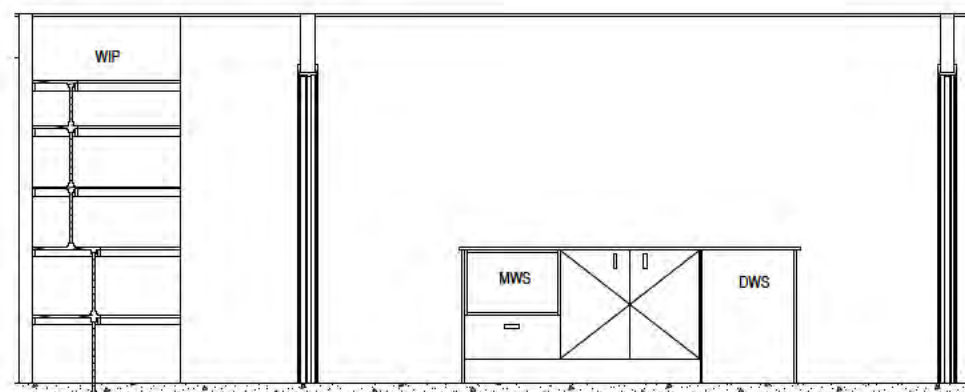
HOUSE CODE:	H-WATHAV10SA
FACADE CODE:	F-WATHAV10CLASA
SCALES:	1:100
SHEET No.:	17 / 26

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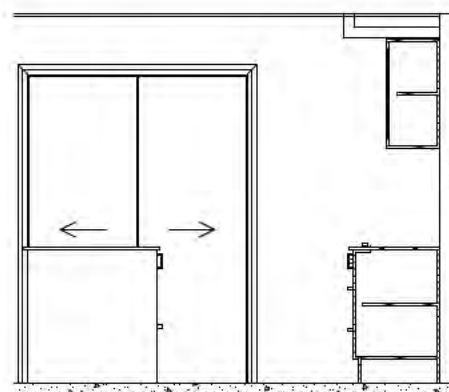
BAL-12.5 BUSHFIRE REQUIREMENTS
SEE SHEET 1 (COVER SHEET) FOR DETAILS

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- GENERAL BUILDING INFORMATION

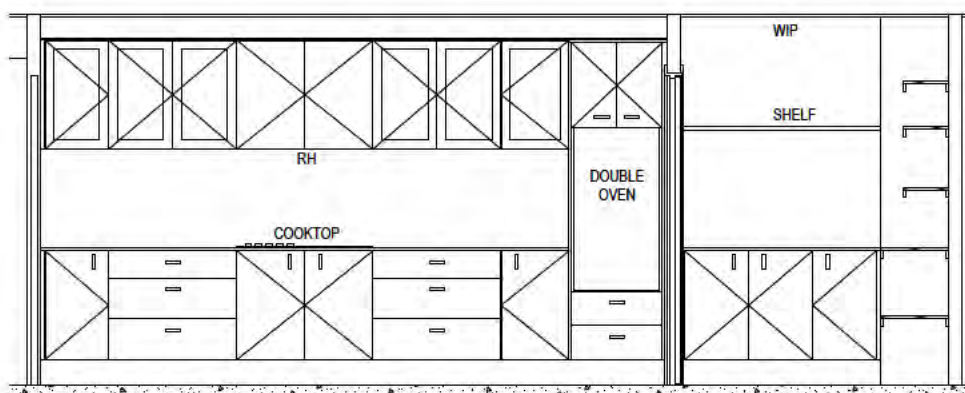
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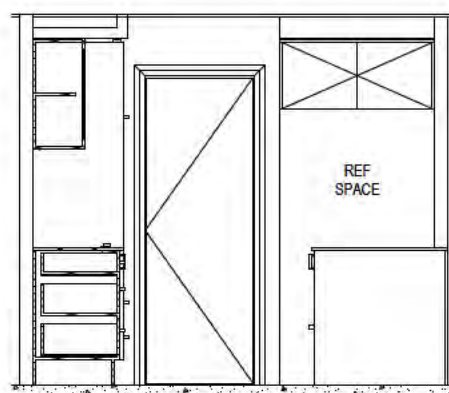
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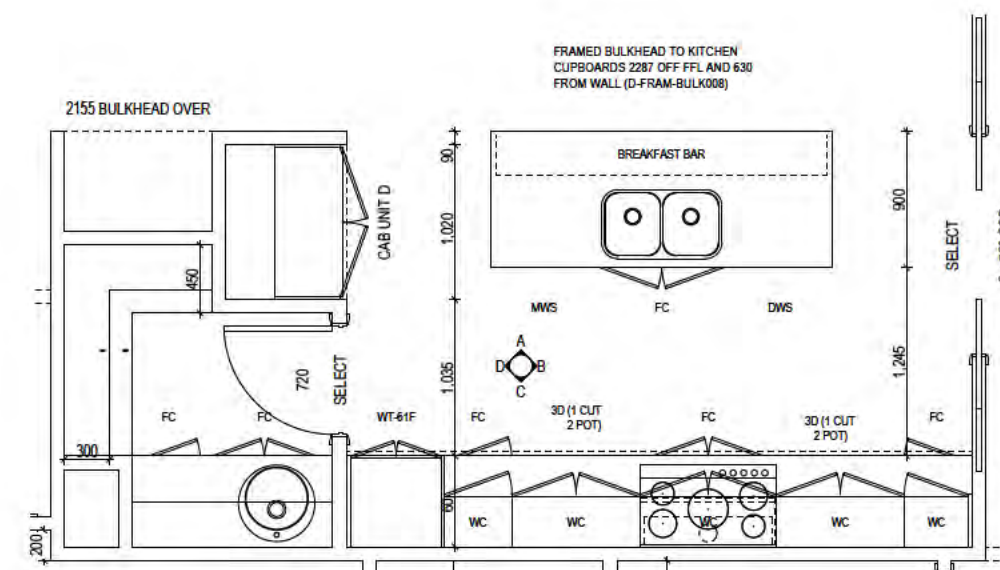
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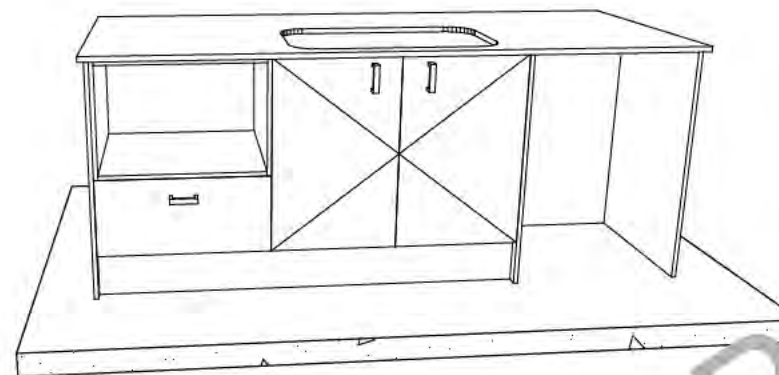
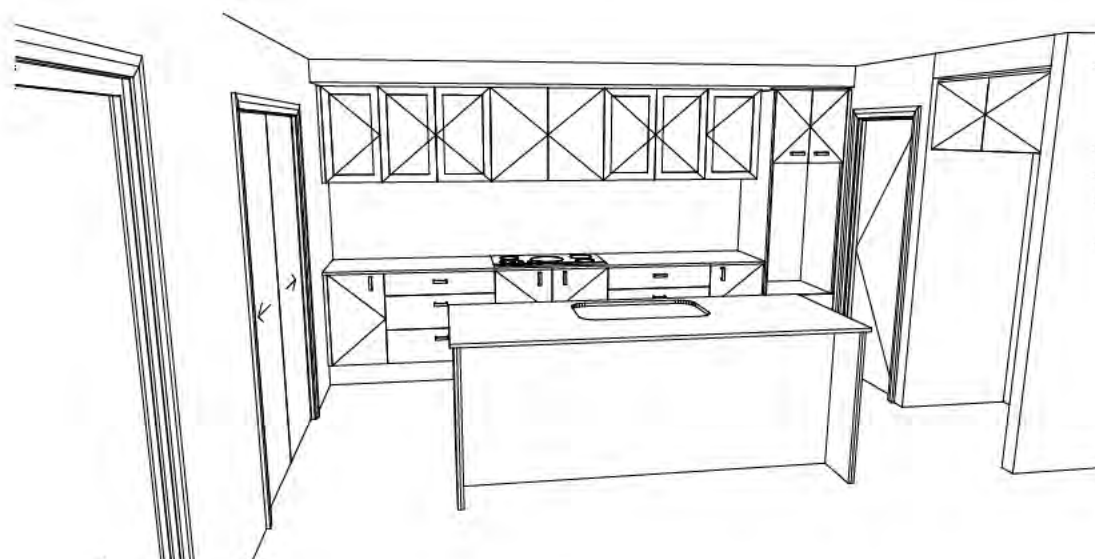
ELEVATION C
Scale: 1:50



ELEVATION D
Scale: 1:50



KITCHEN PLAN
Scale: 1:50



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DRAWING	DRAWN
2 CT2 PLAN	DDI 2019.01.07
3 PRELIM PLANS - INITIAL ISSUE	RMF 2020.04.24
4 BA PLANS - INITIAL SET	BGU 2020.06.12
5 BA PLAN SET - REFER COVER FOR CHANGES	CPO 2020.06.26
6 BA PLAN - RFI & VARIATION AMENDMENT	BGU 2020.07.22

CLIENT:	MR. ALLAN & MRS. TRACEY CASTLE	LOT No.:	40
ADDRESS:	20 HOLKHAM COURT,	CT No.:	
SUBURB:	ORFORD	POSTCODE:	7190
COUNCIL:	GLAMORGAN SPRING BAY		

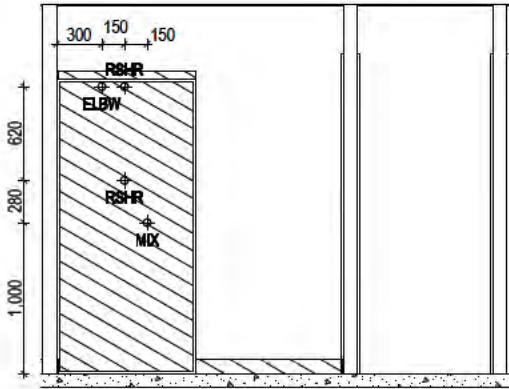
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FACADE DESIGN:	CLASSIC	FACADE CODE:	F-WATHAV10CLASA
SHEET TITLE:	KITCHEN DETAILS	SCALES:	1:50
		SHEET No.:	18 / 26

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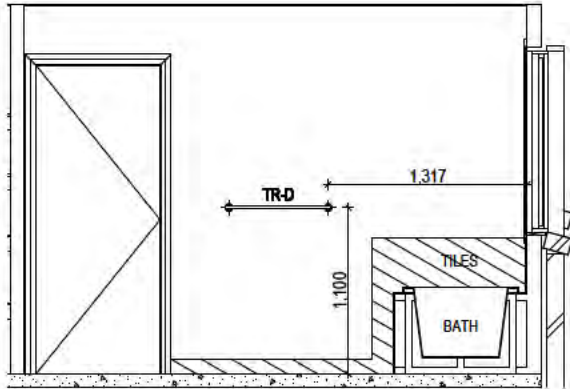
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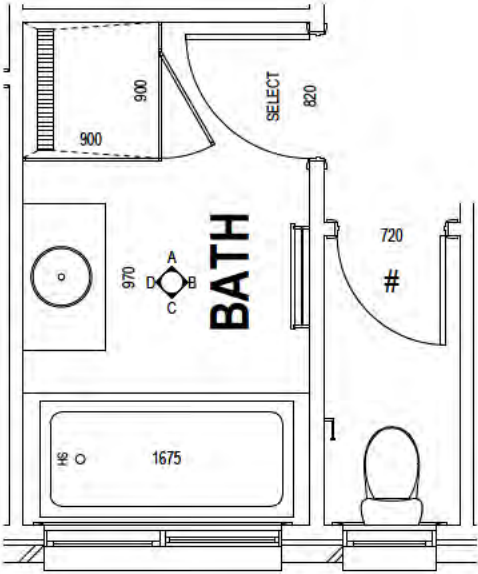
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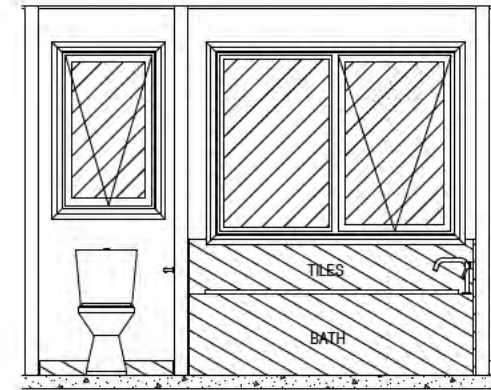
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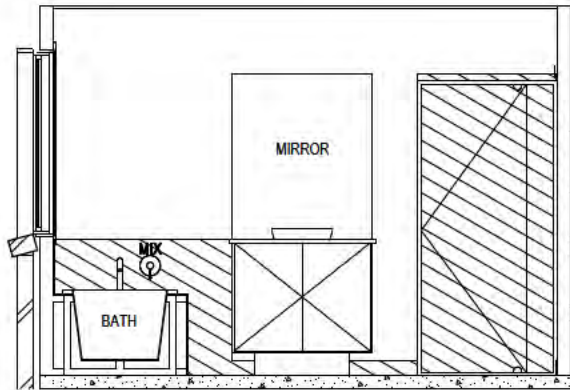
ELEVATION B
Scale: 1:50



BATHROOM PLAN
Scale: 1:50



ELEVATION C
Scale: 1:50



ELEVATION D
Scale: 1:50

LEGEND

- RSHR RAIL SHOWER
- ROSE SHOWER ROSE
- ELBW SHOWER ELBOW CONNECTION
- MIX MIXER TAP
- HT HOT TAP
- CT COLD TAP
- HS HOB SPOUT
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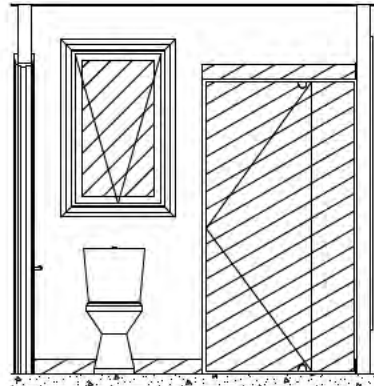
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		SHEET No.:	19 / 26

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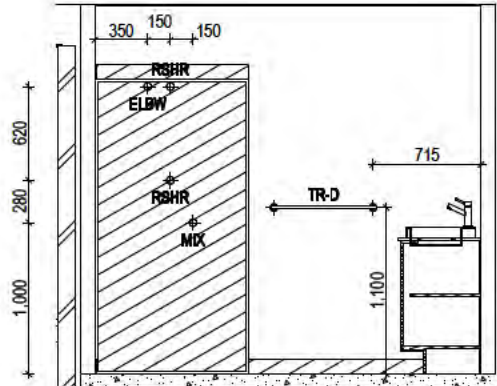
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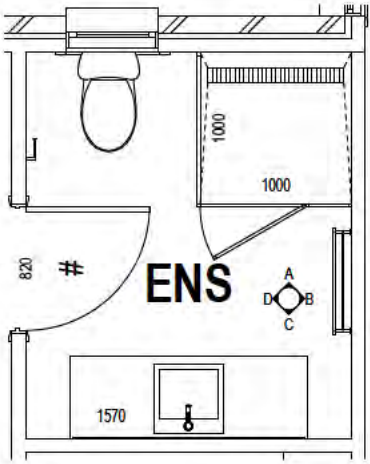
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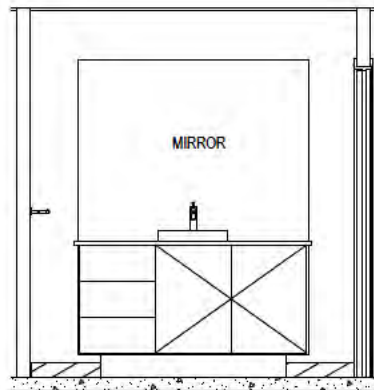
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Scale: 1:50



ELEVATION B
Scale: 1:50



ENSUITE PLAN
Scale: 1:50



ELEVATION C
Scale: 1:50



ELEVATION D
Scale: 1:50

LEGEND

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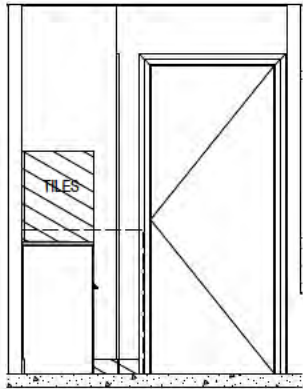
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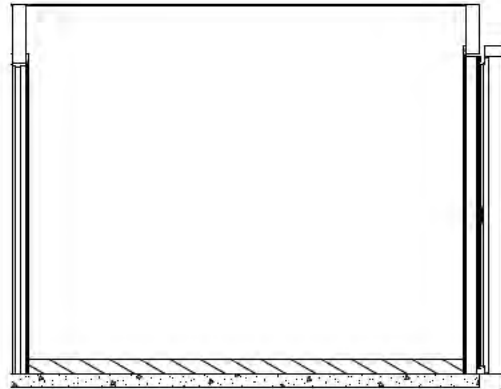
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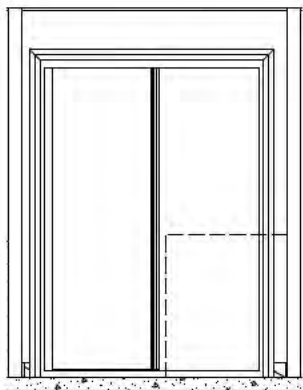
SH = SNAP HEADER SILL



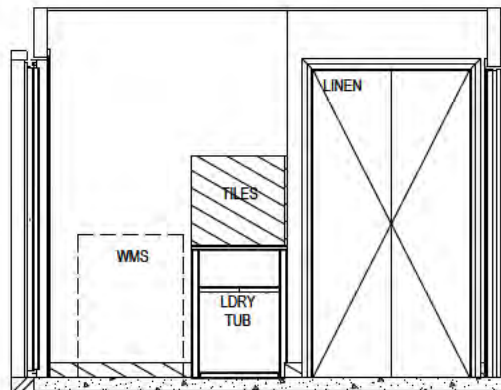
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Scale: 1:50



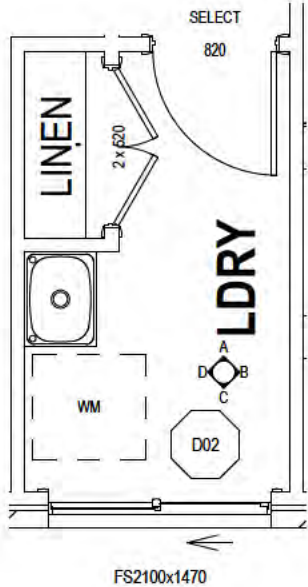
ELEVATION B
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ELEVATION C
Scale: 1:50



ELEVATION D
Scale: 1:50



LAUNDRY PLAN
Scale: 1:50

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GENERAL

- BUILDER TO VERIFY ALL DIMENSIONS AND LEVELS ON SITE PRIOR TO COMMENCEMENT OF WORK
- ALL WORK TO BE CARRIED OUT IN ACCORDANCE WITH THE NATIONAL CONSTRUCTION CODE (N.C.C.)
- INTERNAL DIMENSIONS ARE TO WALL FRAMING ONLY AND DO NOT INCLUDE WALL LININGS

SITE WORKS

- CUT AND FILL BATTERS ARE INDICATIVE ONLY. BATTER TO COMPLY WITH THE N.C.C. TABLE 3.1.1.1
- ALL CUTS AND FFL'S SHOWN (DA DRAWINGS) ARE SUBJECT TO ENGINEERING ADVICE ONCE A SATISFACTORY SOIL TEST HAS BEEN RECEIVED AND REVIEWED
- ALL EMBANKMENTS THAT ARE LEFT EXPOSED MUST BE STABILISED WITH VEGETATION OR SIMILAR TO PREVENT EROSION
- EMBANKMENTS CANNOT EXCEED 2.0m IN HEIGHT WITHOUT THE AID OF RETAINING WALLS OR OTHER APPROVED TYPES OF SOIL RETAINING METHODS
- ALL UNPROTECTED EMBANKMENTS MUST COMPLY WITH THE SLOPE RATIOS FOR SOIL TYPE IN TABLE 3.1.1.1 OF THE N.C.C.

SOIL TYPE / CLASSIFICATION	EMBANKMENT OF SLOPE	
	COMPACTED FILL	CUT
STABLE ROCK (A)	2 : 3	8 : 1
SAND (A)	1 : 2	1 : 2
SILT (P)	1 : 4	1 : 4
FIRM CLAY	1 : 2	1 : 1
SOFT CLAY	NOT SUITABLE	2 : 3
SOFT SOILS (P)	NOT SUITABLE	NOT SUITABLE

MASONRY

- ALL MASONRY TO BE CONSTRUCTED IN ACCORDANCE WITH AS3700
- EXTERNAL WALLS TO BE 110mm BRICKWORK UNLESS NOTED OTHERWISE
- MORTAR MIXED @ 1:1:6 CEMENT:LIME:SAND UNLESS STATED OTHERWISE BY ENGINEER
- DAMP-PROOF COURSE IN ALL PERIMETER WALLS CUT INTO EXTERNAL WALLS BELOW FLOOR LEVEL WITH WEEP HOLES @ 1200 CTRS IN ACCORDANCE WITH AS2904
- VERTICAL ARTICULATION JOINTS TO BE PROVIDED @ 6m MAX. CTRS FOR UNREINFORCED MASONARY WALLS EXCEPT WHERE BUILT ON CLASS A OR S SOIL AND SPACED AS PER AS3700 SECTION 12.6.4. WILSON HOMES REQUEST THAT @ 5M CTRS.
- WHERE NECESSARY, STEEL LINTELS ARE TO BE PROVIDED IN ACCORDANCE WITH AS4100 AND AS3700a

TIMBER FRAMING

- ALL WORK TO BE CARRIED OUT IN ACCORDANCE WITH THE CURRENT N.C.C.
- ALL TIMBER FRAMING TO BE CARRIED OUT IN ACCORDANCE WITH AS1684
- MGP10 PINE FRAMING OR F17 SOLID AND FINGER JOINED FRAMING TO ALL STRUCTURAL COMPONENTS. 90 x 35mm FRAMING TO INTERNAL AND EXTERNAL WALLS. TIMBER COMPOSITE ENGINEERED ROOF TRUSSES WITH HARDWOOD AND MGP COMPONENTS
- GALVANISED WALL TIES TO MASONRY @ 450 CTRS HORIZONTALLY AND 800 CTRS VERTICALLY, WITH SPACING REDUCED BY 50% AROUND OPENINGS

BRACING / LINTELS

- WALL BRACING AS PER AS1684-2 2010 AND AS1170 WIND LOADS
- WALL BRACING AS SHOWN ON PLAN IS A MINIMUM ONLY. BUILDER TO PROVIDE ADDITIONAL BRACING TO SUIT THE CONSTRUCTION OF WALL FRAMES IN ACCORDANCE WITH GOOD BUILDING PRACTICE.
- PLYWOOD BRACING IN ACCORDANCE WITH AS1684 TABLE 8.18 (H) METHOD B. 900 WIDE SHEET PLY BRACING PANELS (6mm THICK F11 OR 4mm THICK F14) TO BE FIXED TO STUD FRAME WITH 2.8mm DIA x 30mm LONG MIN. FLAT HEAD NAILS.
- 65 x 19mm HW DIAGONAL TIMBER BRACING CHECKED INTO STUDS AND FIXED IN ACCORDANCE WITH AS1684

TIMBER LINTELS FOR SINGLE (OR UPPER STORY) TO BE F17 HARDWOOD AS FOLLOWS:

0 - 1500	120 x 35
1500 - 2400	140 x 35
2400 - 2700	190 x 35

TIEDOWN AND FIXING CONNECTIONS TO COMPLY WITH AS1684

STEEL LINTELS FOR SINGLE (OR UPPER STOREY) TO BE AS FOLLOWS:

0 - 2700	90 x 90 x 6 EA
2700 - 3200	100 x 100 x 8 EA
3200 - 4000	150 x 90 x 8 EA

***LINTELS REQUIRE 150mm BEARING EITHER SIDE OF OPENING**

ALL LINTEL SIZES SHOWN ARE SUBJECT TO ENGINEERS DETAILS

CONCRETE

- CONCRETE FOOTING AND SLABS TO BE IN ACCORDANCE WITH AS2870
- CONCRETE TO BE MANUFACTURED TO COMPLY WITH AS3600 AND:
 - HAVE A STRENGTH @ 28 DAYS OF NOT LESS THAN 25MpA (N25 GRADE)
 - HAVE A 20mm NOMINAL AGGREGATE SIZE
 - HAVE A NOMINAL 80mm SLUMP
- CONCRETE SLAB TO BE LAID OVER 0.2mm POLYTHENE MEMBRANE, 50mm WELL BEDDED SAND AND MINIMUM COMPACTED FCR (20mm)
- SLAB THICKNESS AND REINFORCEMENT TO BE AS PER ENGINEERS DESIGN

WINDOWS

- WINDOWS TO BE ALUMINIUM FRAMED SLIDING UNLESS NOTED OTHERWISE
- ALL WINDOWS TO BE FABRICATED AND INSTALLED IN ACCORDANCE WITH AS1288 AND AS2047 TO SPECIFIC WIND SPEED AS PER ENGINEERS REPORT
- ALL OPENING WINDOWS TO COMPLY WITH N.C.C. 3.6 REQUIREMENTS
- AS PER N.C.C. 3.9.2.5 ALL BEDROOM WINDOWS WHERE THE LOWEST OPENABLE PORTION OF THE WINDOW IS WITHIN 1.7m OF FFL AND THE FFL IS 2m OR MORE ABOVE NGL, REQUIRE A PERMANANTLY FIXED DEVICE RESTRICTING ANY OPENINGS OF THE WINDOW OR SCREEN SO THAT A 125mm SPHERE CANNOT PASS THROUGH; AND RESISTING OUTWARDS HORIZONTAL ACTION OF 250N AGAINST THE WINDOW. WHERE THE DEVICE OR SCREEN CAN BE REMOVED, UNLOCKED OR OVER-RIDDEN, THE DEVICE OR SCREEN MUST HAVE A CHILD RESISTANT RELEASE MECHANISM INSTALLED AND BARRIER BELOW THE WINDOW THAT IS 865mm HIGH ABOVE FFL AND RESTRICTS ANY OPENING WITHIN THE BARRIER SO THAT A 125mm SPHERE CANNOT PASS THROUGH, AND HAS NO HORIZONTAL OR NEAR HORIZONTAL ELEMENTS BETWEEN 150mm AND 760mm FROM FFL.
- GLAZING INSTALLED IN AREAS WITH HIGH POTENTIAL FOR HUMAN IMPACT TO COMPLY WITH N.C.C. PART 3.6.4

DRAINAGE / WATER

- DRAINAGE TO BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH AS3500 AND LOCAL AUTHORITY
- STORMWATER PIPES TO BE UPVC CLASS HD
- SEWER PIPES TO BE UPVC CLASS SH
- PROVIDE Ø20mm K2 POLYETHYLENE WATER RETICULATION
- TYPE B STOP VALVE TO BE LOCATED ADJACENT TO ENTRY
- BACKFILL ALL TRENCHES BENEATH VEHICLE PAVEMENT AND SLABS ON GRADE TO FULL DEPTH WITH 20 FCR
- PROVIDE OVERFLOW RELIEF GULLY WITH TAP OVER. INVERT LEVEL TO BE 150 MIN. BELOW LOWEST SANITARY DRAINAGE POINT.
- CUT AND BATTER ARE INDICATIVE. BATTER TO COMPLY WITH CURRENT N.C.C. TABLE 3.1.1.1
- AG DRAIN REQUIRED AROUND PERIMETER OF DWELLING FOR ALL CLASS M, H, E SITES. LOCATE AG DRAIN NOT CLOSER THAN 1.5m FROM FOOTINGS IN ACCORDANCE WITH AS2870 SECTION 5.6
- PROVIDE SURFACE DRAINAGE IN ACCORDANCE WITH AS2870 SECTION 5.6.3
- PROVIDE FLEXIBLE JOINTS IN ALL DRAINAGE EMERGING FROM UNDERNEATH OR ATTACHED TO BUILDING IN ACCORDANCE WITH AS2870 SECTION 5.6.4 FOR ALL CLASS H AND E SITES. REFER TO GEOTECH FOR FURTHER INFORMATION
- DOWNPIPES AND GUTTERS DESIGNED IN ACCORDANCE WITH AS/NZS 3500.3

STAIRCASES / BALUSTRADES / HANDRAILS

- | | |
|--------------|-------------------------|
| STAIR TREADS | 240mm MIN. - 355mm MAX. |
| STAIR RISERS | 115mm MIN. - 190mm MAX. |
- HANDRAIL REQUIRED WHERE CHANGE OF LEVEL BETWEEN FLOOR / LANDINGS > 1m AS PER CURRENT N.C.C. 3.9.2.4
 - NO GAPS IN STAIRCASES OR BALUSTRADE TO BE GREATER THAN 125mm
 - BALUSTRADE REQUIRED WHERE LEVEL OF LANDING OR DECK IS GREATER THAN 1000mm ABOVE ADJACENT GROUND LEVEL
 - BALUSTRADE TO BE MINIMUM 1000mm ABOVE FFL (INCLUDING ANY FLOOR COVERINGS)
 - DOORS OPENING OUTWARDS EXTERNALLY MUST OPEN TO A LANDING (MIN. 750mm WIDE) WHERE THE DIFFERENCE IN LEVELS IS GREATER THAN 570mm
 - NON-SLIP TREADS TO ALL TREADS AND TO COMPLY WITH N.C.C. 3.9.1.4
 - WHERE LANDINGS ARE NOT NOMINATED TO EXTERNAL DOORS, OPERATING DOOR LEAFS ARE TO BE SCREWED FIXED SHUT, OR PROVIDED WITH A FORMED FCR LANDING NOMINALLY 180mm BELOW FLOOR LEVEL.

ROOFING

- ROOF TO BE COLORBOND 'CUSTOM ORB' METALDECK UNLESS NOTED OTHERWISE. PROVIDED AND INSTALLED IN ACCORDANCE WITH AS1562.1 (IF TILED REFER TO AS2050)
- PREFABRICATED ROOF TRUSSES TO BE SUPPLIED AND INSTALLED TO MANUFACTURERS SPECIFICATIONS. TRUSS MANUFACTURER TO CONFIRM LINTEL SIZES.
- EXHAUST FAN TO COMPLY WITH CURRENT N.C.C. PART 3.8.5.2 SECTION C
- EXHAUST FANS TO BE SEALED AND DUCTED TO OUTSIDE OF DWELLING IN ACCORDANCE WITH NCC VOL 2, PART 3.8.7.3 AND 3.8.7.4
- IF VENTING OCCURS DIRECTLY THROUGH WALLS/ROOF ADJACENT TO FAN, THEN UNIT REQUIRES SELF CLOSING BAFFLES TO BE CLASSIFIED AS A SEALED UNIT
- ELECTRICIAN IS TO ENSURE THAT ALL GPO'S IN WET AREAS MEET ALL STANDARD AND CODE REQUIREMENTS - ALL GPO'S TO BE 300mm FROM FFL UNLESS NOTED OTHERWISE

WET AREAS

- WALLS TO WET AREAS TO BE FINISHED WITH WET AREA PLASTERBOARD
- COMPLIANCE WITH N.C.C. TABLE 3.8.1.1 AND AS3740
- ALL UNENCLOSED SHOWERS ABOVE BATHS TO HAVE MINIMUM 900mm SHOWER SCREEN OR FLOORWASTE WITHIN 1500mm OF SHOWER CONNECTION AS PER AS3740

CONDENSATION

- WHERE RAKED CEILINGS EXIST, IT IS HIGHLY RECCOMENDED THAT SUITABLE SPACING BETWEEN SARKING AND BULK INSULATION EXISTS. (NO CONTACT BETWEEN PRODUCTS). THE BUILDER IS TO ENSURE ADEQUATE SIZED TIMBER IS USED TO ENSURE THIS SEPARATION IS PROVIDED.
- IN STANDARD ROOF SPACES, IT IS HIGHLY RECOMMENDED TO PROVIDE SEPARATION BETWEEN SARKING AND CEILING INSULATION AROUND THE BUILDING PERIMETER, TO ENSURE AIRFLOW FROM EAVE VENTS IS MAINTAINED
- IT IS HIGHLY RECOMMENDED THAT ALL LIGHTWEIGHT CLADDING IS BATTENED OUT FROM STUDS (METAL / FC SHEET / TIMBER)

WOOD HEATERS

- ALL WOOD HEATERS ARE TO COMPLY WITH MANUFACTURERS SPECIFICATION AND N.C.C. PART 3.7.3

FIRE SAFETY

- SMOKE ALARMS TO BE MAINS POWERED AND INSTALLED AS PER AS3786. LOCATIONS AS PER N.C.C. 3.7.2.
- SMOKE ALARMS TO BE INTERCONNECTED WHERE THERE IS MORE THAN ONE ALARM
- INSTALLATION OF WOOD HEATERS TO COMPLY WITH AS2918. PROVIDE LOCAL AUTHORITIES WITH INSULATION AND COMPLIANCE CERTIFICATES

THIS DWELLING IS BEING CONSTRUCTED IN A BAL 12.5 AREA
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	DRAWING	DRAWN
2	CT2 PLAN	DDI 2019.01.07
3	PRELIM PLANS - INITIAL ISSUE	RMF 2020.04.24
4	BA PLANS - INITIAL SET	BGU 2020.06.12
5	BA PLAN SET - REFER COVER FOR CHANGES	CPO 2020.06.26
6	BA PLAN - RFI & VARIATION AMENDMENT	BGU 2020.07.22

CLIENT: MR. ALLAN & MRS. TRACEY CASTLE			LOT No.: 40
ADDRESS: 20 HOLKHAM COURT,			CT No.:
SUBURB: ORFORD	POSTCODE: 7190	COUNCIL: GLAMORGAN SPRING BAY	

HOUSE DESIGN: HAVANA (MODIFIED)		HOUSE CODE: H-WATHAV10SA	
FACADE DESIGN: CLASSIC		FACADE CODE: F-WATHAV10CLASA	
SHEET TITLE: GENERAL NOTES		SCALES:	SHEET No.: 22 / 26

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712321

WET AREA NOTES

VESSELS OR AREA WHERE THE FIXTURE IS INSTALLED	FLOORS AND HORIZONTAL SURFACES	WALLS	WALL JUNCTIONS AND JOINTS	PENETRATIONS
ENCLOSED SHOWER WITH HOB	WATERPROOF ENT RE ENCLOSED SHOWER AREA NCLUDING HOB.	WATERPROOF TO NOT LESS THAN 150mm ABOVE THE SHOWER FLOOR SUBSTRATE OR NOT LESS THAN 25mm ABOVE THE MAXIMUM RETAINED WATER LEVEL WHICH EVER IS THE GREATER WITH THE REMA NDER BEING WATER RESISTANT TO A HEIGHT OF NOT LESS THAN 1800mm ABOVE THE FINISHED FLOOR LEVEL.	WATERPROOF NTERNAL AND EXTERNAL CORNERS AND HORIZONTAL JOINTS WITHIN A HEIGHT OF 1800mm ABOVE THE FLOOR LEVEL WITH NOT LESS THAN 40mm W DTH EITHER S DE OF THE JUNCTION.	WATERPROOF ALL PENETRATIONS.
ENCLOSED SHOWER WITHOUT HOB	WATERPROOF ENT RE ENCLOSED SHOWER AREA, INCLUDING WATERSTOP.	WATERPROOF TO NOT LESS THAN 150mm ABOVE THE SHOWER FLOOR SUBSTRATE WITH THE REMA NDER BE NG WATER RESISTANT TO A HEIGHT OF NOT LESS THAN 1800mm ABOVE THE FINISHED FLOOR LEVEL.	WATERPROOF NTERNAL AND EXTERNAL CORNERS AND HORIZONTAL JOINTS WITHIN A HEIGHT OF 1800mm ABOVE THE FLOOR LEVEL WITH NOT LESS THAN 40mm W DTH EITHER S DE OF THE JUNCTION.	WATERPROOF ALL PENETRATIONS.
ENCLOSED SHOWER WITH STEPDOWN	WATERPROOF ENT RE ENCLOSED SHOWER AREA NCLUDING THE STEPDOWN.	WATERPROOF TO NOT LESS THAN 150mm ABOVE THE SHOWER FLOOR SUBSTRATE OR NOT LESS THAN 25mm ABOVE THE MAXIMUM RETAINED WATER LEVEL. WHICHEVER IS THE GREATER WITH THE REMA NDER BE NG WATER RESISTANT TO A HEIGHT OF NOT LESS THAN 1800mm ABOVE THE FINISHED FLOOR LEVEL.	WATERPROOF NTERNAL AND EXTERNAL CORNERS AND HORIZONTAL JOINTS WITHIN A HEIGHT OF 1800mm ABOVE THE FLOOR LEVEL WITH NOT LESS THAN 40mm W DTH EITHER S DE OF THE JUNCTION.	WATERPROOF ALL PENETRATIONS.
ENCLOSED SHOWER WITH PRE-FORMED SHOWER BASE	N/A	WATER RESISTANT TO A HEIGHT OF NOT LESS THAN 1800mm ABOVE F NISHED FLOOR LEVEL.	WATERPROOF NTERNAL AND EXTERNAL CORNERS AND HORIZONTAL JOINTS WITHIN A HEIGHT OF 1800mm ABOVE THE FLOOR LEVEL WITH NOT LESS THAN 40mm W DTH EITHER S DE OF THE JUNCTION.	WATERPROOF ALL PENETRATIONS.
UNENCLOSED SHOWERS	WATERPROOF ENT RE UNCLOSED SHOWER AREA.	WATERPROOF TO NOT LESS THAN 150mm ABOVE THE SHOWER FLOOR SUBSTRATE OR NOT LESS THAN 25mm ABOVE THE MAXIMUM RETAINED WATER LEVEL WHICH EVER IS THE GREATER WITH THE REMA NDER BEING WATER RESISTANT TO A HEIGHT OF NOT LESS THAN 1800mm ABOVE THE FINISHED FLOOR LEVEL.	WATERPROOF NTERNAL AND EXTERNAL CORNERS AND HORIZONTAL JOINTS WITHIN A HEIGHT OF 1800mm ABOVE THE FLOOR LEVEL WITH NOT LESS THAN 40mm W DTH EITHER S DE OF THE JUNCTION.	WATERPROOF ALL PENETRATIONS.
AREAS OUTSIDE THE SHOWER AREA FOR CONCRETE AND COMPRESSED FIBRE CEMENT SHEET FLOORING	WATER RESISTANT TO ENTIRE FLOOR.	N/A	WATERPROOF ALL WALL/FLOOR JUNCTIONS. WHERE A FLASH NG IS USED THE HORIZONTAL LEG MUST BE NOT LESS THAN 40mm.	N/A
AREAS OUTSIDE THE SHOWER AREA FOR TIMBER FLOORS INCLUDING PARTICLEBOARD, PLYWOOD AND OTHER TIMBER BASED FLOORING MATERIALS	WATERPROOF ENT RE FLOOR.	N/A	WATERPROOF ALL WALL/FLOOR JUNCTIONS. WHERE A FLASH NG IS USED THE HORIZONTAL LEG MUST BE NOT LESS THAN 40mm.	N/A
AREAS ADJACENT TO BATHS AND SPAS FOR CONCRETE AND COMPRESSED FIBRE CEMENT SHEET FLOORING.	WATER RESISTANT TO ENTIRE FLOOR.	WATER RESISTANT TO A HEIGHT OF NOT LESS THAN 150mm ABOVE THE VESSEL AND EXPOSED SURFACES BELOW THE VESSEL LIP TO FLOOR LEVEL.	WATERPROOF EDGES OF THE VESSEL AND JUNCTION OF BATH ENCLOSURE WITH FLOOR. WHERE THE LIP OF THE BATH IS SUPPORTED BY A HORIZONTAL SURFACE, THIS MUST BE WATERPROOF FOR SHOWERS OVER BATH AND WATER RESISTANT FOR ALL OTHER CASES.	WATERPROOF ALL TAP AND SPOUT PENETRATIONS WHERE THEY OCCUR N A HORIZONTAL SURFACE.
AREAS ADJACENT TO BATHS AND SPAS (SEE NOTE 1) FOR TIMBER FLOORS INCLUDING PARTICLEBOARD, PLYWOOD AND OTHER TIMBER BASED FLOORING MATERIALS.	WATERPROOF ENT RE FLOOR.	WATER RESISTANT TO A HEIGHT OF NOT LESS THAN 150mm ABOVE THE VESSEL AND EXPOSED SURFACES BELOW THE VESSEL LIP TO FLOOR LEVEL.	WATERPROOF EDGES OF THE VESSEL AND JUNCTION OF BATH ENCLOSURE WITH FLOOR. WHERE THE LIP OF THE BATH IS SUPPORTED BY A HORIZONTAL SURFACE, THIS MUST BE WATERPROOF FOR SHOWERS OVER BATH AND WATER RESISTANT FOR ALL OTHER CASES.	WATERPROOF ALL TAP AND SPOUT PENETRATIONS WHERE THEY OCCUR N A HORIZONTAL SURFACE.
INSERTED BATHS	N/A FOR FLOOR UNDER BATH. WATERPROOF ENT RE SHELF AREA, INCORPORATING WATERSTOP UNDER THE BATH LIP AND PROJECT NOT LESS THAN 5mm ABOVE THE T LE SURFACE.	N/A FOR WALL UNDER BATH. WATERPROOF TO NOT LESS THAN 150mm ABOVE THE L P OF THE BATH.	N/A FOR WALL UNDER BATH.	WATERPROOF ALL TAP AND SPOUT PENETRATIONS WHERE THEY OCCUR N A HORIZONTAL SURFACE.
WALLS ADJOINING OTHER VESSELS (EG. SINKS, LAUNDRY TUBS AND BASINS)	N/A	WATER RESISTANT TO A HEIGHT OF NOT LESS THAN 150mm ABOVE THE VESSEL IF THE VESSEL IS WITH N 75mm OF THE WALL.	WHERE THE VESSEL IS FIXED TO A WALL, WATERPROOF EDGES FOR EXTENT OF VESSEL.	WATERPROOF ALL TAP AND SPOUT PENETRATIONS WHERE THEY OCCUR N A HORIZONTAL SURFACE.
LAUNDRIES AND WCS	WATER RESISTANT TO ENTIRE FLOOR.	WATERPROOF ALL WALL/FLOOR JUNCTIONS TO NOT LESS THAN 25mm ABOVE THE F NISHED FLOOR LEVEL, SEALED TO FLOOR.	WATERPROOF ALL WALL/FLOOR JUNCTIONS. WHERE A FLASH NG IS USED THE HORIZONTAL LEG MUST BE NOT LESS THAN 40mm.	N/A

THE ABOVE INFORMATION IS FOR GENERAL GU DANCE AND IS INDICATIVE ONLY. WATERPROOF NG INSTALLERS TO COMPLY WITH ALL CURRENT CODES OF LEGISLATION WHICH TAKE PRECEDENCE OVER THIS SPEC FICATION.

WET AREA WAERPROOFING BY LICENSED AND ACCREDITED INSTALLER. CERT FICATION TO BE PROVIDED TO BUILD NG SURVEYOR. CONTRACTOR OR BUILDER TO DETERMINE THE APPROPRIATE WATERPROOF NG IN ACCORDANCE WITH AS3740 PART 3.8.1 AND TABLE 3.8.1.1 OF N.C.C AND TO NOTIFY THE BU Lding SURVEYOR FOR INSPECTION ARRANGEMENTS DURING INSTALLATION.

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ENERGY EFFICIENCY - GENERAL

STATED R VALUES ARE FOR ADDITIONAL NSULATION REQU RED AND ARE NOT RT VALUES (TOTAL SYSTEM VALUE)

NSULATION TO BE INSTALLED TO MANUFACTURERS SPECIFICATIONS AND ANY RELEVANT STANDARDS

BULK NSULATION IS NOT TO BE COMPRESSED AS THIS REDUCES THE EFFECTIVE R RAT NG

WAFFLE POD ALLOWANCES:

- R0.6 - 175mm DEEP
- R0.7 - 225mm DEEP
- R0.8 - 300mm DEEP
- R0.9 - 375mm DEEP

X-POD ALLOWANCE
- R0.22 - 215mm DEEP

N.C.C 3.12.0 (A)

PERFORMANCE REQU REMENT P2.6.1 FOR THE THERMAL PERFORMANCE OF THE BUILD NG IS SATISF ED BY COMPLYING WITH:

3.12.0.1 - FOR REDUCING THE HEATING AND COOLING LOADS

TO REDUCE HEATING AND COOL NG LOADS MUST ACH EVE AN ENERGY RAT NG USING HOUS NG ENERGY RAT NG SOFTWARE OF NOT LESS THAN 6 STARS.

3.12.1.1 - FOR BUILDING FABRIC THERMAL INSULATION

BU LDER TO ENSURE THAT ALL INSULATION COMPLIES WITH AS/NZS 4859.1 AND BE INSTALLED TO N.C.C 3.12.1.1.

3.12.1.2(e) - FOR COMPENSATING FOR A LOSS OF CEILING INSULATION

REFER TO ATTACHED THERMAL PERFORMANCE CERTIFICATE

- (i) IF ALLOWANCE HAS BEEN MADE FOR CE L NG PENERATIONS N NATHERS (F RST RATE 5) CERTIFICATION PROCESS THEN NO FURTHER ACTION REQUIRED.
- (ii) IF NO ALLOWANCE HAS BEEN MADE FOR CE LING PENETRATIONS N NATHERS (F RST RATE 5) CERTIFICATION PROCESS THEN CE LING PENETRATION AREA MUST BE CALCULATED AND THE NECESSARY ADJUSTMENT MADE TO THE SPECIFIED INSULATION AS PER TABLE 3.12.1.1B OF N.C.C.

3.12.1.5(c) AND 3.12.1.5(d) - FOR FLOOR EDGE INSULATION

FOR CONCRETE SLAB ON GROUND WITH IN SLAB HEATING OR COOLING.

3.12.3 - FOR BUILDING SEALING

3.12.3.1 - CH MNEYS AND FLUES

THE CH MNEY OR FLUE OF AN OPEN SOL D FUEL BURNING APPLIANCE MUST BE PROV DED WITH A DAMPER OR FLAP THAT CAN BE CLOSED TO SEAL THE CH MNEY OR FLUE.

3.12.3.2 - ROOF LIGHTS

- (a) A ROOF LIGHT MUST BE SEALED, OR CAPABLE OF BE NG SEALED WHEN SERV NG:
 - (i) A CONDITIONED SPACE; OR
 - (ii) A HABITABLE ROOM IN CL MATE ZONES 4, 5, 6, 7 OR 8
- (b) A ROOF LIGHT REQUIRED BY (a) TO BE SEALED, OR CAPABLE OF BE NG SEALED MUST BE CONSTRUCTED WITH:
 - (i) AN IMPERFORATE CE L NG DIFFUSER OR THE LIKE NSTALLED AT A CE LING OR NTERNAL LIN NG LEVEL; OR
 - (ii) A WATERPROOF SEAL; OR
 - (iii) A SHUTTER SYSTEM READILY OPERATED MANUALLY, MECHANICALLY OR ELECTRONICALLY BY THE OCCUPANT.

3.12.0.1 - EXTERNAL W NDOWS AND DOORS

- (a) A SEAL TO RESTRIC AIR INFILTRATION MUST BE FITTED TO EACH OF AN EXTERNAL DOOR, OPENABLE W NDOW AND OTHER SUCH OPENING:
 - (i) WHEN SERV NG A CONDITIONED SPACE; OR
 - (ii) N CLIMATE ZONES 4, 5, 6, 7 OR 8, WHEN SERVING A HABITABLE ROOM.
- (b) A W NDOW COMPLYING WITH THE MAXIMUM AIR INFILTRATION RATES SPECIFIED IN AS2047 NEED NOT COMPLY WITH (a).
- (c) A SEAL REQUIRED BY (a)
 - (i) FOR THE BOTTOM EDGE OF AN INTERNAL SWING DOOR, MUST BE A DRAFT PROTECTION DEVICE; AND
 - (ii) FOR THE OTHER EDGES OF AN EXTERNAL SW NG DOOR OR THE EDGES OF AN OPENABLE WINDOW OR OTHER SUCH OPENING, MAY BE A FOAM OR RUBBER COMPRESSIBLE STRIP, F BROUS SEAL OR THE L KE.

3.12.3.4 - EXHAUST FANS

AN EXHAUST FAN MUST BE FITTED WITH A SEALING DEVICE SUCH AS A SELF CLOSE DAMPER, FILTER OR THE LIKE WHEN SERV NG:

- (a) A CONDITIONED SPACE; OR
- (b) A HABITABLE ROOM N THE CLIMATE ZONES 4, 5, 6, 7 OR 8.

3.12.3.5 - CONSTRUCTION OF ROOF, WALLS AND FLOORS

- (a) ROOFS, EXTERNAL WALLS, EXTERNAL FLOORS AND AN OPENING SUCH AS A W NDOW FRAME, DOOR FRAME, ROOF LIGHT FRAME OR THE LIKE MUST BE CONSTRUCTED TO M NIMISE A R LEAKAGE IN ACCORDANCE WITH (b) WHEN FORMING PART OF THE EXTERNAL FABRIC OF:
 - (i) A CONDITIONED SPACE; OR
 - (ii) A HABITABLE ROOM IN CLIMATE ZONE 4, 5, 6, 7 OR 8.
- (b) CONSTRUCTION REQU RED BY (a) MUST BE:
 - (i) ENCLOSED BY AN INTERNAL L NING SYSTEM THAT ARE CLOSE FITT NG AT CEILING, WALL AND FLOOR JUNCTIONS; OR
 - (ii) SEALED BY CAULK NG, SKIRTING, ARCHITRAVES, CORNICES OR THE L KE.

3.12.3.6 - EVAPORATIVE COOLERS

AN EVAPORATIVE COOLER MUST BE FITTED WITH A SELF CLOS NG DAMPER OR THE LIKE WHEN SERV NG:

- (a) A HEATED SPACE; OR
- (b) A HABITABLE ROOM N CL MATE ZONES 4, 5, 6, 7 OR 8.

3.12.5.5 - ARTIFICIAL LIGHTING

- (a) LAMP POWER DENSITY OR ILLUM NATION POWER DENSITY OF AN ARTIFICIAL LIGHT, EXCLUD NG HEATING THAT EMITS LIGHT, MUST NOT EXCEED THE ALLOWANCE OF:
 - (i) 5W/m² N A CLASS 1 BUILDING
 - (ii) 4W/m² ON A VERANDAH, BALCONY OR THE LIKE ATTACHED TO A CLASS 1 BUILD NG (NOT EXCLUDING EAVE PERIMETER LIGHTS);
 - (iii) 3W/m² N A CLASS 10A BUILD NG ASSOCIATED WITH A CLASS 1 BU Lding.
- (b) THE LLUMINATION POWER DENSITY ALLOWANCE IN (a) MAY BE INCREASED BY DIV DING IT BY THE LLUMINATION POWER DENSITY ADJUSTMENT FACTOR FOR A CONTROL DEVICE AS PER N.C.C TABLE 3.12.5.3.

THIS PLAN ACCEPTED BY:

PLEASE NOTE: NO VARIATIONS WILL BE
ACCEPTED ON THIS PLAN AFTER SIGNING

SIGNATURE:

DATE:



	DRAWING	DRAWN
2	CT2 PLAN	DDI 2019.01.07
3	PRELIM PLANS - INITIAL ISSUE	RMF 2020.04.24
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CLIENT:	MR. ALLAN & MRS. TRACEY CASTLE	LOT No.:	40
ADDRESS:	20 HOLKHAM COURT,	CT No.:	
SUBURB:	ORFORD	POSTCODE:	7190
COUNCIL:	GLAMORGAN SPRING BAY		

HOUSE DESIGN:	HAVANA (MODIFIED)
FACADE DESIGN:	CLASSIC
SHEET TITLE:	WET AREA & ENERGY EFFICIENCY NOTES

HOUSE CODE:	H-WATHAV10SA
FACADE CODE:	F-WATHAV10CLASA
SCALES:	
SHEET No.:	23 / 26

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AS3959 (2018)

All specifications are per AS3959 (2018) and Wilson Homes request. Other materials and options may be available, refer to AS3959 for full list of compliant materials.

5.1 GENERAL

A building assessed in Section 2 as being BAL -12.5 shall comply with Section 3 and Clauses 5.2 to 5.8.

Any element of construction or system that satisfies the test criteria of AS 1530.8.1 may be used in lieu of the applicable requirements contained in Clauses 5.2 to 5.8 (see Clause 3.8).

NOTE: BAL -12.5 is primarily concerned with protection from ember attack, and radiant heat up to and including 29kW/m² where the site is less than 100 m from the source of the bushfire attack.

5.2 SUBFLOOR SUPPORTS

This Standard does not provide construction requirements for subfloor supports where the subfloor space is enclosed with -
(a) a wall that complies with Clause 5.4; OR
(b) a mesh or perforated sheet with a maximum aperture of 2mm, made of corrosion resistant steel, bronze or aluminium; OR
(c) a combination of Items (a) and (b).

NOTE: This requirement applies to the subject building only and not to verandas, decks, steps, ramps and landings (see Clause 5.7)

C5.2 Combustible materials stored in the subfloor space may be ignited by embers and cause and impact to the building.

5.3 FLOORS

5.3.1 GENERAL

This Standard does not provide construction requirements for concrete slabs on the ground.

5.3.2 ELEVATED FLOORS

5.3.2.1 ENCLOSED SUBFLOOR SPACE

This standard does not provide construction requirements for elevated floors, including bearers and joists and flooring, where the subfloor space is enclosed with

- (a) a wall that complies with Clause 5.4; OR
- (b) a mesh perforated sheet with a maximum aperture of 2mm, made of corrosion resistant steel, bronze or aluminium; OR
- (c) a combination of Items (a) and (b) above.

5.3.2.2 UNENCLOSED SUBFLOOR SPACE

Where the subfloor space is unenclosed, the bearers, joists and flooring, less than 400mm above finished ground level shall be one of the following -

- (a) Materials that comply with the following:
 - (i) Bearers and joists shall be -
 - (A) non-combustible; OR
 - (B) bushfire-resisting timber (see Appendix F); OR
 - (C) a combination of Items (A) and (B) above.
 - (ii) Flooring shall be -
 - (A) non-combustible; OR
 - (B) bushfire-resisting timber (see Appendix F); OR
 - (C) timber (other than bushfire-resisting timber), particleboard or plywood flooring where the underside is lined with sarking-type material or mineral wool insulation; OR
 - (D) a combination of any Items (A), (B) or (C) above.
- (b) A system complying with AS1530.8.1

This standard does not provide construction requirements for elements of elevated floors, including bearers, joists and flooring, if the underside of the element is 400mm or more above finished ground level.

5.4.1 WALLS

The exposed components of an external wall that is less than 400 mm from the ground or less than 400 mm above decks, carport roofs, awnings and similar fittings having an angle of less than 18 degrees to the horizontal and extending more than 110 mm in width from the wall (see Figure D3, Appendix D) shall be:

- (a) Non-combustible material.
NOTE: Examples include, but are not limited to, the following (with a minimum of 90 mm in thickness):
 - (i) Full masonry or masonry veneer walls with an outer leaf of clay, concrete, calcium silicate or natural stone.
 - (ii) Precast or in situ walls of concrete or aerated concrete.
 - (iii) Earth wall including mud brick. OR
- (b) Timber logs of a species with a density of 680kg/m³ or greater at a 12 percent moisture content; of a minimum nominal overall thickness of 90mm and a minimum thickness of 70mm (see Clause 3.11); and gauge planed. OR
- (c) Cladding that is fixed externally to a timber-framed or a steel-framed wall that is sarked on the outside of the frame and is -
 - (i) non-combustible material; OR
 - (ii) fibre cement a minimum of 6mm in thickness; OR
 - (iii) bushfire-resisting timber (see Appendix F); OR
 - (iv) a timber species as specified in Paragraph E1, Appendix E; or
 - (v) a combination of any of Items (i), (ii), (iii) or (iv) above. OR
- (d) A combination of any items (a), (b) or (c) above.

5.4.2 JOINTS

All joints in the external surface material of walls shall be covered, sealed, overlapped, backed or butt-jointed.

5.4.3 VENTS AND WEEPHOLES

Except for exclusions provided in Clause 3.6, vents and weepholes in external walls shall be screened with a mesh made of corrosion-resistant steel, bronze or aluminium.

5.5.1 BUSHFIRE SHUTTERS

Where fitted, bushfire shutters shall comply with Clause 3.7 and be made from -
(a) non-combustible material; OR
(b) a timber species as specified in Paragraph E1, Appendix E; OR
(c) bushfire-resisting timber (see Appendix F); OR
(d) a combination of Items (a), (b) and (c) above.

5.5.2 SCREENS FOR WINDOWS AND DOORS

Where fitted, screens for windows and doors shall have a mesh or perforated sheet made of corrosion-resistant steel, bronze or aluminium.

The frame supporting the mesh or perforated sheet shall be made from -
(a) metal; OR
(b) bushfire-resisting timber (see Appendix F); OR
(c) a timber species as specified in Paragraph E2, Appendix E.

5.5.3 WINDOWS AND SIDELIGHTS

Window assemblies shall:
(a) be completely protected by a bushfire shutter that complies with Clause 3.7 and clause 5.5.1; OR
(b) Be completely protected externally by screens that conform with Clause 3.6 and Clause 5.5.2.
(c) Conform with the following:

- (i) Frame material For window assemblies less than 400mm from the ground or less than 400mm above decks, carport roofs, awnings and similar elements or fittings having and angle less than 18 degrees to the horizontal and extending more than 110mm in width from the window frame (see Figure D3, Appendix D), window frames and window joinery shall be made from:
 - (A) Bushfire-resisting timber (see Appendix F); OR
 - (B) A timber species as specified in Paragraph E2, Appendix F); OR
 - (C) Metal. OR
 - (D) Metal-reinforced uPVC. The reinforcing members shall be made from aluminium, stainless steel, or corrosion-resistant steel.
- There are no specific restrictions on frame material for all other windows.
- (ii) Hardware There are no specific restrictions on hardware for windows.
- (iii) Glazing Where glazing is less than 400mm from the ground or less than 400mm above decks, carport roofs, awnings and similar elements or fittings having and angle less than 18 degrees to the horizontal and extending more than 110mm in width from the window frame (see Figure D3, Appendix D), this glazing shall be Grade A safety glass a minimum of 4mm in thickness or glass blocks with no restriction on glazing methods.

NOTE: Where double-glazed assemblies are used above, the requirements apply to the external pane of the glazed assembly only. For all other glazing, annealed glass may be used in accordance with AS 1288.
(iv) Seals and weather strips There are no specific requirements for seals and weather strips at this BAL level.
(v) Screens The openable portions of windows shall be screened internally or externally with screens that conform with Clause 3.6 and Clause 5.5.2.

C5.5.3 For Clause 5.5.3(c), screening of the openable portions of all windows is required in BAL's to prevent the entry of embers to the building when the window is open.
For Clause 5.5.3 (c)(v), screening of the openable and fixed portions of some windows is required to reduce the effects of radiant heat on some types of glass. If the screening is required to reduce the effects of radiant heat on glass, and has to be externally fixed.
For Clause 5.5.3 (c)(v), if the screening is required only to prevent the entry of embers, the screening may be fitted externally or internally.

5.5.4 DOORS SIDE-HUNG EXTERNAL DOORS (including French Doors, Panel Fold and Bi-fold Doors)

Side-hung external doors, including French doors, panel fold and bi-fold doors, shall -

- (a) Be protected by bushfire shutters that comply with Clause 3.7 and Clause 5.5.1.
OR
- (b) Be protected externally by screens that comply with Clause 3.6 and Clause 5.5.2.
OR
- (c) conform with the following:
 - (i) Door panel material Materials shall be -
 - (A) non-combustible; OR
 - (B) solid timber, laminated timber or reconstituted timber door, having a minimum thickness of 35mm for the first 400mm above the threshold; OR
 - (C) hollow core, solid timber, laminated timber or reconstituted timber with a non-combustible kickplate on the outside for the first 400mm above the threshold; OR
 - (D) hollow core, solid timber, laminated timber or reconstituted timber protected externally by a screen that complies with Clause 5.5.2; OR
 - (E) for fully framed glazed door panels, the framing is made from metal or bushfire resisting timber (see Appendix F), or a timber species as specified in Paragraph E2, Appendix E or uPVC.
 - (ii) Door frame material Door frames shall be made from:
 - (A) Bushfire-resisting timber (see Appendix F); OR
 - (B) a timber species as specified in Paragraph E2 of Appendix E;
- OR
- (C) Metal. OR
- (D) Metal-reinforced PVC-U. The reinforcing members shall be made from aluminium, stainless steel, or corrosion-resistant steel.
- (iii) Hardware There are no specific requirements for hardware at this BAL level.
- (iv) Glazing the glazing shall be Grade A safety glass a minimum of 4mm in thickness, or glass blocks with no restriction on glazing methods.
NOTE: Where double glazed units are used the above requirements apply to the external face of the window assembly only.
- (v) Seals and weather strips Weather strips, draft excluders or draft seals shall be installed.
- (vi) Screens There are no specific requirements for hardware at this BAL level.
- (vii) Doors shall be tight-fitting to the door frame and to an abutting door, if applicable.

5.5.5 DOORS-SLIDING DOORS

Sliding doors shall:
(a) Be protected by bushfire shutters that comply with Clause 3.7 and Clause 5.5.1.
OR
(b) Be protected externally by screens that comply with Clause 3.6 and Clause 5.5.2.
OR
(c) conform with the following:

- (i) Frame material The material for door frames, including fully framed glazed doors, shall be -
 - (A) Bushfire-resisting timber (see Appendix F); OR
 - (B) a timber species as specified in Paragraph E2 of Appendix E; OR
 - (C) Metal. OR
 - (D) Metal-reinforced uPVC. The reinforcing members shall be made from aluminium, stainless steel, or corrosion-resistant steel.
- (ii) Hardware There are no specific requirements for hardware at this BAL level.
- (iii) Glazing Where doors incorporate glazing, the glazing shall be Grade A safety glass a minimum of 4mm in thickness,
- (iv) Seals and weather strips There are no specific requirements for hardware at this BAL level.
- (v) Screens There are no specific requirements for hardware at this BAL level.
- (vi) Sliding panels Sliding panels shall be tight-fitting in the frames.

5.5.6 DOORS-VEHICLE ACCESS DOORS (GARAGE DOORS)

The following apply to vehicle access doors:
(a) The lower portion of a vehicle access door that is within 400mm of the ground when the door is closed (see Figure D4, Appendix D) shall be made from:

- (i) non-combustible material; OR
- (ii) bushfire-resisting timber (see Appendix F); OR
- (iii) fibre-cement sheet, a minimum of 6mm in thickness; OR
- (iv) a timber species as specified in Paragraph E1, Appendix E; OR
- (v) a combination of any Items (i), (ii) or (iv) above.

- (b) All vehicle access doors shall be fitted with suitable weather strips, draught seals or brushes. Door assemblies fitted with guide tracks do not need edge gap protection.

NOTES:
1 Refer to AS/NZS 4505 for door types.
2 Gaps of door edges or building elements should be protected as per Section 3.
C5.5.6(b) These guide tracks do not provide a direct passage for embers into the building.
(c) Vehicle access doors with ventilation slots shall be protected in accordance with Clause 3.6.

5.6.1 ROOFS - GENERAL

The following apply to all types of roofs and roofing systems:
(a) Roof tiles, roof sheets and roof-covering accessories shall be non-combustible.
(b) The roof/wall junction shall be sealed, or otherwise protected in accordance with Clause 3.6.
(c) Roof ventilation openings, such as gable and roof vents, shall be fitted with ember guards made of non-combustible material or a mesh or perforated sheet conforming with Clause 3.6 and made of corrosion-resistant steel, bronze or aluminium.
(d) Only evaporative coolers manufactured in accordance with AS/NZS 60335.2.98 shall be used. Evaporative coolers with an internal damper to prevent the entry of embers into the roof space need to be screened externally.

5.6.2 TILED ROOFS

Tiled roofs shall be fully sarked. The sarking shall -
(a) be located on top of the roof framing, except that the roof battens may be fixed above the sarking;
(b) cover the entire roof area including ridges and hips; and
(c) extend into gutters and valleys.

5.6.3 SHEET ROOFS

Sheet roofs shall—
(a) be fully sarked in accordance with Clause 5.6.2, except that foil-backed insulation blankets may be installed over the battens; and
(b) have any gaps sealed at the fascia or wall line and at valleys, hips and ridges by -
(i) a mesh or perforated sheet that conforms with Clause 3.6 and that is made of corrosion-resistant steel, bronze or aluminium; or
(ii) mineral wool; or
(iii) other non-combustible material; or
(iv) a combination of any of Items (i), (ii) or (iii) above.
C5.6.3 - Sarking is used as a secondary form of ember protection for the roof space to account for minor gaps that may develop in sheet roofing.

5.6.4 VERANDA, CARPORT AND AWNING ROOFS

The following apply to veranda, carport and awning roofs:
(a) A veranda, carport or awning roof forming part of the main roof space [see Figure D1(a), Appendix D] shall meet all the requirements for the main roof, as specified in Clauses 5.6.1, to 5.6.6.
(b) A veranda, carport or awning roof separated from the main roof space by an external wall [see Figures D1(b) and D1(c), Appendix D] complying with Clause 5.4 shall have a non-combustible roof covering, except where the roof covering is a translucent or transparent material.
NOTE: There is no requirement to line the underside of a veranda, carport or awning roof that is separated from the main roof space

5.6.5 ROOF PENETRATIONS

The following apply to roof penetrations:
(a) Roof penetrations, including roof lights, roof ventilators, roof-mounted evaporative cooling units, aerials, vent pipes and supports for solar collectors shall be sealed. The material used to seal the penetration shall be non-combustible.
(b) Openings in vented roof lights, roof ventilators or vent pipes shall conform with Clause 3.6 and be made of corrosion-resistant steel, bronze or aluminium.
This requirement does not apply to a room sealed gas appliance.
NOTE: A gas appliance designed such that air for combustion does not enter from, or combustion products enter into, the room which the appliance is located.
In the case of gas appliance flues, ember guards shall not be fitted.
NOTE: AS/NZS 5601 contains requirements for gas appliance flue systems and cowls. Advice can be obtained from manufacturers and State and Territory gas technical regulators.
(c) All overhead glazing shall be Grade A safety glass complying with AS 1288.
(d) Glazed elements in roof lights and skylights may be of polymer, provided a Grade A safety glass diffuser, complying with AS 1288, is installed under the glazing. Where glazing is an insulating glazing unit (IGU), Grade A toughened safety glass of minimum 4 mm in thickness shall be used in the outer pane of the IGU.
(e) Flashing elements of tubular skylights may be of a fire-retardant material, provided the roof integrity is maintained by an under-flashing of a material having a flammability index not exceeding five..
(f) Evaporative cooling units shall be fitted with non-combustible butterfly closers as close as practicable to the roof level, or the unit shall be fitted with non-combustible covers with a mesh or perforated sheet with a maximum aperture of 2mm, made of corrosion-resistant steel, bronze or aluminium.
(g) Vent pipes made from PVC are permitted.
(h) Eaves lighting shall be adequately sealed and not compromise the performance of the element.

5.6.6 EAVES LININGS, FASCIAS AND GABLES

The following apply to eaves linings, fascias and gables:
(a) Gables shall comply with Clause 5.4.
(b) Eaves penetrations shall be protected the same as for roof penetrations, as specified in Clause 5.6.5.
(c) Eaves ventilation openings shall be fitted with ember guards in accordance with Clause 3.6 and made of corrosion-resistant steel, bronze or aluminium

Joists in eaves linings, fascias and gables may be sealed with plastic joining strips or timber storm moulds.

This standard does not provide construction requirements for fascias, bargeboards and eaves linings.

5.6.7 GUTTERS AND DOWNPIPES

This Standard does not provide material requirements for downpipes. If installed, gutter and valley leaf guards shall be non-combustible. With the exception of box gutters, gutters shall be metal or PVC-U. Box gutters shall be non-combustible and flashed at the junction with the roof with noncombustible material.

5.7.1 VERANDAS, DECKS, STEPS AND LANDINGS - GENERAL

Decking may be spaced.
There is no requirement to enclose the subfloor spaces of verandas, decks, steps, ramps or landings.
C5.7.7 - Spaced decking is nominally spaced at 3 mm (in accordance with standard industry practice); however, due to the nature of timber decking with seasonal changes in moisture content, that spacing may range from 0 - 5 mm during service. It should be noted that recent research studies have shown that gaps at 5 mm spacing afford opportunity for embers to become lodged in between timbers, which may contribute to a fire. Larger gap spacings of 10 mm may preclude this from happening but such a spacing regime may not be practical for a timber deck.

5.7.2 ENCLOSED SUBFLOOR SPACES OF VERANDAS, DECKS, STEPS, RAMPS AND LANDINGS

5.7.2.1 Materials to enclose a subfloor space
This standard does not provide construction requirements for the materials used to enclose a subfloor space except where those materials are less than 400mm from the ground.
Where the materials used to enclose a subfloor space are less than 400mm from the ground, they shall conform with Clause 5.4.

5.7.2.2 Supports
This Standard does not provide construction requirements for support posts, columns, stumps, stringers, piers and poles.

5.7.2.3 Framing
This Standard does not provide construction requirements for the framing of verandas, decks, ramps or landings (i.e., bearers and joists).

5.7.2.4 Decking, stair treads and the trafficable surfaces of ramps and landings
This standard does not provide construction requirements for decking, stair treads and the trafficable surfaces and landings that are more than 300mm from a glazed element.

Decking, stair treads and the trafficable surfaces of ramps and landings less than 300mm (measured horizontally at deck level) from glazed elements that are less than 400mm (measured vertically) from the surface of the deck (see Figure D2, Appendix D) shall be made from -
(a) non-combustible material; or
(b) of bushfire-resisting timber (see Appendix F); or
(c) a timber species as specified in Paragraph E1, Appendix E; or
(d) uPVC; or
(e) a combination of Items (a), (b), (c) or (d).

5.7.3 UNENCLOSED SUBFLOOR SPACES OF VERANDAS, DECKS, STEPS, RAMPS AND LANDINGS

5.7.3.1 Supports
This Standard does not provide construction requirements for support posts, columns, stumps, stringers, piers and poles.

5.7.3.2 Framing
This Standard does not provide construction requirements for the framing of verandas, decks, ramps or landings (i.e., bearers and joists).

5.7.3.3 Decking, stair treads and the trafficable surfaces of ramps and landings
This Standard does not provide construction requirements for decking, stair treads and the trafficable surfaces of ramps and landings that are more than 300mm from a glazed element.

Decking, stair treads and the trafficable surfaces of ramps and landings less than 300mm (measured horizontally at deck level) from glazed elements that are less than 400mm (measured vertically) from the surface of the deck (see Figure D2, Appendix D) shall be made from:
(a) non-combustible material; or
(b) of bushfire-resisting timber (see Appendix F); or
(c) a timber species as specified in Paragraph E1, Appendix E; or
(d) uPVC; or
(e) a combination of any of Items (a), (b), (c) or (d).

5.7.4 BALUSTRADES, HANDRAILS OR OTHER BARRIERS

This Standard does not provide construction requirements for balustrades, handrails and other barriers.

5.8 WATER AND GAS SUPPLY PIPES

Above-ground, exposed water and gas supply pipes shall be metal.

THIS PLAN ACCEPTED BY:

PLEASE NOTE: NO VARIATIONS WILL BE ACCEPTED ON THIS PLAN AFTER SIGNING

SIGNATURE:

DATE:

THIS DWELLING IS BEING CONSTRUCTED IN A BAL 12.5 AREA
RESTRICTIONS FOR CONSTRUCTION METHODS/ MATERIALS APPLY. REFER TO NOTES

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4	BA PLANS - INITIAL SET	BGU 2020.06.12
5	BA PLAN SET - REFER COVER FOR CHANGES	CPO 2020.06.26
6	BA PLAN - RFI & VARIATION AMENDMENT	BGU 2020.07.22

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ADDRESS:	CT No.:
20 HOLKHAM COURT,	
SUBURB:	POSTCODE:
ORFORD	7190
	COUNCIL:
	GLAMORGAN SPRING BAY

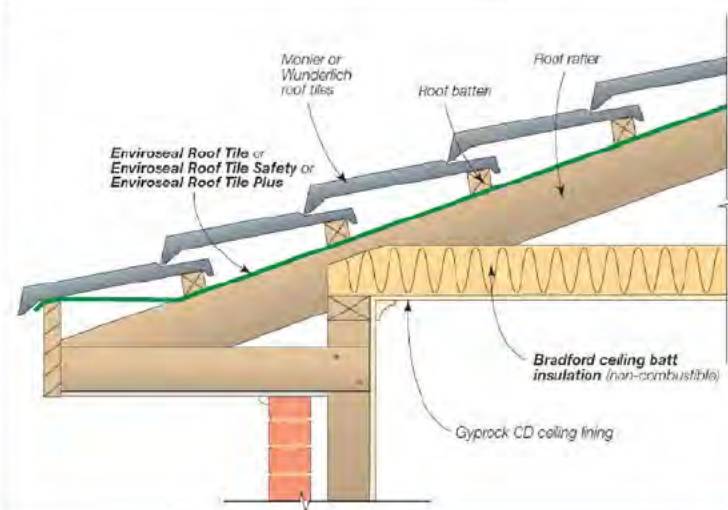
HOUSE DESIGN:	HOUSE CODE:
HAVANA (MODIFIED)	H-WATHAV10SA
FACADE DESIGN:	FACADE CODE:
CLASSIC	F-WATHAV10CLASA
SHEET TITLE:	SCALES:
BAL 12.5 NOTES	SHEET No.:
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Rafter Spacing	Product
Up to and including 600mm	EnviroSeal™ Roof Tile or EnviroSeal™ Roof Tile Plus
Over 600mm	EnviroSeal™ Roof Tile Safety

Figure 5.1. Tiled Roofs

- Install EnviroSeal roof tile sarking on top of the roof framing and below the roof battens.
- For further fixing details contact CSR technical support.



Application	Product
Sarking	EnviroSeal™ Resiwrap
Foil faced insulation blanket	Bradford Anticon™
Gap seal	Bradford Fireseal BAL 12.5 - 40 Blanket

Figure 5.2.1. Fascia Detail – Metal Roof (BAL12.5-40)

- Install EnviroSeal Resiwrap to the entire roof area over the top of the battens.
- Immediately above the fascia install BAL12.5 – 40 Blanket extending up the roof and over the first batten. Compress with the roof sheeting.
- For further fixing details contact CSR technical support.

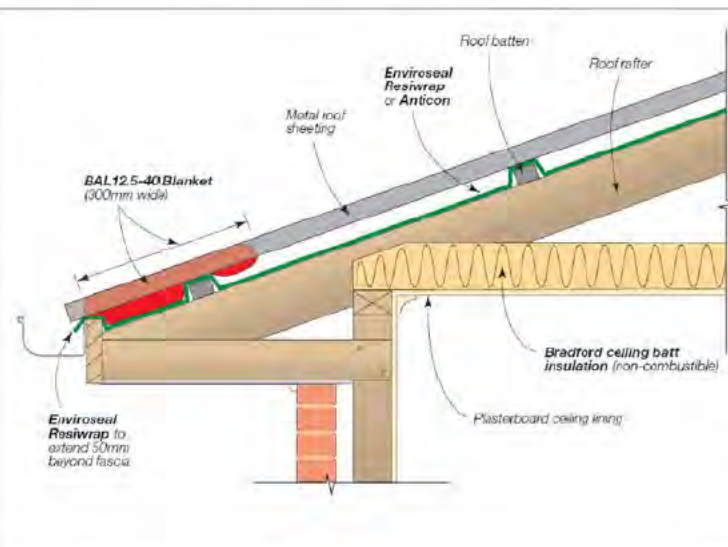


Figure 5.2.2. Valley Detail – Steel Roof (BAL-12.5 – BAL-40)

- Install EnviroSeal Resiwrap to the entire roof area over the top of the battens.
- BAL12.5 – 40 Blanket to be laid over the top of the sarking extending into the valley gutter. Compress with roof sheeting.
- For further fixing details contact CSR technical support.

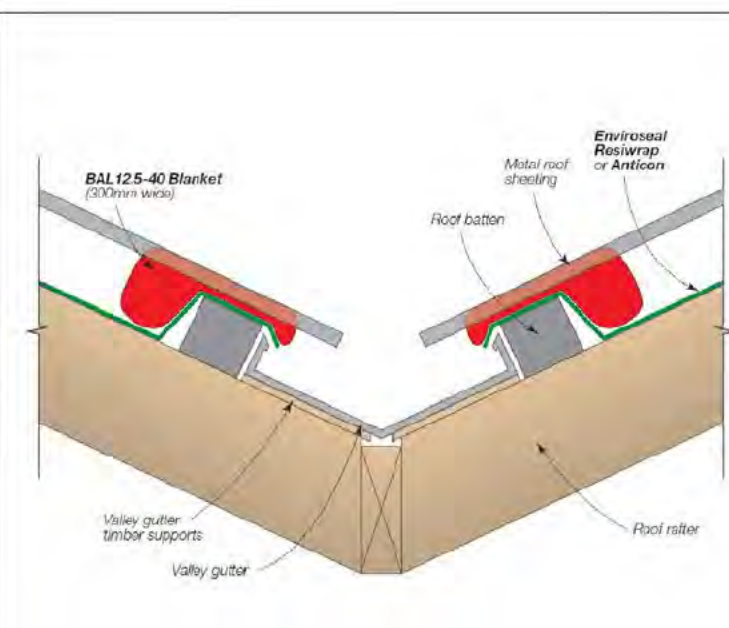


Figure 5.2.3. Barge Detail – Steel Roof (BAL-12.5 – BAL-40)

- Install EnviroSeal Resiwrap to the entire roof area over the top of the battens.
- At barge install BAL12.5 – 40 Blanket and compress with roof sheeting.
- For further fixing details contact CSR technical support.

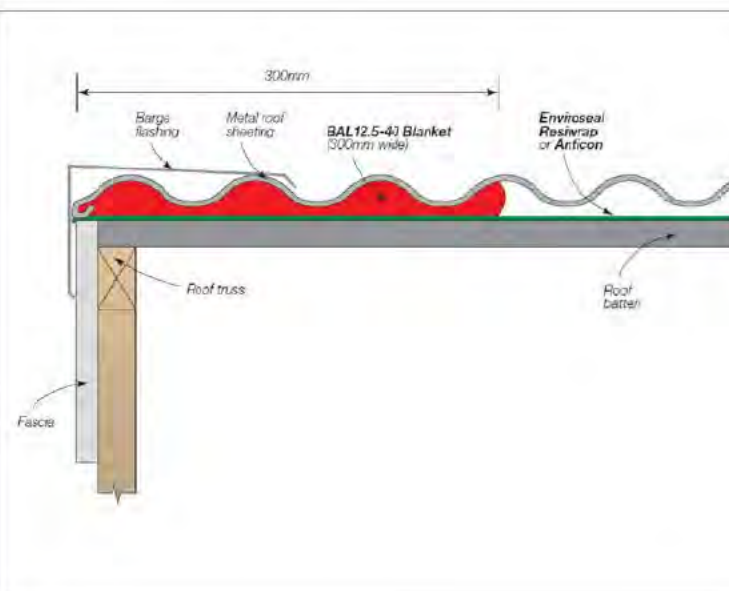
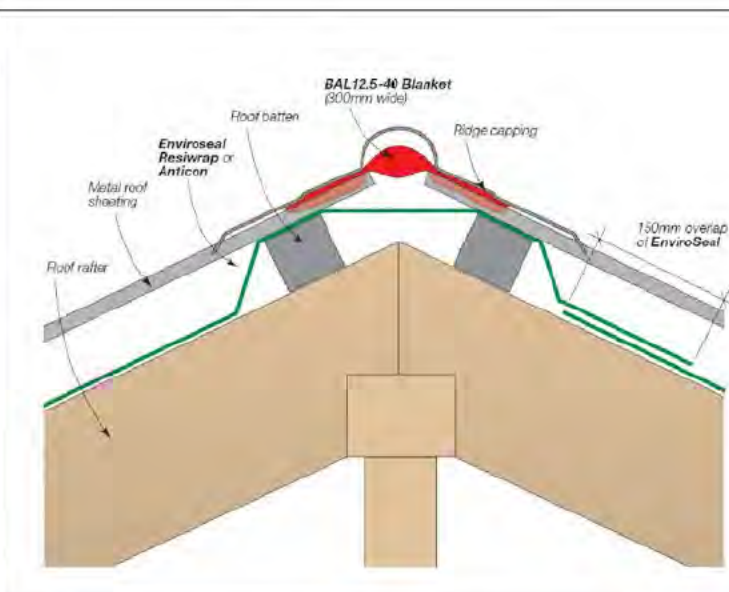


Figure 5.2.4. Hip/Ridge Detail – Steel Roof (BAL-12.5 – BAL-40)

- Install EnviroSeal Resiwrap to the entire roof area over the top of the battens.
- At the ridge/hip lay BAL12.5 – 40 Blanket over the gap between the roof sheets and compress with the ridge capping to the roof profile.
- For further fixing details contact CSR technical support.



Details for the purpose of bushfire proofing only.
To be printed in colour.

Images sourced from Bradfords "Bushfire Roofing System", Published 04/11.

THIS PLAN ACCEPTED BY:

PLEASE NOTE: NO VARIATIONS WILL BE ACCEPTED ON THIS PLAN AFTER SIGNING

SIGNATURE:

DATE:

THIS DWELLING IS BEING CONSTRUCTED IN A BAL 12.5 AREA
[RESTRICTIONS FOR CONSTRUCTION METHODS/ MATERIALS APPLY. REFER TO NOTES]

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FACADE DESIGN:	CLASSIC	FACADE CODE:	F-WATHAV10CLASA
SHEET TITLE:	BAL 12.5 - BAL 40 ROOF DETAILS	SCALES:	
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712321

Requirements for Building In Bushfire-Prone Areas
Building Act 2000
Determination
V2.2, 06 February 2020

Deemed-to-Satisfy Requirements (Part 2.3)

2.3.1 Design and construction
(1) Building work in a bushfire-prone area must be designed and constructed in accordance with either:-
(a) AS 3959-2018; or
(b) Standard for Steel Framed Construction in Bushfire Areas published by the National Association of Steel Framed Housing Inc. (NASH), as appropriate for a BAL determined for that site using table 2.6 of AS 3959.
(2) Subclause (1)(a) is only applicable to the following:
(a) a Class 1, 2 or 3 building; or
(b) a Class 10a building or deck associated with a Class 1, 2 or 3 building.
(3) Subclause (1)(b) is only applicable to the following:
(a) a Class 1 building; or
(b) a Class 10a building or deck associated with a Class 1 building.
(4) Despite subsection (1) permissible, variations from requirements specified in 1(a) and 1(b) are as specified in Table 1.
(5) Despite subsections (1) and (4), performance requirements for buildings subject to BAL 40 or BAL Flame Zone (BAL-FZ) are not satisfied by compliance with subsections (1) or (4).

2.3.2 Property Access
(1) A new building in a bushfire-prone area must be provided with property access to the building area and the firefighting water point, accessible by a carriageway, designed and constructed as specified in subclause (4).
(2) For an addition or alteration to an existing building in a bushfire-prone area, if there is no property access available property access must be provided to the building area and the firefighting water point accessible by a carriageway as specified in subclause (4).
(3) An addition or alteration to an existing building in a bushfire-prone area must not restrict any existing property access to the building area or to water supply for firefighting.
(4) Vehicular access from a public road to a building must:
(a) comply with the property access requirements specified in Table 2;
(b) include access from a public road to within 90 metres of the furthest part of the building measured as a hose lay; and
(c) include access to the hardstand area for the firefighting water point.

2.3.3 Water Supply for Fire fighting
(1) A new building constructed in a bushfire-prone area, must be provided with a water supply dedicated for fire fighting purposes as specified in Table 3A or Table 3B.
(2) For an addition or alteration to an existing building in a bushfire-prone area, if there is no water supply for firefighting available the building must be provided with a water supply dedicated for firefighting purposes which complies with the requirements specified in Table 3A or Table 3B.

2.3.4 Hazard Management Areas
(1) A new building, and an existing building in the case of an addition or alteration to a building, in a bushfire-prone area must be provided with a hazard management area.
(2) The hazard management area must comply with the requirements specified in Table 4.
(3) The hazard management area for a particular BAL must have the minimum dimensions required for the separation distances specified for that BAL in Table 2.6 of AS 3959.
(4) The hazard management area must be established and maintained such that fuels are reduced sufficiently, and other hazards are removed such that the fuels and other hazards do not significantly contribute to the bushfire attack.

2.3.5 Bushfire emergency plan
(1) An emergency plan must be provided for:
(a) a new building;
(b) an existing building in the case of an addition or alteration to a building;
(c) an existing building in the case of a change of building class;
(d) a building associated with the use, handling, generation or storage of a hazardous chemical or explosive, in a bushfire-prone area.
(2) A bushfire emergency plan must comply with the requirements specified in Table 5.

7. Interpretation of Tables
(1) For the purposes of the deemed-to-satisfy provisions in clause 2.3 of this Determination, Tables 1, 2, 3A, 3B, 4, and 5 must be complied with in the following way:
(a) for a particular element specified in column 1, the corresponding requirement specified in column 2 must be complied with.

Table 1 - Construction Requirements & Construction Variations

Column 1		Column 2
ELEMENT		REQUIREMENT
A.	Straw Bale Construction	May be used in exposures up to and including BAL 19.
B.	Shielding provisions under Section 3.5 of AS3959-2009.	To reduce construction requirements due to shielding, building plans must include suitable detailed elevations or plans that demonstrate that the requirements of Section 3.5 of the Standard can be met. Comment: Application of Section 3.5 of the Standard cannot result in and assessment of BAL-LOW.

Table 2 - Requirements for Property Access

Column 1		Column 2
ELEMENT		REQUIREMENT
A.	Property access length is less than 30 metres; or access is not for a fire appliance to access a water connection point.	There are no specified design and construction requirements.
B.	Property access length is 30 metres or greater; or access for a fire appliance to a water connection point.	The following design and construction requirements apply to property access: (1) All-weather construction; (2) Load capacity of at least 20 tonnes, including for bridges and culverts; (3) Minimum carriageway widths of 4 metres; (4) Minimum vertical clearance of 4 metres; (5) Minimum horizontal clearance of 0.5 metres from the edge of the carriageway; (6) Cross falls of less than 3° (1:20 or 5%); (7) Dips less than 7° (1:8 or 12.5%) entry and exit angle; (8) Curves with a minimum inner radius of 10 metres; (9) Maximum gradient of 15° (1:3.5 or 28%) for sealed roads, and 10° (1:5.5 or 18%) for unsealed roads; and (10) Terminate with a turning area for fire appliances provided by one of the following: (a) A turning circle with a minimum inner radius of 10 metres; (b) A property access encircling the building; or (c) A hammerhead "T" or "Y" turning head 4 metres wide and 8 metres long.
C.	Property access length is 200 metres or greater.	The following design and construction requirements apply to property access: (1) The Requirements for B above; and (2) Passing bays of 2 metres additional carriageway width and 20 metres length provided every 200 metres.
D.	Property access length is greater than 30 metres, and access is provided to 3 or more properties.	The following design and construction requirements apply to property access: (1) Complies with Requirements for B above; and (2) Passing bays of 2 metres additional carriageway width and 20 metres length must be provided every 100 metres.

Table 3A - Reticulated Water Supply for Firefighting

Column 1		Column 2
ELEMENT		REQUIREMENT
A.	Distance between building area to be protected and water supply	The following requirements apply: (1) The building area to be protected must be located within 120 metres of a fire hydrant; and (2) The distance must be measured as a hose lay, between the water connection point and the furthest part of the building area.
B.	Design criteria for fire hydrants	The following requirements apply: (1) Fire hydrant system must be designed and constructed in accordance with TasWater Supplement to Water Supply Code of Australia WSA 03 - 2011-3.1 MRWA Edition 2.0; and (2) Fire hydrants are not installed in parking areas.
C.	Hardstand	A hardstand area for fire appliances must be provided: (1) no more than three metres from the hydrant, measured as a hose lay; (2) No closer than six metres from the building area to be protected; (3) With a minimum width of three metres constructed to the same standard as the carriageway; and (4) Connected to the property access by a carriageway equivalent to the standard of the property access

Table 3B - Static Water Supply for Firefighting

Column 1		Column 2
ELEMENT		REQUIREMENT
A.	Distance between building area to be protected and water supply	The following requirements apply: (a) The building area to be protected must be located within 90 metres of the water connection point of a static water supply; and (b) The distance must be measured as a hose lay, between the water connection point and the furthest part of the building area.
B.	Static Water Supplies	A static water supply: (a) May have a remotely located offtake connected to the static water supply; (b) May be a supply for combined use (fire fighting and other uses) but the specified minimum quantity of fire fighting water must be available at all times; (c) Must be a minimum of 10,000 litres per building area to be protected. This volume of water must not be used for any other purpose including fire fighting sprinkler or spray systems; (d) Must be metal, concrete or lagged by non-combustible materials if above ground; and (e) If a tank can be located so it is shielded in all directions in compliance with Section 3.5 of AS 3959-2009, the tank may be constructed of any material provided that the lowest 400 mm of the tank exterior is protected by: (i) metal; (ii) non-combustible material; or (iii) fibre-cement a minimum of 6 mm thickness.
C.	Fittings, pipework and accessories (including stands and tank supports)	Fittings and pipework associated with a water connection point for a static water supply must: (a) Have a minimum nominal internal diameter of 50mm; (b) Be fitted with a valve with a minimum nominal internal diameter of 50mm; (c) Be metal or lagged by non-combustible materials if above ground; (d) Where buried, have a minimum depth of 300mm (e) Provide a DIN or NEN standard forged Storz 65 mm coupling fitted with a suction washer for connection to fire fighting equipment; (f) Ensure the coupling is accessible and available for connection at all times; (g) Ensure the coupling is fitted with a blank cap and securing chain (minimum 220 mm length); (h) Ensure underground tanks have either an opening at the top of not less than 250 mm diameter or a coupling compliant with this Table; and (i) Where a remote offtake is installed, ensure the offtake is in a position that is: (i) Visible; (ii) Accessible to allow connection by fire fighting equipment; (iii) At a working height of 450 - 600mm above ground level; and (iv) Protected from possible damage, including damage by vehicles.
D.	Signage for static water connections	(1) The water connection point for a static water supply must be identified by a sign permanently fixed to the exterior of the assembly in a visible location. The sign must: (a) comply with water tank signage requirements within AS 2304; or (b) comply with the TFS Water Supply Signage Guideline.
E.	Hardstand	A hardstand area for fire appliances must be provided: (a) No more than three metres from the water connection point, measured as a hose lay (including the minimum water level in dams, swimming pools and the like); (b) No closer than six metres from the building area to be protected; (c) With a minimum width of three metres constructed to the same standard as the carriageway; and (d) Connected to the property access by a carriageway equivalent to the standard of the property access.

Table 4 - Requirements for Hazard Management Area

Column 1		Column 2
ELEMENT		REQUIREMENT
A.	Hazard management areas for new buildings on lots provided with a BAL at the time of subdivision.	A new building must: (a) Be located on the lot so as to be provided with a HMA no smaller than the required separation distances for the BAL determined at the time of the subdivision; and (b) Have a HMA established in accordance with a certified bushfire hazard management plan.
B.	Hazard management areas for new buildings on lots not provided with a BAL at the time of subdivision.	A new building must: (a) Be located on the lot so as to be provided with a HMA no smaller than the separation distances required for BAL 29; and (b) Have an HMA established in accordance with a certified bushfire hazard management plan.
C.	Hazard management areas for alterations or additions to buildings.	An alteration or addition to a building must: (a) Be located on the lot so as to be provided with a HMA which: (i) Has the separation distances required for the BAL assessed for the construction of the existing building; or (ii) In the case of a building without an existing BAL assessment, is no smaller than the separation distances required for BAL 29; and (b) Have an HMA established in accordance with a certified bushfire hazard management plan.
D.	Hazard management areas for new buildings and additions and alterations to buildings classified as an accommodation building BCA Class 1b, BCA Class 2, or BCA Class 3, other than communal residence for persons with a disability, a respite centre or a residential aged care facility or similar.	A new building or an alteration or addition must: (a) Be located on the lot so as to be provided with HMAs no smaller than the separation distances required for BAL 12.5; and (b) have a HMA established in accordance with a certified bushfire hazard management plan.
E.	Hazard management areas for new buildings and additions and alterations to existing buildings classified as vulnerable use as defined in the relevant planning scheme.	A new building or an addition or alteration including change of use must: (a) Be located on the lot so as to be provided with HMAs no smaller than the separation distances required for BAL 12.5; and (b) have a HMA established in accordance with a certified bushfire hazard management plan.
F.	Hazard management areas for new buildings or additions and alterations to buildings associated with the use, handling, generation or storage of a hazardous chemical or explosive.	A new building or an alteration or addition, including change of use, for a building determined as a hazardous use must: (a) Be located on the lot so as to be provided with a HMA no smaller than the required separation distances for the BAL determined in the certified bushfire hazard management plan; and (b) Have a HMA established in accordance with a certified bushfire hazard management plan.

Table 5 - Requirements for Emergency Planning

Column 1		Column 2
ELEMENT		REQUIREMENT
A.	Bushfire emergency plans	An emergency plan must be developed for the site which is: (a) Consistent with TFS Bushfire Emergency Planning Guidelines; and (b) Approved by TFS or a person accredited by the TFS.

THIS PLAN ACCEPTED BY:

PLEASE NOTE: NO VARIATIONS WILL BE
ACCEPTED ON THIS PLAN AFTER SIGNING

SIGNATURE:

DATE:

THIS DWELLING IS BEING CONSTRUCTED IN A BAL 12.5 AREA
RESTRICTIONS FOR CONSTRUCTION METHODS/ MATERIALS APPLY. REFER TO NOTES

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5	BA PLAN SET - REFER COVER FOR CHANGES	CPO 2020.06.26
6	BA PLAN - RFI & VARIATION AMENDMENT	BGU 2020.07.22

CLIENT: MR. ALLAN & MRS. TRACEY CASTLE		LOT No.: 40
ADDRESS: 20 HOLKHAM COURT,		CT No.:
SUBURB: ORFORD	POSTCODE: 7190	COUNCIL: GLAMORGAN SPRING BAY

HOUSE DESIGN: HAVANA (MODIFIED)		HOUSE CODE: H-WATHAV10SA	
FACADE DESIGN: CLASSIC		FACADE CODE: F-WATHAV10CLASA	
SHEET TITLE: BUSHFIRE PRONE BUILDING AREA ACT		SCALES:	SHEET No.: 26 / 26

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REPORTED TO THE DRAFTING OFFICE.

712321

Maree Tyrrell

From: Georgia Harvey <gharvey@wilsonhomes.com.au>
Sent: Friday, 31 July 2020 2:26 PM
To: Planning
Subject: DA 2020 / 99, RA20 Holkham Court, Orford - additional information (712321)
Attachments: Bushfire Hazard Report Lot 40 Holkham Court Orford October 2019 GES05205 FINAL job No 712321.pdf; Bushfire Hazard Managment Area - 20 Holkham Court_Orford.pdf

Good Afternoon,

In relation to *DA 2020 / 99, RA20 Holkham Court, Orford*, please find attached the following information;

1.b Clearing of the site is to be contained within the proposed build area and access drive. Both area's currently consist of grassland.

The vegetation on the site has been classified as a low threat consisting of grassland vegetation. Whilst the Bushfire Hazard Report requires fuel reduction to take place, clearing is to consist of cutting / maintaining grassland and removing fallen / dead trees. The proposal does not include removal of trees.

Please find attached the Bushfire Hazard Report and management plan showing the Hazard management area is clear of the Waterway & Coastal protection area.

Can you please provide advice on if the information provided is sufficient to satisfy 1b of the RFI.

Kind regards



GEORGIA HARVEY

Approvals Coordinator

250 Murray St, Hobart TAS 7000

0362139931

gharvey@wilsonhomes.com.au

wilsonhomes.com.au Find us on   

<="">

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Thank you for choosing Wilson Homes and allowing us to share in your new home journey!

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From: Planning <planning@freycinet.tas.gov.au>
Sent: Friday, 31 July 2020 11:33 AM
To: Georgia Harvey <gharvey@wilsonhomes.com.au>
Subject: Further to RFI letter [DA 2020 / 99 (RA20 Holkham Court, Orford)]

Good morning

This is a follow-up email advising that Item 1b on the attached letter remains outstanding. All other items are satisfied.

Regards

Maree Tyrrell

Development & Compliance Officer



Glamorgan Spring Bay Council

PO Box 6

TRIABUNNA 7190

E: planning@freycinet.tas.gov.au

Tuesday – Friday

8:30am – 3:30pm

ZONE: 12.0 LOW DENSITY RESIDENTIAL
350m DISTANCE FROM BREAKING MARINE (ORFORD)

- Waterway & Coastal Protection Area
- Coastal Inundation Hazard Area

BAL-12.5 BUSHFIRE REQUIREMENTS
SEE SHEET 1 (COVER SHEET) FOR DETAILS

REFER TO SHEET 1 (COVER SHEET) FOR ALL
BUILDING INFORMATION REGARDING:
- SUSTAINABILITY REQUIREMENTS
- SITE CLASSIFICATION
- GENERAL BUILDING INFORMATION

WIND CLASSIFICATION	N2
WITHIN 1 KM. OF BREAKING SALT WATER	YES
WITHIN 100 M. OF SALT WATER	NO
MINIMUM AHD FLOOR LEVEL APPLICABLE	NO
SURVEY AREA	NEW
LATITUDE	0° 00' 00" S
LONGITUDE	0° 00' 00" E

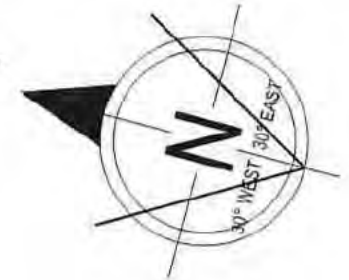
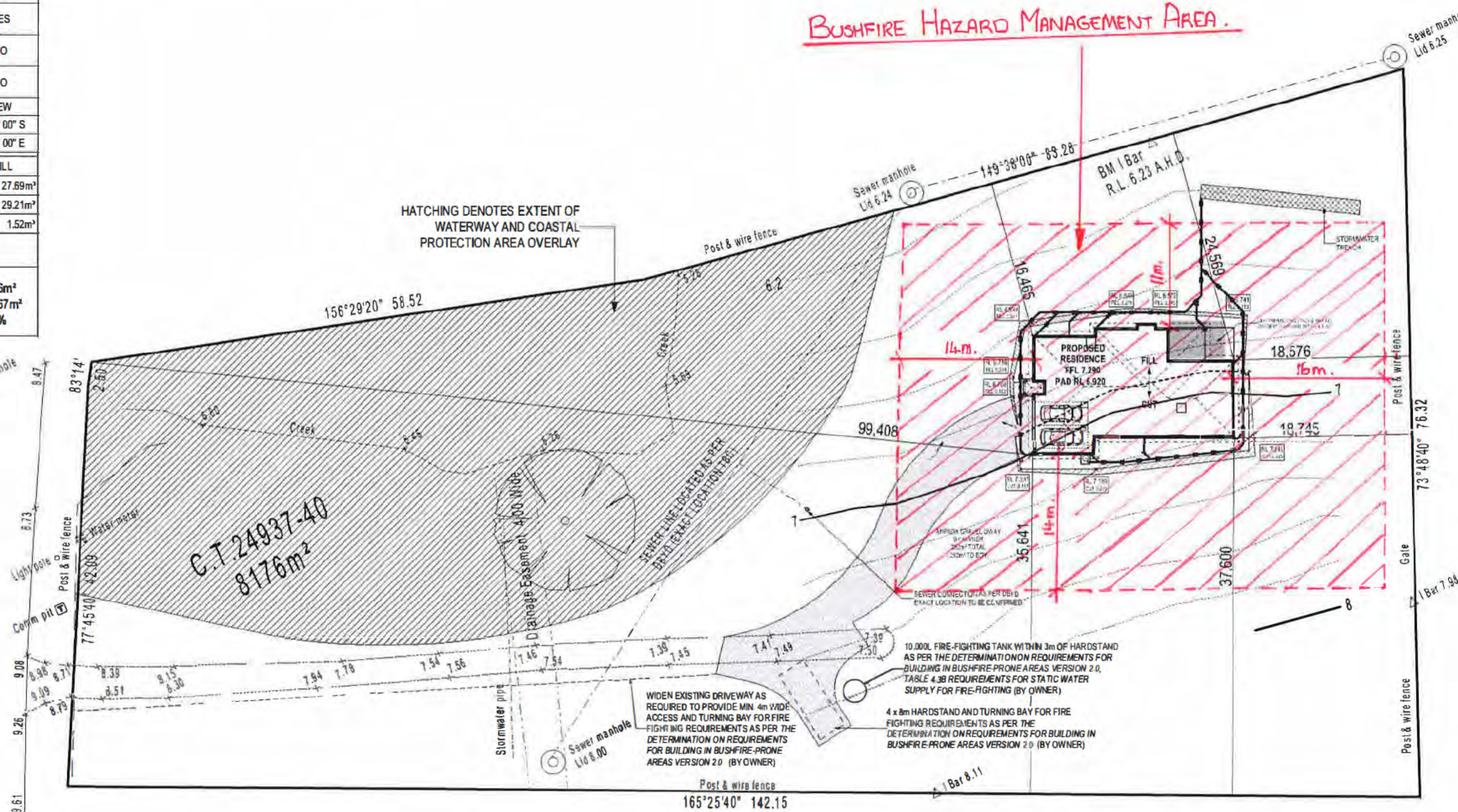
APPROX. IMPORT/EXPORT FILL	
CUT VOLUME	27.69m³
FILL VOLUME	29.21m³
DIFFERENCE	1.52m³

EVEN CUT & FILL

LOT SIZE:	8.176m²
HOUSE:	244.67m²
SITE COVERAGE:	2.99%



Holkham Court



Note:-

Boundaries shown hereon are a preliminary re-definition of the land for planning purposes only and should not be considered as an authoritative re-definition of the correct boundary location.
Before commencement of any building work boundaries shown hereon should be verified by a full cadastral re-definition of the land.
James McEldowney Surveying accepts no responsibility for the improper use of boundary information shown on this plan.
Do not remove this note from this or subsequent plans until the boundaries shown have been verified.

THIS PLAN ACCEPTED BY:

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SIGNATURE:

DATE:

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CLIENT:	MR. ALLAN & MRS. TRACEY CASTLE	LOT No:	40
ADDRESS	20 HOLKHAM COURT,	CT No:	
SUBURB	ORFORD	POSTCODE	7190
COUNCIL	GLAMORGAN SPRING BAY		

HOUSE DESIGN:	HAVANA (MODIFIED)
FACADE DESIGN	CLASSIC
SHEET TITLE	SITE PLAN - 1:500

HOUSE CODE:	H-WATHAV10SA
FACADE CODE	F-WATHAV10CLASA
SCALES:	1:500
SHEET No:	3 / 26

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712321



Proposed Residential Development – Lot 40, 20 Holkham Court, Orford

Bushfire Hazard Report

Applicant: Wilson Homes

Job No. 712321



October 2019 GES05205

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Attachment 1 – Bushfire Hazard Management Plan

Attachment 2 - Certificate of Others (form 55)

Disclaimer

The measures contained in Australian Standard 3959-2018 cannot guarantee that a building will survive a bushfire event on every occasion. This is substantially due to the unpredictable nature and behaviour of fire and extreme weather conditions.

Reasonable steps have been taken to ensure that the information contained within this report is accurate and reflects the conditions on and around the lot at the time of assessment. The assessment has been based on the information provided by you or your designer.

Authorship

This report was prepared by Mark Van den Berg BSc. (Hons.) FPO (planning) of Geo Environmental Solutions. Base data for mapping: TasMap, Digital and aerial photography: Mark Van den Berg, GoogleEarth.

1.0 Purpose

This bushfire hazard report is intended to provide information in relation to the proposal. It will demonstrate compliance with the *Building Amendment (Bushfire-Prone Areas) Regulations 2014*, and the *Determination, Director of Building Control – Requirements for Building in Bushfire-Prone Areas, version 2.1 29th August 2017*. Provide a certificate of others (form 55) as specified by the Director of Building Control for bushfire hazard and give guidance by way of a certified bushfire hazard management plan which shows a means of protection from bushfires in a form approved by the Chief Fire Officer of the Tasmania Fire Service.

2.0 Summary

Site details & compliance

Title reference	24937/40
PID	7258266
Address	Lot 40, 20 Holkham Court, Orford
Applicant	Wilson Homes
Municipality	Glamorgan-Spring Bay
Planning Scheme	Glamorgan-Spring Bay Interim Planning Scheme 2015
Zoning	Low Density Residential
Land size	~0.82Ha
Bushfire Attack Level	BAL-12.5
Certificate of others (form 55)	Complete and attached
Bushfire Hazard Management Plan	Certified & Attached

Development of a new class 1a building at Lot 40, 20 Holkham Court, Orford requires demonstrated compliance with *Building Amendment (Bushfire-Prone Areas) Regulations 2014*, and the *Determination, Director of Building Control – Requirements for Building in Bushfire-Prone Areas, version 2.1 29th August 2017*, the site is located in a bushfire prone area. The Bushfire attack level has been determined as 'BAL-12.5', provisions for property access and water supplies for firefighting will be required as detailed in this report and the Bushfire Hazard Management Plan (BHMP).

3.0 Introduction

This bushfire hazard report has been completed to form part of supporting documentation for a building permit application for the proposed development. The proposed development site has been identified as being in a bushfire prone area. A site-specific bushfire hazard management plan has been provided for compliance purposes.

4.0 Proposal

It is proposed that a new class 1a building be developed at Lot 40, 20 Holkham Court, Orford (appendix B). Construction standards for buildings, property access, water supplies for firefighting and hazard management areas will be required (as appropriate) to meet the standards outlined in the *'Director's Determination – Requirements for Building in Bushfire-Prone Areas'* and *'Australian Standard 3959-2018 Construction of Buildings in Bushfire-prone Areas'*.

5.0 Bushfire Attack Level (BAL) Assessment

5.1 Methods

The Bushfire attack level has been determined through the application of section 2 of AS3959-2018 'Simplified Procedure'. Vegetation has been classified using a combination of onsite observations and remotely sensed data to be consistent with table 2.3 of AS3959-2018. Slope and distances have been determined by infield measurement and/or the use of remotely sensed data (aerial/satellite photography, GIS layers from various sources) analysed with proprietary software systems. Where appropriate vegetation has been classified as low threat

5.2 Site Description

The proposal is located Lot 40, 20 Holkham Court, Orford, in the municipality of Glamorgan-Spring Bay and is zoned Low Density Residential under the Glamorgan-Spring Bay Interim Planning Scheme 2015. Access to the lot will be by an existing crossover from Holkham Court, a council-maintained road. The lot is ~0.82 Ha, is broadly rectangular in shape and is located approximately 1.2 km east south-east of Rudds Hill (Figure 1).

Adjacent lands surrounding the lot to the north, east, south and west are zoned Low density residential and are a part of existing low density development which carry low threat and grassland vegetation. At a landscape scale the lot occurs in a rural setting which is characterised by open grassy areas with residential development which transitions into landscape scale woodland and forest vegetation to the west of the site. The lot has gentle slopes with a south-easterly aspect which is unlikely to have a significant effect on fire behaviour.

Vegetation surrounding the lot was assessed (Table 1) and described as 'grassland' and 'low threat vegetation (as per AS3959-2009)'. The classified vegetation potentially having the greatest impact on the site occurs to the south-east of the site (Figure 2). The vegetation classification system as defined in AS 3959-2018 Table 2.3 and Figure 2.3 (A to G) has been used to determine vegetation types within 100 metres of the site (Table 1).

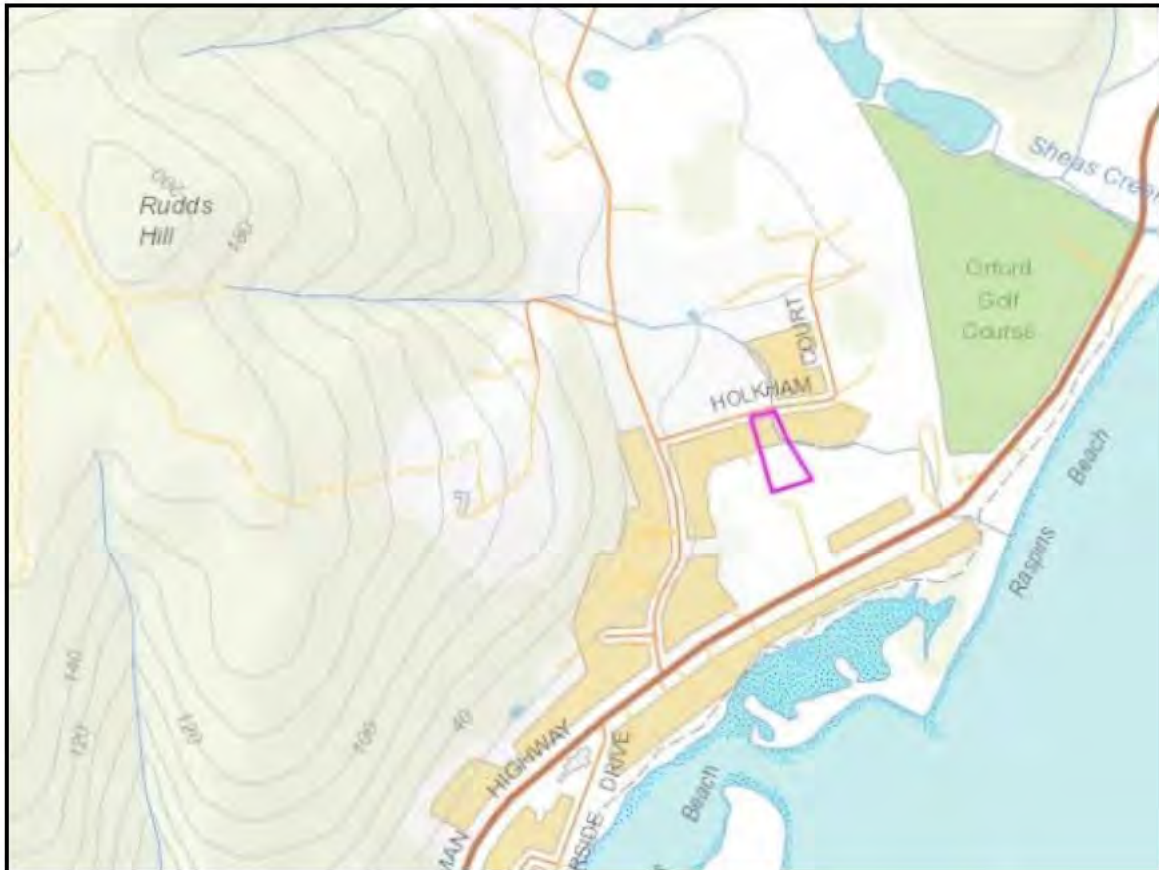


Figure 1. The lot in a topographical context (lot outlined in pink).



Figure 2. Shows the approximate location of the site (pink line) in the context of the adjacent lands and classified vegetation.

Table 1. Bushfire Attack Level (BAL) Assessment

Azimuth	Vegetation Classification	Effective Slope	Distance to Bushfire-prone vegetation	Hazard management area width	Bushfire Attack Level
North	Grassland [^]	upslope	0 to >100 metres	14 metres	BAL-12.5
	--	--	--		
	--	--	--		
	--	--	--		
East	Exclusion 2.2.3.2 (e, f) ^{^^}	flat 0°	0 to 44 metres	11 metres	BAL-12.5
	Grassland [^]	flat 0°	44 to >100 metres		
	--	--	--		
	--	--	--		
South	Grassland [^]	>0 to 5° downslope	0 to 16 metres	16 metres	BAL-12.5
	Exclusion 2.2.3.2 (e, f) ^{^^}	>0 to 5° downslope	16 to >100 metres		
	--	--	--		
	--	--	--		
West	Grassland [^]	upslope	0 to 38 metres	14 metres	BAL-12.5
	Exclusion 2.2.3.2 (e, f) ^{^^}	upslope	38 to >100 metres		
	--	--	--		
	--	--	--		

[^] Vegetation classification as per AS3959-2018 amendment 3, Table 2.3 and Figures 2.4(A) to 2.4 (G).

^{*} Low threat vegetation as per Bushfire Prone Areas Advisory Note (BHAN) No.1-2014, version 3, 8/11/2017.

^{^^} Exclusions as per AS3959-2018 amendment 3, section 2.2.3.2, (a) to (f).

6.0 Results

The bushfire attack level for the site has been determined as BAL-12.5. While the risk is considered to be low, there is a risk of ember attack and a likelihood of low levels of radiant heat impacting the site. The construction elements are expected to be exposed to a heat flux not greater than 12.5 kW/m².

6.1 Property Access

B) Property access length is 30 metres or greater; or access is for a fire appliance to a fire fighting water point.

The following design and construction requirements apply to property access:

- (a) All-weather construction;
- (b) Load capacity of at least 20 tonnes, including for bridges and culverts;
- (c) Minimum carriageway width of 4 metres;
- (d) Minimum vertical clearance of 4 metres;
- (e) Minimum horizontal clearance of 0.5 metres from the edge of the carriageway;
- (f) Cross falls of less than 3° (1:20 or 5%);
- (g) Dips less than 7° (1:8 or 12.5%) entry and exit angle; (h) Curves with a minimum inner radius of 10 metres;
- (i) Maximum gradient of 15° (1:3.5 or 28%) for sealed roads, and 10° (1:5.5 or 18%) for unsealed roads; and
- (j) Terminate with a turning area for fire appliances provided by one of the following:
 - (i) A turning circle with a minimum outer radius of 10 metres;
 - (ii) A property access encircling the building; or
 - (iii) A hammerhead “T” or “Y” turning head 4 metres wide and 8 metres long

6.2 Water supplies for fire fighting

Static water supplies and associated infrastructure for firefighting purposes will be provided in accordance with table 4.3B of the Determination, Director of Building Control – Requirements for Building in Bushfire-Prone Areas, version 2.1 29th August 2017.

The following elements of table 4.3B as noted above will be required to meet compliance;

- A Distance between building area to be protected and water supply
- B Static water supplies
- C Fittings, Pipework and accessories (including tank and stands)
- D Signage for static water supply connections
- E Hardstand

6.3 Hazard management area.

The Bushfire Attack Level for this site is BAL-12.5. A hazard management area contained within the title boundaries will need to be established to achieve this outcome. Table 1 above shows the minimum

separation distances (hazard management area width) for each azimuth of the site that will result in a bushfire attack level of BAL-12.5. These are the minimum separation distance between the site (house) and the bushfire prone vegetation. The hazard management area should have sufficient fuel removed such that the propagation or carriage of fire is significantly impeded.

Hazard management areas for new buildings on lots not provided with a BAL at the time of subdivision must meet the following requirements:

- (a) Be located on the lot so as to be provided with an HMA no smaller than the separation distances required for BAL 29; and
- (b) Have an HMA established in accordance with a certified bushfire hazard management plan.

The attached bushfire hazard management plan is certified and provides for the above conditions to be met. Separation distances are given and will provide for a bushfire attack level of BAL-12.5 at the site.

7.0 Compliance

Section 4 of the Directors Determination Requirements for Building in Bushfire-prone Areas, version 2.1, 29th August 2017.

Table 2. Deemed to Satisfy requirements s4.

Section	Requirement	Compliance
4.1. Construction Requirements	(1) Building work (including additions or alterations to an existing building) in a bushfire-prone area must be designed and constructed in accordance with an Acceptable Construction Manual determined by the BCA, being either: - (a) AS 3959-2018; or (b) Nash Standard - Steel Framed Construction in Bushfire Areas as appropriate for a BAL determined for that site.	Construction to BAL-12.5 of AS3959-2018 Class 1 building
	(2) Subclause (1)(a) is applicable to the following: (a) a Class 1, 2 or 3 building; or (b) a Class 10a building or deck associated with a Class 1, 2 or 3 building.	
	(3) Subclause (1)(b) is applicable to the following: (a) a Class 1 building; or (b) a class 10a building or deck associated with a Class 1 building.	
	(4) Despite subsection (1) above, variations from requirements specified in 1(a) and 1(b) are as specified in Table 4.1 below.	
	(5) Despite subsections (1) and (4) above, performance requirements for buildings subject to BAL 40 or BAL Flame Zone (BAL-FZ) are not satisfied by compliance with subsections (1) or (4) above.	
4.2. Property Access	(1) A new building constructed in a bushfire-prone area must be provided with property access to the building and the fire-fighting water point, accessible by a carriageway, designed and constructed as specified in subsection (2) below.	Property access specified as per table 4.2
	(2) Vehicular access from a public road to a building must: (a) Meet the property access requirements described in Table 4.2; (b) Include access from a public road to within 90 metres of the furthest part of the building measured as a hose lay; and (c) Include access to the hardstand area for the fire-fighting water point.	
4.3. Water Supply for Fire fighting	(1) A new building constructed in a bushfire-prone area, must be provided with a water supply dedicated for fire-fighting purposes as specified in subsections (2) and (3) below.	Water supplies for fire-fighting specified as per table 4.3B
	(2) Water supplies for fire-fighting must meet the requirements described in Tables 4.3A or 4.3B.	
	(3) The water supply must be: (a) Provided from a fire hydrant or static water supply; (b) Located within the specified distance from the building to be protected; and (c) Provided with a hardstand and suitable connections.	
4.4. Hazard Management Areas	(1) A new building, or extension to a building, constructed in a bushfire-prone area must be provided with a HMA of sufficient dimensions and which provides an area around the building which separates the building from the bushfire hazard.	Hazard management area shown on the bushfire hazard management plan (BHMP), consistent with separation for BAL-12.5, requirements for hazard reduction on BHMP.
	(2) The HMA must comply with Table 4.4; and	
	(3) The HMA for a particular BAL must have the minimum dimensions required for the separation distances specified for that BAL in Table 2.4.4 of AS 3959-2018; and	
	(4) The HMA must be established such that fuels are reduced sufficiently, and other hazards are removed such that the fuels and other hazards do not significantly contribute to the bushfire attack.	

8.0 Guidance

The defendable space (hazard management area) around a building is critical for providing occupants and/or fire fighters with safe access to the building in order that fire fighting activities may be undertaken. The larger the defendable space, the safer it will be for those defending the structure. Some desirable characteristics of a hazard management area are:

- The area directly adjacent to the building has a significant amount of flammable material removed such that there is little to no material available to burn around the building;
- Includes non flammable areas such as paths, driveways, short cropped lawns;
- Establishment of orchards, vegetable gardens, dams or waste water effluent disposal areas on the fire prone side of the building;
- Creating wind breaks and radiation shields such as non combustible fences and low flammability hedges;
- Removing fire hazards such as wood piles, rubbish heaps and stored fuels;
- Creating and maintaining vertical as well as horizontal separation between ground fuels and tree canopies by pruning;
- It is not necessary to remove all vegetation from the defendable space, trees can provide protection from wind borne embers and radiant heat in some circumstances.

9.0 Further Information

For further information on preparing yourself and your property for bushfires visit the Tasmania Fire Service website at www.fire.tas.gov.au or phone 1800 000 699 for information on:

- Preparing a bushfire survival plan
- Preparing yourself and your home for a bushfire
- Guidelines for development in bushfire prone areas in Tasmania
- Fire resisting plants for the urban fringe and rural areas
- Using fire outdoors
- Fire permits
- Total fire bans
- Bushfires burning in Tasmania

10.0 References

Australian Building Codes Board, *National Construction Code, Building Code of Australia*, Australian Building Codes Board, Canberra.

Building Amendment (Bushfire-Prone Areas) Regulations 2016

Determination, Director of Building Control – Requirements for Building in Bushfire-Prone Areas, version 1 14th March 2016. Consumer, Building and Occupational Services, Department of Justice, Tasmania.

The Bushfire Planning Group 2005, *Guidelines for development in bushfire prone areas of Tasmania – Living with fire in Tasmania*, Tasmania Fire Service, Hobart.

Tasmania Fire Service 2013, *Building for Bushfire – Planning and Building in Bushfire-Prone Areas for Owners and Builders*.

Glamorgan-Spring Bay Interim Planning Scheme 2015, Tasmanian Planning Commission 2015, Tasmanian Planning Commission, Hobart.

Standards Australia, AS3959-2018 Construction of buildings in bushfire-prone areas. Sydney, NSW., Australia.

11.0 Limitations Statement

This Bushfire Hazard Report has been prepared in accordance with the scope of services between Geo-Environmental Solutions Pty. Ltd. (GES) and the applicant named in section 2. To the best of GES's knowledge, the information presented herein represents the Client's requirements at the time of printing of the Report. However, the passage of time, manifestation of latent conditions or impacts of future events may result in findings differing from that described in this Report. In preparing this Report, GES has relied upon data, surveys, analyses, designs, plans and other information provided by the Client and other individuals and organisations referenced herein. Except as otherwise stated in this Report, GES has not verified the accuracy or completeness of such data, surveys, analyses, designs, plans and other information.

The scope of this study does not allow for the review of every possible bushfire hazard condition and does not provide a guarantee that no loss of property or life will occur as a result of bushfire. As stated in AS3959-2018 "It should be borne in mind that the measures contained in this Standard cannot guarantee that a building will survive a bushfire event on every occasion. This is substantially due to the degree of vegetation management, the unpredictable nature and behaviour of fire, and extreme weather conditions". In addition, no responsibility is taken for any loss which is a result of actions contrary to AS3959-2018 or the Tasmanian Planning Commission Bushfire code.

This report does not purport to provide legal advice. Readers of the report should engage professional legal practitioners for this purpose as required. No responsibility is accepted for use of any part of this report in any other context or for any other purpose by third party.

Appendix A – Site photos



Figure 3. Northern azimuth from site.



Figure 4. Eastern azimuth from site.



Figure 5. Southern azimuth from site.



Figure 6. Western azimuth from site



BUSHFIRE HAZARD MANAGEMENT PLAN

Bushfire Hazard Management Plan, Lot 40, 20 Holkham Court, Orford. October 2019. GES05205
Glamorgan-Spring Bay Interim Planning Scheme 2015

Design and Specification Requirements

4.2 Standards for Property Access

Property access length is greater than 30 metres; or access is required for a fire appliance to access a water connection point.

The following design and construction requirements apply to property access:

- (1) All-weather construction;
- (2) Load capacity of at least 20 tonnes, including for bridges and culverts;
- (3) Minimum carriageway width of 4 metres;
- (4) Minimum vertical clearance of 4 metres;
- (5) Minimum horizontal clearance of 0.5 metres from the edge of the carriageway;
- (6) Cross falls of less than 3° (1:20 or 5%);
- (7) Dips less than 7° (1:8 or 12.5%) entry and exit angle;
- (8) Curves with a minimum inner radius of 10 metres;
- (9) Maximum gradient of 15° (1:3.5 or 28%) for sealed roads, and 10° (1:5.5 or 18%) for unsealed roads; and
- (10) Terminate with a turning area for fire appliances provided by one of the following:
 - (a) A turning circle with a minimum inner radius of 10 metres;
 - (b) A property access encircling the building; or
 - (c) A hammerhead "T" or "Y" turning head 4 metres wide and 8 metres long.

C) Property access length is 200 metres or greater.

The following design and construction requirements apply to property access:

- (a) The requirements for B above; and
- (b) Passing bays of 2 metres additional carriageway width and 20 metres length provided every 200 metres

4.3B Static Water Supply for Fire fighting

Static water supplies and associated infrastructure for firefighting purposes will be provided in accordance with table 4.3B of the Determination, Director of Building Control – Requirements for Building in Bushfire-Prone Areas, version 2.1, 29th August 2017.

A Distance between building area to be protected and water supply

The following requirements apply:

- (a) The building area to be protected must be located within 90 metres of the fire fighting water point of a static water supply; and
- (b) The distance must be measured as a hose lay, between the fire fighting water point and the furthest part of the building area.

B) Static Water Supplies

A static water supply:

- (a) May have a remotely located offtake connected to the static water supply;
- (b) May be a supply for combined use (fire fighting and other uses) but the specified minimum quantity of fire fighting water must be available at all times;
- (c) Must be a minimum of 10,000 litres per building area to be protected. This volume of water must not be used for any other purpose including fire fighting sprinkler or spray systems;
- (d) Must be metal, concrete or lagged by non-combustible materials if above ground; and
- (e) If a tank can be located so it is shielded in all directions in compliance with Section 3.5 of AS 3959-2009, the tank may be constructed of any material provided that the lowest 400 mm of the tank exterior is protected by:
 - (i) metal;
 - (ii) non-combustible material; or
 - (iii) fibre-cement a minimum of 6 mm thickness.

C) Fittings and pipework associated with a fire fighting water point for a static water supply must:

- (a) Have a minimum nominal internal diameter of 50mm;
- (2) Be fitted with a valve with a minimum nominal internal diameter of 50mm;
- (b) Be fitted with a valve with a minimum nominal internal diameter of 50mm;
- (c) Be metal or lagged by non-combustible materials if above ground;
- (d) Where buried, have a minimum depth of 300mm (compliant with AS/NZS 3500.1-2003 Clause 5.23);
- (e) Provide a DIN or NEN standard forged Storz 65 mm coupling fitted with a suction washer for connection to fire fighting equipment;
- (f) Ensure the coupling is accessible and available for connection at all times;
- (g) Ensure the coupling is fitted with a blank cap and securing chain (minimum 220 mm length);
- (h) Ensure underground tanks have either an opening at the top of not less than 250 mm diameter or a coupling compliant with this Table; and
- (i) Where a remote offtake is installed, ensure the offtake is in a position that is:
 - (i) Visible;
 - (ii) Accessible to allow connection by fire fighting equipment;
 - (iii) At a working height of 450 – 600mm above ground level; and
 - (iv) Protected from possible damage, including damage by vehicles.

Hazard Management Area

D) Signage for static water connections

The fire fighting water point for a static water supply must be identified by a sign permanently fixed to the exterior of the assembly in a visible location. The sign must comply with the Tasmania Fire Service Water Supply Signage Guideline published by the Tasmania Fire Service

E) Hardstand

A hardstand area for fire appliances must be provided:

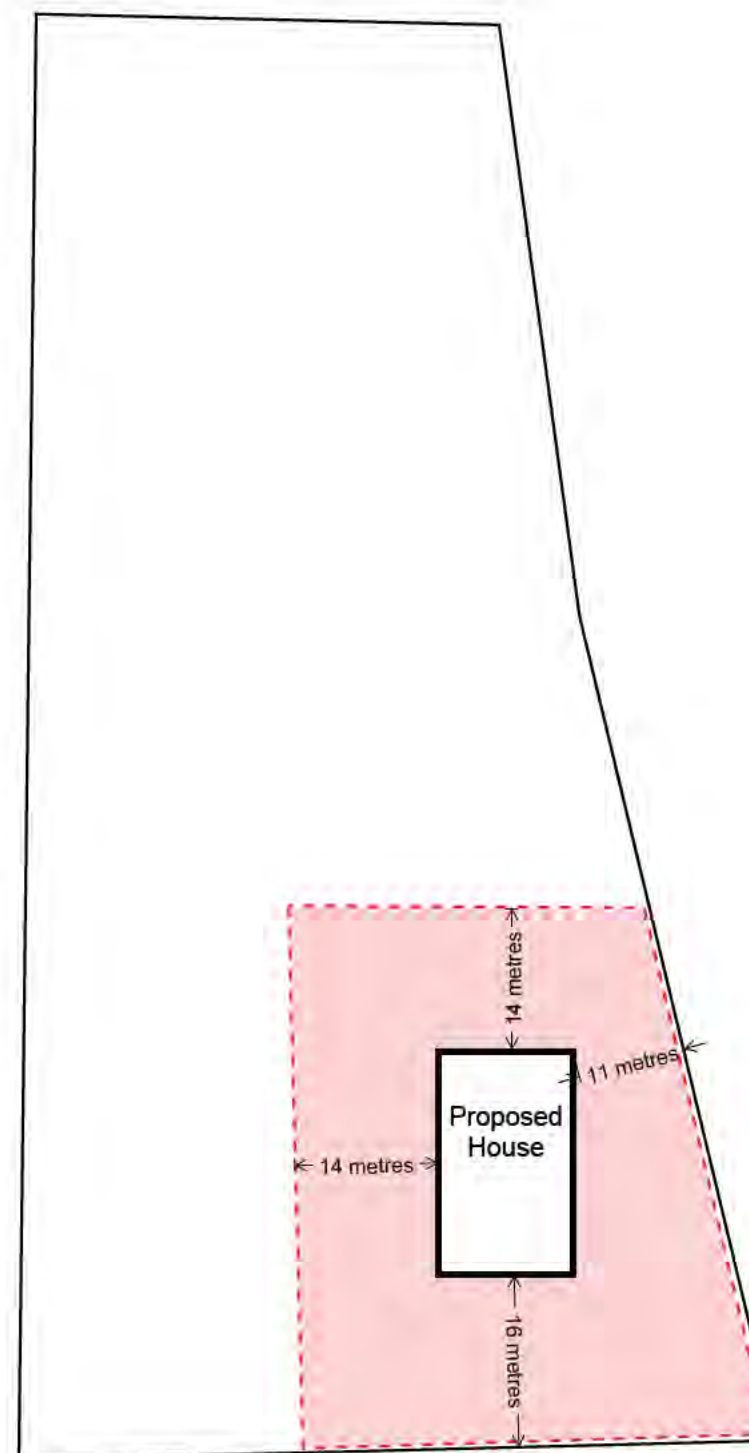
- (a) No more than three metres from the fire fighting water point, measured as a hose lay (including the minimum water level in dams, swimming pools and the like);
- (b) No closer than six metres from the building area to be protected;
- (c) With a minimum width of three metres constructed to the same standard as the carriageway; and
- (d) Connected to the property access by a carriageway equivalent to the standard of the property access.

4.4 Hazard Management Area Requirements

B) Hazard management areas for new buildings on lots not provided with a BAL at the time of subdivision.
A new building must:

- (1) Be located on the lot so as to be provided with a HMA no smaller than the required separation distances for BAL-29; and
- (2) Have a HMA established in accordance with a certified bushfire hazard management plan.

Holkham Court



GES

GEO-ENVIRONMENTAL

SOLUTIONS

29 Kirksway Place, Battery Point.
T| 62231839 E| office@geosolutions.net.au

Building Specifications to BAL-12.5 of AS3959-2009

Hazard Management Area

A hazard management area is the area, between a habitable building or building area and the bushfire prone vegetation, which provides access to a fire front for firefighting, which is maintained in a minimal fuel condition and in which there are no other hazards present which will significantly contribute to the spread of a bushfire. This can be achieved through, but is not limited to the following actions;

- Removing of fallen limbs, sticks, leaf and bark litter;
- Maintaining grass at less than a 100mm height;
- Removing pine bark and other flammable mulch (especially from against buildings);
- Thinning out under-story vegetation to provide horizontal separation between fuels;
- Pruning low-hanging tree branches (<2m from the ground) to provide (vertical separation between fuel layers);
- Pruning larger trees to maintain horizontal separation between canopies;
- Minimise the storage of flammable materials such as firewood;
- Maintaining vegetation clearance around vehicular access and water supply points;
- Use of low-flammability species for landscaping purposes where appropriate;
- Clearing out any accumulated leaf and other debris from roof gutters.

It is not necessary to remove all vegetation from the hazard management area, trees may provide protection from wind borne embers and radiant heat under some circumstances.

Certification No. GES05205

Mark Van den Berg
Acc. No. BFP-108
Scope 1, 2, 3A, 3B, 3C.

Do not scale from these drawings.
Dimensions to take precedence
over scale.

Wilson Homes
250 Murray Street
Hobart, Tasmania 7000

C.T.: 24937/40
PID: 7258266

Date: 23/10/2019

Bushfire Hazard Management Plan Lot 40, 20
Holkham Court, Orford. October 2019. GES05205
Bushfire Management Report Lot 40, 20 Holkham
Court, Orford. October 2019. GES05205

Drawing Number:
A01

Sheet 1 of 1
Prepared by:
MvdB

[illegible]

CERTIFICATE OF QUALIFIED PERSON – ASSESSABLE ITEM

Section 321

Form **55**

To: Owner /Agent
 Address
 Suburb/postcode

Qualified person details:

Qualified person:
Address: Phone No:
 Fax No:
Licence No: Email address:

Qualifications and Insurance details: (description from Column 3 of the Director's Determination - Certificates by Qualified Persons for Assessable Items)

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

Details of work:

Address: Lot No:
 Certificate of title No:
The assessable item related to this certificate: (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: (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: ☐

In issuing this certificate the following matters are relevant –

Documents:	Bushfire Hazard Lot 40, 20 Holkham Court, Orford. October 2019. GES05205 Bushfire Hazard Management Plan Lot 40, 20 Holkham Court, Orford. October 2019. GES05205 and Form 55.
Relevant calculations:	Not Applicable.
References:	Determination, Director of Building Control Requirements for Building in Bushfire-Prone Areas, version 2.1 29 th August 2017. Consumer, Building and Occupational Services, Department of Justice, Tasmania. Building Amendment (Bushfire-Prone Areas) Regulations 2014 Standards Australia 2018, Construction of buildings in bushfire prone areas, Standards Australia, Sydney.

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

The Bushfire Attack Level is **BAL-12.5** for the Building area. All specifications of the Bushfire hazard management plan and report to be implemented for compliance.

Scope and/or Limitations


Scope: This report was commissioned to identify the Bushfire Attack Level for the existing property. Limitations: The inspection has been undertaken and report provided on the understanding that;-1. The report only deals with the potential bushfire risk all other statutory assessments are outside the scope of this report. 2. The report only identifies the size, volume and status of vegetation at the time the site inspection was undertaken and cannot be relied upon for any future development. 3. Impacts of future development and vegetation growth have not been considered.

I certify the matters described in this certificate.

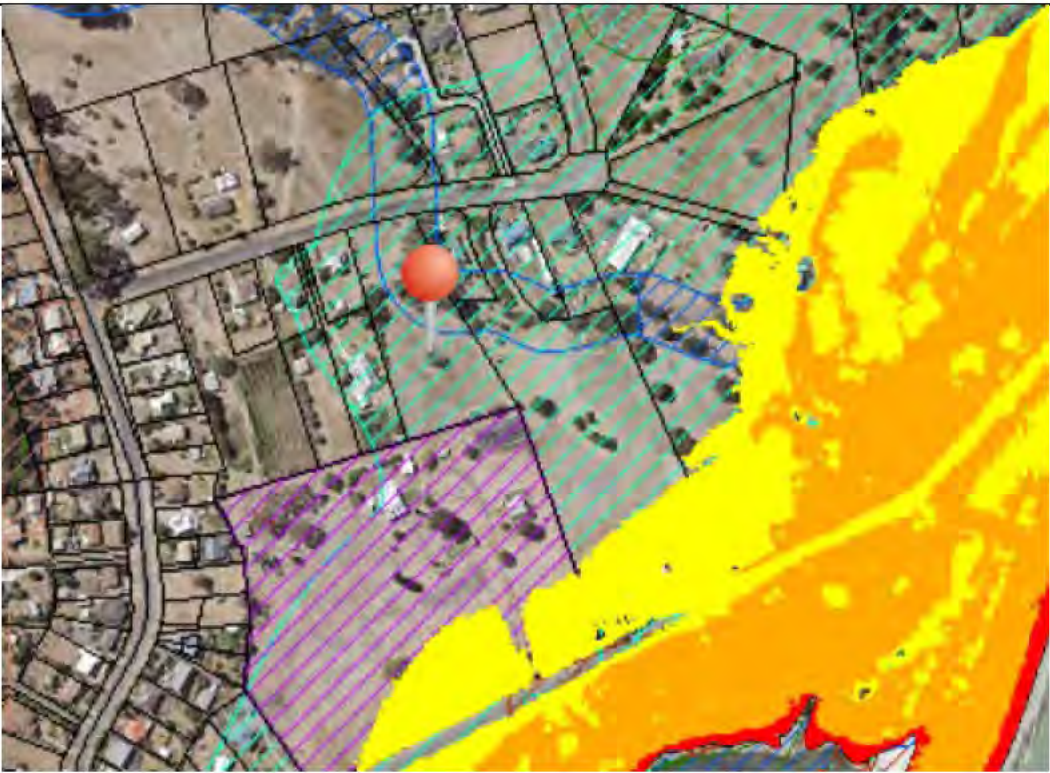
Qualified person:	Signed: 	Certificate No: GES05205	Date: 23/10/2019
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ENGINEERING REPORT

DA#:	DA 2020 / 00099
Applicant:	Wilson Homes
Proposal:	Dwelling
Address:	20 Holkham Court, Orford
Zone:	Low Density Residential
Report completed by (Name & date):	Leigh Wighton 10 September 2020

Brief Description	
Describe proposal	The proposal is to construct a 4 bed dwelling at 20 Holkham Crt, Orford.
Describe parking and access (existing and proposed)	<p>The property has an existing gravel vehicle access off Holkham Court. This will need to be upgraded to Council standards with a sealed surface from the edge of the road to the property boundary.</p>  <p>The property has an existing internal gravel driveway that will need to be widened and extended. The driveway will need to be compliant with Bushfire Standards.</p> <p>A Bushfire Hazard Report was submitted with the application.</p>

	<p>The internal driveway is greater is approximately 110m in length. Passing is available approx. 80m from the frontage where turning is provided for a fire appliance at the firefighting water supply. The land is flat and passing would be possible off the side of the driveway. As sight distances are clear and the driveway only services a single dwelling no additional passing is considered necessary.</p>
Stormwater	<p>There is no piped public stormwater system servicing the property. There is an existing watercourse which cuts through the north eastern corner of the property.</p> <p>A 4m wide drainage easement also runs east west through the northern section of the property connecting to the watercourse. There is a DN 300 pipe in the easement through the property. Upstream of the property (to the west) this drain is predominantly open channel, some piped sections.</p> <p>The new impervious area created is less than 600 sq. m. as such no WSUD is required.</p> <p>The applicant proposes to dispose of stormwater on site via absorption trenches. This is considered an acceptable method of disposal in this instance, particularly compared to a direct connection to the watercourse. The development will require a Plumbing Permit and the onsite disposal system will need to be designed by a suitably qualified person in accordance with the <i>Building Act 2016</i>. Whilst the absorption trenches may exceed capacity in extreme rainfall events overflow will be directed towards the existing watercourse and the resultant flows will likely mimic pre development conditions.</p> <p>E15.0 Inundation Prone Areas Code E15.7.4 Inundation Hazard Area</p> <p>This section of the code is not considered applicable in this instance as the proposed dwelling falls outside the 1% AEP storm affected area identified by the stormwater modelling undertaken as part of the Holkham Court Stormwater Assessment, Glamorgan Spring Bay Council 2019, revision 3, prepared by Anna Wilson, dated 10/9/2019. Irrespective the land may be subject to overland sheet flow and it is recommended that the finished floor level be 300mm above existing. Advice to this effect is recommended.</p> <p>Additionally a condition requiring the pipe and overland flow through the drainage easement be maintained is recommended.</p> <p>E15.7.5 Riverine, Coastal Investigation Area, Low, Medium, High Inundation Hazard Areas</p> <p>The development is within the Coastal Inundation Hazard Area overlay however this overlay states that the land is “Vulnerable to inundation is unable to be mapped accurately due to inadequate height data.”</p> <p>Table E15.1 Coastal Inundation High, Medium & Low Hazard Areas - Minimum Levels lists the Low hazard minimum level for Orford as 2.3m AHD.</p>

	 <p>The Coastal inundation hazard bands as provided on the LIST show the Low Hazard Area in yellow well clear of the subject property. The contours from Council GIS system indicate the lowest level on the lot is 6m AHD.</p> <p>The land is considered to be outside the Coastal Inundation Low Hazard Area.</p>
Sewer and Water	Sewer and water connections are provided to the property.
Codes	<ul style="list-style-type: none"> • Parking and Access • Stormwater • Waterway and Coastal Protection Area • Coastal Inundation Hazard Area

Representation	Response
<p>The development would put further unacceptable pressure on the already overloaded and inadequate Alma Road and Holkham Court stormwater system.</p>	<p>The proposal of a single dwelling results in a minimal increase in impervious area in a catchment which has a total area of approximately 80 hectares and is likely to have an insignificant impact.</p> <p>Council has a current budget allocation for stormwater and flood mitigation works. Works within the Holkham Court catchment have been identified in accordance with the "Holkham Court Storm Water Assessment" and council is currently progressing the design of those solutions.</p>

The proposal contains no mention of the Holkham Court Stormwater Assessment by Anna Wilson.	
There is no detail provided about the disposal of stormwater, other than a 'stormwater soakage trench' connected to the down pipes with no further details.	The design of drainage associated with driveways, parking areas and buildings is regulated under the Building Act 2016. The development will require a Plumbing Permit and the onsite stormwater disposal system will need to be designed by a suitably qualified person in accordance with the Building Act 2016.
'Infiltration basins', 'detention ponds' and now 'stormwater trenches', all suffer from the same failing, which is the poor absorbency of the soils in the area. They are useless in a downpour; they fill rapidly and overflow.	Whilst the proposed absorption trenches may exceed capacity in extreme rainfall events overflow will be directed towards the existing watercourse below adjacent residential properties and the resultant flows will likely mimic pre development conditions.
The engineer's reports of satisfactory infiltration measurements for 54 Holkham Court subdivision, taken during a drought period, have proven ridiculously optimistic as demonstrated by the lake on the Orford Golf Course. The soil has very low permeability. The basin will increase water table levels to the detriment of nearby properties.	Not relevant to the proposal.
The increased stormwater runoff from this application can only find its way in the very inefficient network of open drains comprising the lower Holkham infrastructure.	See above
It is Council's responsibility to consider the downstream effects of the proposal and its increased flows on the infrastructure. This deliberation should include reference to all available information – not just that included by the developer.	
Council should be mindful of the scientifically accepted concept of sea level rise and its consequences (ref. GSBC Corporate Adaption Plan of April 2012). Storm surge and tidal level dramatically influence the ability of storm water to escape to the sea at Raspins Beach, regardless of the size of the culvert under the Tasman Highway.	

Key		
Requesting Additional Information for this standard	Reliant on PC (i.e. discretionary)	Unsure – Engineer to check

Road & Railway Code Applies? Y	Clause:	Proposed	Complies or N/A	Provide brief detail of discretion and any condition required:
Existing road accesses and junctions	E5.5.1 A3	Traffic generation would be less than 10AADT	Y	
Parking & Access Code Applies? Y	Clause:	Proposed	Complies or N/A	Provide brief detail of discretion and any condition required:
Number of Car Parking Spaces	E6.6.1 A1	2	Y	Condition for 2 spaces to comply with acceptable solution.
Number of Accessible Car Parking Spaces	E6.6.2 A1		?	
Number of Motorcycle Parking Spaces	E6.6.3 A1	Nil	Y	None required
Number of Bicycle Parking Spaces	E6.6.4 A1	Nil	Y	None required
Number of Accesses	E6.7.1 A1	1	Y	
Design of Accesses	E6.7.2 A1		Y	Standard condition
Passing	E6.7.3 A1		N	Compliance with bushfire standards should provide an adequate level of service.
Turning	E6.7.4 A1	On site turning is not required	N/A	
Layout	E6.7.5 A1		Y	Standard condition
Surfacing	E6.7.6 A1	??	N	Condition for gravel to be maintained etc..
Lighting	E6.7.7 A1	Not required	N/A	
Landscaping	E6.7.8 A1		N/A	

Motorcycles	E6.7.9 A1		N/A	
Bicycles	E6.7.10 A1 & A2		N/A	
Bicycle End of trip	E6.7.11 A1		N/A	
Siting of parking	E6.7.12 A1		N/A	
Commercial vehicles	E6.7.13 A1		N/A	
Road access	E6.7.14 A1	Existing gravel access	N	Condition for access to be upgraded to Council standards including seal from edge of road to property boundary.
Stormwater Code Applies? Y	Clause:	Proposed	Complies or N/A	Provide brief detail of discretion and any condition required:
Gravity Connection	E7.7.1 A1		N	On site disposal
WSUD	E7.7.1 A2	<600m2	Y	
Minor SW system	E7.7.1 A3		?	
Major SW system	E7.7.1 A4		?	

Recommended Conditions

Services

- 1) The developer must pay the cost of any alterations and/or reinstatement to existing services, Council infrastructure or private property incurred as a result of the development. Any work required is to be specified or undertaken by the authority concerned.

Advice: The developer may submit photographs showing the existing condition of roads, footpaths, kerb and gutter and similar in the nearby area as evidence of the existing conditions prior to any works occurring

Parking and Access

- 2) Prior to the commencement of use, at least two (2) car parking spaces must be provided on-site, and must be available for car parking at all times.
- 3) To the satisfaction of Council's General Manager, the internal driveway and areas set-aside for vehicle parking and associated access and turning must be provided in accordance with Standards Australia (2004): Australian Standard AS 2890.1 - 2004 – Parking Facilities Part 1: Off Street Car Parking; Standards Australia, Sydney and must include all of the following:
 - (a) The driveway from Holkham Court to the proposed dwelling must be upgraded/constructed with a minimum width carriageway of 4.0m;

- (b) Be constructed with a durable all weather pavement;
- (c) Have a gravel surface that is designed, constructed and maintained to avoid dust or mud generation, erosion or sediment transfer on or off site;
- (d) Be in accordance with the requirements of the approved Bushfire Hazard Management Plan.
- (e) Unless approved otherwise by Council's General Manager must be fully complete prior to the commencement of use.

- 4) To the satisfaction of Council's General Manager, surface water runoff from the internal driveway and areas set-aside for vehicle parking and turning must be controlled and drained to avoid unreasonable impact to adjoining land.

Advice: The design of drainage associated with driveways, parking areas and buildings is regulated under the Building Act 2016.

- 5) The existing vehicular access from the road seal to the lot boundary must be upgraded as required to have:
- (a) A sealed surface.
 - (b) Gradient, construction and sight distance be in accordance with standard drawing TSD-R03-v2, TSD-R04-v2 and TSD-RF01-v2.
 - (c) Be fully complete within six months of the commencement of use to the satisfaction of Council's General Manager.

Advice: standard drawings are available at <https://www.lgat.tas.gov.au/member-services/policy-and-projects/engineering-local-government-standards-and-guidelines>

Stormwater

- 6) The existing drainage easement, including the pipe and overland flow path, must be maintained to ensure stormwater is conveyed from the western boundary of the property to the existing watercourse running through the north eastern portion of the property.
- 7) Stormwater drainage from the proposed development must be retained on site to the satisfaction of Council's General Manager Engineer and in accordance with the *Building Act 2016*.

Soil and Water Management

- 8) The developer must implement a soil and water management plan (SWMP) to ensure that soil and sediment does not leave the site during the construction process and must provide a copy of the SWMP to Council's General Manager prior to the commencement of works.
- 9) No top soil is to be removed from the site.

Construction

- 10) Through the construction process to the satisfaction of Council's General Manager, and unless otherwise noted on the endorsed plans or approved in writing by Council's General Manager, the developer must:

- a. Ensure soil, building waste and debris does not leave the site other than in an orderly fashion and to be disposed of at an approved facility.
- b. Not burn debris or waste on site.
- c. Promptly pay the costs associated with any alteration, extension, reinstatement, repair or cleaning of Council infrastructure, public land or private property.
- d. Ensure public land, footpaths and roads are not unreasonably obstructed by vehicles, machinery or materials or used for storage.

ADVICE:

- A. The Holkham Court area has a history of stormwater flooding. It is recommended that the finished floor level of the proposed dwelling be 300mm above existing ground level and/or measures are taken to protect the dwelling from potential inundation.

Acting General Manager & Councillors
Glamorgan Spring Bay Council
Triabunna TASMANIA 7190

DA 2020-99 New Dwelling - 20 Holkham Court Orford
Representation to Glamorgan Spring Bay Council from

Dear Sir/Madam

We refer to the application above as recently advertised in the Mercury newspaper, and make this representation opposing the development as presented in the available documentation, on the basis that it would put further unacceptable pressure on the already overloaded Alma Road and Holkham Court storm water system.

Our property, and that of several of our neighbours, has recently been subjected to flooding causing many thousands of dollars damage. The latest being on the 2nd April 2020. This has been due to the inadequate infrastructure in Holkham Court and beyond to the storm water outlet at Raspin's Beach. As a result we, along with our long suffering neighbours, are anxious try to ensure additional developments do not further contribute to existing problems.

The GSB Council commissioned a study to model existing and future conditions of storm water flows to establish an appropriate pattern of development and an infrastructure plan. This resulted in the "**Holkham Court Storm Water Assessment**" (**HCSWA**) (*Anna Wilson, Brighton Council – October 2018*). This report highlighted the serious flooding issues especially in the lower areas of the catchment. None of the recommendations of the report have been carried out to date.

We make the following observations relative to the published documents:

1. The proposal contains no mention of the above **HCSWA** and the issues it highlighted or the effect this proposal would have on the already overloaded storm water system in the area. This has been amply demonstrated during our many recent flood events in less than twenty years!
2. There is almost no detail provided about the disposal of storm water from the roofed and other hard surfaces comprising this application. The provision of a "storm water trench" is shown on the drawings connected to the home down pipes, but there is no detail at all of what this consists or its dimensions.
3. Recently, there has been a trend with development applicants in this area to try to reduce the effects of increased run-off by means of the provision of an "infiltration basin", a "detention pond" and now a "storm water trench"! All these systems suffer from the same failing which is the poor absorbency of the soils in the area. They are totally useless in a downpour as they fill rapidly and overflow, contributing to the inevitable flooding which is a feature of the area.
4. This is graphically illustrated at the present time relative to the new 54 Holkham Court subdivision. The engineer's reports of satisfactory infiltration measurements, taken during a drought period, have proven ridiculously optimistic as demonstrated by the large lake on Orford Golf Course adjacent to the partially constructed infiltration basin. This lake has been present for the whole of the winter period indicating the poor permeability of the soil. The very slow reduction is being driven only by minimal evaporation during the colder months. This basin will increase water table levels to the detriment of nearby properties.

5. The increased storm water run-off from this application can only find its way into the very inefficient network of open drains comprising the lower Holkham infrastructure.
6. Whilst it is not necessarily within the remit of the developer to consider downstream effects of their proposal and its increased flows on the infrastructure, **it is the Council's responsibility to do so**. This deliberation should include reference to all available information - not just that included by the proposer. The opinions, evidence and issues raised by local residents are also of paramount importance. There are many storm water issues around the Orford area which have been exacerbated by the unfortunate approval of improperly researched development proposals. A further addition would surely be irrational.
7. Council should also be mindful of the scientifically accepted concept of sea level rise and its consequences. (Reference is made to the "*GSBC Corporate Adaption Plan of April 2012*") Storm surge and tidal level dramatically influence the ability of storm water to escape to the sea at Raspin's Beach regardless of the size of the culvert under the Tasman Highway. This problem cannot be solved by larger pipes and drainage ditches.

It is recommended that Councillors come to the area, view the problems for themselves, and discuss the issues with affected ratepayers (voters) rather than make cursory desk top decisions purely based on the biased information provided by the developer.

Yours sincerely

19th August 2020

Statement of Expectations

Survey of all Councillors and the General Manager

This survey is to try to get a broad view of how Council sees itself at this point in time. It is a starting point for implementing the Statement of Expectations. There are no wrong answers: it is just your views.

Individual surveys will be collated into a single document and the individual responses will be destroyed. This is to try to get a broad collective view of Council as it is at present, so it is to be expected that there will be some widely differing opinions on some points.

If you wish to remain anonymous, please post the survey back rather than using your usual email.

Some questions relate only to Councillors. Please mark the alternative closest to your view from those given. Give a comment if you want to add something.

This is a Word Document so you can take as much room as you like to provide your comments. You can send your survey back as a PDF if that is your preference.

Completing this survey is voluntary, but it will help Council if everyone participates and speaks honestly and freely. To enable this to be reported to the next committee meeting, and then to Council, please have your survey back by **Friday, 12 June 2020**.

Email address for return:



Postal address for return:



A. Introduction (Councillors only)

1. Why did you become a Councillor?

2. What are your top priorities for Council over the next year? *(Please list three with most important to you listed first.)*

3. And where do you want Council to be by the end of 2023?

B. Councillor Relationships

4. How skilled do you think the Councillors are as Councillors?
 - Highly skilled and knowledgeable about their roles
 - As good as any other Councillors in Tasmania
 - Some highly skilled, others not so skilled
 - Not very skilled at all
 - Unskilled

Comments?

5. How professional are Councillors in dealing with one another?

- Unfailingly professional
- Very professional most of the time
- Sometimes professional
- Mostly unprofessional

Comments?

6. How honest are Councillors with one another?

- Extremely honest
- Very honest
- Somewhat honest
- Not very honest
- Not honest at all

Comments?

7. Does everyone pull their weight in sharing responsibility for making Glamorgan Spring Bay a high performing Council?

- Yes, responsibility is shared by all, all the time
- Responsibility is shouldered by most of the councillors most of the time
- Some councillors take more of the responsibility than others
- Some councillors take very little responsibility
- A majority of councillors take very little responsibility.

Comments?

C. Individual Performance as Councillors

8. How confident are you that you can bring an issue to Council and it will be listened to and considered fairly?

- Very confident
- Fairly confident
- Not sure at all
- Sure that it will not happen

Comments?

9. How confident are you that you know enough about legislation and meeting procedure to be able to contribute constructively to meetings, and be able to assist Council to reach good decisions?

- Very confident
- Fairly confident

- Not confident at all
- I do my best but I need to know a lot more.

Comments?

10. How confident are you that you can get enough information relatively easily (e.g., through reports to Council for meetings and workshops, or verbal advice provided from managers) to help you make good decisions?

- Very confident
- Fairly confident
- Not confident at all

Comments?

11. Are you confident that the Council follows correct meeting procedures?

- Very confident
- Fairly confident
- Not confident at all

Comments?

12. Are you comfortable to speak openly in closed council, knowing that what you say will not leave the room?

- Always
- Usually
- Sometimes
- Never

Comments?

13. When Council makes a decision which is not unanimous, how confident are you that all Councillors will support the decision in the community?

- Always
- Usually
- Sometimes
- Never

Comments?

D. Conclusion

14. If you could change three things in the Council, what three would they be?
15. What is Council doing well right now?
16. Think about Council as it was in June 2019. Do you think Council is better now or worse?
Please give reasons for your view.



**GLAMORGAN SPRING BAY
COUNCIL**

Glamorgan Spring Bay Council

**Statement of Expectations
Issue Resolution Policy No. 6.7 Version [1.0]**

Adopted: 25 August 2020
Minute No.: 293/20

Document Control

Policy Name	
First issued/approved	August 2020
Source of approval/authority	Council – Decision No. 293/20
Last reviewed	August 2020
Next review date	June 2022 (or earlier if required by Council)
Version number	01
Responsible Officer	General Manager & Mayor
Department responsible for policy development	Governance
Related policies	<ul style="list-style-type: none"> • Glamorgan Spring Bay Council Code of Conduct • Glamorgan Spring Bay Council Statement of Expectations
Publication of policy	Website

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1 Overview

Councillors recognise that the democratic process of local government involves holding and expressing different and sometimes opposing viewpoints.

It is a normal, and vital function of this process that all views are expressed and shared in a considered and informed way.

Although all Councillors must strive to engage in positive, constructive and respectful interactions, issue, conflict and/or disputes may arise. Issues may also arise in the relationships between the Mayor and General Manager, and the Councillors and General Manager.

The primary purpose of this issue resolution policy is to provide Councillors and the General Manager with support to resolve issues, conflicts or disputes in a manner that enables them to move forward and establish and maintain effective working relationships, so as not to damage the reputation or overall performance of the Council or any individuals.

This policy should be read in conjunction with the Glamorgan Spring Bay Council Code of Conduct and the Glamorgan Spring Bay Council Statement of Expectations.

Regular training and development will be provided to Councillors to ensure awareness and adherence to the Code of Conduct and Statement of Expectations.

2 Scope

The intent of this policy is to provide an elective framework for Councillors and the General Manager wanting to resolve an issue, conflict or dispute in an informal, conciliatory manner.

In the interests of maintaining good governance and earning the highest level of confidence in our Council from our community, the Glamorgan Spring Bay Council has endorsed this Issue Resolution policy as a complimentary document to the Statement of Expectations and as a first recourse prior to the use of the legal framework of the Code of Conduct.

The policy does not displace any external avenues provided for by legislation for the reporting and resolution of issues and disputes. The Code of Conduct sets out avenues for reporting real or perceived breaches by Councillors.

The policy does not deal with allegations of criminal misconduct as they are to be raised with the relevant authority.

3 Related Policies and Legislation

This policy relates to and depends on other Council policies, as well as legislation, including:

- Glamorgan Spring Bay Council Code of Conduct
- Glamorgan Spring Bay Council Statement of Expectations

4 Issue Resolution Undertaking

In the interests of ensuring that the Council operates as effectively as possible it is important that all Councillors and the General Manager recognise that they hold an individual and collective responsibility to demonstrate high standards of conduct in undertaking their duties as representatives of the community and the Council.

Where there may be interpersonal issues, conflict and disputes, the first recourse in addressing differences should involve an informal proactive approach, recognising the need for the respectful treatment of colleagues at all times.

Prior to commencing a formal Code of Conduct Complaint, Councillors who are parties to any disagreement should endeavour to resolve their differences through informal discussion, recognising that they have been elected to act in the best interests of the community. Similarly, the General Manager should endeavour to resolve any disagreement with the Mayor or Councillors through informal discussion, recognising that the General Manager must also act in the best interests of the community of Glamorgan Spring Bay.

5 Issue Resolution Options

Where appropriate, the parties to an issue, conflict or dispute are encouraged to use their best endeavours to resolve their issue, conflict or dispute in a courteous and respectful manner, between themselves, and to stop any behaviour that is causing issues, conflict or dispute.

Where parties have not been able to resolve their issue between themselves, the following informal options are available:

5.1 Respectful Conduct Advisor

Upon the request of an elected member, a Respectful Conduct Officer (RCA), who is not an employee of the Council, may be assigned by the General Manager to support the Councillors to participate in informal resolution processes. If the General Manager is a party to the matter to be resolved, the RCA is to be assigned by the Mayor or Deputy Mayor, or as agreed by the parties to the matter.

The role of the RCA would be to provide support and practical assistance to the Parties, individually or collectively.

In selecting persons to act in the capacity of RCA, the General Manager, Mayor, or Deputy Mayor will take into account the nature of the issue under discussion, an appropriate skills-set within the local government context, experience in issues resolution and interpersonal skills which can most likely assist in resolving matters of conflict.

5.2 Additional Assistance Towards Resolution

If attempts have been made to resolve an issue through direct approach, and through the intervention of an RCA, then the following steps provide further mechanisms through which resolution may be achieved.

5.2.1 External Assistance

Councillors or the General Manager wishing to undertake informal issue resolution may, in discussion with the RCA, seek assistance from an independent facilitator, mediator, counsellor or such other assistance which they may consider appropriate in resolving the issue at hand.

5.2.2 Internal Measures for Dealing with a Matter Involving the General Manager

If an issue is brought forward by a Councillor against the General Manager, the Councillor may request that the General Manager's Performance Review Committee (GMPRC) review the matter and provide a recommendation to the parties. The GMPRC may request the RCA to attend the meeting where the matter is discussed, to provide background and independent advice.

5.2.3 Internal Measures for Dealing with Matters between Councillors

If after intervention by an RCA a matter between Councillors remains unresolved, the Parties may request that the issues be discussed in a closed council session by the full Council. The RCA is to be invited to attend the closed council session to provide background and independent advice, and to arbitrate where necessary.

Any Party electing to take their issue on to any of the above steps ideally should accept that every effort is being made to resolve a potentially disruptive issue within Council, and be prepared to compromise or adapt if necessary.

Where an issue cannot be resolved in by these processes, the formal Code of Conduct process for Councillors may provide the next steps for the parties involved. If the case involves the General Manager's behaviour, Council will decide what further steps it wishes to take.

6 Commitment to the Policy

Councillors are required upon election to commit their adherence to the Code of Conduct and to Council's policies. Councillors may also make the following declaration of their commitment to the Statement of Expectations:

I acknowledge that I have been elected by the community to a position of significant responsibility with the expectation that I will act in accordance with the principles and behaviours of good governance and demonstrate values which are accepted within our society.

I declare my commitment to abide by this expectation by attesting my adherence to the Glamorgan Spring Bay Council Statement of Expectations Policy.

A newly appointed General Manager will be asked to make the following statement at the first open Council meeting following appointment:

I acknowledge that I have been selected by Council to a position of significant responsibility with the expectation that I will act in accordance with the principles and behaviours of good governance.

I declare my commitment to abide by this expectation by attesting my adherence to the Glamorgan Spring Bay Council Statement of Expectations Policy.

7 Policy Review

This policy will be reviewed in June 2022, and thence forth at least 12 months before an ordinary Council election, and again at least 12 months but no more than 15 months after an ordinary Council election.

The initial review (in June 2022) may be conducted earlier if Council so determines.

8 Attachments (if applicable)

Nil.

Terms of Reference

Statement of Expectations Special Committee of Glamorgan Spring Bay Council

Introduction

This Special Committee (henceforth the SoE Committee) is established by Glamorgan Spring Bay Council (the Council) in accordance with section 24 of the *Local Government Act 1993* (the Act).

Functions

The function of the SoE Committee is to provide a draft Statement of Expectations (SoE) to Council for approval, prior to submission of the SoE to the Director of Local Government. The SoE is to deal with roles and relationships between the Mayor and Councillors, Mayor and General Manager, Councillors and General Manager, and Mayor and Councillors with staff.

The Special Committee can make recommendations to Council, which can be accepted or rejected as Council determines.

Pursuant to the decision of Council on 26 May 2020 (Decision # 173/20), the Committee is to undertake the task of supporting and monitoring the implementation of the SoE. The Committee is to provide regular reports to Council on progress. In addition, the Committee is to provide a report on the effectiveness of the SoE to Council at its September meeting, recommending that the report be endorsed and forwarded to the Director of Local Government.

Membership

Membership of the Committee is confined to those Councillors who have signed the Statement of Expectations.

Membership of the Committee comprises:

- The Mayor (provided that the Mayor is an SoE signatory)
- The Deputy Mayor (provided that the Deputy Mayor is an SoE signatory)
- Two Councillors elected by Council
- The General Manager
- Mr Greg Preece (Adviser)
- Ms Lynn Mason (Adviser)

Ms Lynn Mason is the Chairperson of the Committee.

If either the Mayor or Deputy Mayor is ineligible to be a member of the Committee, Council may elect another Councillor to fill the Committee vacancy.

Councillors elected to the Committee will hold that office until the next ordinary Council election, unless they become ineligible to hold that office.

If the Chairperson is absent for a meeting, those members present may elect one of their number to chair that meeting.

A quorum is any four members of the Committee in attendance.

Resources

The General Manager is the Executive Officer of the Committee. As Executive Officer, the General Manager will

- develop the agenda for SoE meetings in conjunction with the Advisers;
- draft papers and reports for the SoE Committee as required;
- take minutes of meetings and circulate draft minutes to the Committee within five working days of Committee meetings. With the permission of the Committee, the General Manager may delegate the tasks of taking and circulating the Minutes of the Committee to his Executive Officer;

- after comment from Committee members, circulate the draft minutes to councillors;
- ensure that the monthly Advisers' Report is placed on the Council agenda for ordinary council meetings, and placed on the Council website within five working days of the council meeting at which is it tabled;
- where relevant, progress actions agreed by the Committee.

Meetings

The Committee will meet at least monthly.

The Chairperson can call a meeting at any time, or three or more members of the Committee can require the Chairperson to convene a meeting.

Meetings may be attended by telephone or teleconference, as well as in person.

The Committee may invite people or groups to attend meetings as required, e.g. LGAT, the Integrity Commission, the Australian Services Union, or other appropriate body.

Glamorgan Spring Bay Councillors may attend meetings as observers.

The main item on meeting agendas will be monthly reports presented by the two independent Advisers.

Signed:

Chairperson, Statement of Expectations Special Committee

Date:

Version # 3. Adopted by Council 25 August 2020.

Dated: 25/9/20

1. INTRODUCTION

The purpose of this proposal is to address the concept of potential development of an interpretive sculpture trail for the township of Coles Bay and Freycinet Peninsula.

The proposed sculpture trail would include signage at the town entrance and several sculptures around the town in significant locations. Sculptures would represent local flora and fauna and history of the local area. Sculptures would include plaques of an interpretive/informative nature. The proposed mission statement of the project is: *"Sharing stories of people and of place"*.

2. PROJECT AIM

The Freycinet Sculpture trail project is for the community, past and present to be able to tell our stories. Both history and nature in its various forms will be interpreted into a range of sculptures. The sculptures would be commissioned by Tasmanian artists and comprise of a range of materials, found or reclaimed objects sympathetic to the proposed sites of installation. The scale and scope of the trail will be ever evolving as it grows and develops with the addition of sculpture and landscape form over the years to come. The artwork locations would be chosen with minimal impact on the natural environment a key driver for site identification. The trail would compliment the Coles Bay Foreshore Walk.

3. BACKGROUND

The town entrance to Coles Bay is currently without any formal landscaping or "Welcome To" sign. A present there is a small council sign at the start of town stating the name of the town. The entrance of the town lacks a sense of arrival. There are no interpretive displays around the town highlighting natural landmarks, or history. Coles Bay Foreshore Walk- As of September 2019 the proposed Coles Bay Foreshore walk has secured funding co-operatively through some Federal grant money and the Glamorgan Spring Bay council. The project has yet to have final engineering design and planning done. That work will be undertaken in later 2019, early 2020 project managed through the local council (Glamorgan Spring Bay). The walk would extend from Muirs Beach to Garnet Avenue Coles Bay, eventually connecting the town to the National Park for foot traffic. The proposed Coles Bay Sculpture Trail would aim to compliment the foreshore walk.

4. PROPOSAL

- 4.1 It is proposed a sculpture trail of 5-8 sculptures be commissioned and implemented around the town of Coles Bay. The Sculpture trail would include a town entrance sign. Sculptures would be placed around the town in appropriate locations. Sculptures would include interpretive plaques. Each sculpture would tell a local story or significance of the Freycinet Peninsula. Those stories would be finalised by the Sculpture Board and would be developed by through research and community consultation.
- 4.2 **Location-** the proposed trail would be finalised through consultation with the Glamorgan Spring Bay Council (GSBC), local community and ratepayers, Parks & Wildlife Services, Aboriginal Heritage Council and other relevant stakeholders. Considerations would be made in relation to public safety and access, current and future planning projects (i.e Coles Bay Esplanade round-about, Coles Bay Foreshore Walk), natural landmarks, and the preservation of the natural environment and Aboriginal Heritage.
- 4.3 **Project Oversight-** the sculpture trail project will be overseen by a board. The board would consist of the project chair and board members with a range of skill sets including creative arts. The board would meet quarterly or as required. It is proposed that the project sits as a sub-committee of the Freycinet

Association Inc. (FAI). This would assist with the financial management of the project and community consultation. Moving forward the trail may be required to form its own entity and the board will seek advice on this regarding the ownership of the art etc as the project moves forward. Its' proposed the board will develop 3 key policies:

- A) Freycinet Sculpture Trail Arts Acquisition Policy
- B) Freycinet Sculpture Trail Installation Plan
- C) Freycinet Sculpture Trail Artistic Guiding Principles

These 3 documents will shape the installation of the art and its acquisition.

4.4 Communication- the trail will have its own website and social media accounts. As the project moves forward there will be rounds of community consultation to ensure the community is across the project and able to contribute ideas. The board will develop a communication plan.

4.5 Funding- the funding of the trail is proposed to be through a mix of local donations, sponsorship and grants. It's proposed that the oversight of the finances of the project are done through the board and the FAI.

4.6 SCULPTURES TRAIL ART ACQUISITION:

Locations and proposed briefs for each installation will be developed through community consultation, research and the sculpture trail board.

Acquisition of the art pieces would be done through rounds of expression of interests for Tasmanian artists. The installation of the pieces will depend on the finances of the project and is likely to be staggered.

It is proposed there will be 3 categories art pieces:

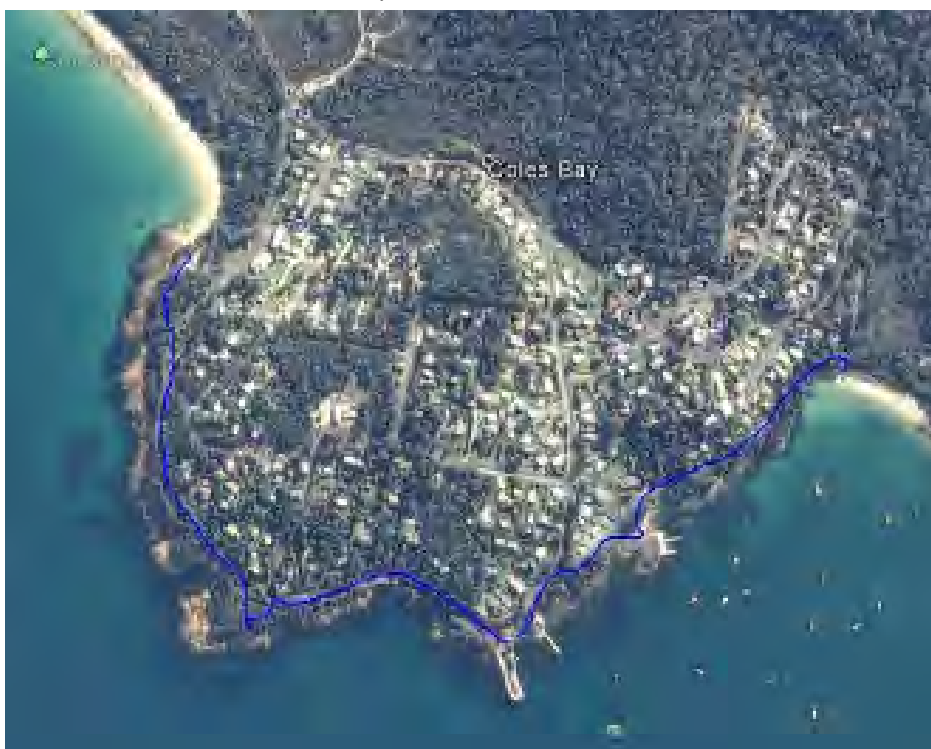
- Category #1- Donated Artwork
- Category #2- Minor Artwork (up to \$5,000)
- Category #3- Major Artwork (over \$10,000)

Installation will be based on sourced funding and a construction timeline negotiated with the artist.

Assessment: All categories will be assessed by the Freycinet Sculpture Trail Arts Acquisition Board in-line with the Freycinet Sculpture Trail Art Policy.

4.7 PROPOSED SUBJECT MATERIAL AND PROPOSED LOCATIONS:

This map of Coles Bay Village (taken from the Coles Bay Foreshore Walk July 2015 update) shows the proposed foreshore walk. Potential sculpture trail locations can be found in and around that location.



SITE 1: TOWN ENTRANCE COLES BAY

Proposed sculpture to be installed at the current location of the Coles Bay Information Bay, in the garden bed. Sign to include the name of the town and potential and statement like- *"Coles Bay- gateway to Freycinet National Park, or Coles Bay- Home of the Hazards."* Material and design would be sympathetic to the natural environment and potential include a visual representation of the Hazard range.

Proposed Maximum Size: Maximum Width- 4400mm.

Environmental considerations: Medium to low impact site as the garden bed already exists. No vegetation required to be removed to install sculpture at this point. Aboriginal Heritage- assumed completed when the information bay was installed.

Public safety considerations: Location is an existing raised garden bed. There is an area in the information bay for public viewing and access to an information plaque. GSBC consultation required on implications in regard to traffic. Site identified would not impinge the range of site of vehicles pulling into information bay.

Location of proposed SITE 1:



SITE 2: Muirs Beach/Village Green, The Esplanade

Site has existing parking/or safe area for pedestrians to view sculpture. Site is the start of the Coles Bay Foreshore Walk. Sculpture content for consideration: native fauna or flora, historic representation.

Proposed Maximum Size: Maximum Radius of 5000mm.

Environmental considerations: Sculpture would be installed on a concrete or rock base. No vegetation required to be removed to install sculpture at this point. Aboriginal Heritage- TBC

Public safety considerations: Location is part of the village green and has existing parking. The location is on the grass and away from any moving traffic and would allow good viewing of the artwork.



Image: Muirs Beach/Village Green, Coles Bay

SITE 3 : Pirates Cove, The Esplanade

Site has existing parking/or safe area for pedestrians to view sculpture. It's proposed the exact location of this sculpture forms part of the planning for the Coles Bay Foreshore Walk. There are multiple sites on the foreshore that could be considered.

Suggested subject matter: First Tasmanians

Proposed Maximum Size: Maximum Size TBC

Environmental considerations: Sculpture would be installed on a concrete or rock base. The area has significant natural values and forms part of the coastal reserve. No vegetation required to be removed to install sculpture. Aboriginal Heritage- TBC

Public safety considerations: The location is on the foreshore and away from any moving traffic and would allow good viewing of the artwork.

SITE 4 : Coles Bay Commercial Jetty, The Esplanade

Site has existing parking/or safe area for pedestrians to view sculpture. Suggested subject matter: Maritime history of Coles Bay, e.g whaling

Proposed Maximum Size: Maximum Radius of 3000mm.

Environmental considerations: Sculpture would be installed on a concrete or rock base. No vegetation required to be removed to install sculpture at this point. Aboriginal Heritage- TBC

Public safety considerations: Location has parking in the public parking area linked to the jetty. The site does have a steep drop off to the foreshore of approximately 2 metres. Placement of the artwork would need to ensure safety of viewing public is considered.



Image: Foreshore Area adjacent to Coles Bay Commercial Jetty

SITE 5 : Garnet Avenue Garden Bed (Outside Coles Bay Convenience)

This site is an existing garden bed outside the general store. Site has existing parking/or safe area for pedestrians to view sculpture. This site was identified as there was a cockatoo at the general store/tea rooms for a number of years called Jimmy who was synonymous with Coles Bay.

Suggested subject matter: Jimmy the Cockatoo

Proposed Maximum Size: Maximum Base Radius of 1600mm.

Environmental considerations: Sculpture would be installed on a concrete or rock base. Some vegetation (non- native succulents) to be potentially removed from garden bed during installation.



Image: Garnet Avenue Garden Bed



Image: Vegetation in garden bed

Other potential sites- Crn Jetty Road & Freycinet Drive, Freycinet NP Visitor Information Centre, Wineglass Bay car park, Richardson Beach Viewing Platform. There is scope to extend the trail to other areas of the Peninsula as finances and the direction of the project evolves. All sites would be proposed in conjunction with relevant consultation with stakeholders and land management agencies.

4.8 **FUNDING:** Investigation would need to take place into potential sources of funding including potential grants, donations, local government initiatives etc. It is likely fundraising would also need to be considered. Sponsorship of individual sculptures with named sponsors could also be considered. The FAI as incorporated body would oversee the project.

4.0 APPROACH TO PROPOSED PROJECT:

- a) Proposal presented at October 2019 FAI meeting and support requested for a bank account to be nominated to the project. (COMPLETED OTOBER 2019).
- b) Site identification to commence. Engagement with council, PWS, Aboriginal Heritage Council etc to inform site locations. (Commenced July 2020)
- c) Board to be convened and meetings scheduled. Funding process to commence. (Commenced July 2020)
- d) Local consultation with GSBC and PWS regarding planning implications. (Council staff meeting August 2020- completed, Workshop meeting with GSBC 8th September 2020)
- e) Connection with similar projects to be undertaken to inform the project. I.e- other sculpture trails like Sculpture By the Sea (NSW) (Completed June 2020)
- f) Board to develop key documents to shape the project. Artist consultation process to start.
Communication and social media channels to be developed. (Underway at July 2020)
- g) Proposed sculpture subject matter and location to be drawn up and presented for stakeholder consultation.
- h) Design finalised for stage 1 of project finalised and commissioned.
- i) Sculpture installation.
- j) Timeline for further stages and funding established.

Project contact: Chair- Susan Carins

2020 – 2021 Annual Plan



Glamorgan Spring Bay Council



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About the Annual Plan

The Annual Plan 2020-21 sets out the key actions that Council Officers will undertake to achieve the goals and strategies of the Glamorgan Spring Bay Council Strategic Plan 2020-2029.

During 2019-20 Council set a new 10-year Strategic Plan. The key actions included in this Annual Plan are consistent with Council's Strategic Plan and considered of great importance for Council to deliver on its core responsibilities and meeting the expectations and priorities of the community and our stakeholders. Our Summary of Budget Estimates and Detailed Capital Works Program are included along with a summary of the major strategies to be used in relation the Council's public health goals and objectives.

Summarised progress on Annual Plan will be included in Briefing Papers, published on Council's website bi-monthly, and for the full reporting year will be published in the Glamorgan Spring Bay Council's Annual Report.



Photo courtesy of M Bilham (Painted Cliffs Maria Island)

Executive Summary

During the development of Budget Estimates for 2020/21, globally the COVID-19 pandemic was emerging and like all other councils around Australia, Glamorgan Spring Bay Council launched into response mode. From developing COVID-safe plans for community facilities, increased cleaning and the issuing of community care packs for our most vulnerable, to a 0% increase in general rates and the development of financial hardship policies to name a few.

Heading into such a period of uncertainty, like any businesses, forecasting the coming 12 months became more challenging than usual. Whilst Local Government is not eligible for Federal Government job keeper support, Council was able to support all staff through any shut down periods with impacted staff offered alternative tasks and roles.

Taking these factors into account, the Annual Plan and Budget Estimates for 2020/21 is built on a strong foundation of Council's new Strategic Plan and significant grants that Council has successfully been awarded from both State and Federal Government. Added to this are a number of organisational statutory policies and plans to be developed or updated to meet the requirements of the Performance Improvement Direction, issued by the Minister for Local Government and a number of other organisational policies and plans identified for development or review.

Council is focusing on delivering core activities and improving its financial sustainability. Starting from a relatively low cash base and high borrowings put Council in a vulnerable position when faced with a global pandemic. Council will continue to monitor its cash balances closely and has approval from the State Government to borrow \$2 million, interest free if required.

During the April 2020 storm event, several roads and other infrastructure within the municipality received significant damage. Council has received support from the State Emergency Fund to repair these roads and replace the Griffiths River bridge on Rheban Road, washed away in the flood.

Added with the significant level of grant funded projects, Glamorgan Spring Bay Council has developed one of the largest capital works programs to be undertaken by Council. There are a significant number of individual projects across the municipality which will deliver on asset renewals and significant improvement to community infrastructure.

Two of the most significant actions within the Annual Plan for 2020/21 is the development of the Glamorgan Spring Bay Council's Long-Term Asset Management Plan and Long-Term Financial Plan. This will provide Council the necessary baseline information to make informed decision in relation to Council's operations and activities over the next 10 years.

Our Vision

We want Glamorgan Spring Bay Council to be:

Prosperous, vibrant and inclusive. A place where people want to live, work and visit.

Councillors



Mayor Robert Young



Deputy Mayor Jenny Woods



Cllr Cheryl Arnol



Cllr Keith Breheny



Cllr Annie Browning



Cllr Rob Churchill



Cllr Grant Robinson



Cllr Michael Symons

Public Health Goals and Objectives

Glamorgan Spring Bay Council is committed to protecting and promoting the health and wellbeing of our community members. The Council's Development Services Department is responsible for ensuring that the statutory obligations under the *Public Health Act 1997*, *Food Act 2003*, *Environmental Management and Pollution Control Act 1994*, *Dog Control Act 2000* and the *Local Government Act 1993* are met.

As part of the Glamorgan Spring Bay Council's public health goals and objectives, in 2020/21 the Development Services department will seek to:

- Conduct annual school immunisations clinics and promote the importance of immunisation to the community.
- Ensure onsite wastewater disposal complies with the provisions of relevant legislation.
- Undertake routine inspections of food premises, public health risk activities, water carters, primary recreational waters, and private water supplies to ensure compliance with relevant legislation.
- Promptly investigate public and environmental health complaints.
- Maintain an effective analysis program for food, recreational waters and general complaints.
- Provide appropriate support to medical professionals throughout the municipal area to ensure the community has access to the best medical care we can provide.
- Offer Councillors and Staff a free annual influenza vaccine, and offer staff in high risk occupations vaccines as recommended by the National Health and Medical Research Council.

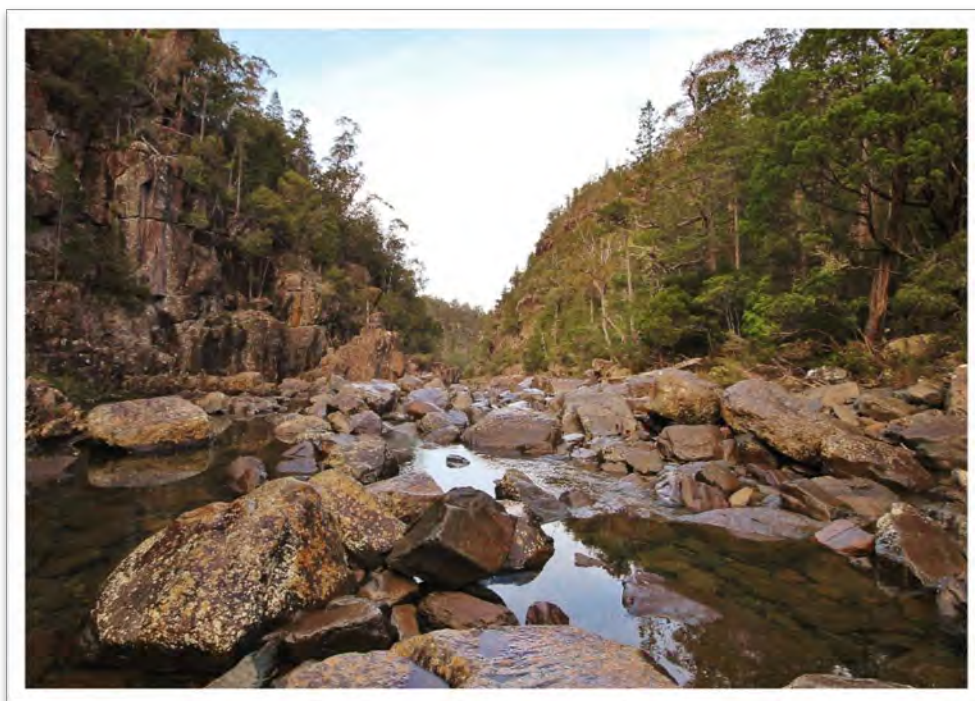


Photo courtesy of B Townsend (Apsley Gorge)

2020/21 Summary Budget Estimates Adopted 23 June 2020

Profit and Loss	30/06/2020 Forecast	2020/21 Budget	2019/20 Budget
Trading Income			
Rate Revenue	8,381,070	8,663,463	8,502,440
Statutory Charges	523,117	448,549	534,500
User Charges	796,492	618,300	805,050
Grants	1,357,699	1,465,667	1,282,653
Interest & Investment Revenue	244,453	17,850	674,400
Contributions	106,000	30,000	37,000
Other Revenue	1,549,992	1,507,278	1,729,083
Net Gain (Loss) on Disposal of Assets	84,084	-	50,000
Total Trading Income	13,042,907	12,751,107	13,615,126
Gross Profit	13,042,907	12,751,107	13,615,126
Capital Grants			
Grants Commonwealth Capital - Other	2,030,000	4,242,500	1,900,000
Grants Commonwealth Capital - Roads to Recovery	601,631	1,003,468	401,000
Grants State Capital - Other	400,000	600,000	0
Total Capital Grants	3,031,631	5,845,968	2,301,000
Other Income			
Other Income - PPRWS Reimbursement of Principal Loan	-	99,690	61,394
Total Other Income	-	99,690	61,394
Operating Expenses			
Employee Costs	4,796,483	5,487,953	5,174,067
Materials & Services	6,593,633	6,916,441	5,491,080
Depreciation	2,245,116	2,357,337	2,336,478
Interest	229,035	238,131	229,035
Other Expenses	214,817	227,429	219,000
Internal Plant used on Capital Jobs	(123,000)	(125,000)	(135,000)
Employee Oncosts	(234,496)	63,299	0
Total Operating Expenses	13,721,589	15,165,590	13,314,660
Net Profit	(678,682)	(2,414,484)	300,466
Total Comprehensive Result (incl Capital Income)	2,352,949	3,531,174	2,662,860

Statement of Financial Position

	Forecast 30 June 2020	Budget 30 June 2021	Budget 30 June 2020
Assets			
Current Assets			
Cash & Cash Equivalents	1,657,421	1,401,680	1,542,900
Trade & Other Receivables	750,000	1,400,000	500,000
Inventories	27,000	27,000	27,425
Other Assets	81,600	10,000	10,000
Total Current Assets	2,516,021	2,838,680	2,080,325
Non-current Assets			
Trade & Other Receivables	9,435	0	20,729
Investment in Water Corporation	36,627,343	36,627,343	31,951,739
Property, Infrastructure, Plant & Equipment			
Fixed Assets	124,713,248	129,493,245	115,637,310
Work in Progress	1,000,000	1,000,000	1,000,000
Total Property, Infrastructure, Plant & Equipment	125,713,248	130,493,245	116,637,310
Total Non-current Assets	162,350,027	167,120,589	148,609,778
Total Assets	164,866,047	169,959,269	150,690,103
Liabilities			
Current Liabilities			
Trade & Other Payables	500,000	500,000	850,000
Trust Funds & Deposits	632,000	400,000	152,425
Provisions	500,000	450,000	680,000
Interest bearing Loans & Borrowings	433,268	1,124,930	406,914
Total Current Liabilities	2,065,268	2,474,930	2,089,339
Non-current Liabilities			
Provisions	120,000	150,000	120,000
Interest Bearing Loans & Borrowings	6,802,432	7,344,169	6,228,786
Total Non-current Liabilities	6,922,432	7,494,169	6,348,786
Total Liabilities	8,987,700	9,969,099	8,438,125
Net Assets	155,878,347	159,990,170	142,251,978
Equity			
Retained Earnings	80,445,840	84,557,663	76,589,118
Equity - Reserves	75,432,507	75,432,507	65,662,860
Total Equity	155,878,347	159,990,170	142,251,978

Statement of Cash Flows

	Forecast 30/06/2020	Budget 2021	Budget 2020
Operating Activities			
Receipts from customers	11,796,347	10,178,896	12,224,973
Payments to suppliers and employees	(12,164,275)	(13,525,389)	(11,649,880)
Receipts from operating grants	1,106,370	1,428,162	1,282,653
Cash receipts from other operating activities	814,527	720,000	300,000
Net Cash Flows from Operating Activities	1,552,968	(1,198,331)	2,157,746
Investing Activities			
Proceeds from sale of property, plant and equipment	756,641	-	600,000
Payment for property, plant and equipment	(7,464,031)	(6,786,300)	(5,711,900)
Receipts from capital grants	2,951,631	5,905,968	2,301,000
Other cash items from investing activities	-	-	-
Net Cash Flows from Investing Activities	(3,755,759)	(880,332)	(2,810,900)
Financing Activities			
Trust funds & deposits	(19,297)	-	-
Proceeds from/ (repayment) of long term loans	202,311	1,822,922	(397,090)
Net Cash Flows from Financing Activities	183,014	1,822,922	(397,090)
Net Cash Flows	(2,019,777)	(255,741)	(1,050,244)
Cash and Cash Equivalents			
Cash and cash equivalents at beginning of period	3,677,197	1,657,421	2,593,144
Cash and cash equivalents at end of period	1,657,421	1,401,680	1,542,900
Net change in cash for period	(2,019,777)	(255,741)	(1,050,244)

Budget Capital Works Detail

2020/21 Revised Capital Budget – Adopted 25 August 2020

New Capital	2020/21 Budget	2020/21 Revised Budget	Government Funding	Council Funding	Government Funding
Roads, Footpaths, Kerbs					
Swanwick Rd, Swanwick - Swanwick Dv to Hazards View Dr - Concrete Footpath approx. 400m. Southern side.	95,000	95,000	95,000		Drought Relief Grant
Wellington St, Swansea - Noyes St to Victoria St - Concrete Footpath approx. 220m. Southern side.	60,000	60,000	60,000		Drought Relief Grant
Noyes St, Swansea - Franklin St to Wellington St - Concrete Footpath approx. 200m. Eastern side	65,000	65,000	65,000		Drought Relief Grant
Elizabeth St, Orford - Charles St to Gore St - Concrete Footpath approx. 220m Northern Side	54,000	54,000	54,000		Drought Relief Grant
Charles St, Triabunna - Rec Ground entrance - Concrete Footpath approx 400m. Western Side	103,000	103,000	103,000		Drought Relief Grant
Vicary St, Triabunna - Esplanade intersection - Realignment and paving RSL cenotaph	50,000	115,000	115,000		Drought Relief Grant
Tasman Highway, Cranbrook - Church Entrance to Glen Gala Rd - Concrete kerb & channel and concrete footpath	65,000				Drought Relief Grant
Tasman Highway, Bicheno - Harvey's Farm Rd to Douglas St - Concrete footpath approx. 1200m. Eastern side.	403,000	403,000	403,000		Drought Relief Grant
Friendly Beaches - Reconstruct & Seal 700m, incl Pullout Bay		100,000	100,000		Community Infrastructure Fund
R2R - Nugent Rd Seal - Carry forward from 2019/20 + EMF		50,000	40,775	9,225	\$12,775, RTR + EMF \$28k
Dolphin Sands Share Pathway	400,000	374,608	374,608		Fed Grant Fund (\$1.0m commenced 19/20)
Swansea Main Street Upgrade	400,000	400,000	400,000		Fed Grant Funding in 21/22
Total Roads, Footpaths, Kerbs	1,695,000	1,819,608	1,810,383	9,225	

Parks, Reserves, Walking Tracks, Cemeteries

Coles Bay Trailer Parking - c/fwd project		155,462	155,462		DPIPWE Funds
Swansea Boat Trailer Parking	500,000	500,000	500,000		DPIPWE Funds
Bicheno Triangle	600,000	600,000	600,000		Fed Grant Fund
Coles Bay Foreshore	800,000	800,000	800,000		Fed Grant Fund
Buckland Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface	25,000	25,000	25,000		Drought Relief Grant
Triabunna Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface	25,000	25,000	25,000		Drought Relief Grant
Buckland Walk	60,000	60,000	–	60,000	Pending Council decision
Total Parks, Reserves, Walking Tracks, Cemeteries	2,010,000	2,165,462	2,105,462	60,000	

Plant & Equipment

Small plant	31,000	31,000		31,000
Skidsteer		41,000		41,000
New Vehicle GM		45,000		45,000
IT Computer Equipment	30,000	30,000		30,000
Animal Control Trailers x 3	35,000	-		-
Total Plant & Equipment	96,000	147,000	-	147,000

Total New Capital	3,801,000	4,132,070	3,915,845	216,225
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Renewal of Assets	2020/21 Budget	2020/21 Revised Budget	Government Funding	Council Funding	Government Funding
Roads, Footpaths, Kerbs					
R2R- to be allocated and approved by Council	359,131	-	-		Roads to Recovery
RTR - RSPG Rheban Rd Resheeting / realignment for bridge	250,000	100,000	50,000	50,000	RTR 50% Safety & Productivity Grant 50% (to be confirmed)
Community Infrastructure Grant - projects to be determined and approved by Council	401,087	-			New grant Dept Infrastructure
Resheeting	250,000				
Emergency Repairs - Old Coach Rd Resheet		210,000	157,500	52,500	75% funded by EMF
Emergency Repairs - McNiels Rd Resheet 3.1km		60,000	45,000	15,000	75% funded by EMF
Emergency Repairs - Wielangta Rd Resheet 7km		125,000	100,000	25,000	75% funded by EMF
Emergency Repairs - Springs & Crossings Rd Resheet		17,000	12,750	4,250	75% funded by EMF
Emergency Repairs - Rosedale Rd Resheet 4.4km		80,000	60,000	20,000	75% funded by EMF
Emergency Repairs - Nugent Rd Resheet		45,000	30,000	15,000	75% funded by EMF
Resheet - to be allocated		59,025		59,025	
R2R - Charles St Orford 150m Reconstruction, Reseal, Kerb, Channel & Footpath (Henry St to Elizabeth St)		150,000	150,000		
R2R - Charles St Triabunna (Vicary to Espl. W. Waterfront Drive), reconstruct, Reseal & Streetscape		326,631	326,631		May need additional funds in 21/22 RTR allocation
Total Roads, Footpaths, Kerbs	1,260,218	1,172,656	931,881	240,775	
Parks, Reserves, Walking Tracks, Cemeteries					
Bicheno Walk - Bridge replacement - carried forward from 2019/20	20,000	30,000	20,000	10,000	Community Infrastructure Fund
Total Parks, Reserves, Walking Tracks, Cemeteries	20,000	30,000	20,000	10,000	
Stormwater, Drainage					
Address stormwater infrastructure issues - projects to be determined and approved by Council	500,000	500,000		500,000	
Total Stormwater, Drainage	500,000	500,000	-	500,000	

Council Buildings

Triabunna Depot - Dog Pound Upgrades - carried forward from 2019/20	11,000	11,000		11,000	
Swansea Depot - Dog Pound Upgrades - carried forward from 2019/20	7,000	7,000		7,000	
Bicheno Depot - Dog Pound Upgrades - carried forward from 2019/20	7,000	7,000		7,000	
RSL Cenotaph - new memorial and relocate plaques - c/fw project		35,000		35,000	
Buckland Community Hall - replacement of steps to the entrance	55,000	55,000	55,000		Drought Relief Grant
Buckland Community Hall - ramp access		45,000	45,000		Community Infrastructure Fund
Coles Bay Tennis Courts - Resurface/Reconstruct		65,000	65,000		Community Infrastructure Fund
Replace Fencing, paving & awning Swansea Child Care Centre		25,000	25,000		Community Infrastructure Fund
Bicheno Medical Centre - Refurb Treatment Room		25,000	25,000		Community Infrastructure Fund
Swansea Courthouse Drainage Works		25,000	25,000		Community Infrastructure Fund
Swansea Community Hall - Toilet Refurbishment		40,000	40,000		Community Infrastructure Fund
Total Council Buildings	80,000	340,000	280,000	60,000	

Bridges, Culverts

Orford Bridge Replacement	981,886	990,840	990,840		\$1.02m project started May 2019. Fully Federal Grant funded
Holkham Crt Culvert		56,087	56,087		Community Infrastructure Fund
RTR - BRP Rheban Rd Griffith River Bridge	235,000	300,000	300,000		RTR/BRP 50% EMF50% (to be confirmed)
Total Bridges, Culverts	1,216,886	1,346,927	1,346,927	-	

Plant & Equipment

Wheel loader (replace backhoe)	150,000	122,000		122,000
Replace Animal Control Vehicle		35,000		35,000
Plant replacement - replace 3 utes/works vehicles	109,230	109,230		109,230
Total Plant & Equipment	259,230	266,230	-	266,230
Total Renewal Capital	3,336,334	3,655,813	2,578,808	1,077,005
Total Capital Works	7,137,334	7,787,883	6,494,653	1,293,230

Annual Plan Actions

Strategic Foundation

1. Our Governance and Finance

Sound governance and financial management that shows Council is using ratepayer funds to deliver best value and impact for the GSBC community.

Action Item No.	Action 2020/21	SP Reference	Function
AP202021.01	Budget review completed for 2020/21	Set realistic budgets and monitor income and expenditure closely	Corporate Services
AP202021.02	Rates modelling completed	Raising revenue to enable Council to perform its key functions	Corporate Services
AP202021.03	Records Management System implementation project completed	Sound governance (records management)	Corporate Services
AP202021.04	Develop Risk Register	Sound governance (risk management)	Corporate Services
AP202021.05	Develop Business Continuity Plan	Sound governance (risk management)	Corporate Services
AP202021.06	IT backups monitored & checked	Sound governance (risk management)	Corporate Services
AP202021.07	Cyber security – training for key users	Sound governance (risk management)	Corporate Services
AP202021.08	Disaster recovery quarterly testing of IT backups	Sound governance (risk management)	Corporate Services
AP202021.09	Implement new payroll system	Sound governance and financial management	Corporate Services
AP202021.10	Develop budget for 2021/22	1. Set realistic budgets and monitor income and expenditure closely 2. Set clear annual budget priorities to	Corporate Services

Action Item No.	Action 2020/21	SP Reference	Function
		<p>meet needs of community expectations in consultation with the community</p> <p>3. Planned asset renewal expenditure based on agreed asset management plans</p> <p>4. Manage cash flow tightly to ensure that current liabilities can be paid from unrestricted (available) cash</p>	
AP202021.11	Rates resolution reviewed and updated for 2021/22	Raising revenue to enable Council to perform its key functions	Corporate Services
AP202021.12	Fees & charges register reviewed and updated for 2021/22	Raising revenue to enable Council to perform its key functions	Corporate Services
AP202021.13	Gifts & benefits policy reviewed	Refresh and update Council policies, strategies & plans	Governance
AP202021.14	Payment of Councillor Allowances & expenses policy reviewed	Refresh and update Council policies, strategies & plans	Governance
AP202021.15	Provision of Councillor equipment policy reviewed	Refresh and update Council policies, strategies & plans	Governance
AP202021.16	Records Management Policy developed	Refresh and update Council policies, strategies & plans	Corporate Services
AP202021.17	Personal & Private Information Policy reviewed	Refresh and update Council policies, strategies & plans	Corporates Service / Governance
AP202021.18	Long Term Finance Plan developed	Refresh and update Council policies, strategies & plans	Corporate Services

Action Item No.	Action 2020/21	SP Reference	Function
AP202021.19	Code of Tenders & Contracts reviewed	Refresh and update Council policies, strategies & plans	Corporate Services
AP202021.20	Purchasing Policy developed	Refresh and update Council policies, strategies & plans	Corporate Services
AP202021.21	Finance Strategy	Refresh and update Council policies, strategies & plans	Corporate Services
AP202021.22	Investment policy reviewed	Refresh and update Council policies, strategies & plans	Corporate Services
AP202021.23	Debt Collection Policy developed	Implement a dedicated process to ensure rates & other fees are collected in a timely manner	Corporate Services
AP202021.24	Review Operational Activities and Structure	Identify current activities that are non-core to Council and develop plans to manage, exit or outsource them	Governance

Strategic Foundation

2. Our Community's Health & Wellbeing

Cohesive, inclusive and resilient communities that work together across the region to make the most of our collective talents, skills and resources and help and support each other.

Action Item	Action 2020/21	SP Reference	Function
AP202021.25	Australia Day Awards & Celebrations	Encourage and support the arts, cultural activities, programs and events	Community Development
AP202021.26	Manage the Australian Citizenship Ceremonies and provide support to the Mayor	Attract and welcome people of all backgrounds, cultures and ages to live in our region	Community Development

Action Item	Action 2020/21	SP Reference	Function
AP202021.27	Manage the Spring Bay Eldercare Units in Triabunna	Attract and welcome people of all backgrounds, cultures and ages to live in our region	Community Development
AP202021.28	Manage Small Grants Program	Encourage and support the arts, cultural activities, programs and events	Community Development
AP202021.29	Facilitate Seniors' Week Events with emphasis on zero waste, in collaboration with NRM Sustainability Officer	1. Support and facilitate social and community events that promote community health and wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development
AP202021.30	Develop and implement programs that promote community health & wellbeing	Support and facilitate social and community events that promote community health & wellbeing	Community Development
AP202021.31	Hold Seniors Morning/Afternoon tea sessions with guest speakers addressing mental health issues	Work with health professionals to enhance the physical and mental health of ageing people	Community Development
AP202021.32	Work in partnership with Festival of Voices to organize the annual Festival of Voices Coastal event at the Tasmanian Bushland Garden (subject to COVID-19 restrictions)	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development

Action Item	Action 2020/21	SP Reference	Function
AP202021.33	Support Festival of Small Halls (subject to COVID-19 restrictions)	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development
AP202021.34	Submit entries for our towns in the Keep Australia Beautiful Tasmania Sustainable Communities Awards in collaboration with NRM Sustainability Officer	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development Natural Resource Management
AP202021.35	Support May Shaw Health Centre Inc. by organizing some entertainment events for residents at various times throughout the year	Support and facilitate social and community events that promote community health & wellbeing	Community Development
AP202021.36	Organise various events for seniors, including bus trips, concerts, live theatre, choral events, cooking classes, etc. (subject to COVID-19 restrictions)	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development
AP202021.37	Support second-year UTAS medical students during their annual visit to Triabunna for Rural Week.	1. Support and facilitate social and community events that promote community health and wellbeing	Community Development

Action Item	Action 2020/21	SP Reference	Function
		2. Work with health professionals to enhance the physical and mental health of ageing people	
AP202021.38	Youth Activities – Support Reclink Football Program	Support and facilitate social and community events that promote community health & wellbeing	Community Development
AP202021.39	Facilitate and support our local school choirs in participating in the annual Festival of Voices – Tasmania Sings	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development
AP202021.40	Support our local schools in attending the annual Youth Leadership Conference in Huonville	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development
AP202021.41	Support the Glamorgan Spring Bay Youth Council	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development

Action Item	Action 2020/21	SP Reference	Function
AP202021.42	Organise Youth Week activities	1. Support and facilitate social and community events that promote community health & wellbeing 2. Encourage and support the arts, cultural activities, programs and events	Community Development
AP202021.43	Coordinate Annual Photography Competition	Encourage and support the arts, cultural activities, programs and events	Community development
AP202021.44	Produce and distribute 2021 calendar.	Encourage and support the arts, cultural activities, programs and events	Community development
AP202021.45	Facilitate at least one major Community Event during the year (subject to and in line with COVID restrictions)	Encourage and support the arts, cultural activities, programs and events	Community Development
AP202021.46	SeaSpeak newsletter published annually distributed with rates notices. Quarterly SeaSpeak distributed via email, local businesses and post offices	1. Communicate and explain Council's decisions and reasons in an open and timely manner 2. Create an informed and involved community by developing relevant and accessible communication channels	Governance/ Community Development
AP202021.47	Hold regular community connect sessions throughout the municipality	1. Draw on the knowledge and expertise of local people and communities in shaping and delivering our initiatives and	Governance

Action Item	Action 2020/21	SP Reference	Function
		<p>plans - listening to and taking account of ideas and feedback from residents, businesses and ratepayers</p> <p>2. Communicate and explain Council's decisions and reasons in an open and timely manner</p> <p>3. Create an informed and involved community by developing relevant and accessible communication channels</p>	
AP202021.48	Commence development of Community Recovery Plan	Refresh and update Council policies, strategies & plans	Emergency & Risk Management / Community Development
AP202021.49	Review environmental by-law	Council policies, strategies & plans	Development Services
AP202021.50	Review policy for stalls and kerbside vendors	Council policies, strategies & plans	Development Services
AP202021.51	Review Dog Management Policy	Council policies, strategies & plans	Development Services
AP202021.52	Community Small Grants Program reviewed	Council policies, strategies & plans	Community Development
AP202021.53	Community Small Grants Policy reviewed	Council policies, strategies & plans	Community Development
AP202021.54	Corporate branding/style guide developed	Council policies, strategies & plans.	Governance
AP202021.55	Communication strategy developed	Develop and implement Council	Governance

Action Item	Action 2020/21	SP Reference	Function
		communication strategy & plan	
AP202021.56	Communications plan developed	Develop and implement Council communication strategy & plan	Governance
AP202021.57	Economic Development Plan commenced	Commence development of an Economic Plan for the GSB region	Development Services

Strategic Foundation

3. Our People

Creating a positive working environment where elected members, staff and volunteers can give their best in performing their roles for Council and community.

Action Item	Action 2020/21	SP Reference	Function
AP202021.58	Annual staff engagement survey developed and completed	Carry our annual staff engagement survey and address key findings	Governance
AP202021.59	Enterprise Agreement negotiated	Creating a positive work environment	Corporate Services/Governance
AP202021.60	Define organisational Values & Behaviours	Define & embed a clear set of organisational Values & Behaviours	Governance
AP202021.61	Pandemic Plan Review	Refresh and update Council policies, strategies & plans	Emergency & Risk Management
AP202021.62	Outbreak Plan Developed	Refresh and update Council policies, strategies & plans	Emergency & Risk Management
AP202021.63	COVID Safe Plans Review and Update as needed	Refresh and update Council policies, strategies & plans	Emergency & Risk Management
AP202021.64	Employee code of conduct reviewed	Refresh and update Council policies, strategies & plans	Governance

Strategic Foundation

4. Infrastructure and Services

Delivering high quality, cost-effective infrastructure and services that meet the needs of our communities, residents and visitors.

Action Item	Action 2020/21	SP Reference	Function
AP202021.65	Website Forms reviewed	Address and upgrade complaints management system in 2020	Corporate Services/Works
AP202021.66	Commence upgrade to new cloud version of Property Wise (Council Wise) including implementation of Customer Request Management module	Address and upgrade complaints management system in 2020	Corporate Services
AP202021.67	Road condition assessments completed	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Works
AP202021.68	Audit of critical assets completed	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Works
AP202021.69	Long Term Asset Management Plan	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Works
AP202021.70	Asset Management Strategy	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Works

Action Item	Action 2020/21	SP Reference	Function
AP202021.71	Asset Management Policy	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Works
AP202021.72	Condition assessment of Playground equipment	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Buildings & Facilities
AP202021.73	Condition assessment of Buildings	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Buildings & Facilities
AP202021.74	Condition assessment of Marine Infrastructure	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Buildings & Facilities
AP202021.75	Asbestos register	Complete all asset management plans & policies for Council Infrastructure (including assessment of condition) in 2020	Buildings & Facilities
AP202021.76	Investigate upgrade from Exponaire to new web based version. Add asset information to GIS	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Works
AP202021.77	Dial before you dig upgrade (DBYD) link to GIS system to protect Council's assets.	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Works

Action Item	Action 2020/21	SP Reference	Function
AP202021.78	Triabunna Depot - Dog Pound Upgrades	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities
AP202021.79	Swansea Depot - Dog Pound Upgrades	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities
AP202021.80	Bicheno Depot - Dog Pound Upgrades	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities
AP202021.81	RSL Cenotaph - new memorial and relocate plaques	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities
AP202021.82	Replace Fencing, paving & awning Swansea Child Care Centre	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities
AP202021.83	Bicheno Medical Centre - Refurb Treatment Room	Delivering high quality, cost effective infrastructure and services that meet the needs of our communities, residents and visitors	Buildings & Facilities
AP202021.84	Swansea Courthouse Drainage Works	Delivering high quality, cost effective infrastructure and	Buildings & Facilities

Action Item	Action 2020/21	SP Reference	Function
		services that meet the needs of our communities, residents and visitors	
AP202021.85	Complete regular inspections of buildings & facilities	Inspect Council owned buildings annually	Buildings & Facilities
AP202021.86	Bicheno Walk - Bridge replacements	Maintain public amenities and recreational facilities	Works
AP202021.87	Buckland Community Hall - replacement of steps to the entrance	Maintain public amenities and recreational facilities	Buildings & Facilities
AP202021.88	Buckland Community Hall - ramp access	Maintain public amenities and recreational facilities	Buildings & Facilities
AP202021.89	Coles Bay Tennis Courts - Resurface/Reconstruct	Maintain public amenities and recreational facilities	Buildings & Facilities
AP202021.90	Swansea Community Hall - Toilet Refurbishment	Maintain public amenities and recreational facilities	Buildings & Facilities
AP202021.91	Buckland Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface	Maintain public amenities and recreational facilities	Buildings & Facilities
AP202021.92	Triabunna Recreation Ground - Installation of cricket practice nets, pitch with synthetic surface	Maintain public amenities and recreational facilities	Buildings & Facilities
AP202021.93	Bicheno Triangle project	Planning and creating recreational spaces and facilities	Works
AP202021.94	Commence Coles Bay Foreshore walkway project	Planning and creating recreational spaces and facilities	Works

Action Item	Action 2020/21	SP Reference	Function
AP202021.95	Swanwick Rd, Swanwick - Swanwick Dv to Hazards View Dr - Construct concrete footpath approx. 400m. Southern side	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.96	Wellington St, Swansea - Noyes St to Victoria St - Construct concrete footpath approx. 220m. Southern side	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.97	Noyes St, Swansea - Franklin St to Wellington St - footpath upgrade - Eastern side	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.98	Elizabeth St, Orford - Charles St to Gore St - Concrete footpath approx. 220m Northern Side	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.99	Charles St, Triabunna - Rec Ground entrance - Concrete footpath approx 400m. Western Side	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.100	Vicary St, Triabunna - Esplanade intersection - Realignment and paving RSL cenotaph	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.101	Tasman Highway, Bicheno - Harvey's Farm Rd to Douglas St - Construct concrete footpath approx. 1200m. Eastern side	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.102	Friendly Beaches - Reconstruct & Seal 700m, incl Pullout Bay	Providing direct, essential council services in accordance with local government legislation	Works

Action Item	Action 2020/21	SP Reference	Function
AP202021.103	Nugent Rd Seal complete - Roads to Recovery project	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.104	Dolphin Sands Share Pathway complete final section of project CH1500 TO CH2500	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.105	Commence Swansea Main Street Upgrade	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.106	Rheban Rd Resheeting / realignment for bridge	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.107	Old Coach Rd Resheet	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.108	McNiels Rd Resheet 3.1km	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.109	Wielangta Rd Resheet 7km	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.110	Springs & Crossins Rd Resheet	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.111	Rosedale Rd Resheet 4.4km	Providing direct, essential council	Works

Action Item	Action 2020/21	SP Reference	Function
		services in accordance with local government legislation	
AP202021.112	Nugent Rd Resheet	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.113	Charles St Orford 150m Reconstruction, Reseal, Kerb, Channel & Footpath (Henry St to Elizabeth St)	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.114	Charles St Triabunna (Vicary to Espl. W. Waterfront Drive), commence design, reconstruct, reseal & streetscape	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.115	Complete Coles Bay Trailer Parking project	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.116	Swansea Boat Trailer Parking	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.117	Rheban Road, Orford Rivulet Bridge Replacement	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.118	Holkham Crt Replace Culverts	Providing direct, essential council services in accordance with local government legislation	Works

Action Item	Action 2020/21	SP Reference	Function
AP202021.119	Rheban Rd Griffith River Bridge replacement	Providing direct, essential council services in accordance with local government legislation	Works
AP202021.120	Municipal Emergency Management Plan Review	Refresh and update Council policies, strategies & plans	Emergency & Risk Management
AP202021.121	Dolphin Sands EMP review and update	Refresh and update Council policies, strategies & plans	Emergency & Risk Management
AP202021.122	Waste Management Policy reviewed	Refresh and update Council policies, strategies & plans	Works
AP202021.123	Tree Management Policy reviewed	Refresh and update Council policies, strategies & plans	Works / NRM
AP202021.124	Marina & Wharf Precinct Policy reviewed	Refresh and update Council policies, strategies & plans	Buildings & Facilities
AP202021.125	Review Parking in Lieu Policy	Refresh and update Council policies, strategies & plans	Development Services
AP202021.126	Commence development of Township plan for Coles Bay (incl Swanwick)	Facilitate the development of a Town/Community Plan for Coles Bay (including Swanwick)	Development Services
AP202021.127	Local Provisions Schedule (LPS) – review and consider representations and submit to Tasmanian Planning Commission.	Draw on the knowledge and expertise of local people and communities in shaping and delivering our initiatives and plans - listening to and taking account of ideas and feedback from residents, businesses and ratepayers	Development Services

Strategic Foundation

5. Our Environment

Collaborating with our communities to value, manage and improve our natural resources.

Action Item	Action 2020/21	SP Reference	Function
AP202021.128	Weed management plan reviewed	Review and update existing Council strategies and plans for our environment	NRM
AP202021.129	No Spray Policy developed	Review and update existing Council strategies and plans for our environment	NRM
AP202021.130	Illegal Vegetation Removal Policy developed	Review and update existing Council strategies and plans for our environment	NRM / Works / Development Services
AP202021.131	Offsets Policy developed	Review and update existing Council strategies and plans for our environment	NRM / Development Services
AP202021.132	Support for community environment/sustainability events (at least two given Covid restrictions) such as National Tree Day, Clean Up Australia Day, Garage Sale Trail etc.	Involve, engage and equip groups and individuals in Natural Resource Management	NRM
AP202021.133	Support for environmental community group activities on Council managed and other public land	Involve, engage and equip groups and individuals in Natural Resource Management	NRM
AP202021.134	Continue to seek grant funding to support NRM outcomes across land tenure in partnership with key stakeholders	Invest in external expertise and capacity to complement GSBC resources	NRM
AP202021.135	Continue to support the Natural Resource Management Committee	Involve, engage and equip groups and individuals in Natural	NRM

Action Item	Action 2020/21	SP Reference	Function
		Resource Management	
AP202021.136	A NRM/Environment Communication Plan	Involve, engage and equip groups and individuals in Natural Resource Management	NRM
AP202021.137	Participation in Climate Change actions in collaboration with the Regional Climate Change Initiative (RCCI) of the Southern Tasmanian Councils Authority	Invest in external expertise and capacity to complement GSBC resources	All functions
AP202021.138	Deliver existing grant funds including Round 1 & 2 Community Combating Pests and Weed Impacts during Drought Program and the Tasmanian Government Weed Action Fund Drought Weed grant	Invest in external expertise and capacity to complement GSBC resources	NRM



Photo courtesy of M Woolley (Crystal)



Memorandum of Understanding on the participation of local councils in the National Redress Scheme for Institutional Child Sexual Abuse

Recitals

1. The Parties enter into this Memorandum of Understanding (MoU) in recognition of the importance of the National Redress Scheme for Institutional Child Sexual Abuse. This Agreement is an acknowledgment that sexual abuse suffered by children in institutional settings is wrong and should not have happened.
2. The Parties agree the objective of providing redress for survivors of child sexual abuse is to recognise and alleviate the impact of past institutional child sexual abuse and related abuse, and to respond to the recommendations contained in the *Redress and Civil Litigation Report* of the Royal Commission into Institutional Responses to Child Sexual Abuse.
3. This MoU represents the cooperation between Parties on the participation in the National Redress Scheme and sets out the roles and responsibilities of the Parties under the National Redress Scheme.
4. This MoU is to be read in conjunction with the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth) and other related legislation.
5. The Minister for Justice or the Minister with portfolio responsibility for the National Redress Scheme and Lord Mayors are authorised to agree to amendments to this MoU in accordance with Part 5 – Governance Arrangements.

PART I – Operative Provisions

Parties

6. This MoU is between:
 - a) the State of Tasmania (the “State”); and
 - b) the local councils, being:
 - Break O’Day Council
 - Brighton Council
 - Burnie City Council
 - Central Coast Council
 - Central Highlands Council
 - Circular Head Council
 - Clarence City Council
 - Derwent Valley Council
 - Devonport City Council
 - Dorset Council
 - Flinders Council
 - George Town Council

Glamorgan – Spring Bay Council
Glenorchy City Council
Hobart City Council
Huon Valley Council
Kentish Council
Kingborough Council
King Island Council
Latrobe Council
Launceston City Council
Meander Valley Council
Northern Midlands Council
Sorell Council
Southern Midlands Council
Tasman Council
Waratah-Wynyard Council
West Coast Council
West Tamar Council

(Together, “the Parties”)

Term of this MoU

8. This MoU will commence for each Party as soon as it is signed by them. This may occur after the commencement date of the National Redress Scheme. This MoU will expire on 30 June 2028, unless terminated earlier or extended as agreed in writing by the Parties.
9. Commitments under this MoU which refer to participating government institutions, only apply to Parties that have participating government institutions declared.

Enforceability

10. The Parties do not intend any of the provisions of this MoU to be legally enforceable. However, that does not lessen the Parties’ commitment to this MoU.

Delegations

11. The Minister for Justice or the relevant Minister with portfolio responsibility for the National Redress Scheme is authorised to agree to amendments to this MoU and schedules to this MoU in accordance with Part 5 – Governance Arrangements.
12. Respective Mayors are authorised to agree to amendments to this MoU and schedules to this MoU in accordance with Part 5 – Governance Arrangements.

Definitions

13. In this MoU, unless the contrary appears:
- a) where a word or phrase has a defined meaning, any grammatical form of that word has a corresponding meaning,
 - b) a reference to legislation or a legislative provision includes a reference to any amendment, substitution or re-enactment of that legislation or provision, and
 - c) the singular includes the plural and vice versa.
14. Terms in this MoU will have the same meaning as in Scheme legislation.
15. In this MoU, unless the contrary appears:

Confidential Information means information that:

- i. The Parties know, or ought to know is confidential, or
- ii. The Parties agree in writing after the commencement of this MoU is confidential information for the purpose of this MoU.

For the avoidance of doubt, Confidential Information does not include Protected Information as defined in the National Redress Scheme for Institutional Child Sexual Abuse Bill 2018. An example of Confidential Information would be a policy position shared by a Party on an issue that has arisen in the course of the Scheme.

The assessment framework policy guidelines for the monetary redress payment is Confidential Information.

Scheme legislation means:

- i. the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth) (the National Redress Scheme Act)
- ii. the National Redress Scheme for Institutional Child Sexual Abuse Rules 2018 (the Rules), and
- iii. the *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (Tas).

PART 2 – Objectives

Role and purpose of this MoU

16. This MoU provides the foundation for governments to work together to implement the Scheme. This MoU will be signed by any local council that seeks to become a participating state institution for the purposes of the Scheme.
17. In addition, this MoU provides Parties with the framework for delivering the Scheme by setting out:
- a) roles and responsibilities of the State and participating local councils;
 - b) governance arrangements;
 - c) financial arrangements;

-
- d) implementation arrangements; and
 - e) Scheme operational arrangements.

Objects of the Redress Scheme

- 18. The National Redress Scheme Act set out the objects of the Scheme.
- 19. The main objects of the Scheme are to recognise and alleviate the impact of past institutional child sexual abuse and related abuse, and provide justice for the survivors of that abuse.

PART 3 – Roles and Responsibilities

Shared roles and responsibilities

- 20. The State and local councils which have had participating government institutions declared will:
 - a) work collaboratively to deliver redress from participating institutions to eligible survivors;
 - b) share information and data, subject to this MoU and privacy requirements, to promote a best practice and survivor-focused Scheme; and
 - c) identify and seek to resolve issues in a timely manner where Scheme arrangements are having unintended impacts.

Roles and responsibilities of the State

- 21. The State will:
 - a) introduce legislation to refer to the Commonwealth Parliament the text reference and the amendment reference, or adopt the relevant version of the National Redress Scheme Act once enacted and refer the amendment reference, in accordance with s 51(xxxvii) of the Constitution;
 - b) administer the participation of the Parties to the Scheme through the State Department of Justice;
 - c) deliver direct personal responses to its survivors in accordance with the Direct Personal Response Framework;
 - d) deliver access to counselling and psychological care to survivors residing in Tasmania;
 - e) fulfil reporting obligations to the Scheme; and
 - f) fulfil agreed financial obligations in accordance with Part 6 – Financial Arrangements.

Roles and responsibilities of the local councils

- 22. The local councils will:
 - a) deliver direct personal responses to its survivors in accordance with the Direct Personal Response Framework;

- b) fulfil information sharing and reporting obligations required under the National Redress Scheme to the State; and
- c) fulfil agreed financial obligations in accordance with Part 6 – Financial Arrangements.

PART 4 – IMPLEMENTATION ARRANGEMENTS

Reporting

23. The State will provide local councils which have had claims made under the Scheme with an individual quarterly report on applications made under the Scheme that relate to their participating institutions, including information on:
- a) the number of completed applications,
 - b) the number of completed internal reviews of decisions,
 - c) the proportion of affirmed decisions,
 - d) the proportion of accepted offers,
 - e) the number of applicants that have been determined not entitled to redress under the criminal convictions policy, and
 - f) the number of applications to be processed.

Confidential Information

24. Subject to clause 25, a Party must not disclose Confidential Information to anyone, without the prior written consent of the Party that provided them with the information.
25. A Party can disclose Confidential Information to the extent that it:
- a) is disclosed to its internal management personnel, solely to enable effective management and/or auditing of the Scheme;
 - b) is shared within a Party, or with another agency, where this serves the State's or local council's legitimate interests;
 - c) is authorised or required by law to be disclosed, or
 - d) is in the public domain otherwise than due to a breach of this MoU.
26. Where a Party discloses Confidential Information to another person under clause 25 they must:
- a) notify the receiving person that the information is confidential; and
 - b) not provide the information unless the receiving person agrees to keep the information confidential.
27. A Party receiving Confidential Information will take all reasonable steps to ensure that the Confidential Information of the other Party is protected at all times from any unauthorised use or access and to immediately notify the other Party if the receiving Party becomes aware of any unauthorised access to, or use or disclosure of Confidential Information.

Privacy

28. In exchanging information under this MoU, officials need to be aware of their obligations under privacy legislation.

PART 5 – GOVERNANCE

Variation of this MoU

29. This MoU, and schedules to this MoU, may be amended at any time by agreement in writing by all the Parties.

Review of this MoU

30. The Parties may review the operation and objectives of this MoU following the review of the Scheme outlined in the Scheme legislation, or as otherwise agreed by the Parties.

Withdrawal and Termination of this MoU

31. The Parties agree that withdrawal from this MoU will be a measure of last resort.
32. A Party that ceases to be a declared participating state institution under the Scheme legislation immediately ceases to be a Party to this MoU.
33. A Party to the MoU may indicate its intent to withdraw from this MoU at any time by notifying all other Parties in writing of its intention to do so. A Party that proposes to withdraw will give at least three months' notice of its intention to withdraw.
34. Following notification of a Party's intention to withdraw from this MoU under clause 33, the terms of withdrawal, including the date on which the Party will cease to be a Party, and arrangements necessary because of the withdrawal, will be negotiated in good faith and agreed between the State and the Party intending to withdraw from this MoU.
35. If a Party withdraws, this MoU will continue between all remaining Parties.

Counterparts

36. This MoU may be executed in any number of counterparts. All counterparts, taken together, constitute this MoU. A Party may execute this MoU by signing any counterpart.

Dispute Resolution

37. Any Party may give notice in writing to other Parties of a dispute under this MoU.
38. Officials of relevant Parties will attempt to resolve any dispute in the first instance.
39. If a dispute is unable to be resolved by officials, it may be escalated to the Minister for Justice or relevant Minister with responsibility for redress and Lord Mayors.

Ministerial Declarations

40. Local councils will declare the participating local council institutions as participating State institutions.

-
41. Local councils are required to specify which local government institutions they agree to being declared under the Scheme, in accordance with the Scheme Legislation, and may do this by specifying a list of institutions by class.
 42. The State will arrange the Commonwealth Minister responsible for redress to declare the specified local government institutions as participating institutions where the relevant requirements are met. The Minister's declaration will be in the form of a notifiable instrument (which is not disallowable).

PART 6 – FINANCIAL ARRANGEMENTS

43. The Scheme operates on a 'responsible entity pays' basis, as recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse. Parties will fund the cost of providing redress to each eligible survivor for whom one of their participating government institutions is responsible. This includes the monetary payment, access to CPC and costs associated with delivering direct personal responses.
44. Participating local government institutions that are determined to be responsible for abuse will pay the Commonwealth Government administrative charge, set at 7.5 per cent of the total value of the institution's gross liability for redress payments made in relation to that abuse in each quarter.
45. Participating local government institutions, will also be required to pay a per-claim contribution towards legal support costs, delivered by the Scheme's legal support services. This amount will be \$1,000 for each claim for which the institution is the only liable participating institution, or a portion of the \$1,000 contribution proportionate to the institution's share of the redress payment where it is jointly responsible for providing redress with another institution or institutions. This amount does not include any GST, and no GST will be charged. These costs are directly attributable to supporting eligible applicants to access legal support.
46. The State will not seek a contribution from participating local government institutions to the State's administrative costs arising from the coordination and management of local government institution claims.
47. The State will underwrite participating local government institutions as assessed by the Scheme Operator and levy participating local government institutions accordingly.
48. Parties will be invoiced in arrears on a quarterly basis. The quarterly invoice will include the total amount owed and the total number of applicants who have been paid in the quarter broken down by CPC contribution, redress payment, legal support contribution and administrative charge along with details for payment.
49. The Parties note that the per-claim administrative charge will be reviewed by the Commonwealth Government in accordance with the requirements under the Scheme legislation to ensure it accurately reflects the costs being recovered.

PART 7 – THE SCHEME

50. The National Redress Scheme Act establishes the National Redress Scheme for Institutional Child Sexual Abuse. It provides the legislative basis for entitlement,

participation, how to obtain redress, offers and acceptance of redress, provision of redress, funding, funder of last resort and other administrative matters.

Responsibility for redress

51. A participating institution will be responsible for redress if the abuse occurred in circumstances where the institution is, or should be treated as being, primarily or equally responsible for the abuse.

Release from civil liability

52. Survivors receiving redress under the Scheme will be required to release the responsible participating institution(s), their associates and the officials of these institutions (other than the abuser) from all civil liability in relation to all instances of child sexual abuse, and related non-sexual abuse within scope of the Scheme. This will be a condition of accepting any components of redress under the Scheme.
53. Where a participating institution has been released from civil liability either at common law or under another payment scheme in relation to the abuse they have been found liable for under the Scheme, then that release and any confidentiality provisions, cannot be relied upon for the limited purpose of determining the payment amount that a survivor may be entitled to under the Scheme.
54. Parties agree that their participating government institutions will waive their rights under prior releases to the extent necessary, and will not take action against survivors for failing to comply with the prior release simply on the basis that the survivor has applied for redress and notified the Scheme of information relevant to their application including a prior payment received. All other conditions under existing releases with survivors will remain.

Counselling and psychological care (CPC)

55. Parties agree that survivors found eligible under the Scheme, and who have signed the release from civil liability, will have the opportunity to access CPC to address the impact of their experience.
56. The State will provide access to CPC by delivering CPC services directly to survivors residing in Tasmania and receiving a tiered payment of \$1,250, \$2,500 or \$5,000 from responsible institutions for the provision of their services.

Direct personal response

57. Parties agree that survivors who are entitled to redress under the Scheme, and who have signed the release from civil liability, should have the opportunity to receive a direct personal response from the responsible participating institution(s), if they choose it.
58. Parties that have had participating institutions declared agree to adhere to the National Redress Scheme for Institutional Child Sexual Abuse Direct Personal Response Framework 2018.

Signed for and on behalf of the State of
Tasmania by



The Honourable Elise Archer MP
Attorney-General and Minister for Justice

Date **5 August 2019**

Signed for and on behalf of the
Break O'Day Council by

Cr Mick Tucker
Mayor of the Break O'Day Council

Date

Signed for and on behalf of the
Brighton Council by

Cr Tony Foster
Mayor of the Brighton Council

Date

Signed for and on behalf of the
Burnie City Council by

Ald Steven Kons
Mayor of the Burnie City Council

Date

Signed for and on behalf of the
Central Coast Council by

Cr Jan Bonde
Mayor of Central Coast Council

Date

Signed for and on behalf of the
Central Highlands Council by

Cr Loueen Triffitt
Mayor of the Central Highlands Council

Date

Signed for and on behalf of the
Circular Head Council by

Cr Daryl Quilliam
Mayor of the Circular Head Council

Date

Signed for and on behalf of the Clarence City
Council by

Ald Doug Chipman
Mayor of the Clarence City Council

Date

Signed for and on behalf of the Derwent Valley
Council by

Cr Ben Shaw
Mayor of the Derwent Valley Council

Date

Signed for and on behalf of the Devonport City Council by

Ald Annette Rockliff

Acting Mayor of the Devonport City Council

Date

Signed for and on behalf of the Flinders Council by

Cr Annie Revie

Mayor of the Flinders Council

Date

Signed for and on behalf of the Glamorgan – Spring Bay Council by

Cr Debbie Wisby

Mayor of the Glamorgan – Spring Bay Council

Date

Signed for and on behalf of the Hobart City Council by

Ald Anna Reynolds

Lord Mayor of the Hobart City Council

Date

Signed for and on behalf of the Kentish Council by

Cr Tim Wilson

Mayor of the Kentish Council

Date

Signed for and on behalf of the King Island Council by

Cr Julie Arnold

Mayor of the King Island Council

Date

Signed for and on behalf of the Dorset Council by

Cr Greg Howard

Mayor of the Dorset Council

Date

Signed for and on behalf of the George Town Council by

Cr Bridget Archer

Mayor of the George Town Council

Date

Signed for and on behalf of the Glenorchy City Council by

Ald Kristie Johnston

Mayor of the Glenorchy City Council

Date

Signed for and on behalf of the Huon Valley Council by

Cr Bec Enders

Mayor of the Huon Valley Council

Date

Signed for and on behalf of the Kingborough City Council by

Cr Dean Winter

Mayor of the Kingborough City Council

Date

Signed for and on behalf of the Latrobe Council by

Cr Peter Freshney

Mayor of the Latrobe Council

Date

Signed for and on behalf of the Launceston City Council by

Signed for and on behalf of the Meander Valley Council by

Ald Albert van Zetten

Mayor of the Launceston City Council

Date

Cr Wayne Johnston

Mayor of the Meander Valley Council

Date

Signed for and on behalf of the Northern Midlands Council by

Signed for and on behalf of the Sorell City Council by

Cr Mary Knowles

Mayor of the Northern Midlands Council

Date

Cr Kerry Vincent

Mayor of the Sorell Council

Date

Signed for and on behalf of the Southern Midlands Council by

Signed for and on behalf of the Tasman Council by

Cr Alex Green

Mayor of the Southern Midlands Council

Date

Cr Kelly Spaulding

Mayor of the Tasman Council

Date

Signed for and on behalf of the Waratah Wynyard Council by

Signed for and on behalf of the West Coast Council by

Cr Robert Walsh

Mayor of the Waratah Wynyard Council

Date

Cr Phil Vickers

Mayor of the West Coast Council

Date

Signed for and on behalf of the West Tamar Council by

Cr Christina Holmdahl

Mayor of the West Tamar Council

Date



Glamorgan Spring Bay Municipal Emergency Management Plan

Plan Details:

Plan Title:	Glamorgan Spring Bay Municipal Emergency Management Plan
Issue Details:	Issue 10, September 2020
Review Authority:	Glamorgan Spring Bay Municipal Emergency Management Committee
Submission Authority:	Commander Anthony Cerritelli Southern Region Emergency Management Controller

Approval:

Approval Authority:	Commissioner Darren Hine State Emergency Management Controller
----------------------------	---

Signature:

Date: September 2020

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Section 1: Overview

1.1 Glossary

Terms used are consistent with the Tasmanian Emergency Management Arrangements ([TEMA](#)). The *Emergency Management Act 2006* (the Act) abbreviates some titles (eg. Municipal Committee instead of Municipal Emergency Management Committee). This practice also applies to this plan.

Table 1: Terms

Term	In the context of this plan, this means:
Affected Area Recovery Committee (AARC)	A committee established under section 24E of the Act after an emergency event to coordinate longer term recovery activities at regional and/or local levels. These committees bring together members of the affected community, councils and relevant Tasmanian Government agencies to collaboratively plan, prioritise and coordinate regional and local recovery activities
command	The internal direction of an organisation's resources in an emergency.
community centres <i>NB. Different centre types may be located at the same site</i>	<p>Evacuation Centre: A place or facility where people affected by an emergency may be provided with information in relation to the hazards associated with the emergency or with temporary shelter from those hazards.</p> <p>Information Centre: A facility to provide information and answer enquiries about the emergency or operation in progress. This includes the supply of information of a general nature to assist those affected by the event.</p> <p>Recovery Centre: A place or facility where people affected by an emergency may be provided with information or support to recover from that emergency.</p>
control	The overall direction and management of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it responsibility for tasking other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
coordination	The bringing together of organisations and other resources to support an emergency management response. Coordination involves the systematic acquisition and application of resources (organisational, human and equipment) in an emergency situation.
Council	In the context of this plan, Council refers to the Glamorgan Spring Bay local government authority
debrief	To gather information from participants in an action to gauge the success or otherwise of the action at the end of the task, shift or incident.
Deputy Municipal Coordinator (DMC)	A person appointed as Deputy Municipal Emergency Management Coordinator under section 23 of the Act, and who can act for the Municipal Coordinator when the Municipal Coordinator is: <ul style="list-style-type: none">• absent from duty or Tasmania• unable to perform Municipal Coordinator duties (permanently), or• temporarily not appointed (eg. has resigned)
emergency	In summary: an event, actual or imminent, that endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.
emergency centres	<p>Emergency Coordination Centre (ECC): A facility established to coordinate and organise emergency provision of services. Can be established at municipal, regional and/or state levels.</p> <p>Emergency Operations Centre (EOC): A facility, either static or mobile, from which the total operation or aspects of the operation are managed. A facility established to control and coordinate the response and support to an incident or emergency.</p> <p>Incident Control Centre (ICC): The location where the Incident Controller and various members of the Incident Management Team provide overall direction of response activities.</p>

Term	In the context of this plan, this means:
emergency management	The planning, organisation, coordination and implementation of measures that are necessary or desirable to prevent, mitigate, respond to, resist, adapt to, overcome and recover from an emergency. Can include civil defence, emergency-related research or training, or the development of emergency policy and procedures relating to any of these measures or actions.
emergency management plan	A document required by the Act (and other legislation that requires emergency management related plans) that describes governance and coordination arrangements and assigned responsibilities for: a geographic area; identified hazard; or function relevant to emergency management. This includes descriptions of processes that provide for safe and effective operations for emergency situations.
emergency management worker	A member of a statutory service, whether for payment or other consideration or as a volunteer; or an authorised officer; or a person who does or omits to do any act in the assistance of, or under the direction or control of, an authorised officer.
emergency powers and special emergency powers	Powers specified in Schedules 1 and 2 of the Act:
emergency risk management	A systematic process that produces a range of measures that contribute to the wellbeing of communities and the environment.
hazard	A place, structure, source or situation that may potentially endanger, destroy or threaten to endanger or destroy human life, property or the environment.
Management Authority	Management Authorities provide direction so that capability is maintained for identified hazards across the prevention and mitigation, preparedness, response and recovery phases (PPRR). Management Authorities also assess and validate the effectiveness of the PPRR strategies they implement.
Municipal Chairperson	The person determined by Council to be the Municipal Chairperson (section 21 (2) of the Act).
Municipal Committee	A Municipal Emergency Management Committee established under section 20 of the Act.
Municipal Coordinator (MC)	A person appointed as a Municipal Emergency Management Coordinator under section 23 of the Act.
Municipal Recovery Coordinator (MRC)	A Council employee responsible for recovery at the municipal level, appointed under section 24G of the Act.
Permanent Timber Production Zone land	A land classification established under the <i>Forest Management Act 2013</i> to replace the formerly-used term 'state forest'.
preparedness	Planned and coordinated measures so safe and effective response and recovery can occur.
prevention and mitigation	Planned and coordinated measures that eliminate or reduce the frequency and/or consequences of emergencies.
public information	The management of public information and perceptions during response to an incident.
recovery	The process undertaken in an area or community affected by an emergency that returns all or part of the social, economic or environmental features or the infrastructure of that area or community to a functional standard, and/or assists the area or community during and after the emergency to deal with the impacts of the emergency.
Recovery Function	A particular activity or group of activities that may be undertaken as part of recovery efforts.
Regional Controller	A person appointed as Regional Emergency Management Controller under section 17 of the Act, who is either: a police commander determined by the Commissioner of Police and the State Controller; or a person appointed by the Minister.

Term	In the context of this plan, this means:
Regional Emergency Coordination Centre (RECC)	A facility from which regional coordination of emergency (consequence) management occurs during the response phase.
Regional Emergency Management Committee (REMC)	A Regional Emergency Management Committee established under section 14 of the Act.
Regional Emergency Management Plan (REMP)	A regional-level plan developed and amended from time to time and approved by the State Controller under section 33 of the Act.
Regional Planner	The person appointed to the position of State Emergency Service (SES) Emergency Management Planner (South).
Regional Social Recovery Coordinator	A nominated Tasmanian State Service employee who is authorised to coordinate the delivery of social recovery services within a region, in collaboration with Municipal Recovery Coordinators and their deputies.
Register.Find.Reunite (RFR)	Australian Government service operated by Red Cross that registers, finds and reunites family, friends and loved ones after an emergency.
response	Actions taken in anticipation of, during and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support.
risk	The combination of the probability of an event and its negative consequences.
risk assessment	Methodology used to determine the nature and extent of risk, by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm people, property, services, livelihoods and the environment on which they depend.
situational awareness	Situational awareness involves an understanding of the current emergency incident, and how it could evolve, to provide advance warning of impending threats and to facilitate the planning of response and mitigation strategies.
State Controller	A person appointed as State Emergency Management Controller under section 10 of the Act, who is either: <ul style="list-style-type: none"> • Head of the Department of Police, Fire and Emergency Management, or • a person appointed by the Minister.
state of alert	A state of alert declared under Division 3A of the Act, for occasions where there is a significant threat of an emergency in Tasmania, or credible information that an emergency existing outside Tasmania may impact on Tasmania.
state of emergency	A state of emergency declared under Division 4 of the Act for occasions where an emergency, or significant threat of emergency, exists within Tasmania, and in which special emergency powers may be required.
Support Agency	<p>Assisting Support Agency: An organisation with specific capabilities or resources that complement the Primary Support Agency in delivering the relevant support function.</p> <p>Primary Support Agency: An organisation responsible for the delivery and/or coordination of specific functional capabilities as agreed with Management Authorities. Primary Support Agencies have specific capabilities or resources that address the need for a relevant support function and command their own resources in coordination with the Management Authority, as required.</p>
validation	Activities conducted to assess or review the effectiveness of emergency management arrangements. Standard validation activities include exercises, operational debriefs, workshops and reviews.
warning	Dissemination of a message signalling imminent hazard/s, which may include advice on protective measures.
worker	A generic term used to describe people who perform defined functions for an organisation or system including: staff, volunteers and contractors/consultants.

1.2 Acronyms

Acronyms used in this plan are consistent with the [TEMA](#).

Table 2: Acronyms

Acronym	Stands for...
AARC	Affected Area Recovery Committee
AIMS	Australasian Inter-Service Incident Management System
AO	Administrative Officer
AT	Ambulance Tasmania
BoM	Bureau of Meteorology
CALD	Culturally and Linguistically Diverse
CBRN	Chemical, Biological, Radiological, Nuclear
DSG	Department of State Growth
DMC	Deputy Municipal Coordinator
DoE	Department of Education
DoH	Department of Health
DoJ	Department of Justice
DPAC	Department of Premier and Cabinet
DPFEM	Department of Police, Fire and Emergency Management
DPIPWE	Department of Primary Industries, Parks, Water and Environment
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
GIS	Geographic Information System
GM	General Manager (Council)
LC	Logistics Coordinator
MC	Municipal Coordinator
MECC	Municipal Emergency Coordination Centre
MEMC	Municipal Emergency Management Committee
MEMP	Municipal Emergency Management Plan (this plan)
MRC	Municipal Recovery Coordinator
NGO	Non-Government Organisation
OCM	Operations Centre Manager
OESM	Office of Security and Emergency Management (DPAC)
PHS	Public Health Service (DoH)
PO	Planning Officer
PPRR	Prevention and Mitigation, Preparedness, Response and Recovery
RC	Recovery Coordinator
RCM	Recovery Centre Manager
RECC	Regional Emergency Coordination Centre
REMC	Regional Emergency Management Committee
RFR	Register.Find.Reunite service
RSRC	Regional Social Recovery Coordinator
SEMC	State Emergency Management Committee

Acronym	Stands for...
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedure
SRSRC	Southern Region Social Recovery Committee
SITREP	Situation Report
TASPOL	Tasmania Police
TEIS	Tasmanian Emergency Information Service
TEMA	Tasmanian Emergency Management Arrangements
TERAG	Tasmanian Emergency Risk Assessment Guidelines
TFS	Tasmania Fire Service
THS	Tasmanian Health Service
TRRA	Tasmanian Relief and Recovery Arrangements
WM	Works Manager

1.3 Introduction

The Glamorgan Spring Bay Council (Council) has an integral role in emergency management and provides the focal point for leadership and service delivery to the community. The Council has resources that may be directly used and has access to other resources within the community and to vital information about the community that will be required in the process of responding to and recovering from an emergency. A map showing the municipal area is included at [Figure 1](#).

1.4 Authority

This plan is issued under the authority of the State Controller in accordance with the requirements of Section 34 of the *Emergency Management Act 2006* (the Act) and is maintained by Council. Further details are in Section 4 of this plan.

1.5 Purpose

The purpose of this plan is to detail arrangements intended to reduce emergency-related risks to the community and provide a mechanism to mitigate and counter the impact and effects of an emergency that may arise within the municipal area.

1.6 Objectives

The objectives of this plan are intended to support effective response and recovery, as listed below:

- a Record roles and responsibilities related to identified hazards and emergency management functions;
- b Record current arrangements for prevention and mitigation, preparedness, response and recovery (PPRR) including:
 - i the legislated requirement to maintain this plan;
 - ii protocols for coordinating mutual support with neighbouring councils; and
 - iii the identification of ways to request/access additional support from regional, state and federal levels;
- c Identify opportunities to reduce risks to the community;
- d Increase community awareness and involvement in risk and emergency management;
- e Enhance the integration of Council and community safety and wellbeing programs into Council's operational plans;
- f Provide a framework for ongoing assessment of risks to the community and environment and the pursuit of effective treatment options; and
- g Describe Council's contribution to the management of emergency events within the municipal area and the region.

1.7 Scope and application

The arrangements detailed in this plan are designed to address emergencies that are:

- a Caused by hazards impacting Glamorgan Spring Bay municipal area; and
- b Able to be managed through the capability of local emergency management structures.

These arrangements are intended to be scalable and flexible so they can be adapted as required active across the PPRR spectrum, taking into account that legislated powers and/or authorised structural arrangements may be established to complement these arrangements in response to a particular event.

The Municipal Coordinator (MC) may activate specific sections of the plan. Activation may also be directed or recommended by the:

- a. Regional Controller (Southern Region);
- b. SES Emergency Management Planner (South) (Regional Planner); or
- c. Chair of Council's MEMC.

Other communication may occur between the MC and responsible officers in other Tasmanian Government agencies (as identified in Section 2), but the coordination of formal activation is best achieved by working with the Regional Controller or Regional Planner.

More detailed arrangements for specific hazards or functions are described in Associated Plans and other documents listed at [Appendix 1](#).

1.8 Context

The Glamorgan Spring Bay Municipal Area covers 2,522 km² across the southern section of Tasmania's east coast. It is bordered by the municipalities of Sorell to the south, Break O'Day to the north, and Northern Midlands and Southern Midlands to the west. The principal towns are Triabunna, Bicheno, Swansea, Orford, Coles Bay and Buckland.

The municipality's administrative centre is at Triabunna, with works depots in Triabunna, Swansea, Bicheno and Coles Bay.

The municipality's resident **population** as at 30 June 2018 was estimated to be 4,528, increasing to approximately 15,000 during the peak summer period due to the influx of tourists and people using their holiday homes. Glamorgan Spring Bay is popular as a place to live, work and invest for retirees and those seeking a 'sea change' lifestyle.

The major economic activities are tourism, agriculture, fishing and aquaculture. The municipal area has significant agricultural assets and continues to expand and diversify its agricultural production. With Freycinet National Park as a key attraction, the area is second only to Hobart in visitor numbers.

Triabunna and Bicheno provide port facilities for a number of smaller fishing boats. Triabunna has a modern marina with casual wharf berthing for over 100 commercial and recreational vessels. The Maria Island Ferry operates from the Triabunna Marina and Wharf.

1.8.1 Major routes and built environment

The main access road is the Tasman Highway (A3) which runs roughly north-south through the municipality, generally following the coast from the northern boundary, then inland from Orford to the south.

Lake Leake Road links the Tasman Highway (A3) with the Midland Highway (National 1), extending roughly east-west from a junction 10 km north of Swansea to Campbell Town.

Secondary gravel roads link:

- Buckland to Midland Highway, via Woodsdale, Parattah;
- Buckland to Mud Walls Road (B31.) via Woodsdale;
- Buckland to Runnymede, via Cutting Grass Road;
- Orford to Port Arthur (A9), via Wielangta Road;
- Little Swanport (Bresnehans Road) to Lake Leake Road;
- Lake Leake Road to Tasman Highway south of St Marys; and
- Cranbrook (Old Coach Road) to Esk Highway (A4) at Avoca, via Royal George (some sections very rough).

Regular ferry services operate between Maria Island and Triabunna.

Boat launching facilities are as follows:

Location	Boat launching facility
Bicheno	The Gulch
Coles Bay	Garnett Avenue
Dolphin Sands	Yellow Sand Banks Road; and Swan River Road
Little Swanport	Saltwater River
Orford	Barton Avenue; and Prosser River
Swansea	Jubilee Beach; and Gordon Street
Swanwick	Swanwick Drive
Triabunna	Marina – Esplanade East

1.8.2 Topography, vegetation and natural resources

The municipality's points of highest elevation (around 750m above sea level) are several hills in the upper reaches of the Swan River. The municipal area stretches more than 110 km along the coast and encompasses the iconic Freycinet National Park, Douglas Apsley National Park and Maria Island National Park. Seven river systems bisect the area, namely: Prosser, Little Swanport, Meredith, Wye, Swan, Apsley and Denison Rivers.

1.8.3 Climate

Climate is typically temperate, with mild to warm summers and cool winters. The area's weather is best described as dry: average rainfall may be less than 594 mm per annum. Wind speeds have reached 100 km/h and winds are predominantly north-westerly. Mean minimum temperatures range from 4°C in winter to 11°C in summer. Mean maximum temperatures range from 13 °C in winter to 22 °C in summer. Between November and March, maximum daytime temperatures average 22 °C and can occasionally exceed 30 °C. The maximum temperature recorded is 40°C.

Rainfall correlates with the El Niño Southern Oscillation, especially in winter. Temperature and rainfall is influenced by warmer waters offshore brought southwards by the East Australian Current. Periods of intense rainfall can produce extreme flash flooding, as experienced in April 2020 when 124 mm of rain fell within a 24-hour period.

1.8.4 Emergency management

Glamorgan Spring Bay's State Emergency Service (SES) Unit is located in the Emergency Services building at 76 Maria Street, Swansea. The building also houses Swansea Ambulance and Fire Services. Freycinet Marine Rescue is housed in the adjacent building.

The entire facility has a 50 kva generator for backup power in the event of an outage. In a major emergency, this complex is used as an Emergency Operations Centre (EOC).

The complex is equipped with:

- a Radio room:
 - VHF – local and statewide (TFS, ST, SES, Council, etc)
 - UHF – 40 channels
 - Marine VHF – 27 MHz;
- b Telephone, fax and internet;
- c Hard copy 1:25,000 maps of the municipality and maritime maps of Great Oyster Bay;
- d Whiteboards, tables, chairs;
- e Kitchen, shower and toilet facilities;
- f Television;
- g Desktop computers; and
- h Three 3m outdoor marquees.

SES has a Portable Communications Unit (same set-up as the radio room) that can be used across the municipality.

1.8.5 Medical services

Glamorgan Spring Bay is serviced by a number of medical practitioners and community and health centres, but there is no major hospital or medical facility in the municipality.

Royal Hobart Hospital is the area's receiving hospital and definitive emergency care facility. Under certain circumstances, (particularly involving northern areas of the municipality) patients may be transferred to the Launceston General Hospital.

Supplementary health care facilities are available at May Shaw Health Centre, 37 Wellington St, Swansea. The centre has a two-bed accident and emergency facility that may be used for triaging in the event of a multi-casualty emergency, depending on the availability of medical and nursing staff at the time. Local medical officers work onsite and are available after hours. The medical officers are able to attend accidents and have a transportable Thomas Pack for taking supplies and equipment to emergency sites. Registered and Enrolled Nurses working at May Shaw

are required to undertake Rural and Remote Nursing training to develop their assessment and treatment skills in the event of an emergency. Patients requiring specialised care can be transferred via ambulance or helicopter (able to land on the adjoining oval).

Community Health Nursing Services are based at Spring Bay Community Health Centre (3 Melbourne Street, Triabunna). This centre has consulting rooms for allied Health Service and is open on weekdays only. There are no onsite facilities for accidents and medical emergencies, however, full-time paramedics and helipad facilities are onsite.

East Coast Health has two medical practitioners and a practice nurse at 1 Victoria St, Triabunna.

Bicheno Medical Centre (94 Foster Street Bicheno) is serviced by two medical practitioners.

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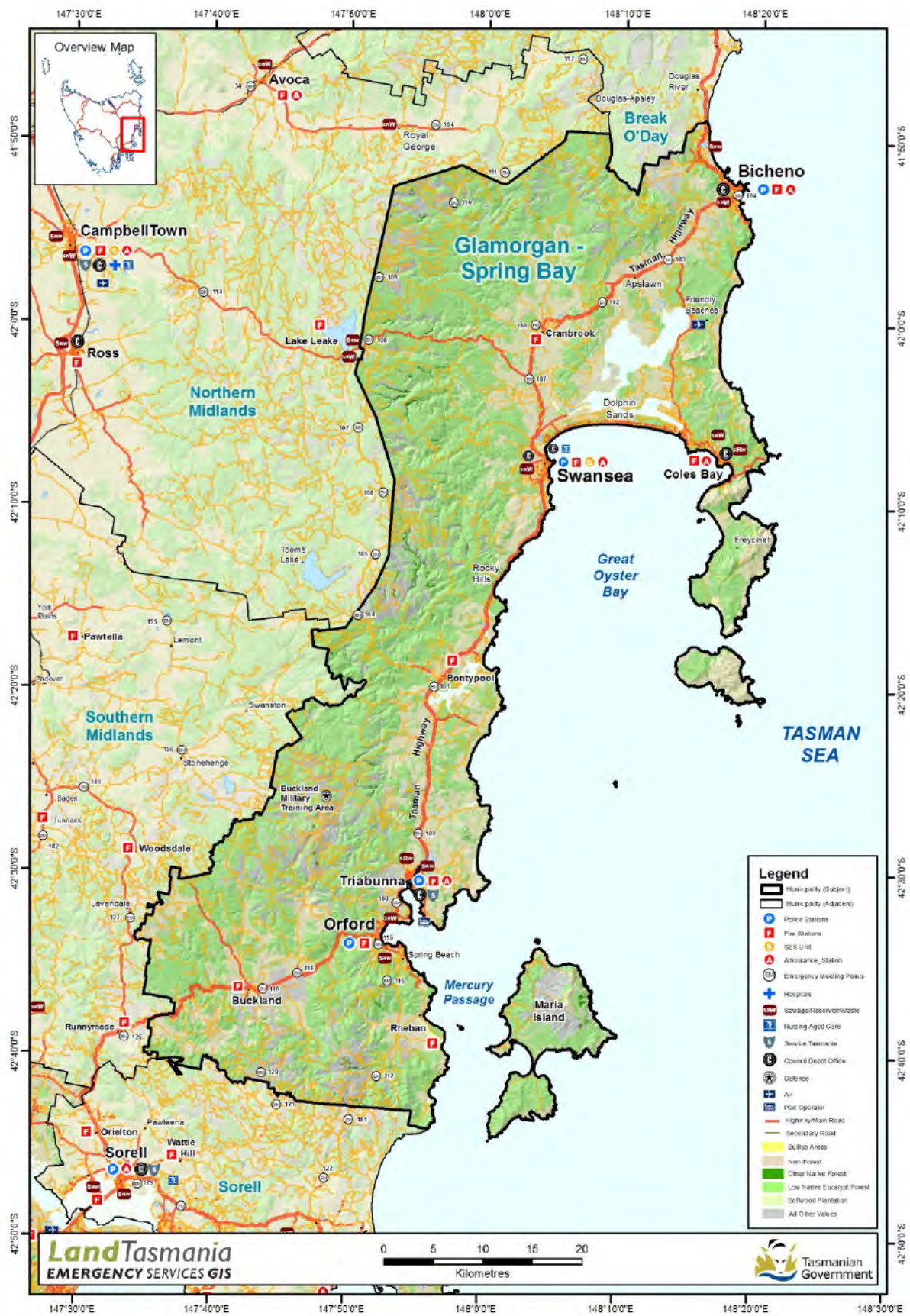


Figure 1: Map of municipal area

Section 2: Governance and management

This section details how municipal emergency management is governed and managed ([Figure 2](#)) and who is involved, ie. three tiers of government, focusing on the main roles at a municipal level.

2.1 Roles of government and emergency management partners

In Australia, the three tiers of government (federal, state and local) work in partnership to achieve safer, more resilient communities through robust emergency management arrangements. The Tasmanian Emergency Management Arrangements ([TEMA](#)) provide a summary of the various emergency management roles and responsibilities across government, complemented by the work of NGOs, industry, professions, communities and individuals.

At a municipal level, local government authorities play a central role in coordinating and facilitating a range of emergency management activities across all hazards, as well as resourcing specific municipal responsibilities for emergency management.

Council's Municipal Emergency Management Committee (MEMC) plays a pivotal role in meeting these requirements, as detailed in [Section 2.3](#).

2.2 Tasmania's legal framework for emergency management

In Tasmania, powers and authorities for emergency management are established in the Act. The Act provides for a flexible and scalable emergency management system, including provision for emergency powers and the appointment of workers to fulfil emergency management functions and roles, including Municipal Coordinators (MC), Deputy Municipal Coordinators (DMC) and Municipal Chairpersons.

Supporting municipal responsibilities are established in the *Local Government Act 1993*, including functions and powers that:

- a. provide for the health, safety and welfare of the community;
- b. represent and promote the interests of the community; and
- c. provide for the peace, order and good government of the municipal area.

The *Public Health Act 1997* also provides for the emergency management of public health risks, including provisions associated with the declaration of a public health emergency under that legislation.

2.2.1 Emergency powers and declarations

Powers related to specific hazards and/or functions are established by specific Tasmanian legislation or national arrangements. In some instances, national legislation can also provide authority.

The Act provides additional powers for Regional Controllers, the State Controller, Minister and Premier to authorise and/or direct authorised officers to take action for the protection of life, property and the environment.

A summary of the main powers under the Act is provided in Appendix 4 of the [TEMA](#).

MCs may provide advice to the Regional Controller (or through the Regional Planner) if they consider that specific powers should be authorised.

If powers are authorised, any specified authorised officer, including MCs, may be required to implement authorised powers. The Regional Controller (supported by the Regional Planner) will assist MCs to perform the functions required of them.

2.3 Emergency management governance

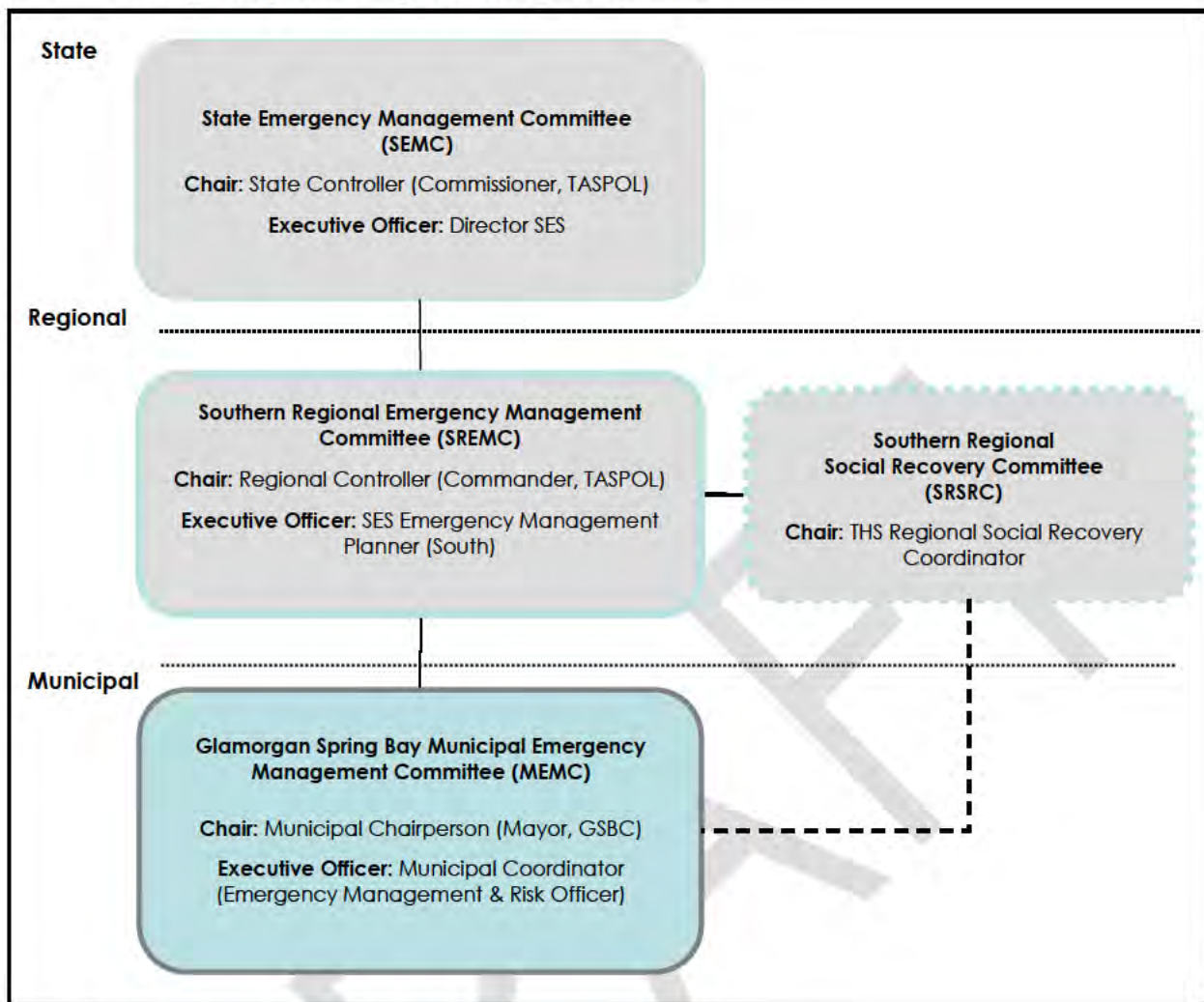


Figure 2: Governance arrangements

LEGEND:

- Direct reporting relationship
- Also works/communicates with

2.4 Municipal Emergency Management Committee (MEMC)

Strategic objectives of Council's MEMC are to:

- a maintain this MEMC to guide the management of risks to the community arising from emergencies by considering all elements of PPRR;
- b recognise the value of relationships and partnerships for emergency management, in particular the importance of:
 - i community contributions in emergency management and promoting community engagement as required;
 - ii maintaining linkages with related bodies, including the Southern Regional Emergency Management Committee (SREMC); and
 - iii identifying roles and responsibilities and integration processes between emergency management and Council management structures.
- c develop and implement a progressive review system for all emergency management elements, based on continuous improvement principles; and
- d maintain an active and relevant MEMC.

MEMC is not expected to provide operational involvement in an emergency response but has an important role in effective leadership and communications during and after an emergency. It does

this by meeting, if possible, during and after the emergency. At that time, the MEMC will provide strategic advice regarding Council's emergency response. As many emergencies occur without warning, there may not be an opportunity for MEMC to meet prior to or during an emergency.

The MC leads Council's response to an emergency by establishing an Incident Management Team, based on AIMS principles. The MC maintains a procedure that provides guidance as to when the MEMC may meet prior to or during an emergency and establish the agenda for those meetings.

MEMC is chaired by the Mayor, or representative, and supported by the MC. MEMC maintains Terms of Reference, which are reviewed approximately every two years and noted by SEMC.

2.5 Southern Regional Emergency Management Committee (SREMC)

SREMC has overarching responsibility for emergency management activities in the Southern Region. All southern municipalities are represented on SREMC by each council's respective MC.

SREMC is chaired by the Regional Controller. Executive Officer support is provided by the Regional Planner.

2.6 Responsibilities

[Table 3](#) provides a summary of the responsibilities of Response Management Authorities and Council for hazards in Tasmania. This list is not exhaustive, and changes can be made by agreement through the consultation framework over the life of this plan and/or as required during emergencies. More detail is included in the Regional Emergency Management Plan (REMP) and [TEMA](#).

Table 3: Summary of responsibilities

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
1	Biosecurity	DPIPWE (Biosecurity Tasmania)	Property identification Road closures Local operations centres Access to disposal facilities Plant and machinery
2	Coastal inundation – storm tide	DPIPWE	Property identification Road closures Local operations centres Plant and machinery
3	Cybersecurity	DPAC (Digital Strategy and Services)	Community information
4	Earthquake	DSG	Property identification Road closures Local operations centres Advice on facilities requiring priority restoration
5	Energy infrastructure (Includes electricity, gas and petroleum)	TasNetworks Enwave (TasGas) Tasmanian Gas Pipeline Pty Ltd Fuel distributors	Property identification Road closures Local operations centres Advice on facilities requiring priority restoration
6	Energy supply (Includes: petroleum, gas, electricity. Excludes: energy infrastructure failures)	DSG (Office of Energy Planning)	Property identification Local operations centres Advice on facilities requiring priority restoration
7	Fire National parks and other reserves	DPIPWE (PWS)	Community information Plant and machinery
8	Fire Declared forest land or permanent timber production zone land	Sustainable Timber Tasmania	Community information Plant and machinery Community Centres

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
9	Fire Future potential timber production land	DPIPWE (PWS)	Community information Plant and machinery Community Centres
10	Fire Urban, structural and privately-managed rural land	TFS	Property identification Road closures Plant and machinery Community Centres
11	Flood - dams Dam safety	TASPOL (assisted by dam owners)	Property identification Road closures Local operations centres Community information Plant and machinery
12	Flood – flash food (Includes associated debris flow)	SES	Prevention, preparedness and mitigation measures Property identification Road closures Local operations centres Community information Plant and machinery
13	Flood – rivers	SES	Property identification Road closures Local operations centres Community information Plant and machinery
14	Food contamination	DoH (PHS)	Premises inspection Infection controls Community Information Property identification
15	Hazardous materials	TFS	Property identification Road closures
16	Hazardous materials – radiological (unintentional release)	TFS	Property identification Road closures
17	Heatwave	DoH (PHS)	Support health system response Community information
18	Infrastructure failure – building collapse	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
19	Infrastructure failure – state roads and bridges	DSG (State Roads)	Local operations centres Community information Plant and machinery Alternative transport routes
20	Intentional violence (eg. CBRN attacks, terrorist events)	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
21	Landslip	TASPOL	Property identification Road closures Local operations centres Community information Plant and machinery
22	Marine mammal stranding and entanglements	DPIPWE (PWS)	Property identification Road closures Local operations centres

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
			Plant and machinery Access to disposal facilities
23	Marine pollution	DPIPWE (EPA)	Infrastructure information relating to stormwater Plant and machinery Access to disposal facilities
24	Pandemic influenza	DoH (PHS)	Premises inspection Infection controls Community information Property identification
25	Pest infestation	DPIPWE (Biosecurity Tasmania)	Premises inspection Infestation controls Community information Property identification
26	Public health emergency	DoH (PHS)	Premises inspection Infection controls Community information Property identification
27	Recovery	(Advisory agency – DPAC)	Refer to Table 4 below
28	Space debris	TASPOL, DSG Tasmanian Museum and Art Gallery (for preservation of meteorite and impact scene)	Property identification Road closures Local operations centres Plant and machinery Community information
29	Storm – high winds – tempest	SES	Property identification Road closures Local operations centres Plant and machinery
30	Transport crash – aviation (Less than 1000m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery
31	Transport crash – aviation (More than 1000m from the airport runway)	TASPOL	Property identification Road closures Local operations centres Plant and machinery
32	Transport crash marine (No environmental emergency)	TASPOL	Local operations centres Plant and machinery Road closures Alternative transport routes
33	Transport crash – railway	TASPOL TFS	Local operations centres Plant and machinery Road closures Alternative transport routes
34	Transport crash – road vehicles	TASPOL	Plant and machinery Road closures Alternative transport routes
35	Tsunami	TASPOL	Property identification Road closures Local operations centres Plant and machinery
36	Water supply contamination (drinking water)	DoH (PHS)	Property identification Road closures Local operations centres Plant and machinery Management of water carriers
37	Water supply disruption	TasWater	Property identification

Row	Hazard or emergency event	Response Management Authority	Council's support function and activities (as required)
			Road closures Local operations centres Plant and machinery Management of water carriers

Table 4: Other support services

Row	Function or activity	Responsible organisation	Typical Council support function/activities
1	Barriers and signage	Council	Provide resource support
2	Dissemination of public information	Response Management Authority Council	Provide community information on recovery services
3	Essential services <ul style="list-style-type: none"> • Power • Telecommunications • Water supply • Natural gas • Stormwater 	TasNetworks Telstra TasWater TasGas Council	Provide resource support
4	Human resources	SES Council	Provide resource support.
5	Medical treatment and patient transport	AT	Provide resource support
6	Plant and equipment	Council	Provide resource support
7	Recovery services including <ul style="list-style-type: none"> • Accommodation • Catering • Personal support and community assessments • Financial and appeals • Insurance • Clothing • Children services • Registration and inquiry • Recovery centres • Immunisation • Community development • Animal welfare 	Council Supported by regional or state-level resources as required	Coordinate delivery of recovery services

Section 3: Emergency management arrangements

3.1 Prevention and mitigation arrangements

This section describes prevention and mitigation for municipal emergency management.

3.1.1 Overview

MEMC oversees a range of prevention and mitigation activities, in collaboration with emergency management partners at municipal, regional and state levels.

Current areas of focus for prevention and mitigation are:

- a. research;
- b. risk management (includes risk assessments and risk reduction activities);
- c. protective security and business continuity;
- d. land use planning; and
- e. climate change adaptation.

3.1.2 Research

Through its membership, MEMC maintains awareness of research for hazards and emergency management relevant to the municipal area. Hazards are described in Section 2 of this plan.

Research findings that are relevant to the MEMC's emergency management partners (including the community) are communicated and shared in a coordinated and appropriate way by MEMC members.

3.1.3 Risk management

The identification and implementation of risk treatments, controls or mitigation strategies occurs after emergency risk assessments. Risk reduction strategies may be categorised in a number of ways and summarised as:

- levels of autonomy (eg. behavioural, procedural and physical controls);
- nature of control (eg. process or physical); and
- life-cycle phases (eg. PPRR, operational phases/elements).

Once risk assessments are validated and accepted, relevant stakeholders manage programs and projects to treat those risks. Management Authorities for prevention and mitigation and/or the relevant SEMC Hazard Advisory Agencies report on the outcomes of relevant programs and projects through the emergency management governance framework.

[Appendix 2](#) summarises current risk assessment findings and identifies the following general responsibilities for treatments:

- a. Council responsibility;
- b. Partnership (combination of local and state government agencies, industry, individuals);
- c. Tasmanian Government agency, industry association, industry sector or individual; and
- d. Whole-of-government responsibility.

3.1.4 Protective security and business continuity

Council's emergency management includes business continuity arrangements for the municipality and the region. Each asset owner and/or service provider is responsible for maintaining systems, processes and resources to achieve an appropriate standard of business continuity.

The supply or redundancy of main services is particularly important for local emergency management operations and requires the ongoing review of relationships and arrangements with asset owners or managers for the following areas, including but not limited to:

- a. power supply;

- b. potable water;
- c. transport networks and alternative route planning;
- d. telecommunications; and
- e. public/environmental health standards.

Protective security practices have been further integrated into all safety management systems following increased frequency of events that are politically motivated or caused by intentional violence. As for business continuity arrangements, each organisation maintains their own arrangements to enhance their security. Specific advice related to counter-terrorism practices can be provided by TASPOL Special Response and Counter-Terrorism Command.

3.1.5 Land use planning

Land use planning responsibilities are identified in the *Land Use Planning and Approvals Act 1993* and at municipal level these are largely managed by local government.

Land use planning schemes for the Glamorgan Spring Bay municipal area are continually reviewed and updated to include improved preventative measures to help mitigate the impact of emergencies on communities.

The *Glamorgan Spring Bay Interim Planning Scheme 2015* is the relevant planning scheme. The Scheme can be viewed at <https://iplan.tas.gov.au/pages/plan/book.aspx?exhibit=glaips>.

Relevant aspects that have been included in planning schemes include:

- a. sediment and erosion control;
- b. landslip risk management;
- c. bushfire risk management;
- d. flood and debris risk management;
- e. coastal inundation risk management; and
- f. coastal erosion risk management

3.1.6 Climate change adaptation

Climate change is altering risk and hazard profiles for local governments and communities, with more frequent, more extreme weather events intensifying the risk posed by existing and evolving natural hazards.

Adaptation to climate change requires new or changed roles and resource burden at a local government level across the PPRR spectrum.

Council is working to maintain and increase its knowledge and understanding of existing and evolving hazards, and to identify programs, assets and services that have the potential to strengthen resilience across the municipal area.

3.2 **Preparedness arrangements**

This section describes what is done to be ready to respond to an emergency and manage recovery, before an emergency occurs or is imminent. More detailed information about what preparedness entails is provided in the [TEMA](#).

3.2.1 **Overview**

Preparedness is managed collaboratively between state and local government organisations and their emergency management partners.

The Act identifies specific responsibilities for preparedness, including the following.

Council is responsible for:

- a. providing resources and facilities for the management of emergencies in the municipal area in accordance with the MEMP (section 47);
- b. providing facilities and resources for the council supported volunteer SES Unit/s, as well as the storage and maintenance of the equipment used by the unit/s and areas for training (arranged in conjunction with the Director SES (section 49);
- c. making recommendations for MC and DMC roles (sections 23-24) and providing a chairperson for MEMC (section 21).
- d. preparing and maintaining a MEMP (section 34); and
- e. establishing an MEMC (section 22);

SES is responsible for:

- a. providing advice and services relating to emergency management in accordance with emergency management plans; and
- b. recruiting, training and supporting SES volunteer members.

SES also supports the Regional Controller in preparing and maintaining the Regional Emergency Management Plan (REMP) and the Southern Regional Emergency Management Committee (SREMC), in which Council participates.

Support Agencies and owners/operators of specific facilities maintain various processes and arrangements, so they are prepared to:

- a. fulfill their roles in emergency management;
- b. achieve 'business as usual' for as long as possible; and
- c. coordinate and/or assist broader recovery efforts after the emergency, if required.

3.2.2 **Municipal Emergency Management Plan (MEMP)**

Council's MEMC is responsible for the preparation and maintenance of this plan (MEMP). The MEMP is reviewed at least every two years from the date of last approval. SES provides guidance for the format and content of the MEMP and arranges for its approval by the State Controller.

More information is provided in [Section 4](#) including the MEMP Distribution List. The current version of this plan is available from the MC or through authorised access to WebEOC. WebEOC is a web-based emergency operations information platform administered by TASPOL.

Each organisation represented on MEMC is responsible for maintaining their own plans and procedures and making sure these are aligned with the arrangements set out in this MEMP.

3.2.3 **Municipal Emergency Management Committee (MEMC)**

The consultation framework outlined in [Section 2](#) is coordinated by SES and SEMC, and maintained with the support of state and local government, NGOs and other organisations.

MEMC has an important role in maintaining relationships so that information is shared and effective arrangements are in place for emergency management. Council's MEMC is chaired by the Mayor or his/her representative, supported by the MC as Executive Officer.

MEMC continuity is supported by *Terms of Reference* (refer to [Appendix 3](#)) and *Committee Maintenance Schedule/Action Plan* (see [Appendix 4](#)).

Council does not operate a separate recovery committee. Recovery activities are incorporated into the business of MEMC, of which the Municipal Recovery Coordinator (MRC) is a member.

3.2.4 Capacity and capability

Tasmanian Government agencies and State-Owned Companies maintain their own capacity and capability arrangements. In the municipal context, the following points are important:

- redundancy for Council emergency management roles;
- emergency management education and training for Council workers;
- maintaining the Municipal Emergency Coordination Centre (MECC); and
- maintaining basic systems so resources can be requested and shared.

3.2.5 Relief arrangements for Council's emergency management roles

Council's primary and relief model for key emergency management roles is shown in Table 5.

Table 5: Council's primary and relief function roles and officers

Primary role	Relief role
MEMC Chairperson (Mayor)	General Manager
Municipal Coordinator (MC) (Emergency Management & Risk Officer)	Deputy Municipal Coordinator (DMC) (Community Development Manager)
Municipal Recovery Coordinator (MRC) (Community Development Manager)	Deputy Municipal Recovery Coordinator (DMRC) (Community Development Administration Officer)

3.2.6 Education and training

The MC coordinates general induction for workers with emergency management functions, including media/information functions. The Regional Planner and Regional Social Recovery Coordinator may assist as required.

[TasEMT](#) is an SES-provided, web-based resource for workers with emergency management responsibilities to increase their knowledge, capability and proficiency across the PPRR spectrum. SES' Emergency Management Unit also conducts relevant annual workshops.

Validation activities are useful training opportunities that are conducted at various times by a wide range of stakeholders. MEMC members attend these and/or arrange for relevant people from their respective organisations to participate.

Council commits financially to the maintenance of a high level of emergency management capability. Major actions are reflected in the Maintenance Schedule (refer to [Appendix 4](#)) but Council's commitment extends to conducting regular training and exercise activities to ensure ongoing capability of staff and includes professional development programs for key staff.

3.2.7 Municipal Emergency Coordination Centre (MECC)

The MECC is maintained by the MC as a facility to:

- coordinate Council's overall emergency response activities;
- coordinate requests from response/recovery organisations for additional resources; and
- provide information, for example to the Regional Controller, local community etc.

In an emergency, the MECC is activated by the MC under the following conditions:

- at the request of a Response Management Authority;
- after consultation with the Mayor or General Manager; and/or
- at the direction of the Regional Controller.

The MECC's primary functions are to:

- maintain information flow to and from WebEOC;

- b. provide a facility for coordinating Council's response to an emergency situation, including activation, deployment and management of Council and community resources;
- c. coordinate requests from the Response Management Authority and Support Agencies for additional resourcing across all response levels – municipal, regional and state;
- d. monitor all operational activities;
- e. provide for the management of information to be reported to the Regional Controller;
- f. coordinate media management;
- g. coordinate and disseminate public information; and
- h. identify additional emergency requirements (eg. the need to activate local or regional recovery arrangements).

The MC will nominate an Incident Management Team for the MECC if required.

More details, including the location of MECC and other sites, is included at [Appendix 5](#).

The MC maintains MECC Action Cards and procedures for use during an emergency. These are designed to be used in combination with other centres, for example an Emergency Operations Centre (EOC). Versions current at the time of this MEMP Issue are included at [Appendix 6](#).

Council's contact list for emergency management arrangements is maintained by the MC. This information is an important resource for the SREMC and SRSRC. Contacts are updated as required and circulated by the Regional Planner and Regional Social Recovery Coordinator to members and stakeholders after each quarterly meeting of those groups.

Information about other Council arrangements, including relevant service or equipment providers, is recorded and maintained by the MC.

3.2.8 Readiness for community warnings and public information

Wherever possible, key messages for community warnings and public information about emergencies are developed in advance, based on relevant best practice. These are maintained as drafts that can be quickly tailored to meet specific event needs.

This section summarises preparedness arrangements for public enquiries, issuing warnings and providing public information. Note: Response arrangements for issuing warnings and public information or opening call centres are included in [Section 3.3](#).

3.2.8.1 TasALERT

[TasALERT](#) is Tasmania's official source of publicly-available emergency management information. Administered by the Department of Premier and Cabinet (DPAC), the online website provides a single source of clear and consistent emergency and resilience information from emergency service organisations and government agencies.

Outside emergency response periods, TasALERT provides general information on topics such as volunteering, disaster preparedness and community resilience.

In an emergency, the website is updated with information about the event, including spatial (mapped) information about the event provided through [LISmap](#) and links to dedicated social media channels.

3.2.8.2 Points for public enquiries

All organisations represented on MEMC maintain a number of different phone and internet enquiry points for general enquiries.

3.2.8.3 Available warning systems

Relevant emergency warning systems (and responsible agencies) are:

- a. Flash and mainstream flooding (from rivers) (BoM/Council);
- b. Major rivulet flood warning system (Council)
- c. Severe weather eg. damaging winds (BoM);
- d. Bushfire (TFS);
- e. Standard Emergency Warning Signal (SEWS) (TASPOL);
- f. Emergency Alert (all hazards) (TFS);
- g. Local ABC Radio (primary Support Agencies or Response Management Authority);
- h. Road closure (TASPOL);
- i. Tsunami (TASPOL);
- j. All hazards Emergency Alert (TFS); and
- k. TasALERT (DPAC).

3.2.8.4 Public information readiness

Response Management Authorities are responsible for maintaining draft, customisable scripts about specific hazards for use by the Tasmanian Government's public information hotline: the Tasmanian Emergency Information Service (TEIS). Council's MEMC and the SREMC are developing similar draft scripts for broader emergency and recovery use.

Specific arrangements for community warnings and public information are described in [Appendix 7](#).

3.2.9 Validation and performance management

Council is responsible for ensuring that testing and validation of the effectiveness of planned processes and procedures are conducted as part of the emergency management planning process. Validation activities include debriefs, exercises, workshops, briefings and meetings. Planned validation activities are outlined in [Section 4](#).

Council is responsible for ensuring that regular validations occur and for participating in other organisations' validation activities whenever possible.

Debriefs are conducted after both exercises and operations. Combined debriefs for agreed operations are arranged by MEMC or SREMC. Lessons identified in debriefs are recorded and shared as appropriate through the consultation framework.

The performance of municipal emergency management is progressively reviewed through debriefs and at committee meetings for the area and the region. Where opportunities for improvement are identified, action is taken to address the situation on a risk basis.

3.2.10 Administration systems

Each organisation involved in emergency management is responsible for managing and maintaining its own administration systems so they can be used effectively in emergencies. The key administration systems are information management and cost capture.

3.2.10.1 Information management

WebEOC is available online at all times and used in an emergency to record decisions, tasks, situation reports, plans and documents, and share information. WebEOC contains a library of municipal, regional and state emergency management plans.

Systems for recording and managing information during emergencies include draft templates and proformas for documents including but not limited to:

- a. Situation Reports (SITREPS);
- b. operational logs;
- c. resource allocation;

- d. recording expenditure (see [Section 3.2.11.2](#));
- e. registration of spontaneous volunteers, public offers, impacted people/groups;
- f. impact assessment and consequence management.

3.2.10.2 Cost capture and financial administration

All organisations maintain systems and processes so that emergency-related expenditure can be authorised, recorded and reimbursement sought (where available).

Preparedness includes identifying the positions responsible for collating costs of response and recovery efforts. Cost capture systems are aligned with the three components of the Tasmanian Relief and Recovery Arrangements (TRRA) and Council maintains financial administration processes to support requests for access to funds.

Council has arrangements in place to enable expenditure by the MC (or delegated representative) for emergency management purposes. The MC will arrange for specific cost code account numbers to be allocated prior to an emergency, for distribution to the relevant staff as/when required.

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3.3 Response arrangements

This section describes what is done when an emergency occurs or is imminent. More detailed information about what response entails is provided in the [TEMA](#).

3.3.1 Overview

Effective response relies on the coordinated activation of pre-agreed roles and responsibilities that are clearly defined, easily understood and well-communicated. High-level responsibilities for hazards or functions are usually prescribed in legislation, but the planning process establishes arrangements that draw on these responsibilities in a practical, flexible and scalable way to reduce the threat to life, property and the environment.

This section describes how the roles and responsibilities relevant to municipal emergency management (summarised in [Section 2](#)) generally apply in responding to an emergency.

The arrangements described in this section are designed to address situations that occur in this municipal area, although these can be used to support response for emergencies affecting other municipal areas or the region.

Emergency powers enable authorised action to be taken to resolve emergencies. Primary powers and responsibilities are generally established in hazard-specific legislation and incorporated into hazard-specific plans. Additional powers provided for in the Act may be applied if and when the specified criteria are met.

Depending on the scale and extent of the emergency, overall control of response may be assumed by emergency management authorities, such as the Regional Controller or State controller.

3.3.2 Command, control and coordination

3.3.2.1 All-hazards response arrangements and escalation

When an emergency occurs, initial response actions are usually carried out at the emergency site by those with primary responsibility for protecting the life, property or environment under threat. In the first instance, this is usually the asset owner or manager of the property or premises and/or the people at the emergency site. Command, control and coordination arrangements are described in the [TEMA](#).

Response Management Authorities are supported by Support Agencies and Council may be requested to support the response and make resources available, usually through direct contact with the MC. At this point, consideration is given to the practicalities of opening an MECC to coordinate resources and requests (if not already open). See [Appendix 5](#) for more information about the MECC.

Council's General Manager is responsible for providing adequate staff and resources to operate the MECC if required. The MC is responsible for managing the MECC and for arranging for it to be opened. More detailed operating procedures are provided in [Appendix 6](#).

Liaison Officers for responding agencies may support fellow workers at the emergency scene and provide advice to other agency representatives at emergency operations or coordination centres (EOCs or ECCs) and/or to the senior managers monitoring the situation.

The Regional Planner is responsible for arranging regional support to Council, should this be required, and usually assists and advises the MC and MECC. The Regional Planner is also responsible for briefing the Regional Controller (and other stakeholders as required).

The Regional Controller can assume overall control of response/recovery operations (refer to section 18 of the Act). Legislated emergency powers do not need to be activated for this to occur.

3.3.2.2 Emergency powers

Emergency powers are established in the *Emergency Management Act 2006* and are summarised in [Section 2.5](#) of this plan (see paragraphs 2.7-2.10). The Regional Planner will coordinate activities on behalf of the Regional Controller when emergency powers are authorised.

3.3.2.3 Municipal Emergency Coordination Centre (MECC)

Council's MECC provides a range of services to the community and is the centre for decision-making and the determination of strategic direction (in conjunction with emergency services) during and after an emergency.

Functions of the MECC include:

- a. providing the facility for coordinating Council's emergency response;
- b. coordinating any requests from lead authorities for additional resources;
- c. providing information to the Regional Controller and SES;
- d. providing information to the local community; and
- e. receiving initially displaced people if evacuated.

The location of council's **primary MECC** – known as the Glamorgan Spring Bay Emergency Coordination Centre – is the Council Office, 9 Melbourne Street, Triabunna.

The **secondary MECC** location is Glamorgan Spring Bay SES facilities at 76 Maria Street, Swansea.

Council will provide physical resource assistance to lead agencies in managing the response to emergency events.

The MC will lead Council's response to an emergency by establishing an Incident Management Team (IMT) within the MECC, if required. IMT membership will vary, depending on the nature and size of the event, but typically comprises officers to address:

- coordination of activities (typically the MC or DMC);
- communications;
- administration;
- logistics coordination; and
- recovery.

The AIMS incident management structure provides for the Incident Controller, assigned overall responsibility for managing all activities, to resolve an incident. The Incident Controller also leads the IMT in accordance with the Unity of Command principle.

Incident management structure and IMT is determined by the size and complexity of the emergency and adjusted accordingly. In smaller scale or less complex emergencies, or during the early phases of what may become a large or complex incident, the Incident Controller may manage all functions. An IMT is created when functions are delegated to others.

These arrangements are designed to be flexible and scalable and one person may fulfil more than one function. Should the event be larger than Council's capacity to respond, the MC will seek support from the REMC.

3.3.2.4 Glamorgan Spring Bay Emergency Operations Centre (EOC)

EOCs are established to manage the operational aspects of the relevant organisations' emergency response activities.

Council's **primary EOC** is located at the Council Office, 9 Melbourne Street, Triabunna. The **secondary EOC** location is Glamorgan Spring Bay SES facilities at 76 Maria Street, Swansea.

EOC functions include:

- a. management of operational tasking, personnel and resources;
- b. establishing and monitoring communication networks;

- c. coordination of response operations;
- d. management of requests for additional support; and
- e. coordination of logistical support for EOC personnel.

3.3.2.5 Municipal Emergency Management Committee (MEMC)

When an emergency occurs, the MC liaises with the MEMC Chairperson and the Regional Planner to confirm whether MEMC should meet.

When an emergency meeting is convened, MEMC is to consider:

- nature of the emergency;
- resources available to deal with the event;
- task prioritisation;
- communications;
- business continuity;
- community engagement; and
- recovery.

MEMC members are responsible for providing strategic advice within their field of expertise to the Regional Controller and for coordinating and managing resources from their respective organisations to support MECC operations.

3.3.3 Resource-sharing and coordination

Council has resource-sharing arrangements with other municipalities and agencies. These arrangements are generally informal and often facilitated through regional emergency management arrangements. As a result, resources can be shared to assist others in emergencies. The MC can coordinate and facilitate requests for shared resources.

3.3.4 Consequence management

A key focus for the Regional Controller is consequence management (including public information strategies), in consultation with SREMC members, Liaison Officers and/or advisors representing other stakeholders and/or the Regional Planner. If further assistance is required, the Regional Controller may make requests for assistance to other regions or to the State Controller.

The Response Management Authority handles offers of assistance from organisations that are not usually part of response arrangements (for example, offers from the community, industry, celebrities, other regions/jurisdictions and interstate agencies), although these offers can be referred to a supporting agency, depending on the scale and nature of the event.

- [Figure 3](#) summarises the general command, control and coordination arrangements for hazards affecting the municipal area. These show model arrangements and are applied as required for each situation.
- [Table 6](#) summarises typical All-Hazard response actions undertaken by Council officers, which are used or adjusted as required.

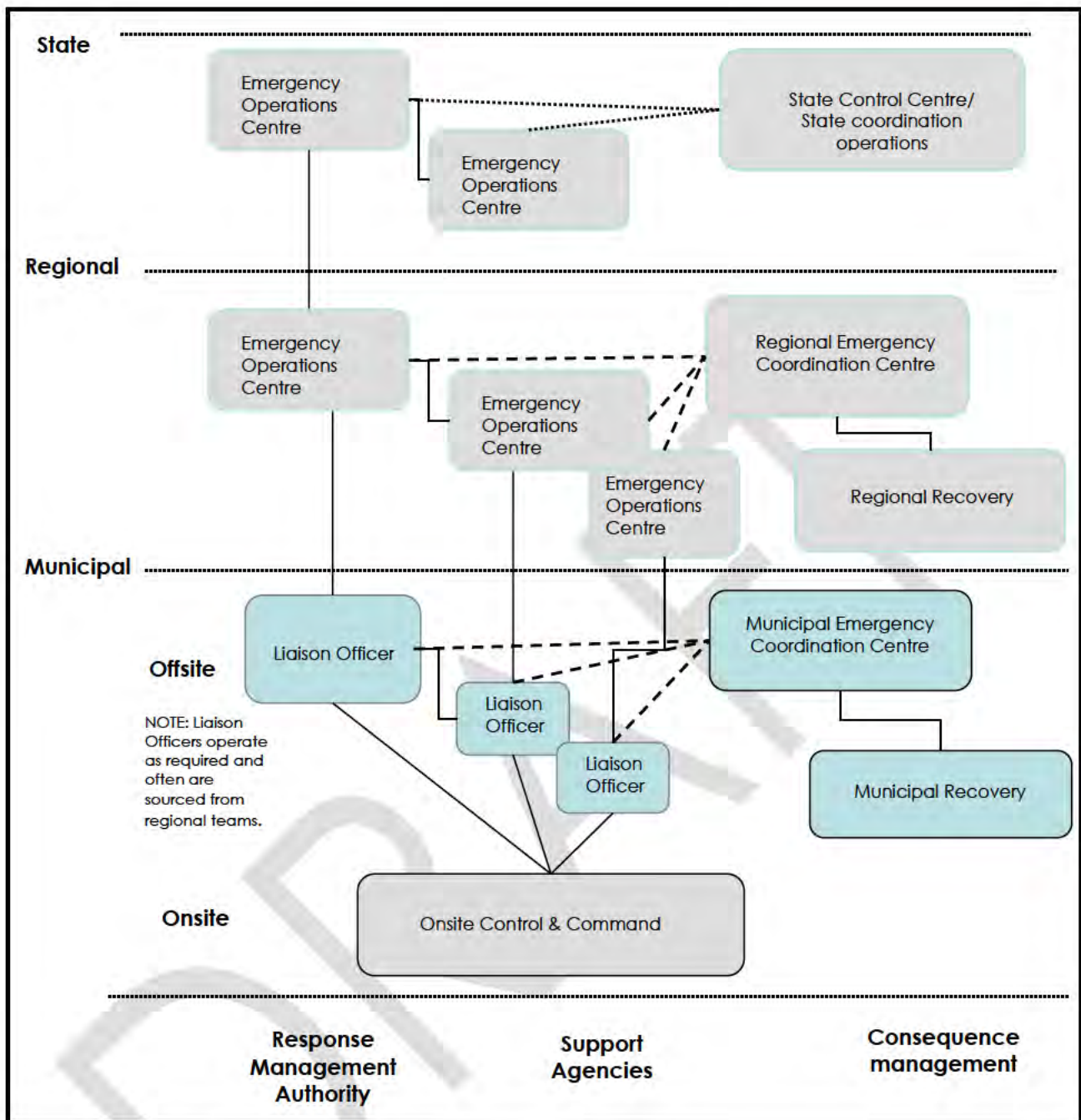


Figure 3: Response management structure

LEGEND:

- Direct reporting relationship
- - - Also works/communicates with

Table 6: All-Hazards response – typical Council actions*Note: Please refer to Table 2 Acronyms*

Row	Phase	Responsibilities	Council actions (action taken by)
1	Alert	<ul style="list-style-type: none"> Monitor situation Brief stakeholders 	<ul style="list-style-type: none"> Advise council stakeholders (MC) Monitor situation (MC)
2	Stand-by	<ul style="list-style-type: none"> Prepare to deploy for response Arrange warnings (if relevant) Update stakeholders Nominate media/information officer and advise stakeholders Consider MEMC meeting 	<ul style="list-style-type: none"> Update stakeholders (M; GM; WM and RC) and circulate Contact List and Action Duties (MC) Consider MEMC meeting (MC) Locate keys to centres, notify centre managers and arrange staff rosters (RC; DMRC) Nominate IMT and Operations Team members and staff rosters for centres/tasks for next 24 hrs (MC; RC, AO) Locate supplies that are likely to be needed in the first few hours. (AO) Nominate media officer and advise response agencies (MC)
3	Respond	<ul style="list-style-type: none"> Assess emergency scene Establish command and control arrangements Review whether MEMC should meet Deploy resources and request extra assistance as required Assess impacts and effectiveness of response strategies Consider evacuation Provide further warnings and public information as required Provide information: SitReps and public information Conduct impact assessments and provide updates 	<ul style="list-style-type: none"> Establish and communicate coordination location for council resources/requests (MC) Establish IMT (MC) Manage requests for assistance and resources (AO; MC) Provide operational assistance (WM) Open and manage centres as required eg. evacuation centres (RC; DMRC) Provide public with information (MC) Ongoing assessment of impacts, especially for: power supply; potable water; transport disruption; public and environmental health conditions; and recovery needs (WM) Update stakeholders and RC as required (MC) Coordinate meals, relief and accommodation for workers (AO)
4	Stand-down (including recovery handover)	<ul style="list-style-type: none"> Assess effectiveness of response actions Plan for end of response Liaise with Council and RC regarding the status of recovery operations and arrange handover Confirm end/close of response and stand-down Collate logs, costs etc and assess needs for resupply 	<ul style="list-style-type: none"> Confirm end/close of Council operations for response (MC) Liaise with recovery workers and assess needs (RC) Reinstate transport routes etc (WM) Consider establishing an Emergency Recovery Group (MC) Close centres as agreed (RC) Collate logs, costs etc and assess needs for resupply (MC, AO)
5	Debrief	<ul style="list-style-type: none"> Conduct internal debrief/s Participate in multi-agency debriefs as required and report to RC, MEMC and SREMC 	<ul style="list-style-type: none"> Conduct council worker debrief (MC) Arrange for MEMC debrief and report to RC, MEMC and SREMC (MC)

3.3.5 Warnings

BoM warnings are issued for severe weather, flood, fire weather and tsunami. TFS publishes fire danger rating forecasts issued by BOM daily during the bushfire season. DoH (PHS) issues public health advice and alerts.

Warnings are sent to media outlets (radio and television) for public broadcast and may be preceded or accompanied by the Standard Emergency Warning Signal (**SEWS**), in accordance with Tasmania's guidelines. See [IEMA](#) for more detailed information about SEWS. The RC can request the use of SEWS in an emergency.

Response Management Authorities are responsible for interpreting warnings and communicating potential impacts and consequences to the community.

Council may support communications by relaying warnings in accordance with municipal responsibilities and/or assist other groups if requested by the:

- Response Management Authority;
- Regional Planner; or
- Regional Controller.

Council and relevant Management Authorities will work together to ensure that messages are consistent and coordinated.

Emergency Alert is a fee-for-service national capability that is used to send emergency warnings via message to mobile phones (SMS) and landlines (voice) located within a particular geographic area. Warnings issued through this service are coordinated by the Response Management Authority and TFS. If Council identifies a need to use the system, this may be arranged through the Regional Planner.

Cost recovery for use of the service is coordinated at state level by TFS and the relevant Response Management Authority.





The MC maintains procedures that further detail Council's response to warnings.






[Table 7](#) summarises current warning arrangements and typical Council actions.

Table 7: Summary of warning systems and arrangements

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
Flood				
Flood watch	Alert, Watch or Advice of possible flooding, if flood-producing rain is expected in the near future. General weather forecasts can also refer to flood-producing rain.	BoM	Public: Media Emergency services: SMS, phone calls, emails	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Flood warnings	Warnings of Minor, Moderate or Major flooding in areas that BoM has specialised warning systems in place. Warnings identify the river valley, locations expected to be flooded, likely severity of the flooding and when it is likely to occur.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Minor flood warning	Causes inconvenience. The inundation of low-lying areas next to watercourses that may require the removal of stock and equipment. Minor roads may be closed and low-level bridges submerged.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
Moderate flood warning	In addition to above, evacuation of some houses may be required. Main traffic routes may be covered. The area of inundation is substantial in rural areas, requiring the removal of stock.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Major flood warning	In addition to above, extensive rural areas and/or urban areas are inundated. Properties and towns are likely to be isolated and major traffic routes likely to be closed. Evacuation of people from flood-affected areas may be required.	BoM	Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders Consider MEMC meeting
Severe weather				
Severe weather warnings	Issued when severe weather is expected that is not directly related to severe thunderstorms, tropical cyclones or bushfires. Examples: land gales, squalls, flash flooding, dangerous surf or tides.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Damaging winds	Issued when expected gusts in excess of 100 km/h (75 km/h when wind is from the east or south, ie. an unusual direction), or destructive winds above 125 km/h	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders
Dangerous surf	Issued when swell is expected to exceed: 6 metres about the north and east coasts; and 7 metres about the south-east coast.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Nil
Abnormally high tides	Issued when tides are expected to be high enough to damage foreshore areas or disrupt foreshore and maritime activities. Generally when water level is expected to reach 40cm above normal spring tide level.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Update stakeholders Place warnings at low-lying public carparks
Very heavy rain that may lead to flash flooding	Issued when rain falling over a one-hour period is expected to exceed the 1-in-5 or 1-in-10 year return period	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders
Severe thunderstorm warnings	Issued when thunderstorms are expected to produce dangerous or damaging conditions: <ul style="list-style-type: none"> hail greater than 2cm diameter gusts greater than 100 km/h flash flooding tornadoes 	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Notify outdoor crews and check availability Update stakeholders
Bushwalkers weather alert	Issued when conditions are likely to pose a danger to bushwalkers, ie. generally cold, wet, windy weather.	BoM	Public: Media Emergency services: SMS,	<ul style="list-style-type: none"> Nil

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
			phone calls, emails, fax	
Heatwave	Issued when heatwave conditions are forecast. Warning provides information on preparing for and coping with extreme heat.	DoH	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Update stakeholders
Ice and frost on roads	Road weather alerts to advise of potentially dangerous driving conditions eg. fog, low visibility in heavy rain, gusty winds, widespread frost, snow	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Nil
Fire				
Fire weather warning	Issued when fire danger rating is expected to exceed thresholds agreed with fire agencies, ie. when forest fire danger index exceeds 38 in Tasmania.	BoM	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Update stakeholders
Advice 	Bushfire Advice message to advise that a fire has started but there is no immediate danger. Includes general, up-to-date information about developments.		Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders
Watch and Act 	Bushfire Watch and Act message – advises of a heightened level of threat. Conditions are changing and people in the area need to start taking action to protect themselves and their families.		Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders Notify RC to have evacuation centres on standby
Emergency Warnings 	Bushfire Emergency Warning message indicates that people in specific locations are in danger and need to take action immediately, as they will be impacted by fire. The message may be preceded by an emergency warning signal (siren).		Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews to respond Update stakeholders Establish an IMT Notify RC to have evacuation centres on standby
Low-Moderate Fire Danger Rating (FDR 0-11) 	Fires breaking out today can be controlled easily. There is little risk to people and property.	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Nil

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
High Fire Danger Rating (FDR 12-24) 	<p>Fires breaking out today can be controlled.</p> <p>People in the path of a fire are unlikely to be killed or seriously injured if they take shelter.</p> <p>Well-prepared and actively defended homes can offer safety during a fire.</p>	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders
Very High Fire Danger Rating (FDR 25-49) 	<p>Some fires breaking out today will spread rapidly and be difficult to control.</p> <p>There is a possibility that people in the path of a fire will be killed or seriously injured.</p> <p>Some homes may be destroyed.</p> <p>However, well-prepared and actively-defended homes can offer safety during a fire.</p>	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centres on stand-by
Severe Fire Danger Rating (FDR 50-74) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>People in the path of a fire may be killed or seriously injured.</p> <p>Some homes are likely to be destroyed.</p> <p>However, well-prepared and actively-defended homes can offer safety during a fire.</p>	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centres on standby
Extreme Fire Danger Rating (FDR 75-99) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>People in the path of a fire may be killed or seriously injured.</p> <p>Many homes are very likely to be destroyed.</p> <p>Only well-constructed, well-prepared and actively defended homes are likely to offer safety during a fire.</p>	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Have evacuation centres on stand-by Consider an MEMC meeting
Catastrophic Fire Danger Rating (FDR >100) 	<p>Some fires breaking out today will spread rapidly and be uncontrollable.</p> <p>There is a high likelihood that people in the path of a fire will be killed or seriously injured.</p> <p>Many homes are very likely to be destroyed.</p> <p>Even the best-prepared homes will not be safe today.</p>	TFS	Public: Media Emergency services: SMS, phone calls, emails, fax	<ul style="list-style-type: none"> Relay warnings Ensure availability of outdoor crews Update stakeholders Prepare evacuation centres Establish an IMT Consider an MEMC meeting
Tsunami				
No threat	<p>An undersea earthquake has been detected.</p> <p>However it has not generated a tsunami, or the tsunami poses no threat to Australia and its offshore territories.</p>	BoM	Public: Media, BOM website, TFS website, Emergency services: SMS, phone calls, emails	<ul style="list-style-type: none"> Nil

Hazard	Warning type/indication	Issuing agency	Method	Action by MC
Marine alert and Land alert	Warning of potentially dangerous waves, strong ocean currents in the marine environment and the possibility of only some localised overflow onto the immediate foreshore.	BoM	Public: Media, BOM website, TFS website, Emergency services: SMS, phone calls, emails	<ul style="list-style-type: none"> • Relay warnings • Update stakeholders
Marine warning and Land warning	Warning for low-lying coastal areas of major land inundation, flooding, dangerous waves and strong ocean currents.	BoM	Public: Media, BOM website, TFS website, Emergency services: SMS, phone calls, emails	<ul style="list-style-type: none"> • Relay warnings • Update stakeholders • Establish an IMT • Consider a MEMC meeting

3.3.6 Public information

During an emergency, it is critical that information provided to the community is timely, accurate and informative. In a period of uncertainty, community anxiety and concern can be reduced by providing advice on what has happened, what needs to be done and where people can go for assistance. While the media will provide information on what has happened, their focus will not always provide the level of detail required to meet the needs of an affected community.

Council has a critical role in providing community leadership and ongoing information to reduce community anxiety and uncertainty, leveraging Council's existing community communication protocols and guidelines. [Table 8](#) summarises arrangements for issuing public information about the emergency.

3.3.6.1 TasALERT

TasALERT (www.tasalert.com.au) is Tasmania's official online emergency information source. Outside emergency response periods, the website provides general information on topics such as volunteering, disaster preparedness and resilience-focused campaigns.

In an emergency, the homepage of the website is updated to highlight current incidents. Each incident will have a dedicated page displaying all available information (mapped information, social media, new content etc.) specific to that incident.

The website also aggregates social media feeds from emergency services and Tasmanian Government departments, as well as using spatial (mapped) data to provide appropriate and authoritative emergency information.

3.3.6.2 Tasmanian Government Public Information Unit (PIU)

In an emergency of local, regional and/or state significance, the whole-of-government Public Information Unit (PIU) may be activated to support the preparation and distribution of timely, accurate and consistent information to all stakeholders – from government and community leaders, through to government agencies, members of the public and media outlets. PIU activation is required to support operation of the Tasmanian Emergency Information Service (refer to [Section 3.3.6.2](#)).

PIU activation may be requested due to the:

- scale, impact or longevity of the emergency;
- need for a coordinated, whole-of-government public information response; and/or
- insufficient resources within the Response Management Authority to manage all public information requirements in response to an emergency.

Council or the MC may request PIU support or activation by the Regional Controller through the Regional Planner. PIU may provide Council with assistance for developing a

Public Information Document, Mayoral talking points, key messages and development of a single 'source of truth'.

If PIU support or activation is approved, public messaging and information will be developed through collaboration between Council and PIU staff.

3.3.6.3 Tasmanian Emergency Information Service (TEIS)

When activated, TEIS provides an initial point of contact for the community to access information about an emergency. TEIS is activated and deactivated by DPAC's Office of Security and Emergency Management, on request from the relevant Response Management Authority or major Support Agency.

The decision to activate includes acceptance of responsibilities that include appointing:

- a. a Liaison Officer to be located within TEIS for the duration of the activation; and
- b. a supporting Information Manager.

Council or the MC may request TEIS activation by the Regional Controller through the Regional Planner.

If activation of TEIS is approved, scripts are developed consultatively through the whole-of-government Public Information Unit.

TEIS operates on a fee-for-service basis. More information is provided in *TEIS Arrangements* documentation (refer to [Appendix 1](#)).

3.3.6.4 Working with the Media

Local and regional media outlets help disseminate public information about emergencies. Agencies involved in managing the emergency aim to provide comments through nominated spokespeople and/or media officers, limited to comments relevant to each agency's specific role in response/recovery activities. Queries outside this scope are referred to the Response Management Authority or the Regional Controller through the Regional Planner.

The **Mayor** has a pivotal role as community leader to coordinate community information and is Council's chief spokesperson. The Mayor (or delegate) will also speak on behalf of the affected community. The Mayor will be supported in this role by an experienced media liaison officer, typically the Executive Officer and General Manager, who can prepare community and media statements for Mayoral endorsement. If deemed necessary, an experienced media liaison officer will be sourced from another local government area. The MC will provide the Mayor with emergency-related information.

In an emergency, the Mayor's public information role includes to:

- a. receive notification of the emergency from the MC or GM;
- b. notify Councillors;
- c. maintain contact with and support the MC and GM;
- d. direct ongoing information to Council; and
- e. be Council spokesperson for information to the community and media.

Media statements from Council will relate to community impact and action taken by Council. Council will not comment on matters that are the province of emergency services or post-emergency investigations.

Table 8: Summary of public information arrangements

Row	Location	Scope of information	Provided by	Developed by	Cleared by	Distribution methods
1	On-site	The emergency and its known impact	Response Management Authority (Support agencies may advise about their own roles)	Response Management Authority	Response Management Authority	Media Agency websites Emergency Alert
2	EOC/ECC	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Authorised Emergency Management Coordinator (eg. Municipal or RC)	Media
3	Other centres eg. evacuation	Actions/responsibilities of the centre	Centre Coordinator	Centre Coordinator	Centre Coordinator	Media TEIS
4	Municipal area	Impact of the emergency on local community	Mayor	Council executive officer/GM	Council executive officer/ Mayor	Media Council website TEIS CALD
			Council switchboard	Council executive officer	Council executive officer	Phone enquiries
5	Within the region	Impact of the emergency on the region	RC	Regional Planner	RC	Media Council website TEIS CALD
			Response Management Authority	Regional Media Officer	Response Management Authority Regional liaison	
			Regional SRC	Regional SRC Regional Media Officer	RC through the Regional Planner	
6	Rest of the State	Impact of the emergency on Tasmania, including relief arrangements	State Controller	SES Director TASPOL Media Unit Government Media Office	SES Director TASPOL Media Unit Government Media Office	Media Agency or event-specific website TEIS CALD
			Response Management Authority	State Media Officer	Response Management Authority State liaison	
			Premier or Minister	Government Media Office	Head of Government Media Office	

3.3.7 Other elements

In an emergency, Council's usual administrative and financial arrangements may be disrupted and staff impacted. Increased personal demands on staff to maintain usual services while contributing to Council's role of responding to the incident imposes conflicting requirements. Councils may wish to seek and obtain additional administrative support from other municipalities.

3.3.8 Evacuation

Evacuation involves the movement of people threatened by a hazard to a safer location and, typically, their eventual, safe and timely return. To be effective, evacuation must be appropriately planned and implemented. Coordination and communication must be maintained across all stages of evacuation.

3.3.8.1 Management

While emergency management authorities have legislated power to order emergency evacuation, voluntary evacuation is the preferred strategy. Evacuation requires the participation and cooperation of multiple agencies and/or organisations. When evacuation planning involves significant change to traffic flows, road owners or managers should be involved, eg. Council, Department of State Growth.

[TEMA](#) and the *Tasmanian Emergency Evacuation Framework (2018)* provide more detailed information about the evacuation process, roles and responsibilities in Tasmania.

Council has primary responsibility for activating and managing an Evacuation Centre within the municipal area, if requested by the Regional Controller, including the registration of evacuees presenting, and the management of waste, environmental health and pollution at the site.

Council also has a number of support roles and responsibilities and the MC may be contacted for Council advice and assistance with:

- evacuation risk assessment and decision to evacuate;
- withdrawal coordination;
- traffic management;
- alternative emergency accommodation;
- animal welfare (pets, companion animals, livestock) if facilities are available; and
- decision to return.

If necessary, TASPOL will liaise with Council about concerns for the welfare of individuals or missing person enquiries.

Council maintains a register of appropriate facilities that may be used as evacuation centres and provide services for displaced persons. Facility specifications and capabilities are provided in [Appendix 8](#).

3.3.8.2 Decision

The decision to recommend the evacuation of people in and around at-risk areas, rests with the Response Management Authority's Incident Controller, who consults with TASPOL, Council and others. If a decision to evacuate is made, public warnings will be issued.

3.3.8.3 Withdrawal

TASPOL has a lead role in the withdrawal stage of evacuation. A TASPOL Evacuation Coordinator may be appointed to coordinate and manage the withdrawal process.

3.3.8.4 Shelter

If evacuation of an area is indicated, the Regional Controller may contact the MC to ask Council to activate an Evacuation Centre.

Nearby Safer Places are places that provide 'last resort' shelter options and are identified in Community Protection Plans. Nearby Safer Places within Council's municipal area are listed at [Appendix 9](#).

3.3.8.5 Return

The Response Management Authority's Incident Controller is responsible for deciding when it is safe for evacuees to return to an area, in consultation with TASPOL and other experts. A TASPOL Evacuation Coordinator may be required to plan and manage the return of evacuees. Longer-term evacuees are managed by recovery agencies.

3.3.9 Impact assessment

The Response Management Authority is responsible for coordinating rapid impact assessment and reporting on this assessment to other response and recovery agencies and the relevant municipal and/or regional recovery officers.

Secondary impact assessments may be coordinated through a RECC and Council may be asked to assist with this work by providing data on request.

Impact and damage assessment factors include, but are not limited to:

- a. number of injuries and deaths;
- b. housing/accommodation needs;
- c. energy supplies;
- d. potable water;
- e. transport networks and alternative route planning;
- f. telecommunications;
- g. stormwater infrastructure and waterways; and
- h. public/environmental health standards.

Where transport corridors provide access for other networks such as power, water and telecommunications, the relevant asset managers/owners will be involved in decision-making, as required.

3.3.10 Registrations

Registration is an important system for recording relevant details of persons affected by emergencies or involved in emergency operations. Common groups requiring registration are:

- a. affected people, such as evacuees and families;
- b. other stakeholder/affected groups, for example businesses;
- c. spontaneous volunteers;
- d. witnesses; and
- e. potential donors/sponsors (equipment, services, supplies).

Registration may be established and coordinated by the Response Management Authority. When Evacuation or Recovery Centres are activated, processes to support registration should be implemented as soon as possible. This may be supplemented or supported by regional arrangements for the ongoing coordination of registrations into the recovery phase. When Council is required to operate an Evacuation or Recovery Centre, registration will be implemented using current forms. Information collected on these forms may need to be provided to Red Cross if TASPOL requests the use of Register.Find.Reunite (RFR).

Registrations are shared regularly with relevant stakeholders throughout emergency response, including with the Regional Planner and SRSRC.

3.3.1 Pandemic health emergencies

The *Tasmanian Public Health Emergencies Management Plan* (TPHEMP) is a State Special Emergency Management Plan (SSEMP) that supports the TEMA in planning for significant public health emergencies.

The *Tasmanian Health Action Plan for Pandemic Influenza* (THAPPI) is an Associate Plan of the TPHEMP that outlines the framework that Tasmania will use to manage the health sector's preparedness and response to an influenza pandemic.

One element of a coordinated response to a large-scale health emergency, such as an influenza pandemic, is the establishment of community-based clinics to perform a number of critical and beneficial functions for the general community. The Tasmanian Health Service (THS) may call upon Council to provide a suitable venue for the establishment of clinic/s and to assist and support with the maintenance and operation of clinic/s during a pandemic emergency.

3.3.2 Debriefs

Immediately after an emergency, some issues invariably require investigation and discussion, which may identify learnings and the need for changed or new processes and systems. These matters are best initially considered in an Operational Debrief forum, the main objectives of which are to:

- a. acknowledge the input of all contributing organisations and individuals;
- b. gain constructive feedback from all involved on lessons identified;
- c. identify where gaps exist in training and planning systems;
- d. determine and program the best course of action for improving planning, management systems etc;
- e. foster sound interagency communication; and
- f. identify the need for specific investigation of issues and further debriefing at an individual or organisational level.

Lessons identified are shared with stakeholders including the MEMC, Regional Planner and SRSRC.

MEMC is responsible for reviewing emergencies that are significant to the municipality. Where impacts also extend beyond this area, the review may be conducted by SREMC so lessons can be shared easily with emergency management partners.

3.3.3 Administration: finance and cost capture

Records related to response are subject to the usual records management provisions and archiving legislation and treated accordingly. Logs, reports and briefings from response and recovery are collated progressively and stored centrally for future reference.

Organisations involved in response are responsible for retaining all invoices/records of expenditure and absorbing their own expenses. Some expenses may be recovered if national (Disaster Recovery Funding Arrangements (DRFA)) and state (TRRA) disaster funding arrangements are activated and eligibility criteria are met. Cost capture systems are established to align with the different types of eligible expenditure as follows:

DRFA category	Type	Claimable expenses
Category A	Essential	Emergency food, clothing Repair or replacement of essential items and personal effects Essential emergency repairs to housing (to make residence safe and habitable) Demolition or rebuilding to restore housing Removal of debris from residential properties Extraordinary counter-disaster operations for the benefit of an affected individual Personal and financial counselling Evacuation Centre costs
Category B	Essential	Restoration or replacement of essential public assets (road, footpath, pedestrian bridge, stormwater, bridges, tunnels, culverts, rivulets, local government offices) Counter-disaster operations for the protection of the general public
Category C	Non-Essential	No automatic coverage, however an affected area may apply for a Community Recovery Fund for reimbursement of eligible

expenditure associated with repairs of non-essential infrastructure (eg. repairs to sportsgrounds, playgrounds, tracks, trails, etc).

A fund may also include community awareness and education campaigns and other resilience building grants.

Category D	Non-Essential	A Category D measure is an act of relief or recovery implemented to alleviate distress or damage in circumstances which are, according to the Minister, exceptional. These must be approved by the Prime Minister in writing.
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Council will establish special accounts to record all costs associated with an emergency. All expenditure is to be approved by the MC, GM, or other authorised person before cost commitments are made.

Council has a specific emergency management function within its *Annual Operating Plan*, with account numbers set up to track costs associated with emergency management annual operational expenses.

All expenditure that may be eligible for Government assistance under the TRRA Natural Disaster Local Government Relief Policy must be separately costed for consolidation and audit purposes. Normal maintenance and administration costs are not eligible for assistance. However, additional costs over and above normal operating budgets may be regarded as eligible expenditure (eg. plant hire and overtime).

Damage to any asset must be directly attributed to the event and should not include normal maintenance operations, particularly for assets that were in a poorly-maintained state at the time of the emergency. For auditing purposes, Council is required to supply records of maintenance on the items and assets in question.

Assistance may be provided to Council to restore an essential public asset to the equivalent of its pre-emergency standard, subject to current planning and developmental controls and building standards. Additional costs incurred by Council beyond that level in restoring or replacing an asset to a higher standard (improvement or betterment) are not eligible for assistance and must be borne by Council.

Where claims are to be made for TRRA relief reimbursement, the MC will discuss the matter first with OSEM (DPAC). Where appropriate, a written application will be developed and submitted to SES Assistant Director Policy and Programs or to the OSEM Director.

If the Premier announces TRRA activation for the Council area, Council will collate records accordingly and pursue cost recovery. OSEM will provide information and advice on request.

3.4 Recovery arrangements

This section describes what is done to support short to longer-term recovery across the four main recovery domains.

3.4.1 Overview

Recovery is the process of dealing with the impacts of an emergency and returning social, economic, infrastructure and natural environments to an effective level of functioning.

Recovery is most effective when communities are supported to lead and participate in processes and activities in their local area. Municipal committees, councils, community groups and local leaders all play a significant role in enabling and facilitating local engagement in recovery planning, and in coordinating the implementation of local recovery activities.

The *State Recovery Plan* and *Southern REMP* describe various state-level and regional-level recovery arrangements and should be read in conjunction with this plan.

Responsibilities for recovery rest primarily with Council. These responsibilities can be met in partnership and with the assistance or support of Tasmanian Government agencies and NGOs, coordinated through regional arrangements.

It is critical that activities are planned and coordinated across all recovery domains being:

- a. social;
- b. economic;
- c. infrastructure;
- d. environment; and
- e. cross-domain

Typical recovery considerations include but are not limited to:

- a. assessing recovery needs across all domains and prioritising actions required;
- b. developing, implementing and monitoring recovery activities that are aligned as much as possible with the Council's long-term planning objectives and goals;
- c. enabling community communication and participation in decision-making; and
- d. wherever possible, contributing to future mitigation requirements or improvements to planning requirements (e.g. through debrief processes).

3.4.2 Current arrangements

Figure 4 shows typical All-Hazards recovery arrangements, showing the close relationship between response operation and recovery, spanning short to longer-term activities. Arrangements are applied as required and described in more detail in the following sections.

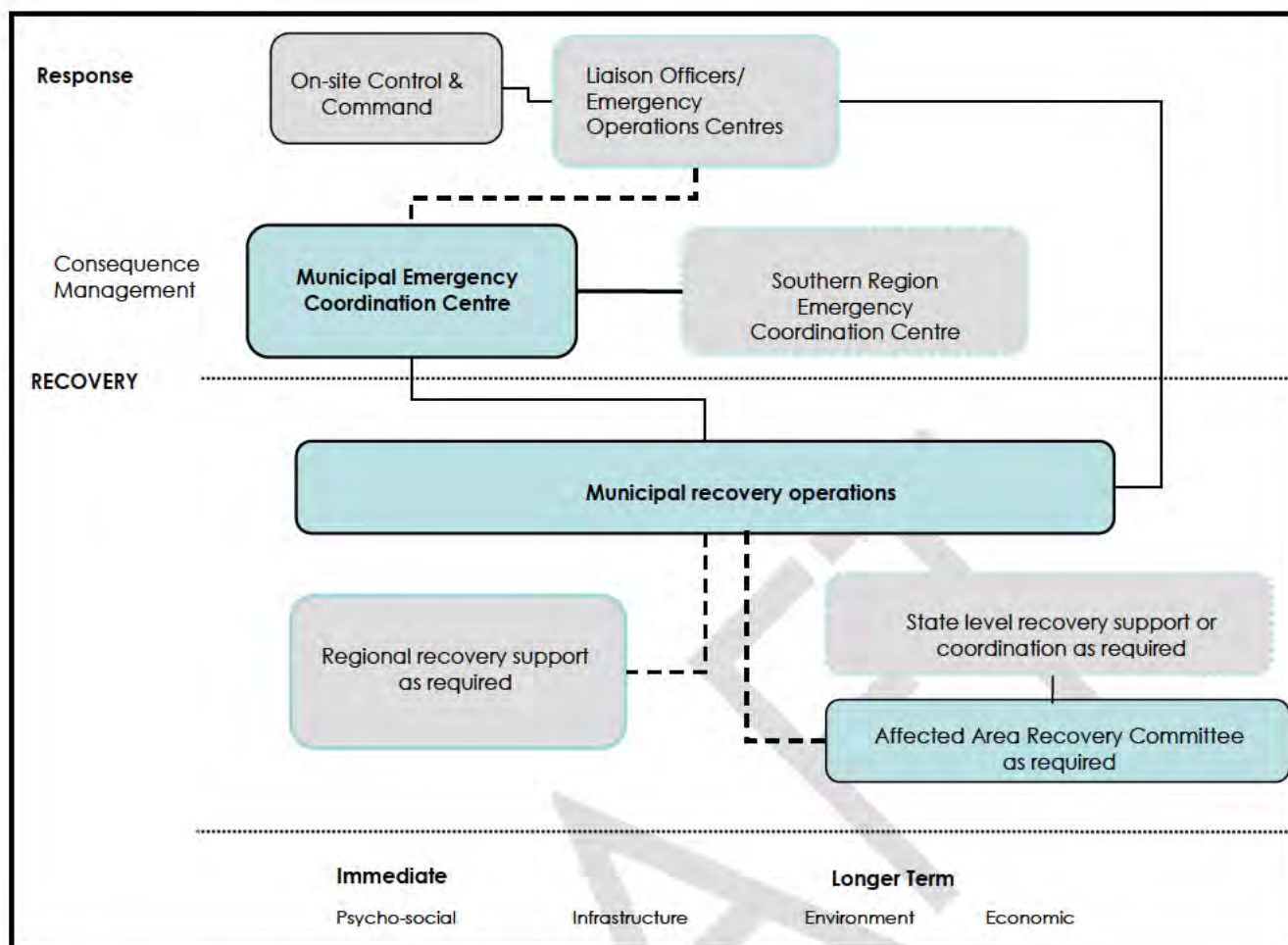


Figure 4: Community recovery management arrangements

LEGEND:

- Direct reporting relationship
- - - Also works/communicates with

3.4.3 Media and public information

In recovery, information may be communicated through a range of channels, including:

- RMA's website and social media;
- TasALERT website and social media;
- Radio, television and print media; and
- Public meetings, Evacuation and Recovery Centres and outreach visits.

Council has a critical role in providing community leadership and ongoing information updates to reduce community uncertainty. This role should be implemented as soon as possible after an emergency occurs to reduce the potential for inappropriate action or undue concern.

The Mayor has a pivotal role as community leader to coordinate community information and be the spokesperson for Council and the affected community, in accordance with Council's policies. The Mayor will be supported by the Executive Officer in consultation with the General Manager, who can prepare community and media statements. The MC will provide the Mayor with recovery-related information.

If the whole-of-government PIU is activated for an emergency, it will have dedicated resources tasked with coordinating recovery information and contributing to the development of documentation to guide transition from response to recovery, including development of a *Recovery Communications Strategy*.

3.4.4 At-risk groups of people

Council-specific roles and responsibilities support a collaborative stakeholder approach for meeting the emergency management and recovery needs of at-risk people.

Council's **Recovery Coordinator** is responsible for undertaking the following activities:

- a. provide Evacuation Centres that are accessible to a broad cross-section of the community;
- b. maintain broad knowledge of relevant service providers within the municipality;
- c. promote community resilience as part of normal Council business;
- d. maintain a broad knowledge of the whereabouts of special facilities (schools, aged care facilities, childcare centres) within the municipality;
- e. provide local demographic information and advice to stakeholders as able and required;
- f. provide support to emergency management stakeholders with a statutory responsibility for vulnerable and at-risk people, as able and required; and
- g. develop and maintain relationships with relevant stakeholders whose role it is to directly cater for the emergency management needs of vulnerable and at-risk people, as able and required.

3.4.5 Short-term recovery

In the immediate aftermath of an emergency, recovery services are delivered or coordinated by Council. After consultation with the Response Management Authority and other emergency management partners about impact assessment, recovery needs and capacity, local arrangements can be activated by the MC, supported by the Regional Manager.

Regional recovery coordination is activated by the Regional Controller through the Regional Planner at the request of Council. This may follow advice from the Response Management Authority and/or Regional Controller.

Council is responsible for operating facilities that provide access to recovery services for the community. The places currently identified as suitable for recovery centres/recovery functions are summarised in [Appendix 8](#).

Recovery facilities are activated on the request or advice from the:

- a. MC;
- b. Community Recovery Coordinator;
- c. Regional Planner; or
- d. Regional Controller

Council is responsible for coordinating ongoing impact assessments, particularly as they relate to recovery. This informs appropriate governance structures for medium and long-term recovery. The MC (through an Emergency Recovery Committee, if formed) will arrange for impact assessments to be conducted.

Council registration processes must follow procedures or directions from the Regional Controller, comply with confidentiality and security of personal information requirements, and be compatible with Register.Find.Reunite. Registration data collected by Council must be provided to Tasmanian Government agencies for recovery purposes.

3.4.6 Long-term recovery

As the response phase draws to a close, recovery activities transition from short-term coordination to long-term arrangements designed to meet anticipated recovery needs.

Arrangements for the assessment of recovery needs and long-term recovery structures are documented in the *State Recovery Plan*. The State Recovery Advisor (DPAC) works in consultation with the MC, Regional Controller and Response Management Authority to advise the Tasmanian Government on appropriate long-term recovery arrangements.

Where recovery needs can be met within municipal capabilities, medium to long-term recovery is coordinated locally by Council's MEMC (Level 1). Recovery activities in this instance are primarily supported by Council resources, business as usual services and community-based initiatives. The MC may seek support or raise emerging issues through SREMC.

After significant emergencies and/or where recovery needs exceed municipal capabilities and/or resources, additional state-level recovery support may be activated. Level 2 and Level 3 arrangements are detailed in the State Recovery Plan. State-supported recovery (Level 2) involves the Tasmanian Government supporting the coordination of recovery coordination at local or regional levels, usually through an Affected Area Recovery Committee (AARC). State-coordinated recovery (Level 3) involves the Tasmanian Government coordinating recovery through AARC/s, as well as appointing a Recovery Taskforce led by a Recovery Coordinator.

AARCs may be established under section 24E of the Act, in partnership with local government bodies, municipal committees and affected communities. AARCs may be established locally for one municipality or regionally for multiple municipalities.

The purpose of an AARC is to coordinate recovery activities at regional and local levels through information-sharing, collaboration and collective decision-making. An AARC's role includes developing event-specific recovery plans, facilitating community engagement and participation in recovery, and guiding the implementation of local recovery projects and activities.

An AARC is usually chaired by the Mayor, the MC or another regional/local representative. AARCs can include representatives from affected communities, local government, state government agencies and other organisations with a significant recovery role. DPAC may support the administration of an AARC and coordinate multi-agency recovery efforts to support local and council-led activities.

An AARC will typically develop a recovery plan that:

- a. takes account of Council's long-term planning and goals;
- b. includes assessment of recovery needs and determines which functions are required;
- c. develops a timetable for completing major functions;
- d. considers the needs of specific population groups within the community, including but not limited to youth, aged, disabled and non-English speaking people;
- e. allows full community participation and access;
- f. allows for monitoring of recovery progress;
- g. effectively uses the support of Tasmanian and Australian Government agencies;
- h. provides public access to information on proposed programs and subsequent decisions and actions; and
- i. allows consultation with all relevant community groups.

The AARC is responsible for arranging and monitoring a communications program for the duration of the recovery program. It can include but is not limited to:

- a. forums and information sessions for the community;
- b. debriefs for recovery workers; and
- c. progress reports for Council, the community, SEMC, SREMC and any other agency/organisation as agreed and appropriate, including progressive summaries/analysis of records (financial and information).

In more localised events, the MC may consider it necessary to establish a Local Community Recovery Committee as soon as practicable. This group will include appropriate affected people, existing community groups and agencies to begin recovery discussions. No matter what the scale or severity of the event, it is important for local communities to have an avenue to discuss and share experiences.

3.4.7 Recovery functions

Council has municipal-level responsibilities across social, economic, infrastructure, environmental and cross-domain recovery functions. Council undertakes the primary role in providing recovery services in the immediate aftermath of an emergency and can be supported by a number of Tasmanian Government agencies and NGOs, depending on the capacity and presence of support services in the area.

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Section 4: Plan administration

4.1 Plan contact

This plan is maintained by the Glamorgan Spring Bay Municipal Coordinator for the Glamorgan Spring Bay MEMC. Feedback on this plan should be provided in writing to:

Email: admin@freycinet.com.au

Mail: Glamorgan Spring Bay Council, PO Box 6, TRIABUNNA 7190

Phone: (03) 6256 4777

4.2 Review requirements and issue history

Section 34 of the Act requires that this MEMP is reviewed at least once every two years after approval by the State Controller.

Upon review of the MEMP by Council's MEMC at intervals not exceeding two years, the MEMC shall take account of all suggested amendments provided by relevant stakeholders. The MEMP is to be reissued in full, upon confirmation by the State Controller, to all plan-holders, in accordance with the distribution list provided at [Section 4.4](#) below.

This issue entirely supersedes the previous issue of this MEMP. Superseded issues are to be destroyed, or clearly marked as superseded, and removed from general circulation.

Table 9: Issue table

Issue No.	Year approved	Comments/summary of main changes
Issue 1	1994	First Plan
Issue 2	1997	Review
Issue 3	2003	Review
Issue 4	2004	Review
Issue 5	2006	Rewrite
Issue 6	2011	Rewrite to comply with new PPRR format
Issue 7	2013	Review
Issue 8	2015	Review
Issue 9	2018	Review
Issue 10	2020	Changes to format; incorporated TEMA and Tasmanian Emergency Evacuation Framework

4.3 Consultation for this issue

Review of this issue was coordinated by the MC for the MEMC. This issue was updated/rewritten as part of the statutory two-yearly review schedule. MEMC invited comment from:

- SES Regional Manager South and SES Senior Planning and Education Officer;
- Southern Regional Social Recovery Coordinator;
- Regional Planner; and
- MEMC members.

4.4 Distribution list

This plan will be available electronically through WebEOC after approval. Electronic copies will be provided as follows:

Table 10: Distribution list

Organisation	Position
Council	<ul style="list-style-type: none">• All MEMC members• Mayor and Councillors• GM• Relevant community groups and organisations
SES	<ul style="list-style-type: none">• Unit Manager, SES Unit• Regional Manager (South)• Regional Planner (for Regional Controller)• Senior Planning and Education Officer (for SES Director, State Controller, WebEOC)
TASPOL	<ul style="list-style-type: none">• Officer in Charge, Swansea Station
TFS	<ul style="list-style-type: none">• District Officer, South East District
AT	<ul style="list-style-type: none">• Superintendent, Southern Region
St John Ambulance	<ul style="list-style-type: none">• Chief Executive Officer
Neighbouring municipalities	<ul style="list-style-type: none">• Break O'Day Council• Sorell Council
Other Organisations	<ul style="list-style-type: none">• TasWater

4.5 Communications plan summary

When endorsed by Council and approved by the State Controller, update of this MEMP will be communicated as follows:

- a. Email copies sent to the positions listed in [Table 10](#);
- b. submitted for noting by the SREMC
- c. published on Council's website and available to the public by request to the MC; and
- d. available to interested parties on request.

4.6 Validation of this plan

Arrangements in this plan will be validated within the two-year review cycle by:

- a. participating, where able, in other municipal/regional exercises;
- b. conducting/participating in relevant debriefs; and
- c. refer to [Appendix 4](#).

Section 5: Appendices

Appendices are part of this MEMP and as such are not to be updated or circulated as separate attachments without this MEMP being approved by the State Controller.

Appendix 1 – List of associated documents

Appendix 2 – Risk assessment report

Appendix 3 – MEMC terms of reference

Appendix 4 – Municipal committee maintenance schedule

Appendix 5 – Centres for emergency management

Appendix 6 – Duty statements

Appendix 7 – SOPs and policies for warnings, public information, working with the media

Appendix 8 – Community centres

Appendix 9 – Nearby Safer Places

APPENDIX 1: List of associated documents

The documents listed here are relevant to this MEMP. When the MEMP is reviewed, current versions of these documents will also be checked. Other relevant documents that may also have been developed between issues will be included.

a Legislation

Legislation	Related hazard or function	Administration
<i>Emergency Management Act 2006</i>	All-Hazard statewide emergency management provisions	SES
<i>Land Use Planning and Approvals Act 1993</i>	Planning schemes	DoJ
<i>Local Government Act 1993</i>	Council responsibilities	DPAC

b Plans and arrangements

Row	Title	Custodian	Version/date	Available from
Council arrangements and plans				
1	Council maps for council roads and alternative transport plans	Council	N/A	GSBC Works Manager
2	Fire Management Plans for GSBC Reserve areas	Council		NRM Manager
3	GSBC – Pandemic Response Plan	Council	April 2020	MC
4	GSBC Dolphin Sands Emergency Plan	Council	Draft 2020	MC
5	Stormwater System Management Plan	Council	Draft 2020	GSBC Works Manager
Regional arrangements and plans				
6	Regional Emergency Management Plan	SES	Issue 8	2018
State arrangements and plans				
7	Tasmanian Emergency Management Arrangements (TEMA)	SES	Issue 1	2019 (December)
8	Tasmanian Emergency Evacuation Framework	SES	Issue 1	2018 (July)
State Special Emergency Management Plans (SSEMP)		Available WebEOC File Library (DPFEM – SES)		
9	SSEMP – COVID 19	DoH	Issue 1	2020 (March)
10	SSEMP – Dam safety	DPIPWE	Issue 3	2019 (July)
11	SSEMP – Hazardous materials	TFS	Issue 8	2017 (April)
12	SSEMP – Impact and damage assessment	DPAC	Issue 3	2019 (January)
13	SSEMP – Interoperability arrangements	DPAC	Issue 3	2018 (September)
14	SSEMP – Pandemic influenza	DoH	Issue 4	2019 (July)
15	SSEMP – Port safety (nuclear warships)	SES	Issue 4	2016 (June)
16	SSEMP – Fire protection	TFS	Issue 2.3	2018 (June)
17	SSEMP – Recovery	DPAC	Issue 3	2018 (January)
18	SSEMP – Structural collapse	TFS	Issue 2	2020 (March)
19	SSEMP – Energy supply	DSG	Issue 2	2015 (January)
20	SSEMP – Biosecurity	DPIPWE	Issue 1	2010 (December)
21	SSEMP – Counter-terrorism	TASPOL	Issue 2	2020 (March)
22	SSEMP – Flood	SES	Issue 2	2019 (July)
23	SSEMP – Mass casualties	DoH	Issue 3	2017 (November)
24	SSEMP – Public health	DoH	Issue 2	2014 (December)
25	SSEMP – Search and rescue	DPFEM	Issue 4	2018 (February)
26	SSEMP – Transport crash	TASPOL	Issue 3	2018 (July)
27	SSEMP – Tsunami	SES	Issue 1	2015 (September)

Row	Title	Custodian	Version/date	Available from
Other				
28	Protocol for Use of Emergency Alert	TFS		
29	TasPorts Emergency Management Plan	TasPorts		
30	TFS Community Protection Plans	TFS		
31	Tasmania Marine Oil and Chemical Spill Contingency Plan	DPIPWE EPA Division	– 2019	DPIPWE – EPA Divisions

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APPENDIX 2: Risk assessment report

a Tasmanian Government responsibilities – emergency risk management

Tasmania's commitment to emergency risk management is demonstrated through development of *Tasmanian Emergency Risk Assessment Guidelines* and associated risk assessment workshops.

b Local government responsibilities – emergency risk management

Tasmania's local government authorities supported the development of TERAG and committed resources toward the achievement of its aim. The benefits to Council in participating in this process include:

- a. demonstrates sound commitment to managing emergency risks within the community and a primary interest in community safety;
- b. potentially reduces levels of risk within the community;
- c. ensures the identification of risks that are the focus of emergency management planning;
- d. ensures a focus on preventing emergencies rather than to reacting to them;
- e. enables improved community understandings of emergency management and the risk management process;
- f. improves governmental understanding of risks from a community perspective;
- g. provides an opportunity to reduce the cost to communities from emergency impacts;
- h. enables use of a best practice standard in risk management;
- i. ensures and maximises access to national DRFA funding; and
- j. complements Council's existing practices and commitment to risk management.

The responsibilities of Council and the MEMC in relation to emergency risk management are summarised in [Table 3](#) and detailed in TEMA.

c TERAG data and recommended treatment strategies for implementation

The following risk register includes a description of risks identified and treatment strategies required. Sources of risk were reviewed and additional risks added and assessed with review of this MEMP.

Council is responsible for managing the incorporation of treatment strategies that are either the responsibility of Council, or of both Council and other levels of government or agencies, into appropriate Operational Plans and/or Partnership Agreements as required.

Specifically, each register includes:

1. Unique identifier number;
2. Risk statement;
3. Treatment option/s;
4. Officer responsible for treatment;
5. Implementation timeframe.

Note that the timeframe descriptor 'ongoing' is used where there is a need to monitor the adequacy of existing management arrangements to mitigate the risk.

The timeframe for undertaking treatment options is also defined in the following:

- **Immediate action:** must be completed as soon as practical within current budget cycle (12 months);
- **Short-term action:** must be completed as soon as practical within the next budget cycle (12-24 months);
- **Long-term action:** must be completed within five years;
- **Ongoing:** continuously monitor; or
- as described in the table.

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 01 Flood				
GS 01.01	There is a risk that flooding of the Swan River will cause damage to roads and bridges	Assess structures at risk including road and bridge inspections	Works Manager	TasSpan (Contractor) inspect bridges every year
		Develop asset management plans for critical road and bridge assets	Works Manager	Short term
		Maintain an asset renewal program by completing renewal works identified in that year	Works Manager	Annually
		Clear waterways	DPIPWE	Ongoing
		Relay major Community warning information	SES	Upon receipt of BoM warning
		Evacuate campers at Swan River Boat Ramp	MC / Works Manager	Upon receipt of BoM warning
GS 01.02	There is a risk to properties in the floodplain from flooding of the Apsley River	Ensure proposed use and development complies with Planning schemes	Executive Manager - Development	Immediate
		Relay major Community warning information	SES	Upon receipt of BoM warning
		Clear waterways	DPIPWE	Ongoing
		Assess structures at risk including road and bridge inspections	Works Manager, DSG	TasSpan (Contractor) inspect bridges every year
		Develop asset management plans for critical road and bridge assets	Works Manager	Short term

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 01 Flood				
GS 01.03	There is a risk to roads, bridges, residential and commercial properties from flooding of other rivulets and stormwater overflows	Maintain an asset renewal program by completing renewal works identified in that year	Works Manager	Annually
		Relay major Community warning information	SES	Upon receipt of BoM warning
		Recognising areas at risk from flooding and managing use and development accordingly	Executive Manager – Development	Ongoing
		Inspect and clear drains – especially known problem areas	Works Manager	Upon receipt of BoM warning
		Develop asset management plans for critical road and bridge assets	Works Manager	Short term
		Maintain an asset renewal program by completing renewal works identified in that year	Works Manager	Annually
		Assess structures at risk including road and bridge inspections	Works Manager, DSG	TasSpan (Contractor) inspect bridges every year
		Inspect and clear drains – especially known problem areas	Works Manager	In line with maintenance schedule and prior to major rainfall event
		Promote mitigation and response strategies with property owners	Works Manager	Ongoing

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 02 Bushfire				
GS 02.01	There is a risk to residential, rural and commercial properties in the municipality from the effects of bushfire	East Coast Fire Management Area Bushfire Risk Management Plan	State Fire Management Council	Ongoing
		Community Education/awareness programs	TFS, MC	Ongoing
		Fuel reduction, enforcement of abatement notices	TFS, Natural Resource Manager	Annually – Autumn/Winter
		Community Protection and Response Plans	TFS	Ongoing
		Ensure that proposed use and development complies with the standards of the Bushfire-Prone Areas Code and enforcement	Executive Manager - Development	Upon application
		Maintain fire breaks	Works Manager	Annually – Autumn/Winter
		Avoiding zoning any new areas identified as at unacceptable risk from bushfire	Executive Manager - Development	Ongoing
		Fire Permit periods, Total Fire Bans	TFS	As required
GS 02.02	There is a risk to council owned infrastructure including timber bridges community halls etc from the effects of bushfire	East Coast Fire Management Area Bushfire Risk Management Plan	State Fire Management Council	Ongoing
		Community Protection and Response Plans	TFS	Ongoing
		Maintain an asset renewal program by completing renewal works identified in that year	Works Manager	Annually
		Hazard reduction, enforcement of abatement notices	TFS, Natural Resource Manager	Annually – Autumn/Winter
		Maintain fire breaks	Works Manager	Annually – Autumn/Winter

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 02 Bushfire				
GS 02.03	There is a risk to human life from the effects of bushfire	East Coast Fire Management Area Bushfire Risk Management Plan	State Fire Management Council	Ongoing
		Community Education/awareness programs	TFS, MC	Ongoing
		Hazard reduction, enforcement of abatement notices	TFS, Natural Resource Manager	Annually – Autumn/Winter
		Ensure that proposed use and development complies with the standards of the Bushfire-Prone Areas Code and enforcement	Executive Manager - Development	Ongoing
		Maintain fire breaks	Works Manager	Ongoing
		Fire Permit periods, Total Fire Bans	TFS	As required
		Evacuation of affected area	TasPol	In consultation with TFS
		Maintain planning scheme provisions, including <ul style="list-style-type: none"> access/egress vegetation clearance defendable space 	Natural Resource Manager / Executive Manager - Development	Ongoing
GS 02.04	There is a risk to livestock and domestic animals from the effects of bushfire	East Coast Fire Management Area Bushfire Risk Management Plan	State Fire Management Council	Ongoing
		Community Education/awareness programs including advice regarding early evacuation of livestock and domestic animals	TFS, MC	Ongoing
		Hazard reduction, enforcement of abatement notices	TFS, Natural Resource Manager	Annually – Autumn/Winter
		Ensure that proposed use and development complies with the standards of the Bushfire-Prone Areas Code and enforcement	Executive Manager - Development	Ongoing

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 02 Bushfire				
		Maintain fire breaks	Works Manager	Annually
		Fire Permit periods, Total Fire Bans	TFS	As required
		Animal Evacuation sites identified and reviewed	MC and RC	Long term
		Evacuation of affected area	TasPol	In consultation with TFS
GS 02.05	There is a risk to water supply levels from the effects of bushfire	Identify additional local water storage's and supply including reticulation	TasWater	Ongoing
GS 02.06	There is a risk to human life and the environment at Maria Island National Park from the effects of bushfire	Community Protection and Response Plans	TFS	Ongoing
		East Coast Fire Management Area Bushfire Risk Management Plan	State Fire Management Council	Ongoing
		Maria Island Draft Emergency Response Procedures	DPIPWE - PWS	Ongoing
		Southern Region Strategic Fire Management Plan	DPIPWE - PWS	Ongoing
		TFS Community Warnings	TFS	At time of event
		Fire Permit periods, Total Fire Bans	TFS	As required
		TFS & PWS Notifications and Brochures – Bushfire safety for Travellers, Track closure notices, Fire Ban notices, Warning information displayed in Tourist Information Centres and National Parks Offices	TFS / PWS / VICs	Upon notification from TFS
		Signage erected in all Visitor Information Centres relating to current bushfire risk and warnings	Visitor Information Centres	At time of event and notification from TFS

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 02 Bushfire				
GS 02.07	There is a risk to human life and the environment at Freycinet National Park from the effects of bushfire	Community Protection and Response Plans	TFS	Ongoing
		Freycinet Emergency Management Plan	DPIPWE - PWS	Ongoing
		TFS Community Warnings	TFS	At time of event
		TFS & PWS Notifications and Brochures – Bushfire safety for Travellers, Track closure notices, Fire Ban notices, Warning information displayed in Tourist Information Centres and National Parks Offices	TFS / PWS	Upon notification from TFS
		Fire Permit periods, Total Fire Bans	TFS	As required
		Signage erected in all Visitor Information Centres relating to current bushfire risk and warnings	Visitor Information Centres	At time of event and notification from TFS
GS 03 Storm				
GS 03.01	There is a risk to residential and commercial properties from the effects of severe storms	Community education and awareness program	SES	Ongoing
GS 03.02	There is a risk to human life from the effects of severe storms	Inspect Council tree assets in parks and streets	Natural Resources Manager / Works Manager	Ongoing regular inspections
		Relay Damaging winds alerts and severe weather alerts from BoM and SES via Council website	MC	Immediately upon receipt of alert
		Relay severe weather alert to Council operational staff	MC / Works Manager / Natural Resources Manager	Immediately upon receipt of alert

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 04 Landslip				
GS 04.01	There is a risk landslip will result in damage to residential and commercial property.	Ensure that proposed use and development complies with the standards of the Landslide Code of the Glamorgan Spring Bay Planning Scheme 2015. Matters covered by the Code include ensuring new use and development is subject to a tolerable level of landslip risk, and that proposed development will not lead to an increase in risk of landslip above tolerable levels, through landslip risk assessments.	Executive Manager - Development	Ongoing
GS 04.02	There is a risk landslip will result in damage to roads and bridges.	Implement appropriate design to ensure assets can be cleaned and operationalised within a reasonable timeframe	Works Manager	Ongoing
		Consider the impact of landslip in Council's capital works program.	Works Manager	Ongoing
GS 05 Public Health				
GS 05.01	There is a risk to the community as a result of a pandemic	State Special Emergency Plan – COVID-19	DoH	Plans reviewed and updated regularly
		State Special Emergency Plan – Pandemic Influenza	DoH	
		State Special Emergency Plan – Public Health	DoH	Relevant materials distributed when required
		Issue community information and education materials including for council facilities	MC	
		Immunisations available for Council staff	GM	Annually
		Maintain and review GSBC Pandemic Response Plan and Covid Safe Plans for Council owned community facilities	MC	Plan reviewed and updated as situation evolves

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 05 Public Health				
GS 05.02	There is a risk to the community from the effects of water contamination (drinking, beach, waterways and recreational waters)	Recognising areas potentially at risk from site contamination and managing use and development accordingly	Executive Manager - Development	Ongoing
		Install 'Non Potable Water' signage at all toilet and BBQ facilities	Works Manager	Short Term
GS 06 Earthquake				
GS 06.01	There is a risk that an earthquake will result in damage to public and private property and infrastructure	Ensure earthquake provisions of building code and design standards are implemented by ensuring the appropriate permits are in place for each development	Executive Manager - Development	Ongoing
GS 07 Animal Disease				
GS 07.01	There is a risk to the community from the effects of introduced animal disease	Relay information to the public regarding recommended actions	DPIPWE / Executive Manager – Development	Ongoing
GS 07.02	There is a risk to agricultural income and potential livestock losses due to the effects of an introduced animal disease	Support State and National strategies	DPIPWE / Executive Manager – Development	Ongoing

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 08 Tsunami				
GS 08.01	There is a risk to the community from tsunami	Relay tsunami warnings to the public via Emergency Alert if required	TasPol	Immediately upon receiving warning
		State Special Emergency Plan – Tsunami Response	SES	Updated every two years
		Relay warnings to stakeholders if required by TasPol	MC	Immediately upon receiving warning
		Evacuate low lying campsites and carparks - IF TIME ALLOWS	TasPol	Immediately upon receiving warning
GS 09 Coastal Erosion				
GS 09.01	There is a risk to low lying properties at Dolphin Sands, Orford, Triabunna, Swanick and Swansea of property and road damage due to coastal & river bank erosion	Avoiding zoning any further land for urban development identified as at risk from rising sea levels Back zoning land identified as potentially at risk from rising sea levels where not substantially developed Managing areas identified as potentially at risk from rising sea levels through the Coastal Erosion Hazard Code	Whole of Government / GSBC / DSG / DPIPWE / Property owners	Ongoing
		Ensure any proposed development complies with the standards of the Inundation Prone Areas Code	Executive Manager Development	Ongoing
GS 10 Infrastructure Failure				
GS 10.01	There is a risk of loss of water supplies due to pipeline failure	Upgrading telemetry monitoring Review community warning systems	TasWater TasWater	Short-term Short-term
GS 10.02	There is a risk of loss of water supplies due to pipeline failure of the Prosser River pipeline to Tassal	Monitor pipeline	GSBC / TasWater	Ongoing

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 11 Infrastructure Failure				
GS 11.03	There is a risk of loss of water supplies due to failure of the Prosser River Dam	Maintain storage facility	TasWater / DPIPWE	Short-term
GS 11.04	There is a risk of community disruption due to damage to the road/bridge network	Assess structures at risk including bridge inspection programs	GSBC / DSG	Inspect bridges every five years
		Develop asset management plans for critical road and bridge assets.	Works Manager	Short term
		Maintain asset renewal program by completing renewal works identified in that year	Works Manager	Annually
GS 11.05	There is a risk a transport accident may cause contamination to the Prosser River water storage resulting in a loss of water supplies.	Installation of improved road barriers and signage	DSG/ TasWater	Short-term
		Reduction in speed limit to 80kph in high risk area of Tasman Highway adjacent to Prosser River. Install signage	GM / DSG	Long term
GS 11.06	There is a risk of environmental damage and public health impacts due to a loss of power supplies resulting in sewerage pump failures	Telemetry control/monitoring Regular pump inspections and maintenance	TasWater TasWater	Short-term Short-term
GS 11.07	There is a risk to the Swansea community of a loss of water supplies due to a failure or contamination of the storage weir	Maintain storage facility	TasWater / DPIPWE	Short-term
GS 11.08	There is a risk to public health due to a loss of power supplies in water treatment facilities	Improved telemetry monitoring Review community warning systems	TasWater TasWater	Short-term Short-term

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 12 Structural Fire				
GS 12.01	There is a risk to human life at major accommodation facilities as a result of structural fire	Ensure compliance to current building codes and fire safety regulations for new development by ensuring appropriate permits are in place.	Executive Manager – Development / TFS	Ongoing
		Issue Compliance Notice upon advice of deficient fire safety systems	Executive Manager - Development	Ongoing
		Provide alternative back up water supplies	TasWater	Long term
GS 12.02	There is a risk to human life at commercial, residential and industrial premises from structural fire	Ensure compliance to current building codes and fire safety regulations for new development by ensuring appropriate permits are in place	Executive Manager – Development / TFS	Ongoing
		Issue Compliance Notice upon advice of deficient fire safety systems	Executive Manager - Development	Ongoing
		Provide alternative back up water supplies	TasWater	Long term
GS 13 Pollution				
GS 13.01	There is a risk of contamination in the Glamorgan Spring Bay coastal area due to an oil or sewerage spill	Identify major risk areas and implement emergency response plans.	DPIPWE / TasPorts / Executive Manager Development	Ongoing
		Tasmanian Marine Oil and Chemical Spill Contingency Plan	DPIPWE - EPA	Ongoing
		TasPorts Oil Spill Contingency Plan	TasPorts	Ongoing

Register of Risks and treatment strategies				
I.D.	Risk statement	Treatment/s	Responsibility for treatment	Timeframes
GS 14 Transport Accident				
GS 14.01	There is a risk of multiple casualties from a major transport accident on the Tasman Highway, Lake Leake Highway and Coles Bay Road	Identify major risk areas and install appropriate signage	DSG	Short-term
		Identify major risks for road/bridge redesign	DSG	Short/long-term
		Implement Tasman Highway Study recommendations	DSG	Short/long-term
GS 14.02	There is a risk of major traffic disruptions due to a road transport accident causing damage to the Prosser River bridge	Alternative road access	DSG	Long-term
		Improved bridge protection for heavy vehicles	DSG	Short term
GS 15 Coastal sea level rises				
GS 15.01	There is a risk to the community as a result of coastal sea level rises	Ensure that proposed development complies with the standards of the Inundation Prone Areas Code	Executive Manager - Development	Ongoing

APPENDIX 3: MEMC Terms of Reference

Glamorgan Spring Bay Municipal Emergency Management Committee Terms of Reference



Committee	Glamorgan Spring Bay Emergency Management Committee
Date and status	Issue 10 2020
Enquiries	Executive Officer Municipal Emergency Management Coordinator Glamorgan Spring Bay Council
Review notes	These Terms of Reference are due for review in August 2022
General standards & practices	The <i>Tasmanian Emergency Management Arrangements</i> (TEMA) describes the framework for this committee and its usual practices are aligned with the guidelines maintained by the SES for emergency management committees (available from www.ses.tas.gov.au). The following are specific to this committee:
1. Authority & Background	Section 20 of the <i>Emergency Management Act 2006</i> establishes the Glamorgan Spring Bay Emergency Management Committee within the Tasmanian emergency management framework for the Southern Region.
2. Purpose	Section 22 of the <i>Emergency Management Act 2006</i> outlines this committee's purpose and functions generally as: "... to institute and coordinate, and to support the institution and coordination of, emergency management in the municipal area, or in the case of a combined area, in the municipal area that constitutes the combined area, including the preparation and review of the Municipal Emergency Management Plan and Special Emergency Management Plans that relate to emergency management ..."
2.1 Functions	<ul style="list-style-type: none">2.1.1 Institute and coordinate policy, arrangements and strategies for municipal emergency management, aligning activities where relevant with regional strategies and priorities.2.1.2 Enhance emergency management arrangements by reviewing the management of emergencies that have occurred in the municipal area/s and identifying excellence as well as opportunities for improvement.2.1.3 Oversight of the management of emergencies where council/s resources are required to support response and recovery.2.1.4 Provide a municipal forum for organisations with emergency management responsibilities in the municipal area/s.2.1.5 Nominate a representative to attend the Southern Region Emergency Management Committee activities and provide bilateral support.

- 2.1.6 Coordinate/participate in at least one emergency management exercise for the City every two years.
- 2.1.7 Coordinate a post emergency operational debrief for all organisations involved in an emergency event.
- 2.1.8 Meet twice per year unless an emergency event occurs and a subsequent review of the operational aspects of the Plan is required. These meetings will be scheduled by the Executive Officer at the appropriate intervals

3. Reports to

Southern Regional Emergency Management Committee

4. Membership

Section 21 of the *Emergency Management Act 2006* establishes the arrangements for this committee's membership. These are supplemented by the following practices:

- membership is reviewed every time the Terms of Reference is reviewed and members are confirmed in writing by the responsible officer/manager
- proxies assume the member's role if the member is unable to attend the meeting or is unable to perform their usual role for the committee.

Invited guests support municipal emergency management as requested by the Chairperson, within their limits of safety and training.

At this stage security clearances are not required.

4.1 Chairperson

Glamorgan Spring Bay Mayor

4.2 Executive officer

Municipal Emergency Management Coordinator, Glamorgan Spring Bay Council

4.3 Members

- | | |
|--|---|
| • GSBC – Mayor | • SES Unit Manager |
| • Municipal Coordinator | • SES Southern Regional Manager |
| • Deputy Municipal Coordinator | • SES Regional Emergency Management Planner |
| • Municipal Recovery Coordinator | • Manager Natural Resources GSBC |
| • May Shaw Centre CEO | • TFS District Officer |
| • Spring Bay Community Centre Nurse Unit Manager | • TasPol Divisional Inspector |
| • AT – Local Coordinator | • TasPol Sergeant Swansea Division |
| • P&W Manager Parks & Reserves | • Freycinet Volunteer Marine Rescue |
| • Sustainable Timbers | |

4.4 Nominated proxies

Chairperson – General Manager

Executive Officer – Manager Community Development

5. Committee details

5.1 Sub-committees

There are no formal standing sub-committees to the Glamorgan Spring Bay Emergency Management Committee. Recovery matters are dealt with through the main committee.

5.2 Stakeholder groups

The stakeholder groups of this committee include but are not limited to:

- Other service provider agencies such as Telstra, TasNetworks, Hydro, TasWater
- Recovery service providers such as Centrelink, St Vincent de Paul, Housing Tasmania, Red Cross.

5.3 Chairperson

The role of the Chairperson of the Glamorgan Spring Bay Emergency Management Committee is to:

- a Chair the Council's Emergency Management Committee
- b Receive notification of emergency events from the Municipal Coordinator.
- c Maintain contact with and support the Municipal Coordinator during an emergency event.
- d Maintain regular contact/ liaison with the Municipal Coordinator in regard to the administrative arrangements of the Glamorgan Spring Bay Emergency Management Committee.

5.4 Frequency of meetings

The intention is for the Glamorgan Spring Bay Emergency Management Committee to meet twice per year unless an emergency event occurs and a subsequent review of the operational aspects of the Plan is required. These meetings will be scheduled by the Executive Officer at the appropriate intervals.

5.5 Municipal Emergency Management Plan (MEMP) Review Process

A formal review of this Plan will be conducted every two years by the Glamorgan Spring Bay Emergency Management Committee. This process will be facilitated in conjunction with the usual meeting schedule of the Glamorgan Spring Bay Emergency Management Committee.

The review will as a minimum take into consideration the following factors:

- a emerging risks and hazards and potential treatments;
- b compliance of the plan with current legislation and policy;
- c accuracy of content e.g. roles, procedures and contacts; and
- d functionality of the plan during emergency situations;
- e comments and suggestions from key stakeholders.

5.6 Emergency management maintenance schedule

A schedule that provides prompts for action to ensure that Council's EM capability remains current is included as Appendix 4 to this plan.

5.7 Business continuity planning

Business continuity is not specifically considered within this Plan. Whilst an emergency event will have an impact on the business of the Council and the community, this Plan focuses on the management and resource requirements to effectively mitigate the likelihood and manage the consequences of emergency events on the broader community.

APPENDIX 4: MEMC maintenance schedule

Action	Responsibility	Frequency	Scheduled for conduct
Conduct meeting of the GSB MEMC	Municipal Coordinator	Biannually	March/Sept
Coordinate emergency management training for selected worker member/s on rotating basis	Municipal Coordinator	Annual	Ongoing throughout year
Plan, conduct and review an EM related exercise	Municipal Coordinator	Every two years	October
Review EM Plan and all appendices (including risk assessments and treatment strategies). Lodge plan with SREMC	Glamorgan Spring Bay MEMC	Every two years	September
Review and update contact lists	Municipal Coordinator	Bi-annually	March/Sept
Attend REMC Meetings	Municipal Coordinator	Quarterly	As advised
Attend SRSRC Meetings	Recovery Coordinator	Quarterly	As advised
Review Risk Treatment options in conjunction with strategic plan and budget	Municipal Coordinator	Annually	March

APPENDIX 5: Centres for emergency management

a Emergency Operations Centres (EOC)

The following information summarises main details for agency-specific facilities that can be used as emergency operations centres:

Organisation	Municipal location	Contact	Regional location	Contact
Primary:	Council Office, 9 Melbourne St, Triabunna	Municipal Coordinator & Deputy MC	SES Southern Region Headquarters Level 1, 28 Bathurst St Hobart	SES Regional Planner
Secondary:	SES Unit facilities 76 Maria St. Swansea	SES Unit Manager		

b Emergency Coordination Centres (ECC)

The following summarises details for facilities that can be used as emergency coordination centres:

	Municipal location	Contact	Regional location	Contact
Primary:	Council Office, 9 Melbourne Street, Triabunna	Municipal Coordinator & Deputy MC	SES Southern Region Headquarters Level 1, 28 Bathurst St Hobart	SES Regional Planner
Secondary:	SES Unit facilities 76 Maria St. Swansea	SES Unit Manager		

A mobile communications unit is available through SES Unit facilities, 76 Maria Street, Swansea

APPENDIX 6: Duty statements

The following Duty Statements are designed to provide an abbreviated prompt to key emergency management personnel on the actions they need to consider when an emergency event occurs. They can be extracted from the Plan and kept in a readily available location.

These arrangements are designed to be flexible and scale able and one person may fulfil more than one function dependent upon the size of the emergency. Should the event be larger than Glamorgan Spring Bay Council's capacity to respond, the MC will seek support from the REMC.

Duty Statement: Municipal Emergency Management Committee (MEMC)

Committee's duties

When it meets prior to or during an emergency, MEMC is to provide strategic advice on the management of emergencies where Council resources are required to support response and recovery. The committee shall also consider the following:

- Nature of the emergency;
- Resources available to deal with the event;
- Task prioritisation;
- Communications;
- Business continuity;
- Community engagement; and
- Recovery.

Chairman's duties

1. Chair Council's MEMC.
2. Arrange for reports to the Council, on an as needs basis, covering the activities of the MEMC and related emergencies.
3. Maintain regular contact/ liaison with the Municipal Coordinator and the General Manager in regard to the administrative arrangements of the MEMC.
4. Receive notification of emergency from Municipal Coordinator and the General Manager.
5. If appropriate, during an emergency event, convene the MEMC and support the Municipal Coordinator.

Municipal Coordinator's Duties

1. Undertake the role of MEMC Executive Officer and carry out the administrative functions of that role.

Committee Members' Duties

1. Provide advice within their field of expertise.
2. Coordinate and manage resources from their respective organisation in support of the MEMC.

Duty Statements: Emergency roles

Mayor

1. Receive notification of emergency from Municipal Coordinator / General Manager.
2. Notify Councillors.
3. Maintain contact with and support Municipal Coordinator / General Manager.
4. Act as the Council spokesperson for information to the community and media in relation to the Glamorgan Spring Bay municipal area.
5. Promote and support emergency relief appeal arrangements.

Reports to the Council

General Manager

1. Notify the Mayor and Councillors, as required.
2. Assist the Mayor with community and media information.
3. Manage ongoing information to the community and media.
4. Liaise with and provide support to the Municipal Coordinator.
5. Authorise the use of resources as may be appropriate, outside of normal operating guidelines, in support of the Council's response to an emergency.

Reports to the Mayor

Municipal Coordinator

1. Responsible for the overall management of Glamorgan Spring Bay response to an event.
2. Activate the EOC and ECC as appropriate.
3. Establish an Incident Management Team if required
3. Coordinate resources and activities in the emergency coordination centre.
4. Liaise with emergency services, particularly the Southern Regional Officer SES.
5. Liaise with the Southern Regional Emergency Management Controller (Regional Controller) as appropriate.
6. Notify the General Manager, Mayor, Chair of Glamorgan Spring Bay Emergency Management Committee of an emergency or potential emergency.
7. Represent the Council on regional emergency management committees.

Reports to the General Manager

Recovery Coordinator

1. Receive notification of emergency from Municipal Coordinator.
2. Notify appropriate recovery organisations.
4. Maintain contact with and support Municipal Coordinator.
5. Manage assessment of community needs with support from Social Recovery Partners.
6. Maintain ongoing liaison with Regional Social Recovery Coordinator during the provision of services to the community.
7. Be a member of the Glamorgan Spring Bay Emergency Management Committee.
8. Establish Evacuation Centre and Recovery Centre as requested by Municipal Coordinator.
9. Maintain and manage the activities within the Recovery Centre.

Reports to the Municipal Coordinator

Emergency Operations Centre Manager

1. Receive notification of emergency from Municipal Coordinator.
2. Coordinate the field operations in an emergency event.
3. Maintain contact with and support Municipal Coordinator.
4. Establish the EOC as requested by Municipal Coordinator.
5. Maintain and manage the activities within the EOC.

Reports to the Municipal Coordinator

Logistics Coordinator

1. Receive notification of an emergency from Municipal Coordinator / Recovery Coordinator.
2. Assist with the establishment of such emergency operations and coordination centres as may be required or requested.
3. Acquire and supply human and physical resources to sustain the operations of these centres.
4. Maintain liaison with and support Municipal Coordinator and Recovery Coordinator.

Reports to the Municipal Coordinator

Deputy Municipal Coordinator

1. Assist the Municipal Coordinator in all duties.
2. Act as Municipal Coordinator in his/her absence.
3. Be a member of the Glamorgan Spring Bay Emergency Management Committee.

Reports to the Municipal Coordinator

Evacuation or Recovery Centre Manager

1. Receive notification of emergency from Municipal Coordinator/ Recovery Coordinator.
2. Establish evacuation/recovery centres as required.
3. Provide human and physical resources to maintain evacuation/recovery centres as required.
4. Maintain safe and effective coordination of activities taking place at the Evacuation / Recovery Centre they are responsible for.
5. Maintain liaison with and support Municipal Coordinator.

Reports to the Recovery Coordinator

Administration Officer

1. Receive notification of emergency from the Municipal Coordinator.
2. Maintain contact with and support the Municipal Coordinator.
3. Support officers within the Coordination Centre with any administration activities and other miscellaneous duties such as phone calls, radio calls and nutrition.

Reports to the Municipal Coordinator

APPENDIX 7: SOPs & policies for warnings, public information, working with the media

When first advised of an emergency or potential emergency, the following roles and responsibilities will be followed:

Municipal Coordinator (MC)

When first alerted about an emergency or potential emergency the MC must:

- a Assess the necessity to establish the MECC and/or EOC;
- b Contact the EOC Manager to alert/activate response teams/supervisors and other potentially affected operational areas as deemed appropriate;
- c Notify Council's GM;
- d Notify the Media Liaison/Executive Officer; and
- e Contact those staff that may have a direct role in the emergency.

If the first alert is received outside usual working hours, the MC must re-assess and determine the appropriate people to contact including the Duty Officer. Such contact will depend on the type and extent of the incident.

Liaison with Emergency Services

In the event of an emergency within the municipal area that threatens life and/or property, the MC will liaise with all emergency services through SREMC through the Regional Planner or the Regional Controller.

The SREMC Executive Officer (Regional Planner) will arrange for briefings from the Response Management Authority. These briefings will identify the role of Council and the physical and human resources that may be required to assist.

Bushfire

The MC will be advised of severe fire weather days and this will provide the trigger to alert Council staff to be vigilant in identifying fire outbreaks, and monitoring the current situation through the TFS website (www.fire.tas.gov.au).

Should any Council employee become aware of a fire that may have the potential to threaten any residential area of Glamorgan Spring Bay, it will be reported immediately to TFS (phone 000) in the first instance, and then the MC.

The MC shall contact the Manager Works or other nominated officer to be responsible for the coordination of information and response.

Council's employees are not required to provide frontline firefighting capability, however, support to the TFS will be provided in mop-up operations when the major fire risk has abated.

Floods

SES has responsibility for receiving flood alerts and warnings from BoM and for conveying that advice to local government authorities that may be affected by potential floods.

Council is responsible for supporting the community during a flood emergency.

The MC will be provided with advice on the potential for flood events, the possible extent of flood inundation, and the resources available from SES to assist with flood mitigation actions.

If evacuation is required, the decision to evacuate will be made by the Regional Controller in consultation with SES and the MC.

Depending upon the severity of the rainfall event and potential for flooding, the MC may request the Works Manager to move all available crews to flood response operations and, if necessary activate the EOC.

Storms

SES has responsibility for receiving storm warnings from BoM and conveying that advice to local government authorities that may be affected by severe weather storms.

The MC will be advised of any severe weather warnings that are issued by BoM that indicate an impact within the Glamorgan Spring Bay municipal area.

SES will provide the initial response to any report of structural damage. In severe events, Council may be requested to support SES in responding to calls for assistance from the community. This request will be received through the MC.

Depending upon the severity of the storm and associated damage, the MC may request the Works Manager to move all available crew to flood response operations and, if necessary, activate the EOC.

Operations Areas

In order to provide accurate and timely coordination of resources in an emergency, the existing management structure will be used as far as practical. Outdoor crews across the municipality will work together under the coordination of the EOC Manager, who would take advice from the MC for managing the allocation of resources. Supervisors and team leaders will be assigned specific responsibilities as they are defined.

APPENDIX 8: Community centres

This list summarises locations that may be useful for managing emergencies.

Council outdoor crews and managers have keys to access the halls.

Centre, location title and contact	Facilities	Location	Usage frequency	Could be used for:	Comments
Bicheno Memorial Hall Contact: David Logie PH: 0455 539 041 Capacity - 160	Large Reserve Oval and open space BBQs, tables, 250 chairs 2 Male/3 female/ 1 unisex disabled toilet incl baby change Commercial kitchen Kiosk/server area Screen & Projector Annexe – tea room Upstairs area with additional male and female toilet Internet capability	78 Burgess St	Daily	Assembly Evacuation Centre Recovery Information	Adjacent Lions Park Parking on reserve
Buckland Hall Contact: Yvonne Turvey 62 575 124 PH: 0417 309 783 Capacity – 100	3 female/1 Unisex /disabled toilet 1 Male external toilet & Urinal. Kitchen area Heating No internet or phone lines	22 Kent St	Occasional	Assembly Evacuation Centre Information	'Limited infrastructure' Sufficient parking
Coles Bay Hall Nigel Carins PH: 0427 343 743 Capacity: 100	Large Reserve BBQ's, tables and chairs 2 Male/ 2 female/1 disabled toilet	60 Harold St	Daily	Assembly Evacuation Centre Recovery Information	Tennis Courts and playground adjacent. Public Toilets adjacent Mens Shed adjacent Large storage area Kitchen area adjacent 1 room Dr Surgery adjacent Library with 1 male and 1 female toilet adjacent

Centre, location title and contact	Facilities	Location	Usage frequency	Could be used for:	Comments
Orford School Hall Contact: Angela Higgs PH: 6256 4777 Capacity: 70	Oval and open space (School) Tables and chairs 1 Male/2 female toilets / Unisex disabled Kitchen area	33 Charles St	Occasional	Assembly Evacuation Centre Recovery) Information	Limited infrastructure Limited parking Adjacent to Orford Primary School
Swansea Town Hall Contact: Jo Raspin PH: 0419 949 371 Capacity 150	Tables and chairs 2 Male/3 female/disabled toilets Commercial Kitchen area Kiosk/server area Annex room (can seat 40)	22 Franklin St	Daily	Assembly Evacuation Centre Recovery Information	Rear parking Adjacent Swansea Hub can be used, incl large meeting room, kitchen, bar area, showers and toilets
Triabunna Town Hall Gavan Barber PH: 6257 1009 Capacity: 100	Oval and open space (School) Tables and chairs 2 Male/2 female 2 x showers Kitchen area Kiosk/server area Stage Phone line	3 Vicary St	Occasional	Assembly Evacuation Centre Recovery Information	Close to recreation ground Internet capability could be arranged

APPENDIX 9: Nearby Safer Places

Nearby Safer Places are places of last resort where people can shelter during bushfires. Sheltering at a Nearby Safer Place is not without risk during an emergency.

Tasmania Fire Service identifies Nearby Safer Places and lists these in *Community Bushfire Protection Plans*. Glamorgan Spring Bay's Nearby Safer Places are identified below:

Row	Nearby Safer Place	Location	Community Bushfire Protection Plan	Fire Danger Rating/Index	Comments
1	East Coast Nature World	18356A Tasman Highway, Bicheno (Denison Beach)	Bicheno Area	Catastrophic 100+	Large cleared area adjacent Old Mines Lagoon
2	Bicheno Sports Ground	Northern end of Burgess St, Bicheno	Bicheno Area	Catastrophic 100+	Sportsground
3	Parsons Cove	Adjacent Parsons Lane / Freycinet Drive, Coles Bay	Coles Bay Area	Catastrophic 100+	Beach
4	Coles Bay Boat Ramp	Esplanade East, Coles Bay	Coles Bay Area	Catastrophic 100+	Boat ramp, open sealed area, small beach
5	Freycinet Golf Course	11 Swanwick Rd Swanwick	Coles Bay Area	Catastrophic 100+	Golf Course
6	Muir's Beach Boat Ramp	Esplanade, South Coles Bay	Coles Bay Area	Severe 50-74	Beach
7	Cranbrook Hall	14887 Tasman Hwy, Cranbrook	Cranbrook Area	Catastrophic 100+	Hall and cleared area
8	War Memorial Recreation Ground	31 Rheban Rd Orford	Orford Area	Catastrophic 100	Open recreation ground
9	Eastcoaster Complex	1 Louisville Rd Orford	Orford Area	Catastrophic 100	Resort, numerous facilities, large open area, swimming pool, small beach
10	One Tree Point (Triabuanna Boat Ramp)	Off Barton Ave, Orford	Orford Area	Catastrophic 100	Large open grassed area, boat ramp
11	Orford Golf Course	88 Tasman Hwy Orford	Orford Area	Catastrophic 100	Golf course
12	Our Park Millington's Beach	1 Walpole St Orford	Orford Area	Catastrophic 100	Parkground, toilets, close to beach
13	Triabunna District High School	15 Melbourne St Triabunna	Orford Area	Catastrophic 100	School buildings, toilets, sports fields
14	Swansea Primary School	31 Franklin St Swansea	Swansea Area	Catastrophic 100	School buildings, toilets, sports fields
15	Swansea Recreation Ground	1 Franklin St Swansea	Swansea Area	Catastrophic 100+	Recreation ground