



# CITY OF HOBART

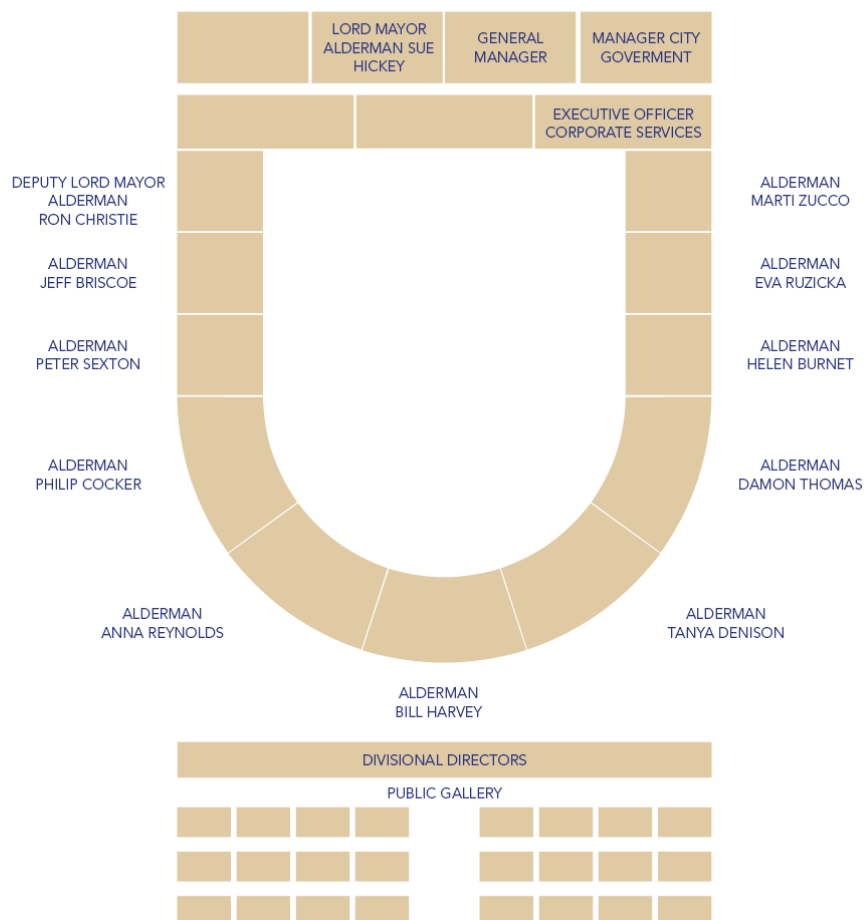
## AGENDA

OPEN PORTION OF THE COUNCIL MEETING

MONDAY, 23 JANUARY 2017

AT 5.00 PM





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## **ORDER OF BUSINESS**

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**A MEETING OF THE OPEN PORTION OF THE COUNCIL WILL BE HELD IN THE  
COUNCIL CHAMBER, TOWN HALL ON MONDAY, 23 JANUARY 2017 AT  
5.00 PM.**

**N D Heath**  
**General Manager**

**ALDERMEN:**

Lord Mayor Hickey  
Deputy Lord Mayor Christie  
Alderman Zucco  
Alderman Briscoe  
Alderman Ruzicka  
Alderman Sexton  
Alderman Burnet  
Alderman Cocker  
Alderman Thomas  
Alderman Reynolds  
Alderman Denison  
Alderman Harvey

**APOLOGIES:**

Alderman Denison

**LEAVE OF ABSENCE:**

Alderman Reynolds

**1. CONFIRMATION OF MINUTES**

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The Chairman reports that she has perused the minutes of the meeting of the Open Portion of the Council meeting held on [Monday, 19 December 2016](#), finds them to be a true record and recommends that they be taken as read and signed as a correct record.

**2. TRANSFER OF AGENDA ITEMS**

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Are there any items, which the meeting believes, should be transferred from this agenda to the closed agenda or from the closed agenda to the open agenda, in accordance with the procedures allowed under Section 15 of the *Local Government (Meeting Procedures) Regulations 2015*?

**3. COMMUNICATION FROM THE CHAIRMAN**

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**4. NOTIFICATION OF COUNCIL WORKSHOPS**

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In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2015*, the General Manager reports that no Council workshops have been conducted since the last ordinary meeting of the Council.



## **5. PUBLIC QUESTION TIME**

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## **6. PETITIONS**

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## **7. CONSIDERATION OF SUPPLEMENTARY ITEMS**

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Ref: Part 2, Regulation 8(6) of the *Local Government (Meeting Procedures) Regulations 2015*.

### **RECOMMENDATION**

That the Council resolve to deal with any supplementary items not appearing on the agenda, as reported by the General Manager in accordance with the provisions of the *Local Government (Meeting Procedures) Regulations 2015*.

## **8. INDICATIONS OF PECUNIARY AND CONFLICTS OF INTEREST**

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Ref: Part 2, Regulation 8(7) of the *Local Government (Meeting Procedures) Regulations 2015*.

Aldermen are requested to indicate where they may have any pecuniary or conflict of interest in respect to any matter appearing on the agenda, or any supplementary item to the agenda, which the committee has resolved to deal with.

## REPORTS OF COMMITTEES

### CITY PLANNING COMMITTEE

#### 9. COUNCIL ACTING AS PLANNING AUTHORITY

In accordance with the provisions of Part 2 Regulation 25 of the *Local Government (Meeting Procedures) Regulations 2015*, the intention of the Council to act as a planning authority pursuant to the Land Use Planning and Approvals Act 1993 is to be noted.

In accordance with Regulation 25, the Council will act as a planning authority in respect to those matters appearing under this heading on the agenda, inclusive of any supplementary items.

The Council is reminded that in order to comply with Regulation 25(2), the General Manager is to ensure that the reasons for a decision by a Council or Council Committee acting as a planning authority are recorded in the minutes.

##### 9.1 Salamanca Square, Battery Point - Public Art PLN-16-1203 - File Ref: F16/143912

Ref: Open [CPC 7.1.1](#), 16/1/2017  
Application Expiry Date: 9 February 2017  
Extension of Time: Not applicable

That pursuant to the *Sullivans Cove Planning Scheme 1997*, the Council approve the application for public art at Salamanca Square, Battery Point for the reasons outlined in the officer's report attached to item 7.1.1 of the Open City Planning Committee agenda of 16 January 2017, and a permit containing the following conditions be issued:

GEN

The use and/or development must be substantially in accordance with the documents and drawings that comprise PLN-16-1203 Salamanca Square, Battery Point TAS 7004 - Final Planning Documents, except where modified below.

Reason for condition

To clarify the scope of the permit.

ADVICE

The following advice is provided to you to assist in the implementation of the

planning permit that has been issued subject to the conditions above. The advice is not exhaustive and you must inform yourself of any other legislation, by-laws, regulations, codes or standards that will apply to your development under which you may need to obtain an approval. Visit [www.hobartcity.com.au](http://www.hobartcity.com.au) for further information.

Prior to any commencement of work on the site or commencement of use the following additional permits/approval may be required from the Hobart City Council.

#### BUILDING PERMIT

Building permit in accordance with the *Building Act 2000*;

<http://www.hobartcity.com.au/Development/Building>.

### 9.2 Salamanca Place, Battery Point - Road Works PLN-16-1170 - File Ref: F17/1469

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Ref: Open [CPC 7.1.2](#), 16/1/2017  
Application Expiry Date: 27 January 2017  
Extension of Time: Not applicable

That pursuant to the *Sullivans Cove Planning Scheme 1997*, the Council approve the application for road Works at Salamanca Place, Battery Point for the reasons outlined in the officer's report attached to item 7.1.2 of the Open City Planning Committee agenda of 16 January 2017, and a permit containing the following conditions be issued:

#### GEN

The use and/or development must be substantially in accordance with the documents and drawings that comprise PLN-16-1170 - Salamanca Place Battery Point TAS 7004 - Final Planning Documents except where modified below.

#### Reason for condition

To clarify the scope of the permit.

#### TW

The use and/or development must comply with the requirements of TasWater as detailed in the form Submission to Planning Authority Notice,



Reference No. TWDA 2016/01659-HCC dated 17 November 2016 as attached to the permit.

Reason for condition

To clarify the scope of the permit.

HER s1

Any unexpected archaeological finds must be assessed by an historical archaeologist for significance and managed in accordance with the Tasmanian Heritage Council's Practice Note 2.

Reason for condition

To ensure archaeological material is identified and assessed within an area of archaeological sensitivity.

HER s2

Any excavations which exceed 500mm in depth in the orange area shown on page 34 of the Praxis Environment report must be monitored by an historical archaeologist, assessed for significance and managed in accordance with the Tasmanian Heritage Council's Practice Note 2.

Reason for condition

To ensure archaeological material is identified, assessed and managed within an area of archaeological sensitivity.

ADVICE

The following advice is provided to you to assist in the implementation of the planning permit that has been issued subject to the conditions above. The advice is not exhaustive and you must inform yourself of any other legislation, by-laws, regulations, codes or standards that will apply to your development under which you may need to obtain an approval. Visit [www.hobartcity.com.au](http://www.hobartcity.com.au) for further information.

Prior to any commencement of work on the site or commencement of use the following additional permits/approval may be required from the Hobart City Council.

BUILDING PERMIT

Building permit in accordance with the *Building Act 2000*;

<http://www.hobartcity.com.au/Development/Building>.

## PLUMBING PERMIT

Plumbing permit under the Tasmanian Plumbing Regulations 2014;

<http://www.hobartcity.com.au/Development/Plumbing>.

## OCCUPATION OF THE PUBLIC HIGHWAY

Permit for the occupation of the public highway for construction or special event (e.g. placement of skip bin, crane, scissor lift etc).

[http://www.hobartcity.com.au/Transport/Permits/Construction\\_Activities\\_Special\\_Events\\_in\\_the\\_Road\\_Reservation](http://www.hobartcity.com.au/Transport/Permits/Construction_Activities_Special_Events_in_the_Road_Reservation).

Occupational licence for use of Hobart City Council highway reservation.

[http://www.hobartcity.com.au/Environment/Occupational\\_Licence](http://www.hobartcity.com.au/Environment/Occupational_Licence).

Road closure permits for construction or special event.

[http://www.hobartcity.com.au/Transport/Permits/Application\\_Forms\\_-\\_Construction\\_Activities\\_Special\\_Events\\_in\\_the\\_Road\\_Reservation](http://www.hobartcity.com.au/Transport/Permits/Application_Forms_-_Construction_Activities_Special_Events_in_the_Road_Reservation).

Permit to Open Up and Temporarily Occupy a Highway.

[http://www.hobartcity.com.au/Transport/Lighting\\_Roads\\_Footpaths\\_and\\_Street\\_Cleaning/Roads\\_and\\_Footpaths](http://www.hobartcity.com.au/Transport/Lighting_Roads_Footpaths_and_Street_Cleaning/Roads_and_Footpaths).

## TEMPORARY PARKING PERMITS

Temporary parking permits for construction vehicles i.e. residential or meter parking/loading zones.

[http://www.hobartcity.com.au/Transport/Permits/Parking\\_Permits](http://www.hobartcity.com.au/Transport/Permits/Parking_Permits).

## STORM WATER / ROADS / ACCESS

Services to be designed and constructed in accordance with the (IPWEA) LGAT- – standard drawings.

[http://www.hobartcity.com.au/Development/Engineering\\_Standards\\_and\\_Guidelines](http://www.hobartcity.com.au/Development/Engineering_Standards_and_Guidelines).

## WASTE DISPOSAL - TOP TEN TIPS

[http://www.hobartcity.com.au/Environment/Recycling\\_and\\_Waste](http://www.hobartcity.com.au/Environment/Recycling_and_Waste).

## FEES AND CHARGES

[http://www.hobartcity.com.au/Council/Fees\\_and\\_Charges](http://www.hobartcity.com.au/Council/Fees_and_Charges).

## DIAL BEFORE YOU DIG

[www.dialbeforeyoudig.com.au](http://www.dialbeforeyoudig.com.au).

### **9.3 Hobart Interim Planning Scheme 2015 - Planning Scheme Amendment 7/2016 and s43A Permit Application - 4 Lefroy Street, North Hobart - Consideration of Representations** **File Ref: F16/135470**

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Ref: Open [CPC 7.2.1](#), 16/1/2017

- That: 1. Pursuant to Section 39(2) of the former provisions of the *Land Use Planning and Approvals Act 1993*, the Council endorse the report attached to item 7.2.1 of the Open City Planning Committee agenda of 16 January 2017, as the formal statement of its opinion as to the merit of the representation received during the exhibition of the draft 7/2016 amendment and S43A permit.
2. Pursuant to Section 39 (2) of the *Land Use Planning and Approvals Act 1993*, the Council recommend to the Tasmanian Planning Commission that the 7/2016 Amendment to the Hobart Interim Planning Scheme 2015 and combined S43A permit, be approved as certified.

### **9.4 362 Liverpool Street, West Hobart Adjacent Road Reserve - Dwelling PLN-16-1123 - File Ref: F17/1159**

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Ref: Open [CPC 7.2.2](#), 16/1/2017  
Application Expiry Date: 26 January 2017  
Extension of Time: Not applicable

That pursuant to the *Hobart Interim Planning Scheme 2015*, the Council approve the application for a dwelling at 362 Liverpool Street and adjacent Road Reserve, West Hobart for the reasons outlined in the officer's report attached to item 7.2.2 of the Open City Planning Committee agenda of 16 January 2017, and a permit containing the following conditions be issued:

## GEN

The use and/or development must be substantially in accordance with the documents and drawings that comprise PLN-16-1123 362 Liverpool Street West Hobart TAS 7000 - Final Planning Documents except where modified below.

Reason for condition

To clarify the scope of the permit.

## TW

The use and/or development must comply with the requirements of TasWater as detailed in the form Submission to Planning Authority Notice, Reference No. TWDA 2016/01586-HCC dated 28 October 2016 as attached to the permit.

Reason for condition

To clarify the scope of the permit.

## PLN 1

Prior to first occupation, screening with no more than 25% transparency must be installed and maintained along the eastern edges of the lower and upper level decks (adjacent to the side boundary with 360 Liverpool Street) to a height of 1.7m above the finished floor level of each deck.

Reason for condition

To provide reasonable opportunity for privacy for dwellings.

## PLN s1

The overall height of the dwelling, excluding car port, must be reduced by 0.710m. Prior to the issue of any building consent under the *Building Act 2016* revised plans must be submitted and approved in compliance with this requirement.

Reason for condition

To clarify the scope of the permit, to accord with the stated intent of the applicant, and to meet the requirements of Tasnetworks.

PLN s2

The lower deck must be setback from the eastern boundary (shared with 360 Liverpool Street) a minimum of 1.5m. Prior to the issue of any building consent under the *Building Act 2016* revised plans must be submitted and approved in compliance with this requirement.

Reason for condition

To clarify the scope of the permit, to accord with the stated intent of the applicant, and to allow for adequate onsite drainage.

ENG sw4

The new stormwater connection must be constructed by Council at the owner's expense and any proposed abandoned stormwater connections sealed by Council at the owner's expense, prior to first occupation.

Detailed engineering design drawings must be submitted and approved by Council, prior to commencement of work. The design drawings must:

1. Include the location of the proposed stormwater connection;
2. Include the size of the proposed stormwater connection appropriate to satisfy the needs of the development;
3. Include the material of the proposed stormwater connection;
4. Identify the interface between Council and private stormwater infrastructure; and
5. Show the location of Taswater Water Mains and the clearance between stormwater connection and water mains.

All work required by this condition must be undertaken in accordance with the approved design drawings.

*Advice:*

*Once the engineered drawing has been approved the Council will issue a condition endorsement (see general advice on how to obtain condition endorsement).*

*Please note that once the condition endorsement has been issued you will need to contact Council's City Infrastructure Unit to initiate an application for service connection.*

Reason for condition

To ensure the site is drained adequately.

ENG 2

Vehicle safety barriers where required by Australian Standard AS/NZS2890.1:2004, compliant with AS/NZS1170.1:2002 must be installed prior to the first occupation.

A certified vehicle crash barrier design, prepared by a suitably qualified Engineer, to satisfy the above requirements, must be submitted and approved by Council prior to the issuing of any permit under the *Building Act 2000*. All works, required by this condition must be undertaken in accordance with certified design.

Prior to the issuing of any Completion Certificate under the *Building Act 2000*, barriers must be inspected by a qualified engineer and a certification submitted to the Council, confirming that the installed barriers comply with the above requirement.

*Advice:*

- *If vehicle safety barriers are not required due to a drop of less than 600mm, the designers should make this clear on the drawings to help avoid unnecessary delays in building approval.*
- *If wheelstops (i.e kerb 90 to 110mm high) are not required due to a drop of less than 150mm, the designers should make this clear on the drawings to help avoid unnecessary delays in building approval.*
- *Designers are advised to consult the National Construction Code 2016 to determine if pedestrian handrails or safety barriers compliant with the NCC2016 are also required:  
<http://www.abcb.gov.au/Resources/NCC>.*
- *Council do not consider a slope greater than 1 in 4 to constitute a lower level as described in AS/NZS 2890.1:2004 Section 2.4.5.3*

Reason for condition



To ensure the safety of users of the driveway / parking / highway reservation / adjacent properties and compliance with the relevant Australian Standard and the National Construction Code.

#### ENG 14

The driveway access must be constructed in accordance with certified driveway detailed design drawings, prior to the first occupation.

The driveway access design must be submitted and approved by Council, prior to the issuing of any permit under the *Building Act 2000*.

The driveway access design must:

- Be prepared and certified by a suitably qualified engineer that the design is in accordance with the Australian Standard AS/NZS 2890.1:2004 (including the requirement for retaining walls, and vehicular safety barriers), or that the design provides for a safe and efficient access.
- Show dimensions, levels and gradients, transitions and other details as necessary to satisfy the above requirement.
- Detail how the driveway access will transition into the road pavement Demonstrate that a B85 vehicle (AS/NZS 2890.1 2004, section 2.6.2) can access the driveway from the road pavement into the property without scraping the cars underside.

All work required by this condition must be undertaken in accordance with the approved design drawings.

Prior to the issuing of any Completion Certificate under the *Building Act 2000*, documents signed by a suitably qualified engineer, certifying the driveway / parking area / manoeuvring area has been constructed in accordance with the certified design drawings must be lodged with the Council.

*Advice: Once the design drawing has been approved Council will issue a condition endorsement (see general advice on how to obtain condition endorsement).*

Reason for condition

To ensure that the access and parking layout for the development is to accepted standards.

## ENG 1

The cost of repair of any damage to the Council infrastructure resulting from the implementation of this permit, must be met by the owners within 30 days of the completion of the development or as otherwise determined by the Council.

A photographic record of the Council infrastructure adjacent to the subject site must be provided to the Council prior to any commencement of works.

A photographic record of the Council's infrastructure (e.g. existing property service connection points, roads, buildings, stormwater, footpaths, driveway crossovers and nature strips, including if any, pre-existing damage) will be relied upon to establish the extent of damage caused to the Council's infrastructure during construction. In the event that the owner/developer fails to provide to the Council a photographic record of the Council's infrastructure, then any damage to the Council infrastructure found on completion of works will be deemed to be the responsibility of the owner.

### Reason for condition

To ensure that any of the Council infrastructure and/or site-related service connections affected by the proposal will be altered and/or reinstated at the owner's full cost.

## ENG r1

The excavation, retaining walls and construction of the driveway and steps within the highway reservation must not undermine the stability and integrity of the highway reservation and its infrastructure.

Detailed design drawings and structural certificates of the retaining walls for the driveway and details of the construction of the steps within Liverpool Street highway reservation must be submitted and approved, prior to the commencement of work and must:

- Be prepared and certified by a suitable qualified person and experienced engineer;
- Not undermine the stability of the highway reservation;
- Take into account and reference accordingly any Geotechnical

findings;

- Detail the design and location of the steps in accordance with TSD-R34-v1; and
- The structure certificated should note accordingly the above.

All work required by this condition must be undertaken in accordance with the approved select design drawing and structural certificates.

*Advice: Once the design drawing has been approved the Council will issue a condition endorsement (see general advice on how to obtain condition endorsement).*

Reason for condition

To ensure that the stability and integrity of the Council's highway reservation is not compromised by the development.

ENV 2

Sediment and erosion control measures, in accordance with an approved soil and water management plan (SWMP), must be installed prior to the commencement of work and maintained until such time as all disturbed areas have been stabilised and/or restored or sealed to the Council's satisfaction.

A SWMP must be submitted and approved, prior to the commencement of work.

The SWMP must be prepared in accordance with the [Soil and Water Management on Building and Construction Sites fact sheets](#) (Derwent Estuary Program, 2008).

All work required by this condition must be undertaken in accordance with the approved SWMP.

*Advice: Once the soil and water management plan SWMP has been approved the Council will issue a condition endorsement (see general advice on how to obtain condition endorsement).*

Reason for condition

To avoid the pollution and sedimentation of roads, drains and natural

watercourses that could be caused by erosion and runoff from the development.

OPS s1

The applicant must bear all costs associated with the removal and replacement of the tree located in the road reserve marked for removal on Plan A00-00.

*Advice:*

*The removal and replacement of the tree will be facilitated by Council's Program Leader Arboriculture and Nursery. Contact the Parks and City Amenity Division on (03) 6238 2886 prior to commencement of development works. The TasNetworks power lines located in close proximity to the tree will need to be disconnected during the works to remove the tree. There is a minimum 12 week waiting period with TasNetworks for line disconnections. The applicant will be issued with an invoice at the completion of works.*

Reason for condition

To clarify the scope of the permit.

ADVICE

The following advice is provided to you to assist in the implementation of the planning permit that has been issued subject to the conditions above. The advice is not exhaustive and you must inform yourself of any other legislation, by-laws, regulations, codes or standards that will apply to your development under which you may need to obtain an approval. Visit [www.hobartcity.com.au](http://www.hobartcity.com.au) for further information.

Prior to any commencement of work on the site or commencement of use the following additional permits/approval may be required from the Hobart City Council.

CONDITION ENDORSEMENT

If a condition endorsement is required by a planning condition above, you will need to submit the relevant documentation to satisfy the condition, via the Condition Endorsement Submission on Council's online e-service portal.

Once approved, the Council will respond to you via email that the condition(s) has been endorsed (satisfied). Detailed instructions can be found [here](#).

#### BUILDING PERMIT

Building permit in accordance with the *Building Act 2000*;

<http://www.hobartcity.com.au/Development/Building>.

#### PLUMBING PERMIT

Plumbing permit under the *Tasmanian Plumbing Regulations 2014*;

<http://www.hobartcity.com.au/Development/Plumbing>.

#### OCCUPATION OF THE PUBLIC HIGHWAY

An occupational licence for the use of the Hobart City Council highway reservation as detailed in the development proposal plan for the steps within the Liverpool Street highway reservation, in accordance with conditions established by the Council is required. The occupation licence must be obtained and maintained for occupancy of the area of highway reservation as detailed in the development plans.

[http://www.hobartcity.com.au/Environment/Occupational\\_Licence](http://www.hobartcity.com.au/Environment/Occupational_Licence).

Permit to Open Up and Temporarily Occupy a Highway (for work in the highway reservation).

[http://www.hobartcity.com.au/Transport/Lighting\\_Roads\\_Footpaths\\_and\\_Street\\_Cleaning/Roads\\_and\\_Footpaths](http://www.hobartcity.com.au/Transport/Lighting_Roads_Footpaths_and_Street_Cleaning/Roads_and_Footpaths).

#### WORK WITHIN THE HIGHWAY RESERVATION

Work within the Highway Reservation - please note development must be in accordance with the Hobart City Council's Highways By-law and Acts.

<http://www.hobartcity.com.au/Council/Legislation>.

#### STORM WATER / ROADS / ACCESS

Infrastructure to be designed and constructed in accordance with the (IPWEA) LGAT— Tasmanian Standard Drawings. (TSD).

[http://www.hobartcity.com.au/Development/Engineering\\_Standards\\_and\\_Guidelines](http://www.hobartcity.com.au/Development/Engineering_Standards_and_Guidelines).

#### FEES AND CHARGES

[http://www.hobartcity.com.au/Council/Fees\\_and\\_Charges](http://www.hobartcity.com.au/Council/Fees_and_Charges).

#### DIAL BEFORE YOU DIG

[www.dialbeforeyoudig.com.au](http://www.dialbeforeyoudig.com.au).

#### ELECTRONIC ACCESS

If you do not have access to the Council's electronic web page, please phone the Hobart City Council's City Planning Division on 6238 2715 for assistance.

### **9.5 1 Carriage Drive, Hobart - Partial Demolition, Alterations and Extensions PLN-16-1229 - File Ref: F17/1513**

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Ref: Open [CPC 7.2.3](#), 16/1/2017  
Application Expiry Date: 20 February 2017  
Extension of Time: Not applicable

That pursuant to the *Hobart Interim Planning Scheme 2015*, the Council approve the application for partial demolition, alterations and extensions at 1 Carriage Drive, Hobart for the reasons outlined in the officer's report attached to item 7.2.3 of the Open City Planning Committee agenda of 16 January 2017, and a permit containing the following conditions be issued:

#### GEN

The use and/or development must be substantially in accordance with the documents and drawings that comprise PLN-16-1229 - 1 Carriage Drive Hobart TAS 7000 - Final Planning Documents except where modified below.

#### Reason for condition

To clarify the scope of the permit.



## ENG 1

The cost of repair of any damage to the Council infrastructure resulting from the implementation of this permit, must be met by the owners within 30 days of the completion of the development or as otherwise determined by the Council.

A photographic record of the Council infrastructure adjacent to the subject site must be provided to the Council prior to any commencement of works.

A photographic record of the Council's infrastructure (e.g. existing property service connection points, roads, buildings, stormwater, footpaths, driveway crossovers and nature strips, including if any, pre existing damage) will be relied upon to establish the extent of damage caused to the Council's infrastructure during construction. In the event that the owner/developer fails to provide to the Council a photographic record of the Council's infrastructure, then any damage to the Council infrastructure found on completion of works will be deemed to be the responsibility of the owner.

### Reason for condition

To ensure that any of the Council infrastructure and/or site-related service connections affected by the proposal will be altered and/or reinstated at the owner's full cost.

## ENV 1

Sediment and erosion control measures sufficient to prevent sediment from leaving the site must be installed prior to any disturbance of the site. Sediment controls must be maintained until all areas of disturbance have been stabilized or re vegetated.

*Advice: For further guidance in preparing a Soil and Water Management Plan (SWMP) – in accordance with Fact sheet 3 Derwent Estuary Program go to [www.hobartcity.com.au/development/engineering/standards and guidelines](http://www.hobartcity.com.au/development/engineering/standards-and-guidelines).*

### Reason for condition

To avoid the sedimentation of roads, drains, natural watercourses, Council land that could be caused by erosion and runoff from the development, and to comply with relevant State legislation.

## ADVICE

The following advice is provided to you to assist in the implementation of the planning permit that has been issued subject to the conditions above. The advice is not exhaustive and you must inform yourself of any other legislation, by-laws, regulations, codes or standards that will apply to your development under which you may need to obtain an approval. Visit [www.hobartcity.com.au](http://www.hobartcity.com.au) for further information.

Prior to any commencement of work on the site or commencement of use the following additional permits/approval may be required from the Hobart City Council.

## BUILDING PERMIT

Building permit in accordance with the *Building Act 2000*;

<http://www.hobartcity.com.au/Development/Building>.

## PLUMBING PERMIT

Plumbing permit under the Tasmanian Plumbing Regulations 2014;

<http://www.hobartcity.com.au/Development/Plumbing>.

## WEED CONTROL

Effective measures are detailed in the Tasmanian Washdown Guidelines for Weed and Disease Control: Machinery, Vehicles and Equipment (Edition 1, 2004). The guidelines can be obtained from the Department of Primary Industries, Parks, Water and Environment [website](#).

## WASTE DISPOSAL

Click [here](#) for information regarding waste disposal.

## FEES AND CHARGES

Click [here](#) for information on the Council's fees and charges.

## DIAL BEFORE YOU DIG

Click [here](#) for dial before you dig information.

## ELECTRONIC ACCESS

If you do not have access to the Council's electronic web page, please phone the Hobart City Council's City Planning Division on 6238 2715 for assistance.

### 10. Land Use Planning and Approvals Act 1993, Section 57(5) – Potential Legislative Amendments File Ref: F17/3439

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Ref: Open Supp. [CPC 8.3](#), 16/01/2017

- That:
1. The Council write to the Minister for Planning, the Honourable Mr Peter Gutwein MP, requesting consideration of a variation to the provisions of Section 57(5) of the *Land Use Planning and Approvals Act 1993* relating to the extension of the lodgement period for representations to development applications.
    - (i) The letter marked as Attachment C to item 8.3 of the Open City Planning Committee agenda of 16 January 2017, be forwarded to the Minister.
  2. The Council send a copy of the letter to Minister Gutwein to the Local Government Association of Tasmania (LGAT) and request that LGAT's members support the Council in pursuing the Government to amend Section 57(5) of the *Land Use Planning and Approvals Act 1993*.

## COMMUNITY, CULTURE AND EVENTS COMMITTEE

### 11. Silent Film Festival - Grant Request File Ref: F17/3626

Ref: Special Open [CCEC 2.1](#), 23/1/2017

A recommendation will be submitted to the meeting.

## JOINT MEETING – CITY INFRASTRUCTURE AND FINANCE COMMITTEES

### 12. Department of State Growth's Hobart Traffic Congestion Report - Implementation of Clearways and Parking Incentives File Ref: F17/2557

Ref: Special Open [Joint CIC & FC, 2.1](#), 23/1/2017

A recommendation will be submitted to the meeting.

## RISK AND AUDIT PANEL

### 13. Annual Report on the Risk and Audit Panel Activities 2016 File Ref: F16/130519; 20-14-7

Ref: Open [RAP 7.1](#), 8/12/2016

- That:
1. The Annual Report on the Risk and Audit Panel Activities 2016, endorsed by the Risk and Audit Panel be presented to the Council.
  2. The Terms of Reference for the Risk and Audit Panel be reviewed in the next twelve months.

Attachment A: Risk and Audit Panel Workplan and Meeting Schedule  
2017



## Risk and Audit Panel

### 2017 Work Plan and Meeting Schedule

#### Audit Panel Meeting Arrangements

<b>Venue:</b>	Dame Mabel Miller Room
<b>Meeting time:</b>	4pm to 6pm – Panel to convene 15 minutes prior to meeting
<b>Distribution of Meeting Papers:</b>	Agenda – PDF electronically (Citrix folder) Minutes – following meeting and then again with the Agenda – PDF electronically (Citrix folder)

#### Audit Panel Functions

The Panel will contribute to the good governance of the City.

The following are matters that the Panel will consider in its review of the Council's performance incorporating all requirements of the *Local Government Act 1993 (Local Government (Audit Panels) Order 2014)*:

- (a) The oversight of management of risk associated with the Council and its activities and services, including the identification, assessment, management and review of those risks.
- (b) Whether and how the Part 7 Plans (the strategic plan, long-term financial management plan, financial management strategies, long-term asset management plans, asset management policies and strategies, annual plan, annual report) are integrated and the processes and assumptions undertaken to prepare the plans;
- (c) The accounting, internal control, anti-fraud, anti-corruption and risk management policies, systems and controls that the Council has in relation to safeguarding its long-term financial position;
- (d) Whether the annual financial statements of the Council accurately represent the state of affairs of the Council;
- (e) Whether the Council is complying with the provisions of the *Local Government Act 1993* and all other relevant legislation;
- (f) Whether the Council has taken any action in relation to previous recommendations provided by the Panel to the Council and, if it has taken action, what that action was and its effectiveness; and

Any other activities within the Panel's remit which are requested by the Council or as determined by the Panel.

TERMS OF REFERENCE ROLES AND RESPONSIBILITIES		TASK & FREQUENCY	SCHEDULED 2017 MEETING DATES					
			2 MARCH 2017	3 MAY 2017	6 JUNE 2017	8 AUGUST 2017	3 OCTOBER 2017	5 DECEMBER 2017
1. Panel								
1.1	Review the Panel's operations and activities: - self-assessment; - summary of work performed; - review of terms of reference; - review of internal and external audit services; and - assessment against the requirements of the LGA.	Annually					✓ Annual workshop	Panel Annual Report to Council Dec 2017
1.2	Preparation and adoption of work plan	Annually					✓ Annual workshop	Present to Panel & Council Dec 2017
1.3	Communication: - Report to Council - Panel Annual Report	Quarterly Annually	✓	✓		✓	✓	Panel Annual Report to Council Dec 2017
1.4	Membership: – Appointments and reappointments  - Panel Induction of new members	Annually (if required) As required						Recommendations to Council
2. Risk Management								
2.1	Review and provide any comment on the Strategic Risk Register.	Annually				✓		

Note: Bold items for discussion at each meeting.

Approved by the Council –

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TERMS OF REFERENCE ROLES AND RESPONSIBILITIES	TASK & FREQUENCY	SCHEDULED 2017 MEETING DATES					
		2 MARCH 2017	3 MAY 2017	6 JUNE 2017	8 AUGUST 2017	3 OCTOBER 2017	5 DECEMBER 2017
<b>2.2 Monitor strategic risks with a residual rating of “Extreme and High” and the progress of the implementation of respective risk treatment plans.</b>	Quarterly Report on extreme/high risks	✓	✓		✓		✓
2.3 Actively review the Council’s risk management processes and their effectiveness in identifying and managing the Council’s financial and business risks. Request Council to undertake special reviews or projects on issues of concern: - New Planning Legislation - Risk advice to Council - Business Systems Transformation - Project - Capital Works (Bus Mall or Aquatic Centre tbd)	As required - ongoing Special Projects						
	GM		✓				
	Quarterly	✓	✓		✓		✓
	Quarterly		✓		✓		✓
<b>2.4 Receive briefings and reports from the General Manager in relation to new and emerging risks that will/may have an impact on the sustainability of the Council: Eg. Amalgamations, Electoral cycle, Legislative reform, Natural disaster.</b>	Each meeting	✓	✓	✓	✓	✓	✓
2.5 To receive advice from the General Manager or the internal	As required						

Note: Bold items for discussion at each meeting.

Approved by the Council –

TERMS OF REFERENCE ROLES AND RESPONSIBILITIES	TASK & FREQUENCY	SCHEDULED 2017 MEETING DATES					
		2 MARCH 2017	3 MAY 2017	6 JUNE 2017	8 AUGUST 2017	3 OCTOBER 2017	5 DECEMBER 2017
and external auditors on special projects and investigations being planned or undertaken: - Employees' Gift Policy - Rating methodology - Building Permit Compliance - Insurance Decisions and Management	GM, IA or EA  To be considered as part of IA Work Program	✓ To be discussed					
<b>3. Internal Governance Audit (Oversee the coordination of the Council's governance audit program)</b>							
3.1 Review and approve the three-year strategic internal audit plan for Council consideration.	Every 3 years (next due 1/7/2019)			✓			
3.2 Review and approve the annual internal audit work plan, in accordance with the Council approved three-year strategic internal audit plan.	Annually  IA				✓		
3.3 Review reports provided by Internal Auditors on issues in work plan.	Update provided quarterly  IA	✓	✓		✓		✓
3.4 Receive reports from Internal Auditors and/or the General Manager on audit findings that have an "Extreme" or "High" risk rating and monitor management's progress on the implementation of these agreed management actions.	Quarterly As per the Internal Audit Work Plan, findings and implementation.	✓	✓		✓		✓

Note: Bold items for discussion at each meeting.

Approved by the Council –

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TERMS OF REFERENCE ROLES AND RESPONSIBILITIES	TASK & FREQUENCY	SCHEDULED 2017 MEETING DATES					
		2 MARCH 2017	3 MAY 2017	6 JUNE 2017	8 AUGUST 2017	3 OCTOBER 2017	5 DECEMBER 2017
3.5 Annually review the performance of the contracted internal audit service providers, briefing the Council on the outcome of the review.	Annually GM and Panel						Audit Panel Annual Report to Council Dec 2017.
<b>4. External Audit (oversee the external audit programs)</b>							
4.1 Receive the annual Tasmanian Audit Office Client Strategy.	Annually Prior to new financial year  A-G	✓					
4.2 Provide feedback to the Council on the external audit advice provided: - Annual financial statements  - Special Reports	Annually  Following completion of financial year As required					✓	Risk and Audit Panel Annual Report to Council Dec 2017
4.3 Receive and consider reports and monitor management's implementation of external audit recommendations. (High and Extreme risks).	Quarterly	✓	✓		✓		✓
<b>5. Financial Management</b>							
5.1 Review information on the following: - Estimates and judgements including assumptions from a	Bi-Annually		✓		✓		

Note: Bold items for discussion at each meeting.

Approved by the Council –

TERMS OF REFERENCE ROLES AND RESPONSIBILITIES	TASK & FREQUENCY	SCHEDULED 2017 MEETING DATES					
		2 MARCH 2017	3 MAY 2017	6 JUNE 2017	8 AUGUST 2017	3 OCTOBER 2017	5 DECEMBER 2017
financial statement perspective - Estimates and judgements from a forecast and budget perspective - Accounting Policy choices that will impact the financials - New Accounting Standards that will impact the financials							
5.2 Review the Management Representation letter	Annually				✓		
5.3 To review and endorse the financial statements and be satisfied that they are supported by the Management Representation Letter prior to submission to the Tasmanian Audit Office.	Annually				✓		
5.4 To provide advice to the Council on the adoption of the audited financial statements taking into account Tasmanian Audit Office recommendations and adjustments.	Annually					✓	
5.5 To provide advice to the Council that the audited financial statements are correctly reflected in the Annual Report.	Annually					✓	

Note: Bold items for discussion at each meeting.

Approved by the Council –

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TERMS OF REFERENCE ROLES AND RESPONSIBILITIES	TASK & FREQUENCY	SCHEDULED 2017 MEETING DATES					
		2 MARCH 2017	3 MAY 2017	6 JUNE 2017	8 AUGUST 2017	3 OCTOBER 2017	5 DECEMBER 2017
5.6 To review the Tasmanian Audit Office report to Parliament on local government performance.	As required					✓ Part of the Audit findings report and Audit Report from TAO	
<b>6. Integrated Planning Process</b>							
6.1 Consideration of the Council's integrated planning process – how the: – Strategic Plan; – Long Term Financial Management Plan; – Long Term Asset Management Plan; – Annual Plan; and – Annual Report are integrated, the assumptions underpinning and processes undertaken to prepare those plans.	Annually / ongoing  GM					✓ Annual Workshop	
6.2 Long Term Financial Sustainability:							
(a) Review annually the Long Term Financial Management Plan.	Annually Part of the budget review process			✓			

Note: Bold items for discussion at each meeting.

Approved by the Council –

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TERMS OF REFERENCE ROLES AND RESPONSIBILITIES	TASK & FREQUENCY	SCHEDULED 2017 MEETING DATES					
		2 MARCH 2017	3 MAY 2017	6 JUNE 2017	8 AUGUST 2017	3 OCTOBER 2017	5 DECEMBER 2017
(b) To provide advice to the Council in the preparation of the annual budget and proposed rate setting in relation to achieving the objectives of the Long Term Financial Management Plan.	Annually Part of the budget review process			✓			
(c) Monitor Council compliance with the Long Term Financial Management Plan.	Ongoing Include in Annual Report			✓			
6.3 Asset Management:							
Review annually the Long Term Strategic Asset Management Plan for major asset classes and whether it is consistent with the 10 year Strategic Plan and the Long Term Financial Management Plan.	Annually	✓					

*Note: Bold items for discussion at each meeting.*

Approved by the Council –

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## **14. CLOSED PORTION OF THE MEETING**

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The following items were discussed:-

- |            |  |
|------------|--|
| Item No. 1 | Minutes of the last meeting of the Closed Portion of the Council Meeting |
| Item No. 2 | Communication from the Chairman  |
| Item No. 3 | Leave of Absence   |
| Item No. 4 | Consideration of supplementary Items to the agenda                       |
| Item No. 5 | Indications of pecuniary and conflicts of interest                       |
| Item No. 6 | Community Engagement Partnership Request<br>LG(MP)R 15(2)(g)             |