

Kingborough



COUNCIL MEETING AGENDA

NOTICE is hereby given that an Ordinary meeting of the Kingborough Council will be held in the Kingborough Civic Centre, 15 Channel Highway, Kingston on

Monday, 19 July 2021 at 5.30pm

Kingborough Councillors 2018 - 2022



Acting Mayor
Councillor Jo Westwood



Councillor Sue Bastone



Councillor Gideon Cordover



Councillor Flora Fox



Councillor David Grace



Councillor Amanda Midgley



Councillor Christian Street



Councillor Steve Wass



Councillor Paula Wriedt

QUALIFIED PERSONS

In accordance with Section 65 of the *Local Government Act 1993*, I confirm that the reports contained in Council Meeting Agenda No. 14 to be held on Monday, 19 July 2021 contain advice, information and recommendations given by a person who has the qualifications or experience necessary to give such advice, information or recommendations.



Gary Arnold
GENERAL MANAGER

Tuesday, 13 July 2021

Public Copy

Table of Contents

Item		Page No.
Open Session		
1	Audio Recording.....	1
2	Acknowledgement of Traditional custodians.....	1
3	Attendees.....	1
4	Apologies	1
5	Confirmation of Minutes	1
6	Workshops held since Last Council Meeting	1
7	Declarations of Interest	2
8	Transfer of Agenda Items.....	2
9	Questions without Notice from the Public	2
10	Questions on Notice from the Public	2
11	Questions without Notice from Councillors	2
12	Questions on Notice from Councillors.....	2
12.1	Smoke-Free Kingborough Sports Precinct.....	2
12.2	Woodbridge Hall Roof.....	3
12.3	Availability of Power Points to the Public at the Community Hub	3
12.4	Bruny Island Boat Club Lease	4
12.5	Stage 2 Development, Kingston Park	5
12.6	Banning Single Use Plastics	5
12.7	Adventure Bay Road.....	6
12.8	Sawdust Road	6
12.9	Hire of Council Halls	6
12.10	Youth Space/Activities	7
13	Notices of Motion	8
14	Petitions still being Actioned.....	8
15	Petitions Received in Last Period.....	8
15.1	Public Furniture, Tinderbox.....	8
16	Officers Reports to Council.....	9
16.1	Food Truck Policy Revision - July 2021	9
16.2	Nomination for Membership to the Disability Inclusion & Access Advisory Committee	32
17	Confirmation of Items to be Dealt with in Closed Session.....	36

GUIDELINES FOR PUBLIC QUESTIONS

Section 31 of the Local Government (Meeting Procedures) Regulations 2015

Questions from the public may either be submitted to the General Manager in writing or asked verbally at an Ordinary Council meeting. Any question asked must only relate to the activities of Council [Section 31(2)(b)].

This guideline is provided to assist the public with the requirements of Public Question Time as set out in the *Local Government (Meeting Procedures) Regulations 2015* as well as determinations made by Council. You are reminded that the public question forum is designed to accommodate questions only and neither the questions nor answers will be debated.

Questions on Notice

Written questions on notice must be received at least seven (7) days before an Ordinary Council meeting [Section 31(1)] and must be clearly headed 'Question/s on Notice'. The period of 7 days includes Saturdays, Sundays and statutory holidays but does not include the day on which notice is given or the day of the Ordinary Council meeting [Section 31(8)].

Questions Without Notice

The Chairperson of an Ordinary Council meeting must ensure that, if required, at least 15 minutes is made available for public questions without notice [Section 31(3)]. A question without notice must not relate to any matter that is listed on the agenda for that meeting.

A question by any member of the public and an answer to that question is not to be debated at the meeting [Section 31(4)]. If a response to a question cannot be provided at the meeting, the question will be taken on notice and will be included in the following Ordinary Council meeting agenda, or as soon as practicable, together with the response to that question.

There is to be no discussion, preamble or embellishment of any question asked without notice, and the Chairperson may require that a member of the public immediately put the question.

The Chairperson can determine whether a question without notice will not be accepted but must provide reasons for refusing to accept the said question [Section 31 (6)]. The Chairperson may require a question without notice to be put on notice and in writing.

The Chairperson may rule a question inappropriate, and thus inadmissible if in his or her opinion it has already been asked, is unclear, irrelevant, offensive or relates to any matter which would normally be considered in Closed Session. The Chairperson may require that a member of the public immediately put the question.

AGENDA of an Ordinary Meeting of Council
Kingborough Civic Centre, 15 Channel Highway, Kingston
Monday, 19 July 2021 at 5.30pm

1 AUDIO RECORDING

The Chairperson will declare the meeting open, welcome all in attendance and advise that Council meetings are recorded and made publicly available on its website. In accordance with Council's policy the Chairperson will request confirmation that the audio recording has commenced.

2 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS

The Chairperson will acknowledge the traditional custodians of this land, pay respects to elders past and present, and acknowledge today's Tasmanian Aboriginal community.

3 ATTENDEES

Councillors:

Acting Mayor Councillor J Westwood
Councillor S Bastone
Councillor G Cordover
Councillor F Fox
Councillor D Grace
Councillor A Midgley
Councillor C Street
Councillor S Wass
Councillor P Wriedt

4 APOLOGIES

5 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the open session of the Council Meeting No. 13 held on 5 July 2021 be confirmed as a true record.

6 WORKSHOPS HELD SINCE LAST COUNCIL MEETING

There have been no workshops held since the last Council meeting.

7 DECLARATIONS OF INTEREST

In accordance with Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015* and Council's adopted Code of Conduct, the Mayor requests Councillors to indicate whether they have, or are likely to have, a pecuniary interest (any pecuniary benefits or pecuniary detriment) or conflict of interest in any item on the Agenda.

8 TRANSFER OF AGENDA ITEMS

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*.

9 QUESTIONS WITHOUT NOTICE FROM THE PUBLIC

10 QUESTIONS ON NOTICE FROM THE PUBLIC

At the time the Agenda was compiled there were no Questions on Notice from the Public.

11 QUESTIONS WITHOUT NOTICE FROM COUNCILLORS

12 QUESTIONS ON NOTICE FROM COUNCILLORS

12.1 Smoke-Free Kingborough Sports Precinct

At the Council meeting on 5 July 2021, **Cr Cordover** asked the following question without notice to the General Manager, with a response that the question would be taken on notice:

How are we progressing with plans for a smoke free Kingborough public spaces, such as the sports precinct and areas of the CBD? What are the kind of time frames we should expect before being ready to declare the sports precinct smoke free and implement adequate signage and community awareness for that broad change?

Officer's Response:

At this stage, Council has not endorsed the approval of any further Council-owned land to be smoke-free apart from the areas declared at Kingston Park. The further declaration of smoke-free areas within Kingborough would be best considered as part of a strategy document to guide possible options and consideration within a broader structure.

Abylene McGuire, Senior Environmental Health Officer

12.2 Woodbridge Hall Roof

At the Council meeting on 5 July 2021, **Cr Bastone** asked the following question without notice to the General Manager, with a response that the question would be taken on notice:

Will the new roof on the Woodbridge Hall be painted?

Officer's Response:

The Woodbridge Hall is located within the Woodbridge Heritage Precinct and listed on the State Heritage Register

Due to the rapidly deteriorating condition of the existing roof fabric over the past five years Heritage Tasmania has been extensively involved. The replacement of the roof required a Works Permit Exemption from Heritage Tasmania under the Historic Cultural Heritage Act 1995 that was issued on the basis that the product to be used was galvanised steel sheeting in a Custom Orb profile.

Historic records indicate the original roof sheeting is over 130 years old and for maintenance reasons was firstly painted green and then subsequently painted red. A photograph of the original roof and landscaping is featured on the history panel at the entrance to the Hall showing the silver appearance of the roof.

In conjunction with the recently approved DA for relocation of the 1970's public toilets addition from the visually prominent Jetty Road elevation on the north to the less visible south elevation the Woodbridge Hall Committee and Heritage Tasmania saw this as an opportunity to restore the structure to its original grace and historic accuracy.

Prior to work commencing a photograph of a recent reroofing project involving a Heritage building in Oatlands was circulated via the Community Newsletter showing how this roofing product dulls very rapidly once exposed to the elements.

Technical product information can be found on the Fielders Heritage roofing website.

There is no intention to paint the new roof.

Daniel Smee, Director Governance, Recreation & Property Services

12.3 Availability of Power Points to the Public at the Community Hub

At the Council meeting on 5 July 2021, **Cr Bastone** asked the following question without notice to the General Manager, with a response that the question would be taken on notice:

The outside power points at the Hub are not locked. They have covers on them but they are not locked and there have been large numbers of teenagers going there and plugging in their phones and using the free Wifi after hours and late into the night. Could we have those power points locked?

Officer's Response:

The Kingborough Community Hub and Kingston Park are attractive spaces for young people to congregate after school and this is welcomed. This emerging use by young people will be supported by the move of Council's Community Services staff to the Hub over the next few months.

However, it is also important to ensure the experience is not undermined by a minority who are using the space at inappropriate hours and undertaking illegal activities such as vandalism, drug

use and threatening behaviour. It is also important to ensure all hirers, many of whom are not for profit, feel comfortable to use the facility. The hire fees are important in offsetting the cost of maintaining the Hub.

Since last week the Baby Change room has been temporarily locked with advice to use the Universal Access facility, which has a baby change table. This provides time to rectify graffiti and determine an appropriate approach to use for all users, but in particular mothers who need to change their baby. The Coordinator Community Services and the Hub has been successful in engaging with young people in the facility about appropriate and time limited use of the baby change room.

Council and the Police have access to all the footage from the Hub and Kingston Park Security Cameras as well as the footage from the street security cameras. Council have not been advised by Police of any assault at Kingston Park.

The Coordinator Community Services and the Hub has already instigated conversations with the electrical contractor about how the external power sources can be 'turned off' at certain times to deter congregations occurring very late or in the early morning hours but provide access at other times to support young people socialising. The limited use of the WIFI at those times and the relatively low bandwidth mean there is limited value in having 'off hours' and this would be at odds with how free WIFI is applied in community spaces elsewhere.

Council is currently finalising new arrangements with Council's security provider, which includes a direct security response for after hours hirers and in response to alarms. This is in addition to the regular evening security patrols being undertaken for Council as well as those now being undertaken by Police.

It is worth noting that following the Council meeting there was a significant online discussion in support of ensuring young people are welcome to make use of the open space at the park and Hub at appropriate times, including through providing charging points.

Dr Katrena Stephenson, Director Environment, Development & Community

12.4 Bruny Island Boat Club Lease

At the Council meeting on 5 July 2021, **Cr Grace** asked the following question without notice to the General Manager, with a response that the question would be taken on notice:

Who actually owns the land? I believe Crown own it. Could we get a report on that lease?

Officer's Response:

The Bruny Island Boat Club are positioned on Crown land. In the past we have had a "head" lease with the Crown and sub-lease to the Club. The Club have decided that they would prefer a lease direct with the Crown which they are now investigating.

Sean Kerr, Property Officer

12.5 Stage 2 Development, Kingston Park

At the Council meeting on 5 July 2021, **Cr Midgley** asked the following question without notice to the General Manager, with a response that the question would be taken on notice:

I have been made aware through KBAC that there could be a potential pump track through that area as part of Stage 2 and I'm wondering if these plans will be available to the public or if there is any further consultation regarding Stage 2?

Officer's Response:

Council approved the upgrade of Kingston Park Public Open Space Stage 2 at the meeting held on 18 January 2021 (Minute C19/1-2021 refers). The final design has been previously provided to councillors with a render of the stage 2 design anticipated to be publicly distributed the week of 12 July 2021. However, additions to the plan include an extra BBQ pavilion, children's pump track, children's bike loop track, and a viewing deck. The consultation for the whole master plan was carried out prior to the first stage of the park being developed. The second stage delivers on the desired outcomes articulated during that consultation. Whilst Council is continuing to log public feedback on the public open space, no further formal consultation will be carried out.

Dr Katrena Stephenson, Director Environment, Development & Community

12.6 Banning Single Use Plastics

At the Council meeting on 5 July 2021, **Cr Wass** asked the following question without notice to the General Manager, with a response that the question would be taken on notice:

I would like to ask where LGAT is, whether we should be following LGAT or whether we should be following the Hobart City Council in relation to banning single use plastics?

Officer's Response:

In July 2019 LGAT Members passed the following resolution – "That the Local Government Association of Tasmania lobbies the State Government to complete a state-wide Waste Strategy that includes Policy and Legislation that will phase out single use plastics across the State and support the establishment of regional composting facilities". LGAT has continued to advocate on this matter.

In a letter dated 1 July, the Minister for Environment advised the Acting Mayor (in response to her letter of 25 May 2021) that, the Tasmanian Government has committed to phasing out single use plastics from Government and Council facilities and events on publicly owned land by 2023, and to a state-wide phase out of problematic and unnecessary plastics by 2025.

The City of Hobart has become the first Council in Australia to introduce a by-law prohibiting the use of single use plastics in the municipality. The process to implement this by-law, including engagement, regulatory processes and phased implementation has taken over three years. Given the State Government's commitments above, there would appear to be no significant time savings for Kingborough in pursuing a by-law over a state-wide approach. Significant resourcing would be required if Council decided that a by-law was the preferred approach.

Council should continue to advocate for the phase out of single use plastics and encourage the State Government to work towards compressing the timelines for delivering on the phase out of problematic and unnecessary plastics.

Dr Katrena Stephenson, Director Environment, Development & Community

12.7 Adventure Bay Road

Cr Bastone submitted the following question on notice:

Could the council please look at the drains on either side of Adventure Bay Road in the area in front of the Adventure Bay caravan park. Even when it hasn't rained there are large amounts of standing water on both sides of the road.

Officer's Response:

A customer service request will be generated to investigate but generally standing water in sections is to be expected due to the comparative levels of the road versus the water table in the area.

David Reeve, Director Engineering Services

12.8 Sawdust Road

Cr Bastone submitted the following question on notice:

Could the council place some more gravel on the edge of Sawdust Road in the vicinity of number 16 where numbers of people park to use the Slider track? It is very cut up and muddy.

Officer's Response:

A customer service request will be generated to investigate.

David Reeve, Director Engineering Services

12.9 Hire of Council Halls

Cr Bastone submitted the following question on notice:

If an entity hires a council hall on a regular basis 12 times a year are they covered for injuries to people visiting the hall for a function or is it only people who are members of the entity hiring the hall who are covered? If people wish to hire the hall 24 times a year and take out their own public liability insurance are they covered for 12 events by council and then need to have insurance for 12 events themselves?

Officer's Response:

We have an insurance policy that provides public liability (PL) cover for uninsured hirers of our community halls, with the cover for hirers of less than 52 hire events per year. This policy is limited to our halls and does not extend to coverage of uninsured groups using our other facilities.

Casual hirers of Council's halls are covered for public liability insurance (ie potential injuries to any member of the public). This insurance does not provide cover for commercial hirers who are expected to have their own cover. Any liability cover of hirers takes precedence over our cover and is not in addition to cover provided by Council.

Council is sometimes asked about events being run by Community Groups on public land. It is worth noting that Community groups/associations are not covered by Council's PL insurance unless it is a council organised and run event.

Dr Katrena Stephenson, Director Environment, Development & Community

12.10 Youth Space/Activities

Cr Midgley submitted the following question on notice:

- 1 *What communication or media has Council done in relation to notifying the community that Yspace is closed?*
- 2 *Would Council consider engagement with young people about activities they might be interested in doing at the Kingborough Hub?*
- 3 *Will there be a dedicated youth space at the Kingborough Hub?*
- 4 *Would Council consider establishing a youth / children network group made up of youth, children and family focused stakeholders, parents, carers?*

Officer's Response:

- 1 Advice was circulated via Community Services network including to schools, but it should be noted it has not been used as a drop in space for a significant amount of time but rather as a program space. The programs will now take place at the Hub and other venues around the municipality. Increasingly young people do not want to congregate in a space that is monitored/supervised by adults.
- 2 Significant engagement was undertaken to develop the Youth Strategy and currently the Youth Action Kingborough members are doing a survey to help further identify what Kingborough's young people would like. Once the Community Services team have all moved to hub (likely October) and we also have an Engagement officer in place, we will look at what other engagement could be undertaken and when, being mindful of other Council engagement priorities.
- 3 There will not be a dedicated youth space at the Hub, but a number of youth programs will be run from there, and Kingston Park. Additionally, we will continue to undertake youth outreach activities (eg Westwinds, Blackman's Bay Skate Park) and Get Ready for Work programs. The Community Services team are also looking at the feasibility of setting up a pop up youth space in the teen area of Kingston Park as a relaxing open air drop in during warmer school holidays (staffed for a few hours a day, with a BBQ, beanbags, service providers etc).
- 4 Council already has the Kingborough Youth Action Network (YAK) in place. The Community Services Unit is a small team which has to service a wide range of community groups and needs. Consequently we must carefully consider resources and capacity in the context of their full workplan before establishing new and ongoing service requirements. The annual workplan is currently being developed and we can consider this idea in that context. We note the importance of not undertaking broad engagement without a clear view of future capability and what we can actually delivery.

Dr Katrena Stephenson, Director Environment, Development & Community

13 NOTICES OF MOTION

At the time the Agenda was compiled there were no Notices of Motion received.

14 PETITIONS STILL BEING ACTIONED

There are no petitions still being actioned.

15 PETITIONS RECEIVED IN LAST PERIOD

15.1 Public Furniture, Tinderbox

A petition containing **29** signatures has been received by Council petitioning Council as follows:

Tinderbox residents respectfully oppose the 'fake wood' printed aluminium battens proposed for the park benches and seating on the Tinderbox Marine Reserve foreshore and request in its place, that an alternative natural, oiled Australian Hardwood solution, consistent with the existing infrastructure be installed.

In response to this petition, the Kingborough Council is also requested to provide the local community with a detailed masterplan for the area going forward so as to allow local input into any proposed works along the Tinderbox Marine Reserve Foreshore well ahead of those works being undertaken. In addition to revising the currently proposed 'fake wood' furniture specification to an oiled Australian Hardwood solution, the landscaping masterplan is requested in order to establish and maintain a more consistent, considered and site-specific vision for this environmentally unique and much loved Tasmanian location.

RECOMMENDATION

That the petition containing **29** signatures be received and referred to the appropriate Department for a report to Council.

16 OFFICERS REPORTS TO COUNCIL

16.1 FOOD TRUCK POLICY REVISION - JULY 2021

File Number: 12.185

Author: Anthony Verdouw, Executive Officer Engineering Services

Authoriser: David Reeve, Director Engineering Services

Strategic Plan Reference

Key Priority Area: 1 Encourage and support a safe, healthy and connected community.

Strategic Outcome: 1.5 An active and healthy community, with vibrant, clean local areas that provide social, recreational and economic opportunities.

1. PURPOSE

1.1 The purpose of this report is to present a revised policy for the issue of permits for mobile food businesses to trade in a municipal road reservation or Council land.

2. BACKGROUND

2.1 Council endorsed a Food Truck Policy for the municipality on 23 September 2019 to cater specifically for mobile food vendors wishing to trade on Council roads or land.

2.2 After nearly two years in operation the Policy is due for revision and renewal.

3. STATUTORY REQUIREMENTS

3.1 The issuing of food truck permits is subject to the provisions of Section 56C of the *Vehicle and Traffic Act 1999* and Sections 20 and 168 of the *Local Government Act 1993*.

3.2 Permits will be issued in accordance with Council's Roads, Parking and Stormwater By-Law 2011 and Parks, Recreation and Natural Areas By-Law 2011 (or their successors).

3.3 Food truck permits will only be issued to vendors with a current mobile food business registration issued by a Tasmanian Council under the *Food Act 2003*.

4. DISCUSSION

4.1 The attached revised draft policy provides procedures and permit conditions for the application and issue of food truck permits and also incorporates a corresponding *Food Truck Trading Locations* document which clearly outlines approved trading sites within the municipality.

4.2 There has been an increase in enquiries from mobile food vendors wishing to trade within the Kingborough municipality, and during the 2020/2021 financial year there were 19 Food Truck Permits issued.

4.3 The policy aims to ensure community amenity, protection of established food businesses, and sound environmental practises whilst also supporting mobile food businesses.

- 4.4 The main amendment recommended for the policy is to specify approved food truck trading locations in urban areas. This will provide clarity for both vendors and patrons around where food trucks are permitted to trade.
- 4.4.1 The proposed trading locations are listed and mapped in the attached *Food Truck Trading Locations* document.
- 4.4.2 The policy also permits vendors to request alternative trading locations, which will be approved on a case-by-case basis. It is anticipated that these requests will focus more on rural areas that are not serviced by the listed trading locations, for example Bruny Island or Woodbridge.
- 4.4.3 Providing the option for alternative trading locations gives vendors the opportunity to try trading in the less populous areas of the municipality if they wish.
- 4.4.4 Alternative trading locations will only be approved if all Food Truck Policy conditions can be met at the proposed site.
- 4.4.5 Any approved alternative trading locations will be clearly listed on the vendor's Food Truck Permit.
- 4.5 All food truck trading locations will have set trading hours, site use limits and limits to how often a vendor may trade each week.
- 4.6 Kingston Beach has been a popular trading location for vendors, and local businesses have voiced concerns about food trucks trading in the area. To ensure ongoing amenity in the area it is proposed that food truck trading along Osborne Esplanade be restricted to the small section of parallel parking spaces just north of Victoria Street. This provides a 200m buffer from existing businesses. Increased restrictions proposed at this site also include limited trading hours and a limit of one food truck at a time.
- 4.7 Penalties for non-compliance to the new policy will be in accordance with the *Roads, Parking and Stormwater By-Law 4 of 2011* (or its successor).
- 4.8 If approved, the revised *Food Truck Policy* and *Food Truck Trading Locations* will apply to all Food Truck Permit renewals and applications for the 2021/2022 financial year.
- 4.8.1 Current food truck vendors have been given temporary permit extensions until the new policy is implemented.

5. FINANCE

- 5.1 Three food truck permit fees were incorporated in the 2021/2022 Kingborough Council fees and charges: an annual permit for \$1058, a 6 month permit for \$617, and a 3 month permit for \$352.
- 5.2 The food truck permit fees will contribute to subsequent administration, compliance, and licensing costs.
- 5.3 The food truck permit fees were determined in alignment with what other Tasmanian Councils are charging for similar permits for mobile food vendor trading on roads or council land, as outlined in the below chart:

Council	Permit	Duration	Fee
Hobart	Food Truck Permit – Registered Vehicle – 20/21	12 months	\$2606
		3 months	\$781
Clarence	Mobile Food Businesses in Public Places	12 months	\$800
		3 months	\$350
Launceston	Food Vendors (Mobile Vans) – 20/21	12 months	\$2175
		6 months	\$1091
Devonport	Mobile Vending Permit – 20/21	12 months	\$500
		3 months	\$250
Burnie	Mobile Food Vendor Permit	12 months	\$1584
		3 months	\$845
Kingborough	Food Truck Permit	12 months	\$1058
		6 months	\$617
		3 months	\$352

6. ENVIRONMENT

- 6.1 The draft food truck policy includes conditions for mobile food vendors to responsibly dispose of waste and where possible limit single-use plastics.
- 6.2 The policy includes a condition for mobile food vendors to provide waste receptacles for waste and recyclables, immediately adjacent to the food truck for patrons.
- 6.3 The policy includes a condition for mobile food vendors to comply with all environmental health laws pertaining to the Mobile Food Business registration and adhere to any relevant government regulations and restrictions, including noise pollution requirements.

7. COMMUNICATION AND CONSULTATION

- 7.1 The Food Truck Policy and corresponding trading locations document will be made publicly available on Council's website and communicated to all current vendors.
- 7.2 During the past two years vendors and potential applicants have provided comment on the policy and the public and local business owners have also contacted Council with enquiries and requests regarding the program. All this feedback has been taken into consideration in the preparation of the revised policy.

8. RISK

- 8.1 This policy aims to provide equal access for mobile food vendors and clearly outlines food truck trading areas, to preserve current public amenity, safety and established food business patronage.
- 8.2 A food truck permit cannot be issued without the applicant providing a certificate of currency for public liability insurance of a minimum \$20M.
- 8.3 Upon agreeing to the permit conditions, applicants acknowledge that they assume all responsibility for any and all liabilities that arise as a direct result of their food truck trading in the Kingborough municipality.

9. CONCLUSION

- 9.1 A revised draft of the Kingborough Food Truck Policy has been prepared that includes a set of underlying guidelines, permit conditions and corresponding approved food truck trading locations for implementation.

10. RECOMMENDATION

That the attached revised draft Food Truck Policy 4.12 be approved.

ATTACHMENTS

1. Existing Policy with Tracked Changes
2. Updated Policy for Approval
3. Food Truck Trading Locations

Public Copy

EXISTING POLICY WITH TRACKED CHANGES



Policy No:	4.12	Minute No:	C651/19-19
Approved by Council:	September-July 2019-2021	ECM File No:	40.3512.185
Next Review Date:	September-July 2023	Version:	42
Responsible Officer:	Executive Manager/Director Engineering Services		

Food Truck Policy

1 POLICY STATEMENT	1.1 This Policy outlines the process and conditions under which Council will grant and issue food truck permits for mobile food vendors trading within a road or on Council land.
2 DEFINITIONS	2.1 In this policy: <ul style="list-style-type: none"> • “Council” means the Kingborough Council. • “Mobile food vendor” means any commercial operator who, in the course of a business, profession or trade sets up a food truck in or on any road or Council land from which food and/or beverages are handled or sold. • “Food truck” is any mobile structure that is registered as a mobile food and beverage business within Tasmania under the <i>Food Act 2003</i> that seeks to trade within any road or Council land. Food trucks incorporate both registered vehicles such as vans, caravans and trailers; and non-registered vehicles such as coffee carts or hotdog carts. • “Road” includes part of a road, road reservation, footpath, or walkway or nature strip which are wholly or partly maintained by Council or under the control of Council. • “Food truck permit” means a permit issued in accordance with this policy, and Council’s <i>Roads, Parking and Stormwater By-Law 2011</i> and <i>Parks, Recreation and Natural Areas By-Law 2011</i> (or their successors). • “Council land” means any land owned, or managed by, or under the control of the Council and includes part of that land and a natural area and a park, but does not include a road or local highway under the control and management of the Council. • “Motor vehicle” has the same meaning as defined in the <i>Vehicle and Traffic Act 1999</i>.
3 OBJECTIVE	The objectives of this Policy are to: <ul style="list-style-type: none"> 3.1 Provide a clear permit process and permit conditions for food truck trading on roads or Council land. 3.2 Accommodate food trucks trading on roads or Council land in a reasonable manner which will: <ul style="list-style-type: none"> • complement and not unreasonably compete with existing fixed address food businesses; • provide the community and visitors with additional diversity and choice; • ensure food truck locations are safe and convenient in terms of access, facilities, and attraction, and which do not unreasonably interfere with the purpose and security of other public assets or inconvenience the function or amenity of other users and the environment. 3.3 Acknowledge food trucks can make positive contributions to the attraction and vitality of Kingborough and provide economic, social and cultural benefit to the community.

<p>4 SCOPE</p>	<p>4.1 This Policy applies to all Council roads and Council land within the Kingborough municipal area.</p> <p>4.2 This policy does not apply to Crown land or private land. Food trucks may <u>only</u> operate on private land under a different permit granted under the <i>Land Use Planning and Approvals Act 1993</i>.</p> <p>4.3 This policy does not apply to mobile food businesses that might be involved in events such as markets and festivals. The event organiser is responsible for managing permits in these instances.</p> <p>4.4 This policy does not apply for mobile food vendors who trade in any one location for less than 15 minutes.</p>
<p>5 PROCEDURE (POLICY DETAIL)</p>	<p>5.1 ELIGIBILITY FOR A FOOD TRUCK PERMIT</p> <p>To be eligible for a food truck permit a prospective mobile food vendor must:</p> <ol style="list-style-type: none"> a) Have a current ABN or ACN. b) If the business is to operate from a vehicle or a motor vehicle, the vehicle is to be registered in accordance with the <i>Vehicle and Traffic Act 1999</i> and the vehicle and its operator must comply with all other applicable laws which govern vehicle operation and use. c) Have a current mobile food business registration certificate, issued by a local authority under the <i>Food Act 2003</i>. d) Hold a current public liability insurance policy with cover of not less than \$10-20 million. e) Indemnify Council against any liability that may arise as a direct result of the mobile food vendors trading within an approved site. <p>5.2 FOOD TRUCK PERMIT APPLICATION</p> <ol style="list-style-type: none"> a) To apply for a food truck permit, a mobile food vendor must submit a <i>Food Truck Permit Application Form, including accompanying documentation, available from the Council Offices and Website on the Council website.</i> b) A permit application may be for either a 3 month permit, a 6 month permit or an annual permit. Annual permits are valid from 1 July in the year granted to 30 June in the following year.: b) i) an annual food truck permit to trade within approved locations during the period from 1 July in the year granted to 30 June in the following year; or c) A food truck permit will be valid between the commencement date and the expiry date specified on the permit. There will be no partial refund or compensation of permit fees if the vendor wishes to cease trading prior to permit expiry, or if Council, under any circumstance, suspends the permit. <ul style="list-style-type: none"> • a three month food truck permit to trade within approved locations. If approved, the three month period will commence from the date specified in the application form, which may be no earlier than the date the permit is issued. If no date is specified in the application form the permit will commence from the date the permit is issued. e)d) A fee will apply to food truck permits and the permit will not be issued until the applicable fee is paid in full. Permit fees are outlined in the annual Kingborough Council Fees and Charges or the relevant By-law. d) A food truck permit will be valid until the permit expiry date or until such time the vendor notifies Council they have ceased trading. There will be no partial refund or compensation of permit fees if the vendor wishes to cease trading prior to

	<p>permit expiry, or if Council, under any circumstance, suspends the permit.</p> <p>e) Permits are not automatically renewed and current permit holders will be required to apply for a new permit when their existing permit expires.</p> <p>f) <u>Permits are not transferable and are only applicable for the business identified on the permit.</u></p> <p>e)g) <u>A mobile food vendor seeking to operate from more than one vehicle must apply for a separate permit for each vehicle (a non-motorised van/trailer coupled with a vehicle solely used to tow will be considered as one vehicle).</u></p> <p>f)h) A food truck permit application must include copies of:</p> <ul style="list-style-type: none"> • a certificate of currency for Public Liability Insurance • <u>a Mobile Food Business registration certificate</u> • <u>a current and historic ASIC search for the ABN or ACN</u> • <u>Tasmanian Vehicle Registration (if applicable).</u> • <u></u> <p>a locality map which all proposed trading sites.</p>
<p>6 GUIDELINES</p>	<p>6.1 TRADING LOCATIONS</p> <p>A mobile food vendor must:</p> <p>a) Only trade in the approved locations specified in the Kingborough Food Truck Trading Locations, or alternative locations as approved by Council and outlined defined in their food truck permit.</p> <p>b) Not trade within a food truck “no go zone” as defined and outlined in the Appendix of this policy, “Kingborough Municipality Food Truck No Go Zones”.</p> <p>e)b) Not trade within 200m of any established food business where the activities of the mobile food vendor may have an effect on<u>negatively impact</u> the operations or patronage of the established business.</p> <p>d)c) Not trade within 200m of the boundary of a market, festival, fair or similar event that includes food and beverage traders within the event.</p> <p>e)d) <u>Adhere to the site food truck limits in the Kingborough Food Truck Trading Locations or otherwise n</u>Not trade in an area if there are already two food trucks trading within 200m.</p> <p>f)e) Only lawfully stop in a designated parking bay or parking area in accordance with the <i>Road Rules 2019</i>.</p> <p>g)f) Not obstruct or restrict any roads, entry or exit points to any property, bike lanes, walkways, wheelchair access ramps or access to public services such as, but not limited to, taxis, busses and loading zones.</p> <p>h)g) Ensure pedestrians can safely access the premises and ensure patronage will not unreasonably disrupt the flow of vehicular or pedestrian traffic.</p> <p>h) Ensure the food truck serving area does not face the traffic side of the road.</p> <p>i) <u>Not leave the vehicle or cart from which they conduct their business unattended at a trading location.</u></p> <p>6.2 TRADING TIMES</p> <p>a) A mobile food vendor, unless granted specific approval from Council, must adhere to the the following trading <u>hours and trading days outlined for each site in the Kingborough Food Truck Trading Locations or otherwise specified in their permit time restrictions:</u></p> <p>a) <u>A mobile food vendor, unless granted specific approval from Council,</u></p> <p>b) <u>Trade within any one approved trading location on not more than three days in any one calendar week and not more than one period in any one calendar day.</u></p>

- ~~c) If not using a generator, may only trade from an approved location for not more than four hours on any one day, and between 7:00 am and 8:00 pm.~~
- ~~b) If using a generator, unless otherwise approved by Council, trade~~
- ~~d) from an approved site location for not more than four hours on any one day, and only between the hours of:~~
 - ~~i) Monday to Friday: 7:00am – 6:00pm;~~
 - ~~ii) Saturday: 8:00am – 6:00pm;~~
 - ~~iii) Sunday or public holiday: 10:00am – 6:00pm.~~

6.3 HEALTH AND SAFETY

A mobile food ~~vender~~ vendor must:

- a) Comply with all laws pertaining to Mobile Food Business registration and adhere to all relevant Council By-Laws ~~and noise legislation.~~
- b) Not receive deliveries while trading.
- c) ~~Trade wholly from within the food truck and n~~Not undertake any food or beverage preparation ~~or~~ cooking, ~~service or storage~~ outside the permitted vehicle or cart.
- d) Not erect any free-standing sign or provide any tables, trestles, marquees, tents, chairs, boxes, crates or similar for patron shelter or use as table or chairs, without prior Council approval.
- e) Not commandeer, utilise or modify any Council owned furniture or structure.
- f) Ensure any advertising or signage is fixed securely to the mobile food vehicle and does not protrude onto the road and/or footpath.
- ~~g) Where possible u~~Use power sources that generate low or no noise and/or air pollution, and ensure that all noise associated with trade is kept to a minimum. (Council will not provide power sources).

6.4 WASTE AND CLEANING

A mobile food vendor must:

- a) Keep their food truck well presented, clean and in roadworthy condition ~~at all times.~~
- b) Provide separate waste receptacles for waste and recyclables, each with a capacity of not less than 50 litres, immediately adjacent to the food truck for use by patrons, and ensure the site is ~~kept clean of litter and rubbish at all times~~ always kept clean of litter and rubbish.
- c) Demonstrate best efforts to minimise the use of single-use plastics and remove and dispose of all waste responsibly at the conclusion of each trading period.
- d) Ensure no wastewater and waste liquids, including cooking oil, are discharged and that all wastewater or liquid wastes are contained within the food truck.
- e) Not wash down a food truck or its interior or any other article within a road or on Council land.

6.5 GENERAL

A mobile food -vender is also required to:

- a) Display the Kingborough food truck permit within the mobile food vehicle when trading within a Council location.
- b) Assume responsibility for any and all liabilities that arise as a direct result of their food truck trading within the Kingborough municipality.
- c) Follow all instructions issued by a duly authorised officer of the Council.

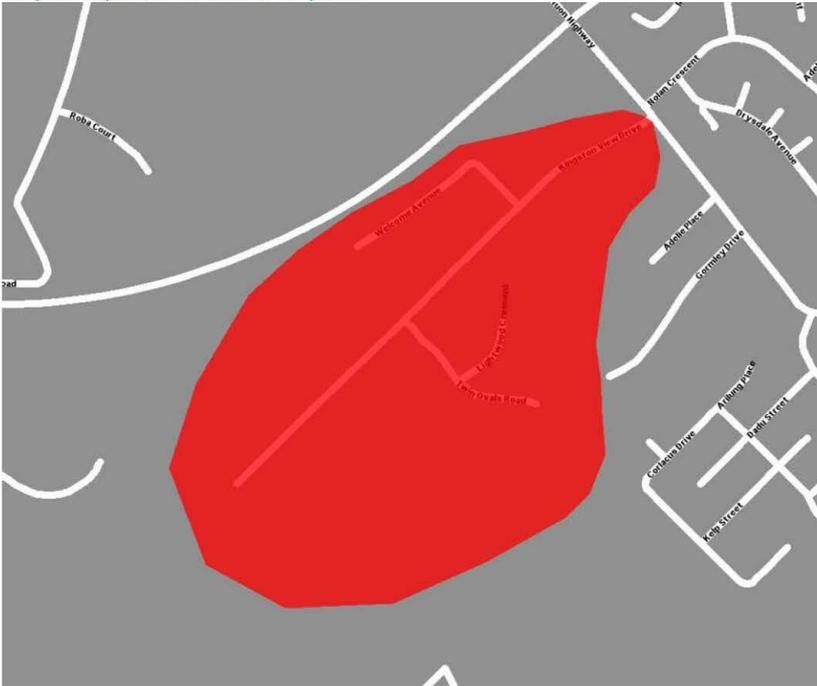
	<p>d) Acknowledge that Council reserves the right to:</p> <ul style="list-style-type: none"> i) limit the number of vendors trading in an area, or to stop trade in any approved location at any time if health and safety, public access, heritage or environmental obligations require this; ii) immediately suspend or cancel a permit if the mobile food vendor contravenes any condition of the food truck permit or trades in contravention of any regulatory requirement; iii) suspend trade on a road or Council land on those days when the road or Council land is required for any reason under permit granted by Council, or any other authority; iv) alter, add or remove any of the conditions within this permit at any time with as much notice as possible of such change provided to existing permit holders.
7 COMMUNICATION	<p>7.1 This policy will be communicated to all Council staff who will assess and issue food truck permit applications and enforce the permit conditions.</p> <p>7.2 This policy will be published on the Council’s website along with the Kingborough Food Truck Permit Application Form.</p>
8 LEGISLATION	<p>8.1 The primary legislation in relation to this policy is the <i>Local Government Act 1993</i>. Other relevant legislation includes:</p> <ul style="list-style-type: none"> • <i>Vehicle and Traffic Act 1999</i> • <i>Food Act 2003</i> • <i>Road Rules 2009/2019</i> • <i>Land Use Planning and Approvals Act 1993</i> • <i>Kingborough Roads, Parking and Stormwater By-Law 2011</i> • <i>Kingborough Parks, Recreation and Natural Area By-Law 2011</i>
9 RELATED DOCUMENTS	<p>9.1 Related documents include the following:</p> <ul style="list-style-type: none"> • Kingborough Food Truck Trading LocationsKingborough Food Truck Permit Application Form • Kingborough Application for Registration of a Food Business • Kingborough Application for Registration of a Food Business • <i>Tasmanian Government Guidelines for Mobile Food Businesses</i>
10 AUDIENCE	<p>10.1 Public</p> <p>10.110.2 Mobile Food Vendors</p>

~~**Trading No-Go Zones**~~

~~No go zones do not apply for organised community events such as markets and festivals.~~

~~**Kingston CBD**~~

Kingborough Sports Centre, Kingston



Dru Point, Margate



UPDATED POLICY FOR APPROVAL



Policy No:	4.12	Minute No:	TBA
Approved by Council:	July 2021	ECM File No:	12.185
Next Review Date:	July 2023	Version:	2.0
Responsible Officer:	Director Engineering Services		

Food Truck Policy	
POLICY STATEMENT	1.1 This Policy outlines the process and conditions under which Council will grant and issue food truck permits for mobile food vendors trading within a road or on Council land.
DEFINITIONS	2.1 In this policy: <ul style="list-style-type: none"> • “Council” means the Kingborough Council. • “Mobile food vendor” means any commercial operator who, in the course of a business, profession or trade sets up a food truck in or on any road or Council land from which food and/or beverages are handled or sold. • “Food truck” is any mobile structure that is registered as a mobile food and beverage business within Tasmania under the <i>Food Act 2003</i> that seeks to trade within any road or Council land. Food trucks incorporate both registered vehicles such as vans, caravans and trailers; and non-registered vehicles such as coffee carts or hotdog carts. • “Road” includes part of a road, road reservation, footpath, or walkway or nature strip which are wholly or partly maintained by Council or under the control of Council. • “Food truck permit” means a permit issued in accordance with this policy, and Council’s <i>Roads, Parking and Stormwater By-Law 2011</i> and <i>Parks, Recreation and Natural Areas By-Law 2011</i> (or their successors). • “Council land” means any land owned, or managed by, or under the control of the Council and includes part of that land and a natural area and a park, but does not include a road or local highway under the control and management of the Council. • “Motor vehicle” has the same meaning as defined in the <i>Vehicle and Traffic Act 1999</i>.
OBJECTIVE	The objectives of this Policy are to: <ul style="list-style-type: none"> 3.1 Provide a clear permit process and permit conditions for food truck trading on roads or Council land. 3.2 Accommodate food trucks trading on roads or Council land in a reasonable manner which will: <ul style="list-style-type: none"> • complement and not unreasonably compete with existing fixed address food businesses; • provide the community and visitors with additional diversity and choice; • ensure food truck locations are safe and convenient in terms of access, facilities, and attraction, and which do not unreasonably



Policy No: **4.12** Minute No: **TBA**
 Approved by Council: **July 2021** ECM File No: **12.185**
 Next Review Date: **July 2023** Version: **2.0**
 Responsible Officer: **Director Engineering Services**

Food Truck Policy	
	<p>interfere with the purpose and security of other public assets or inconvenience the function or amenity of other users and the environment.</p> <p>3.3 Acknowledge food trucks can make positive contributions to the attraction and vitality of Kingborough and provide economic, social and cultural benefit to the community.</p>
SCOPE	<p>4.1 This Policy applies to all Council roads and Council land within the Kingborough municipal area.</p> <p>4.2 This policy does not apply to private land. Food trucks may only operate on private land under the <i>Land Use Planning and Approvals Act 1993</i>.</p> <p>4.3 This policy does not apply to mobile food businesses that might be involved in events such as markets and festivals. The event organiser is responsible for managing permits in these instances.</p> <p>4.4 This policy does not apply for mobile food vendors who trade in any one location for less than 15 minutes.</p>
PROCEDURE (POLICY DETAIL)	<p>5.1 ELIGIBILITY FOR A FOOD TRUCK PERMIT</p> <p>To be eligible for a food truck permit a prospective mobile food vendor must:</p> <ul style="list-style-type: none"> a) Have a current ABN or ACN. b) If the business is to operate from a vehicle or a motor vehicle, the vehicle is to be registered in accordance with the <i>Vehicle and Traffic Act 1999</i> and the vehicle and its operator must comply with all other applicable laws which govern vehicle operation and use. c) Have a current mobile food business registration certificate, issued by a local authority under the <i>Food Act 2003</i>. d) Hold a current public liability insurance policy with cover of not less than \$20 million. e) Indemnify Council against any liability that may arise as a direct result of the mobile food vendors trading within an approved site. <p>5.2 FOOD TRUCK PERMIT APPLICATION</p> <ul style="list-style-type: none"> a) To apply for a food truck permit, a vendor must submit a Food Truck Permit Application Form, including accompanying documentation, on the Council website. A permit application may be for a 3 month permit, a 6 month permit or an annual permit. Annual permits are valid from 1 July in the year granted to 30 June in the following year. b) A food truck permit will be valid between the commencement date and the expiry date specified on the permit. There will be no partial refund or compensation of permit fees if the vendor wishes to cease trading prior to permit expiry, or if Council, under any circumstance, suspends the permit.



Policy No:	4.12	Minute No:	TBA
Approved by Council:	July 2021	ECM File No:	12.185
Next Review Date:	July 2023	Version:	2.0
Responsible Officer:	Director Engineering Services		

Food Truck Policy

	<ul style="list-style-type: none"> c) A fee will apply to food truck permits and the permit will not be issued until the applicable fee is paid in full. Permit fees are outlined in the annual Kingborough Council Fees and Charges or the relevant By-law. d) Permits are not automatically renewed and current permit holders will be required to apply for a new permit when their existing permit expires. e) Permits are not transferable and are only applicable for the business identified on the permit. f) A mobile food vendor seeking to operate from more than one vehicle must apply for a separate permit for each vehicle (a non-motorised van/trailer coupled with a vehicle solely used to tow will be considered as one vehicle). g) A food truck permit application must include copies of: <ul style="list-style-type: none"> • a certificate of currency for Public Liability Insurance • a Mobile Food Business registration certificate • a current and historic ASIC search for the ABN or CAN • Tasmanian Vehicle Registration (if applicable).
<p>GUIDELINES</p>	<p>6.1 TRADING LOCATIONS</p> <p>A mobile food vendor must:</p> <ul style="list-style-type: none"> a) Only trade in the locations specified in the <i>Kingborough Food Truck Trading Locations</i>, or alternative locations as approved by Council and defined in their food truck permit. b) Not trade within 200m of any established food business where the activities of the mobile food vendor may negatively impact the operations or patronage of the established business. c) Not trade within 200m of the boundary of a market, festival, fair or similar event that includes food and beverage traders within the event. d) Adhere to the site food truck limits in the <i>Kingborough Food Truck Trading Locations</i> or otherwise not trade in an area if there are already two food trucks trading within 200m. e) Only lawfully stop in a designated parking bay or parking area in accordance with the <i>Road Rules 2019</i>. f) Not obstruct or restrict any roads, entry or exit points to any property, bike lanes, walkways, wheelchair access ramps or access to public services such as, but not limited to, taxis, busses and loading zones. g) Ensure pedestrians can safely access the premises and ensure patronage will not unreasonably disrupt the flow of vehicular or pedestrian traffic.



Policy No: **4.12**
 Approved by Council: **July 2021**
 Next Review Date: **July 2023**
 Responsible Officer: **Director Engineering Services**

Minute No: **TBA**
 ECM File No: **12.185**
 Version: **2.0**

Food Truck Policy

- h) Ensure the food truck serving area does not face the traffic side of the road.
- i) Not leave the vehicle or cart from which they conduct their business unattended at a trading location.

6.2 TRADING TIMES

- a) A mobile food vendor must adhere to the trading hours and trading days outlined for each site in the *Kingborough Food Truck Trading Locations* or otherwise specified in their permit.
- b) A mobile food vendor, unless granted specific approval from Council, may only trade from an approved location for not more than four hours on any one day.

6.3 HEALTH AND SAFETY

A mobile food vendor must:

- a) Comply with all laws pertaining to Mobile Food Business registration and adhere to all relevant Council By-Laws.
- b) Not receive deliveries while trading.
- c) Not undertake any food or beverage preparation or cooking outside the permitted vehicle or cart.
- d) Not erect any free-standing sign or provide any tables, trestles, marquees, tents, chairs, boxes, crates or similar for patron shelter or use as table or chairs, without prior Council approval.
- e) Not commandeer, utilise or modify any Council owned furniture or structure.
- f) Ensure any advertising or signage is fixed securely to the mobile food vehicle and does not protrude onto the road and/or footpath.
- g) Use power sources that generate low or no noise and/or air pollution and ensure that all noise associated with trade is kept to a minimum. (Council will not provide power sources).

6.4 WASTE AND CLEANING

A mobile food vendor must:

- a) Keep their food truck well presented, clean and in roadworthy condition.
- b) Provide separate waste receptacles for waste and recyclables, each with a capacity of not less than 50 litres, immediately adjacent to the food truck for use by patrons, and ensure the site is always kept clean of litter and rubbish.
- c) Demonstrate best efforts to minimise the use of single-use plastics and remove and dispose of all waste responsibly at the conclusion of each trading period.



Policy No: **4.12**
 Approved by Council: **July 2021**
 Next Review Date: **July 2023**
 Responsible Officer: **Director Engineering Services**

Minute No: **TBA**
 ECM File No: **12.185**
 Version: **2.0**

Food Truck Policy

	<p>d) Ensure no wastewater and waste liquids, including cooking oil, are discharged and that all wastewater or liquid wastes are contained within the food truck.</p> <p>e) Not wash down a food truck or its interior or any other article within a road or on Council land.</p> <p>6.5 GENERAL</p> <p>A mobile food vendor is also required to:</p> <p>a) Display the Kingborough food truck permit within the mobile food vehicle when trading within a Council location.</p> <p>b) Assume responsibility for any and all liabilities that arise as a direct result of their food truck trading within the Kingborough municipality.</p> <p>c) Follow all instructions issued by a duly authorised officer of the Council.</p> <p>d) Acknowledge that Council reserves the right to:</p> <ul style="list-style-type: none"> i) limit the number of vendors trading in an area, or to stop trade in any approved location at any time if health and safety, public access, heritage or environmental obligations require this; ii) immediately suspend or cancel a permit if the mobile food vendor contravenes any condition of the food truck permit or trades in contravention of any regulatory requirement; iii) suspend trade on a road or Council land on those days when the road or Council land is required for any reason under permit granted by Council, or any other authority; iv) alter, add or remove any of the conditions within this permit at any time with as much notice as possible of such change provided to existing permit holders.
<p>COMMUNICATION</p>	<p>7.1 This policy will be communicated to all Council staff who will assess and issue food truck permit applications and enforce the permit conditions.</p> <p>7.2 This policy will be published on the Council’s website along with the Kingborough Food Truck Permit Application Form.</p>
<p>LEGISLATION</p>	<p>8.1 The primary legislation in relation to this policy is the <i>Local Government Act 1993</i>. Other relevant legislation includes:</p> <ul style="list-style-type: none"> • <i>Vehicle and Traffic Act 1999</i> • <i>Food Act 2003</i> • <i>Road Rules 2019</i> • <i>Land Use Planning and Approvals Act 1993</i> • <i>Kingborough Roads, Parking and Stormwater By-Law 2011</i> • <i>Kingborough Parks, Recreation and Natural Area By-Law 2011</i>



Policy No: **4.12** Minute No: **TBA**
 Approved by Council: **July 2021** ECM File No: **12.185**
 Next Review Date: **July 2023** Version: **2.0**
 Responsible Officer: **Director Engineering Services**

Food Truck Policy	
RELATED DOCUMENTS	9.1 Related documents include the following: <ul style="list-style-type: none"> • <i>Kingborough Food Truck Trading Locations</i> • <i>Kingborough Application for Registration of a Food Business</i> • <i>Tasmanian Government Guidelines for Mobile Food Businesses</i>
AUDIENCE	10.1 Public 10.2 Mobile Food Vendors

Public Copy



ECM File No: 12.185
 Version: 1
 Date: July 2021

Food Truck Trading Locations

1 TRADING LOCATIONS

Please note that these sites are NOT reserved for food trucks. They are public spaces and may only be used by food trucks if appropriate parking spaces within the mapped areas are available.

Site	Location	Trading Hours	Site Food Truck Limit	Trading Days per week / per vendor
1	Christopher Johnson Park, Kingston Beach	7:00am-9:00pm	2	3 days
2	Osborne Esplanade, Kingston Beach	9:00am-6:00pm	1	1 day
3	Skipper Lane Carpark, Kingston Park	6:00pm-9:00pm	3	3 days
4	Spring Farm Lane, Kingston	7:00am-9:00pm	2	3 days
5	Coffee Creek, Huntingfield	7:00am-9:00pm	1	3 days
6	Blowhole Road, Blackmans Bay	9:00am-6:00pm	1	3 days
7	Dru Point Boat Ramp Carpark, Margate	7:00am-9:00pm	2	3 days

2 TRADING LOCATION MAPS

1. Christopher Johnson Park, Kingston Beach



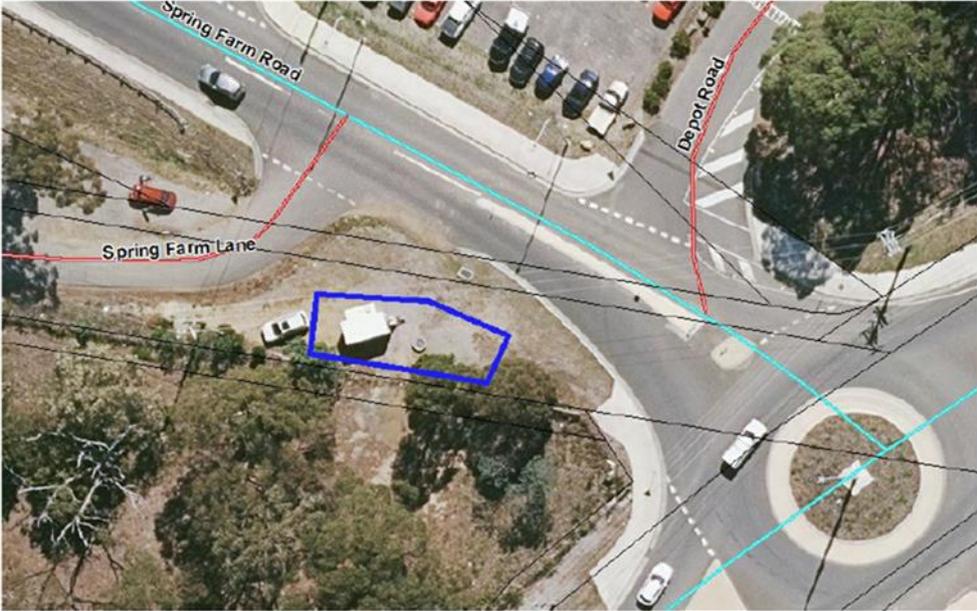
2. Osborne Esplanade, Kingston Beach



3. Skipper Lane Carpark, Kingston Park



4. Spring Farm Lane, Kingston



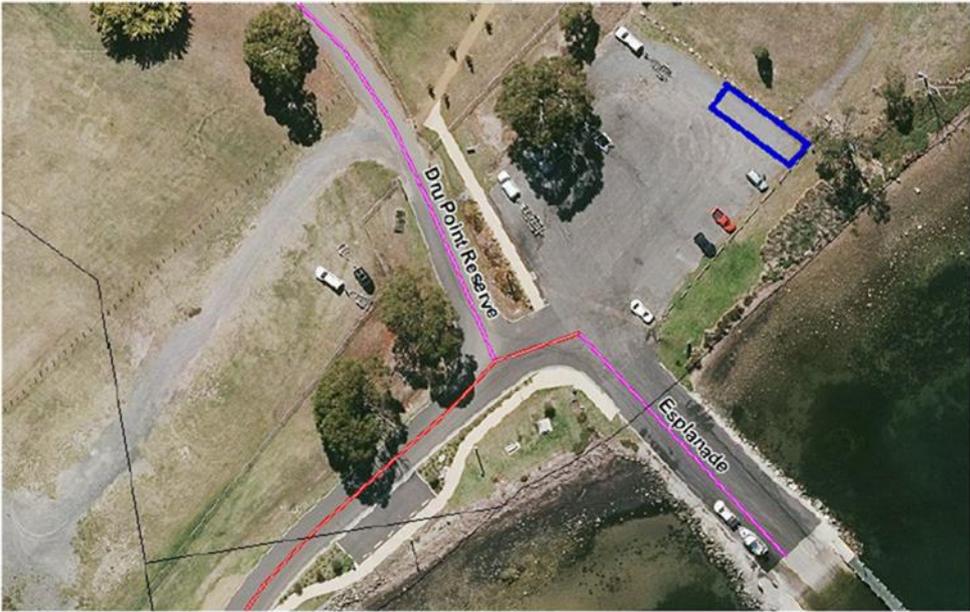
5. Coffee Creek, Huntingfield



6. Blowhole Road, Blackmans Bay



7. Dru Point Boat Ramp Carpark, Margate



3 ALTERNATIVE TRADING LOCATIONS

Council may permit alternative trading locations on request. Alternative sites must meet all applicable policy conditions. Council is particularly supportive of rural trading locations where there are minimal nearby food and beverage options for the community.

If you would like to propose alternative trading locations for consideration, please specify clearly on your permit application and provide supporting locality maps.

Council reserves the right to add an alternative trading location to the approved trading sites list for all vendors.

Below is a list of potential alternative locations:

- Taroona Beach Carpark
- Tinderbox Carpark
- Snug Beach Carpark
- Silverwater Park, Woodbridge
- Pontoon Road, Alonnah
- Adventure Bay Road, Adventure Bay.

Public Copy

16.2 NOMINATION FOR MEMBERSHIP TO THE DISABILITY INCLUSION & ACCESS ADVISORY COMMITTEE

File Number: 15.7

Author: Julie Alderfox, Community Development Officer

Authoriser: Dr Katrena Stephenson, Director Environment, Development & Community

Strategic Plan Reference

Key Priority Area: 1 Encourage and support a safe, healthy and connected community.

Strategic Outcome: 1.2 An inclusive community that has a strong sense of pride and local identity.

1. PURPOSE

1.1 The purpose of this report is to consider a nomination received for representation on the Kingborough Disability Inclusion & Access Advisory Committee.

2. BACKGROUND

2.1 The Disability Inclusion and Access Advisory Committee was formed to provide a point of consultation on issues regarding disability access. Relevant organisations are encouraged to nominate representatives to the committee.

2.2 The Terms of Reference for the Disability Inclusion & Access Advisory Committee allow for up to thirteen (13) members. Five from organisations and up to eight individuals.

3. STATUTORY REQUIREMENTS

3.1 The Committee is appointed in accordance with Section 24 of the *Local Government Act 1993* and therefore Council is required to approve the appointment of members.

4. DISCUSSION

4.1 A nomination for the Committee has been received with details contained in the nomination form provided as an attachment.

4.2 The nominee would replace the previous Baptistcare representative on the Committee.

5. FINANCE

5.1 There are no financial implications associated with this matter.

6. ENVIRONMENT

6.1 There are no environmental implications associated with this report.

7. COMMUNICATION AND CONSULTATION

7.1 To ensure the Committee remains effective, nominations are encouraged when a resignation is received from organisational representatives.

8. RISK

8.1 There are no risks associated with this this matter.

9. CONCLUSION

9.1 One nomination has been received for representation on the Kingborough Disability Inclusion & Access Advisory Committee. The nomination is included as an attachment to this report. It is recommended that Council appoint the nominee.

10. RECOMMENDATION

That Claire Richardson be appointed as Baptcare representative to the Disability Inclusion and Access Advisory Committee

ATTACHMENTS

- 1. Nomination DIAAC Claire Richardson**

Public Copy



Kingborough

NOMINATION FORM

KINGBOROUGH DISABILITY INCLUSION & ACCESS ADVISORY COMMITTEE

Nominee's name

Claire Richardson

Details of experience and interest in disability access.

I have been working with Baptcare who is in partnership with the NDIS as a Local Area Coordinator for 12 months. I absolutely love the role and am passionate about what I do.

I have had over 6 years of experience working in the disability sector, prior to that I had various roles in the health sector which involved me listening to people and their stories relating to community access and inclusion.

The role of a Local Area Coordinator and how we assist people in the community and provide support:

-Understand and access the NDIS – This can include workshops or individual conversations about the NDIS.

-Create a plan – If eligible for an NDIS support plan, an LAC will have a conversation with participants or potential participants to learn about Current situation, supports, and goals to help develop an NDIS plan.

Implement your plan - LAC will help people in the community to find and start receiving the services in their NDIS plan. LAC can also provide assistance throughout plan duration with any questions.

-Review your plan – LAC will work with participants to make changes to NDIS plans through a plan review.

Linking you to information and support in your community

LACs will help you: Learn about support available in your local community;

Understand how the NDIS works with other government services – this is supports like education, health, and transport;

Sustain informal supports around you – this is family, friends and local community members.

This is part of Information Linkages and Capacity Building (ILC).

Partners delivering LAC services also work to make your community more welcoming and inclusive.

I am best placed to personally understand the needs of a less abled individual given that I have mild Cerebral Palsy myself, I have lived experience. I understand how important it is to be an advocate for people in our community who need a voice and a perspective to break down the barriers and build effective community inclusion. I look at matters relating to access issues in the community from perspective and dedicated focus on what is needed to eliminate being marginalized and disadvantaged in our diverse communities. I am passionate about community inclusion and access, it's about making community infrastructure that closes community access and inclusion barriers by looking at the simple things; and the issues people face whilst out in the community for example: I cannot walk down these steps, I cannot get down to that shop, I cannot see that sign, I am not aware of those services. We need to create better communications and engagement to build awareness.

I have had over 6 years in the disability sector, prior to that I had various roles in the health sector which involved me listening to people and their stories relating to community access and inclusion. I believe my experience and knowledge would be an asset to committee.

Claire Richardson

Nominee acceptance of nomination

Public Copy

Privacy Statement

Completion of this form may require the disclosure of personal information. The intended recipients of this information are officers of the Kingborough Council in order to advance the purposes of this form and to carry out Council business. The Personal Information Protection Act 2004 and Council's Privacy Policy regulate the use of this information, which will not be disclosed to any other party, except with your permission or if required or authorised by law. You may make application to access or amend personal information held by Council by contacting the Customer Service Unit on 6211 8200. Should you not provide the information sought, Council will not be able to process this form.

Kingborough Council, Civic Centre, 15 Channel Highway, Kingston 7050

17 CONFIRMATION OF ITEMS TO BE DEALT WITH IN CLOSED SESSION

RECOMMENDATION

That in accordance with the *Local Government (Meeting Procedures) Regulations 2015* Council, by absolute majority, move into closed session to consider the following items:

Confirmation of Minutes

Regulation 34(6) *In confirming the minutes of a meeting, debate is allowed only in respect of the accuracy of the minutes.*

Applications for Leave of Absence

Regulation 15(2)(h) *applications by councillors for a leave of absence*

COVID-19 Rental Relief

Regulation 15 (2)(c)(i) *commercial information of a confidential nature, that if disclosed, is likely to prejudice the commercial position of the person who supplied it.*

Sale of Land for Non-Payment of Rates

Regulation 15 (2)(f) *proposals for the council to acquire land or an interest in the land or for the disposal of land.*

In accordance with the Kingborough Council *Meetings Audio Recording Guidelines Policy*, recording of the open session of the meeting will now cease.

Open Session of Council adjourned at

OPEN SESSION ADJOURNS

OPEN SESSION RESUMES

RECOMMENDATION

The Closed Session of Council having met and dealt with its business resolves to report that it has determined the following:

Item	Decision
Confirmation of Minutes	
Applications for Leave of Absence	
COVID-19 Rental Relief	
Sale of Land for Non-Payment of Rates	

CLOSURE

Public Copy