



ATTACHMENTS

ORDINARY COUNCIL MEETING

Tunbridge Hall
99 Main Road, Tunbridge
Tuesday 21st February 2023
10.00 a.m.

Item 5.1	Draft Council Meeting Minutes (Open) – 25 th January 2023
Item 5.2.1	Community Shed Oatlands Minutes – 6 th February 2023 Chauncy Vale Wildlife Sanctuary Minutes – 6 th February 2023 Campania Recreation Ground Minutes – 7 th January 2023
Item 5.3.2	STCA Quarterly Report to Members – December 2022
Item 12.4.1	Letter from Minister for Planning Regional Planning Framework Discussion Paper Structure Plan Guidelines Draft - November 2022
Item 15.1.2	Gaolers Residence & Court House Policy Draft Gaolers Residence & Court House Policy Existing Policy Oatlands Commissariat & 79 High Street Use Policy
Item 17.1.1	Customer Service Charter

SOUTHERN
MIDLANDS
COUNCIL



MINUTES

ORDINARY COUNCIL MEETING

Wednesday, 25th January 2023
10.00 a.m.

Broadmarsh / Elderslie Hall
1218 Elderslie Road, Broadmarsh

INDEX

1. PRAYERS	4
2. ACKNOWLEDGEMENT OF COUNTRY	4
3. ATTENDANCE	4
4. APOLOGIES	4
5. MINUTES	4
5.1 ORDINARY COUNCIL MEETING.....	4
5.2 ANNUAL GENERAL MEETING.....	5
5.3 SPECIAL COMMITTEES OF COUNCIL MINUTES.....	5
5.3.1 <i>Special Committees of Council - Receipt of Minutes</i>	5
5.3.2 <i>Special Committees of Council - Endorsement of Recommendations</i>	5
5.4 JOINT AUTHORITIES (ESTABLISHED UNDER DIVISION 4 OF THE LOCAL GOVERNMENT ACT 1993)5	
5.4.1 <i>Joint Authorities - Receipt of Minutes</i>	5
5.4.2 <i>Joint Authorities - Receipt of Reports (Annual & Quarterly)</i>	6
6. NOTIFICATION OF COUNCIL WORKSHOPS	7
7. COUNCILLORS – QUESTION TIME	8
7.1 QUESTIONS (ON NOTICE).....	8
7.2 QUESTIONS WITHOUT NOTICE	9
8. DECLARATIONS OF PECUNIARY INTEREST	11
9. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA	12
10. PUBLIC QUESTION TIME (SCHEDULED FOR 10.30 A.M.)	13
10.1 PERMISSION TO ADDRESS COUNCIL.....	14
11. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN UNDER REGULATION 16 (5) OF THE LOCAL GOVERNMENT (MEETING PROCEDURES) REGULATIONS 2015	16
12. COUNCIL ACTING AS A PLANNING AUTHORITY PURSUANT TO THE LAND USE PLANNING AND APPROVALS ACT 1993 AND COUNCIL’S STATUTORY LAND USE PLANNING SCHEME	17
12.1 DEVELOPMENT APPLICATIONS	17
12.2 SUBDIVISIONS.....	17
12.3 MUNICIPAL SEAL (PLANNING AUTHORITY)	17
12.4 PLANNING (OTHER).....	17
13. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – INFRASTRUCTURE) ..	18
13.1 ROADS	18
13.2 BRIDGES	18
13.3 WALKWAYS, CYCLE WAYS AND TRAILS.....	18
13.4 LIGHTING	18
13.5 BUILDINGS.....	18
13.6 SEWERS / WATER	18
13.7 DRAINAGE	18
13.8 WASTE	19
13.9 INFORMATION, COMMUNICATION TECHNOLOGY	19
13.10 OFFICER REPORTS – INFRASTRUCTURE & WORKS	20
13.10.1 <i>Manager – Infrastructure & Works Report</i>	20
14. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – GROWTH)	21
14.1 RESIDENTIAL	21
14.2 TOURISM	21
14.3 BUSINESS.....	21
14.4 INDUSTRY.....	21
15. OPERATIONAL MATTERS ARISING (STRATEGIC THEME –LANDSCAPES).....	22
15.1 HERITAGE.....	22
15.1.1 <i>Heritage Project Program Report</i>	22
15.1.2 <i>RSL Tasmania – “For Valour” Victoria Cross Awards</i>	23

15.2	NATURAL	24
15.2.1	<i>NRM Unit – General Report</i>	24
15.3	CULTURAL	25
15.4	REGULATORY (DEVELOPMENT).....	25
15.5	REGULATORY (PUBLIC HEALTH).....	25
15.6	REGULATORY (ANIMALS).....	26
15.6.1	<i>Animal Management Report</i>	26
15.7	ENVIRONMENTAL SUSTAINABILITY.....	26
16.	OPERATIONAL MATTERS ARISING (STRATEGIC THEME – COMMUNITY).....	27
16.1	COMMUNITY HEALTH AND WELLBEING	27
16.2	RECREATION	27
16.2.1	<i>Oatlands Aquatic Centre – Progress Report</i>	27
16.3	ACCESS.....	28
16.4	VOLUNTEERS.....	28
16.5	FAMILIES	28
16.6	EDUCATION	28
16.7	CAPACITY & SUSTAINABILITY	29
16.7.1	<i>Tunbridge Community Club Inc. – Accessible Toilets Extension Project – Grant Deed (State Government and Southern Midlands Council)</i>	29
16.8	SAFETY	30
16.9	CONSULTATION & COMMUNICATION	30
17.	OPERATIONAL MATTERS ARISING (STRATEGIC THEME – ORGANISATION).....	31
17.1	IMPROVEMENT	31
17.1.1	<i>Amendment of Existing Policies</i>	31
17.2	SUSTAINABILITY	32
17.2.1	<i>Tabling of Documents</i>	32
17.2.2	<i>Elected Member Statements</i>	32
17.2.3	<i>SMC External Grant Projects – Quarterly Update</i>	33
17.2.4	<i>Local Government Association of Tasmania (LGAT) – Southern Nomination for the Tasmanian Library Advisory Board</i>	34
17.2.5	<i>LGAT – Seeking Nomination for Representative on the Tasmanian Heritage Council</i>	34
17.2.6	<i>LGAT – Nomination for State Fire Commission</i>	35
17.2.7	<i>Local Government Shared Services – Quarterly Update – Information Only</i>	35
17.2.8	<i>Local Government Board – ‘The future of local government review – Options Paper (Review Stage 2 – December 2022)’</i>	36
17.3	FINANCES.....	37
17.3.1	<i>Monthly Financial Statement</i>	37
17.3.2	<i>Monthly Oatlands Aquatic Centre Capital Expenditure Report</i>	37
18.	MUNICIPAL SEAL	38
16.7.2	<i>Oatlands – State Winner KAB Sustainable Communities Award December 2022</i> ..	39
19.	CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA	41
20.	BUSINESS IN “CLOSED SESSION”	43
20.1	CLOSED COUNCIL MINUTES - CONFIRMATION.....	43
20.2	APPLICATIONS FOR LEAVE OF ABSENCE	43
20.3	PROPERTY MATTER – OATLANDS	43
20.4	BLACKMAN WATER PTY LTD – SALE OF SHARES.....	43
21.	CLOSURE	44

OPEN COUNCIL MINUTES

MINUTES OF AN ORDINARY MEETING OF THE SOUTHERN MIDLANDS COUNCIL HELD
ON WEDNESDAY 25th JANUARY 2023 AT THE BROADMARSH / ELDERSLIE HALL
COMMENCING AT 10.00 A.M.

1. PRAYERS

Reverend Dennis Cousens recited prayers.

2. ACKNOWLEDGEMENT OF COUNTRY

Mayor E Batt recited Acknowledgement of Country

3. ATTENDANCE

Mayor E Batt, Deputy Mayor K Dudgeon, Clr A E Bisdee OAM, Clr D Blackwell, Clr D Fish
Clr R McDougall and Clr F Miller.

Mr T Kirkwood (General Manager) (arrived at 11.25 a.m.), Mr A Benson (Deputy General
Manager), Mr D Richardson (Manager, Infrastructure & Works), Mrs W Young (Manager
Community & Corporate Development), Mrs J Crosswell (Executive Officer).

4. APOLOGIES

Nil.

5. MINUTES

5.1 Ordinary Council meeting

The Minutes (Open Council Minutes) of the previous meeting of Council held on the 14th
December 2022, as circulated, are submitted for confirmation.

DECISION

Moved by Clr A E Bisdee OAM, seconded by Clr Clr McDougall

**THAT the Minutes (Open Council Minutes) of the previous meeting of Council held on
the 14th December 2022, as circulated, be confirmed with amendment on page 20.
(Agenda Item 15.1.1 missing recommendation).**

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr R McDougall	✓	
Clr F Miller	✓	

5.2 Annual General Meeting

The Minutes of the Annual General Meeting of Council held on the 14th December 2022, as circulated, are submitted for confirmation.

DECISION

Moved by Cllr D Fish, seconded by Deputy Mayor K Dudgeon

THAT the minutes of the Annual General Meeting of Council held on the 14th December 2022, as circulated, be confirmed.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Cllr A E Bisdee OAM	✓	
Cllr D Blackwell	✓	
Cllr D F Fish	✓	
Cllr R McDougall	✓	
Cllr F Miller	✓	

5.3 Special Committees of Council Minutes**5.3.1 Special Committees of Council - Receipt of Minutes**

Nil.

5.3.2 Special Committees of Council - Endorsement of Recommendations

Nil.

5.4 Joint Authorities (Established Under Division 4 of the *Local Government Act 1993*)**5.4.1 Joint Authorities - Receipt of Minutes**

Minutes for the following Joint Authority, as circulated, are submitted for receipt:

- Southern Tasmanian Councils Authority – Meeting held 21st November 2022
- Southern Tasmanian Councils Authority – Minutes of the Annual General Meeting held 21st November 2022

RECOMMENDATION

THAT the minutes for the above Joint Authority be received.

DECISION

Moved by Cllr A E Bisdee OAM, seconded by Deputy Mayor K Dudgeon

THAT the minutes for the above Joint Authority be received.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Cllr A E Bisdee OAM	✓	
Cllr D Blackwell	✓	
Cllr D F Fish	✓	
Cllr R McDougall	✓	
Cllr F Miller	✓	

5.4.2 Joint Authorities - Receipt of Reports (Annual & Quarterly)

Nil.

6. NOTIFICATION OF COUNCIL WORKSHOPS

DECISION

Moved by Clr R McDougall, seconded by Clr D Blackwell

THAT the information be received.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr R McDougall	✓	
Clr F Miller	✓	

7. COUNCILLORS – QUESTION TIME

7.1 Questions (On Notice)

Regulation 30 of the *Local Government (Meeting Procedures) Regulations 2015* relates to Questions on notice. It states:

- (1) *A councillor, at least 7 days before an ordinary council meeting or a council committee meeting, may give written notice to the general manager of a question in respect of which the councillor seeks an answer at that meeting.*
- (2) *An answer to a question on notice must be in writing.*

Nil.

7.2 Questions Without Notice

Section 29 of the *Local Government (Meeting Procedures) Regulations 2015* relates to Questions without notice.

It states:

“29. Questions without notice

(1) *A councillor at a meeting may ask a question without notice –*

- (a) of the chairperson; or*
- (b) through the chairperson, of –*
 - (i) another councillor; or*
 - (ii) the general manager.*

(2) *In putting a question without notice at a meeting, a councillor must not –*

- (a) offer an argument or opinion; or*
- (b) draw any inferences or make any imputations – except so far as may be necessary to explain the question.*

(3) *The chairperson of a meeting must not permit any debate of a question without notice or its answer.*

(4) *The chairperson, councillor or general manager who is asked a question without notice at a meeting may decline to answer the question.*

(5) *The chairperson of a meeting may refuse to accept a question without notice if it does not relate to the activities of the council.*

(6) *Questions without notice, and any answers to those questions, are not required to be recorded in the minutes of the meeting.*

(7) *The chairperson of a meeting may require a councillor to put a question without notice in writing.*

An opportunity is provided for Councillors to ask questions relating to Council business, previous Agenda items or issues of a general nature.

Clr F Miller – Native Corners Road, Campania – Received a complaint from a resident that this has not been sealed properly. Raised concerns on safety.

Manager Infrastructure & Works – is aware there is approximately a 20 metre section of the road that could have a slight defect but does not believe it to be a serious issue. The contractor is responsible to repair any issues during the 12 month defect period.

Clr F Miller – Noted an amount of dwellings being built around Colebrook Dam that would not have appropriate building approvals.

Deputy General Manager – Advised Clr Miller to provide written advice regarding these dwellings with the General Manager and he will advise the Compliance Officer who will investigate further.

Clr R McDougall – Would like to make the public more aware of the “Oatlands Key” system. Could a Facebook page be created with information on sites and locations where the key can be collected.

Deputy General Manager to follow up with Manager Heritage Projects.

Clr R McDougall – Requested an update on the Bagdad Master Plan.

Deputy General Manager advised an update will be provided at the next Council Meeting

Clr R McDougall – Update on Oatlands Aquatic Centre and have defects been rectified?

Deputy General Manager – An issues log is being kept for any defects. The contractor has a defect liability period of 12 months. There were previously some small incidents with grouting in the children’s pool but most of these have been rectified.

Clr R McDougall made the comment that the Oatlands Aquatic Centre is absolutely fabulous. The water quality is excellent. The gym, fitness classes are fantastic and landscaping is looking really good. A possible oversight in the change rooms in that there is only one shower cubicle. Ideally there would have been more private shower cubicles.

Deputy Mayor K Dudgeon – Originally raised the issue at the October 2022 meeting, Justitia Court subdivision playground - broken play equipment has been removed but enquired whether it will be fixed and returned?

Villeneuve / Chevalier Streets have had light poles installed but no light connections.

Manager Infrastructure and Works – play equipment will be returned and installed once the new components have arrived. Aurora to be notified regarding light poles.

Mayor E Batt – Raised the issue of Campania and its lack a postal delivery service. As per advice from Australia Post a petition is required.

Deputy General Manager – A report will be prepared for next Council Meeting

Mayor E Batt – Lake Dulverton, Oatlands - Can some ‘No Parking’ signs be installed at Lake Dulverton where people are fishing. Vans are parking right to the water making it difficult for fishermen.

Issue has been referred to the Callington Park & Lake Dulverton Management Committee to consider appropriate signage (and location).

8. DECLARATIONS OF PECUNIARY INTEREST

In accordance with the requirements of Part 2 Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015*, the chairman of a meeting is to request Councillors to indicate whether they have, or are likely to have, a pecuniary interest in any item on the Agenda.

Accordingly, Councillors are requested to advise of a pecuniary interest they may have in respect to any matter on the agenda, or any supplementary item to the agenda, which Council has resolved to deal with, in accordance with Part 2 Regulation 8 (6) of the *Local Government (Meeting Procedures) Regulations 2015*.

Nil.

9. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

In accordance with the requirements of Part 2 Regulation 8 (6) of the *Local Government (Meeting Procedures) Regulations 2015*, the Council, by absolute majority may decide at an ordinary meeting to deal with a matter that is not on the agenda if the General Manager has reported –

- (a) the reason it was not possible to include the matter on the agenda; and
- (b) that the matter is urgent; and
- (c) that advice has been provided under section 65 of the Act.

1. Blackman Water Pty Ltd - Sale of Shares (In Closed Session)

RECOMMENDATION

THAT Council resolve by absolute majority 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*.

DECISION

Moved by A E Bisdee OAM, seconded by Deputy Mayor K Dudgeon

THAT Council resolve by absolute majority to deal with the above listed 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*.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr R McDougall	✓	
Clr F Miller	✓	

10. PUBLIC QUESTION TIME (SCHEDULED FOR 10.30 A.M.)

In accordance with the requirements of Part 2 Regulation 8 of the *Local Government (Meeting Procedures) Regulations 2015*, the agenda is to make provision for public question time.

In particular, Regulation 31 of the *Local Government (Meeting Procedures) Regulations 2015* states:

- (1) *Members of the public may give written notice to the General Manager 7 days before an ordinary meeting of Council of a question to be asked at the meeting.*
- (2) *The chairperson may –*
 - (a) *address questions on notice submitted by members of the public; and*
 - (b) *invite any member of the public present at an ordinary meeting to ask questions relating to the activities of the Council.*
- (3) *The chairperson at an ordinary meeting of a council must ensure that, if required, at least 15 minutes of that meeting is made available for questions by members of the public.*
- (4) *A question by any member of the public under this regulation and an answer to that question are not to be debated.*
- (5) *The chairperson may –*
 - (a) *refuse to accept a question; or*
 - (b) *require a question to be put on notice and in writing to be answered at a later meeting.*
- (6) *If the chairperson refuses to accept a question, the chairperson is to give reasons for doing so.*

Mrs Julia Jabour – Southern Midlands Regional News

Because we have no dedicated visitor centre, I have been asked to enquire whether Council has thought about the production and maintenance of a tourism website for the Southern Midlands. It was noted that an online search reveals only partial information – mostly outdated, and certainly not covering the whole municipal region.

An example of a good website is stansburysa.com.au; would it be possible to create and maintain one for our region that is of similar quality and standard?

General Manager's Response - As an initial response, it is acknowledged that the Tourism related data on both Council's Web Site and for the southern midlands region is minimal and outdated. In reference to Council's Strategic Plan, there are two initiatives:

- Encourage local tourism operators to establish and maintain exposure on the Australian Tourism Data Warehouse web site. That site allows tourism operators to easily promote their business on digital platforms that connect directly to consumers; and
- work in partnership with the HHTRA with a particular focus on web content.

In addition, we are conscious of Council's current web site and the need to allocate some resources internally to review all content and ensure current.

Resident - Eileen McKenzie – Elderslie Road / Blackbrush Road Junction - rocks need to be removed by the side of the road.

Manager Infrastructure and Works – will have them removed.

Clr D Blackwell – Cliftonvale Road, Elderslie – landslip in the vicinity of the Jenkins property. Are repairs planned?

Manager Infrastructure and Works - Works are scheduled within the next two weeks – awaiting confirmation of machinery availability.

Resident – Anita Clark – Query regarding Bluff Road – how often is it graded as it is currently quite corrugated.

Manager Infrastructure and Works – it has been difficult to keep up with grading after the wet weather but works are scheduled.

10.1 Permission to Address Council

Mrs Nova Miller – Middle Tasmania – provided an update from Middle Tasmania to Council on initiatives to encourage, support and create opportunities.

Nova Miller provided a background for ‘Middle Tasmania Business and Information Centre’.

Middle Tasmania is a private enterprise providing services in the areas of Promotion, Tourism, Event Management and Business Support. Our base is a Multi-Purpose Centre centrally located at 65 High Street, Oatlands.

Middle Tasmania aims are to enhance and create new opportunities for direct tourism operators and indirect businesses involved in the broader visitor economy, producers and community organisations, facilitate up skilling and programs that are relevant and meaningful to our enterprise partners; enable greater engagement opportunities in training and business development, drive promotional opportunities, support business growth and employment.

Middle Tasmania aims to showcase the people, landscapes, history, heritage sites and wonderful array of businesses and pursuits that are combined in the Southern & Northern Midlands regional areas.

DECISION

Moved by Deputy Mayor K Dudgeon, seconded by Clr A E Bisdee OAM

THAT the meeting be adjourned for morning tea at 11.06 a.m.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr R McDougall	✓	
Clr F Miller	✓	

The General Manager entered at 11.25 a.m.

DECISION

Moved by Clr A E Bisdee OAM, seconded by Deputy Mayor K Dudgeon

THAT the meeting resume at 11.29 a.m.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr R McDougall	✓	
Clr F Miller	✓	

**11. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN UNDER
REGULATION 16 (5) OF THE LOCAL GOVERNMENT (MEETING
PROCEDURES) REGULATIONS 2015**

Nil.

12. COUNCIL ACTING AS A PLANNING AUTHORITY PURSUANT TO THE LAND USE PLANNING AND APPROVALS ACT 1993 AND COUNCIL'S STATUTORY LAND USE PLANNING SCHEME

Session of Council sitting as a Planning Authority pursuant to the Land Use Planning and Approvals Act 1993 and Council's statutory land use planning schemes.

12.1 Development Applications

Nil.

12.2 Subdivisions

Nil.

12.3 Municipal Seal (Planning Authority)

Nil.

12.4 Planning (Other)

Nil.

**[THIS CONCLUDES THE SESSION OF COUNCIL
ACTING AS A PLANNING AUTHORITY]**

13. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – INFRASTRUCTURE)

13.1 Roads

Strategic Plan Reference 1.1

Maintenance and improvement of the standard and safety of roads in the municipal area.

Nil.

13.2 Bridges

Strategic Plan Reference 1.2

Maintenance and improvement of the standard and safety of bridges in the municipality.

Nil.

13.3 Walkways, Cycle ways and Trails

Strategic Plan Reference 1.3

Maintenance and improvement of the standard and safety of walkways, cycle ways and pedestrian areas to provide consistent accessibility.

Nil.

13.4 Lighting

Strategic Plan Reference 1.4

Ensure adequate lighting based on demonstrated need / Contestability of energy supply.

Nil.

13.5 Buildings

Strategic Plan Reference 1.5

Maintenance and improvement of the standard and safety of public buildings in the municipality.

Nil.

13.6 Sewers / Water

Strategic Plan Reference(s) 1.6

Increase the capacity of access to reticulated sewerage services / Increase the capacity and ability to access water to satisfy development and Community to have access to reticulated water.

Nil.

13.7 Drainage

Strategic Plan Reference 1.7

Maintenance and improvement of the town storm-water drainage systems.

Nil.

13.8 Waste

Strategic Plan Reference 1.8

Maintenance and improvement of the provision of waste management services to the Community.

Nil.

13.9 Information, Communication Technology

Strategic Plan Reference 1.9

Improve access to modern communications infrastructure.

Nil.

13.10 Officer Reports – Infrastructure & Works

13.10.1 Manager – Infrastructure & Works Report

QUESTIONS WITHOUT NOTICE TO MANAGER, INFRASTRUCTURE & WORKS

Clr F Miller – Queried whether a new mobile phone tower has been installed near Colebrook?

Manager Infrastructure and Works – taken on notice.

Clr D Fish – Tunnack Main Road / Inglewood Road Junction – Department of State Growth Sign) – sign has deteriorated and requires replacement.

DSG to be notified accordingly.

Clr R McDougall – Tunnack Township – Directional Sign (‘finger pointing’ design) – needs to be straightened

Deputy Mayor K Dudgeon – ‘Safer Rural Roads Program’ – will Council be making an application?

The Manager Infrastructure and Works confirmed that application(s) are being prepared and will be submitted. The Program is for implementing low-cost road safety infrastructure treatments on rural and regional roads and the Council applications will be focussed on the installation of guard rail and signage.

RECOMMENDATION

THAT the Infrastructure & Works Report be received and the information noted.

DECISION

Moved by Clr R McDougall, seconded by Clr A E Bisdee OAM

THAT the Infrastructure & Works Report be received and the information noted.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr R McDougall	✓	
Clr F Miller	✓	

14. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – GROWTH)

14.1 Residential

Strategic Plan Reference 2.1

Increase the resident, rate-paying population in the municipality.

Nil.

14.2 Tourism

Strategic Plan Reference 2.2

Increase the number of tourists visiting and spending money in the municipality.

Nil.

14.3 Business

Strategic Plan Reference 2.3

Increase the number and diversity of businesses in the Southern Midlands / Increase employment within the municipality / Increase Council revenue to facilitate business and development activities (social enterprise).

Nil.

14.4 Industry

Strategic Plan Reference 2.4

Retain and enhance the development of the rural sector as a key economic driver in the Southern Midlands / Increase access to irrigation water within the municipality.

Nil.

15. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – LANDSCAPES)**15.1 Heritage****Strategic Plan Reference – Page 22**

- | | |
|-------|--|
| 3.1.1 | Maintenance and restoration of significant public heritage assets. |
| 3.1.2 | Act as an advocate for heritage and provide support to heritage property owners. |
| 3.1.3 | Investigate document, understand and promote the heritage values of the Southern Midlands. |

15.1.1 Heritage Project Program Report**DECISION**

Moved by Cllr R McDougall, seconded by Deputy Mayor K Dudgeon

THAT the information be received and the information noted.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Cllr A E Bisdee OAM	✓	
Cllr D Blackwell	✓	
Cllr D F Fish	✓	
Cllr R McDougall	✓	
Cllr F Miller	✓	

15.1.2 RSL Tasmania – “For Valour” Victoria Cross Awards

DECISION

Moved by Clr A E Bisdee OAM, seconded by Clr D Fish

THAT:

- a) the information be received; and
- b) Council confirm its support for the proposal submitted by the RSL Tasmania; and
- c) Council strongly recommend to the RSL that it develop a common template for the Signage.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr R McDougall	✓	
Clr F Miller	✓	

15.2 Natural

Strategic Plan Reference – page 23/24

- | | |
|-------|---|
| 3.2.1 | Identify and protect areas that are of high conservation value. |
| 3.2.2 | Encourage the adoption of best practice land care techniques. |

15.2.1 NRM Unit – General Report

DECISION

Moved by Clr A E Bisdee OAM, seconded by Clr D Fish

THAT the NRM Unit Report be received and the information noted.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr R McDougall	✓	
Clr F Miller	✓	

15.3 Cultural

Strategic Plan Reference 3.3

Ensure that the cultural diversity of the Southern Midlands is maximised.

Nil.

15.4 Regulatory (Development)

Strategic Plan Reference 3.4

A regulatory environment that is supportive of and enables appropriate development.

Nil.

15.5 Regulatory (Public Health)

Strategic Plan Reference 3.5

Monitor and maintain a safe and healthy public environment.

Nil.

15.6 Regulatory (Animals)

Strategic Plan Reference 3.6

Create an environment where animals are treated with respect and do not create a nuisance for the community

15.6.1 Animal Management Report

DECISION

Moved by Cllr D Fish, seconded by Cllr D Blackwell

THAT the Animal Management report be received and the information noted.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Cllr A E Bisdee OAM	✓	
Cllr D Blackwell	✓	
Cllr D F Fish	✓	
Cllr R McDougall	✓	
Cllr F Miller	✓	

15.7 Environmental Sustainability

Strategic Plan Reference 3.7

Implement strategies to address the issue of environmental sustainability in relation to its impact on Councils corporate functions and on the Community.

Nil.

16. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – COMMUNITY)

16.1 Community Health and Wellbeing

Strategic Plan Reference 4.1

Support and improve the independence, health and wellbeing of the Community.

Nil.

16.2 Recreation

Strategic Plan Reference 4.2

Provide a range of recreational activities and services that meet the reasonable needs of the community.

16.2.1 Oatlands Aquatic Centre – Progress Report

Report template being prepared. Reporting to commence next meeting.

16.3 Access

Strategic Plan Reference 4.3

Continue to explore transport options for the Southern Midlands community / Continue to meet the requirements of the Disability Discrimination Act.

Nil.

16.4 Volunteers

Strategic Plan Reference 4.4

Encourage community members to volunteer.

Nil.

16.5 Families

Strategic Plan Reference 4.5

Ensure that appropriate childcare services as well as other family related services are facilitated within the community / Increase the retention of young people in the municipality / Improve the ability of seniors to stay in their communities.

Nil.

16.6 Education

Strategic Plan Reference 4.6

Increase the educational and employment opportunities available within the Southern Midlands

Nil.

16.7 Capacity & Sustainability

Strategic Plan Reference 4.7

Build, maintain and strengthen the capacity of the community to help itself whilst embracing social inclusion to achieve sustainability.

16.7.1 Tunbridge Community Club Inc. – Accessible Toilets Extension Project – Grant Deed (State Government and Southern Midlands Council)

DECISION

Moved by Deputy Mayor K Dudgeon, seconded by Clr R McDougall

THAT

- a) The information be received; and
- b) Council authorise affixing the Common Seal to the Grant Deed between the Crown in Right of Tasmania and the Southern Midlands Council.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr R McDougall	✓	
Clr F Miller	✓	

DECISION

Moved by Deputy Mayor K Dudgeon, seconded by Clr A E Bisdee OAM

THAT consideration of Agenda Item 16.7.2 be deferred until 12.45 p.m.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr R McDougall	✓	
Clr F Miller	✓	

16.8 Safety

Strategic Plan Reference 4.8

Increase the level of safety of the community and those visiting or passing through the municipality.

Nil.

16.9 Consultation & Communication

Strategic Plan Reference 4.8

Improve the effectiveness of consultation & communication with the community.

Nil.

17. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – ORGANISATION)**17.1 Improvement****Strategic Plan Reference 5.1**

Improve the level of responsiveness to Community & Developer needs / Improve communication within Council / Improve the accuracy, comprehensiveness and user friendliness of the Council asset management system / Increase the effectiveness, efficiency and use-ability of Council ICT systems / maintain the Business Process Improvement & Continuous Improvement framework

17.1.1 Amendment of Existing Policies
Code of Tenders and Contracts
Code of Conduct for Employees and Workers

DECISION

Moved by Cllr D Blackwell, seconded by Cllr A E Bisdee OAM

- 1. Receive & note the report;**
- 2. Adopt the Code of Tenders and Contracts, version 7; and**
- 3. Adopt the Code of Conduct for Employees and Other Workers, version 2 (noting the addition of the word ‘Other’ in advance of ‘Workers’).**

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Cllr A E Bisdee OAM	✓	
Cllr D Blackwell	✓	
Cllr D F Fish	✓	
Cllr R McDougall	✓	
Cllr F Miller	✓	

17.2 Sustainability

Strategic Plan Reference 5.2

Retain corporate and operational knowledge within Council / Provide a safe and healthy working environment / Ensure that staff and elected members have the training and skills they need to undertake their roles / Increase the cost effectiveness of Council operations through resource sharing with other organisations / Continue to manage and improve the level of statutory compliance of Council operations / Ensure that suitably qualified and sufficient staff are available to meet the Communities need / Work co-operatively with State and Regional organisations / Minimise Councils exposure to risk / Ensure that exceptional customer service continues to be a hallmark of Southern Midlands Council

17.2.1 Tabling of Documents

Nil.

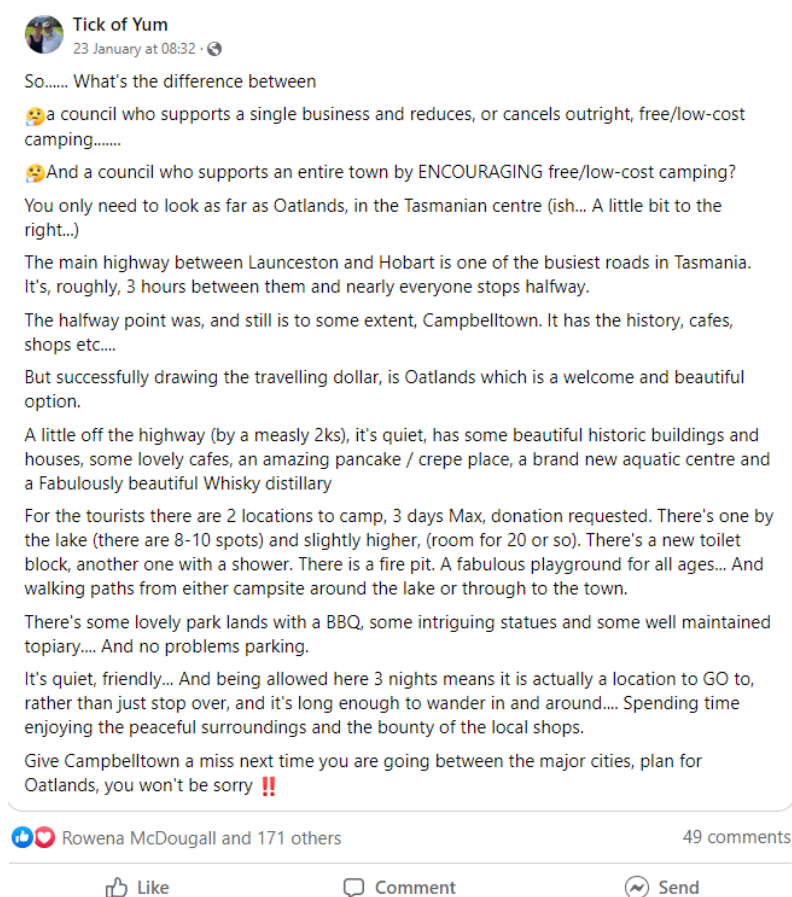
17.2.2 Elected Member Statements

An opportunity is provided for elected members to brief fellow Councillors on issues not requiring a decision.

Clr K Dudgeon – Informed the meeting that a long-term resident and ratepayer of Oatlands has commented to her about the excellent standard of the Aquatic Centre and the Callington Mill Playground. Despite past reservations, their position has changed totally.

Clr R McDougall – Discovered a post on a Facebook Page ‘The Very Best of Caravan and Camping in Tassie’ commending Oatlands on fantastic facilities.

A copy of the post is below:



Tick of Yum
23 January at 08:32 · 🌐

So..... What's the difference between

🤔 a council who supports a single business and reduces, or cancels outright, free/low-cost camping.....

🤔 And a council who supports an entire town by ENCOURAGING free/low-cost camping?

You only need to look as far as Oatlands, in the Tasmanian centre (ish... A little bit to the right...)

The main highway between Launceston and Hobart is one of the busiest roads in Tasmania. It's, roughly, 3 hours between them and nearly everyone stops halfway.

The halfway point was, and still is to some extent, Campbelltown. It has the history, cafes, shops etc....

But successfully drawing the travelling dollar, is Oatlands which is a welcome and beautiful option.

A little off the highway (by a measly 2ks), it's quiet, has some beautiful historic buildings and houses, some lovely cafes, an amazing pancake / crepe place, a brand new aquatic centre and a Fabulously beautiful Whisky distillery

For the tourists there are 2 locations to camp, 3 days Max, donation requested. There's one by the lake (there are 8-10 spots) and slightly higher, (room for 20 or so). There's a new toilet block, another one with a shower. There is a fire pit. A fabulous playground for all ages... And walking paths from either campsite around the lake or through to the town.

There's some lovely park lands with a BBQ, some intriguing statues and some well maintained topiary.... And no problems parking.

It's quiet, friendly... And being allowed here 3 nights means it is actually a location to GO to, rather than just stop over, and it's long enough to wander in and around.... Spending time enjoying the peaceful surroundings and the bounty of the local shops.

Give Campbelltown a miss next time you are going between the major cities, plan for Oatlands, you won't be sorry !!

👍❤️ Rowena McDougall and 171 others 49 comments

👍 Like 💬 Comment 📧 Send

17.2.3 SMC External Grant Projects – Quarterly Update**DECISION**

Moved by Cllr R McDougall, seconded by Cllr D Blackwell

THAT receive and note the report.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Cllr A E Bisdee OAM	✓	
Cllr D Blackwell	✓	
Cllr D F Fish	✓	
Cllr R McDougall	✓	
Cllr F Miller	✓	

17.2.4 Local Government Association of Tasmania (LGAT) – Southern Nomination for the Tasmanian Library Advisory Board**DECISION***Moved by Deputy Mayor K Dudgeon, seconded by Clr A E Bisdee OAM***THAT the information be received.****CARRIED**

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr R McDougall	✓	
Clr F Miller	✓	

17.2.5 LGAT – Seeking Nomination for Representative on the Tasmanian Heritage Council**DECISION***Moved by Deputy Mayor K Dudgeon, seconded by Clr D Fish***THAT the information be received.****CARRIED**

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr R McDougall	✓	
Clr F Miller	✓	

17.2.6 LGAT – Nomination for State Fire Commission

DECISION

Moved by Deputy Mayor K Dudgeon, seconded by Clr A E Bisdee OAM

THAT the information be received.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr R McDougall	✓	
Clr F Miller	✓	

17.2.7 Local Government Shared Services – Quarterly Update – Information Only

DECISION

Moved by Clr R McDougall, seconded by Deputy Mayor K Dudgeon

THAT the information be received.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr R McDougall	✓	
Clr F Miller	✓	

17.2.8 Local Government Board – ‘The future of local government review – Options Paper (Review Stage 2 – December 2022)’

DECISION

Moved by Cllr A E Bisdee OAM, seconded by Cllr R McDougall

- 1. The information be received;**
- 2. Councillors provide further feedback on the draft submission; and**
- 3. It be acknowledged that the submission is to be finalised and lodged by 19th February 2023.**

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Cllr A E Bisdee OAM	✓	
Cllr D Blackwell	✓	
Cllr D F Fish	✓	
Cllr R McDougall	✓	
Cllr F Miller	✓	

17.3 Finances

Strategic Plan Reference 5.3

Community's finances will be managed responsibly to enhance the wellbeing of residents / Council will maintain community wealth to ensure that the wealth enjoyed by today's generation may also be enjoyed by tomorrow's generation / Council's financial position will be robust enough to recover from unanticipated events, and absorb the volatility inherent in revenues and expenses.

17.3.1 Monthly Financial Statement (Period ending 31 December 2022)

DECISION

Moved by Cllr D Blackwell, seconded by Cllr A E Bisdee OAM

THAT the Financial Report be received and the information noted.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Cllr A E Bisdee OAM	✓	
Cllr D Blackwell	✓	
Cllr D F Fish	✓	
Cllr R McDougall	✓	
Cllr F Miller	✓	

17.3.2 Monthly Oatlands Aquatic Centre Capital Expenditure Report (Period ending 31 December 2022)

DECISION

Moved by Deputy Mayor K Dudgeon, seconded by Cllr A E Bisdee OAM

THAT the Financial Report be received and the information noted.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Cllr A E Bisdee OAM	✓	
Cllr D Blackwell	✓	
Cllr R McDougall	✓	
Cllr D F Fish	✓	
Cllr F Miller	✓	

18. MUNICIPAL SEAL

Nil.

Clr R McDougall departed the meeting at 12.32 p.m.

Agenda Item 16.7.2 (previously deferred) was considered.

16.7.2 Oatlands – State Winner KAB Sustainable Communities Award December 2022

DECISION

Moved by Deputy Mayor K Dudgeon, seconded by Cllr D Blackwell

THAT the

- 1. Report be received and noted; and**
- 2. Recipients be congratulated on their individual and collective recognition.**

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Cllr A E Bisdee OAM	✓	
Cllr D Blackwell	✓	
Cllr D F Fish	✓	
Cllr F Miller	✓	

DECISION

Moved by Deputy Mayor K Dudgeon, seconded by Cllr D Blackwell

THAT the meeting be adjourned for lunch at 1.09 p.m.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Cllr A E Bisdee OAM	✓	
Cllr D Blackwell	✓	
Cllr D F Fish	✓	
Cllr F Miller	✓	

DECISION

Moved by Cllr A E Bisdee OAM, seconded by Cllr D Blackwell

THAT the meeting reconvene at 1.48 p.m.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Cllr A E Bisdee OAM	✓	
Cllr D Blackwell	✓	
Cllr D F Fish	✓	
Cllr F Miller	✓	

19. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

Nil.

RECOMMENDATION

THAT in accordance with Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*, the following items are to be dealt with in Closed Session.

DECISION

Moved by Deputy Mayor K Dudgeon, seconded by Clr A E Bisdee OAM

THAT in accordance with Regulation 15 of the *Local Government (Meeting Procedures) Regulations 2015*, the following items are to be dealt with in Closed Session.

CARRIED

Matter	Local Government (<i>Meeting Procedures</i>) Regulations 2015 Reference
<i>Closed Council Minutes - Confirmation</i>	15(2)
<i>Applications for Leave of Absence</i>	15(2)(h)
<i>Oatlands Property Matter</i>	15(2)(e)(ii)
<i>Blackman Water Pty Ltd – Sale of Shares</i>	15(2)(e)(ii)

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr F Miller	✓	

RECOMMENDATION

THAT in accordance with Regulation 15(2) of the *Local Government (Meeting Procedures) Regulations 2015*, Council move into Closed Session and the meeting be closed to members of the public.

DECISION

Moved by Clr D Fish, seconded by Deputy Mayor K Dudgeon

THAT in accordance with Regulation 15(2) of the *Local Government (Meeting Procedures) Regulations 2015*, Council move into Closed Session and the meeting be closed to members of the public.

CARRIED

DECISION (MUST BE BY ABSOLUTE MAJORITY)		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr F Miller	✓	

CLOSED COUNCIL MINUTES

20. BUSINESS IN “CLOSED SESSION”

20.1 Closed Council Minutes - Confirmation

In accordance with the Local Government (Meeting Procedures) Regulations 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15 (2) of the Local Government (Meeting Procedures) Regulations 2015.

20.2 Applications for Leave of Absence

In accordance with the Local Government (Meeting Procedures) Regulations 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15 (2)(h) of the Local Government (Meeting Procedures) Regulations 2015.

20.3 Property Matter – Oatlands

In accordance with the Local Government (Meeting Procedures) Regulations 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15 (2)(e)(ii) of the Local Government (Meeting Procedures) Regulations 2015.

20.4 Blackman Water Pty Ltd – Sale of Shares

In accordance with the Local Government (Meeting Procedures) Regulations 2015, the details of the decision in respect to this item are to be kept confidential and are not to be communicated, reproduced or published unless authorised by Council.

Item considered in Closed Session in accordance with Regulation 15 (2)(e)(ii) of the Local Government (Meeting Procedures) Regulations 2015.

DECISION

Moved by Deputy Mayor E Batt, seconded by Clr D Fish

THAT Council move out of “Closed Session”.

CARRIED

DECISION		
Councillor	Vote FOR	Vote AGAINST
Mayor E Batt	✓	
Deputy Mayor K Dudgeon	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr F Miller	✓	

OPEN COUNCIL MINUTES

21. CLOSURE

The meeting closed at 2.23 p.m.



MINUTES

COMMUNITY SHED - OATLANDS MANAGEMENT COMMITTEE

Supported by
Community & Corporate Development

ACTION ITEMS	RESPONSIBILITY	TIME LINE
Mary-Ann to send template of sign required as well as dimensions to Wendy	Mary-Ann/Wendy	
Wendy to obtain quote for sign		
The Shed Supervisor to organise visit to another shed.	Penny/Gillian/David	
No further communication with Graeme Ford		
Volunteer Registration Form was circulated, to be completed and returned to Wendy	Wendy	

ITEM	Treasurer's Report	Attached File
DISCUSSION	Financial Statement tabled	
DECISION	That the Financial Statement be received Opening balance \$6,558.06 and closing balance as at 16/01/2023 \$7,266.56 Moved by: Penny Duggan Seconded by: Mary-Ann Orchard	
ACTION ITEMS	RESPONSIBILITY	TIME LINE

ITEM	Defibrillator	Attached File
DISCUSSION	Council was successful in obtaining a defibrillator for Community shed. Location of defibrillator – fixed to the exterior of the building near the entrance at 31 Glenelg Street Oatlands	
DECISION	Moved by: Mary-Ann Orchard Seconded by: Gillian Bailey	
ACTION ITEMS	RESPONSIBILITY	TIME LINE
On receipt of the defibrillator, Wendy will deliver to shed and can be erected in suitable position	Wendy	



MINUTES

COMMUNITY SHED - OATLANDS MANAGEMENT COMMITTEE

Supported by
Community & Corporate Development

ITEM	Request from Geoffrey	Attached File	
DISCUSSION	<p>Geoffrey Morgan has made a request to become a supervisor at the shed. He holds a Diploma in Design in wood from TAFE and was employed as Technical Support in the MTD Department at Rose Bay High School, TAFE and in the School of Arts within Utas for many years. He holds a certificate in Teacher Aide and has a registration to work with Vulnerable People.</p> <p>Appointment of Supervisor is a responsibility of this Committee.</p> <p>For discussion and resolution</p>		
DECISION	<p>Geoffrey Morgan be appointed as a supervisor on successfully completing a First Aid and CPR qualification.</p> <p>Moved by: Eleanor Bjorksten Seconded by: Gillian Bailey</p>		
ACTION ITEMS		RESPONSIBILITY	TIME LINE
Geoffrey to enroll in first aid course		Geoffrey	

Ashley Steele came into meeting at 2.30– Clr Dudgeon did a brief introduction of all members

ITEM	Relocation of Farrier to Community Shed	Attached File	
DISCUSSION	<p>David has requested that consideration be given to relocate the Farrier (Fergus Patterson) to the Community Shed. David will provide further information at the meeting.</p>		
DECISION	<p>David advised that it appears Fergus has sold his farrier items and this option is no longer available as he will be moving</p>		
ACTION ITEMS		RESPONSIBILITY	TIME LINE

ITEM	Other Business	Attached File	
DISCUSSION	<p>First Aid Course – All Supervisors to undertake First Aid Training and the Community Shed will reimburse the cost of the course.</p> <p>Geoffrey Morgan was no longer available to do the markets, Penny will take over this role to do Oatlands and Colebrook Markets.</p> <p>Gravel needed for around the shipping container as per original discussions.</p>		



MINUTES

COMMUNITY SHED - OATLANDS MANAGEMENT COMMITTEE

Supported by
Community & Corporate Development

	An electrician is required to put a multi power point in the kitchen as well as one for external use. This could be done at the time the new wood heater is installed.
	Eleanor asked whether members of the public were allowed to attend the Committee Meeting. No one had an objection to this as long as they did not disrupt the meeting. To improve communications the supervisors are to meet the first Monday of each month at 10.00am. More membership forms were required.

DECISION		
ACTION ITEMS	RESPONSIBILITY	TIME LINE
Follow up re Wood heater	Wendy	
Membership forms	Wendy	

ITEM		Attached File	
DISCUSSION			
DECISION			
ACTION ITEMS	RESPONSIBILITY	TIME LINE	

ITEM		Attached File	
DISCUSSION			
DECISION			
ACTION ITEMS	RESPONSIBILITY	TIME LINE	

NEXT MEETING: 7th August, 2023 at 2.00 pm

Close: 2.45 pm

Distribution of Agenda:



MINUTES

COMMUNITY SHED - OATLANDS MANAGEMENT COMMITTEE

Supported by
Community & Corporate Development

Members

CHAUNCY VALE WILDLIFE SANCTUARY MANAGEMENT COMMITTEE
SOUTHERN MIDLANDS COUNCIL
MINUTES
OF GENERAL MEETING HELD ON MON 6TH FEBRUARY 2023
AT CHAUNCY VALE RESERVE

Present:

Councillor Rowena McDougall	Chair
Tony Bantick	Community
Vicky Bird	Bagdad Field & Game (BF&G)
Graham Green	SMC
Jamie Ward	Community
Heather Chauncy	Chauncy Family
Ben Masterman	Chauncy Family

Apologies: P&WS; Victoria (Community), Elise Jeffery (TLC), Laura Young (Caretaker), Donna Blackwell (Council)

Vicky Bird was welcomed for her first meeting as BF&G representative.

1. Minutes

The minutes of the previous meeting held on October 24th 2022 were accepted as a correct record: Moved – Jamie, seconded – Tony, carried

2. Matters arising from the minutes

There were no matters arising from the minutes.

3. Correspondence

- *Phil Wise (TLC) – wildlife cameras* – The TLC have offered us access to wildlife cameras. It was decided that we get at least two cameras. Graham to talk to TLC staff about this and also about how best to manage the images so that the information collected is useful.
- *Phil Laroche (TLC) – Brochures* – The TLC requested that we pay for a print run of the new Flat Rock / Chauncy Vale brochure as they have invested a lot in the

development of the brochure. The cost is \$306.90 for 200 brochures. It was agreed that we offer to pay at least for the first printing run.

- *Tony James – Resignation* – Tony informed us of his resignation from the Management Committee due to ill health. A response was sent thanking Tony for his valued contribution to Chauncy Vale.
- *Bagdad Education & Care – Wombat Walk testimonial* – a letter expressing their appreciation of the Wombat Woodland Walk for provision to our grant provider.
- *Adventure Patch – Wombat Walk testimonial* - a letter expressing their appreciation of the Wombat Woodland Walk for provision to our grant provider.
- *Chris Harman* – comment regarding the importance of indigenous advice for looking after 'country' and a request for the contact details of Luke Mabb who ran the 'walk on country' at the Community Day.

4. Financial report

The account balance as at 31/01/23 was \$48,222. The balance includes committed funds for capital improvements to Day Dawn Cottage of \$12,000 and \$10,000 to be spent on installing the rope bridge on the Wombat Woodland Walk.

Financial report Moved – Ben, seconded – Tony carried

5. Wombat Woodland Walk Project update

The Wombat Woodland Walk project has been acquitted through submission of the final report. The grant provider, Healthy Tasmania Fund, accepted a request to wind up the grant even though the rope bridge had not been installed. They accepted that we had largely achieved the intended goals of the project and had spent money equivalent to the grant funds. Getting the rope bridge installed will now be an internal council project using the \$10,000 that council contributed to the project.

A positive side of this arrangement is, that if further delays with the rope bridge occur: more requests to extend the grant project won't be required; and further grant reporting won't be required.

Some more wildlife stencils/sculptures will be added along the return leg of the Wombat Woodland Walk in the coming months. Andrew Evans has been paid \$2000 to do this work. Payment of these funds enabled us to balance the ledger of the grant funds prior to the project being acquitted.

6. Regeneration burns – guests and discussion

The invited guests from the indigenous community who were to speak on ‘cultural burning’ at the meeting cancelled at the last minute and it would appear that it is now unlikely that they will get involved with Chauncy Vale. We have however been invited to a demonstration of ‘cultural burning’ on another property – Ben to provide details about this in due course.

There was some discussion regarding the Chauncy Vale / Flat Rock Reserve Fire Management Plan that was done by Jon Marsden Smedley for the TLC. The document provides a comprehensive assessment of the fuel loads across the reserves at both ground level, mid-level and canopy level. In a nutshell, the reserves are assessed as carrying a high fuel load. The management plan highlights the need for controlled burning and states that the current 40 year interval since a significant burn is likely to be resulting in biodiversity decline.

A discussion was then held regarding what we have the capacity to undertake with our own resources next winter-spring. It was concluded that a continuation of small scale burns on the river flats would be appropriate with a focus on the western end of the reserve within the ‘Visitor Precinct’ (ie outside of the covenanted area of the reserve). The objectives would be similar to before, that is, fuel reduction, biodiversity regeneration, and stimulation of thistle seed for follow-up spraying. Importantly, keeping fuel loads managed at the western end of the reserve serves the purpose of acting as a firebreak to some extent. Graham to draft up a basic management plan for the approach to be taken next season. This plan will: outline the preparation required eg permissions and notifications; map the desired areas for controlled burning; the personnel required; and the resources required. Vicky mentioned that she has contacts within TFS who may be helpful in terms of planning when to undertake a planned burn.

7. Current Management Priorities

Thistles

Thistle control work continues. It has been a bad season for thistles throughout the reserve due to the ideal conditions through spring. The worst infestation is on the lower river flat where the controlled burn was undertaken last spring. The germination of thistles was expected and has been quite spectacular. With the follow-up spraying effort this season, hopefully there will be a significantly smaller thistle outbreak next season.

Thistles along the road leading into Chauncy Vale have also been sprayed as the seed from these as the potential to blow into the reserve.

There was also a large outbreak of 'Mullein' this year on the north facing slope near the top bridge. They have been sprayed and the tall yellow flower spikes have been cut off.

A map of the thistle infestation areas has been made for future reference.

There was some discussion around whether assistance with thistle control would be useful, eg with Landcare group or volunteers. Due to OHS issues, required certification for spraying, difficult terrain in places, risk of snakes, and PPE equipment required, it is almost impossible for volunteers to get involved. At some point in the future it may be pertinent to engage contractors to assist with thistle spraying.

Goats and deer

Vicky will raise the issue of goats on Chauncy Vale at the next Bagdad Field and Game meeting. Vicky to keep in touch with Graham regarding possible missions by BF&G to shoot goats. It was agreed that the reserve needs to be closed at times when shooters are on the property.

It was also mentioned that deer are likely to be on the property due to plenty of evidence from the surrounding area. Control of deer is next level to goats as permits are required to shoot them.

Monitoring

Further to the deployment of wildlife cameras as mentioned in 'correspondence' the Committee agreed that an increased environmental monitoring effort to track species diversity and vegetation condition is something we need to be putting some effort into. Graham will catch up with Elise in due course so that any monitoring sites on Chauncy Vale can be set up consistent to how TLC collects information on Flat Rock.

8. Tasmanian Land Conservancy Flat Rock Reserve update

No report was provided for this meeting

9. Other business

Potential new toilet

The committee agreed that a new toilet that meets present day expectations, particularly disabled access, would be a significant asset for Chauncy Vale. In the first instance Graham will speak with an appropriate person at PWS to begin getting a costing together after which grant opportunities will be sought, eg a Tasmanian Community Fund infrastructure grant.

Research project

A PhD research project site has been set up in Browns Caves Rivulet to look at stream biodiversity in relation to land use change. A copy of the report has been requested at the completion of the study.

10. Next meeting Monday May 1st at 10 am

12th December, 2022

Dear Graham,

We wanted to extend our gratitude to the Southern Midlands Council, and especially yourself, for the installation of the Wombat Walk in Chauncy Vale Wildlife Sanctuary.

The new Wombat Walk features in the bush have extended our exploration activities to include map reading using the interpretation boards as well as the physical challenges enjoyed by our children at our service. It's also broadened the children's interest in the wildlife living within the sanctuary, their habitats and habits.

Every couple of weeks we take groups of up to ten children at a time to Chauncy Vale and the children often ask to use the rope balance beams and walking planks and to sit on the wombat statues which have added to the children's physical development and connection to nature and the environment.

Thank you for taking steps to make this vision a reality, it brings so much joy to the children at our service and provides so much inspiration for further learning conversations.

Kind Regards

Tammy Bennett

Provider/ Director/ Early Childhood Teacher

The wombat walk offers a good balance of discovery, provoking the children's curiosity and awe and wonder, being able to investigate the natural world and habitats of our native animals, learning how to respect the natural world and physical challenges along the way. The walk has been completed by our groups of children both in the rain and sunshine.

The children were very excited when they first discovered the carved animals in the logs, their curiosity to actually try and work out each animal's identity was incredible. There was much excitement during our third visit when one child found the second owl. The rope bridge after completing one crossing then turned into roleplaying "3 Billy Goats Gruff" with one child being the troll underneath. An incredible natural learning environment for the children of today and tomorrow

Kind Regards

Anita Kerrison
Adventure Coordinator



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employer
of choice





MINUTES

Campania Recreation Ground Management Committee

Tuesday, 7th January at 6.30 p.m
Campania Recreation Ground

COMMITTEE MEMBERS:

Council Representatives:	Mayor, Edwin Batt General Manager, Tim Kirkwood Manager Community & Corporate Development, Wendy Young
Campania Cricket Club:	Ben Sinitt Simon Tapp
Campania Football Club:	President, Steven Denny Jeff Beven Sam Medhurst
Campania District School:	Principal, Anne Hull
Campania Community:	Jarrold Beven Robin Howlett

1. PRESENT:

Mayor Edwin Batt, Wendy Young, Ben Sinitt, Simon Tapp, Patrick Grice, Danny Knott, Steven Denny, Jeff Beven, Sam Medhurst, Anne Olsson, Jarrod Beven, Susan Ferrar

2. APOLOGIES:

Tim Kirkwood, Robin Howlett

3. CONFIRMATION OF MINUTES:

The last meeting was an informal discussion re potential sharing of the Campania Recreation Ground. No formal minutes were taken.

4. BUSINESS ARISING FROM THE MINUTES:

Nil

5. NEW BUSINESS:

5.1 Ground Surface

A ring drain has been installed around the perimeter of the ground with drainage connected to the southern end. Early March Council will verti drain and top dress the ground if required.

It was also noted that a stormwater pit behind the scoreboard would help eliminate the water. The matter to be raised with Council's Manager Works & Technical Services.

5.2 Bank and drainage northern end of the ground

Hall Lane will be commenced prior to the end of this financial year, this should mitigate water running off the embankment.

Discussions on reinforcing the bank to stop erosion possible solutions gabion wall or placing rocks and plants over the bank, also to reinstate stairs. As no money was allocated in Council's budget for this, this item should be put forward as part of Council's budget allocation process.

5.3 Birds in the Change room Building

Birds are getting into the change rooms around the sky light. Wendy to follow up and get fixed.

5.4 Rubbish Bin Placement

It was requested that a couple of wheelie bins be installed on the ground opposite the club rooms and be emptied by Council. This matter will be referred to Council's Manager Works & Technical Services.

5.5 Stairs & Ground Surface in front of the Change Rooms Building

It was noted that this has been dealt with as part of the drainage installed by Council. However it was noted that the stairs were loose and the capping required fixing. It was also noted that the stormwater pit at the front of the change room required resealing, as when the pit fills the water runs back and out through the stairs.

5.6 Potential of installing Security Cameras

Recently the ground has been subject to some graffiti. The potential of installing security cameras were raised. Jarrod has previously requested a quote to install a camera on his shed that points across to the ground. Jarrod to send Wendy a copy of the quote and this be put forward to the budget estimate process for Council.

5.7 Ground Lights

The Ground lights have moved and require adjusting. Wendy to speak to an electrician to arrange for this to be undertaken.

5.8 Bookings

Campania District High School – Athletic Carnival Tuesday 7th March, it was noted that this may need to change but Anne would advise.

6.0 Other Business

6.1 Covering of Pitch

It was advised that cricket will be finished the 1st week of March and that the pitch could be covered after that time.

6.2 Cricket Pitch Replacement

The Cricket Club requested that the cricket pitch be replaced as it was unsafe. Parts of the pitch has sunk, cracks were dangerous and that the width of the pitch was inadequate for women's cricket. Jarrod to speak to Oliver to obtain quote, so this could also be included in budget estimates.

6.3 Cricket Nets

The 3rd cricket net was currently not being used due to someone burning a hole in the mat. This requires fixing as well as the line marking, Jarrod to obtain quote from Oliver.

6.4 Hot Water Cylinder

Again the issue of hot water in the kitchen was raised. Steve offered to buy a 40/60 litre hot water cylinder as long as Council could arrange for installation by an electrician. It was noted that a switch on the wall was required to turn off water system during the off season. Steven to notify Wendy once he had the cylinder.

7. NEXT MEETING:

Next meeting 4th April – 6.30 pm.

8. CLOSURE:

The meeting closed at 7.07 pm.



Southern Tasmanian Councils Authority

Quarterly Report to Members

December 2022



Bridgewater Jerry | Photo Credit: Aileen Gilmour

Each Joint Authority is required under Section 36B of the *Local Government Act 1993* to provide to its members a quarterly report that includes a statement of general performance and a statement of its financial performance

This report covers the three-month period ending 31 December 2022. This report with all previous quarterly reports is published on the Authority's website: www.stca.tas.gov.au

The Southern Tasmanian Councils Authority commenced on 1 July 2006.



Contents

ORDINARY BOARD MEETING – 21 November 2022..... 3

- Chairperson Positions – STCA Board and Audit Committee3
- STCA Website Administration3
- Regional Climate Change Initiative (RCCI).....3
- Other Updates3
- Annual Report & Audited Financial Statements3
- Next Meeting.....3



Bonorong Wildlife Park | Photo Credit: Megan Braslin

ORDINARY BOARD MEETING – 21 November 2022

A Board meeting and Annual General Meeting of the STCA took place on 21 November 2022 hosted by Brighton Council. The following matters were discussed:

Chairperson Positions – STCA Board and Audit Committee

The following appointments were approved:-

- **STCA Chairperson** - Deputy Lord Mayor Helen Burnet
- **STCA Deputy Chairperson** - Mayor Michelle Dracoulis
- **STCA Governance & Audit Committee Chairperson** - Mayor Michelle Dracoulis
- **STCA Governance & Audit Committee Members** - Mayor Kerry Vincent, Deputy Lord Mayor Helen Burnet and Mayor Sally Doyle

STCA Website Administration

The MOU for website administration expires in February 2023. Expressions of Interest have been sought.

City of Hobart have given an undertaking to assist with STCA communication and will review and assess the cost to possibly assist with both website administration and communications and present to the next meeting.

Regional Climate Change Initiative (RCCI)

The Board reviewed and endorsed the quarterly Regional Climate Change Initiative Quarterly Report. The Board also endorsed the Regional Strategy – Adapting to a Changing Tasmanian Coastline final draft.

Other Updates

Updates were provided from South East Regional Development Authority; South Central Sub-Region and Southern Tasmanian Regional Land Use Planning Coordinator.

Annual Report & Audited Financial Statements

The 2021/2022 Annual Report including the audited Financial Statements for the year ended 30th June 2022 were adopted at the Annual General Meeting held on the 21st November 2022.

A copy of the Annual Report and Audited Financial Statements can be found at the link below:
<https://stca.tas.gov.au/wp-content/uploads/2022/12/2021-22-Southern-Tasmanian-Councils-Authority-Annual-Report.pdf>

Next Meeting

The next Board meeting will be hosted by City of Hobart and will be held on 20th February 2023.



Deputy Premier
Treasurer
Minister for Infrastructure and Transport
Minister for Planning

Level 10, Executive Building, 15 Murray Street, Hobart
Public Buildings, 53 St John Street, Launceston
GPO Box 123, Hobart TAS 7001
Phone: (03) 6165 7701; Email: Michael.Ferguson@dpactas.gov.au

Councillor Edwin Batt
Mayor
Southern Midlands Council
By email: mail@southernmidlands.tas.gov.au

Dear Mayor

Consultation on the Regional Planning Framework and draft Structure Plan Guidelines

Phase Two of Tasmania's planning reform agenda is well underway and includes the making of the Tasmanian Planning Policies (TPPs), and a full review of each of the regional land use strategies (RLUS) to be supported by an improved regional planning framework.

The release of the Regional Planning Framework Discussion Paper marks the commencement of the review of the regional planning framework. The regional planning framework refers to the legislative, regulatory or administrative arrangements that support the RLUSs.

The *Land Use Planning and Approvals Act 1993* (LUPA Act) requires that the RLUSs are reviewed following the making of the TPPs. The LUPA Act provides for the making and, to a limited extent, the review of RLUSs. This Discussion Paper seeks your feedback on how the regional planning framework can better provide for the scope and purpose of the RLUSs and processes around their assessment, review and amendment.

The Discussion Paper also introduces the draft structure plan guidelines (SPGs) for comment. Structure plans provide an important strategic link between the RLUSs and the application of zones, overlays, specific area plans and particular purpose zones in the Local Provisions Schedules in the Tasmanian Planning Scheme. Structure plans guide the development or redevelopment of settlements by integrating and coordinating future land uses, development, and infrastructure provision in a sustainable and orderly manner. The draft SPGs aim to establish agreed processes, content and inputs for the preparation structure plans.

Your feedback will assist with informing the preparation of an improved regional planning framework and the draft SPGs.

The Discussion Paper along with the draft SPGs can be viewed under the 'Have Your Say' tab on the Planning in Tasmania website: planningreform.tas.gov.au

Written submissions can be made by close of business on **Tuesday 28 February 2023** in one of the following ways:

1. Via email to yoursay.planning@dpac.tas.gov.au
2. Via post to:
Department of Premier and Cabinet
State Planning Office
GPO Box 123
HOBART TAS 7001

If you have any queries on the Discussion Paper, draft SPGs, or the broader reforms relating to the RLUSs, please contact the State Planning Office on 1300 703 977 or by email at: stateplanning@dpac.tas.gov.au.

Yours sincerely

A handwritten signature in blue ink that reads "Michael Ferguson".

Michael Ferguson MP
Minister for Planning

Regional Planning Framework

Discussion Paper



Author:
State Planning Office

Publisher:
Department of Premier and Cabinet

Date:
November 2022

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Contents

1	Introduction.....	5
1.1	Background.....	5
1.2	Role of regional strategic planning in Tasmania’s planning system	6
1.3	Need for the regional planning framework review	7
1.4	Project overview	7
2	Regional Planning Framework Project – Stage I	8
2.1	Scope and Purpose	8
2.2	Consistency.....	10
2.3	Preparing regional land use strategies	10
2.4	Assessing and declaring regional land use strategies.....	11
2.5	Reviewing regional land use strategies.....	12
2.6	Amending regional land use strategies	13
3	Structure plan guidelines.....	15
2.3	Background.....	15
2.4	How do the structure plan guidelines relate to the regional planning framework project?.....	15
2.5	Targeted consultation	16
4	Next steps.....	17
5	Feedback.....	17
	Appendix I – Draft Structure Plan Guidelines.....	18



Glossary

The following acronyms and abbreviations are used in this report.

LUPA Act	–	<i>Land Use Planning and Approvals Act 1993</i>
LPS	–	Local Provisions Schedule
RLUS	–	Regional Land Use Strategy
TPC	–	Tasmanian Planning Commission
TPPs	–	Tasmanian Planning Policies
TPS	–	Tasmanian Planning Scheme
SPG	–	Structure Plan Guidelines
SPO	–	State Planning Office
SPPs	–	State Planning Provisions



I Introduction

This discussion paper has been prepared by the Department of Premier and Cabinet's State Planning Office (SPO) and commences the formal consultation on the regional planning framework project. The regional planning framework refers to the legislative, regulatory or administrative arrangements that support Tasmania's regional land use strategies (RLUSs).

The paper has been prepared to assist you in providing feedback on what key elements should be incorporated into the improved regional planning framework.

This discussion paper is informed by targeted consultation undertaken with the planner's reference groups in each of the Cradle Coast, Northern and Southern regions. The feedback received in response to the discussion paper will inform any legislative, regulatory, or administrative changes required, which will also be subject to further consultation.

The discussion paper also introduces the draft structure plan guidelines (SPGs) for comment. The guidelines are not intended to become a statutory instrument. The SPGs are the first step in the formulation of agreed processes and standards for structure plan preparation.

I.1 Background

The three regional land use strategies (RLUSs) in operation in Tasmania were declared in 2011 following the introduction of the Land Use Planning and Approvals Amendment (State and Regional Strategies) Act 2009. They were the first plans of their kind in Tasmania and were introduced to promote a regional approach to strategic planning in the State. A review of the RLUSs, along with the legislative and administrative framework in which the RLUSs operate, is necessary to ensure their consistency with the broader planning reform agenda.

The introduction of the State-wide Tasmanian Planning Scheme comprising the State Planning Provisions (SPPs) and the Local Provisions Schedules (LPSs) delivers Phase One of Tasmania's planning reform.

Phase Two of the planning reform agenda commenced in 2021 and includes the preparation and making of the Tasmanian Planning Policies (TPPs), the review of the regional planning framework, and the comprehensive review of the RLUSs, which will involve the preparation and making of the next iteration of the RLUSs.

This discussion paper will focus on the regional planning framework component of the Phase Two reforms. Improving the regional planning framework will better support the comprehensive review of the RLUSs, by defining their scope and purpose and providing processes around their preparation, assessment, declaration, governance, monitoring, review and amendment.



1.2 Role of regional strategic planning in Tasmania's planning system

The RLUSs set out the key agreed strategic directions for a region over the medium to longer-term. They aim to provide certainty and predictability for State government, councils, developers and the community on where, when and what type of development will proceed. In the context of the State's planning reform, the next iteration of the RLUSs will be a key instrument in the spatial implementation and further articulation of the TPPs, due to be made in 2023, in a regional context.

The RLUSs also allow for objectives and characteristics specific to the region to be recognised and strengthened, where their outcomes achieve consistency with the objectives of Schedule 1 of the *Land Use Planning and Approvals Act 1993* (LUPA Act), the State Policies and the TPPs.

The role of the RLUSs in decision-making will remain the same, with the preparation and amendments of each council's LPS required under the LUPA Act to be 'as far as practicable' consistent with the relevant RLUS.

The RLUSs also guides and is informed by local strategic planning documents, such as structure plans, so that finer grain planning can be undertaken where growth or land use change is identified by a RLUS.

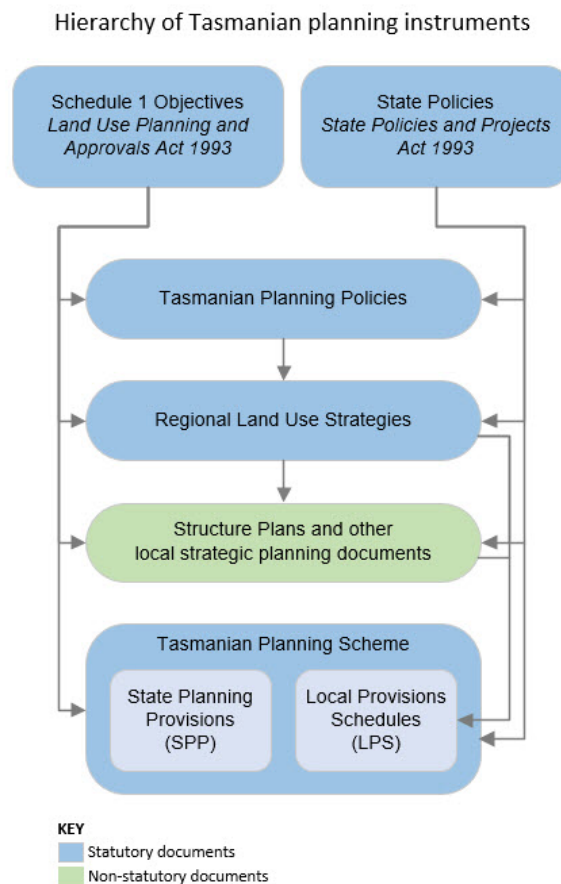


Figure 1: Hierarchy of Planning Instruments

1.3 Need for the regional planning framework review

The current framework and processes for the RLUSs is provided under [section 5A](#) of the LUPA Act. The Act provides for the making and, to a limited extent, the review of RLUSs. However, for other components of the planning system, including TPPs, SPPs, and LPSs, the LUPA Act specifies additional matters such as:

- purpose;
- content;
- processes for exhibition, hearings, approval, review and amendment; and
- criteria for assessment.

The lack of such a framework for and the inconsistencies between the RLUSs has resulted in difficulties with interpretation and ambiguity around maintenance, review processes and responsibilities. Effective review of the RLUSs following the making of the TPPs is dependent on such a framework.

The regional planning framework project will be undertaken over a number of stages:

Stage 1 (Figure 1) will provide the processes for the review of the RLUSs required after the making of the TPPs. In this phase it will be necessary to establish a framework that delivers:

- a clear scope and purpose for the RLUSs;
- improved processes for preparing, assessing, declaring, reviewing and amending the RLUSs; and
- a level of consistency between the three RLUSs.

Stage 2 involves:

- determining ongoing governance arrangements; and
- establishing data requirements for review and monitoring the RLUSs.

These components of Stage 2 will be informed by the current comprehensive review of the RLUSs and any relevant outcomes from the [Future of Local Government Review](#). It will also involve ongoing resourcing requirements to be considered and therefore it has been necessary to separate them out from the first stage of work.

1.4 Project overview

The LUPA Act currently requires the RLUSs be reviewed as soon as practicable after the making of the TPPs. Stage 1 of the regional planning framework project will, therefore, need to be in place to support the comprehensive review of the RLUSs once the TPPs are made.



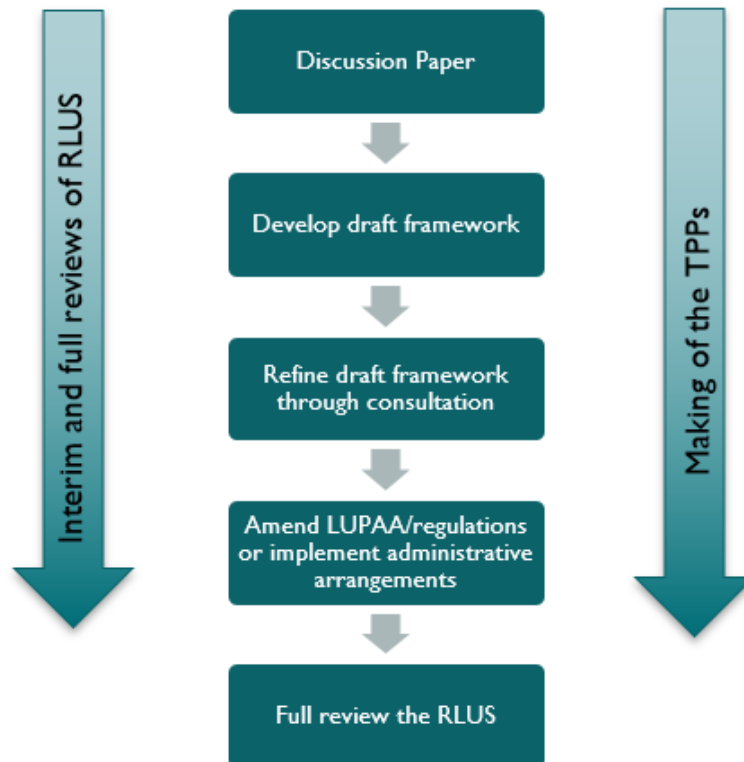


Figure 2: Stage I of Regional Planning Framework Project

2 Regional Planning Framework Project – Stage I

2.1 Scope and Purpose

The current legislative framework requires the RLUSs to be consistent with the TPPs and State Policies, and to further the objectives of Schedule 1 of the LUPA Act. The RLUSs, along with the Tasmanian Planning Scheme, will implement the TPPs.

Section 12B, particularly (1) and (2) of the LUPA Act set out the contents and purposes of the TPPs:

- (1) The purposes of the TPPs are to set out the aims, or principles, that are to be achieved or applied by –
 - (a) the Tasmanian Planning Scheme; and
 - (b) the regional land use strategies.
- (2) The TPPs may relate to the following:
 - (a) the sustainable use, development, protection or conservation of land;
 - (b) environmental protection;



- (c) liveability, health and wellbeing of the community;
- (d) any other matter that may be included in a planning scheme or a regional land use strategy...

Given the extent of issues covered by the TPPs, it is envisaged that much of the overarching policy currently contained in the RLUSs will now be captured by the TPPs.

The RLUSs will, therefore, need to spatially implement the TPPs, further articulate the TPPs in a regional context (e.g. through implementing settlement and activity centre hierarchies), and capture any regional planning issues consistent with the State Policies and objectives of Schedule 1 of the LUPA Act.

Since the scope of regional strategic planning will be changed by making the TPPs and introduction of the TPS, it may be appropriate that the legislative provisions for regional strategies are revised so general contents and purpose of RLUSs are set out in the legislation or regulations. These could be similar to section 12B of the LUPA Act for the content and purposes of the TPPs such as the following:

- (1) The purpose of a regional land use strategy is to set out the policies or strategies that are to be achieved or applied in that region by:
 - (a) a local provisions schedule; and
 - (b) any sub-regional or local land use planning strategies.
- (2) A regional land use strategy may relate to the following:
 - (a) the sustainable use, development, protection or conservation of land;
 - (b) environmental protection;
 - (c) liveability, health and wellbeing of the community;
 - (d) any other matter that may be included in a planning scheme or a regional land use strategy.

Some other matters that could be considered are:

- a consistent time horizon for the RLUSs;
- specifying that the RLUSs may include:
 - spatial application of the TPPs, regional or sub-regional policy;
 - regional policies and strategies to strengthen the social, economic and environmental attributes specific to the region; and
 - identification of any sub-regions or inter-regional relationships;
- that the RLUSs are to be accompanied by:
 - any relevant background reports and supporting studies;
 - a plan detailing how the RLUS will be implemented including:
 - prioritising or staging the release of land for settlement growth;
 - provision of key infrastructure;



- governance arrangements for implementation; and
- funding arrangements and prioritisation.

Whilst the contents and purposes of the TPPs and SPPs are provided for in the legislation, consideration can also be given to including these matters in the regulations to the LUPA Act, or as administrative arrangements for the purposes of the RLUSs. This allows their purpose and content to be more easily updated as the RLUSs evolve after the making of the TPPs.

Please provide your feedback on the purpose and scope:

Do you agree that the general content and purposes of the RLUSs should be outlined in the legislation or regulations similar to the TPPs and SPPs?

Do you agree with the suggested contents above? Are there other matters you think the RLUSs could capture?

2.2 Consistency

A key outcome of Tasmania's planning reform is to achieve a degree of consistency across planning instruments to improve the ease in which the planning system can be engaged with, and to deliver more certainty.

One of the aims of the regional planning reforms is to achieve some consistency between the three RLUSs.

In achieving the right level of consistency, the following should be considered:

- development of a template for RLUSs, which could be referred to in the legislation or regulation as an instrument prepared in a 'form approved by the Minister';
- consistent use of terminology and definitions; and
- consistent features such as categorisation of settlements and activity centres within hierarchies.

Please provide your feedback on the consistency:

What attributes should be consistent across regions (e.g., terminology, categorisation of settlement etc)?

Should there be a template for RLUSs?

2.3 Preparing regional land use strategies

Early preparation for the comprehensive review of the RLUSs after the making of the TPPs is already underway. Regional and local strategic work is being partly funded by the SPO and



has commenced in each of the regions. This work will provide data to feed into the review of the RLUSs. It will also assist in identifying the data required for ongoing monitoring and review of the RLUSs as part of Stage 2 of the regional planning framework project.

As part of the RLUSs review, each of the three regions has either appointed or is in the process of appointing a Regional Planning Coordinator. It may be that the work and preparation of the next iteration of the RLUSs is managed by the Regional Planning Coordinators, in collaboration between the councils in each of the regions and the SPO in consultation with the relevant State agencies, service and infrastructure providers and other relevant stakeholders.

Models for future reviews and preparing future iterations of the RLUS will comprise part of the consideration for the ongoing governance of the RLUSs under Stage 2 of the regional planning framework project. This will also be informed by any relevant outcomes from the Future of Local Government Review.

2.4 Assessing and declaring regional land use strategies

Under [section 5A \(3\)](#) of the LUPA Act an RLUS is currently declared by the Minister for Planning if satisfied that it meets the objectives of Schedule 1 of the LUPA Act and is consistent with the State Policies and TPPs.

The RLUSs have a public interest because landowner rights are impacted by a LPS or a LPS amendment required to be 'as far as practicable' consistent with the RLUSs. The LUPA Act, however, currently does not specify any process around public consultation or hearings for declaring or amending a RLUS.

Consideration should be given to whether the RLUSs should be assessed in a similar manner to the TPPs.

In assessing the draft TPPs, the TPC must consider:

- whether the draft TPPs meet the TPP Criteria by:
 - furthering the objectives of Schedule 1 of the Act;
 - being consistent with any relevant State Policy;
- all representations received during the public exhibition period;
- relevant matters raised at a hearing in relation to a representation;
- any matters of a technical nature in relation to the application of the TPPs into the SPPs or RLUSs.

The legislation provides that the Minister may make the TPPs if satisfied that, on the advice of the TPC, they meet the TPP Criteria.

An updated framework should consider whether the RLUSs are subject to consideration by the independent TPC, and whether this process should involve consideration of representations received and hearings into the RLUSs, with subsequent recommendations made to the Minister.



When assessing a RLUS, it may be that the TPC consider:

- whether the RLUSs:
 - further the objectives of Schedule 1 of the Act;
 - are consistent with the State Policies;
 - are consistent with the TPPs;
- all representations received during the public exhibition period;
- relevant matters raised at a hearing in relation to a representation;
- any matters of a technical nature in relation to the application of the
 - TPPs into a RLUS; and
 - RLUS into a LPS.

Please provide your feedback on assessing and declaring RLUS:

Should the RLUSs be subject to an assessment process by the TPC with recommendations made to the Minister? Should the assessment process include public hearings?

Should the matters be taken into consideration when assessing a RLUS be similar to the TPPs? Are there any different matters that should be included?

2.5 Reviewing regional land use strategies

Currently under the LUPA Act, the review cycles for each of the TPPs, SPPs and LPSs are every 5 years.

The review process for the TPPs, under [section 121](#) of the LUPA Act, requires the Minister to:

- review the TPPs; or
- direct the TPC to review the TPPs and make recommendations to the Minister; and
- table a report to Parliament on completion of the review by the Minister or the TPP.

The review process for the SPPs requires the Minister to:

- review the SPPs; or
- direct the TPC to review the SPPs and make recommendations to the Minister.

Under [section 5A \(6\)](#), the Minister is required to keep the RLUSs under periodic review, and under [section 5A \(8\)](#), review the RLUSs as soon as practicable after the making or amendment of the TPPs to ensure the strategies' consistency with the TPPs. However, no timeframes or processes are specified for the periodic reviews, such as with the TPPs or the SPPs.



Please provide your feedback on reviewing RLUS:

Should the timeframes for review of the RLUSs continue to reflect the 5 yearly cycle of the other instruments, triggered by the making or amendment of the TPPs?

Should any other matters trigger the review of the RLUSs?

Should the review process for the RLUSs be similar to that of the TPPs and SPPs?

2.6 Amending regional land use strategies

The LUPA Act does not provide a process for amending RLUSs, although allows for their amendment by requiring the Minister to keep the RLUSs under periodic review.

Currently amendments are managed through the declaration process provided for under the LUPA Act. Under [section 5A \(4\)](#) before declaring a RLUS, the Minister must consult with:

- the TPC;
- the planning authorities; and
- State service agencies and State authorities as the Minister thinks fit.

Under [section 5A \(3\)](#), having received advice from the TPC, the Minister may declare a land use strategy that:

- furthers the objectives of Schedule I of the LUPA Act;
- is consistent with the State Policies; and
- is consistent with the TPPs.

In comparison, specific criteria provide for amendment of the TPPs under the LUPA Act. [Section 12H](#) of the Act outlines the processes for an amendment of the TPPs, with a shortened process for minor amendments.

An amendment to the TPPs may consist of:

- a) an amendment of one or more of the provisions of the TPPs; or
- b) the insertion of one or more provisions into the TPPs; or
- c) a revocation of one or more of the provisions of the TPPs; or
- d) the substitution of one or more of the provisions of the TPPs.

[Part 2A](#) of the LUPA Act then applies to an amendment of a TPP as it would to the preparation of a new TPP, but with shortened timeframes in acknowledgement of the narrower scope (see [section 12H\(3\)](#) of the LUPA Act). An amendment of a TPP, therefore, requires a period of public exhibition, the receipt of representations and consideration by the TPC with a recommendation to the Minister.

An amendment of the TPPs may also be considered a minor amendment if:



- e) the Minister is of the opinion that the public interest will not be prejudiced if the draft amendment of the TPPs is not publicly exhibited; and
- f) the draft amendment of the TPPs is for one or more of the following purposes:
 - (i) correcting an error in the TPPs;
 - (ii) removing an anomaly in the TPPs;
 - (iii) clarifying or simplifying the TPPs;
 - (iv) amending a provision of the TPPs other than so as to change the intent of a policy expressed in the TPPs;
 - (v) bringing the TPPs into conformity with a State Policy;
 - (vi) a prescribed purpose in the Regulations.

The TPPs minor amendment process enables the amendments to be made without going through the full process of public exhibition and detailed review by the TPC.

For the RLUSs, there is an opportunity to consider a tiered approach similar to the TPPs. This could include processes:

- for declaring the next iteration of the RLUSs;
- for making amendments to the RLUS, which is the same as the original declaration, but with shortened timeframes; and
- for making minor amendments to the RLUS (e.g. correcting errors and making clarifications) in accordance with set criteria without having to go through the full amendment process.

The RLUSs have not been subject to a comprehensive review since their declaration in 2011. The absence of such review has created a need to amend some of the strategies to address immediate issues and growth pressures.

It is anticipated that with more regular reviews of the RLUSs undertaken as part of the improved regional planning framework, the need for amendments to the RLUSs outside the review cycles may be reduced. Furthermore, if adequate land supply is provided for after the next iteration of the RLUSs, and that supply is subject to more regular review, consideration should be given to what matters may trigger the need to amend the RLUSs outside the review cycle.

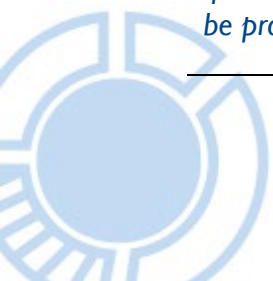
Please provide your feedback on amending RLUSs:

Should the LUPA Act provide a specific process for amending RLUSs? Should that process be similar to that of the TPPs?

Should different types of amendments be provided for, such as a minor amendment of the RLUSs?

What matters should qualify as triggers for amending a RLUS?

If more regular reviews are required of the RLUSs, should a request for amendments of a RLUS be provided for, and who should be able to make such a request?



3 Structure plan guidelines

2.3 Background

As part of the regional planning framework reforms, the SPO has been undertaking some targeted consultation for the development of structure plan guidelines (SPGs).

Structure plans strengthen communities by establishing a shared vision that guides the development or redevelopment of settlements by integrating and coordinating future land uses, development and infrastructure provision in a sustainable and orderly manner.

Structure plans include spatial representation of existing and proposed land use, social and physical infrastructure and services, natural hazards, natural values, physical and topographical features.

The SPGs, once finalised, are intended to represent agreed guidelines in relation to the input, contents and processes around the preparation of structure plans at the local level.

The SPGs are not intended to be statutory or regulatory instruments. As agreed guidelines, they can be updated when required to ensure they remain fit for purpose.

2.4 How do the structure plan guidelines relate to the regional planning framework project?

The preparation of the draft SPGs augments the regional planning framework project and the early stages of the comprehensive review of each of the RLUSs.

Whilst structure plans are not statutory instruments within Tasmania's planning system, they provide a strategic link between the RLUSs and LPSs. Structure plans also provide an important component in resolving regional and local issues where it comes to managing settlements and use and development changes.

The LUPA Act requires a LPS and a LPS amendment to be 'as far as practicable' consistent with the relevant RLUS. The RLUSs also often refer to structure plans to provide finer grain planning, particularly where use and development change is identified. The draft SPGs are, therefore, intended to assist planners, developers and councils in the preparation of a more robust structure planning process improving acceptance from decision makers, infrastructure and service providers and the community.

Strategic planning studies, data collection and analysis projects are underway as part of the preparation for the comprehensive review of the RLUSs following the making of the TPPs. This work is largely being undertaken at the regional and local level with the support of the SPO. Local strategic planning undertaken by councils in the three regions is a key aspect of this work, and the preparation of the draft SPGs will assist in informing the work at the local level.



Given the statutory RLUSS reviews are due after the TPPs are made, there is scope for the structure planning to inform the next iteration of the RLUS. The manner in which a structure plan may inform the review of RLUSS is provided in the guidelines below.

2.5 Targeted consultation

The draft SPGs in Appendix I have been prepared by the State Planning Office (SPO) following targeted consultation with regional planner's groups in each of Tasmania's three regions, key State agencies, infrastructure and service providers and the TPC.

The key issues arising from the targeted consultation indicates that structure planning should involve the following key features:

- engagement should be undertaken with State agencies, councils, infrastructure and service providers at the preliminary stages of structure plan preparation, as well as at other key stages in the structure planning process;
- early and ongoing consultation with the community;
- processes through which councils, planners or developers can more easily engage and consult with interested State agencies in planning matters;
- consideration should be given to all issues relevant to the structure plan area, and avoid ignoring issues in order to focus on a narrow set of objectives;
- consideration for issues more broadly (e.g. impacts on social and physical infrastructure and services beyond local matters; productive resources; natural values; natural hazards responded to adequately);
- justification for the any growth provided for by the structure plan in the context of broader sub-regional or regional growth;
- based on quality inputs and studies and up to date data and projections; and
- a suggested contents or list of matters/checklist that the structure plans should address (where relevant).

Please provide your feedback on the draft Structure Plan Guidelines.

Do you think the draft structure plan guidelines will assist councils, planners, developers and the community with an understanding of what should be contained in a structure plan and what the structure plans should achieve?

Are there any other additional matters or issues that should be considered for inclusion in the guidelines?



4 Next steps

Once the consultation period has concluded, the State Planning Office will carefully consider all comments received.

Feedback received from this consultation period will assist in informing any legislative, regulatory or administrative change required to improve the regional planning framework. A consultation report will be prepared in response to the feedback received.

Any legislative or regulatory changes will be subject to further consultation processes.

5 Feedback

Please provide feedback your feedback on the Regional Planning Framework Discussion Paper or the draft SPGs to yoursay.planning@dpac.tas.gov.au.

For any other queries regarding planning reform contact the State Planning Office on Ph: 1300 703 977 or stateplanning@dpac.tas.gov.au.



Appendix I – Draft Structure Plan Guidelines







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Structure Plan Guidelines

Draft

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State Planning Office

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Contents

I. Introduction.....	6
1.1 Structure planning in Tasmania’s land use planning system	6
1.2 Defining structure plans.....	8
1.3 What structure plans should achieve.....	8
1.4 Types of structure plans	9
1.5 Maintenance of the guidelines.....	9
1.6 How the guidelines should be used	9
2. Structure Plan Guidelines	10
2.1 Key components and processes.....	10
2.1.1 Definition and purpose	10
2.1.2 Timeframes.....	11
2.1.3 Background research and data collection.....	11
2.1.4 Stakeholder engagement and community consultation.....	12
2.1.6 Analysis and options evaluation	14
2.1.7 Vision	15
2.1.8 The Structure Plan.....	15
2.1.9 Acceptance	16
2.1.10 Implementation.....	16
2.1.11 Monitoring and review.....	17
2.2 Guidelines for Structure Plan Content	19
2.2.1 Title cover page.....	19
2.2.2 Council endorsement.....	19



2.2.3	Purpose.....	19
2.2.4	Timeframe.....	19
2.2.5	Policy framework	19
2.2.6	Define the structure plan area	20
2.2.7	Stakeholder engagement.....	20
2.2.8	Community consultation	20
2.2.9	Context	20
2.2.10	Structure plan – Vision.....	21
2.2.11	The Structure Plan	21
2.2.12	Implementation	21
2.2.13	Monitoring and review	21
2.2.14	Supporting studies.....	21
2.3	Further information and feedback	22

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Glossary

The following acronyms and abbreviations are used in this report.

LUPA Act	–	<i>Land Use Planning and Approvals Act 1993</i>
LPS	–	Local Provisions Schedule
RLUS	–	Regional Land Use Strategy
TPP	–	Tasmanian Planning Policy
TPS	–	Tasmanian Planning Scheme
SPG	–	Structure Plan Guidelines
SPO	–	State Planning Office
SPP	–	State Planning Provision

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I. Introduction

The Structure Plan Guidelines (SPGs) are intended to provide agreed guidance for the preparation of structure plans at the local strategic planning level.

The SPGs provide for some core elements that are intended to deliver structure plans that involve appropriate stakeholder engagement and community consultation, and coordinate growth with the provision of services and infrastructure in a manner that integrates with the surrounding area.

It is not intended that the SPGs prescribe a methodology for the structure planning process, however, there has been an identified need across State government and councils to reach agreement on defining what structure planning is, as opposed to other forms of local strategic planning, such as settlement strategies or master plans, and what their purpose and content should be.

The SPGs may also be considered when preparing other types of local strategic planning documents, such as masterplans or residential settlement strategies, where guidance within the SPGs is relevant to the preparation of these plans.

I.1 Structure planning in Tasmania's land use planning system

Structure plans play an important role in local strategic planning in Tasmania. Structure plans are not one of the statutory instruments in the Tasmanian planning system (Figure 1), however, they have a key role in implementing and articulating the regional land use strategies (RLUSs) at the local level.

In Tasmania, structure plans provide finer grain planning to manage settlements. Preparation and review of RLUSs identifies at a regional level where use and development should occur, including for residential, commercial, industrial, or community-based uses. The RLUSs also establish a network of settlement and activity centre hierarchies to prioritise growth within settlements.

Structure plans prepared at the local level then inform the application of zoning and overlays in LPSs, and the preparation of specific area plans or particular purpose zones where a more unique integration of use and development is required, which are implemented through LPS amendments.



Hierarchy of Tasmanian planning instruments

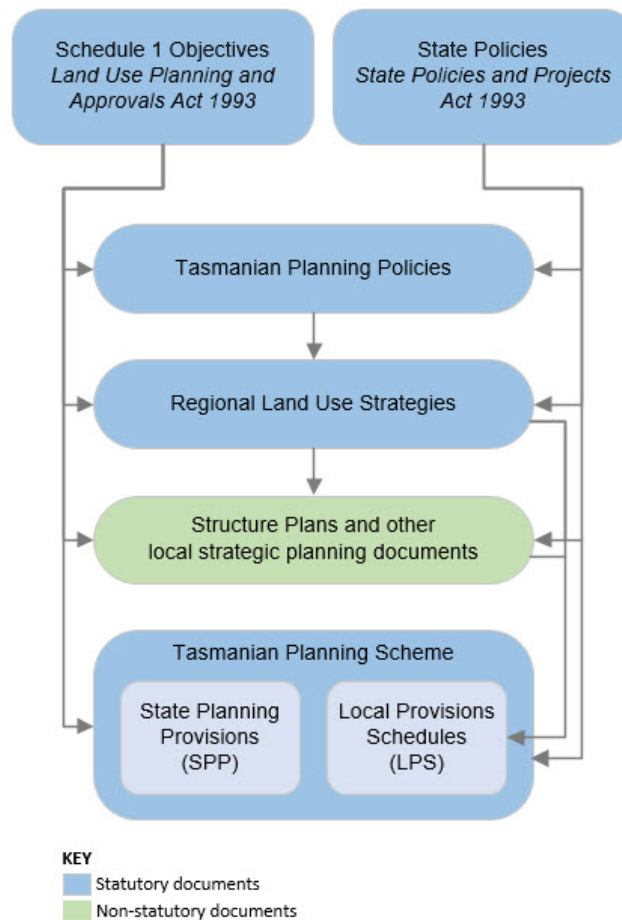


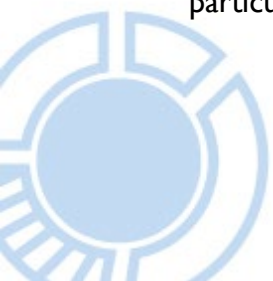
Figure 1: Tasmania’s land use planning instruments

Structure plans, therefore, provide a strategic link between the RLUSs and local level planning within municipalities to resolve regional and local priorities where the RLUSs identify land use and development changes related to settlements.

Structure plans should also provide for outcomes that are consistent with the broader planning policy and legislative framework, including the RLUS, the Tasmanian Planning Policies (TPPs), the objectives of Schedule 1 of the LUPA Act or the State Policies.

Given the statutory RLUS reviews are due after the TPPs are made, there is scope for structure planning to inform the next iteration of the RLUSs. The manner in which a structure plan may inform the review of RLUSs is provided in the guidelines below.

Structure plans, however, need not be confined to objectives outlined in the RLUS or the broader planning policy framework. As a locally prepared plan, they can deliver community aspirations beyond the existing planning policy framework. For instance, a structure plan may introduce urban design objectives to strengthen the public realm, objectives for sustainable design or urban landscaping features, or identify a specific mix of uses to deliver a particular activity precinct.



Structure plans are usually prepared by a council to coordinate infrastructure and service provision with land use and development changes. However, they may also be prepared by a developer in support of a planning scheme amendment to accommodate a specific development, such as a residential subdivision, commercial or industrial precinct.

1.2 Defining structure plans

Broadly, structure plans guide the management of settlements and land use and development changes by integrating and coordinating future land uses, development and infrastructure provision at a local level in a sustainable and orderly manner.

Structure plans should strengthen communities by establishing a shared vision that builds on existing opportunities and strengths whilst managing the impacts of future use and development.

Structure plans include spatial representation of existing and proposed land use, social and physical infrastructure and services, natural hazards, natural values, physical and topographical features.

They must incorporate policy, objectives and actions that are consistent with the broader statutory and policy planning framework and support efficient infrastructure and service delivery.

1.3 What structure plans should achieve

Depending on the scale and purpose, a structure plan can achieve the following:

- manage and coordinate changes in use and development across a spatial area in an integrated manner that manages land use conflict;
- manage settlements and use and development changes in stages coordinated with the provision of necessary services and infrastructure to provide for orderly planning;
- manage settlements and land use and development changes in a way that considers the need to protect natural values, avoid or manage use and development in areas subject to natural hazards and respond to topographical features;
- plan for elements required to deliver sustainable communities by capturing community aspirations and incorporating components such as active and sustainable transport options, integration of natural and open space features, compact and integrated activity centres and a range of housing densities;
- improve liveability through the provision of land for opportunities for economic growth and access to employment, education, community services, entertainment cultural activities; and
- strengthening the public realm through urban design and built form outcomes that activate activity centres or specialised precincts.



1.4 Types of structure plans

In Tasmania, structure plans may be prepared at a variety of scales and for different purposes appropriate to the required planning outcome. An example of some of the structure plans prepared include:

- Township or settlement structure plan – these structure plans are usually prepared for a whole settlement or town, including a rural town or village outside the metropolitan areas. Their vision may address the strengthening or renewal of existing urban areas, areas of new growth, or provision of specific uses such as commercial, industrial, community, open space and recreation.
- Greenfield structure plans – provide for new growth areas on an identified greenfield site within an urban growth boundary or on an urban fringe. They may vary in scale providing for a small residential subdivision to relatively large areas of growth involving an integration of different land uses.
- Precinct structure plans – guide use and development for the creation of various precincts that are individually distinguishable through their mix of uses, character, urban form or a particular public realm outcome. Precinct structure plans can be prepared for the renewal of existing urban and metropolitan areas or the creation of new precincts in greenfield areas. They involve a comprehensive degree of planning inherent in structure planning, such as coordinating transport, physical and social infrastructure.

In practice, the scope of structure plans and their role in the planning system can vary considerably. Components of structure plans may also be found in various other plans, such as a development plan, settlement plan or a masterplan. Similarly, various terminology may be used to describe what is essentially a structure plan.

1.5 Maintenance of the guidelines

The SPGs are not a statutory or regulatory instrument and may be modified as and when necessary.

Any feedback on the operation of the SPGs may be provided to the SPO to inform maintenance of the guidelines.

1.6 How the guidelines should be used

The SPGs have been prepared to assist planners, councils and developers in preparing structure plans. They are intended to represent an agreed understanding around some key inputs into the structure planning process, and what a structure plan document should include.

As outlined, structure plans can vary significantly in scale and scope. It is intended that the SPGs be used for the preparation of a structure plan as appropriate to the particular scale and purpose of the plan. It is not intended to draw in any matters that are not relevant to the structure plan or process.



Similarly, the types of structure plans discussed, or the suggestions made in the SPGs should not limit the scope of a structure plan being prepared. The examples given in the SPGs provide context around how they should be applied, but are not an exhaustive list of considerations.

The SPGs do not seek to downgrade or invalidate structure plans previously prepared. Rather, they represent the agreed guidelines and objectives for the preparation of future structure plans should achieve going forward. The SPGs can also be used to inform future reviews of existing structure plans.

The document should be read as a whole, with Section 1 providing context and general guidance to structure plan preparation. The key components and processes in Section 2.1 below, outline what a structure plan should achieve, its key components, or processes around structure planning that are critical their success.

The Guidelines for Structure Plan Contents under Section 2.2 outline the information that should appear in a structure plan document.

2. Structure Plan Guidelines

The SPGs provide for the preparation of structure plans that can be accepted for implementation of the RLUSs and other planning objectives consistent with the policy framework to support the preparation of or amendment to an LPS.

The guidelines should be able to provide for strategic planning work that is broad in its delivery. Outlined below are some of the key processes and inputs of successful structure planning and should be utilised as relevant to the scale and scope of the structure plan being prepared.

2.1 Key components and processes

2.1.1 Definition and purpose

The purpose of the structure plan will be determined by the high-level objectives to be achieved that led to the need for preparing a structure plan. Some examples of a structure plan's purpose include:

- additional residential, commercial or industrial areas at various locations across an existing township;
- new greenfield residential areas and associated activity centre; or
- redevelopment and renewal of an existing urban area to achieve particular urban design or public realm outcomes.

The objectives for the structure plan may arise from other strategic planning work, such as a RLUS or a municipal settlement strategy, that identifies a need for finer grain planning to manage settlements at the local level.



In determining the purpose of a structure plan, it is also important to define the area to which the structure plan will relate. The spatial area will inform what issues the structure plan will need to consider and who should be engaged and consulted throughout the structure planning process. In establishing the structure plan area, the following matters should be considered, where appropriate:

- whether there is adequate space to accommodate the new areas of residential, commercial, industrial or other use and development within the time horizon anticipated by the structure plan and at the densities required;
- whether servicing and infrastructure networks necessary to provide for the anticipated use and development changes can be accommodated, such as for road, public transport, active transport;
- the need to buffer any impacts generated by activity proposed within the structure plan;
- the integration of public open space networks, and additional recreation or community facilities required; and
- the need to exclude land subject to natural hazards or requiring protection for natural values.

Throughout the structure planning process the purpose and the spatial boundaries of the structure plan may be refined as a result of outcomes from stakeholder engagement, community consultation or research and analysis undertaken.

2.1.2 Timeframes

An overall timeframe should be established that the structure plan is to provide for.

In preparing structure plans, particularly those providing for settlements, it is beneficial to consider the timeframes provided for by the relevant RLUS and its review period. This allows any growth identified by the RLUS to be further articulated by strategic planning at the local level in a coordinated manner.

2.1.3 Background research and data collection

Preparation of a structure plan should be informed by key inputs, data and studies underpinned by rigorous and tested methodologies. Specialists may be needed to advise on selecting the appropriate data to match the analysis and achieve the aims of the structure plan.

The inputs informing the structure plan preparation should include:

- statutory planning policy and legislative framework;
- any relevant infrastructure or service delivery strategy or plan;
- any existing information or study that may inform the context and analysis of the structure plan or the development of its strategies and actions;
- the preparation of new studies or investigations to address any gaps, or provide for more up-to-date inputs, to inform the context and analysis of the structure plan or the development of its strategies and actions;



- any relevant regional or sub-regional strategic planning work, including settlement or population strategies, that may impact or be impacted by the structure plan;
- other relevant policies or strategies developed by local, State or Federal government that may be relevant to the objectives of the structure plan;
- the most up-to-date available population, demographic, economic and employment data and projections, as appropriate; and
- issues arising from stakeholder engagement and community consultation.

The background research and data collection should inform the need for the structure plan, and its context, vision and any methodology used to develop the strategies and actions required to achieve the structure plan's objectives.

Additional research or studies may be required as the structure plan process progresses, and in response to issues raised during stakeholder engagement and community consultation.

The scale and purpose of the structure plan will determine the types of studies and extent of research required to inform the structure plan. The range of issues that might require specialised studies and research are outlined in the Guidelines for Structure Plan Content under Section 2.2.

2.1.4 Stakeholder engagement and community consultation

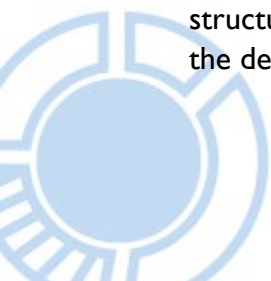
Stakeholders should be identified, and stakeholder engagement plans developed early in the structure plan process. This will allow key contributors, such as State agencies, service and infrastructure providers, and other relevant bodies, to be engaged early in the scoping stage, as well as at other key stages of the process.

Consultation with infrastructure and service providers should occur before community consultation so that critical issues are identified prior to public involvement. This ensures community participation and the structure plan vision are based on achievable parameters and options.

Earlier engagement of stakeholders allows for a holistic and coordinated approach to integrating service and infrastructure provision with use and development changes. Early input from stakeholders can assist in identifying constraints and opportunities to evolve a structure plan that incorporates a broader set of concerns and aspirations. This can result in developing more achievable strategies and actions.

Early engagement can also achieve 'buy in' to the structure plan from important stakeholders and allow for adequate planning or prioritising of resources or funding within a stakeholder's organisation.

There will be other key stages at which stakeholders should be engaged throughout the process. These might be prior to the release of a document, such as a discussion paper, draft structure plan, final structure plan, or at any stage where input is required into analysis; or for the development of strategies and actions for the structure plan.



The nature of the stakeholder engagement plan will be defined by the structure plan's scale and scope, and by the methodology preferred by those responsible for undertaking the engagement process. The more robust the stakeholder engagement process, however, the more efficient and achievable implementation of the structure plan is likely to be.

Stakeholder engagement should not be limited to physical service and infrastructure providers. Depending on the issues the structure plan raises, there may be a broad range of considerations, including:

- physical services and infrastructure, such as roads, public transport, electricity, stormwater, water and sewerage networks;
- delivery of social infrastructure such as aged care, health and education services;
- emergency management;
- the protection of natural or cultural values;
- management of risks associated with natural hazards risk;
- agricultural land; and
- productive resources.

An example of some of the key stakeholders that may be engaged include:

- Council;
- business and landowners;
- property developers;
- TasWater;
- TasNetworks;
- TasRail;
- Department of State Growth (including roads and infrastructure, passenger transport, mineral resources);
- Department of Education;
- Department of Health and Human Services;
- Department of Communities;
- Homes Tasmania;
- Aboriginal Heritage Tasmania;
- Heritage Tasmania;
- Department of Primary Industries, Parks, Water and Environment;
- Public transport operators;
- regional NRM bodies.

The SPO is putting a framework in place to assist councils, planners and developers to more easily engage with key personnel across State government agencies to assist with the stakeholder engagement process.

Community consultation should also be undertaken in the early stages of the process to allow for a shared vision to evolve that captures community aspirations and concerns. Consultation may be broad to capture a range of issues, and it may need to involve targeted consultation to resolve specific issues that are of concern to a particular segment of the community. Early consultation with the community can also help to identify missing cohorts in the community and inform adjustments to the stakeholder engagement plan.



As with stakeholder engagement, community consultation should be undertaken at key points throughout the structure planning process, including the stages after finalisation of the structure plan. The outcomes of consultation should inform the structure plan as it evolves, as well as its monitoring and review phases.

The objectives of the structure plan should be clearly communicated during community consultation. To achieve wide acceptance of the structure plan, it is important that members of the community have a thorough understanding about what aspects of the structure plan they may influence and the extent to which the process can address their aspirations and concerns.

Community consultation can seek to achieve a range of purposes throughout the structure planning process. These may include:

- informing the community that a structure plan will be prepared;
- seeking the community's input to influence the vision;
- collaborating with community representatives or community groups to resolve defined issues, such as the provision of or impacts to community facilities;
- receiving community feedback on draft structure plan strategies or actions;
- informing the community of works associated with implementation of the structure plan; or
- receiving input and feedback from the community for the purposes monitoring the success of the structure plan.

Any consultation plan developed should employ methods and tools most appropriate to the purpose of consultation and the stage the structure planning process is at.

Consideration can be given to engaging community consultation and stakeholder engagement specialists to assist with the preparation and undertaking of the consultation plan.

2.1.6 Analysis and options evaluation

The background research, data collection and studies should be analysed to determine how the objectives of the structure plan can be best achieved.

Analysis and evaluation need not occur at a single point during the structure plan preparation. The background research and studies, stakeholder engagement and community consultation will inform various stages of the analysis process, and likewise, the process of options evaluation can inform requirements for further research, consultation or engagement.

The analysis and evaluation should be informed by:

- all inputs comprising the background research, data collection and studies;
- outcomes of stakeholder engagement and community consultation including aspirations and concerns;



- rigorous and tested methodologies that identify constraints and opportunities (such as SWOT (strengths, weaknesses, opportunities, threats));

Options developed from the above points should form the basis for the formulation of strategies and actions that best meet the objectives of the structure plan.

2.1.7 Vision

A shared vision for structure plan should develop from the stages above. The vision should comprise a set of statements or goals that summarise what the combined strategies and actions set out in the structure plan will achieve.

The visions should:

- articulate the objectives that guide future changes to land use and development over the identified time horizon; and
- outline the overall priorities for the structure plan area.

2.1.8 The Structure Plan

The structure plan articulates how the vision will be achieved through a range of strategies (goals) with associated actions that are spatially represented in maps or plans. The structure plan should be informed by the:

- background research, studies and data,
- analysis and options evaluation; and
- stakeholder engagement and community consultation;

that has been undertaken as part of the structure planning process.

The structure plan should:

- be consistent with the relevant statutory planning policy framework, and manage settlements and use and development changes consistent with that identified in the relevant RLUS;
- identify and prioritise changes to future land use and development;
- integrate land uses in a manner that considers the impacts of future use and associated development and provide for sustainable and orderly growth;
- coordinate physical and social infrastructure and service delivery with the use and development required to achieve the vision in a sustainable and orderly manner;
- consider relevant impacts beyond the structure plan area, such as impacts on the broader services and infrastructure network and surrounding land use and development; and
- provide strategies and actions that are informed by a broad set of attributes and constraints relevant to delivery of the to the structure plan vision and avoid focussing on a narrow set of objectives.



Prior to the RLUS review after the making of the TPPs, the outcomes of the structure plan process may inform of the review of the relevant RLUS. The structure plan should identify and provide discussion around any changes that may inform the review of the RLUS. It should, however, remain consistent with the broader policy intent in the current RLUS, including the role of settlements in the existing settlement and activity centre hierarchy.

2.1.9 Acceptance

The structure plan should be endorsed by the relevant council once finalised, which should be evidenced in the structure plan. Where a structure plan has been prepared by or on behalf of a developer, the structure plan should be included in the documentation to support any planning scheme amendments for initiation and certification by the planning authority (council).

2.1.10 Implementation

An implementation plan should be included with, or accompany, the structure plan that outlines the steps and processes required to implement the structure plan's strategies and actions. Structure plans will usually require implementation through both statutory and non-statutory actions to provide for matters that reach beyond the planning policy framework.

Statutory implementation will usually involve an LPS amendment to provide for a rezoning, overlay or inserting a specific area plan or particular purpose zone.

Non-statutory implementation may include actions such as providing land for public purposes, land acquisition or consolidation, establishment of partnership arrangements or works required to improve public spaces.

Depending on the scope and scale of the structure plan, its implementation will likely occur over a significant timeframe and involve a variety of stages. Expectations amongst the community and stakeholders should be managed by communicating likely timeframes for delivery of the structure plan's actions.

Some key components comprising the implementation plan include:

Implementation framework

An implementation framework is necessary to support the implantation program. It should include:

- Adoption:
- If the structure plan is prepared by or on behalf of a council its implementation plan should be adopted by council to ensure integration with its broader programs and strategies.
- Governance structure:
- Roles and responsibilities need to be established for:
 - overall management and coordination of the implementation plan, such as governance group, council



management or project manager for developers or consultants;

- delivery of the individual projects or tasks identified in the implementation program;
- team members necessary to support delivery of the projects or tasks.

Stakeholder agreement

- Stakeholders should be engaged to agree timing and priority for delivery of components necessary to the structure plan, including the provision of services and infrastructure;
- Ongoing engagement will be required as key services, infrastructure and works are delivered.

Partnerships

- Establish any partnership arrangements required for delivery of agreed actions;

Budget allocation and funding

- Costs should be allocated for the delivery of each project or task, including allocating funds as part of any capital works program;
- Any other funding arrangements, such as with State government should be arranged and allocated.

Implementation program

The implementation program should outline the individual projects or tasks necessary to implement the structure plan. These should align with the priorities identified by the structure plan's strategies and actions.

The implementation program should outline:

- each structure plan action;
- who is responsible for management of its implementation;
- the timeframes involved for delivery, including commencement and duration;
- budget allocated for the implementation;
- its priority in the context of the implementation plan; and
- identification of any stakeholder engagement and community consultation required as part of the implementation program.

2.1.11 Monitoring and review

The structure plan should be monitored over time to assess the outcomes of its implementation against its vision.



Regular monitoring of the structure plan allows:

- delivery of projects to be assessed against the structure plan's priorities;
- funding allocation and resources to be adjusted as necessary; and
- adjust the implementation arrangements where necessary.

The methods to be used to monitor the structure plan should be outlined in the document.

Reviews of the structure plan should also be undertaken. Once the TPPs and the regional planning framework are in place it may be beneficial to schedule the review of structure plans to align with the review timeframes for the RLUS and the LPS.

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2.2 Guidelines for Structure Plan Content

Depending on the scope and purpose of the structure plan, provided below is an outline of content that should typically comprise a structure plan document, including relevant detail as outlined in section 2.1.

2.2.1 Title cover page

The structure plan should include a title with the relevant date or time horizon. It should be clear who has prepared the structure plan and which council it has been prepared on behalf of where relevant.

2.2.2 Council endorsement

The structure plan should be endorsed by the relevant council. A copy of the council endorsement and date should be included in the structure plan.

Where the structure plan has been prepared to support a LPS amendment on behalf of a developer, it should be provided in the documentation to support the amendment for initiation and certification by the planning authority (council).

2.2.3 Purpose

The purpose of the structure plan should be clearly explained.

The purpose of the structure plan should also include justification as to why the structure plan is needed, why the land use change or growth is provided for in the area identified by the structure plan.

Is it to achieve various goals across an existing settlement, such as revitalising an activity centre and consolidating residential areas, or is it to provide for new residential areas or industrial precincts in an identified growth areas?

2.2.4 Timeframe

The timeframe that the structure plan provides for should be communicated in the document.

In preparing structure plans, particularly those providing for settlements, it is beneficial to consider the timeframes provided for by the relevant RLUS and its review period. This allows the growth identified by the RLUS to be further articulated by strategic planning at the local level in a coordinated manner.

2.2.5 Policy framework

An overview of the relevant legislative and policy framework should be provided in the structure plan document including an overview of the objectives of Schedule 1 of the LUPA Act, the State policies, the relevant RLUS, and the TPPs when made.

The structure plan should achieve strategies and actions consistent with the planning policy framework.

Land use and development changes, where relevant, should be consistent with those identified in the RLUS, including with the settlement and activity centre hierarchies.

Where the structure plan's strategies may inform the review of the RLUS, these should be outlined in the structure plan with discussion provided. Where growth is provided for in the structure plan, it should be consistent with any available regional or sub-regional supply and demand study or provide sound justification for the use and development changes identified.



2.2.6 Define the structure plan area

The area to which the structure plan applies should be defined. All future use and development changes should be able to be accommodated in the structure plan area.

The structure plan area should be indicated through the use of maps and plans.

2.2.7 Stakeholder engagement

Engagement with relevant stakeholders should be undertaken early in the structure planning process and well before the first consultation draft is released.

The scale and purpose of the structure plans will determine who will need to be engaged.

The outcomes of stakeholder engagement, such as a consultation report, should be provided with the structure plan document.

2.2.8 Community consultation

Community consultation should commence early in the structure planning process and be undertaken at other key points throughout the preparation of the plan.

The nature and timing of community consultation will need to be tailored around the scope and scale of the structure plan being prepared.

The outcomes of community consultation, including how the consultation has informed the outcomes of the structure plan, should be outlined. Consultation reports can be provided with the structure plan.

2.2.9 Context

Profile and existing conditions

An overview and discussion summarising the profile of the structure plan area, including the social, economic, environmental and physical attributes that influence the existing structure plan area.

A description of the existing conditions should be provided as relevant to the consideration of the structure plan area and its objectives.

Constraints and opportunities analysis and options evaluation

The evolution of the structure plan's vision and the development of its strategies and actions will be informed by the background research, data and supporting studies. The methodologies and rationale for the research tools and data should be explained in the document.

The range of matters that may inform the profile and existing conditions, constraints and opportunities assessment, analysis and evaluation may include, but not be limited to, the following:

- main activities and patterns of land uses; and
- land use zoning

Social, cultural and economic attributes:

- population and projected growth; demographics and projected demographic change;
- economic activity – commercial, industrial, productive resources;
- employment profile and projections;
- housing supply, typology and affordability;
- function and role of an activity centre;
- tourism;
- health and wellbeing;



- special precincts, character or heritage;

physical attributes:

- topography and natural features
- natural values and landscape;
- land capability;
- managing risks associated with natural hazards;
- land contamination;
- attenuation areas;
- open space network and recreation;
- Aboriginal heritage;
- historic cultural heritage;
- community facilities and social infrastructure;
- residential densities;
- active transport networks;
- traffic volumes and road safety;
- strategic infrastructure considerations including impacts on broader freight and passenger transport and networks;
- infrastructure and services including electricity networks, water, sewer and stormwater;
- urban form; and
- urban design.

2.2.10 Structure plan – Vision

The vision should comprise a set of statements or goals that summarise what the combined strategies and actions set out in the structure plan will achieve

2.2.11 The Structure Plan

The structure plan should contain maps and plans that spatially represent the strategies that are to be implemented to achieve the structure plan vision.

Future LPS controls such as zoning and overlays can be identified spatially in the structure plan.

Outcomes of the structure plan should be consistent with the broader policy framework.

Any strategies that could inform review of the RLUS should be identified and discussed.

2.2.12 Implementation

An implementation plan should be provided in or accompany the structure plan describing how the structure plan will be implemented, including priorities and timeframes for implementation.

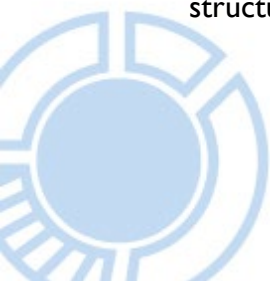
2.2.13 Monitoring and review

Details of how the structure plan will be monitored and its timelines for review should be outlined.

2.2.14 Supporting studies

Any supporting studies such as natural values, natural hazards, heritage, urban design guidelines that have informed the structure plan's strategies should be considered for inclusion in the structure plan or as background studies as appropriate.

Key recommendations in the supporting studies should be identifiable in the structure plan's analysis and options evaluation or strategies.



2.3 Further information and feedback

For further information or to provide feedback on the maintenance of the Structure Plan Guidelines please contact the State Planning Office on 1300 703 977 or stateplanning@dpac.tas.gov.au .

DRAFT





Tasmanian
Government

Department of Premier and Cabinet
State Planning Office

Phone:

1300 703 977

Email:

Stateplanning@dpac.tas.gov.au

www.planningreform.tas.gov.au



**OATLANDS GAOLER'S RESIDENCE, SUPREME COURT HOUSE
& COMMISSARIAT USE POLICY**

Approved by:
Approved date:
Review date:

Council
22nd August 2018 [PENDING REVIEW IN FEB 2023]
August 2021

1. PURPOSE

The purpose of this policy is to provide guidance for the use of the Oatlands Gaoler's Residence, Supreme Court House and Commissariat for community purposes and for furthering the objectives of the Southern Midlands Historic Heritage Strategy (SMHHS) and Southern Midlands Arts Strategy (SMAS) as they relate to those buildings and their use.

2. OBJECTIVE

This policy specifically seeks to further the following broad program objectives:

- Continue to make the buildings available for community-based events/uses with a particular focus on heritage/arts/culture.
- Scope business opportunities for the sustainable and suitable use of the buildings, in-line with other local and multi-regional heritage, arts and tourism initiatives and other relevant stakeholders/interest groups.

Overall, the objective of this policy is to seek maximum appropriate use of the buildings and associated collections and to encourage heritage/arts/cultural use of the spaces for the benefit of the community.

3. BACKGROUND

In July 2010, Council endorsed the *Oatlands Gaol Use and Development Plan*, which set the broad usage parameters of the building and site, following the restoration and interpretation project. That document proposed use of the building as:

- Heritage collections storage and curatorial space
- Office for Council's Heritage Projects staff, and office space ancillary to the Centre for Heritage at Oatlands
- Accommodation and office space for visiting interns/students
- An archaeological interpretation space (further to the Oatlands Gaol Interpretation Plan)

On the 17th October 2011, Council endorsed a User Policy for the Gaoler's Residence which included policies for the use of the Supreme Court House. That policy was reviewed in August 2018 and the current policy is a further review.

**OATLANDS GAOLER'S RESIDENCE, SUPREME COURT HOUSE
& COMMISSARIAT USE POLICY**Approved by:
Approved date:
Review date:Council
22nd August 2018 [PENDING REVIEW IN FEB 2023]
August 2021

Further to the Oatlands Commissariat Master Plan 2013, in 2016, Council obtained funding for the restoration and refurbishment of the Oatlands Commissariat and shop/cottage at 79 High Street Oatlands for use as the Heritage Hub (a community co-operative model) as well as use by the Centre for Heritage at Oatlands as administration and teaching space. Since that time, the Heritage Hub initiative has wound-up, and the shop/cottage is now used as the *AiRSpace* further to Council's Artist in Residence Policy. The Commissariat remains available for Centre for Heritage use. Use of those buildings was guided by the Oatlands Commissariat and 79 High Street User Policy, endorsed by Council in August 2018.

The current policy has expanded the previous Oatlands Gaol and Supreme Court House User Policy to include the Oatlands Commissariat. With the previous endorsement of the Artist in Residence Policy, which has partially superseded the Oatlands Commissariat & 79 High Street User Policy, the principles of that policy as they relate to the Commissariat have been merged into the current policy document as use of that building is generally consistent with the Gaolers Residence and Supreme Court House.

4. POLICY

4.1 Nature of use

The Gaolers Residence is to be used as the administrative centre for Council's Heritage Projects Program and as a shared space to be used for public access, heritage interpretation and community events with a heritage research/interpretation arts/crafts and cultural focus. Use for Council's AiR program may occur consistent with the associated policy. The future use of the gaol yard itself is guided by the Oatlands Gaol Master Plan.

The Supreme Court House is to be used primarily as heritage interpretation space as well as a shared use with community events with a focus on larger group events (e.g. seminars, reunions, performance etc.).

The Commissariat is to be used primarily as heritage interpretation space as well as a shared use with community events, as well as training space on an as-needs basis for the Heritage Education and Skills Centre. There is a desire to utilise the historic woodfired oven on an occasional shared-user basis, particularly if this involves public participation.

**OATLANDS GAOLER'S RESIDENCE, SUPREME COURT HOUSE
& COMMISSARIAT USE POLICY**

Approved by:
Approved date:
Review date:

Council
22nd August 2018 [PENDING REVIEW IN FEB 2023]
August 2021

4.2 Management and staffing

The management responsibility of the buildings is to be within the Heritage Projects Program, with monthly reporting to Council. Staffing for management/administration is to be sourced from that program.

Council will not necessarily provide day-to-day/on-site staffing although will provide administrative support to the user groups to do so. Subject to workload, Council's Heritage Projects Program staff may provide some staffing presence at the Gaoler's Residence.

Council is to ensure the maintenance, security, safety and where possible equitable access requirements of the buildings.

These buildings are to utilise the Oatlands Key system for daytime public access.

4.3 Return to Council

Council has a recurring budget to cover baseline outgoings for each building (excluding staffing). Provided the objectives of this policy are being demonstrably met, Council does not seek a financial return for use of the buildings however a break-even bottom line is desirable.

Should any profit be made by Council, this is to be reinvested into the buildings (e.g. works, interpretation, infrastructure) and/or associated objectives (e.g. promotion or staffing).

4.4 Eligibility criteria for use of the buildings

Exhibitions

Use of exhibition spaces in the buildings will be made available free-of-charge for not-for-profit purposes on a negotiated duration basis (including for AiR exhibitions consistent with the Artist in Residence policy).

Exhibition space may be made available on a commercial basis provided that the proposal is considered culturally appropriate for the building, and preferably fits with the mandates of SMC's Heritage or Arts Programs (as outlined in the SMHHS and SMAS). Council, via the General Manager, reserves the right to charge a fee for any commercial use of the buildings (in-line with Council's schedule of fees for hall use) in this instance.

**OATLANDS GAOLER'S RESIDENCE, SUPREME COURT HOUSE
& COMMISSARIAT USE POLICY**

Approved by:
Approved date:
Review date:

Council
22nd August 2018 [PENDING REVIEW IN FEB 2023]
August 2021

Accommodation

Residential accommodation in the Gaolers Residence may be made available free-of-charge to the following:

- Artists in Residence (consistent with the Artist in Residence Policy – in instances where 79 High Street is not available – e.g. concurrent residencies).
- Not-for-profit and/or academic researchers undertaking research on Southern Midlands heritage collections or sites.
- Persons working on Council owned work sites as a contractor, where Council would normally provide/pay for accommodation.
- Persons participating on Council's heritage (or other) programs as a volunteer.
- The building is not to be used for Council staff accommodation.

Gatherings

The buildings may be used free-of-charge for not-for-profit gatherings which have a heritage/arts/cultural theme, such as seminars, meetings, performance, reunions, recitals, demonstrations etc. Council, via the General Manager, reserves the right to charge a fee for any commercial use of the buildings (in-line with Council's schedule of fees for hall use) in this instance.

Office space

Use of office space by complimentary organisations or other Council staff may be negotiated on a cost-sharing basis provided this does not unduly inhibit community use and access.

Other events

The General Manager has the discretion to allow other uses of the buildings for occasional public events that do not precisely fit this policy, provided these will not result in detriment to the buildings or collections, are consistent with good heritage practice, do not negatively impact public perceptions of the buildings and not adversely affect the reputation of Council. Council reserves the right to charge a fee for other uses, consistent with fees and charges for other Council owned halls.

Council, via the General Manager, reserves the right to place time limits on any use of the buildings by any particular user/group.

Users may be asked to provide evidence of sufficient Public Liability insurance.

'User Manuals' are to be provided for each building to guide the appropriate use, safety and security of the buildings and collections. These manuals are to be developed and maintained by the Heritage Projects Program.



**OATLANDS GAOLER'S RESIDENCE, SUPREME COURT HOUSE
& COMMISSARIAT USE POLICY**

Approved by:
Approved date:
Review date:

Council
22nd August 2018 [PENDING REVIEW IN FEB 2023]
August 2021

5. RELATED DOCUMENTS

- Oatlands Gaol Master Plan 2009 (SMC)
- Oatlands Commissariat Project Master Plan 2013 (SMC)
- Oatlands Gaol Use And Development Plan 2010 (SMC)
- Oatlands Gaol Interpretation Plan 2011 (SMC)
- Oatlands Gaoler's Residence User Manual (SMC)
- Oatlands Supreme Court House & Collections, Public Access and Interpretation Plan 2006 (People and Place)
- Oatlands Supreme Court House Interpretation Project – Implementation Strategy 2008 (SMC)

6. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every three years or as directed by the General Manager.

This document is Version 1 effective [DATE]. The document is maintained by the Heritage Projects Program for the Southern Midlands Council.



Council Policy
**OATLANDS GAOLER'S RESIDENCE & SUPREME COURT HOUSE
USE POLICY**

Approved by: Council
Approved date: 22nd August 2018
Review date: August 2021

1. PURPOSE

The purpose of this policy is to provide guidance as to the use of the Oatlands Gaoler's Residence (GR) and Supreme Court House (SCH) for community use and for furthering the objectives of the Southern Midlands Historic Heritage Strategy (SMHHS) and Southern Midlands Arts Strategy (SMAS) as they relate to those buildings and their use.

2. OBJECTIVE

This policy specifically seeks to further the following broad program objectives (drawn from the SMHHS14-18 – note that other initiatives are further elaborated in that strategy):

- Continue to make the building [GR] available for Artist in Residence (AiR) and other community-based events/uses.
- Scope business opportunities for the long-term sustainable use of the Oatlands Gaol, in-line with other local and multi-regional heritage and tourism initiatives.
- Implement the refined long term strategies for a heritage, trades, archaeology & museum skills centre with maximised public use and access [GR].
- Make available for community use [SCH].
- Continue to foster partnerships with relevant stakeholders for the use of the building as a small museum and interpretation centre [SCH].
- Seek to operate the Court House as a community focused small museum and heritage interpretation centre.

Overall, the objective of this policy is to seek maximum appropriate use of the buildings and associated collections and to encourage heritage/arts/cultural use of the spaces for the benefit of the community.

3. BACKGROUND

In July 2010, Council endorsed the *Oatlands Gaol Use and Development Plan*, which set the broad usage parameters of the building and site, following the restoration and interpretation project. That document proposed use of the building as:

- Heritage collections storage and curatorial space
- Office for Council's Heritage Projects staff, and office space ancillary to the Centre for Heritage at Oatlands
- Accommodation and office space for visiting interns/students
- An archaeological interpretation space (further to the Oatlands Gaol Interpretation Plan).



Council Policy
**OATLANDS GAOLER'S RESIDENCE & SUPREME COURT HOUSE
USE POLICY**

Approved by: Council
Approved date: 22nd August 2018
Review date: August 2021

The SMHHS 2014-18 sets a range of initiatives for the ongoing use of the GR and SCH – this policy is to be read in conjunction with that strategy (or any successor) and any revision of that strategy must be consistent with this policy.

On the 17th October 2011, Council endorsed a User Policy for the buildings. This policy provides a revision and update of that policy (with a similar tenor) and in a format more consistent with current Council policy documents.

4. POLICY

4.1 Nature of use

The GR is to be used as the administrative centre for Council's Heritage Projects Program and as a shared space to be used for public access, heritage interpretation and community events with a heritage research/interpretation arts/crafts and cultural focus. Use for Council's AiR program may occur consistent with the associated policy. The future use of the gaol yard itself is subject to off-site replacement of the swimming pool and the directions of the Oatlands Gaol Master Plan.

The SCH is to be used primarily as heritage interpretation space as well as a shared use with community events with a focus on larger group events (e.g. seminars, reunions, performance etc).

4.2 Management and staffing

The management responsibility of the buildings is to be within the Heritage Projects Program, with monthly reporting to Council. Staffing for management/administration is to be sourced from that program.

Council will not necessarily provide day-to-day/on-site staffing although will provide administrative support to the user groups to do so. Subject to workload, Council's Heritage Projects Program staff may provide some staffing presence at the GR.

Council is to ensure the maintenance, security, safety and where possible equitable access requirements of the buildings.

4.3 Return to Council

Council has budgeted \$5,000 p.a. to cover baseline outgoings for each building (excluding staffing). Provided the objectives of this policy are being demonstrably met, Council does not seek a financial return for use of the buildings however a break-even bottom line is desirable.

Should any profit be made by Council, this is to be reinvested into the buildings (e.g. works, interpretation, infrastructure) and/or associated objectives (e.g. promotion or staffing).

4.4 Eligibility criteria for use of the buildings

Exhibitions

Use of exhibition spaces in the Gaoler's Residence and Supreme Court House will be made available free-of-charge for not-for-profit purposes on a negotiated duration basis (including for Artist in Residence exhibitions consistent with the Artist in Residence policy).

Exhibition space may be made available on a commercial basis provided that the proposal is considered culturally appropriate for the building, and preferably fits with the mandates of SMC's Heritage or Arts Programs (as outlined in the SMHHS and SMAS). Council, via the General Manager, reserves the right to charge a fee for any commercial use of the buildings (in-line with Council's schedule of fees for hall use) in this instance.

Accommodation

Residential accommodation in the GR may be made available free-of-charge to the following:

- Artists in Residence (consistent with the Artist in Residence Policy).
- Not-for-profit and/or academic researchers undertaking research on Southern Midlands heritage collections or sites.
- Persons working on Council owned work sites as a contractor, where Council would normally provide/pay for accommodation.
- Participating on Council's heritage (or other) programs as a volunteer.
- The building is not to be used for Council staff accommodation.

Gatherings

The buildings may be used free-of-charge for gatherings which have a heritage/arts/cultural theme, such as seminars, meetings, performance, reunions, recitals, demonstrations etc.

Office space

Use of office space by complimentary organisations or other Council staff may be negotiated on a cost-sharing basis provided this does not unduly inhibit community use and access.

Other community events

The General Manager has the discretion to allow other uses of the buildings for occasional public events that do not precisely fit this policy, provided these will not result in detriment to the buildings or collections. Council reserves the right to charge a fee for such uses, consistent with fees and charges for other Council owned halls.

Council, via the General Manager, reserves the right to place time limits on any use of the buildings by any particular user/group.

'User Manuals' are to be provided for each building to guide the appropriate use, safety and security of the buildings and collections.

5. RELATED DOCUMENTS

- Oatlands Gaol Master Plan 2009 (SMC)
- Oatlands Gaol Use And Development Plan 2010 (SMC)
- Oatlands Gaol Interpretation Plan 2011 (SMC)
- Oatlands Gaoler's Residence and Court House User Policy (10/2011 – superseded by this policy).
- Oatlands Gaoler's Residence User Manual (SMC)
- Oatlands Supreme Court House & Collections, Public Access and Interpretation Plan 2006 (People and Place)
- Oatlands Supreme Court House Interpretation Project – Implementation Strategy 2008 (SMC)

The proposed use of the buildings is consistent with the endorsed *Oatlands Supreme Court House Public Access and Interpretation Plan*, the *Oatlands Gaol Master Plan*, the *Southern Midlands Council Historic Heritage Strategy 2009-13*, and the *Oatlands Gaol Use and Development Plan*, all of which have been subject to public exhibition and consultation.

6. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every three years or as directed by the General Manager.

This document is Version 1 effective 22nd August 2018. The document is maintained by the Heritage Projects Program for the Southern Midlands Council.



Council Policy
**OATLANDS COMMISSARIAT & 79 HIGH STREET, OATLANDS
USE POLICY**

Approved by: Council
Approved date: 22nd August 2018
Review date: August 2021

1. PURPOSE

The purpose of this policy is to provide guidance as to the use of the Oatlands Commissariat and shop/cottage at 79 High Street (the *place*), Oatlands as a 'community heritage/craft/trade skills co-operative'.

2. OBJECTIVE

This policy seeks to further the following program objectives:

- To encourage the vibrant use of the place (including maximum community/public access).
- To foster heritage/craft/art/trade skills in Oatlands and the wider Southern Midlands.
- To fulfil the obligations arising from the *National Stronger Regions Fund* grant for the refurbishment of the place.
- To define the rights, roles and responsibilities of user groups.
- To work collaboratively with the Centre for Heritage at Oatlands to achieve mutual objectives.

3. BACKGROUND

Further to the *Oatlands Commissariat Master Plan 2013*, in 2016, Council obtained funding through the *National Stronger Regions Fund* for the restoration and refurbishment of the Oatlands Commissariat and shop/cottage at 79 High Street Oatlands as the *Southern Midlands Integrated Heritage Skills Hub* (name may be subject to change). Essentially this project was to prepare the building and site for an economic development use, but with the themes of heritage/arts/crafts/trades as the main impetus. The SMIHSH project master plan formed part of the application which set broad parameters for use, further to which this policy formalises.

The project plan identified the Centre for Heritage at Oatlands as the 'lead tenant' but with involvement by community groups as 'co-tenants'. The economic development of the Centre for Heritage was a key component in sourcing the funding for the project therefore a commitment exists for that lead tenancy.

4. POLICY

4.1 Nature of use

The place is to be used for initiatives relating to heritage/craft/art/trades with a skill development or demonstration component that have demonstrable community benefit.

Public access and interpretation of heritage values is a key component of the use of the place.



Council Policy
**OATLANDS COMMISSARIAT & 79 HIGH STREET, OATLANDS
USE POLICY**

Approved by: Council
Approved date: 22nd August 2018
Review date: August 2021

It is desired that the historic baker's oven be used for bakery purposes with a focus on traditional methods/ingredients.

4.2 Management and staffing

The management responsibility of the place is to be within the Heritage Projects and Community Development Programs with monthly reporting to Council. Staffing for management/administration is to be sourced from both/either of those programs.

Council will not necessarily provide day-to-day/on-site staffing although will provide administrative support to the user groups to do so.

4.3 Return to Council

Council has budgeted \$10,000 p.a. to cover baseline outgoings for the place (excluding staffing). Provided the objectives of this policy are being demonstrably met, Council does not seek a financial return for use of the property however a break-even bottom line is desirable.

Whilst preference is to be given to local not-for-profit community groups, groups from other regions and/or for-profit initiatives may be accommodated, however Council reserves the right to seek a return from such users.

Should a profit be made by Council, this is to be reinvested into the place (e.g. infrastructure) and/or associated objectives (e.g. promotion or staffing).

Council's General Manager may determine any user fees applicable.

4.4 User guidelines and user group agreements

User guidelines and user group agreements are to be in-place which adhere users to meeting the objectives of this policy. The user guidelines must:

- Ensure that use of the place is consistent with the objectives of this policy and any appropriate quality control processes.
- Define Council's role as a landlord.
- Give preference to not-for-profit community groups.
- Allow the discretion for use by 'for profit' individuals/groups if a benefit to the place, return to Council, or substantial benefit to the objectives of this policy can be demonstrated (note that the funding sourced for the project was reliant on the Centre for Heritage economic development activities).



Council Policy
**OATLANDS COMMISSARIAT & 79 HIGH STREET, OATLANDS
USE POLICY**

Approved by: Council
Approved date: 22nd August 2018
Review date: August 2021

- Define the rights for each user/user group (e.g. spatial, time-share etc.).
- Define the responsibilities for each user/user group (e.g. individual financial management, times of attendance/opening, outgoings, cleaning, security etc.).
- Define use duration and reversionary processes.

4.5 Complimentary use of other Council owned heritage buildings

Use of the Oatlands Gaoler's Residence and Supreme Court House may be an adjunct of initiatives arising from the place, subject to the provisions of this policy and the Oatlands Gaoler's Residence and Court House User Policy.

5. RELATED DOCUMENTS

- Oatlands Commissariat Project Master Plan 2013 (SMC)
- Southern Midlands Integrated Heritage Skills Hub Project Plan 2015 (SMC/HESC)
- Southern Midlands Historic Heritage Strategy
- Oatlands Gaoler's Residence and Court House User Policy (SMC)

6. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every three years or as directed by the General Manager.

This document is Version 1 effective 22nd August 2018. The document is maintained by Heritage projects/Community and Corporate Development for the Southern Midlands Council.

SOUTHERN
MIDLANDS
COUNCIL



Customer Service Charter

S.339F *Local Government Act 1993*

March 2019

CONTENTS

1. PURPOSE.....	3
2. GENERAL PRINCIPLES	3
2.1 Honesty and Integrity	3
2.2 Professionalism	3
2.3 Privacy	3
3. CONTACTING THE COUNCIL	4
3.1 In Person	4
3.2 By Phone.....	4
3.3 By Email	4
3.4 In Writing	4
3.5 Councillors.....	4
3.6 Service Request	4
4. COMPLAINTS.....	5
5. LEGISLATION AND COUNCIL POLICIES.....	6
6. SERVICE STANDARDS	6
6.1 Contact by telephone	6
6.2 Contact in writing	6
6.3 Service Requests	7
6.4 Complaints	7
7. APPROVAL PROCESS.....	7

1. PURPOSE

This Customer Service Charter specifies the Southern Midlands Council's customer service commitment and principles relating to the services it provides.

2. GENERAL PRINCIPLES

2.1 Honesty and Integrity

- (a) We will treat you with respect and be courteous at all times;
- (b) We will be honest and transparent in all dealings with you; and
- (c) We will be consistent and impartial in administering our statutory and regulatory functions.

2.2 Professionalism

- (a) We will always be polite, listen to your enquiry and respond in a professional manner;
- (b) We will endeavour to correct things promptly when they have gone wrong;
- (c) We will provide you with straightforward information and try to provide you with an alternative avenue if we are unable to help with your request;
- (d) We will respond to all enquiries within the timeframe set out in this document; and
- (e) We expect that our customers treat fellow customers, Council team and Councillors with respect and courtesy. Anti-social behaviour including offensive or abusive language, and/or harassing or threatening behaviours, is not acceptable and will not be tolerated. Any Councillor or Council team member has the right to ask a customer to cease a conversation or indeed they may leave, if the customer's actions breach this code of behaviour.

2.3 Privacy

- (a) We will respect our customers' privacy and handle personal and confidential information in accordance with the *Personal Information Protection Act 2004*; and
- (b) We will only access confidential information for authorised work-related tasks.

3. CONTACTING THE COUNCIL

3.1 In Person

- (a) The Council's Administration Centres are located at 71 High Street, Oatlands and 85 Main Street, Kempton and they are open Monday to Friday from 9.00 a.m. – 4.30 p.m. (closed on Public Holidays).

3.2 By Phone

- (a) Telephone number at Oatlands is (03) 6254 5000 and Kempton is (03) 6259 3011
- (b) The Council's Switchboard is operational Monday to Friday from 8.30 a.m. – 4.30 p.m. (closed on Public Holidays), a recorded message function is available after hours that includes an after hours emergency contact number.

3.3 By Email

Email address: mail@southernmidlands.tas.gov.au

3.4 In Writing

You may write to:

The General Manager
Southern Midlands Council
PO Box 21
OATLANDS, TAS 7120

3.5 Councillors

Contact details for the Mayor and Councillors can be found on the Council's website www.southernmidlands.tas.gov.au

3.6 Service Request

- (a) A service request may be lodged as an appeal for assistance to inspect, remove, replace, repair or reinstate Council infrastructure which may be damaged, missing or not operating. It can also be a request for a Council service or an appeal for action to be taken in respect of a nuisance, including stray or barking dogs.
- (b) To make a Service Request, please use one of the following options:
- Complete an online Service Request on the Council's website Home Page: [Service Request](#);
 - Complete a Service Request form, these forms are available from the Oatlands and Kempton Council offices;
 - Phone Oatlands (03) 6254 5000 or Kempton (03) 6259 3011.

4. COMPLAINTS

A complaint may be lodged as an expression of dissatisfaction, made to the Council in relation to its services, where a response or resolution is expected. Unsatisfactory conduct of an Officer(s) or failure to comply with the Service Standards will be treated as a complaint.

All complaints will be treated with seriousness, however if the complaint is found to be malicious, or is a repeated complaint to which a response has previously been given, the Council will take no further action. The customer will be informed of this decision in writing by the General Manager.

To make an official complaint, please write to the relevant departmental Manager and ensure the following details are included:

- (a) Your full name, address and telephone number, anonymous complaints may be accepted where there is a potential risk to persons or property; and
- (b) Sufficient details for the complaint to be actioned.

If a Council Officer or Manager is unable to resolve your complaint, or if you are not satisfied with the suggested resolution, you may choose to escalate your complaint to the General Manager. In this case, please forward your original complaint and related information to:

The General Manager
Southern Midlands Council
PO Box 21
OATLANDS, TAS 7120

If you are dissatisfied with the Council's attempt to address your complaint, you may contact the Mayor or escalate your complaint further by contacting:

The Ombudsman
GPO Box 960
HOBART TAS 7001
Phone: 1800 001 170
Email: ombudsman@ombudsman.tas.gov.au

The Director
Local Government Division
Department of Premier and Cabinet
GPO Box 123
HOBART TAS 7001
Phone: 03 6232 7022
Email: lgd@dpac.tas.gov.au

While you can refer your complaint directly to these bodies at any time, we strongly encourage you to approach the Council to investigate your complaint in the first instance.

Where a customer makes a complaint that the Council, a Councillor or the General Manager has failed to comply with the *Local Government Act 1993* or any other Act or may have committed an offence under that Act, the customer may, where they are not satisfied with the response, lodge the complaint with the Director of Local Government in accordance with *Section 339E* of the Act.

5. LEGISLATION AND COUNCIL POLICIES

Related legislation and internal documents include:

- (a) *Local Government Act 1993*
- (b) *Personal Information and Protection Act 2004*
- (c) *Right to Information Act 2009*
- (d) Unreasonable Complainant Conduct Policy.

It should be noted that some legislation determines approval, public notification and related response times that are outside the framework of this Customer Service Charter eg *Land Use Planning Approval Act 1993*, *Right to Information Act 2009*, etc. For further information in respect of State legislation please refer to the legislation online site www.thelaw.tas.gov.au.

6. SERVICE STANDARDS

6.1 Contact by telephone

- (a) Our team will answer telephone enquiries promptly and courteously;
- (b) We aim to answer all questions at the first point of contact; and
- (c) If specialist attention is needed and the person required is available they will answer the call. Where the person required is not available, the call will be returned within two working days. (*Noting that some officers work on a part-time basis and depending on the timing of the call it will be returned on their next scheduled working day*).

6.2 Contact in writing

- (a) We aim to acknowledge both written and electronic (including social media) communication within three working days of receiving it and respond to the communication within 10 working days;
- (b) If we cannot respond within the set timeframes we will make contact to explain the reason for the delay and when a full reply can be expected;
- (c) We will use language that is clear and concise.



6.3 Service Requests

- (a) Where a service request is urgent and the matter places the safety of the community at a high risk, the matter will be dealt with immediately;
- (b) Where the matter is urgent and there is little risk to the safety of the community, the matter will be responded to within 48 hours;
- (c) Routine service requests will be dealt with according to the policies and procedures of the Council and guidelines as required by legislation.

6.4 Complaints

If you are dissatisfied or have concerns about the services, decisions or actions of the Council we would like to hear about it:

- (a) We will acknowledge receipt of your telephone complaint within one working day and resolve or respond to your complaint within 10 working days;
- (b) If we are unable to resolve your complaint within 10 working days we will contact you to explain why and advise the timeframe in which we will be able to resolve it;
- (c) If you are not satisfied that your complaint has been adequately resolved you can request a review against the complaint resolution process. The complaint will be escalated to the General Manager who will then undertake an investigation of the issue and make a determination on the matter; and
- (d) We will ensure all of our correspondence includes the name and contact details of the Officer dealing with the matter.

The *Local Government Act 1993* requires that the General Manager provide the Council with a report at least once a year detailing the number and the nature of the complaints received. Complaints received are reported in the Annual Report of the Council.

7. APPROVAL PROCESS

Section 339F(4) of the *Local Government Act 1993* requires a Council to review its customer service charter within 12 months after a council election.

<i>First Council Meeting Date:</i>	<i>November 2005</i>
<i>Final Council Meeting Date:</i>	<i>December 2005</i>
<i>Updated Council Meeting Date:</i>	<i>25th May 2016</i>
<i>Updated Council Meeting Date:</i>	<i>27th March 2019</i>