



ATTACHMENTS

ORDINARY COUNCIL MEETING

Tunnack Hall
2147 Tunnack Main Road, Tunnack
Wednesday 22nd March 2023
10.00 a.m.

Item 5.1	Draft Council Meeting Minutes (Open) – 21 st February 2023
Item 5.2.1	Woodsdale Community Memorial Hall Minutes – 6 th March 2023
Item 5.3.1	STCA Board Meeting Minutes
Item 12.1.1	Development Application Docs – 91 & 93 Main Street Tunbridge
Item 12.4.1	Southern Midlands Local Provisions Schedule – Amendments
Item 15.1.2	Use Policies – Oatlands Gaol, Supreme Court House, Commissariat & 79 High Street
Item 15.4.1	Southern Tasmania Regional Land Use Strategy – Draft Amendments
Item 17.1.1	Customer Service Charter
Item 17.1.2	Recruitment Policy & Procedures Selection Policy & Procedures
Item 17.1.3	Remote & Isolated Worker Policy Work Health & Safety 2023 – Draft Policy Work Health & Safety Policy - Existing

SOUTHERN
MIDLANDS
COUNCIL



MINUTES

ORDINARY COUNCIL MEETING

Tuesday, 21st February 2023
10.00 a.m.

Tunbridge Hall
99 Main Road, Tunbridge

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OPEN COUNCIL MINUTES

MINUTES OF AN ORDINARY MEETING OF THE SOUTHERN MIDLANDS COUNCIL HELD
ON TUESDAY 21st FEBRUARY 2023 AT THE TUNBRIDGE HALL COMMENCING AT
10.06 A.M.

1. PRAYERS

Reverend Dennis Cousens was an apology. Deputy Mayor K Dudgeon 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), Mr A Benson (Deputy General Manager), Mr D
Richardson (Manager, Infrastructure & Works), Mrs A Burbury (Finance Officer), Mrs J
Tyson (Senior Planning Officer), Mr G Finn (Manager Development and Environmental
Services), 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 25th
January 2023, as circulated, are submitted for confirmation.

DECISION

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

**THAT the Minutes (Open Council Minutes) of the previous meeting of Council held on
the 25th January 2023, as circulated, be confirmed.**

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 Special Committees of Council Minutes

5.2.1 Special Committees of Council - Receipt of Minutes

The Minutes of the following Special Committees of Council, as circulated, are submitted for receipt:

- Community Shed – Oatlands Management Committee Minutes – 6th February 2023
- Chauncy Vale Sanctuary Management Committee – 6th February 2023
- Campania Recreation Ground Management Committee – 7th January 2023

RECOMMENDATION

THAT the minutes of the above Special Committees of Council be received.

DECISION

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

THAT the minutes of the above Special Committees of Council 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	✓	

5.2.2 Special Committees of Council - Endorsement of Recommendations

The recommendations contained within the minutes of the following Special Committees of Council are submitted for endorsement:

- Community Shed – Oatlands Management Committee Minutes – 6th February 2023
- Chauncy Vale Sanctuary Management Committee – 6th February 2023
- Campania Recreation Ground Management Committee – 7th January 2023

RECOMMENDATION

THAT the recommendations contained within the minutes of the above Special Committees of Council be endorsed.

DECISION

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

THAT the recommendations contained within the minutes of the above Special Committees of Council be endorsed.

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	✓	

5.3 Joint Authorities (Established Under Division 4 of the *Local Government Act 1993*)

5.3.1 Joint Authorities - Receipt of Minutes

Nil.

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

Reports prepared by the following Joint Authority, as circulated, are submitted for receipt:

- Southern Tasmanian Councils Authority Quarterly Report – December 2022

RECOMMENDATION

THAT the report for the above Joint Authority be received.

DECISION

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

THAT the report for the above Joint Authority 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	✓	

6. NOTIFICATION OF COUNCIL WORKSHOPS

DECISION

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

THAT the information 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	✓	

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 R McDougall – raised the following issues regarding Oatlands Aquatic Centre carpark:

1. People are still using this as a vehicular entrance from High St, despite the signage;
2. Cars are being parked in High St on either side of the OAC exit driveway so that the exiting car has to move well out onto the pavement of High St to get a sufficient view of traffic coming in either direction; this is especially the case if the exiting vehicle is turning right into High St - the vehicle has to go further out onto the road whilst still making sure there is no oncoming car in the left lane.
3. Cars (this would be smaller cars and SUVs) bottom out as you exit as the camber of High St is very high compared with the exit roadway surface

Entrance from South Parade:

1. People in cars are apparently speeding into the OAC entrance from South Parade. As they approach the entrance they actually accelerate rapidly into the driveway (whichever direction they are coming from Church St or Gay St). At least one adult has nearly been hit as they step off to cross the road, by a car coming around the Gay St corner and accelerating into the entrance.
2. Children on bikes and skateboards are riding down the car park slope from High Street, then along the long entrance driveway, the view of which from South Parade is obliterated by the high timber paling fences that line it such that vehicles cannot see into the driveway, then the children continue riding out into and across South Parade, without any consideration that there may be cars entering and at speed, or proceeding in either direction along South Parade.

Deputy General Manager – questions have been taken on notice.

Clr McDougall – Have solar panels been installed on Oatlands Aquatic Centre as yet?

Deputy General Manager – not as yet – this is work in progress.

Clr McDougall – Tunnack Recreation Ground – The oval is regularly being used by people with horses, and there are concerns that the railing guard may present a hazard. Can we consider removing the rail to improve safety?

General Manager – will investigate the removal of the rail. Advised Council that the next Council Meeting is in Tunnack and perhaps community consultation is necessary before it is removed.

Mayor E Batt – Oatlands Key System – Update?

Deputy General Manager is currently in discussions with Manager Heritage Project who is investigating the best way to make the key system more accessible to the public.

Clr F Miller – Department of Premier and Cabinet - 'Private Landowner – Clean-up / Restoration Grant' – has any approach been made to the Department seeking an extension of the eligible area and timeframe etc.?

General Manager – formal communication to be sent, noting that this issue was to be raised with Minister Street MHA at the earlier discussion.

Mayor E Batt – Lake Dulverton 'no parking' signage – there are still issues with caravans and other vehicles parking right to the water.

Deputy Mayor K Dudgeon commented that the Lake Dulverton and Callington Park Committee are yet to meet this year. This will be discussed at the next meeting.

Mayor E Batt – Kempton Council Chambers – Clock Tower – budget and timing for repair works?

General Manager – confirmed that budget available. New mechanism to be installed by electrical contractor. Will progress as a matter of urgency.

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. Closed Session – Property Matter Oatlands

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

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*.

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	✓	

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.*

Councillors are advised that, at the time of issuing the Agenda, no Questions on Notice had been received from a member of the Public.

A number of issues were raised by members of the community, including the following:

- a) Tunbridge Bridge replacement – what is happening and when will it be replaced? What will happen in the event of an emergency with only a single exit from the township?

Council's Senior Planning Officer provided the community with an update. In summary, it is the responsibility of the Department of State Growth (DSG). The Department has been issued with a Planning Permit and the works must comply with the associated conditions. The timeframe is totally dependent on the DSG.

- b) Road Safety issues – reports of vehicles speeding in Main Road, Tunbridge.

Advised that this is a Tasmania Police issue - information will be provided to Tas Police.

- c) Property – Building and development - non-compliance issues.

Confirmed that Council officers are dealing with issues associated with two Tunbridge properties in particular, but not appropriate to discuss in detail.

Is there an emergency management plan for Tunbridge (especially with no bridge)

- d) Straying Animals (i.e. Turkeys) – what can be done to address this problem which is impacting on people's properties (i.e. Damage to gardens)?

General Manager commented on Council's limited powers to enter property to seize straying animals, however strategies to address the concerns raised will be considered in conjunction with the reported owner.

- e) Tunbridge Park – is there an update in terms of transferring ownership to Council?

General Manager provided an update which in summary is still being addressed through the legal process. At this stage, unable to confirm the exact process which will need to be undertaken to transfer ownership as the Court has identified some legal barriers.

Julia Jabour – Southern Midlands Regional News

- 1 Has any further thought been given to creating an enclosed, off-lead dog park at Oatlands? If so, can we have an update please? If not, what is required to progress this idea?**

In brief, the thought of creating an enclosed off-lead dog area has not been progressed to date.

An off-lead dog area is something that is usually progressed through a review of Council's Dog Management Policy. This policy is developed (and reviewed) in accordance with the Dog Control Act 2000 and the process allows for consultation and feedback from the community.

The Dog Management Policy provides an avenue for Council to declare specific areas for 'exercise'; 'training'; 'prohibited' etc.

Whilst this Policy must be reviewed at least every five years (last review conducted in May 2022), it can be undertaken at any time.

Related Comment:

Reference is made to the Oatlands Structure Plan.

Appendices B – Stakeholder & Community Engagement makes mention of the following:

- Recreational amenities - completion of the swimming pool; investigate the development of an off-leash dog park near the layover area would be an asset for grey nomads travelling with dogs;*

In short, this was most certainly viewed as an opportunity however it is evident from the Implementation Plan (Appendix A) that this was not followed through as a priority action.

As a concluding comment, it is suggested that in order to progress this idea, Council would be seeking some form of evidence from within the community (and possibly the travelling public) that such a facility is warranted and would be utilised.

- 2 Has any further consideration been given to installing traffic-calming measures along South Parade where the driveway entrance to the Aquatic centre car park**

is? There is now considerable traffic using this back entrance and there can be a dozen or more vehicles in the car park at any one time. We realise the original assessment of the volume of traffic using South Parade concluded that as usage was minimal, no traffic-calming measures were warranted. Surely this has changed now.

Deputy General Manager's response:

Traffic calming measures in South Parade were raised during the Oatlands Structure Plan consultations in respect of the construction on of the Aquatic Centre. At the time Traffic Engineer Milan Prodanovic, who was the Traffic Engineering Consultant to the project advised that traffic calming measures are a possible response to speed reduction, and construction of the Aquatic Centre access off South Parade would not necessarily increase the speed of traffic in South Parade, as the distance between the Gay Street / South Parade junction and the Aquatic Centre Access (40m) and the distance between Church Street and the Aquatic Centre access (107m) did not warrant any speed reduction measure, given the speed limit is 50km/h.

It is noted that two Tasmania Police residences will be built on the vacant land at the rear of the Aquatic Centre that fronts South Parade. If any traffic matters were to emerge in South Parade it would be assumed that they would be dealt with as a matter of urgency by the residents of those Tasmania Police residences.

It is also noted in the Extract below from the Oatlands Structure Plan that Council Officers are required to prepare a report in respect of South Parade traffic ten months after the reconstruction of South Parade. To aid the longitudinal analysis of the South Parade traffic data Council officers will install a traffic counter (which measures the number of vehicles, spend of vehicles, type of vehicle and also time periods) at each end of South Parade once the construction works have finished on site.

[EXTRACT] OATLANDS STRUCTURE PLAN

Action 4.14 - South Parade one-way (management)

Measures to consider making South Parade one-way will not initially be implemented but will be re-examined after 10 months of the new road and single footpath treatment.

Council officers will prepare further reports and detailed designs to Council with respect to making South Parade one-way. Such a plan will be subject to stakeholder engagement.

- 3 What are Council's rules about assisting with the removal of unwanted pests on private residential land? We are given to understand that if these animals are not on Council land or roads, Council takes no responsibility for dealing with them. Is this correct? If so, what options do private residents have in removing the pests?**

Managing the removal of unwanted pests from private residential land is the property owner's responsibility. It is assumed that this does not include roaming dogs.

In regard to animals straying and not being on Council land or roads, this primarily relates to livestock in rural areas. Council does not have the power to enter private land and remove stock. Arrangements can however be made with the property owner to establish a private pound.

If the pests are causing a nuisance on a particular property (i.e. odour, noise or defecating), Council does have the power to investigate and if justified may issue the property owner with an Abatement Notice under section 200 of the Local Government Act 1993.

DECISION

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

THAT the meeting be adjourned for morning tea at 11.02 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	✓	

DECISION

Moved by Clr D Fish, seconded by Clr R McDougall

THAT the meeting reconvene at 11.35 a.m. and that Item 16.6.1 – ‘Southern Network - Jobs Hub’ be brought forward on the Agenda.

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	✓	

10.1 Permission to Address Council

Nil.

16.6.1 Southcentral Workforce Network - Jobs Hub - Update on Service Delivery

DECISION

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

THAT Council:

- 1. Note the information and presentation; and**
- 2. Continue to enthusiastically support the endeavours of this strategic project.**

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	✓	

It was resolved that the meeting return to Agenda Item 13.10.1

ENCLOSURE

Agenda Item 16.6.1



*Update To Southern Midlands Council
21st February 2023*

“Increase the workforce participation of local people through access to meaningful support, educated guidance and appropriate qualifications”



Overview

- The project has 1028 registered jobseekers who have received face to face support.
 - Currently only 11% are aligned to a Workforce Australia Program or a Disability Support Service
 - 23 participants (2.3%) Identify as Aboriginal and or Torres Strait Islander
- Assisted 283 local people into employment (30 of these into apprenticeships or traineeships)
- The project has delivered 52 training programs to 512 participants
- Over 900 face to face meetings with business and stakeholders
- Currently recruiting for 45 roles
 - 10 White Collar
 - 6 Trades & Services
 - 7 Manufacturing
 - 5 Civil Construction
 - 6 Hospitality
 - 6 Transport & Logistics
 - 3 Community Services
 - 2 Retail

“Increase the workforce participation of local people through access to meaningful support, educated guidance and appropriate qualifications”



Overview

- The program has 4.7 FTE's which includes a Business Trainee.
- Partnered with Keystone Tasmanian to deliver 2 x 3 week civil work placement programs (June 2023 and June 2024)
- Awaiting conformation of funding for Civil / Transport & Logistics program – 50 places over two years.
- Have pushed back 2023 Hospitality Ready program (July 2023) due to change in gaming legislation
- Continuing discussions with State Growth and AWI regarding shearing industry participation and possible long term solutions.

“Increase the workforce participation of local people through access to meaningful support, educated guidance and appropriate qualifications”



Overview

- Partnering with Middle Tasmania (Nova & Rick) to assist businesses with workforce development in the Southern Midlands Council area.
- Social Media – Facebook Page now has over 1400 followers

Gender

- Female 76.9%
- Male 23.1%

Age Group

- 35-44 23%
- 45-54 19%
- 25-34 17%

“Increase the workforce participation of local people through access to meaningful support, educated guidance and appropriate qualifications”



Overview

- Worked with the South East Basketball Association to provide upgrades to basketball equipment in the SMC area, (Campania District School, Oatlands District High School, Colebrook Community Space)
- Supporting The Australian Academy of Media – Cert 4 Mental Health
- Meeting with TasTAFE 21st Feb to discuss the implementation of a dedicated resource aligned to Jobs Hubs in the South (program)
- SWN will be providing ergonomic checks to businesses in the SCS (Worksafe Tasmania)
- Partnering with Banjo’s to deliver recruitment services around Tasmania
- Investigating possible funding for Lifeguard training program

“Increase the workforce participation of local people through access to meaningful support, educated guidance and appropriate qualifications”



Overview

- Have made connections with service providers who can assist businesses in the SCS with their operational costs:
 - Energy Broker – Energy ROI
 - Insurance Broker – AJ Gallagher
 - Telecommunications Provider – Bendigo Telco
- Reconnected THN / Callington Mill for future collaboration
- Assisting District High Schools when requested
- Partnered with Mark Slater from “**Point B**” regarding upcoming employment and training opportunities
- Area Connect aligned with our project

“Increase the workforce participation of local people through access to meaningful support, educated guidance and appropriate qualifications”



Outreach Sessions

Providing support to jobseekers in remote areas:

- Bothwell District School
- Glenora District School
- Great Lakes Hotel
- Maydena Bike Park
- Oatlands (RAW office)
- New Norfolk

[SWN Journeys](#)

“Increase the workforce participation of local people through access to meaningful support, educated guidance and appropriate qualifications”



Questions

**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 D Fish – Callington Mill Distillery – made comment regarding Mill Distillery employees parking in the Lake Foreshore car park and limiting parking spaces for visitors etc.

Deputy General Manager – advised that the Planning Permit included conditions associated with staff parking. This matter will be raised with Distillery management.

Deputy Mayor K Dudgeon – referred to the comment made in the Manager’s Report relating to the need to undertake various bridge maintenance repairs. What Bridges are included on this program?

Manager Infrastructure & Works advised that the works are primarily just maintenance tasks which are reported in the Quarterly Inspection report prepared by Aus Span.

Deputy Mayor K Dudgeon – Can an update be provided for the new sign to be installed at Mosquito Valley Road, Levendale?

Manager Infrastructure & Works advised that the sign is now at the depot ready for installation.

Deputy Mayor K Dudgeon – Can an update be provided for the DSG sign at Inglewood Road junction? The sign is now completely down.

Manager Infrastructure & Works advised the Department of State Growth immediately following the previous Council Meeting. To be followed up.

Mayor E Batt – Streetlight – junction of Midland Highway and Highland Lakes Road – ye to be replaced.

Manager Infrastructure & Works – The Department of State Growth / Tas Networks have previously been advised but a reminder will be sent.

Clr F Miller – There is a sign near Craighourne Dam Road stating the distance to Campania is 6km. This is incorrect and confusing (closer to 17kms).

Manager Infrastructure & Works – to advise the Department of State Growth.

Clr F Miller – Advised that there are markings on the road at Colebrook indicating road works to take place.

Manager Infrastructure & Works – has not been made aware of any works in the area but will make enquiries.

Clr R McDougall – Roadworks on Tunnack Road – believed this was to be from Parattah to Tunnack but it appears that works may be limited to Oatlands to Baden. Is there any information on whether the works will extend from Baden through to Tunnack and if so, when will this be undertaken?

Manager Infrastructure & Works advised he has not been made aware, but believes there is to be around 20kms of resealing to be completed. Will follow this up with Department of State Growth and advise accordingly.

RECOMMENDATION

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

DECISION

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

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 D Fish, seconded by Deputy Mayor K Dudgeon

THAT the Heritage Projects Program 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	✓	

15.1.2 Use Policies, Oatlands Gaol, Supreme Court House, Commissariat & 79 High Street

DECISION

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

THAT

- a) the draft policy be received and be tabled at the March Council meeting for further consideration; and
- b) rescinding of the Oatlands Commissariat and 79 High Street Use Policy be considered at the March Council meeting.

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	✓	

15.2 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 Cllr D Fish, seconded by Cllr R McDougall

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	✓	
Cllr A E Bisdee OAM	✓	
Cllr D Blackwell	✓	
Cllr D F Fish	✓	
Cllr R McDougall	✓	
Cllr 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.

15.4.1 Submissions to the State Planning Office on the Regional Planning Framework Discussion Paper and the Draft Structure Plan Guidelines.

DECISION

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

THAT Council lodge the submissions set out above to the Department of Premier & Cabinet, State Planning Office, regarding the Regional Planning Framework Discussion Paper and the Draft Structure Plan Guidelines.

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	✓	

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

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	✓	
Clr A E Bisdee OAM	✓	
Clr D Blackwell	✓	
Clr D F Fish	✓	
Clr R McDougall	✓	
Clr 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.***16.1.1 Australia Post – Introduction of Household Delivery Service (Campania)**

Report to be provided subject to receiving further clarification of some detail from Australia Post.

DECISION*Moved by Clr R McDougall, seconded by Clr D Fish*

THAT this issue be deferred pending consultation to the owners / proprietors of the Campania Post Office and a further report to be presented at the next Council Meeting.

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	✓	

16.2 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 – Coordinators Report

DECISION

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

THAT information be received and 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	✓	

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.

Nil.

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 Review of Existing Policy - Customer Service Charter**DECISION**

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

THAT Council

- 1. Receive and note the report; and**
- 2. Consider any appropriate revision of the Customer Service Charter in preparation for the adoption of the revised policy, at the March 2023 Council meeting.**

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 A E Bisdee OAM – Recently attended the TasWater Quarterly Briefing. TasWaters' operations are in accordance and subject to Board endorsement, it is intended that Councils will receive the 'backpay dividend'.

Mayor E Batt – Attended the Kempton Festival on 19th February - very successful event with good attendance. Congratulated the organisers for the conduct of the event.

Mayor E Batt – Recently met with Inspector Bourke from Tas Police and other local Police Officers. A good relationship has been established and this opened communication between Police and Council.

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 January 2023)

DECISION

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

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	✓	

18. MUNICIPAL SEAL

Nil.

19. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

Closed Session Item.

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 Clr R McDougall, seconded by Clr D Blackwell

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>Bagdad Community Club – Precinct Master Plan</i>	15(2)(e)(ii)
<i>Oatlands Property Matter</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 R McDougall	✓	
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 Deputy Mayor K Dudgeon, seconded by Clr A E Bisdee OAM

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 R McDougall	✓	
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 Bagdad Community Club Inc. – Precinct Master Plan (Progression)

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 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.

RECOMMENDATION

THAT Council move out of “Closed Session”.

DECISION

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

THAT Council move out of “Closed Session”.

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	✓	

OPEN COUNCIL MINUTES

21. CLOSURE

The meeting closed at 1.26 p.m.

March Woodsdale Community Memorial Hall

Est. 1905

MINUTES – General Committee Meeting

Monday 6th March 2022

Woodsdale Hall

Welcome/Opening:

- The President welcomes members and declares the meeting open at 7.37 pm

Attendance:

Mrs Kaye Rowlands, Mrs Sally Stubs, Mrs Ann Scott, Mr Leon Scott, Mrs Marion Wiggins, Mrs Karen Dudgeon, Mrs Ann Wiggins,

Apologies:

Mrs Allison Scott, Ms Kate Bourne, Ms Alyson Scott

Moved: Leon Scott

Seconded: Karen Dudgeon

Motion Carried

Confirmation of Minutes for the last meeting – November 28th 2022

Moved: Sally Stubs

Seconded: Ann Scott

Motion Carried

Business Arising from Previous Minutes – 5th September 2022

Financial Report:

Bank balance at 6th March 2023 balance:

\$10717.44

WOODSDALE HALL COMMITTEE STATEMENT 2022 -2023

DATE	DETAILS	CHQ	DEPOSITS	WITHDRAWALS	BALANCE
26/11/2022	OPENING				\$10,742.36
30/11/2022	J BELETTE HALL HIRE		\$35.00		\$10,777.36
16/12/2022	OATLANDS COMM ASS	85		\$678.00	
19/12/2022	M WIGGINS MEAT/SAL	82		\$100.00	
28/12/2022	ALYSON SCOTT	84		\$194.92	\$9,804.44

30/01/2023	BBQ MEAT CITY MISS	\$150.00	
16/12/2023	XMAS DEPOSIT via stubs acc	\$763.00	\$10,717.44
		\$948.00	\$972.92
16/03/2023	balance		\$10,717.44
16/03/2023	float		\$36.20

breakdown of xmas party

door takings	\$400.00
raffle	\$363.00
	\$763.00

Moved: Ann Wiggins

Seconded: Leon Scott

Motion Carried

Correspondence:

- Letter from Hobart City Mission – thank you for the donation towards the Xmas appeal - \$678 sent for emergency food appeal

Moved: Karen Dudgeon

seconded: Sally Stubs

Motion Carried

General Business:

- Defibrillator – unable to contact to confirm delivery date. Marion to continue to follow up
- Cleaning of outside of hall

- Ann and Ivan cleaned at end of January – tank has collapsed, council are organising a replacement. It is in Oatlands and will be delivered soon. Council will organise the plumbing as well.
- Cleaning of the outside of the hall – require a high pressure pump and detergent. Kaye to source the detergent. Will organise workers to apply it. Will talk to Anthony and Ian (fire brigade) to use the high pressure system – March 26th – 1.30 for helpers

Motion Carried

Bookings:

- Hairdresser returns 11th March (Saturday)

Meeting Closed at 8.05

NEXT MEETING – To be Confirmed



MINUTES

STCA BOARD MEETING

Minutes of a meeting of the Southern Tasmanian Councils Authority
held on Monday, 20th February 2023 at Hobart Town Hall

1. WELCOME & APOLOGIES

The Chairperson, Deputy Lord Mayor Helen Burnet, welcomed all present and opened the meeting at 10.02 a.m.

Attendance:

Brighton Council	Mr James Dryburgh
City of Hobart	Deputy Lord Mayor Helen Burnet and Ms Kat Panjari
Derwent Valley Council	Mayor Michelle Dracoulis and Mr Dean Griggs
Glamorgan/Spring Bay Council	Mayor Cheryl Arnol and Mr Greg Ingham
Huon Valley Council	Mayor Sally Doyle and Mr Jason Browne
Sorell Council	Mayor Kerry Vincent and Mr Robert Higgins
Southern Midlands Council	Mayor Edwin Batt and Mr Tim Kirkwood
Tasman Council	Deputy Mayor Maria Stacey and Ms Jess Dallas
Executive Support:	Megan Braslin & Elisa Lang

Apologies:

Brighton Council	Mayor Leigh Gray
Central Highlands Council	Mayor Loueen Triffitt and Mrs Kim Hossack
Tasman Council	Mayor Rod MacDonald

2. CONFIRMATION OF THE MINUTES OF THE STCA MEETING HELD ON 21 NOVEMBER 2022.

Purpose:

To confirm the minutes from the STCA meeting held on 21st November 2022.

Decision:

That the minutes of the meeting of the Southern Tasmanian Councils Authority (STCA) Board held on 21 November 2022 be confirmed as a true record of that meeting, with an amendment noting that Mr Greg Ingham was an apology for this meeting.

Moved by Mayor Edwin Batt, seconded by Mayor Cheryl Arnol

CARRIED

3. STCA FINANCIAL REPORT FOR PERIOD ENDING 31 DECEMBER 2022

Purpose:

The purpose of this item is to note the STCA Financial Report for the period ending 31 December 2022.

Decision:

That the STCA Financial Report for the period ending 31 December 2022 be received; noting that budget discussions will be held out-of session and tabled at the May 2023 board meeting.

Moved by Mayor Michelle Dracoulis, seconded by Mayor Sally Doyle

CARRIED

4. GOVERNANCE AND AUDIT COMMITTEE UPDATE

Purpose:

The minutes of the Governance and Audit Committee meeting of 6th February 2023 were submitted for noting.

Decision:

That the minutes of the Governance and Audit Committee of the Southern Tasmanian Councils Authority (STCA) held on 6th February 2023 be received.

Moved by Mayor Edwin Batt, seconded by Mayor Sally Doyle

CARRIED

5. STRLUS REVIEW PROJECT PLAN – ENDORSEMENT OF WORK PLAN AND CO-FUNDING MODEL FOR REGIONAL COORDINATOR

Author: James Dryburgh (General Manager, Brighton Council)

Attachment: STRLUS Review (Regional Coordinator) Work Plan

The State Government (through the State Planning Office) have confirmed the funding of \$300k for the employment of a Regional Planning Coordinator to assist the 12 southern councils to work with the State on the final pieces of work required to create a new Regional Land Use Strategy for the South.

In response to this offer, and on behalf of the STCA, Robert Higgins (Sorell GM), Kat Panjari (HCC Director) and James Dryburgh (Brighton GM) prepared a STRLUS Review Project Plan with estimated costings to ensure that this role is supported by a clear work plan and is productive and efficient. They also sought a further funding commitment from the State Planning Office (SPO).

The Work Plan has been provided as an attachment to this report outlining timelines; key outcomes and potential costs. The table below also shows a significant funding commitment in addition to existing commitments from the SPO and a remaining balance of \$250k representing co-funding from the 12 southern councils.

In summary; the endorsement of the work plan and proposed co-funding model includes the Regional Coordinator position and the following pieces of work:-

- the finalisation of the Outer Greater Hobart land supply and demand work;
- commissioning and completion of consultancy for industrial land analysis;
- rural living supply and demand;
- consolidating residential land supply and demand from the Greater Hobart Plan to create a regional picture; and identify any gaps to fill and resolve;
- updating Regional Profile data (including agricultural economic data); and
- undertaking infrastructure agencies consultation and data gathering in relation to physical and social infrastructure, open space and recreation facilities.

Funding

A breakdown of the co-funding model as proposed by the State Planning Office is provided below:

PROJECT / STAGE	TOTAL COST	STCA / Councils	Already committed by State	Total State
2 year funding for Regional Coordinator position	\$300,000		\$300,000	
Detailed Project Plan	\$10,000			
Data collection/ analysis including Industrial and residential land	\$300,000		\$120,000	
State of Play reports	\$130,000			
Community engagement	\$90,000			
Drafting new STRLUS and implementation framework	\$100,000			
Consultation on RLUS	\$40,000			
Total	\$970,000			\$420,000
			New State contribution	
Balance	\$550,000			
- Contribution from STCA/Councils = \$250,000		\$250,000		
- Industrial Land Study (portion of Statewide study)			\$50,000	
- Additional SPO contribution			\$250,000	
				\$720,000

It should be noted that discussions have been held with all Southern General Managers who have indicated their in-principal support for the breakdown of funding for the \$250k STCA contribution (as detailed below).

Council	\$ Contribution (per Council)
Southern Midlands; Glamorgan Spring Bay; Tasman; and Central Highlands	\$5,000
Derwent Valley	\$15,000
Brighton; Huon Valley; and Sorell	\$21,600
Kingborough	\$30,000
City of Hobart; Clarence; and Glenorchy	\$40,000
TOTAL STCA CONTRIBUTION	\$250,000

Once the above Council contributions are endorsed; the intent is to formally advise the State Planning Office of the arrangements and a funding agreement for the Regional Coordinator will be established.

Timing

The SPO is ready to immediately transfer funds and to support recruitment for the position and assistance in the preparation of project briefs for identified consultancies.

Governance Arrangements

It is proposed that the City of Hobart receive the \$300k grant on behalf of the STCA and that they will be the employer of the Regional Coordinator on behalf of the 12 councils. The coordinator position will then share their time between Council offices across the different parts of the sub-region. Procurement and a holding fund can be administered via the HCC.

It is also proposed that an STCA sub-committee be established to oversee and support the Regional Coordinator position and the broader STRLUS work to provide good governance, equitable representation and project efficiency. At relevant points in the process meetings are likely to be convened with all STCA members plus the mayors and GMs of the three non-member councils. This Committee can also be represented in the recruitment process.

It is suggested that this sub-committee include the following representatives:-

- **STCA:**
x 2 Mayors and/or Councillors; x 2 General Managers
- **Clarence; Glenorchy and Kingborough Council:**
x 1 Mayor/Councillor; x 1 General Manager
- **City of Hobart:**
Manager/Director responsible for the Regional Coordinator position

Assuming this recommendation is endorsed, the STCA will write to the three non-STCA member councils regarding written commitment to the plan, funding and their representation on the sub-committee.

Decision:

That the STCA Board endorse the following items:-

- a) the STRLUS Review Work Plan (Regional Coordinator);
- b) the co-funding model as proposed by the State Planning Office; and
- c) the funding contributions (\$250k) per Council.

Moved by Mayor Kerry Vincent, seconded by Mayor Edwin Batt

CARRIED

That the following representatives be appointed to sit on the STCA sub-committee overseeing and supporting the Regional Coordinator position and broader STRLUS work:

- Deputy Lord Mayor Helen Burnet, City of Hobart
- Mayor Rod MacDonald, Tasman Council*
- Mr James Dryburgh, General Manager, Brighton Council
- Mr Robert Higgins, General Manager, Sorell Council

Moved by Mayor Michelle Dracoulis, seconded by Mayor Sally Doyle

CARRIED

**Noting that Mayor Michelle Dracoulis elected to fill Mayor Rod MacDonald's position on the sub-committee if he doesn't wish to accept the nomination.*

The Chairperson also acknowledged and thanked Rob Higgins, Kat Panjari and James Dryburgh for the important work they have undertaken on this project.

6. REGIONAL CLIMATE CHANGE INITIATIVE UPDATE

A presentation was provided to STCA members by Katrina Graham (City of Hobart); Alison Johnson (Brighton Council), Graham Green (Southern Midlands Council and Scott Morgan (City of Hobart) regarding the Southern Councils Climate Collaboration.

At the conclusion of the presentation it was noted that they will be contacting each Council in the near future to indicate their preferences for climate risk assessments.

A copy of the presentation has been provided for members reference.

Decision:

That the presentation be received.

Moved by Mayor Kerry Vincent, seconded by Mayor Sally Doyle

CARRIED

7. CONSULTATION PAPER – REFRESHING TASMANIA’S POPULATION STRATEGY

A presentation was provided by Tess Dryza, Principal Policy Officer with the Department of State Growth regarding *Refreshing Tasmania’s Population Strategy Consultation Paper*. The closing date for submissions is the 5th March 2023.

The goal of the Population Strategy is to outline the way the Government will facilitate long-term sustainable population growth and equip Tasmania to prepare, plan for and manage future population trends, issues, and opportunities. The desired long-term impact of the Population Strategy is improved wellbeing outcomes for Tasmanians. DPAC are currently working on the Wellbeing Framework which will be released in June 2023.

The timeline for the Population Strategy is as follows:-

- Consultation open until 5th March 2023
- Refreshed Strategy release in the second half of 2023
- Implementation of the Strategy begins at the end of 2023
- Evaluation and sharing of data to commence in February 2024
- Population Strategy updated every five to 10 years

General Manager T Kirkwood also made a comment in regard to the population statistics within the presentation and that it may be beneficial to have a discussion with the Local Government Board to ensure they are providing correct information regarding population trends, specifically in rural areas.

A copy of the presentation has been provided for members reference.

Decision:

That the presentation be received.

Moved by Mayor Kerry Vincent, seconded by Mayor Sally Doyle

CARRIED

8. OTHER BUSINESS

Nil.

9. NEXT MEETING

Monday, 22nd May 2023 – venue to be confirmed (potentially online via Teams).

10. CLOSE

The meeting was closed at 11.13 a.m.



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APPLICATION FOR PLANNING PERMIT – USE AND DEVELOPMENT Subdivision Development

Use this form to apply for planning approval in accordance with section 57 and 58 of the *Land Use Planning and Approvals Act 1993*

Applicant / Owner Details:

Owner / s Name

Andrew Gerard James Rowan & Katherine Anne Rowan

Postal Address

74 Barrack Street

Phone No:

0400 753 861

Fax No:

Email address

rowan_family@hotmail.com

Applicant Name

PDA Surveyors, Engineers & Planners (OBO Andrew Rowan)

(if not owner)

Postal Address

127 Bathurst Street

Phone No:

62343217

Hobart

7000

Fax No:

Email address:

Jane.monks@pda.com.au

Description of proposed use and/or development:

Address of new use and development:

91 & 103 Main Road, Tunbridge

Certificate of Title details

151569/1 & 151569/2

Description of proposed use or development:

3 lot subdivision and balance

Current use of land and buildings for each title:

vacant & residential

E.g. are there any existing buildings on these titles?

If yes, what are the main buildings used as?

Is the property Heritage Listed:

Please tick ✓ answer

Yes

No

Please attach any additional information that may be required by Part 8.1 Application Requirements of the Planning Scheme.

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Signed Declaration

26/01/2023

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

1. The information given is a true and accurate representation of the proposed development. I understand that the information and materials provided with this development application may be made available to the public. I understand that the Council may make such copies of the information and materials as, in its opinion, are necessary to facilitate a thorough consideration of the Development Application. I have obtained the relevant permission of the copyright owner for the communication and reproduction of the plans accompanying the development application, for the purposes of assessment of that application. I indemnify the Southern Midlands Council for any claim or action taken against it in respect of breach of copyright in respect of any of the information or material provided.
2. I am the applicant for the planning permit and I have notified the owner/s of the land in writing of the intention to make this application in accordance with Section 52(1) of the *Land Use Planning Approvals Act 1993* (or the land owner has signed this form in the box below in "Land Owner(s) signature);

Applicant Signature



Applicant Name (print)

Date

11/01/2023

Applicant Signature

Applicant Name (print)

Date

or

Land Owner(s) Signature

Land Owners Name (please print)

Date

Land Owner(s) Signature

Land Owners Name (please print)

Date

DEVELOPMENT Information & Check List

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Use this check list for submitting your application

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Submitting your application



26/07/2023

1. All plans and information required per Part 8.1 Application Requirements of the Planning Scheme
2. Copy of the current Certificate of Title, Schedule of Easements and Title Plan (Available from Service Tasmania Offices)
3. Any reports, certificates or written statements to accompany the Application (if applicable) required by the relevant zone or code.
4. Prescribed fees payable to Council

Information

If you provide an email address in this form then the Southern Midlands Council ("the Council") will treat the provision of the email address as consent to the Council, pursuant to Section 6 of the Electronic Transactions Act 2000, to using that email address for the purposes of assessing the Application under the Land Use Planning and Approvals Act 1993 ("the Act").

If you provide an email address, the Council will not provide hard copy documentation unless specifically requested.

It is your responsibility to provide the Council with the correct email address and to check your email for communications from the Council.

If you do not wish for the Council to use your email address as the method of contact and for the giving of information, **please tick** the box

Heritage Tasmania

If the Property is listed on the Tasmanian Heritage Register then the Application will be referred to Heritage Tasmania unless an Exemption Certificate has been provided with this Application. (Phone 1300 850 332 (local call cost) or email enquires@heritage.tas.gov.au)

TasWater

Depending on the works proposed Council may be required to refer the Application to TasWater for assessment (Phone 136992)

PRIVACY STATEMENT

The Southern Midlands Council abides by the Personal Information Protection Act 2004 and views the protection of your privacy as an integral part of its commitment towards complete accountability and integrity in all its activities and programs.

Collection of Personal Information: The personal information being collected from you for the purposes of the Personal Information Protection Act, 2004 and will be used solely by Council in accordance with its Privacy Policy. Council is collecting this information from you in order to process your application.

Disclosure of Personal Information: Council will take all necessary measures to prevent unauthorised access to or disclosure of your personal information. External organisations to whom this personal information will be disclosed as required under the Building Act 2000. This information will not be disclosed to any other external agencies unless required or authorised by law.

Correction of Personal Information: If you wish to alter any personal information you have supplied to Council please telephone the Southern Midlands Council on (03) 62545050 . Please contact the Council's Privacy Officer on (03) 6254 5000 if you have any other enquires concerning Council's privacy procedures.



SURVEYORS, ENGINEERS & PLANNERS

SMC - KEMPTON

Our Ref: 49942CT

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26/01/2023

Southern Midlands Council
Planning Department

PO BOX 21
Oatlands TAS 7120

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

Dear Planning Department,

**RE: Development Application –3 lot Subdivision
91 & 103 Main Road, Tunbridge**

This application for planning approval for a 3 lot Subdivision at 91 & 103 Main Road, is submitted on behalf of our client, Andrew Rowan.

The application documentation consists of:

- The Title Plan and Folio – CT 151569/1 & CT 151569/2
- Schedule of Easements
- The proposed Plan of Subdivision
- A copy of the Southern Midlands application form – completed and signed
- Planning assessment overview of the Tasmanian Planning Scheme – Southern Midlands
- Bushfire Hazard Assessment and Bushfire Hazard Management Plan

Please confirm receipt of this application & forward an invoice for the development application fee made out to Mr Andrew Rowan and it will be provided to the client for prompt payment. At the same time, the land owners will be notified of lodgement in accordance with Section 52(i)(c) of the *Land Use and Approvals Act 1993*.

Please do not hesitate to contact me at your earliest convenience should you require additional information or further clarification.

Yours faithfully,

PDA Surveyors, Engineers & Planners

Per:

Jane Monks
PLANNER

HOBART:

C.M. Terry, BSURV (Tas.), M.SSSI (Director)
H. Clement, BSURV (Tas.), M.SSSI (Director)
M.S.G. Denholm, BGeom (Tas.), M.SSSI (Director)
T.W. Walter, Dip. Surv & Map (Director)
M. Westerberg, M.E.M., M.I.E. AUST., C.P.ENG. (Director)
D. Panton, B.E. F.I.E. AUST., C.P.ENG. (Consultant)
A. Collins, Ad. Dip. Surv & Map, (Senior Associate)
L.H. Kiely, Ad. Dip. Civil Eng, Cert IV I.T., (Associate)

KINGSTON:

A.P. (Lex) McIndoe, BSURV (Tas.), M.SSSI (Director)
M.M. Stratton, BSURVSpSc, GradDipLandSurv (Tas.) (Associate)

LAUNCESTON:

J.W. Dent, OAM, B. Surv (Tas.), M.SSSI (Director)
M.B. Reid, BGeom (Hons) (Tas.), M.SSSI (Director)
J.M. Brooks, MEnvPlg, M.PIA (Director)

BURNIE/DEVONPORT:

A.W. Eberhardt, BGeom (Tas.), M.SSSI (Director)
A.J. Hudson, B. SURV. (Tas.), M.SSSI. (Consultant)

Attachment 1

AGENDA ITEM 12.1.1

127 Bathurst Street
Hobart, Tasmania 7000
Phone (03) 6234 3217

ABN 71 07 800 115
pda.hbt@pda.com.au
www.pda.com.au

11th January 2023

OFFICES ALSO AT:

- 6 Freeman St, Kingston, TAS 7050 (03) 6229 2131
- 10/16 Main Rd, Huonville, TAS 7109 (03) 6264 1277
- 3 Franklin St, Swansea, TAS 7190 (03) 6130 9099
- 3/23 Brisbane St, Launceston, TAS 7250 (03) 6331 4099
- 16 Emu Bay Rd, Deloraine, TAS 7304 (03) 6362 2993
- 6 Queen Street, Burnie, TAS 7320 (03) 6431 4400
- 77 Gunn St, Devonport, TAS 7310 (03) 6423 6875



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Planning Report

91 & 103 Main Road, Tunbridge
Subdivision: 3 Lot and balance

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PDA Contributors

Planning Assessment	Jane Monks	Oct 2022
Review & Approval	Craig Terry	Dec 2022

Revision History

Revision	Description	Date
0	First Issue	Oct 2022
1	Revision	Nov 2022

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EXECUTIVE SUMMARY

Council approval is sought for a 3 lot subdivision and balance at 91 & 103 Main Road, Tunbridge (CT 151569/1 & CT 151569/1). This planning assessment, combined with supplementary documentation has been provided in support of the proposed development.

Development Details:

Client/Owner	Andrew Gerard James Rowan & Katherine Anne Rowan
Property Address	91 & 103 Main Road, Tunbridge
Proposal	Subdivision: 3 lot and balance
Land Area	5.730ha±

PID / CT	2903385 2903393	151569/1 151569/2
Planning Ordinance	<i>Tasmanian Planning Scheme - Southern Midlands</i>	
Land Zoning	12.0 Village	
Specific Areas Plans	SOU-S4.0 Tunbridge Township	
Code Overlays	Local Historic Place Flood Prone Area Bushfire Prone Area Waterway and Coastal Protection Area	

Use Status	Residential
Application Status	Discretionary

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1. Introduction/Context

Council approval is sought for a 3 lot subdivision and balance at 91 & 103 Main Road, Tunbridge (CT 151569/1 & CT 151569/1). In support of the proposal, the following associated documents have been provided in conjunction with this planning assessment:

- The Title Plan and Folio: CT 151569/1 & CT 151569/2
- Schedule of Easements
- Proposed Plan of Subdivision: PDA 49942CT-2A
- Bushfire Hazard Assessment prepared by Mark Van den Berg of Geo-Environmental Solutions: J8055v1

1.1. The Land

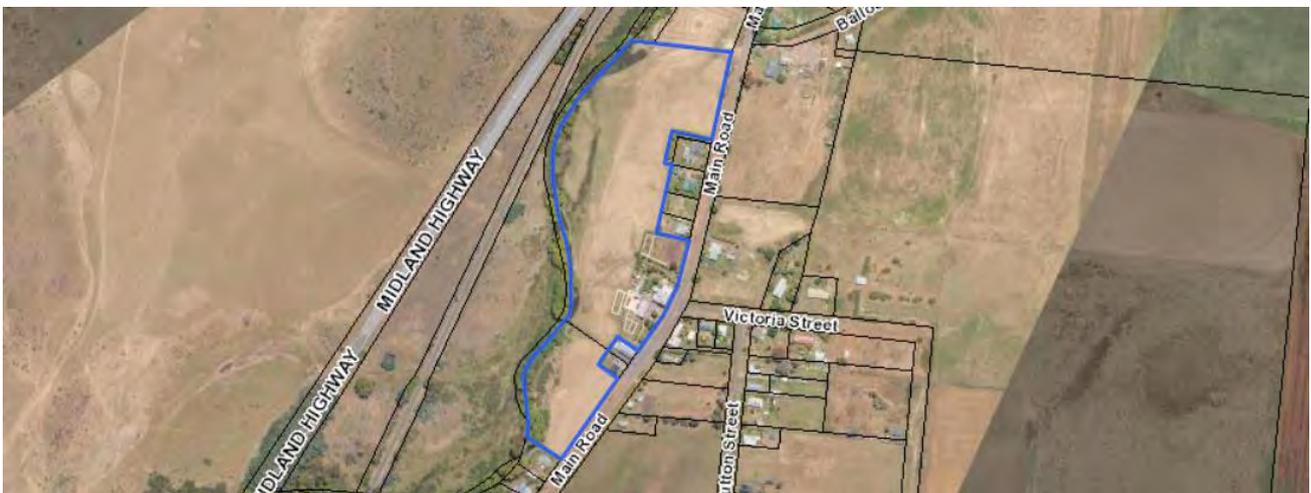


Figure 1. Existing aerial image of the subject land (LISTmap, 2022)

The subject land is located on 91 Main Road (PID:2903385) & 103 Main Road (PID: 2903393), Tunbridge. It is an irregularly shaped block with a total area of 5.73ha, which follows the formation of the Blackman River at the western boundary and Main Road at the eastern boundary. The land is characterised by relatively flat grassland that slopes down towards the Blackman River.

1.2 Natural Values

There are no Natural Values identified on the subject land.

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2. The Proposal

A Planning Permit for a 3 lot subdivision and balance is sought, in accordance with Section 57 of the *Land Use Planning and Approvals Act 1993* and Clause 6.8 of the *Tasmanian Planning Scheme - Southern Midlands*.

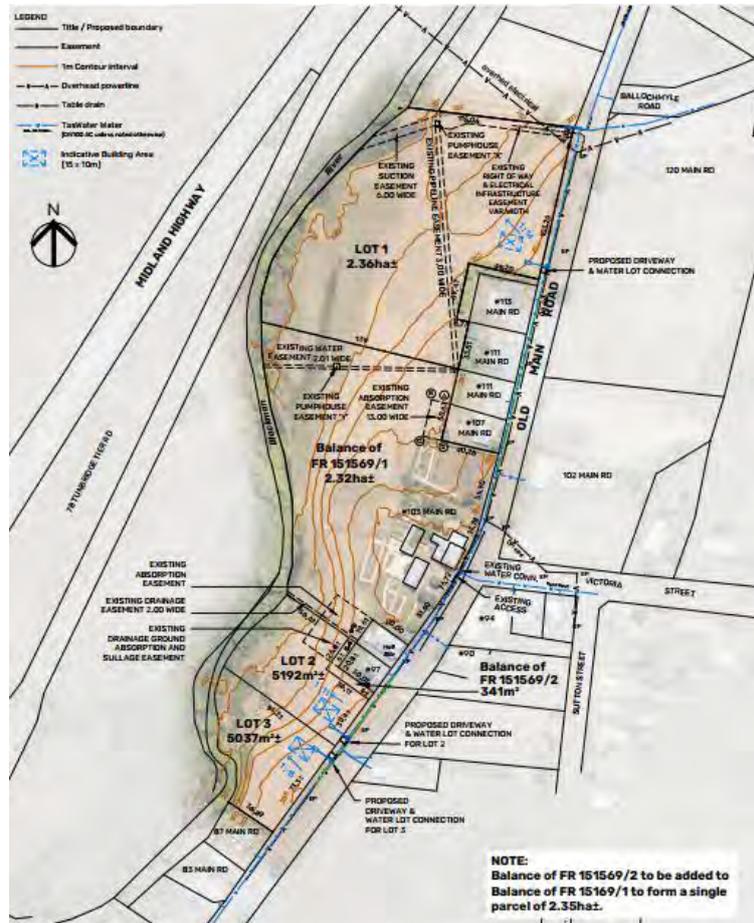


Figure 2. Proposed Plan of Subdivision

(Please refer to the attached file PDA 49942CT-2A for complete Plan of Subdivision)

It is proposed that the land at 91 and 103 Main Road subdivided into 3 lots and balance, with all existing easements to be carried forward, as illustrated in the Plan of Subdivision in Figure 2. Each lot (excluding balance), has been provided with an 10m x 15m indicative building area, new water connection, and vehicular access to Main Road. The balance is to encompass the *Heritage Listed Place* dwelling, associated outbuildings, services connections and vehicular access.

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3. Planning Assessment

This current proposal for subdivision has been developed in accordance with the *Tasmanian Planning Scheme – Southern Midlands*.

3.1. Use Class

Residential

3.2 Zoning



Figure 3. Zoning identification of the subject land and surrounds

The subject land is located within the Village Zone, and is part of the Tunbridge Township Specific Area Plan, as shown in Figure 3, with the surrounding land predominately zone agriculture.

3.3 Zone Standards – Village

12.5 Development standards for Subdivision

As the subject land is overlaid by the Tunbridge Township Specific Area Plan, the following clauses will be substituted:

SOU-S4.8.1 Lot Design A1 & P1 to replace 12.5.1 Lot Design A1 & P1;

SOU-S4.8.1 Lot Design

Objective:

That each lot has an appropriate area and dimensions for use and development consistent with the purpose of this specific area plan.

Acceptable Solutions

A1

Each lot, or a lot proposed in a plan of subdivision, must:

- (a) have an area of not less than 5,000m² and:
- (i) be able to contain a minimum area of

Performance Criteria

P1

Each lot, or a lot proposed in a plan of subdivision, excluding for public open space, a riparian or littoral reserve or Utilities, must have sufficient useable area and dimensions suitable for its intended use, having regard

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10m x 15m, with a gradient of not more than 1 in 5, clear of:
 a. all setbacks required by clause 12.4.3 A1 and A2; and
 b. easements or other title restrictions that limit or restrict development; and
 (ii) existing buildings are consistent with the setback required by clause 12.4.3 A1 and A2; or
 (b) be required for public use by the Crown, a council or a State authority; or
 (c) be required for the provision of Utilities; or
 (d) be for the consolidation of a lot with another lot provided each lot is within the same zone.

to:
 (a) the relevant requirements for development of existing buildings on the lots;
 (b) the intended location of buildings on the lots;
 (c) the topography of the site;
 (d) the presence of any natural hazards
 (e) adequate provision of private open space;
 (f) the pattern of development existing on established properties in the area; and
 (g) consistency with the purpose of the specific area plan.

Response:

P1 is met: Each proposed lot satisfies all of the performance criteria as follows:

- (a) At 2.32ha±, 2.36ha±, 5192m²±, and 5037m²±, each lot meets the development requirements of SOU-S4.8.1 A1;
- (b) Each proposed lot has been provided with a 10m x 15m indicative building area, as show in the attached Plan of Subdivision;
- (c) The topography of the land was taken into consideration for the location of indicative building areas, and the utilisation of the most favourable access opportunities for each lot;
- (d) There are no natural or landscape values identified on the subject land;
- (e) 2.32ha±, 2.36ha±, 5192m²±, and 5037m²±, each lot has adequate provision of private open space;
- (f) The pattern of development is in keeping with the established neighbouring properties and surrounding area;
- (g) The proposal is consistent with the purpose and objectives of the Tunbridge Township Specific Area Plan.

12.5.1 Lot Design

A2

Each lot, or a lot proposed in a plan of subdivision, excluding for public open space, a riparian or littoral reserve or Utilities, must have a frontage not less than 10m.

Response:

A2 is met: At 199m±, 103.26 m±, 39.4 m±, and 73 m±, each lot has a frontage over 10m.

A3
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Each lot, or a lot proposed in a plan of subdivision, must be provided with a vehicular access from the boundary of the lot to a road in accordance with the requirements of the road authority.

Response:

A3 is met: Each lot has been provided with vehicular access in accordance with the requirements of the road authority, as demonstrated in the Plan of Subdivision.

12.5.2 Roads

Objective:

That the arrangement of new roads within a subdivision provides:
 (a) safe, convenient and efficient connections to assist accessibility and mobility of the community;
 (b) adequate accommodation of vehicular, pedestrian, cycling and public transport traffic; and
 (c) the efficient ultimate subdivision of the entirety of the land and of surrounding land.

Acceptable Solutions

Performance Criteria

A1

The subdivision includes no new road.

Response:

A1 is met: No new roads are proposed are part of this proposal.

12.5.3 Services

Objective:

That the subdivision of land provides services for the future use and development of the land

Acceptable Solutions

Performance Criteria

A1

Each lot, or a lot proposed in a plan of subdivision, excluding for public open space, a riparian or littoral reserve or Utilities, must:

- (a) be connected to a full water supply service if the frontage of the lot is within 30m of a full water supply service; or
- (b) be connected to a limited water supply service if the frontage of the lot is within 30m of a limited water supply service, unless a regulated entity advises that the lot is unable to be connected to the relevant water supply service.

Response:

A1 is met: The balance lot has an existing water connection, whilst the lots 1, 2 and 3, are proposed to be connected to the local water supply service, as illustrated in the Plan of Subdivision.

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A2
 Each lot, or a lot proposed in a plan of subdivision, excluding for public open space, a riparian or littoral reserve or Utilities, must have a connection to a reticulated sewerage system.

P2
 Each lot, or a lot proposed in a plan of subdivision, excluding for public open space, a riparian or littoral reserve or Utilities, must be capable of accommodating an on-site wastewater treatment system adequate for the future use and development of the land.

Response:

P2 is met: The land is not within a reticulated sewerage serviced area. However, the balance lot has an existing on-site wastewater treatment system, whilst each proposed lot is over 5000m² and has the capability to accommodate a on-site wastewater treatment system to service and future use or development of the land.

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34 Codes

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Figure 4. Scheme Overlay identification of the subject land and surrounds (LIST map, 2022)

The subject land is overlaid with a Bushfire Prone Area, Waterway and Coastal Protection Area, flood-prone Hazard Area, and Local Heritage place, as illustrated in Figure 4. Whilst the proposed subdivision also requires the following Codes under the Tasmanian Planning Scheme – Southern Midlands to be considered.

Code	Comments:
C1.0 Signs Code	N/A
C2.0 Parking and Sustainable Transport Code	As this Code is relevant to this proposal, an assessment is provided below
C3.0 Road and Railway Assets Code	As this Code is relevant to this proposal, an assessment is provided below
C4.0 Electricity Transmission Infrastructure	N/A
C5.0 Telecommunications Code	N/A
C6.0 Local Historic Heritage Code	As this Code is relevant to this proposal, an assessment is provided below
C7.0 Natural Assets Code	As this Code is relevant to this proposal, an assessment is provided below
C8.0 Scenic Protection Code	N/A
C9.0 Attenuation Code	N/A
C10.0 Coastal Erosion Hazard Code	N/A
C11.0 Coastal Inundation Hazard Code	N/A
C12.0 Flood-Prone Areas Hazard Code	As this Code is relevant to this proposal, an assessment is provided below
C13.0 Bushfire-Prone Areas Code	Please refer to the attached <i>Bushfire Hazard Report</i> prepared by Mark Van den Berg of Geo-Environmental Solutions Pty Ltd
C14.0 Potentially Contaminated Land Code	N/A
C15.0 Landslip Hazard Code	N/A
C16.0 Safeguarding of Airports Code	N/A

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3.5 Code Standards

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C2.0 Parking and Sustainable Transport Code

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C2.6.7 Development Standards

C2.6.3 Number of accesses for vehicles

Objective:

That:

- (a) access to land is provided which is safe and efficient for users of the land and all road network users, including but not limited to drivers, passengers, pedestrians and cyclists by minimising the number of vehicle accesses;
- (b) accesses do not cause an unreasonable loss of amenity of adjoining uses; and
- (c) the number of accesses minimise impacts on the streetscape.

Acceptable Solutions

A1

The number of accesses provided for each frontage must:

- (a) be no more than 1; or
 - (b) no more than the existing number of accesses,
- whichever is the greater.

Response:

A1 is met: Each lot has no more than one vehicle access point per road frontage

C3.0 Road and Railway Assets Code

C3.7 Development Standards for subdivision

C3.7.1 Subdivision for sensitive uses with a road or railway attenuation area

Objective:

To minimise the effects of noise, vibration, light and air emissions on lots for sensitive uses within a road or railway attenuation area, from existing and future major roads and the rail network.

Acceptable Solutions

A1

A lot, or a lot proposed in a plan of subdivision, intended for a sensitive use must have a building area for the sensitive use that is not within a road or railway attenuation area.

Response:

A1 is met: The proposed indicative building areas for each lot are located outside the 50m road and railway attenuation area.

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C6.0 Local Historic Heritage Code
 C6.10 Development Standards for Subdivision
 C6.10.1 Lot design on a local heritage place

Objective:

That subdivision does not cause an unacceptable impact on the local historic heritage significance of local heritage places.

Acceptable Solutions

Performance Criteria

A1

No Acceptable Solution.

P1

Subdivision must not cause an unacceptable impact on the local historic heritage significance of a local heritage place, having regard to:

- (a) the local historic heritage significance of the local heritage place identified in the relevant Local Provisions Schedule;
- (b) the historic development pattern of the area;
- (c) the separation of buildings or structures from their original setting;
- (d) the lot sizes, dimensions, frontage, access and orientation;
- (e) the suitability of the proposed lots for their intended uses; and
- (f) the removal of vegetation, trees or garden settings.

Response:

P1 is met: The proposed subdivision will not cause any unacceptable impact on the local historic heritage significance of the local heritage place and satisfies the performance criteria as follows:

- (a) The proposal supports the purpose of the Tunbridge Township Specific Area Plan, by encompassing the existing historic homestead and surrounds into the balance lot, whilst also maintaining the historic settlement pattern and density, encouraging mixed use development;
- (b) The proposal is in keeping with the historic pattern of development along Main Road;
- (c) There is no separation of buildings or structures from their original setting proposed;
- (d) The proposed layout and design of the subdivision has been formed to take into consideration the historic heritage of the area and functional use of the land;
- (e) Each new lot has been provided with an indicative building area and adequate private open space, suitable for its intended use;
- (f) No removal of vegetation, trees or garden settings are proposed.

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C7.0 Natural Assets Code

C7.7 Development Standards for subdivision

C7.7.1 Subdivision within a waterway & coastal protection area or future coastal refugia area

Objective:

That:

- (a) works associated with subdivision within a waterway and coastal protection area or a future coastal refugia area will not have an unnecessary or unacceptable impact on natural assets; and
- (b) future development likely to be facilitated by subdivision is unlikely to lead to an unnecessary or unacceptable impact on natural assets.

Acceptable Solutions

A1

Each lot, or a lot proposed in a plan of subdivision, within a waterway and coastal protection area or a future coastal refugia area, must:

- (a) be for the creation of separate lots for existing buildings;
- (b) be required for public use by the Crown, a council, or a State authority;
- (c) be required for the provision of Utilities;
- (d) be for the consolidation of a lot; or
- (e) not include any works (excluding boundary fencing), building area, services, bushfire hazard management area or vehicular access within a waterway and coastal protection area or future coastal refugia area.

Performance Criteria

P1

Each lot, or a lot proposed in a plan of subdivision, within a waterway and coastal protection area or a future coastal refugia area, must minimise adverse impacts on natural assets, having regard to:

- (a) the need to locate building areas and any associated bushfire hazard management area to be outside a waterway and coastal protection area or a future coastal refugia area; and
- (b) future development likely to be facilitated by the subdivision.

Response:

P1 is met: Each proposed lot satisfies the performance criteria as follows:

- (a) All new proposed lots have been provided with a indicative building area and subsequent Bushfire Hazard Management Area, of which all are outside of the waterway and coastal protection area;
- (b) Due to the topography, proximity to the adjacent Blackman River, Midland Highway and rail corridor, in conjunction with the historic heritage value of the area, it is unlikely any further future development of the land would occur.

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Code C13 Bushfire-Prone Areas Code

A Bushfire Hazard Assessment and Bushfire Hazard Management Plan has been prepared and supplied in support of the proposed subdivision. As seen below, Section 6.1 of Geo-Solutions Bushfire Hazard Report by Mark Van den Berg, provides a summary of planning compliance applicable to this current application. Whilst the Bushfire Hazard Management Plan can be located in Appendix C of the attached report.

6.1 Planning Compliance

Table 2 summarises the compliance requirements for subdivisions in bushfire prone areas against Code C13 as they apply to this proposal. A planning certificate has been issued for the associated BHMP as being compliant with the relevant standards as outlined below and is located in appendix D.

Table 2. Compliance with Code E1 of the Hobart Interim Planning Scheme 2015

Clause	Compliance
E13.4 Use or development exempt from this code	Not applicable.
E13.5.1 Vulnerable Uses	Not applicable.
E13.5.2 Hazardous Uses	Not applicable
E13.6.1 Subdivision: Provision of hazard management areas	<p>The Bushfire Hazard Management Plan is certified by an accredited person. Each lot within the subdivision has a building area and associated hazard management area shown which is suitable for BAL-12.5 or BAL-19 construction standards. Hazard management areas are able to be contained within each individual lot, therefore there is no requirement for part 5 agreements or easements to facilitate hazard management.</p> <p>The proposal is compliant with the acceptable solution at A1(b).</p>
E13.6.2 Subdivision: Public and firefighting access	<p>The Bushfire Hazard Report addresses property accesses consistent with the requirements of table C13.2. There is no proposal for public Roadways or fire trails as part of this development and there are no specifications required for property access.</p> <p>The Bushfire Hazard Management Plan is certified by an accredited person.</p> <p>The proposal is compliant with the acceptable solution at A1(b).</p>
E13.6.3 Subdivision: Provision of water supply for firefighting purposes	<p>Existing firefighting water supplies are available for all lots and are sufficient to manage the risk to property and lives in the event of a bushfire.</p> <p>The proposal is compliant with the acceptable solution at A1(b).</p>

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Conclusion

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The planning assessment and supporting documentation provided, demonstrates that the development proposal for a 3 lot subdivision and balance at 91 & 103 Main Road, Tunbridge, meets all requirements of the Tasmanian Planning Scheme – Southern Midlands.

Yours faithfully,

PDA Surveyors, Engineers & Planners

Per:



Jane Monks



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PLAN OF SUBDIVISION

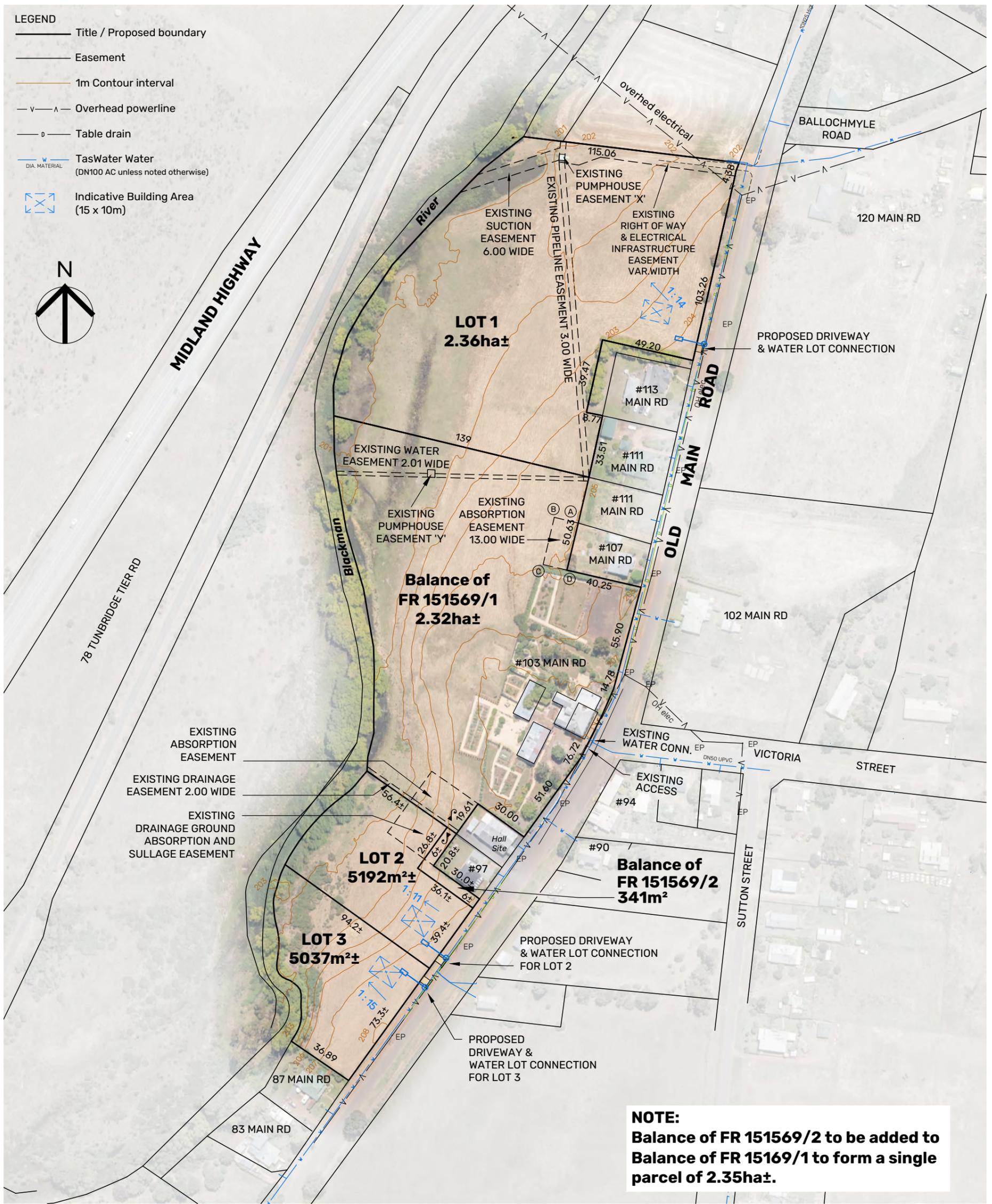


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Owners 26/01/2023	Andrew Gerard James Rowan Katherine Anne Rowan; &	Address	91 & 103 Main Road Tunbridge	This plan has been prepared only for the purpose of obtaining preliminary subdivision approval from the Council and the information shown hereon should be used for no other purpose. All measurements and areas are subject to final survey.							
		Council	Southern Midlands								
		Planning Scheme	Southern Midlands Local Provisions								
Title References	FR 151569/1 & FR 151569/2	Zone & Overlay	12 Village & Tunbridge Township Specific Area Plan								
Schedule Of Easements	Existing easements to be carried forward.										
Scale	1:2000	Date	15 November 2022	PDA Reference	49942CT-2A	Map reference	5026-25	PID	2903385	Point of Interest	E 535252, N 5335100



NOTE:
Balance of FR 151569/2 to be added to
Balance of FR 15169/1 to form a single
parcel of 2.35ha±.

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Proposed Subdivision
91 & 103 Main Road, Tunbridge
Bushfire Hazard Report



Applicant: PDA Surveyors
December 2022, J8055v1

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Appendix A - Plan of Subdivision

Appendix B - BAL assessment tables

Appendix C - Bushfire Hazard Management Plan

Appendix D - Planning Certificate

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1.0 Introduction

This Bushfire Hazard Report has been completed to form part of supporting documentation for a planning permit application for a proposed subdivision. The proposed subdivision occurs in a Bushfire-prone Area defined by the Tasmanian Planning Scheme - Southern Midlands (the Scheme). This report has been prepared by Mark Van den Berg a qualified person under Part 4a of the *Fire Service Act 1979* of Geo Environmental Solutions Pty Ltd for PDA Surveyors

The report considers all the relevant standards of Code C13 of the planning scheme, specifically;

- The requirements for appropriate Hazard Management Areas (HMA's) in relation to building areas;
- The requirements for Public and Private access;
- The provision of water supplies for firefighting purposes;
- Compliance with the planning scheme, and
- Provides a Bushfire Hazard Management Plan to facilitate appropriate compliant future development.

2.0 Proposal

It is proposed that a 3-lot plus Balance subdivision is developed on the site described as per the proposed plan of subdivision in appendix A. Public access to new lots will be provided by existing public roadways. The development is proposed to occur as a single stage. The Balance Lot has existing residential development; Lots 1, 2 and 3 are undeveloped.

3.0 Site Description

The subject site comprises private land on two titles at 91 & 103 Main Road, Tunbridge, CT: 151569/1 & 151569/2 (figure 1). The site occurs in the municipality of the Southern Midlands, this application is administered through the Tasmanian Planning Scheme - Southern Midlands which makes provision for subdivision. The proposed development occurs within the Village zone.

The site is located on the northern end of the Tunbridge settled area, approximately 1.2km north north-west of Township Lagoon (figure 1), Tunbridge is characterised by a low density of residential development within a rural setting that is dominated by grasslands and intensive horticultural activities associated with substantial agribusinesses. The proposed lots have frontages with the Blackman River, with flat to gentle slopes with a broadly

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westerly aspect, surrounding lands comprise a mosaic of developed and undeveloped lands carrying grassland vegetation (figure 2).

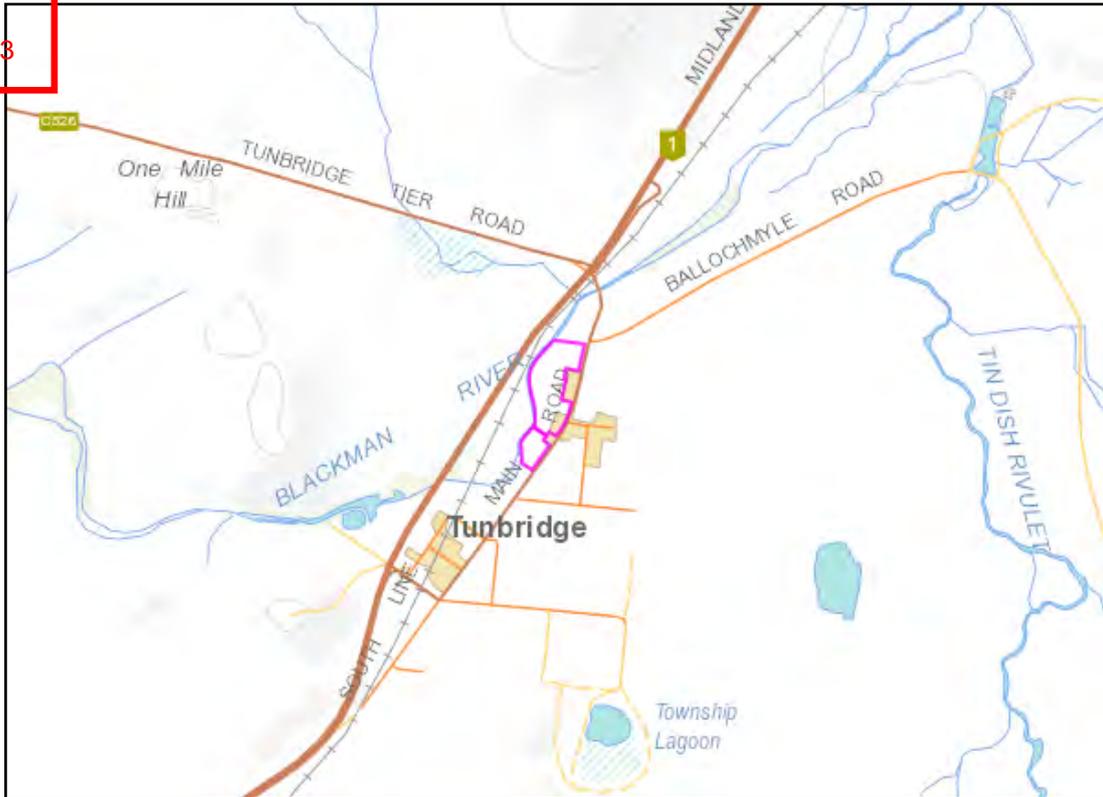


Figure 1. The site in a topographical context, pink line defines the parent lot (approx.).



Figure 2. Aerial photo of the site, pink line denotes the parent lot (approximate).

4.0 Bushfire Hazard Assessment

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4.1 Vegetation

The site and adjacent lands within 100 metres of the proposed building areas carry Grassland, scrub and low threat vegetation (figures 3 to 5) with landscape scale grasslands extending from the sites in all directions. The highest risk vegetation occurs to the north and north-west of the sites.

4.2 slopes

The effective slopes in relation to the proposed building areas are gentle (<5 degrees) and may have some influence on the bushfire attack at the site.



Figure 3. Grassland vegetation looking north from the building area within lot 1.



Figure 4. Land excluded from eth assessment as low threat vegetation to eth north and east of proposed lots 2 and 3.



Figure 5. Grassland and scrub vegetation to the west of the building area on lost 2 and 3.

4.3 Bushfire Attack Level

An assessment of vegetation and topography was undertaken within and adjacent to the subdivision area. A bushfire attack level assessment as per AS3959-2018 was completed which has determined setbacks for each building area from bushfire-prone vegetation such that subsequent residential development does not exceed BAL-19 of AS3959-2018 (appendix B). Where existing residential development occurs within the Balance Lot, a building area has been defined to include the footprint of the existing residential building. The building areas and bushfire attack levels are identified on the BHMP.

5.0 Bushfire Prone Areas Code

Code C13 of the planning scheme articulates requirements for the provision of hazard management areas, standards for access and firefighting water supplies and requirements for hazard management for staged subdivisions.

5.1 Hazard Management Areas

Hazard management areas are required to be established and/or maintained for all lots, they provide an area around the building within which fuels are managed to reduce the impacts of direct flame contact, radiant heat and ember attack on the site. The Balance Lot, with existing residential development will require the HMA to be established prior to sealing of titles. Lots 1, 2 and 3 will require the HMA to be established as a part of future building proposals.

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The Bushfire Hazard Management Plan (BHMP) shows building areas (for habitable buildings) and the associated HMA's for each lot, guidance for establishment and maintenance of HMA's is provided below.

The subdivision is to occur as a single stage. Each proposed lot can accommodate a hazard management area with sufficient separation from bushfire-prone vegetation not exceeding the requirements for BAL-19 of AS3959-2018. This means that each lot is not dependant on adjacent land use or management for bushfire mitigation.

5.1.1 Building areas

Building areas for habitable buildings on each lot are shown on the BHMP. Each lot has been assessed and a Bushfire Attack Level (BAL) assigned to it. If future buildings are located within the building area and comply with the minimum setbacks for the lot, the buildings may be constructed to the bushfire attack level assigned to that lot. If associated structures like sheds or other non-habitable buildings exist or are proposed, they do not need to conform to a BAL unless they are within 6 metres of the habitable building. Building areas for lots with existing residential development have been defined to include the footprint of the existing residential building and in circumstance adjacent associated buildings.

5.1.2 Hazard Management Area requirements

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

- Remove fallen limbs, sticks, leaf and bark litter;
- Maintain grass at less than a 100mm height;
- Avoid or minimise the use of flammable mulches (especially against buildings);
- Thin out under-story vegetation to provide horizontal separation between fuels;
- Prune low-hanging tree branches (<2m from the ground) to provide vertical separation between fuel layers;
- Remove or prune larger trees to establish and maintain horizontal separation between tree canopies;
- Minimise the storage of flammable materials such as firewood;
- Maintain vegetation clearance around vehicular access and water supply points;
- Use low-flammability plant species for landscaping purposes where possible;

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• Clear out any accumulated leaf and other debris from roof gutters and other debris accumulation points.

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

5.2 Public and firefighting Access

5.2.1 Public Roads

There is no proposal for the construction of new public roadways, in this circumstance there are no applicable standards for the construction of new public roads.

5.2.2 Property access (for building compliance)

All lots have access to compliant firefighting water supply points connected to a reticulated water supply system management by Tas Water, in this circumstance there are no specific requirements for property access.

5.3 Water supplies for firefighting (for building compliance)

Dedicated water supplies for firefighting will be provided by existing fire hydrants connected to a reticulated water supply system managed by Tas Water. The existing hydrants will be required to conform with the following specifications;

- The building area to be protected must be located within 120 metres of a fire hydrant; and
- The distance must be measured as a hose lay, between the firefighting water point and the furthest part of the building area.

6.0 Compliance

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6.1 Planning Compliance

Table 2 summarises the compliance requirements for subdivisions in bushfire prone areas against Code C13 as they apply to this proposal. A planning certificate has been issued for the associated BHMP as being compliant with the relevant standards as outlined below and is located in appendix D.

Table 2. Compliance with Code E1 of the Hobart Interim Planning Scheme 2015

Clause	Compliance
E13.4 Use or development exempt from this code	Not applicable.
E13.5 1 Vulnerable Uses	Not applicable.
E13.5.2 Hazardous Uses	Not applicable
E13.6.1 Subdivision: Provision of hazard management areas	<p>The Bushfire Hazard Management Plan is certified by an accredited person. Each lot within the subdivision has a building area and associated hazard management area shown which is suitable for BAL-12.5 or BAL-19 construction standards. Hazard management areas are able to be contained within each individual lot, therefore there is no requirement for part 5 agreements or easements to facilitate hazard management.</p> <p>The proposal is compliant with the acceptable solution at A1(b).</p>
E13.6.2 Subdivision: Public and firefighting access	<p>The Bushfire Hazard Report addresses property accesses consistent with the requirements of table C13.2. There is no proposal for public Roadways or fire trails as part of this development and there are no specifications required for property access.</p> <p>The Bushfire Hazard Management Plan is certified by an accredited person.</p> <p>The proposal is compliant with the acceptable solution at A1(b).</p>
E13.6.3 Subdivision: Provision of water supply for firefighting purposes	<p>Existing firefighting water supplies are available for all lots and are sufficient to manage the risk to property and lives in the event of a bushfire.</p> <p>The proposal is compliant with the acceptable solution at A1(b).</p>

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6.2 Building Compliance (for future development)

Future residential development may not require assessment for bushfire management requirements at the planning application stage. Subsequent building applications will require demonstrated compliance with the Directors Determination. If future development is undertaken in compliance with the Bushfire Hazard Management Plan associated with this report, a building surveyor may rely upon it for building compliance purposes if it is not more than 6 years old.

7.0 Summary

The proposed development occurs within a bushfire-prone area. The vegetation is classified as Grassland, Scrub and low threat, with the highest risk presented by vegetation to the north and north-west of the building areas.

A bushfire hazard management plan has been developed and shows hazard management areas with building areas and construction standards, the location of proposed property access and specifications for their construction and, requirements for the provision of firefighting water supplies.

Existing residential development on the Balance Lot will need to comply with section 5.1, these specifications will need to be implemented prior to the sealing of titles. Lots 1, 2 and 3 will need to comply with sections 5.1, 5.2 and 5.3, these specifications will need to be implemented as a part of subsequent building proposals.

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8.0 Limitations Statement

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

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

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

9.0 References

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Building Amendment (Bushfire-Prone Areas) Regulations 2014

Determination, Director of Building Control – Requirements for Building in Bushfire-Prone Areas, version 2.2, 6th February 2020. Consumer, Building and Occupational Services, Department of Justice, Tasmania

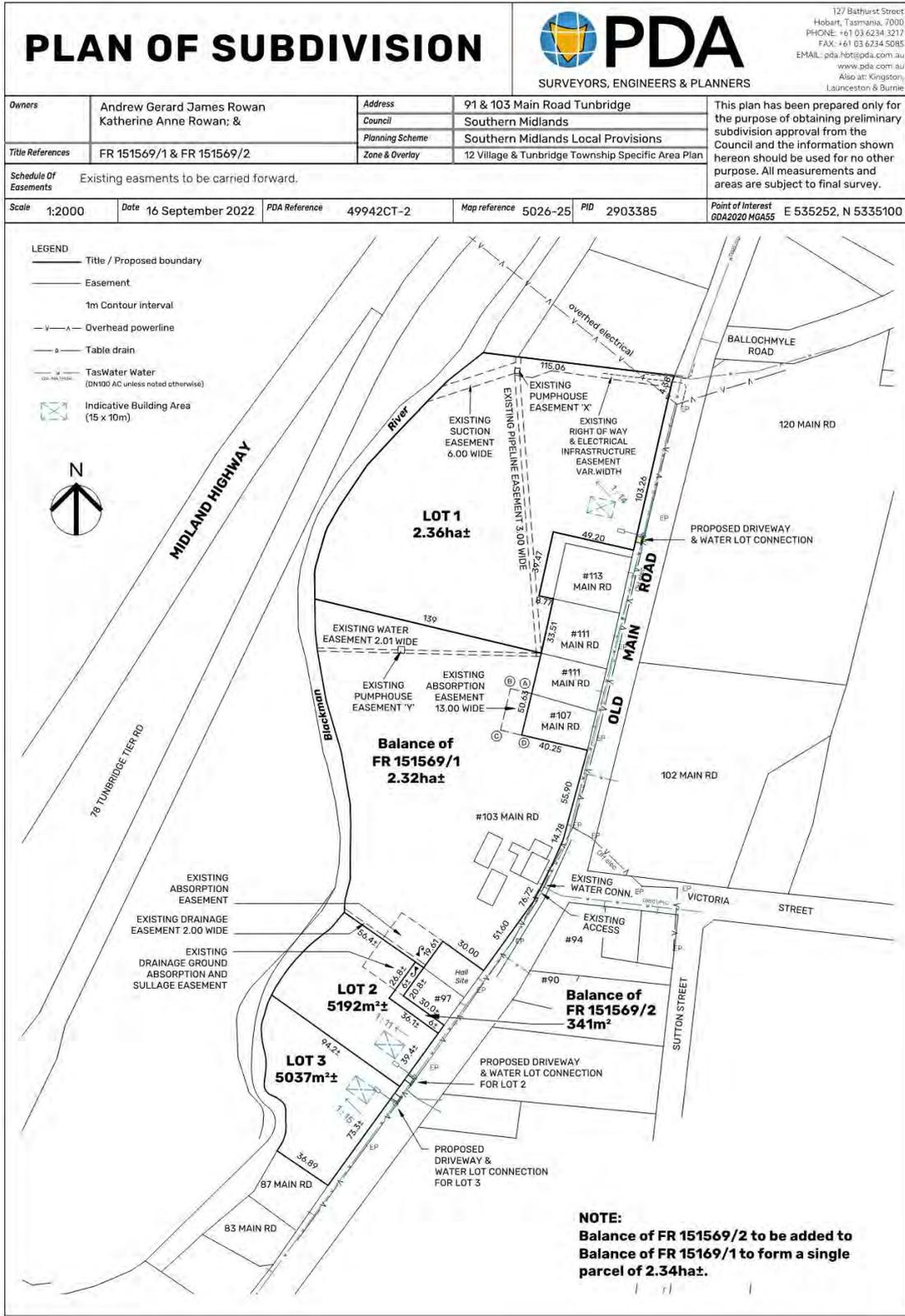
Standards Australia 2018, *Construction of buildings in bushfire prone areas*, Standards Australia, Sydney.

Tasmanian Planning Commission 2017, *Planning Directive No.5.1 – Bushfire prone Areas Code*. Tasmanian Planning Commission, Hobart. 20th July 2022.

Tasmanian Planning Scheme – Southern Midlands.

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Appendix A - Site Plan



Appendix B – Bushfire Attack Level assessment tables

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Table 1. Bushfire Attack Level Assessment for Balance Lot. (Existing Development)

Azimuth	Vegetation Classification	Effective Slope	Distance to Bushfire-prone vegetation	Hazard management area width	Bushfire Attack Level
North	Exclusion 2.2.3.2 (e, f) [^]	flat 0°	0 to 84 metres	20 metres	BAL-LOW
	Grassland [^]	flat 0°	84 to >100 metres		
	--	--	--		
	--	--	--		
East	Exclusion 2.2.3.2 (e, f) [^]	flat 0°	0 to >100 metres	Title Boundary	BAL-LOW
	--	--	--		
	--	--	--		
	--	--	--		
South	Exclusion 2.2.3.2 (e, f) [^]	flat 0°	0 to 72 metres	25 metres	BAL-LOW
	Grassland [^]	flat 0°	72 to 100 metres		
	--	--	--		
	--	--	--		
West	Exclusion 2.2.3.2 (e, f) [^]	flat 0°	0 to 25 metres	25 metres	BAL-12.5
	Grassland [^]	>0 to 5° downslope	25 to 85 metres		
	Scrub [^]	flat 0°	85 to 100 metres		
	--	--	--		

[^] Vegetation classification as per AS3959-2018 and Figures 2.4(A) to 2.4 (H).

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

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

Appendix B – Bushfire Attack Level assessment tables

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Table 2. Bushfire Attack Level Assessment for Lot 1 (undeveloped)

Azimuth	Vegetation Classification	Effective Slope	Distance to Bushfire-prone vegetation	Hazard management area width	Bushfire Attack Level
North	Grassland [^]	>0 to 5° downslope	0 to 100 metres	16 metres	BAL-12.5
	--	--	--		
	--	--	--		
	--	--	--		
East	Exclusion 2.2.3.2 (e, f) [^]	flat 0°	0 to 33 metres	10 metres	BAL-12.5
	Grassland [^]	flat 0°	33 to >100 metres		
	--	--	--		
	--	--	--		
South	Exclusion 2.2.3.2 (e, f) [^]	flat 0°	0 to 88 metres	15 metres	BAL-LOW
	Grassland [^]	flat 0°	88 to 100 metres		
	--	--	--		
	--	--	--		
West	Grassland [^]	>0 to 5° downslope	0 to 100 metres	16 metres	BAL-12.5
	--	--	--		
	--	--	--		
	--	--	--		

[^] Vegetation classification as per AS3959-2018 and Figures 2.4(A) to 2.4 (H).

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

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

Appendix B – Bushfire Attack Level assessment tables

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Table 2. Bushfire Attack Level Assessment for Lot 2 (undeveloped)

Azimuth	Vegetation Classification	Effective Slope	Distance to Bushfire-prone vegetation	Hazard management area width	Bushfire Attack Level
North	Grassland [^]	flat 0°	0 to 16 metres	10 metres	BAL-19
	Exclusion 2.2.3.2 (e, f) [^]	flat 0°	16 to 100 metres		
	--	--	--		
	--	--	--		
East	Exclusion 2.2.3.2 (e, f) [^]	flat 0°	0 to 25 metres	10 metres	BAL-19
	Grassland [^]	flat 0°	25 to >100 metres		
	--	--	--		
	--	--	--		
South	Grassland [^]	flat 0°	0 to 73 metres	10 metres	BAL-19
	Exclusion 2.2.3.2 (e, f) [^]	flat 0°	73 to 100 metres		
	--	--	--		
	--	--	--		
West	Grassland [^]	>0 to 5° downslope	0 to 100 metres	11 metres	BAL-19
	--	--	--		
	--	--	--		
	--	--	--		

[^] Vegetation classification as per AS3959-2018 and Figures 2.4(A) to 2.4 (H).

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

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

Appendix B – Bushfire Attack Level assessment tables

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Table 2. Bushfire Attack Level Assessment for Lot 3 (undeveloped)

Azimuth	Vegetation Classification	Effective Slope	Distance to Bushfire-prone vegetation	Hazard management area width	Bushfire Attack Level
North	Grassland [^]	flat 0°	0 to 45 metres	10 metres	BAL-19
	Exclusion 2.2.3.2 (e, f) [^]	flat 0°	45 to 100 metres		
	--	--	--		
	--	--	--		
East	Exclusion 2.2.3.2 (e, f) [^]	flat 0°	0 to 25 metres	10 metres	BAL-19
	Grassland [^]	flat 0°	25 to >100 metres		
	--	--	--		
	--	--	--		
South	Grassland [^]	flat 0°	0 to 38 metres	10 metres	BAL-19
	Exclusion 2.2.3.2 (e, f) [^]	flat 0°	38 to 100 metres		
	--	--	--		
	--	--	--		
West	Grassland [^]	>0 to 5° downslope	0 to 48 metres	11 metres	BAL-19
	Scrub [^]	flat 0°	48 to 78 metres		
	Grassland [^]	upslope	78 to 100 metres		
	--	--	--		

[^] Vegetation classification as per AS3959-2018 and Figures 2.4(A) to 2.4 (H).

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

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



Appendix C

Bushfire Hazard Management Plan



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SOLUTIONS

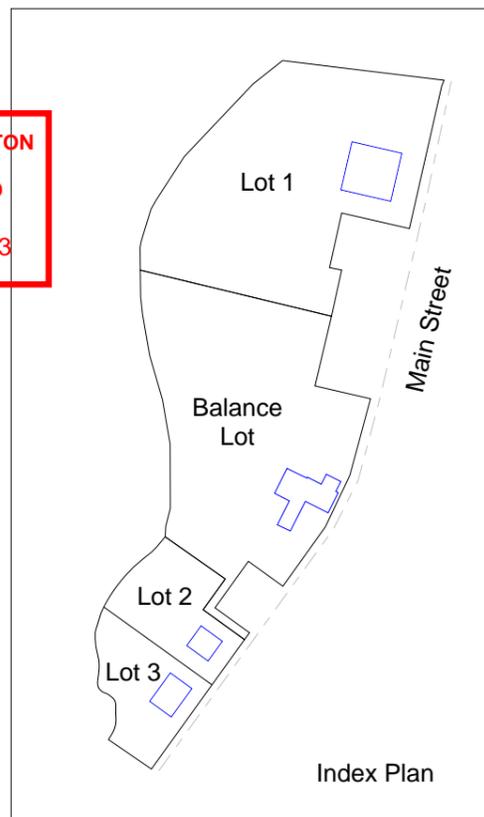
29 Kirksway Place, Battery Point.
T| 62231839 E| office@geosolutions.net.au

BUSHFIRE HAZARD MANAGEMENT PLAN

Bushfire Hazard Management Plan, 91 & 103 Main Road,
Tunbridge, December 2022. J8055
Tasmanian Planning Scheme - Southern Midlands



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-  Building Area
-  Approx. existing hydrant location
-  Hazard Management Area

Compliance Requirements

Standards for Property Access

Property access is not required for a fire appliance to access a firefighting water point. In this circumstance there are no specific design or construction requirements for property access.

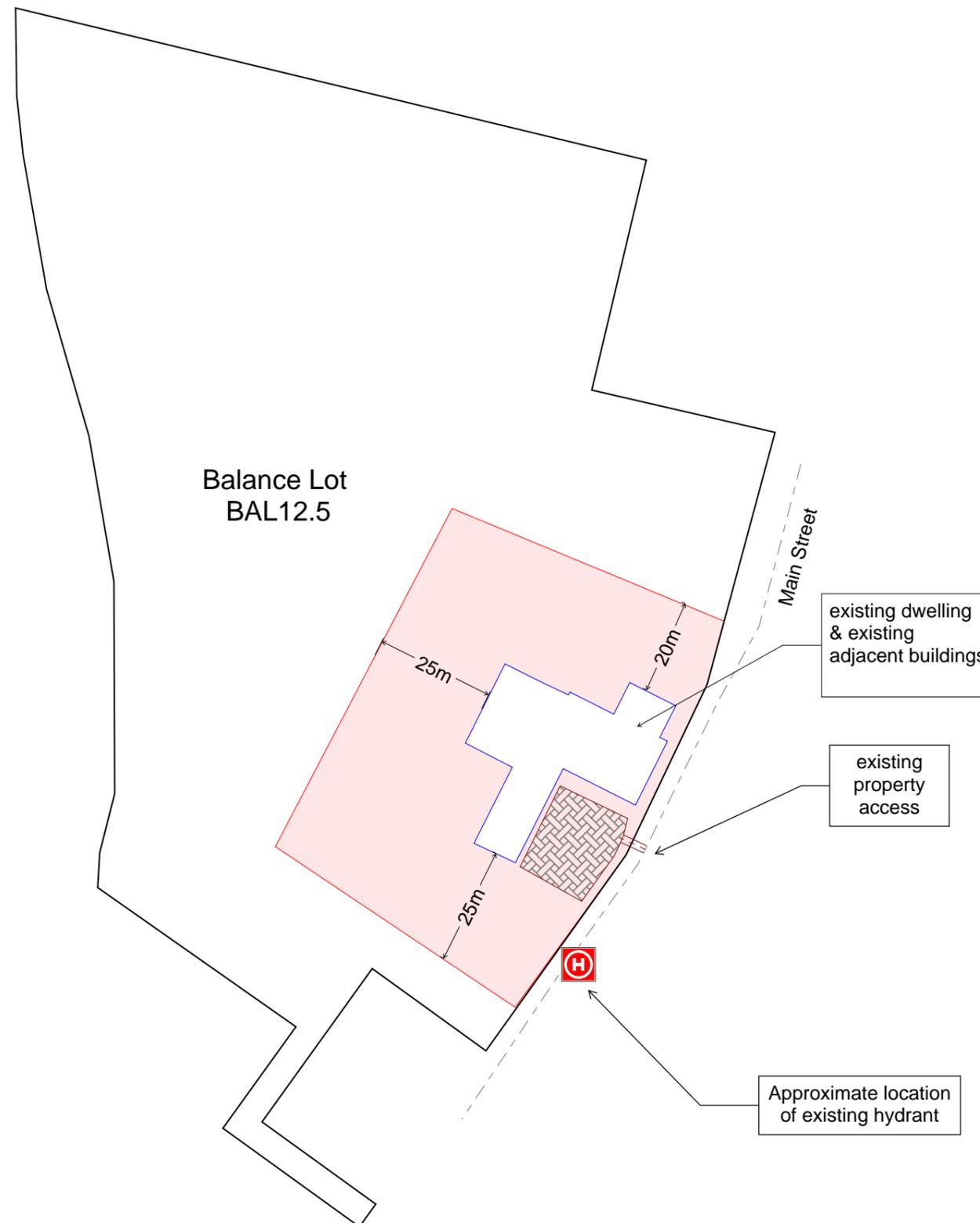
Water Supplies for Firefighting

Dedicated water supplies for firefighting will be provided by an existing fire hydrant connected to a reticulated water supply system managed by Tas Water. The existing hydrant will be required to conform with the following specifications;

- The building area to be protected must be located within 120 metres of a fire hydrant; and
- The distance must be measured as a hose lay, between the firefighting water point and the furthest part of the building area.

Hazard Management Areas

A hazard management area is required to be established and maintained for the life of the building and is shown on this BHMP. Guidance for the establishment and maintenance of the hazard management area is also provided.



Hazard Management Area

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

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

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

Certification No. J8055



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

Do not scale from these drawings.
Dimensions to take precedence over scale. Written specifications to take precedence over diagrammatic representations.

A. & K. Rowan
74 Barrack Street,
Hobart. Tas., 7000

C.T.: 151569/1 & 151569/2
PID: 2903385 & 2903393

Date: 19/12/2022

Bushfire Hazard Management Plan 91 & 103
Main Road, Tunbridge, December 2022. J8055
Bushfire Management Report 91 & 103 Main
Road, Tunbridge, December 2022. J8055

Drawing Number:
A01

Sheet 1 of 2
Prepared by:
MvdB



GEO-ENVIRONMENTAL

SOLUTIONS

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

BUSHFIRE HAZARD MANAGEMENT PLAN

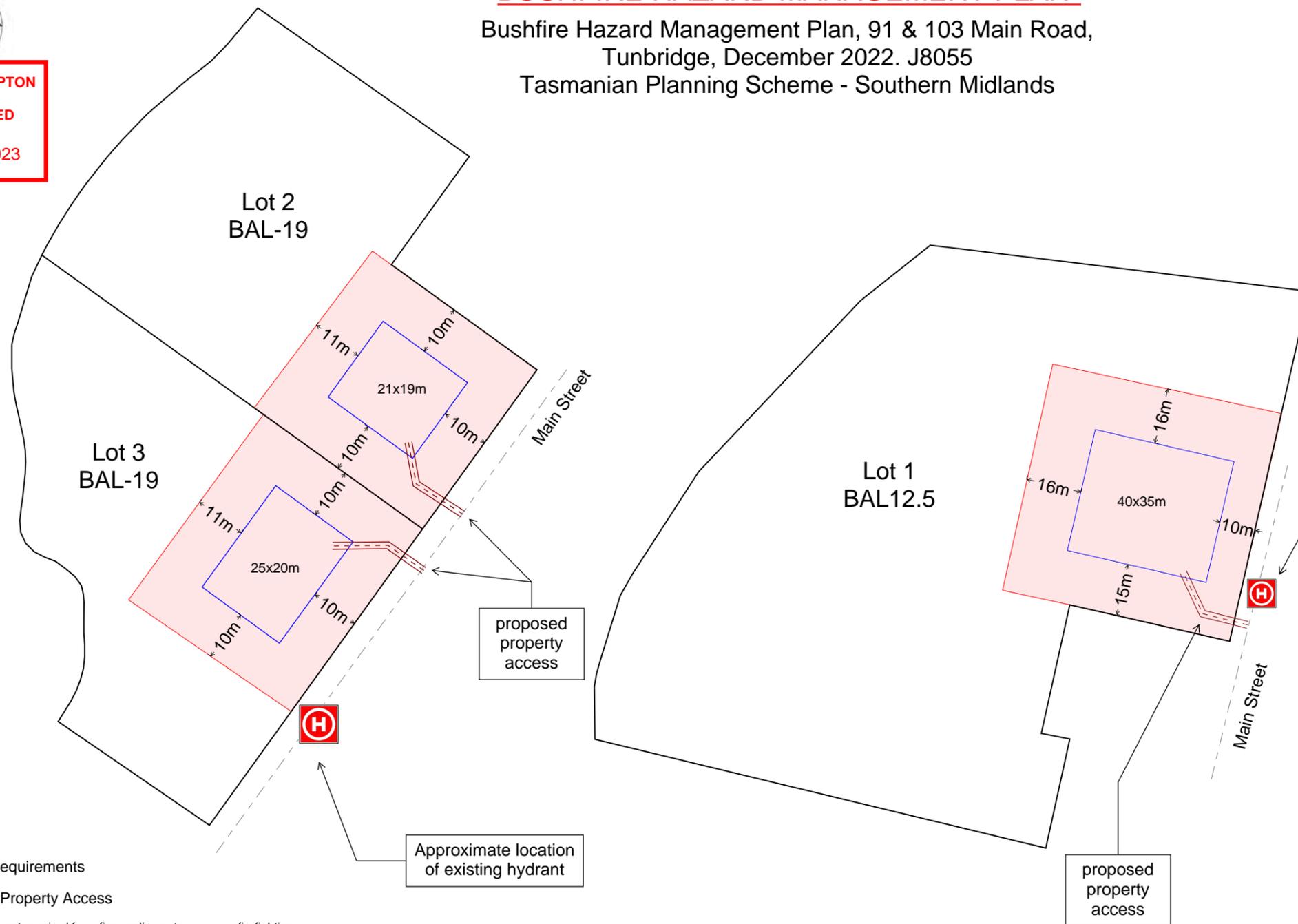
Bushfire Hazard Management Plan, 91 & 103 Main Road,
Tunbridge, December 2022. J8055
Tasmanian Planning Scheme - Southern Midlands



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Approximate location of existing hydrant

proposed property access

proposed property access

Approximate location of existing hydrant

Hazard Management Area

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

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

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

Compliance Requirements

Standards for Property Access

Property access is not required for a fire appliance to access a firefighting water point. In this circumstance there are no specific design or construction requirements for property access.

Water Supplies for Firefighting

Dedicated water supplies for firefighting will be provided by an existing fire hydrant connected to a reticulated water supply system managed by Tas Water. The existing hydrant will be required to conform with the following specifications;

- The building area to be protected must be located within 120 metres of a fire hydrant; and
- The distance must be measured as a hose lay, between the firefighting water point and the furthest part of the building area.

Hazard Management Areas

A hazard management area is required to be established and maintained for the life of the building and is shown on this BHMP. Guidance for the establishment and maintenance of the hazard management area is also provided.

 Building Area

 Approx. existing hydrant location

 Hazard Management Area

Certification No. J8055



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

<p>Do not scale from these drawings. Dimensions to take precedence over scale. Written specifications to take precedence over diagrammatic representations.</p>	<p>A. & K. Rowan 74 Barrack Street, Hobart. Tas., 7000</p>	<p>C.T.: 151569/1 & 151569/2 PID: 2903385 & 2903393</p>	<p>Date: 19/12/2022</p>	<p>Bushfire Hazard Management Plan 91 & 103 Main Road, Tunbridge, December 2022. J8055 Bushfire Management Report 91 & 103 Main Road, Tunbridge, December 2022. J8055</p>	<p>Drawing Number: A01</p>	<p>Sheet 2 of 2 Prepared by: MvdB</p>
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Appendix D

Planning Certificate

BUSHFIRE-PRONE AREAS CODE

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CERTIFICATE¹ UNDER S51(2)(d) LAND USE PLANNING AND APPROVALS ACT 1993

1. Land to which certificate applies

The subject site includes property that is proposed for use and development and includes all properties upon which works are proposed for bushfire protection purposes.

Street address:

91 & 103 Main Road, Tunbridge. Tas., 7120

Certificate of Title / PID:

151569/1 & 151569/2

2. Proposed Use or Development

Description of proposed Use and Development:

Subdivision of land resulting in 3 lots plus Balance

Applicable Planning Scheme:

Tasmanian Planning Scheme – Southern Midlands

3. Documents relied upon

This certificate relates to the following documents:

Title	Author	Date	Version
Plan of Subdivision	PDA Surveyors	16/09/2022	49942CT-2
Bushfire Hazard Report 91 & 103 Main Road, Tunbridge, December 2022. J8055	Mark Van den Berg	19/12/2022	1
Bushfire Hazard Management Plan 91 & 103 Main Road, Tunbridge, December 2022. J8055	Mark Van den Berg	19/12/2022	1

¹ This document is the approved form of certification for this purpose and must not be altered from its original form.

4. Nature of Certificate

The following requirements are applicable to the proposed use and development:

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<input type="checkbox"/> E1.4 / C13.4 – Use or development exempt from this Code	
Compliance test	Compliance Requirement
<input type="checkbox"/> E1.4(a) / C13.4.1(a)	Insufficient increase in risk

<input type="checkbox"/> E1.5.1 / C13.5.1 – Vulnerable Uses	
Acceptable Solution	Compliance Requirement
<input type="checkbox"/> E1.5.1 P1 / C13.5.1 P1	<i>Planning authority discretion required. A proposal cannot be certified as compliant with P1.</i>
<input type="checkbox"/> E1.5.1 A2 / C13.5.1 A2	Emergency management strategy
<input type="checkbox"/> E1.5.1 A3 / C13.5.1 A2	Bushfire hazard management plan

<input type="checkbox"/> E1.5.2 / C13.5.2 – Hazardous Uses	
Acceptable Solution	Compliance Requirement
<input type="checkbox"/> E1.5.2 P1 / C13.5.2 P1	<i>Planning authority discretion required. A proposal cannot be certified as compliant with P1.</i>
<input type="checkbox"/> E1.5.2 A2 / C13.5.2 A2	Emergency management strategy
<input type="checkbox"/> E1.5.2 A3 / C13.5.2 A3	Bushfire hazard management plan

<input checked="" type="checkbox"/> E1.6.1 / C13.6.1 Subdivision: Provision of hazard management areas	
Acceptable Solution	Compliance Requirement
<input type="checkbox"/> E1.6.1 P1 / C13.6.1 P1	<i>Planning authority discretion required. A proposal cannot be certified as compliant with P1.</i>
<input type="checkbox"/> E1.6.1 A1 (a) / C13.6.1 A1(a)	Insufficient increase in risk
<input checked="" type="checkbox"/> E1.6.1 A1 (b) / C13.6.1 A1(b)	Provides BAL-19 for all lots (including any lot designated as 'balance').
<input type="checkbox"/> E1.6.1 A1(c) / C13.6.1 A1(c)	Consent for Part 5 Agreement

SMC - KEMPTON RECEIVED 26/01/2023	<input checked="" type="checkbox"/>	E1.6.2 / C13.6.2 Subdivision: Public and fire fighting access	
		Acceptable Solution	
		Compliance Requirement	
	<input type="checkbox"/>	E1.6.2 P1 / C13.6.2 P1	<i>Planning authority discretion required. A proposal cannot be certified as compliant with P1.</i>
	<input type="checkbox"/>	E1.6.2 A1 (a) / C13.6.2 A1 (a)	Insufficient increase in risk
	<input checked="" type="checkbox"/>	E1.6.2 A1 (b) / C13.6.2 A1 (b)	Access complies with relevant Tables

<input checked="" type="checkbox"/>	E1.6.3 / C13.1.6.3 Subdivision: Provision of water supply for fire fighting purposes	
	Acceptable Solution	
	Compliance Requirement	
<input type="checkbox"/>	E1.6.3 A1 (a) / C13.6.3 A1 (a)	Insufficient increase in risk
<input checked="" type="checkbox"/>	E1.6.3 A1 (b) / C13.6.3 A1 (b)	Reticulated water supply complies with relevant table.
<input type="checkbox"/>	E1.6.3 A1 (c) / C13.6.3 A1 (c)	Water supply consistent with the objective
<input type="checkbox"/>	E1.6.3 A2 (a) / C13.6.3 A2 (a)	Insufficient increase in risk
<input type="checkbox"/>	E1.6.3 A2 (b) / C13.6.3 A2 (b)	Static water supply complies with relevant Table
<input type="checkbox"/>	E1.6.3 A2 (c) / C13.6.3 A2 (c)	Static water supply consistent with the objective

5. Bushfire Hazard Practitioner

SMC - KEMPTON RECEIVED 26/01/2023	Name: Mark Van den Berg	Phone No: 03 62231839
	Postal Address: 29 Kirksway Place Battery Point Tas. 7004	Email Address: mvandenberg@geosolutions.net.au
Accreditation No: BFP – 108	Scope: 1, 2, 3a, 3b & 3c	

6. Certification

I certify that in accordance with the authority given under Part 4A of the *Fire Service Act* 1979 that the proposed use and development:

- Is exempt from the requirement Bushfire-Prone Areas Code because, having regard to the objective of all applicable standards in the Code, there is considered to be an insufficient increase in risk to the use or development from bushfire to warrant any specific bushfire protection measures, or
- The Bushfire Hazard Management Plan/s identified in Section 3 of this certificate is/are in accordance with the Chief Officer's requirements and compliant with the relevant **Acceptable Solutions** identified in Section 4 of this Certificate.

Signed:
certifier



Name:

Mark Van den Berg

19/12/2022

Certificate Number: J8055

(for Practitioner Use only)



Appendix E

Certificate of Others

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CERTIFICATE OF QUALIFIED PERSON – ASSESSABLE ITEM

Section 321

Form **55**

To: Owner /Agent
 Address
 Suburb/postcode

Qualified person details:

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

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

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

Details of work:

Address: Lot No:
 Certificate of title No:
 The assessable item related to this certificate: *(description of the assessable item being certified)*
 Assessable item includes –
 - a material;
 - a design
 - a form of construction
 - a document
 - testing of a component, building system or plumbing system
 - an inspection, or assessment, performed

Certificate details:

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

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

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

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or

a building, temporary structure or plumbing installation:

In issuing this certificate the following matters are relevant –

Documents:

Bushfire Hazard Report 91 & 103 Main Road, Tunbridge, December 2022. J8055
Bushfire Hazard Management Plan 91 & 103 Main Road, Tunbridge, December 2022. J8055 and Form 55.

Relevant calculations:

N/A

References:

Determination, Director of Building Control Requirements for Building in Bushfire-Prone Areas, version 2.2 6th February 2020. Consumer, Building and Occupational Services, Department of Justice, Tasmania. Building Amendment (Bushfire-Prone Areas) Regulations 2014. Standards Australia 2018, Construction of buildings in bushfire prone areas, Standards Australia, Sydney.

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

The Bushfire Attack Level is marked on the Bushfire Hazard Management Plan for each lot. All specifications of report and BHMP required for compliance.

Scope and/or Limitations

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

I certify the matters described in this certificate.

Qualified person:

Signed:



Certificate No:

J8055

Date:

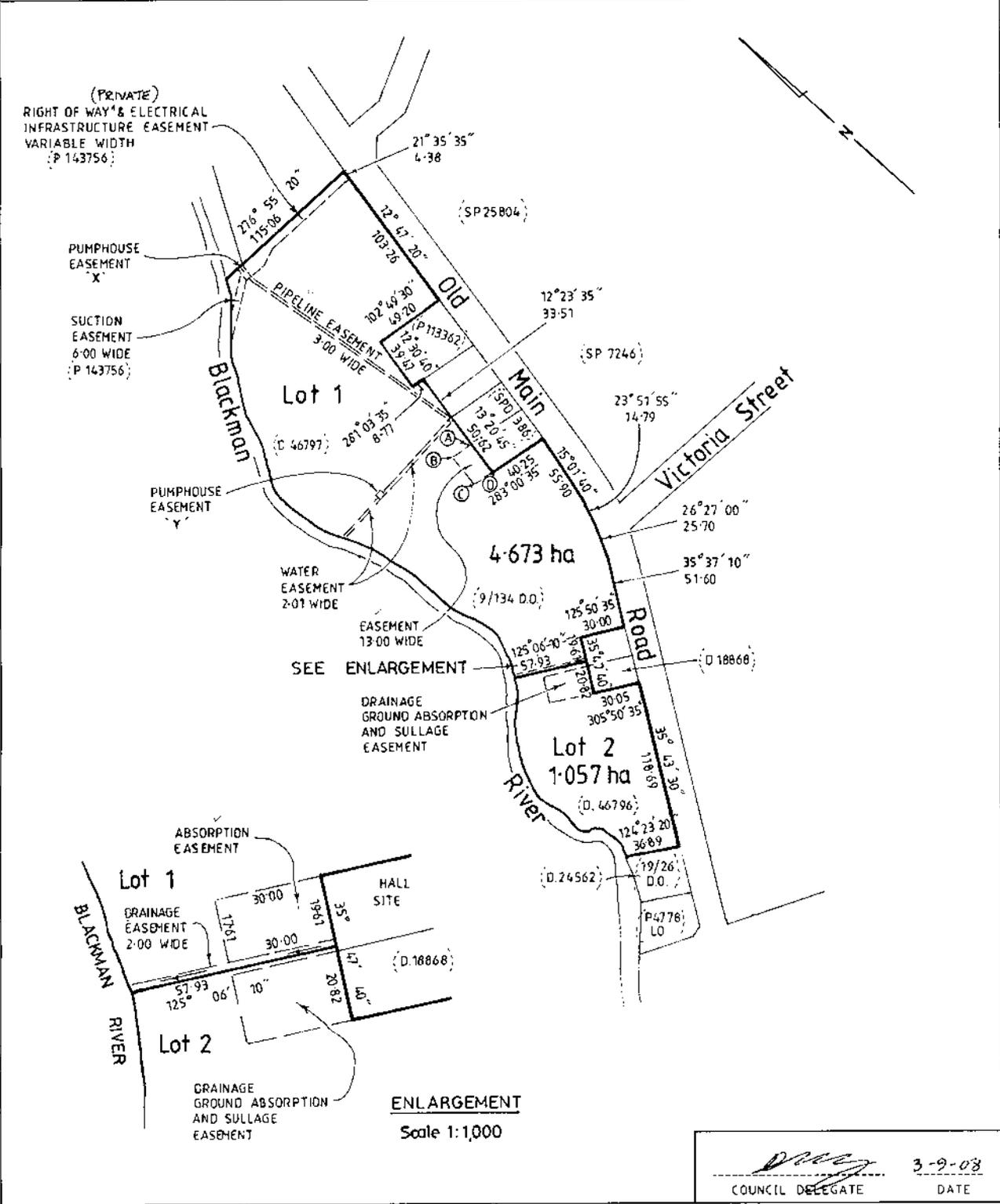
19/12/2022

SMC - KEMPTON
OWNER CAROLYN PATRICIA WHYLE
RECEIVED
FOLIO REFERENCE C.T. 46796 - 2
C.T. 46797 - 1
26/01/2023
GRANTEE PART OF 5a 1r. 6p. GRANTED TO CHARLES BARLOW
PART OF 60-0-0 GRANTED TO THOMAS FLEMING

PLAN OF SURVEY
BY SURVEYOR TONY WOOLFORD
72 GRAHAMS ROAD, MT RUMNEY. 7170
LOCATION Phone 6248 5224
TOWN OF TUNBRIDGE
SCALE 1: 2,500 LENGTHS IN METRES

REGISTERED NUMBER
SP151569
APPROVED EFFECTIVE FROM 23 SEP 2008
Alice Kawa
Recorder of Titles

MAPSHEET MUNICIPAL CODE No. 125 (5233) LAST UPI No. 5202183 FWG 00 LAST PLAN No. D46796, D46797 ALL EXISTING SURVEY NUMBERS TO BE CROSS REFERENCED ON THIS PLAN



[Signature] 3-9-08
COUNCIL DELEGATE DATE

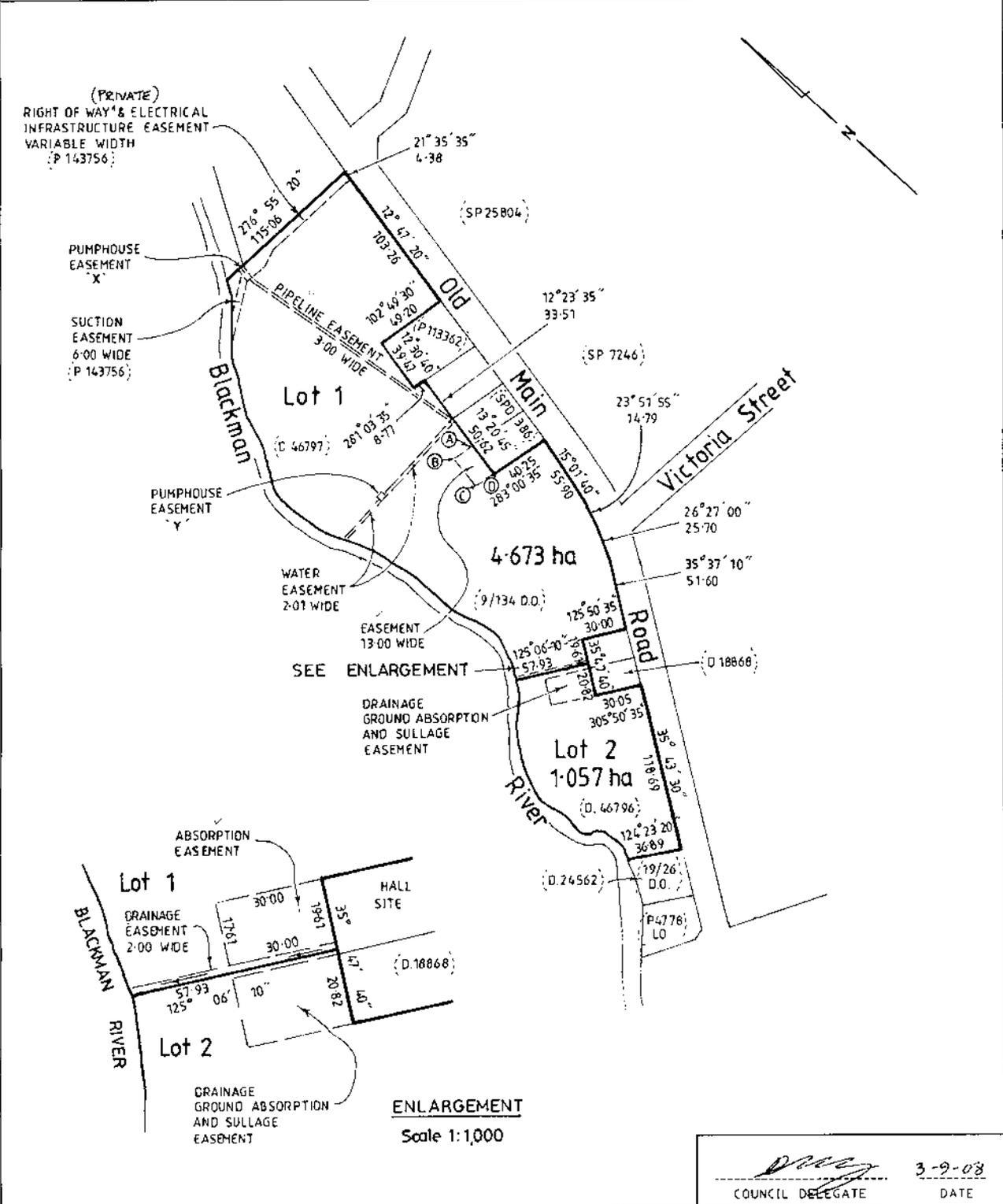
(1-1)

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OWNER CAROLYN PATRICIA WHYLE
RECEIVED
FOLIO REFERENCE C.T. 46796 - 2
C.T. 46797 - 1
26/01/2023
GRANTEE PART OF 5a 1r. 6p. GRANTED TO CHARLES BARLOW
PART OF 60-0-0 GRANTED TO THOMAS FLEMMING

PLAN OF SURVEY
BY SURVEYOR TONY WOOLFORD
72 GRAHAMS ROAD, MT RUMNEY. 7170
LOCATION Phone 6248 5224
TOWN OF TUNBRIDGE
SCALE 1: 2,500 LENGTHS IN METRES

REGISTERED NUMBER
SP151569
APPROVED EFFECTIVE FROM 23 SEP 2008
Alice Kawa
Recorder of Titles

MAPSHEET MUNICIPAL CODE No. 125 (5233) LAST UPI No. 5202183 FWG 00 LAST PLAN No. D46796, D46797 ALL EXISTING SURVEY NUMBERS TO BE CROSS REFERENCED ON THIS PLAN



[Signature] 3-9-08
COUNCIL DELEGATE DATE

(1-1)

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SEARCH OF TORRENS TITLE

VOLUME 151569	FOLIO 1
EDITION 3	DATE OF ISSUE 29-Mar-2018

SEARCH DATE : 03-Aug-2022

SEARCH TIME : 03.22 PM

DESCRIPTION OF LAND

Town of TUNBRIDGE
 Lot 1 on Sealed Plan 151569
 Derivation : Part of 60 Acres Gtd to Thomas Flemming and Part
 of 5A-1R-6Ps Gtd to Charles Barlow
 Prior CTs 46797/1 and 46796/2

SCHEDULE 1

M682337 TRANSFER to ANDREW GERARD JAMES ROWAN and KATHERINE
 ANNE ROWAN Registered 29-Mar-2018 at noon

SCHEDULE 2

Reservations and conditions in the Crown Grant if any
 SP151569 EASEMENTS in Schedule of Easements
 SP151569 FENCING COVENANT in Schedule of Easements
 SP151569 SEWERAGE AND/OR DRAINAGE RESTRICTION

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

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SEARCH OF TORRENS TITLE

VOLUME 151569	FOLIO 2
EDITION 8	DATE OF ISSUE 30-Sep-2021

SEARCH DATE : 11-Jan-2023

SEARCH TIME : 09.29 AM

DESCRIPTION OF LAND

Town of TUNBRIDGE
 Lot 2 on Sealed Plan 151569
 Derivation : Part of 5A-1R-6Ps Gtd to Charles Barlow
 Prior CT 46796/2

SCHEDULE 1

M918534 TRANSFER to ANDREW GERARD JAMES ROWAN and KATHERINE ANNE ROWAN Registered 30-Sep-2021 at noon

SCHEDULE 2

Reservations and conditions in the Crown Grant if any
 SP151569 EASEMENTS in Schedule of Easements
 SP151569 FENCING COVENANT in Schedule of Easements
 SP151569 SEWERAGE AND/OR DRAINAGE RESTRICTION

UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

<p>SMC - KEMPTON</p> <p>RECEIVED</p> <p>26/01/2023</p>	<p>SCHEDULE OF EASEMENTS</p> <p>NOTE: THE SCHEDULE MUST BE SIGNED BY THE OWNERS & MORTGAGEES OF THE LAND AFFECTED. SIGNATURES MUST BE ATTESTED.</p>	<p>Registered Number</p> <p>SP 15 15 69</p>
--	--	--

PAGE 1 OF 3 PAGE/S
4

EASEMENTS AND PROFITS

Each lot on the plan is together with:-

- (1) such rights of drainage over the drainage easements shown on the plan (if any) as may be necessary to drain the stormwater and other surplus water from such lot; and
- (2) any easements or profits a prendre described hereunder.

Each lot on the plan is subject to:-

- (1) such rights of drainage over the drainage easements shown on the plan (if any) as passing through such lot as may be necessary to drain the stormwater and other surplus water from any other lot on the plan; and
- (2) any easements or profits a prendre described hereunder.

The direction of the flow of water through the drainage easements shown on the plan is indicated by arrows.

COVENANTS

FENCING COVENANT

The Owner on each Lot on the Plan Covenants with the Vendor CAROLYN PATRICIA WHYLE that the Vendor shall not be required to fence.

EASEMENTS

Lot 1 is SUBJECT TO a suction easement, a pump house easement, a pipeline easement and a right of carriageway and electrical infrastructure easement (all as hereinafter defined) as appurtenant to the lands comprised in folio of the Registrar Volume 115853 folio 2 over the Suction Easement 6.00 wide on the plan, the pump house easement marked "X", the pipeline easement 3.00 wide and the right of way and ~~the~~ electrical infrastructure easement of variable width shown on the plan. ~~respectively~~ (Private)

Lot 1 on the plan is SUBJECT ^{TO} a right to erect and maintain a pumping plant on the ~~plan~~ ^{land} shown as "Pump house Easement marked "Y" for Edwin Ernest Powell more fully set forth and described in conveyance 20/1027

Lot 1 on the plan is SUBJECT to a right for Edwin Ernest Powell to lay pipelines, in, upon, under or across the land marked "Water Easement" 2.01 wide on the plan and more fully set forth and described in conveyance 20/1027

(USE ANNEXURE PAGES FOR CONTINUATION)

<p>SUBDIVIDER: CAROLYN PATRICIA WHYLE</p> <p>FOLIO REF: 46796/2 + 46797/1</p> <p>SOLICITOR & REFERENCE: S. Chopping</p>	<p>PLAN SEALED BY: Southern Midlands Council</p> <p>DATE:3.....-9-02.....</p> <p>...5246273..... REF NO.</p> <p><i>[Signature]</i> Council Delegate</p>
<p>NOTE: The Council Delegate must sign the Certificate for the purposes of identification.</p>	

Carolyn Whyte

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26/01/2023

**ANNEXURE TO
SCHEDULE OF EASEMENTS**

PAGE 2 OF 3 PAGES
4

Registered Number

SP 15 15 69

SUBDIVIDER: CAROLYN PATRICIA WHYLE
FOLIO REFERENCE: 46796/2 & 46797/1

Lot 1 is SUBJECT TO a right of drainage appurtenant to the lands comprised in folio of the registrar volume 41944 folio 1 over the easement 13.00 wide on the plan marked A B C D more fully set forth and described in Transfer B472442

Lot 2 is SUBJECT TO a right of drainage with right to dispose by ground absorption of household sullage (appurtenant to the land formerly contained in conveyance registered number 29/3049 but now comprised in Certificate of Title volume 3981 folio 48 over the land marked "drainage ground absorption and sullage easement" on D46796. The Plan as more fully defined in Conveyance No. 64/7747.

Lot 1 is SUBJECT TO a Right of Drainage with right to dispose by ground absorption of household sullage in favour of the Southern Midlands Council (appurtenant to the land occupied by the Trustees of the Tunbridge Hall) over the land marked "absorption easement" on the Plan

Lot 1 is SUBJECT TO a Right of Drainage in favour of the Southern Midlands Council appurtenant to the lands marked "Hall Site" on the plan (occupied by the Trustees of the Tunbridge Hall) over the drainage easement 2.00 wide on the plan.

INTERPRETATION

"Suction Easement" means a right for the dominant tenement to at all times to lay, inspect, cleanse, repair, maintain, renew and replace pipes and other apparatus on the strip of land marked "Suction Easement 6.00 wide" for the purpose of taking water from Blackman River shown on the Plan.

"Pump House Easement" means a right for the dominant tenement to construct a pump and other required equipment to operate a pump within the area of land marked "Pump House Easement" on the Plan and the right from time to time to enter upon the land marked "Pump House Easement" to inspect, cleanse, repair or amend any pump or other required apparatus without doing unnecessary damage to the land.

"Pipeline Easement" means the full right and liberty for every person who is at any time entitled to an estate or interest in the land herein indicated described or shown as the dominant tenement or any part thereof in which the right may be enjoyed, the successors in title at all times by day to day and maintain all tenement as aforesaid in or over or upon the strip of land marked "Pipeline Easement 3.00 wide" on the Plan and the right at all times to enter upon the land for the purpose of inspecting, maintaining, cleaning and repairing the same with such surveyors, workmen and machinery as may be necessary for making good any damage done to that land as soon as practicable thereafter and shall be solely responsible for the restoration of that land at its or their expense subsequent upon the exercise of any of the rights created by this provision.

"Electrical Infrastructure Easement" means the full and free right and liberty for the dominant tenement for the time being having the benefit of the easement over the lot shown on the Plan to enter upon the strip of land shown on the Plan marked "Right of Way and Electrical Infrastructure Easement Variable Width" and lay, repair, replace, cleanse and maintain wires and cables and other conducting media of such size and number as shall from time to time be required therein. The said benefiting owner shall make good any damage to the surface occasioned thereby. Notwithstanding, the servient tenement of the strip of land

NOTE: Every annexed page must be signed by the parties to the dealing or where the party is a corporate body be signed by the persons who have attested the affixing of the seal of that body to the dealing.

Carolyn Whyle

water pipes as shall from time to time be required for the conveying of water to the land being the dominant

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ANNEXURE TO SCHEDULE OF EASEMENTS PAGE 3 OF 4 PAGES 4	Registered Number SP 15 15 69
SUBDIVIDER: CAROLYN PATRICIA WHYLE FOLIO REFERENCE: 46796/2 & 46797/1	

marked "Right of Way and Electrical Infrastructure Easement Variable Width" are not precluded, subject to written approval from the Local Authority and the dominant tenement from construction or erecting any structure on the land required to provide access to any part of the servient lot.

"Right to dispose by ground absorption of household sullage"

"Absorption and Sullage Easement" means the right to carry water and/or septic tank sullage by means of pipes along over and under the drainage easement (absorption drain) marked on the plan with the right in connection with carrying of such water and/or sullage to enter lay, cleanse, repair and maintain such pipes as may be reasonably required for such purposes along over and under the said drainage easement (absorption drain) at all times and for all purposes in connection therewith and for such purposes to install and maintain pumping apparatus and such posts and poles with wire attached thereon and along the said drainage easement as may be necessary to carry electric power to such plumbing apparatus.

SIGNED BY
CAROLYN PATRICIA WHYLE)
 The registered proprietor of the)
 Land comprised and described in)
 Certificate of Title volume 46796)
 folio 2 and volume 46797 folio 1 in)
 the presence of:

Carolyn Whyte

*1/131 Macquarie
Hobart*



SIGNED BY the **COMMONWEALTH**)
BANK OF AUSTRALIA as Mortgagee)
 Under Memorandum of Mortgage No.)
 C375772.)

NOTE: Every annexed page must be signed by the parties to the dealing or where the party is a corporate body be signed by the persons who have attested the affixing of the seal of that body to the dealing.

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RECEIVED
 26/01/2023

ANNEXURE TO SCHEDULE OF EASEMENTS PAGE ⁴ 1 OF ⁴ 1	Registered Number SP 15 15 69
--	---

EXECUTION OF CONSENT

COMMONWEALTH BANK OF AUSTRALIA
 A.C.N. 123 123 124
 being the Proprietor of Mortgage No. C375772

hereby consents to the within Schedule of Easements

SIGNED SEALED and DELIVERED
 for and on behalf of COMMONWEALTH
 BANK OF AUSTRALIA by its Attorney
Theresa Keyburn
 under Registration Power of Attorney No. 72/6177
 who certifies that she is
 a Conveyancing Officer
 of the COMMONWEALTH BANK OF AUSTRALIA
 and declares that he/she has received no notice
 of revocation of the said Power of Attorney and
 in the presence of:

u brown

Georgia Brown, Bank Officer
 Level 8, 385 Bourke St, Melbourne Victoria 3000

ajg



Tasmanian Heritage Council
GPO Box 618 Hobart Tasmania 7000
Tel: 1300 850 332
enquiries@heritage.tas.gov.au
www.heritage.tas.gov.au

PLANNING REF: DA230005
THC WORKS REF: 8089
REGISTERED PLACE NO: 5579
APPLICANT: PDA Surveyors, Engineers & Planners
DATE THC RECEIVED: 01 February 2023
DATE OF THIS NOTICE: 01 February 2023

NOTICE OF INTEREST

(Historic Cultural Heritage Act 1995)

The Place: Victoria Inn (former), 103 Main Rd, Tunbridge
Proposed Works: Subdivision to create 3 additional lots

Under s36(3)(a) of the *Historic Cultural Heritage Act 1995* the Tasmanian Heritage Council provides notice that it has no interest in the discretionary permit application because the proposed subdivision is outside the area entered on the Tasmanian Heritage Register.

Please contact Russell Dobie on 0458 326828 if you would like to discuss any matters relating to this application or this notice.

A handwritten signature in black ink, appearing to read 'RD.' with a horizontal line underneath.

Russell Dobie

Regional Heritage Advisor – Heritage Tasmania

Under delegation of the Tasmanian Heritage Council

Submission to Planning Authority Notice

Council Planning Permit No.	DA230005	Council notice date	27/01/2023
TasWater details			
TasWater Reference No.	TWDA 2023/00102-STM	Date of response	02/02/2023
TasWater Contact	Phil Papps	Phone No.	0474 931 272
Response issued to			
Council name	SOUTHERN MIDLANDS COUNCIL		
Contact details	mail@southernmidlands.tas.gov.au		
Development details			
Address	91 MAIN RD, TUNBRIDGE	Property ID (PID)	2903393
Description of development	Subdivision - 3 Lots plus Balance		
Schedule of drawings/documents			
Prepared by	Drawing/document No.	Revision No.	Date of Issue
PDA	Plan of Subdivision / 49942CT-2A	--	15/11/2022
Conditions			
<p>Pursuant to the <i>Water and Sewerage Industry Act 2008 (TAS)</i> Section 56P(1) TasWater imposes the following conditions on the permit for this application:</p> <p>CONNECTIONS, METERING & BACKFLOW</p> <ol style="list-style-type: none"> 1. A suitably sized water supply with metered connections to each lot of the development must be designed and constructed to TasWater's satisfaction and be in accordance with any other conditions in this permit. 2. Any removal/supply and installation of water meters and/or the removal of redundant and/or installation of new and modified property service connections must be carried out by TasWater at the developer's cost. 3. Prior to commencing construction of the subdivision/use of the development, any water connection utilised for construction/the development must have a backflow prevention device and water meter installed, to the satisfaction of TasWater. <p>FINAL PLANS, EASEMENTS & ENDORSEMENTS</p> <ol style="list-style-type: none"> 4. Prior to the Sealing of the Final Plan of Survey, a Consent to Register a Legal Document must be obtained from TasWater as evidence of compliance with these conditions when application for sealing is made. <i>Advice: Council will refer the Final Plan of Survey to TasWater requesting Consent to Register a Legal Document be issued directly to them on behalf of the applicant.</i> <p>DEVELOPMENT ASSESSMENT FEES</p> <ol style="list-style-type: none"> 5. The applicant or landowner as the case may be, must pay a development assessment fee of \$376.68 and a Consent to Register a Legal Document fee of \$239.90 to TasWater, as approved by the Economic Regulator and the fees will be indexed, until the date paid to TasWater. The payment is required within 30 days of the issue of an invoice by TasWater. 			

Advice			
General			
For information on TasWater development standards, please visit https://www.taswater.com.au/building-and-development/technical-standards			
For application forms please visit https://www.taswater.com.au/building-and-development/development-application-form			
Service Locations			
Please note that the developer is responsible for arranging to locate the existing TasWater infrastructure and clearly showing it on the drawings. Existing TasWater infrastructure may be located by a surveyor and/or a private contractor engaged at the developers cost to locate the infrastructure.			
The location of this infrastructure as shown on the GIS is indicative only.			
(a) A permit is required to work within TasWater’s easements or in the vicinity of its infrastructure. Further information can be obtained from TasWater.			
(b) TasWater has listed a number of service providers who can provide asset detection and location services should you require it. Visit www.taswater.com.au/Development/Service-location for a list of companies.			
Declaration			
The drawings/documents and conditions stated above constitute TasWater’s Submission to Planning Authority Notice.			
TasWater Contact Details			
Phone	13 6992	Email	development@taswater.com.au
Mail	GPO Box 1393 Hobart TAS 7001	Web	www.taswater.com.au

[REDACTED]
Tunbridge
Tas 7120
18th February 2023

The General Manager
Southern Midlands Council
via email: mail@southernmidlands.tas.gov.au

Re: Your Ref: DA230005

Dear Sir,

We write with respect of the recently Advertised Development Application for Subdivision (3 lots and balance) 91&103 Main Road Tunbridge.

We specifically wish to solely make a representation regarding the block [REDACTED] (describes location of Lot 1) [REDACTED] and for the following information to be addressed when this application is being considered.

In the 10 years of our residency at this address , there have been a number of flood events arising from the Blackman River, which borders our property.

On each occasion the flood waters have almost reached our rear boundary fence with all the lower lying area down to the river and across to the next paddocks being under water (swift flowing water).

Major flooding has occurred on the vacant area next to our northern boundary (the area which is now subject to the subdivision planning application as submitted).

On each occasion the major part of said adjoining block has been inundated , as has the lower lying paddocks with damage to adjoining properties.
This has meant us having a careful watch of any further waters coming near our home , which thankfully has not occurred to date.

Flooding of the aforementioned paddocks renders all but the smallest area under water.

Our concern is that any work undertaken on that parcel of land could make a significant change to the way in which the water flows and could indeed be detrimental to our property during these flood events.

It is also our concern that the land is unsuitable for a dwelling given that the flooding is quite significant.

We ask that when assessing this application that both any earthworks and suitability for a dwelling are put forward for discussion.

We have photographic records of such events and we also recall that Southern Midlands Council teams have also attended the flooding events in past years, effecting support for the lower lying properties and have had firsthand sighting of the proposed areas under water.

Yours sincerely,

A solid black rectangular box used to redact the signature of the sender.

Approved



Effective date: 14 March 2023

SOUTHERN MIDLANDS LOCAL PROVISIONS SCHEDULE

DRAFT AMENDMENT 2022/02 RZ - PAGE 1 OF 2

Under section 35KB(1) of the *Land Use Planning and Approvals Act 1993*, the Tasmanian Planning Commission directed the Southern Midlands planning authority to prepare draft amendments under Part 3B of the Act, of the Southern Midlands Local Provisions Schedule.

Draft Amendment 2022/02 RZ seeks to:

Apply the Future Major Road Overlay to the Bagdad Bypass as shown in Figure 1 below:



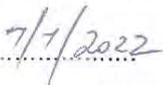
Figure 1 – Application of the Future Major Road Overlay to the Bagdad Bypass

DRAFT AMENDMENT 2022/02 RZ - PAGE 2 OF 2

The seal of the Southern Midlands Council is hereto affixed pursuant to the provisions of section 35KB(4) of the Land Use Planning and Approvals Act 1993.


.....
General Manager
Southern Midlands Council



Date: 
.....

TASMANIAN PLANNING COMMISSION



DECISION

Planning scheme	Tasmanian Planning Scheme - Southern Midlands
Amendment	2022-02 RZ - apply the Future Major Road Overlay to the existing Bagdad bypass
Planning authority	Southern Midlands Council
Applicant	Nil
Date of decision	2 March 2023

Decision

The draft amendment is approved under section 40Q of the *Land Use Planning and Approvals Act 1993*.

John Ramsay
Executive Commissioner

REASONS FOR DECISION

Background

Substantial modification under section 35KB

Following the Southern Midlands draft LPS panel hearings in February 2022 on 21 April 2022 the Commission resolved under section 35K(1)(a) of the Act to direct the planning authority to modify the draft LPS.

The Southern Midlands LPS (as modified) became effective on 15 June 2022.

As part of its 21 April 2022 decision, the Commission found that the draft LPS required substantial modification and accordingly, under section 35KB of the Act, directed the planning authority to prepare a draft amendment to the Southern Midlands LPS and to submit the draft amendment to the Commission after the LPS came into effect.

The draft amendment, the subject of this report, is in response to the Commission's direction. The Southern Midlands planning authority has publicly exhibited the draft amendment in accordance with section 40G, and provided the Commission with its section 40K report.

Amendment

The draft amendment proposes to apply the Future Major Road Overlay to the existing Bagdad bypass.

Site information

The site is located on the Midland Highway north of Pontville and south of Dysart.

The site is currently zoned SOU-P1.0 Particular Purpose Zone - Future Road Corridor Zone. Surrounding land is zoned Rural, Rural Living and Agriculture.

Issues raised in representations

The draft amendment was referred to TasWater under section 56S of the *Water and Sewerage Industry Act 2008*. In response TasWater made a representation stating no objection to the draft amendment and that TasWater did not wish to attend any hearing.

Under section 56S of the *Water and Sewerage Industry Act 2008*, the TasWater submission is taken to be a representation made under section 41.

Planning authority's response to the representations

The planning authority considered the representations and recommended:

- A. That council resolves, under Section 40K of the *Land Use Planning and Approvals Act 1993* to advise the Tasmanian Planning Commission regarding draft amendment 2022/1 RZ and amendment 2022/2 RZ that:
 - a) The draft amendment 2022/2 RZ ought to be modified to take into account the representation to include the titles CT 148656/1 and CT234335/1 at Swanston Road, Swanston to be rezoned from the Rural Zone to the Landscape Conservation Zone; and
 - b) It is satisfied that both draft amendments meet the LPS criteria as provided in Section 34; and
 - c) No further modifications to 2022/1 RZ or 2022/2 RZ should be made.

- B. That the details and conclusions included in the Associated Report be recorded as the reasons for Council's decision in respect of this matter.

Consideration of the draft amendment

1. Under section 40M of the *Land Use Planning and Approvals Act 1993* (the Act), the Commission is required to consider the draft amendment to the Local Provisions Schedule (LPS) and the representations, statements and recommendations contained in the planning authority's section 40K report and any information obtained at a hearing.
2. One representations was received and after consultation under section 40L(2) of the Act, the Commission dispensed with holding a hearing.
3. The Commission must also consider whether the draft amendment meets the LPS criteria as set out under section 34(2) of the Act:
 - (a) contains all the provisions that the SPPs specify must be contained in an LPS; and
 - (b) is in accordance with section 32; and
 - (c) furthers the objectives set out in Schedule 1; and
 - (d) is consistent with each State policy; and
 - (da) satisfies the relevant criteria in relation to the TPPs; and
 - (e) as far as practicable, is consistent with the regional land use strategy, if any, for the regional area in which is situated the land to which the relevant planning instrument relates; and
 - (f) has regard to the strategic plan, prepared under section 66 of the *Local Government Act 1993*, that applies in relation to the land to which the relevant planning instrument relates; and
 - (g) as far as practicable, is consistent with and co-ordinated with any LPSs that apply to municipal areas that are adjacent to the municipal area to which the relevant planning instrument relates;
 - (h) has regard to the safety requirements set out in the standards prescribed under the *Gas Safety Act 2019*.
4. In its approval of the draft LPS the Commission determined that the planning scheme met the LPS criteria. As part of that decision it follows that the Commission also established that the directed modifications to the LPS through section 35KB were also consistent with the LPS criteria.

Rationale for the amendment

5. The draft amendment is in response to directed modifications to the then draft LPS through section 35KB of the Act.

Future Major Road Overlay

6. The draft amendment applies to land identified on the Particular Purpose Zone – Future Road Corridor (SOU-P1.0) for the alignment of the future Bagdad bypass and applies the Future Major Road Overlay over the same spatial extent of the Particular Purpose Zone.
7. The decision on the LPS, dated 21 April 2022, found that the overlay will act to ensure an attenuation area extends along the alignment of the future bypass and its application is consistent with RRAC 2 of Guideline No. 1.

8. The planning authority was directed to prepare a planning scheme amendment to prepare a new overlay map series to apply the Future Major Road Overlay to the area of land zoned Particular Purpose Zone - Future Road Corridor for the Bagdad Bypass.
9. The purpose of the Road and Railway Assets Code is to protect the safety and efficiency of the road and railway networks and reduce conflicts between sensitive uses and major roads.
10. The planning authority section 40K report states that:

Although the current zoning for the Bagdad Bypass provides particular standards and restrictions for use and development of the land it does not allow for the standards of the C3.0 Road and Railway Assets Code that are written to provide further standards for use and development of land within a future major road.

The Bagdad Bypass land is in effect a future major road and therefore it stands to reason that the standards of the C3.0 Road and Railway Assets Code which are applicable to any other future major road in the state should then apply to the Bagdad Bypass.

The standards of the code relate to the construction of habitable buildings and subdivision to mitigate land use conflict.

Commission consideration

11. The Commission considers that the draft amendment is consistent with RRAC 2 of Guideline No. 1 as it will ensure the attenuation area extends along the alignment of the future Bagdad bypass.

Modifications required to draft amendment

12. Under section 40M of the Act the Commission must consider whether modifications to a draft amendment of an LPS ought to be made.
13. The Commission finds that the draft amendment is in order and no modifications are required.

Decision on draft amendment

14. The Commission is satisfied that the draft amendment meets the LPS criteria and gives its approval.



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

Approved by:	Council
Approved date:	March 2023
Review date:	March 2026

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:	Council
Approved date:	March 2023
Review date:	March 2026

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:	Council
Approved date:	March 2023
Review date:	March 2026

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

Approved by: Council
Approved date: March 2023
Review date: March 2026

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:	Council
Approved date:	March 2023
Review date:	March 2026

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 3 effective March 2023. The document is maintained by the Heritage Projects Program for the Southern Midlands Council.



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

Attachment
AGENDA ITEM 15.1.2

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.

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**

Attachment
AGENDA ITEM 15.1.2

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.

STRLUS UGB Updates - Stage 1: Identified Sites (March 2023)

Site: East Derwent Highway, Risdon	
Municipality	Clarence
Area	74.0 ha (approx.)
Current Zoning(s)	Local Business, Rural Living Zone B, Community Purpose
Current Use(s)	Prison Complex, Tavern, Holiday Cabins, Retirement Living, Vacant Land
Reason for Inclusion within the UGB	Logical extension. The land forms part of the existing urban footprint.



Site: Rokeby Hills – Tranmere - Droughty Point	
Municipality	Clarence
Area	300 ha (approx.)
Current Zoning(s)	Low Density Residential, Open Spcae, Landscape Conservation, Utilities
Current Use(s)	Residential, vacant, water infrastructure
Reason for Inclusion within the UGB	Anomaly. Removal of the UGB is consistant with similar locations within the municipality which are fully surrounded by urban development, namely; Natone Hill, Gordons Hill and Rosny Hill.



Site: Spring Farm Estate, Kingston	
Municipality	Kingborough
Area	8.50 ha
Current Zoning(s)	General Residential
Current Use(s)	Residential
Reason for Inclusion within the UGB	Anomaly/correction. Already zoned for residential use and fully developed.



Site: 240 Abbotsfield Road, Claremont (part)	
Municipality	Glenorchy
Area	0.16 ha
Current Zoning(s)	General Residential
Current Use(s)	House and adjoining land, portion of larger parcel zoned landscape Conservation
Reason for Inclusion within the UGB	Anomaly/correction. Already zoned and used for residential purposes.



Site: 28 Jackson Street, Glenorchy (part)	
Municipality	Glenorchy
Area	0.39 ha
Current Zoning(s)	General Residential
Current Use(s)	Vacant land, residential portion or larger title zoned Landscape Conservation
Reason for Inclusion within the UGB	Anomaly/correction. Already zoned for residential use and connected to existing road network.



Site: 73A, 73B and 73C Russell Road, Claremont	
Municipality	Glenorchy
Area	0.94 ha
Current Zoning(s)	Low Density Residential
Current Use	Residential comprising balance of existing residential properties (73B and 73C) and vacant land (73A)
Reason for Inclusion within the UGB	Anomaly/correction. Already zoned for residential use comprising balance land for existing residential properties.



Site: Main Road and Henry Streets, Sorell	
Municipality	Sorell
Area	1.9 ha
Current Zoning(s)	Light Industrial and Open Space
Current Use	Landscape and rural supplies, construction and open space
Reason for Inclusion	Anomaly/correction. Already used for urban purposes and directly adjacent to UGB.



Site: Henry Street, Sorell	
Municipality	Sorell
Area	6.5 ha
Current Zoning(s)	Utilities, Rural and Community Purpose
Current Use	Landscape and rural supplies, construction and open space
Reason for Inclusion within the UGB	Anomaly/correction. Already used for urban purposes and adjacent to UGB.



Site: Tasman Highway, Sorell	
Municipality	Sorell
Area	1.0 ha
Current Zoning(s)	Utilities
Current Use	Former road quarry site.
Reason for Inclusion within the UGB	Anomaly. Privately owned former quarry site. Part of urban footprint.



Site: Tasman Highway, Sorell	
Municipality	Sorell
Area	6.6 ha
Current Zoning(s)	Utilities
Current Use	Road Reserve
Reason for Inclusion within the UGB	Correction. Amendment to reflect recently constructed road infrastructure.



Site: Main Road, Sorell	
Municipality	Sorell
Area	33.5 ha
Current Zoning(s)	Rural
Current Use	Poultry Farm
Reason for Inclusion within the UGB	Logical extension. A change in management practices at the Poultry Farm may allow for areas of the site to be used for industrial or light industrial purposes.



Site: Brighton Road, Brighton	
Municipality	Brighton
Area	62.0 ha
Current Zoning(s)	Industrial, Environmental Management, Rural, Utilities
Current Use	Industrial, Residential, Vacant, Roads
Reason for Inclusion within the UGB	Logical extension. Connects industrial estate with southern edge of existing urban area.



Site: Ashgrove Crescent, Old Beach	
Municipality	Brighton
Area	7.0 ha
Current Zoning(s)	General Residential, Rural Living
Current Use	Residential, vacant land
Reason for Inclusion within the UGB	Logical extension. Already zoned and developed for residential use. Located immediately adjacent to land identified for potential future expansion of the UGB (refer Brighton Structure Plan August 2018 - Site 9: Old Beach Quarry).



Attachment 2

STRLUS UGB Updates – Stage 1: Amendment to SRD 2.12

Notwithstanding SRD 2.2 and SRD 2.8, and having regard to the strategic intent of the Urban Growth Boundary under SRD 2 to manage and contain growth across greater Hobart, land outside the Urban Growth Boundary shown in Map 10 may be considered for urban development if it:

- a) shares a common boundary with land zoned for urban development within the Urban Growth Boundary; and
- b) does not constitute a significant increase in land zoned for urban development in that locality; and
 - i. is identified in a settlement strategy or structure plan produced or endorsed by the relevant planning authority; or
 - ii. only provides for a minor and logical extension to urban development beyond the Urban Growth Boundary; and
- c) can be supplied with reticulated water, sewerage and stormwater services; and
- d) is aligned with the capacity of transport and road infrastructure and minimises impacts on the efficiency and safety of road networks; and
- e) results in minimal potential for land use conflicts with adjoining uses.

Discussion Paper

Amendment to the Southern Tasmania Regional Land Use Strategy (STRLUS) Urban Growth Boundary for Greater Hobart



Author:
State Planning Office

Publisher:
Department of Premier and Cabinet

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I Introduction

This paper provides an overview of a proposed amendment to the Urban Growth Boundary (UGB) in the Southern Tasmania Regional Land Use Strategy's (STRLUS) Settlement and Residential Development Strategy (settlement strategy). The amendment is proposed as a short-term change to address current growth pressures in greater Hobart.

The amendment involves both a change to the mapped boundary of the UGB, and a text amendment to policy SRD 2.12, which relates to the consideration of urban zoning for land adjacent to, but beyond the boundary of the UGB. The capacity to rezone land will be subject to all other requirements being met for a planning scheme amendment, including all other applicable STRLUS policies, State Policies and other requirements of the *Land Use Planning and Approvals Act (LUPA Act)*.

Significant work is underway to address the management of residential growth in greater Hobart through the preparation of the Greater Hobart Plan (GHP) and its anticipated Settlement Strategy, and through sub-regional residential demand and supply studies. This work will inform the review of the UGB for greater Hobart, which will be considered in more detail as part of the Phase 2 planning reforms.

The Phase 2 planning reforms include the making of the Tasmanian Planning Policies (TPPs), the regional planning framework project and the comprehensive review of each of the three regional land use strategies (RLUS). The reforms also anticipate short-term updates to the current RLUS, as and when required, to address immediate growth pressures prior to the review work being complete, which is anticipated for 2024.

I.1 Background

Settlement growth in greater Hobart is managed through the application of the UGB provided on Map 10 of the STRLUS and the associated regional policies under SRD 2 of the STRLUS's settlement strategy. The settlement management policies under SRD 2 address issues such as greenfield and infill development, dwelling density, land release staging and the requirements for growth management across the municipalities that contain the UGB.

Regional Policy SRD 2.12 formed an amendment to the STRLUS in 2021. It comprised part of the Stage 2 planning reform agenda and sought to enable a more efficient approach for managing anomalies on the UGB boundary without having to adjust the mapped boundary of the UGB. At the time, the introduction of SRD 2.12 considered the impending work to be undertaken as part of the GHP (formerly MetroPlan).

SRD 2.12 effectively allows parcels beyond, but adjacent to, the UGB to be considered for urban rezoning, where they are not in excess of an area of 2ha, and where they meet the remaining criteria specified in SRD 2.12. As with all planning scheme amendments, rezoning proposals under SRD 2.12 must also be considered in the broader context of the STRLUS policies, along with other considerations such as the State Policies and the objectives of Schedule 1 of the LUPA Act.



1.1.1 Greater Hobart Plan Objectives and Implementation

The GHP sets out broad strategic directions for the growth and development of greater Hobart over the next 30 years. It has recently been endorsed by the Greater Hobart Committee and a draft Implementation Plan is currently being prepared.

A foundational outcome of the GHP is to provide for a short to medium term update to the STRLUS, including any amendments to the UGB which may be necessary to support future growth objectives.

To achieve the above, a Settlement Plan for greater Hobart consistent with the objectives of the Greater Hobart Plan, is being prepared as part of the GHP implementation.

The Settlement Plan will provide the spatial description of where growth should occur (in accordance with the objectives of the GHP and agreed infrastructure and service capacity), and when that growth is likely to occur across each of the municipalities. This in turn will provide the strategic justification and detailed spatial information necessary to support a range of expected medium term updates to the UGB.

1.1.2 Approach to Urban Growth Boundary Amendments

A number of anomalies and errors associated with the mapped UGB were identified during the GHP preparation process, including locations where the boundary is inconsistent with the underlying cadastre, and where the UGB is inconsistent with the urban extent of greater Hobart.

The GHP work also identified a number of small to moderate sized parcels adjoining the current UGB that do not necessarily require further justification in relation impact on the intent of the UGB or the broader STRLUS settlement strategy.

In order to address immediate growth pressures and any constraints to housing supply, a staged approach to managing short to medium term amendments to the UGB in response to the outcomes of the GHP is considered appropriate.

In responding to the current situation, it is important to achieve the appropriate balance between enabling the timely release of residential land for growth without undermining the strategic work to be finalised through the GHP, nor the strategic intent of the STRLUS' settlement strategy.

The current amendment is intended to address the anomalies and errors, and the small to medium sized parcels, as described above, and identified through the GHP preparation process.

At a later stage, it is envisaged that the outcomes of the GHP settlement strategy will inform medium-term updates to the UGB, potentially involving larger and more strategically significant sites required to support future urban growth.

The comprehensive review of the STRLUS to be undertaken after the making of the Tasmanian Planning Policies will provide for the longer-term strategic updates to the UGB and will be informed by GHP settlement strategy regional demand and supply work, and the outcomes of the STRLUS review process.



2 STRLUS amendment to Urban Growth Boundary for Greater Hobart

The proposed draft amendment to the STRLUS consists of two components.

The first component involves mapped changes to the UGB to address the anomalies and errors identified by the GHP preparation process, as outlined in the previous section 1.1.2. It also includes parcels considered errors and anomalies as identified within Brighton and Sorell through a separate process, due to those municipalities being excluded from the GHP area.

The mapped changes also include removal of the UGB over the entire Tranmere/Rokeby peninsula to provide for a consistent approach to the application of the UGB across the Clarence municipality.

The peninsula is currently the only location within STRLUS where the UGB encircles an area, leaving a “hole” within the urban settlement pattern. Removing the UGB from the peninsula is consistent with the UGB in similar locations, including Natone Hill, Gordons Hill, Rosny Hill and the Hobart Domain, as well as the Nyrstar industrial area and the Hobart International Airport.

The second component consists of a text change to policy SRD 2.12 as follows:

Notwithstanding SRD 2.2 and SRD 2.8, and having regard to the strategic intent of the Urban Growth Boundary under SRD 2 to manage and contain growth across greater Hobart, land outside the Urban Growth Boundary shown in Map 10 may be considered for urban development if it:

- (a) shares a common boundary with land zoned for urban development within the Urban Growth Boundary;
- (b) only provides for a minor and logical extension to land for urban development and does not constitute a significant increase in land zoned for urban development in that locality;
- (c) is identified in a settlement strategy or structure plan produced or endorsed by the relevant planning authority; and
- (d) results in minimal potential for land use conflicts with adjoining uses.

The draft amendment to SRD 2.12 removes the 2.0 ha limit on parcels to be considered for urban rezoning, however, introduces a requirement for the land to be considered as part of a settlement strategy or structure plan endorsed by the relevant planning authority.

In this regard, the redrafting of SRD 2.12 allows for the Tasmanian Planning Commission to adopt a more merit-based approach decision-making when considering the rezoning of land beyond the UGB for urban purposes, rather than being constrained by the 2ha requirement.

The approach allows for greater flexibility in the design, layout and response to constraints associated with the development of larger redevelopment or greenfield sites, which provides opportunities to more efficiently release respond to growth demands.



Definitions are not provided for 'minor', 'logical' or 'significant increase'. This is to allow for the appropriate professional judgement to be made against the relevant criteria when determining the suitability of any rezoning proposal and removes quantitative limits which are difficult to apply uniformly without arbitrary outcomes. The

Whilst the amendment allows for more flexibility under the settlement strategy to consider urban development beyond the UGB, rezoning proposals will still to must also be considered in accordance with the broader context of the STRLUS policies and other requirements of the Act for a planning scheme amendment. These will include considerations such as the protection of natural and cultural values, management of natural hazards and the provision of physical and social infrastructure, as well as the State Policies and the objectives of Schedule I of the LUPA Act.

3 Compliance with the Land Use Planning and Approvals Act 1993

Section 5A(3A) of the LUPA Act requires the Minister to only declare a regional land use strategy (including an amended strategy) if satisfied that it:

- furthers the Schedule I Objectives of the LUPA Act;
- is consistent with each State Policy; and
- is consistent with the Tasmanian Planning Policies (once made).

The current STRLUS has been declared as furthering the Schedule I Objectives of the Act and being consistent with the State Policies. The proposed amendment seeks to accommodate growth pressures whilst retailing the original intent of the STRLUS settlement strategy and its regional policies. The amendment is considered to be in accordance with the Schedule I Objectives of the LUPA Act and the State Policies.





Tasmanian
Government

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Treasurer
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Councillor Edwin Batt
Mayor
Southern Midlands Council
mail@southernmidlands.tas.gov.au

Dear Mayor

**Southern Tasmania Regional Land Use Strategy -
Draft amendment to the Regional Settlement and Residential Development Strategy
(Map 10 and SRD 2.12)**

I refer to the attached documents that form a draft amendment to the Southern Tasmania Regional Land Use Strategy (STRLUS), including background to the draft amendment.

Tasmania is currently experiencing unprecedented pressure for housing. Settlement growth in greater Hobart is managed through the application of the Urban Growth Boundary under the STRLUS Settlement and Residential Development Strategy (settlement strategy).

Significant work has been undertaken in relation to the management of residential growth as part of the Greater Hobart Plan. A foundational outcome of the GHP is to provide for a short to medium term update to the STRLUS UGB where necessary to support future growth objectives.

Early work associated with the GHP identified a number of anomalies and errors associated with the mapped UGB, and some small to moderate sized parcels adjoining UGB that are suitable for urban rezoning without further justification in relation to their impact on the intent of the UGB. The draft amendment to the mapped UGB area captures these issues, as well as the removal of the UGB over the entire Tranmere and Rokeby peninsula to provide for a consistent approach to the application of the UGB across the Clarence municipality.

The second component involves a text change to the settlement strategy's policy SRD 2.12 to allow is to allow a more merit-based approach to planning decisions relating to consideration of land outside, but adjacent to the UGB than what is currently provided under that policy.

As you will be aware, the State Government has committed substantial funds to the comprehensive review of the three regional land use strategies over the next few years. The work forms part of the Phase 2 planning reforms currently underway by the State Planning Office. The Phase 2 work program also anticipates minor updates to the regional land use strategies, as and when required, to address immediate growth pressures prior to the comprehensive review of the RLUSs which will commence after the Tasmanian Planning Policies are made, anticipated for later this year.

In accordance with section 5A(4) of the *Land Use Planning and Approvals Act 1993*, I am required to consult with all councils in the Southern region, State Agencies and the Tasmanian Planning Commission on the proposed amendment to the STRLUS. If you wish to provide any comment, please make a submission by email to yoursay.planning@dpac.tas.gov.au by close of business on Monday 13 June 2022.

If you have any queries on the proposed amendment to the STRLUS, or the broader reforms relating to regional land use strategies, 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

Deputy Premier

Minister for Planning

Attachments:

1. Draft amendment to the STRLUS UGB – identified sites
2. Draft amendment to the STRLUS settlement strategy SRD 2.12
3. Discussion Paper

SOUTHERN
MIDLANDS
COUNCIL



Customer Service Charter

S.339F *Local Government Act 1993*

March 2019



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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>

1. POLICY AIM

The aim of this policy is to ensure the process for recruitment and selection is based upon the principles of merit, equal employment opportunity and confidentiality.

Council is committed to ensuring recruitment and selection of prospective employees is in accordance with Section 63 of the *Local Government Act 1993* and any other relevant employment legislation, in that:

The General Manager of a Council may:

- *Appoint persons as employees of the Council;*
- *Allocated duties to employees;*
- *Control and direct employees; and*
- *Suspend or dismiss employees*

Effective employee selection and the subsequent management of employees is critical to the success of the Council and the provision of services to the Community. This success depends on Council's ability to identify, attract, retain and develop employees.

Council is committed to an effective and professional method of recruiting and selecting employees that is consistent with its organisational values.

Council aims to attract and appoint skilled and motivated employees who aim to meet agreed objectives and performance improvement goals.

This policy and the associated procedures refer to both permanent as well as permanent part-time positions in all levels of the organisation (excluding the General Manager), both managerial positions as well as casual positions are dealt with under this policy and procedures.

2. POLICY STATEMENT

1. Council will attract, retain and motivate the highest calibre of employees to promote and develop the Council to a leadership position within Local Government.
2. Council will attract employees with competence, technical, customer focused and teamwork skills which support the core values and direction of the Council and who have the aptitude for future development.
3. Recruitment of employees will be merit based.
4. Council will adhere to anti-discrimination guidelines & legislation.
5. Vacant positions will be filled through internal and discretionary external recruiting subject to the suitability of the applicant when measured against the selection criterion.
6. An accurate and up-to-date position description and selection criterion, will be available at the time of advertising a position.

7. To attract and retain skilled employees the Council will endeavour to pay salaries competitive with those paid by other employers in the industry and in applicable markets, in accordance with the relevant Award and National Employment Standards.
8. Permanent or permanent part-time vacancies will be advertised internally for a minimum of 5 working days. Internal advertising will ensure that all Council employees are advised of the vacancy. Employees on leave will be notified at the same time as other employees, to ensure that everyone has the opportunity to apply.
9. For temporary positions, consideration will be given to enhancing the experience and career advancement of existing Council staff.
10. For casual positions consideration of applicants from the "Casual Employment Register" within the Information Management System shall be undertaken.
 - When drawing on the Casual Employment Register, Managers shall ensure that the availability of the Register is regularly (eg annually) advertised to transparently provide opportunities to access employment opportunities. The advertisement could advise that applicants will only be considered if they are on the Casual Employment Register.
11. Casual positions may be filled by either the Casual Employment Register, or by using a labour hire firm. If the Casual Register is used then it should be regularly advertised and consideration must be given to fairly allocating work amongst those registered.
12. Council will consider relocation expenses for new employees.
13. Confidentiality is maintained throughout the recruitment process.
14. Communication with applicants will be prompt and informative.

3. RECRUITMENT PROCEDURES

Staff must follow these detailed procedures to save Council the uncertainty about the terms and conditions of employment of employees. This may then avoid unnecessary inflexibilities in the workforce and expensive litigation.

3.1 Vacancy/Position Occurs

When a vacant position exists within the organisation the Department Manager is responsible for the fulfilment of the position in a timely fashion and in accordance with this policy and procedures and in consultation with the General Manager and the Human Resources Manager.

For a Department Manager position, the General Manager is responsible for the fulfilment of the position. The General Manager shall be responsible in regard to the membership of the interview/selection panel for Managerial positions.

In respect of other positions, the Department Manager is required to assess the position that has become available and in doing so needs to resolve the following issues:-

1. How will the position contribute to Council's efforts to meet its business goals?
2. What particular skills, abilities and attitudes will be required to deliver that contribution?
3. How do we find the person who will most effectively fit the role?
4. Is the position within approved labour strength numbers for the establishment/program?
5. How can the position be improved to be more effective for customers and the organisation?
6. Could other positions assume some or all of the tasks performed?
7. Has the position been budgeted for during this financial year?
8. How will the position be funded?
9. Has there been a high turnover in this position or program. If so why?
10. What can be learnt from the previous employee's performance regarding the effectiveness of the position?
11. What would be the consequences of not filling this position?
12. Could/has technology affected this position/role?
13. Is there a current position description and selection criterion for the vacancy?
14. Who has the authority for recruitment of this position?

3.2 Job Needs Analysis

To assist in finding the best candidate for the position a Job Needs Analysis may be undertaken to identify the essential preferred job requirements. In completing these requirements, Managers must be mindful of the relevant anti-discrimination legislation. This will assist in the review of the relevant position description.

3.3 Position Description Analysis & Evaluation

1. An appropriate position/job description shall be written or re-appraised for all positions and approved by the General Manager before vacancies of any positions are advertised.
2. The position description must accurately reflect the tasks being undertaken as well as the potential future occupational changes to the role and must include the following:-
 - a. Position Description ID.
 - b. Position Title
 - c. [Enterprise Agreement Award](#) Stream
 - d. [Enterprise Agreement Award](#) Level

Approved by: Council
Approved date: 24 January 2018
Review date: January 2020

-
- e. Enterprise Agreement Award Grade
 - f. Department Name
 - g. Location
 - h. Position Objectives
 - i. Key responsibility Areas
 - j. Organisational Relationships
 - k. Accountability & Extend of Authority
 - l. Judgement & Decision Making
 - m. Specialist Skills & Knowledge
 - n. Management Skills
 - o. Interpersonal Skills
 - p. Qualifications & Experience
 - q. Performance Standards
 - r. Multiskilling Requirements

3. Points to consider when evaluating or developing a position description:-

Does the position description describe:-

- a. the overall purpose or function of the position - the what, how and why it is done?
- b. the organisational structure?
- c. employee responsibility and authority?
- d. source and destination of the work?

Is this position description as factual and concise as possible?

- a. can it be easily understood?
- b. is job terminology standardised for uniformity and clarity?
- c. does it avoid making two statements where one more carefully worded statement would cover the subject?
- d. are job responsibilities consolidated wherever possible?
- e. have unnecessary words been eliminated?
- f. is the language clear enough to eliminate any confusion about the job function?
- g. is there any trivial information that can be eliminated?

Does this position description provide an accurate picture of the position?

- a. would the responsibilities and associated values of the position be better understood if the responsibilities and duties were listed in order of performance or in order of importance?
- b. are there unusual features of the job eg. remoteness, physical requirements?



Council Policy
RECRUITMENT POLICY & PROCEDURE

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Approved date: 24 January 2018
Review date: January 2020

Is this position description well organised?

- a. is every responsibility included in the priority order?
- b. do the responsibilities listed provide a step by step breakdown of the position?
- c. does each statement relate to an end result or clear objective that must be accomplished?

Does the position description describe the Council's hierarchy?

- a. what is the general supervisory order in the program/Department?
- b. who is the employee's immediate supervisor?
- c. does the immediate supervisor have responsibility for appraising performance?

Can this position description serve as a guide in recruitment, training and promoting?

- a. will the unfamiliar reader understand the scope of the position?
- b. if there are minimum requisites in areas are they stated?
 - formal education
 - on the job experience
 - training
 - skills

Can this position description serve as a position evaluation tool?

- a. are there standards for matching people and the position for;
 - recruitment purposes
 - performance review purposes
 - salary analysis purposes
 - b. is there a basis for wage and salary comparison?
4. Position descriptions shall be periodically reviewed in consultation with the affected existing officer and this process may form part of the "Development Review Process".
5. The following statement shall be included in every position description

"Note: As part of any recruitment for this position, Council ~~will~~ may require the applicant to undertake a Vocation Assessment (for operational positions) prior to interview. Council will require the applicant to undertake a Criminal Records Check, , Physical fitness/medical test (fit for position medical), and may require a Working with Children Check, drug or alcohol test, relevant skill test, machine competency test prior to appointment. It is a condition of employment with SMC that all applicants agree to this requirement before appointment."

3.4 Advertising

The purpose of these procedural guidelines is to ensure that, in any external advertising, there is a consistency of format and information content. The aim of advertising is to send the recruitment message, that a vacancy exists, to the attention of as many of the most suitable and appropriate target audience as possible and motivate and persuade them to apply for the position. It is also an opportunity for Council to create a specific corporate image.

The advertisement is also subject to anti-discrimination legislation therefore the wording and descriptions should be gender neutral and non-discriminatory.

The advertisement is a public statement and constitutes an invitation to interested parties to apply for the position. The advertisement will have an outline of the requirements of the position. This will become one of the fundamental terms of the employment contract and it cannot be changed after the employment contract has been formed.

1. Prior to placing the recruitment advertisement, the General Manager must have received the reviewed position description and selection criterion for the position.
2. The General Manager must check the advertisement in relation to the accuracy of all aspects of the terms and conditions of the position.
3. Positions may be advertised internally, externally or simultaneously whichever is considered appropriate by the General Manager in consultation with the Department Manager.
4. The extent and coverage of the advertising must be authorised by the General Manager.
5. A minimum of 10 days shall be provided for the submission of applications from the date of the first advertisement.
6. The position description and related information must be available on the Council website on the day that the advertisement appears in the newspaper.
7. All terminology used should be gender neutral.
8. Advertisement should state that all applications be addressed to the General Manager

3.5 Receipt of Applications

Applications received are to be kept totally confidential and as soon as received they are to be directed to the Information Management Officer for recording in the Information Management System.

1. The position advertisement will clearly state how applications are to be lodged with the organisation. The preferred option is by electronic mail addressed to mail@southernmidlands.tas.gov.au for the General Manager.
2. Applications will be entered on the Information Management System (as per guidelines).



Council Policy
RECRUITMENT POLICY & PROCEDURE

Approved by: Council
Approved date: 24 January 2018
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3. Applications will be placed on the relevant file.
4. Applications will be directed to the Human Resources Manager for acknowledgment of receipt.
5. At the closing date for receipt of applications, the applicants will be sorted alphabetically by the Human Resources Manager for the pre-interview discussions with the Selection Panel, where the shortlisting of candidates is undertaken.
6. The applications are copied for the interview panel and marked "Confidential".

1. POLICY AIM

The Southern Midlands Councils aim is to select an applicant from within or outside the organisation that can fill the position. Individuals will be thoroughly screened against carefully developed position specifications.

Equal Employment Opportunity and Anti-Discrimination guidelines and legislation will be adhered to at all times. The selection process should provide as much reliable and valid information as possible about the applicant in order that their qualifications may be carefully matched with person specifications and Councils objectives.

This policy and procedures refers to both permanent and permanent part-time positions in all levels of the organisation (excluding the General Manager), managerial positions are dealt with as per these procedures, as are casual positions.

2. POLICY STATEMENT

1. Selection of employees will be merit based.
2. Council will adhere to anti-discrimination guidelines and legislation.
3. The selection panel will consist of people who are competent to select the best person for the position.
4. All applicants for positions will be assessed on the basis of a common set of selection criterion and questions. The selection criterion will be derived from the position description.
5. Applicants who are interviewed will be assessed in writing against the selection criterion and written notes will be kept on a confidential application file.
6. All applicants interviewed will be graded in relation to selection criterion using an agreed technique.
7. Reference checks will be conducted by the interview panel against the selection criterion and in accordance with best practice.
8. The final selection of the person to fill the position rests with the General Manager and Department Manager in that particular program, subject to the applicant/applicants being assessed as medically capable of performing the duties of the position without danger to themselves or other persons.
9. The interview panel will be available to counsel any internal applicants who are unsuccessful in being selected and who request to discuss their non-selection.
10. Confidentiality will be maintained through the selection process.
11. The selection process is managed in a timely manner.

3. SELECTION GUIDELINES

3.1 Selection Criterion

The selection criterion for each position allows each application to see how they will be assessed, and provides the interview panel with a clear outline of the requirements for good performance in the position. The selection criterion will facilitate a systematic approach to selecting the best applicant for the position.

1. The selection criterion should be derived from the position description.

They should identify:-

- Essential and desirable experience/qualifications
 - Personal abilities
 - Specific capacities in relation to the position
 - Technical skills
 - Competency level of skill
2. The use of selection methods such as the following may be used where deemed relevant to the position and which will produce a valid and reliable result. It should enable applicants to demonstrate technical, planning and monitoring abilities.
 - Vocational Assessments
 - Technical expertise
 - Competence Standards Level - test against these
 3. A list of skills and qualifications which are mandatory, or essential to the job being done properly, and which are desirable but not essential should be specified and selected against.
 4. Prioritise and weight all selection criterion.

3.2 Short listing written applicants

1. Each applicant is to be compared to the written selection criterion.
2. A copy of the applications and selection criterion will be distributed to all panel members, with instructions that only those criterion's are to be used to screen applicants.
3. A short list of no more than 5-10 applicants is used depending on the position.
4. If an applicant's application is below standard it can be rejected.
5. Applicants who were not short listed are advised in writing that they are unsuccessful.
6. Two references from the highest ranking each applicant should be checked by telephone call and responses documented.

4. SELECTION/INTERVIEW PANEL

4.1 The Panel

1. The selection panel will be well balanced.
2. The selection panel will consist of 3 members.
3. The selection panel members will have skills and training in interviewing and selection procedures and EEO principles and practices.
4. The selection panel must not have a pecuniary interest in any of the applicants being interviewed.
5. If a selection panel members has a pecuniary interest it must be declared prior to being appointed to the Panel.

4.2 Panels Tasks

1. The Panel must appoint a responsible member/chairperson for the interview process.
2. Responsible Officer/Chairperson to arrange for interview technique training to any Panel member who may need to update their skills.
3. Design measures to assess applicants against the selection criterion.
4. Short listing of applicants (see above).
5. Panel to check references against selection criterion (as above).
6. Design of questions that are relevant and which will provide reliable and measurable information against the selection criterion.
7. Questions should cover each of the selection criterion's
8. Determine who will ask which questions.
9. Responsible Officer/Chairperson to provide interview details to the Human Resources Manager to forward to Applicants.
10. Responsible Officer/Chairperson to arrange room in an informal design.
11. Responsible Officer/Chairperson to welcome and introduce applicant being interviewed to Panel.
12. Responsible Officer/Chairperson to advise applicant of the format of how the interview will be conducted.
13. The Panel Members are required to make a statement and record it, if there is any pecuniary interest or perceived pecuniary of interest
14. If a pecuniary interest is apparent the Responsible Officer/Chairperson will manage that matter in an appropriate manner, and document it.
- ~~13-15~~. Undertake the interview.
- ~~14-16~~. Responsible Officer/Chairperson to conclude and close interview with applicant and advice of notification procedures.
- ~~15-17~~. Selection Panel determines preferred applicant for the position.
- ~~16-18~~. Selection report/interview details are completed.



Council Policy
SELECTION POLICY & PROCEDURES

Approved by: Council
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5. ORGANISING THE INTERVIEW

5.1 Applicants

1. Applicants will be notified that they are required for an interview either by telephone or in writing at least 5 days prior to the interview date (depending upon time constraints).
2. The applicant should be given the following information:-
 - What they need to bring to the interview,
 - The date, time and venue of the interview,
 - The names of members on the Interview Panel and their Positions,
 - The name of the contact person and telephone number if they need to contact someone in relation to the interview,
 - Expected length of interview,
 - Any testing techniques that will be undertaken.
3. Applicant's interview details will be confirmed in writing (depending upon time constraints).

6. INTERVIEW QUESTIONING

1. The Human Resources Manager will provide "Explanatory Notes" to the Panel to guide their candidate enquires during the interview process. The same questions shall be asked of each candidate, although further exploration to seek clarification will be required in many cases.
2. Encourage the applicant to talk, the objective of a Panel Member is to learn as much about the [candidate](#) as possible.
3. Use open questions to encourage conversation.
4. Use of behavioural questions or scenarios may be helpful.
5. Questions must be relevant to the position and provide information that can be assessed as relevant, reliable and measurable against the selection criterion.
6. EEO policies and principles must be considered.
7. Questions must not breach any Legislation eg EEO, Anti-Discrimination Act etc.
8. Applicants can be given an opportunity to make a short presentation on their application.
9. Allow sufficient time for answers.

7. SELECTION OF APPLICANT

1. Once the interviews are concluded the Panel is to then evaluate and decide on the most suitable applicant for the position, based on the Panel member's assessment of the applicants against the selection criterion.
2. The Panel must document their recommendation(s).
3. The Panel's decision is referred to the General Manager for final approval or otherwise.

4. The position Supervisor is required to contact the successful applicant verbally and offer them the position and is also to advise the applicant of the organisations Pre-Employment Medical Policy and any other requirement prior to appointment that will be covered in the Letter of Offer.
5. Applicants will be advised in writing of the offer (see Item 8).
If the successful applicant declines/refuses the offer, then the second choice applicant is advised as above or if there is not a second choice the position is re-advertised.
7. Once the position has been filled unsuccessful interviewed applicants will be [contacted by phone and then also](#) advised in writing.
8. Responsible Officer/Chairperson returns File with interview results included to the Information Management Officer for filing and a new Personnel File is created with the successful applicants details transferred to the file.
9. The Department Manager is to be notified of the appointment.

8. LETTER OF OFFER

1. All new employees will be sent two (2) copies of their letter of offer. Attached to this letter will be the position description.
2. No new employee is to commence work unless they have signed and dated the copy of their letter of offer, the position description for the position and returned it to the General Manager within the specified time indicated.
3. It must state the frequency and nature of performance reviews including when and how these will occur and the length of the probation period.
4. It must state that the employee will be expected to vary their duties during the course of the employment as directed by their supervising officer.
5. It must state that the employee is bound by the organisations policies and procedures as part of their employment and that these can be varied from time to time.
6. It must include a section for the new employee to sign and date the letter.
7. It must include the Enterprise Agreement Stream and Level under which the employee will be paid and the salary amount, Superannuation requirements, hours of duty (include any on-call or roster details) will also be included.
8. Given the "Note" in the position description, namely:
"Note": As part of any recruitment for this position, Council will require the applicant to undertake a Vocation Assessment (for operational positions) prior to interview. Council will require the applicant to undertake a Criminal Records Check, Physical fitness/medical test (fit for position medical), and may require a Working with Children Check, drug or alcohol test, relevant skill test, machine competency test prior to appointment. It is a condition of employment with SMC that all applicants agree to this requirement before appointment."
9. Name of Supervisor and/or Officer the new employee must meet on arrival.
10. The letter of offer must be signed by the General Manager.



Council Policy
SELECTION POLICY & PROCEDURES

Approved by: [Council](#)
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11. Copy of letter to the Supervisor/Department Manager, Paymaster and Personnel File.



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SELECTION POLICY & PROCEDURES

Approved by: Council
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Review date: January 2020

9. INDUCTION

Applicants must undertake an induction on commencement (See Induction Policy).

10. INTERNAL APPLICANTS

The above policy and procedures also includes the selection of applicants from within the organisation.

1. PURPOSE

The purpose of this policy is to ensure that there are adequate systems in place to ensure the health, safety and welfare of remote & isolated workers in compliance with relevant provisions of the *Work Health and Safety Act 2012* Section 19 to reduce the risks of remote and isolated workers as far as is reasonably practicable.

2. DEFINITION

Remote or isolated work, in relation to a worker, means work that is isolated from the assistance of others persons because of location, time or the nature of the work.

Assistance includes, rescue, medical assistance and the attendance or emergency service workers.

3. SCOPE

This policy applies to all Southern Midlands Council workers who, as part of their duties, are required to undertake isolated or remote work activities, or manage or supervise workers who undertake remote or isolated work activities.

4. OBJECTIVES

To comply with *Work Health and Safety Regulations 2012* Section 48 and *Managing the Work Environment and Facilities Code of Practice* Section 4.2

Working alone or remotely increases the risk of any job. Exposure to violence and poor access to emergency assistance are the main hazard that increase the risk of remote or isolated work.

5. RISK MANAGEMENT

This policy is to be applied in conjunction with the Southern Midlands Council Risk Management Strategy and accepted operational procedures.

6. POLICY

Where a worker is required to work alone or after hours in the performance of their duties, the worker must first assess the risk before attending. If the jobs present a high level of risk they should not attend alone and wait for assistance by another worker. If they assess the risk as low they must communicate with the relevant office, advising the nature of the work, the location of the work, the length of time and report back once the job has been undertaken.

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To protect remote and isolated workers, Council may install a GPS system, two-way communication systems and/or event data recorder in Council vehicles. Employees should be aware that the movement of vehicles fitted with a GPS may be monitored at any time to ensure safety of the worker.

Employees will be notified if a vehicle is fitted with a GPS system by either:

- Signage in the vehicle;
- Prior written notification (including electronically by email)

An officer nominated by the General Manager will monitor the system if and when required for safety purposes. Access to data will be restricted to the nominated officer and the relevant manager.

Workers may also be asked to carry any of the following:

- personal security system,
- personal location beacon (i.e. EPIRB)
- personal duress system; or
- Other system identified as necessary (and as far as practical) in any risk assessment undertaken for the activity.

Such systems or devices will allow for activation of an appropriate safety response if required.

7. DOCUMENT ADMINISTRATION

This Policy is to be reviewed every two years or as directed by the General Manager.

This document is Version 1.0 effective 22nd May 2019. The document is maintained by Community & Corporate Development, for the Southern Midlands Council.

1. PURPOSE

Southern Midlands Council is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of employees, contractors, authorised visitors, and anyone else who may be affected by our business or undertakings.

We are committed to ensuring we comply with the *Work Health and Safety Act 2012*, the *Work Health and Safety Regulations 2012*, relevant Codes of Practice and relevant Australian Standards.

2. OBJECTIVE

Is to provide a workplace that is free from risks to health and safety by implementing the highest possible standards to protect workers' health, safety, mental and social wellbeing.

Is to engage and consult with all workers and others affected by our business or undertakings to ensure hazards are identified and the risks associated with them removed or reduced to the greatest degree.

Is to create a workplace environment where workers and others affected by our business or undertakings are encouraged and supported to raise health and safety issues and help reduce and manage them.

3. SCOPE

This policy applies to all workers of the Southern Midlands Council.

4. POLICY

Management

Management will ensure, as far as is reasonably practicable, the health and safety of:

- all workers engaged, or caused to be engaged by us
- all workers whose activities in carrying out work are influenced or directed by us
- other people, by ensuring they are not put at risk from work carried out as part of our business undertakings.

Management will also:

- provide and maintain a work environment free from risks to health and safety
- provide and maintain safe plant (equipment), structures and safe systems of work
- ensure the safe use, handling and storage of plant (equipment), structures and substances
- provide adequate facilities for the welfare of workers in carrying out work

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- provide any information, training, instruction or supervision that is necessary to protect all people from risks to their health and safety arising from work activities
- ensure that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from our business
- consult with workers on all matters relating to health and safety.

Workers

While at work, our workers must:

- take reasonable care for their own health and safety
- take reasonable care that what they do, or what they do not do, does not adversely affect the health and safety of other people
- comply (so far as they are reasonably able to) with any reasonable instruction given by management
- co-operate with any reasonable policy or procedure for work health or safety that has been communicated to them
- not misuse or interfere with anything provided for work health and safety
- report all incidents and near misses immediately, no matter how trivial
- engage in consultation with management to identify, assess and control hazards and the effectiveness of such controls
- report all known or observed hazards to their supervisor or manager.

5. LEGISLATION

- *Age Discrimination Act 2001 (Cth)*
- *Anti-Discrimination Act 1998 (TAS)*
- *Australian Human Rights Commission Act 1986 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Fair Work Act 2009 (Cth)*
- *Local Government Act 1993 (TAS)*
- *Racial Discrimination Act 1975 (Cth)*
- *Sex Discrimination Act 1984 (Cth)*
- *Workers Rehabilitation & Compensation Act 1988 (TAS)*
- *Work Health and Safety Act 2012 (TAS)*
- *Work Health and Safety Regulations 2022 (TAS)*

6. RELATED DOCUMENTS

- *Code of Conduct for Employees and other Workers Policy*
- *Code of Conduct (Elected Members)*
- *Bullying, Harassment & Violence Policy*
- *Computer Use & Electronic Communication Policy*

Approved by: Council
Approved date:
Review date:

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- *Communications & Social Media Use Policy*
 - *Disciplinary Procedure*
 - *Disciplinary Policy*
 - *Fitness for Work Policy*
 - *Issue Resolution Policy*
 - *Performance Management Policy*
 - *Remote & Isolated Worker Policy*
 - *Workplace Behaviour Policy*
 -

7. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every 2 years or as directed by the General Manager.

This document is Version X.X effective XX-XX-XXXX. The document is maintained by Community & Corporate Development, for the Southern Midlands Council.

SOUTHERN
MIDLANDS
COUNCIL



Work Health & Safety Policy

September 2015

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1 AUTHORITY & APPLICATION

Date of approval	23 rd September 2015
Source of approval	Council
Start date	23 rd October 2015
Related Council Documents	This Policy should be considered in the context of the following policies and procedures: <ul style="list-style-type: none"> • <i>Code of Conduct</i> • <i>Communications</i> • <i>Disciplinary</i> • <i>Fitness for Work</i> • <i>Issue Resolution</i> • <i>Performance Management</i> • <i>Workplace Behaviour</i>
Date of review	1 July 2016
Previous policies replaced by this Policy	15.02.24_Workplace Health & Safety Policy
Definitions	
<u>Term</u>	<u>Meaning</u>
Applicable Laws	All laws in connection with the carrying out of work or the Workplace including: <ul style="list-style-type: none"> • <i>Age Discrimination Act 2004 (Cth)</i> • <i>Anti-Discrimination Act 1998 (TAS)</i> • <i>Australian Human Rights Commission Act 1986 (Cth)</i> • <i>Disability Discrimination Act 1992 (Cth)</i> • <i>Fair Work Act 2009 (Cth)</i> • <i>Local Government Act 1993 (TAS)</i>



- *Racial Discrimination Act 1975* (Cth)
- *Sex Discrimination Act 1984* (Cth)
- *Work Health & Safety Act 2012* (TAS)
- *Workers Rehabilitation & Compensation Act 1988* (TAS)

Council

Southern Midlands Council

Councillor

An elected member of Council known as a Councillor or Alderman or otherwise meeting the definition of a ‘councillor’ as defined under section 3 of the *Local Government Act 1993* (TAS)

Employee

A person who carries out work for Council as an employee of Council.

General Manager

The general manager of Council as appointed under section 61 of the *Local Government Act 1993* (TAS).

Infringing Workplace Behaviour

Any act or omission, which amounts to a breach of any Council policy, contractual obligation or misconduct at common law.

Manager/Supervisor

A person at the Workplace who is appointed to a position that has management/supervisory responsibilities for others or their appropriately nominated or authorised delegate.

Officer

- (a) an officer within the meaning of section 9 of the Corporations Act 2001 of the Commonwealth other than a partner in a partnership; or
- (b) an officer of the Crown within the meaning of section 247 of the Work Health and Safety Act 2012 (Tas); or
- (c) an officer of a public authority within the meaning of section 252 of the Work Health and Safety Act 2012 (Tas) –

other than an elected member of a local authority acting in that capacity (which includes a Councillor);

Other Persons at the Workplace	Any person at the Workplace who is not a Worker including visitors and ratepayers.
Policy	This Work Health & Safety Policy including the 'Authority and Application'
Worker	<p>A person who carries out work in any capacity for Council, including work as:</p> <ul style="list-style-type: none">(a) an Employee;(b) a contractor or subcontractor;(c) an employee of a contractor or subcontractor;(d) an employee of a labour hire company who has been assigned to work at Council;(e) an outworker;(f) an apprentice or trainee;(g) a student gaining work experience;(h) a volunteer; or(i) a Councillor.
Workplace	A place where work is carried out for Council.
Training	Council will provide all persons covered by this Policy with appropriate training so they are made aware of their responsibilities and obligations under the Policy.
Amendment	Council retains the sole discretion to vary, terminate or replace this Policy from time to time. Council will consult before amendments are made and will notify and train those the amendments apply to.
Interpretation of Policy	<ul style="list-style-type: none">(a) The singular includes the plural and vice versa.(b) A reference to any legislation includes all delegated legislation made under it and amendments, consolidations, replacements or re-enactments of any of them.(c) A reference to policy or procedure means any

approved policies or procedures of Council unless otherwise stated.

- (d) 'Including' and similar expressions are not words of limitation.
- (e) A reference to a document (including this document) is to that document as amended, novated or replaced unless otherwise stated.
- (f) Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.
- (g) Examples used in this Policy are for illustrative purposes only and are not intended to be exhaustive and depending on the circumstances may or may not amount to Infringing Workplace Behaviour.
- (h) Unless expressly provided for this Policy is not in any way incorporated as part of any enterprise agreement and does not form part of any Employee's contract of employment and any applicable enterprise agreement or contract of employment will prevail over this Policy to the extent of any inconsistency.
- (i) It is not intended that this Policy impose any obligations on the Council or those covered by it that are unreasonable or contrary to the operation of Applicable Laws. Any obligation, direction, instruction or responsibility imposed by this Policy must be carried out in a manner that an objective third party would consider to be fair and reasonable taking into account and in the context of all the relevant Applicable Laws, operational and personal circumstances.

Questions relating to the interpretation, application or enforcement of this Policy should be directed to a person's



Manager/Supervisor.

Reporting of Breaches

Persons covered under paragraph 3 (Coverage) must reasonably report breaches of Infringing Workplace Behaviour as follows:

For breaches by

- a) an Employee, Worker (other than a Councillor or General Manager), or Other Person at the Workplace the report must go to the reporting person's applicable Manager/Supervisor;
- b) the General Manager the report must go to the Mayor (or if unavailable to the next appropriately delegated Councillor);
- c) a Councillor the report must go to the Mayor (or if unavailable to the next appropriately delegated Councillor); and/or
- d) the Mayor the report must go to the Deputy Mayor (or if unavailable to the next appropriately delegated Councillor); and

as otherwise required or permitted by Applicable Laws.

Breach of Policy

Persons covered under paragraph 3 (Coverage) who engage in Infringing Workplace Behaviour may (as is appropriate and as applicable) be subject to appropriate disciplinary action in accordance with Disciplinary Policy and Procedure (Employees), Councillor's Code of Conduct complaint process (Councillors), or removal from the Workplace or termination of services (Workers [other than Employees or Councillors] and Other Persons at the Workplace). Infringing Workplace Behaviour may also amount to breaches of Applicable Laws:

- (a) exposing individuals to legal proceedings; and
- (b) making Council vicariously liable for conduct of others.

2 PURPOSE

The aims of this Policy are to:

- (a) recognise Council's commitment to its primary duty of care under the *Work Health & Safety Act 2012* (TAS).
- (b) recognise Council's commitment to providing a safe and healthy workplace for Workers and Other Persons at the Workplace whose health or safety could be at risk through our work;
- (c) direct and guide Workers and Other Persons at the Workplace regarding action considered reasonably practicable to protect health and safety;
- (d) provide a fair and flexible approach to work health and safety activities which take into consideration the individual, operational and environmental circumstances;
- (e) operate with any Applicable Laws or policies and procedures;
- (f) comply with Applicable Laws through implementing:
 - (i) appropriate plans, policies, procedures and programs to support and implement this Policy;
 - (ii) measurable safety performance objectives and targets;
 - (iii) training on health and safety matters relevant to Council work;
 - (iv) induction programs;
 - (v) consultation, cooperation and coordination processes;
 - (vi) adequate resources;
 - (vii) monitoring, reviewing and verification of Council systems; and
 - (viii) corrective action where it is identified that the acts or omissions of persons are putting themselves or others at risk.

3 COVERAGE

This Policy covers and applies to Workers and Other Persons at the Workplace in relation to all work, health and safety matters.

4 REQUIREMENTS

- (a) Workers and Other Persons at the Workplace must comply with this Policy.
- (b) Workers and Other Persons at the Workplace are required meet their duty of care obligations and to be accountable for their own safety and the safety of others at the Workplace.
- (c) Workers and Other Persons at the Workplace (unless otherwise notified in writing) are required to adhere to lawful and reasonable directions, policies and procedures regarding compliance with this Policy and health and safety generally.
- (d) Managers/Supervisors are required to:
 - (i) promote this Policy within their area of responsibility;
 - (ii) take reasonable steps to ensure that any potential breaches of this Policy are identified, taken seriously and acted upon appropriately; and
 - (iii) where applicable, if and as Officers, meet their due diligence obligations.
- (e) Council engaged Contractors are required, when undertaking Council projects in excess of \$30,000 to complete and have approved the SMC Project WH&S / Risk Management Plan.