



# **MINUTES**

## **ORDINARY COUNCIL MEETING**

---

Wednesday, 23<sup>rd</sup> August 2017  
Municipal Offices, 85 Main Street, Kempton

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# OPEN COUNCIL MINUTES

MINUTES OF AN ORDINARY MEETING OF THE SOUTHERN MIDLANDS COUNCIL  
HELD ON WEDNESDAY, 23<sup>RD</sup> AUGUST 2017 AT THE MUNICIPAL OFFICES, 85  
MAIN STREET, KEMPTON COMMENCING AT 10:03 A.M

## 1. PRAYERS

Rev Dennis Cousens recited prayers.

## 2. ATTENDANCE

Mayor AE Bisdee OAM, Deputy Mayor AO Green, Clr A Bantick, Clr E Batt, Clr R Campbell, Clr DF Fish and Clr D Marshall

Mr Tim Kirkwood (General Manager), Mr Andrew Benson (Deputy General Manager), Mr David Cundall (Manager, Development & Environment Services), Miss Jacqui Tyson (Planning Officer) and Miss Elisa Lang (Executive Assistant).

## 3. APOLOGIES

Nil.

## 4. MINUTES

### 4.1 Ordinary Council Minutes

The Minutes (Open Council Minutes) of the previous meeting of Council held on the 31<sup>st</sup> July 2017, as circulated, are submitted for confirmation.

### DECISION

*Moved by Clr E Batt, seconded by Clr D Fish*

**THAT the Minutes (Open Council Minutes) of the previous meeting of Council held on the 31<sup>st</sup> July 2017 be confirmed.**

### CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell	√	
Clr D F Fish	√	
Clr D Marshall	√	

## DECISION

*Moved by Clr E Batt, seconded by Deputy Mayor A O Green*

**THAT the meeting grant permission for Clr D F Fish to submit a Motion for consideration at this meeting which relates to the conduct of Mayor A E Bisdee OAM.**

## CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell	√	
Clr D F Fish	√	
Clr D Marshall	√	

## MOTION

*Moved by Clr D Fish, seconded by Clr E Batt*

### THAT:

- 1) Council find that the Mayor's conduct relating to recent traffic convictions as being totally unacceptable; and
- 2) Council recognises this as damaging to the otherwise good image of the Southern Midlands Council and its community and requires a personal explanation and unreserved apology from the Mayor. Apology to be recorded in the Minutes.

## CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell	√	
Clr D F Fish	√	
Clr D Marshall	√	

## DECISION

*Moved by Deputy Mayor A O Green, seconded by Clr E Batt*

**THAT the meeting grant permission for Mayor A E Bisdee OAM to provide a personal explanation.**

## CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell	√	
Clr D F Fish	√	
Clr D Marshall	√	

Mayor A E Bisdee OAM addressed Council and read out the following apology:

*“In recognition of the unanimous decision carried by the Southern Midlands Council this morning I make this personal and formal apology today to my fellow Councillors, the Southern Midlands council staff and the ratepayers and residents of the Southern Midlands Council for my recent indiscretions and actions regarding my recent court convictions for traffic offences.*

*This was an inappropriate and unacceptable action on my behalf and I acknowledge it has been reflected poorly upon the good community and public reputation of the Southern Midlands Council as a highly regarded Local Government Council.*

*I also acknowledge that my unacceptable actions have severely impacted upon my fellow Councillors and all those associated with the Southern Midlands Council and for this I apologise again.*

*There is no valid or reasonable explanation for my actions other than to say that I unconditionally accept responsibility for these actions and accept the penalties imposed through the court process.*

*I will ensure that these circumstances will not arise or eventuate at any time in the future”.*

#### 4.3 Special Committee of Council Minutes

##### 4.3.1 SPECIAL COMMITTEES OF COUNCIL - RECEIPT OF MINUTES

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

- Nil.

#### DECISION NOT REQUIRED

##### 4.3.2 SPECIAL COMMITTEES OF COUNCIL - ENDORSEMENT OF RECOMMENDATIONS

The recommendations contained within the minutes of the following Special Committee of Council are submitted for endorsement.

- Nil.

#### DECISION NOT REQUIRED

#### 4.4 Joint Authorities (Established Under Division 4 Of The Local Government Act 1993)

##### 4.4.1 JOINT AUTHORITIES - RECEIPT OF MINUTES

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

- Southern Tasmanian Councils Authority – Minutes of meeting held 26<sup>th</sup> June 2017.
- Southern Tasmanian Councils Authority Waste Strategy South – Minutes of meeting held 1<sup>st</sup> August 2017.

#### RECOMMENDATION

THAT the minutes of the above Joint Authorities be received.

#### DECISION

*Moved by Clr E Batt, seconded by Clr D Marshall*

**THAT the minutes of the above Joint Authorities be received.**

#### CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell	√	
Clr D F Fish	√	
Clr D Marshall	√	



#### **4.4.2 JOINT AUTHORITIES - RECEIPT OF REPORTS (ANNUAL & QUARTERLY)**

Section 36A of the Local Government Act 1993 provides the following;

##### **36A. Annual reports of authorities**

*(1) A single authority or joint authority must submit an annual report to the single authority council or participating councils.*

*(2) The annual report of a single authority or joint authority is to include –*

- (a) a statement of its activities during the preceding financial year; and*
- (b) a statement of its performance in relation to the goals and objectives set for the preceding financial year; and*
- (c) the financial statements for the preceding financial year; and*
- (d) a copy of the audit opinion for the preceding financial year; and*
- (e) any other information it considers appropriate or necessary to inform the single authority council or participating councils of its performance and progress during the financial year.*

Section 36B of the Local Government Act 1993 provides the following;

##### **36B. Quarterly reports of authorities**

*(1) A single authority or joint authority must submit to the single authority council or participating councils a report as soon as practicable after the end of March, June, September and December in each year.*

*(2) The quarterly report of the single authority or joint authority is to include –*

- (a) a statement of its general performance; and*
- (b) a statement of its financial performance.*

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

- Southern Tasmanian Councils Authority – Nil.

#### **DECISION NOT REQUIRED**

## 5. NOTIFICATION OF COUNCIL WORKSHOPS

In accordance with the requirements of the *Local Government (Meeting Procedures) Regulations 2015*, the Agenda is to include details of any Council workshop held since the last meeting.

No workshops have been held since the last Ordinary Meeting.

### RECOMMENDATION

THAT the information be received.

### DECISION

*Moved by Clr R Campbell, seconded by Clr A Bantick*

THAT the information be received.

### CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell	√	
Clr D F Fish	√	
Clr D Marshall	√	

## 6. QUESTIONS WITHOUT NOTICE

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

1. A question relating to Oatlands town/map signage was raised at the July 2017 Council meeting.

*Mr David Cundall (Manager, Development & Environment Services) provided a brief update to Councillors regarding the Oatlands town map signage. Signage will be placed at the northern and southern entrances to Oatlands and near the Lake Dulverton foreshore area. Funds have been allocated in the budget for some time. This item is now progressing, taking on board public feedback received. It is anticipated that the signs will be installed within the next two months.*

## 7. 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.

## 8. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA

The General Manager reported that the following items need to be included on the Agenda. The matters are urgent, and the necessary advice is provided where applicable:-

### IN-COMMITTEE ITEM

### RECOMMENDATION

THAT the 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 A Green, seconded by Clr D Fish*

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

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell	√	
Clr D F Fish	√	
Clr D Marshall	√	

## **9. PUBLIC QUESTION TIME (SCHEDULED FOR 12.30 PM)**

Public Question Time was held later in the meeting.

### **10.1 Permission to Address Council**

Permission was granted for the following person(s) to address Council:

- Ms Rowena McDougall (President – Oatlands Community Association Inc.) to address Council in relation to Agenda Item 17.2.6.
- Mr Craig Williams to address Council in relation to compliance with quarry works within the municipal area.

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

Nil.

## **11. 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.*

### **11.1 DEVELOPMENT APPLICATIONS**

#### **11.1.1 DEVELOPMENT APPLICATION (DA 2017/68) FOR A PROPOSED ADDITION TO DWELLING & NEW OUTBUILDING AT 75 STANLEY STREET, OATLANDS (CT173640/1), OWNED BY D MARTIN & A RAY**

*File Ref: T 7559552*

**Author:** PLANNING OFFICER (JACQUI TYSON)

**Date:** 15 AUGUST 2017

**Attachment:**

*Development Application documents*

**Enclosure:**

*Representation*

### **PROPOSAL**

The Applicant Warren French (architect) on behalf of the landowners, D. Martin and A. Ray, has applied to the Southern Midlands Council for a Permit under the *Land Use Planning and Approvals Act 1993* ("the Act") to construct additions to the existing dwelling, demolition of an existing outbuilding and construction of a new outbuilding.

The property is known as Langtree's Cottage and is listed on the Tasmanian Heritage Register.

The application has been lodged under the *Southern Midlands Interim Planning Scheme 2015* ("the Planning Scheme").

The land and is zoned General Residential and is within the Oatlands Heritage Precinct. The land is located on the south western corner of Stanley and Marlborough Streets.

Under the Planning Scheme the proposal is defined as development associated with the existing "Residential" use of the land. The proposal is to be assessed against the development standards of the zone and the development standards of the applicable Codes. These matters are described and assessed in this report.

A permit for this type of development is considered at the discretion of Council.

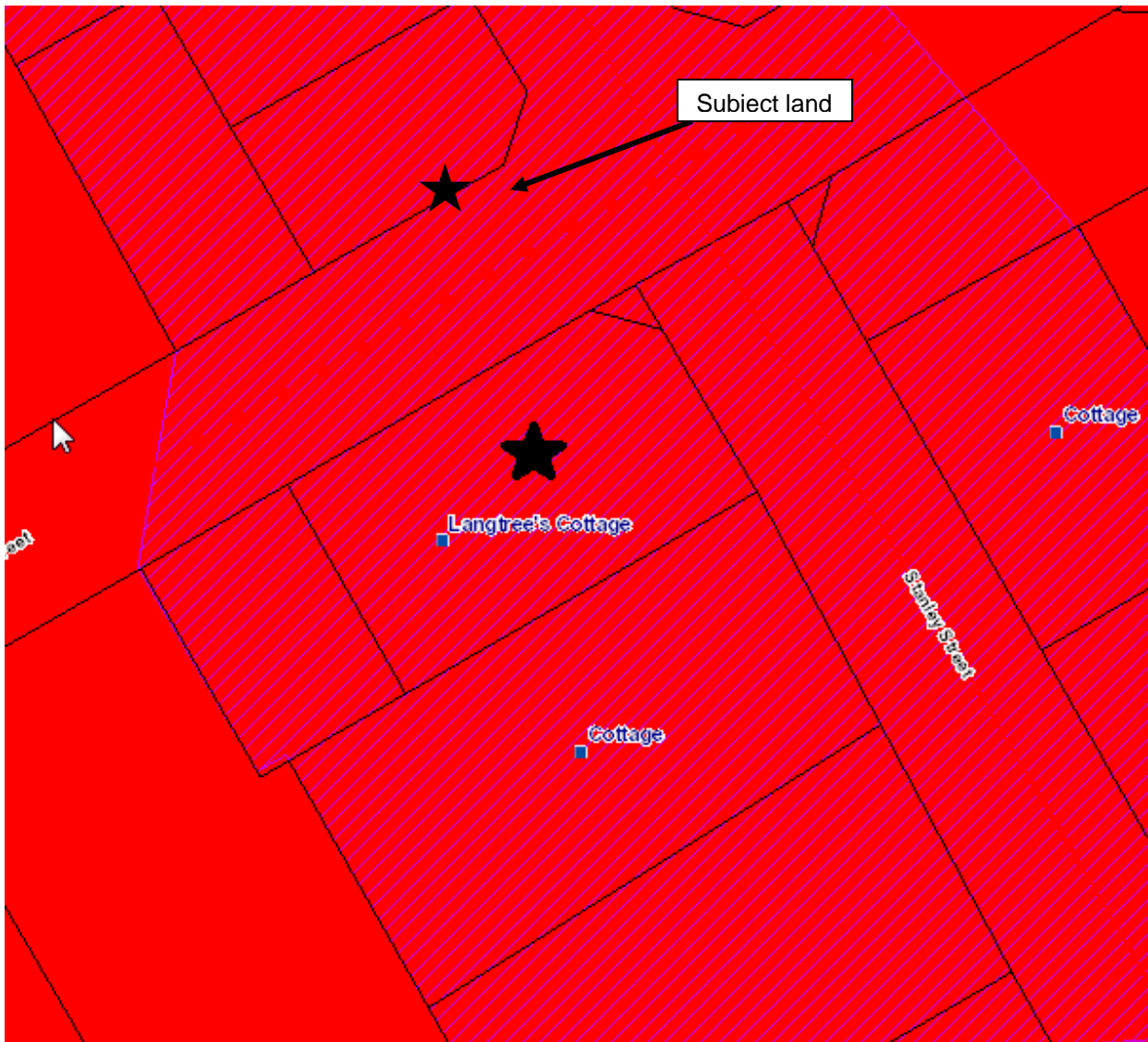
The Council gave notice of the application for public comment for 14 days. During the notification period one (1) representation was received.

This report will assess the proposal against the relevant provisions of the Act and the Scheme. It is recommended that Council refuse to grant a permit.



## THE SITE

Map 1 below shows the land zoning and location of the property.



Map 1\_The subject land and surrounding properties are in the General Residential Zone (red). The property is within the Oatlands Heritage Precinct (hashed area) and the subject land is marked with a black star.



Map 2 \_ Aerial image of the subject land and surrounding area.

## THE APPLICATION

The Applicant has submitted the attached Plans and Drawings to accompany the Development Application form.

Under the proposal the existing weatherboard lean-to addition at the rear (south western) side of the dwelling will be demolished and a new wing will be constructed connected to the sandstone cottage by an atrium. The addition will contain an open plan living space with kitchen and dining area, bathroom and laundry.

The proposal also includes demolition of an existing garage and construction of a new outbuilding. The new outbuilding will be 8m long, 6m wide and have a maximum height of 5.1m at the apex. The outbuilding will be sited 7m from the frontage to Marlborough Street and 4.5m from the south western side boundary. The walls of the dwelling addition and the new outbuilding will be clad in vertical rough sawn *Macrocarpa* siding with a galvanised iron roof.

Council Officers have conducted a site visit and discussed the application with the Applicant and Representor.

## USE/DEVELOPMENT DEFINITION

The proposed use and development is defined, under the Planning Scheme, as development associated with the existing 'Residential – single dwelling' use, which has a No Permit Required status in the General Residential zone.

In this case the property is listed as a Heritage Place on both the Tasmanian Heritage Register and the Planning Scheme and is within the Oatlands Heritage Precinct, making the proposal discretionary.

The development application was referred to the Tasmanian Heritage Council (THC) for assessment as required by the Historic Cultural Heritage Act 1995. The THC advised in the Notice of Heritage Decision dated 11 August 2017 that the proposal has been approved, subject to one condition. If Council decide to approve the development application the THC decision must be attached to the permit.

### ***Use/Development Status under the Planning Scheme***

Due to the requirements of the Historic Heritage Code the application must be considered at the discretion of the Council.

As a discretionary development, the application was advertised in accordance with Section 57 of the Act. Accordingly Council has the discretion to grant a permit or refuse to grant a permit.

### **PUBLIC NOTIFICATION AND REPRESENTATIONS**

The application was advertised on the 26<sup>th</sup> July 2017 for fourteen (14) days. During this period Council received one (1) representation, as detailed in the table below.

<b>Representation 1</b>	<b>Council Officer Comment</b>
In regard to the application of D. Martin ref no 148177/1 to build a shed directly in front of the kitchen and lounge room windows, we strongly objects to this shed for the following reasons.	<i>See comments below.</i>
1. It does not conform to the heritage appearance of the existing property, in fact the whole extension does not conform to the heritage of this property.	<i>The proposal has been designed to complement rather than exactly match the existing cottage.</i>  <i>The design has been revised with input from Heritage Tasmania officers and has now been approved by the Tasmanian Heritage Council.</i>  <i>The proposal is assessed against the requirements of the Historic Heritage Code below and found to comply with the applicable standards.</i>
2. Even though it is 4.5m from our boundary fence it will totally block our existing views from the kitchen and lounge room windows.	<i>Views are not protected by the planning scheme. This is a residential area and it is reasonable to expect development close to boundaries.</i>  <i>If this site was not heritage listed the proposed outbuilding could be approved without a planning permit as it meets all the relevant development standards of the General Residential Zone.</i>

Representation 1	Council Officer Comment
<p>3. The height of the shed is 5.1m high at its highest point and will block natural sunlight that exists at present during winter to my home, this will make that side of my home damp and the ground will remain that way all day.</p>	<p><i>The proposed outbuilding is sited to the eastern side of the representors dwelling, with a similar setback to Marlborough Street.</i></p> <p><i>The outbuilding is setback 4.5m from the shared boundary and the representors house is another 1-1.5m from the boundary, giving a separation of at least 5m between the buildings.</i></p> <p><i>There may be some overshadowing of the neighbouring property in the morning but given the separation and relative orientation this would not be excessive or continue throughout the day.</i></p>
<p>I note on his application that he intends to demolish the existing double garage and shed to recover flag stones ?? If this is the case why not erect his new shed there as it will not cause problems to anyone.</p>	<p><i>The applicant is free to choose where they locate development on the property provided that the planning scheme standards are satisfied, which they are in this case.</i></p>

## ASSESSMENT - THE SOUTHERN MIDLANDS INTERIM PLANNING SCHEME

### General Residential Zone

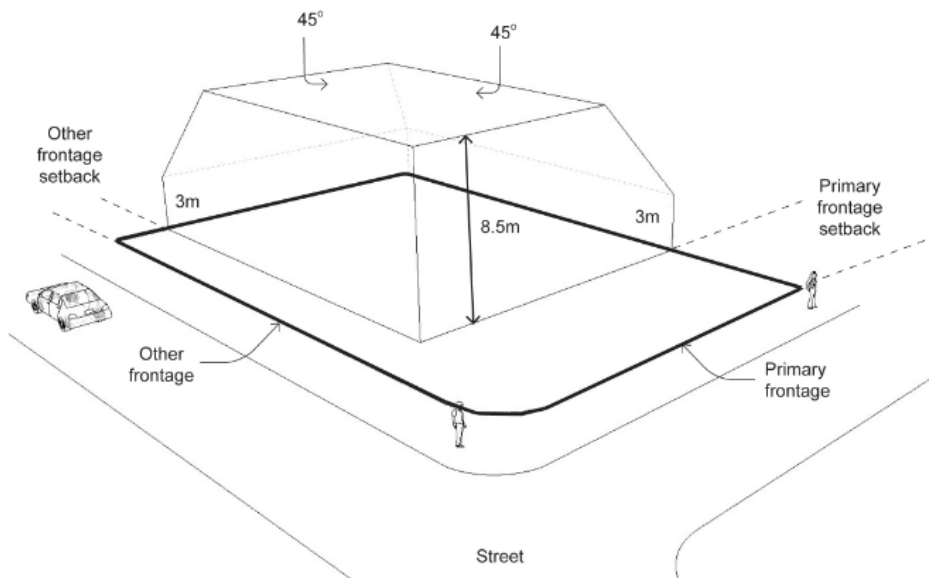
The subject site is in the General Residential Zone. The proposal must satisfy the requirements of the following relevant development standards of this zone:

<b>Setbacks and building envelope for all dwellings</b>		
<p>To control the siting and scale of dwellings to:</p> <ul style="list-style-type: none"> <li>(a) provide reasonably consistent separation between dwellings on adjacent sites and a dwelling and its frontage; and</li> <li>(b) assist in the attenuation of traffic noise or any other detrimental impacts from roads with high traffic volumes; and</li> <li>(c) provide consistency in the apparent scale, bulk, massing and proportion of dwellings; and</li> <li>(d) provide separation between dwellings on adjacent sites to provide reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space.</li> </ul>		
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>	<b>OFFICER COMMENT</b>
<p>A1</p> <p>Unless within a building area, a dwelling, excluding protrusions (such as eaves, steps, porches, and awnings) that extend not more than 0.6 m into the frontage setback, must have a setback from a frontage that is:</p> <ul style="list-style-type: none"> <li>(a) if the frontage is a</li> </ul>	<p>P1</p> <p>A dwelling must:</p> <ul style="list-style-type: none"> <li>(a) have a setback from a frontage that is compatible with the existing dwellings in the street, taking into account any topographical constraints; and</li> <li>(b) if abutting a road</li> </ul>	<p><i>The existing cottage is sited 4m from the frontage to Stanley Street. This setback will not be changed by the proposal.</i></p> <p><i>The proposed addition and new outbuilding are to be sited 7m from the frontage to Marlborough Street, complying with the Acceptable Solution part (b).</i></p>

<p>primary frontage, at least 4.5 m, or, if the setback from the primary frontage is less than 4.5 m, not less than the setback, from the primary frontage, of any existing dwelling on the site; or</p> <p>(b) if the frontage is not a primary frontage, at least 3 m, or, if the setback from the frontage is less than 3 m, not less than the setback, from a frontage that is not a primary frontage, of any existing dwelling on the site; or</p> <p>(c) if for a vacant site with existing dwellings on adjoining sites on the same street, not more than the greater, or less than the lesser, setback for the equivalent frontage of the dwellings on the adjoining sites on the same street; or</p> <p>(d) if the development is on land that abuts a road specified in Table 10.4.2, at least that specified for the road.</p>	<p>identified in Table 10.4.2, include additional design elements that assist in attenuating traffic noise or any other detrimental impacts associated with proximity to the road.</p>	
<p>A2</p> <p>A garage or carport must have a setback from a primary frontage of at least:</p> <p>(a) 5.5 m, or alternatively 1 m behind the façade of the dwelling; or</p> <p>(b) the same as the dwelling façade, if a portion of the dwelling gross floor area is located above the garage or carport; or</p> <p>(c) 1 m, if the natural ground level slopes up or down at a gradient steeper than 1 in 5 for a distance of 10 m from the frontage.</p>	<p>P2</p> <p>A garage or carport must have a setback from a primary frontage that is compatible with the existing garages or carports in the street, taking into account any topographical constraints.</p>	<p><i>The primary frontage of this property is Stanley Street, as this is defined as the frontage with the shortest dimensions.</i></p> <p><i>The proposed garage is sited behind the house and over 30m from Stanley Street and 7m from Marlborough Street. This easily complies with the Acceptable Solution part (a).</i></p>

<p>A3</p> <p>A dwelling, excluding outbuildings with a building height of not more than 2.4 m and protrusions (such as eaves, steps, porches, and awnings) that extend not more than 0.6 m horizontally beyond the building envelope, must:</p> <p>(a) be contained within a building envelope (refer to Diagrams 10.4.2A, 10.4.2B, 10.4.2C and 10.4.2D) determined by:</p> <p>(i) a distance equal to the frontage setback or, for an internal lot, a distance of 4.5 m from the rear boundary of a lot with an adjoining frontage; and</p> <p>(ii) projecting a line at an angle of 45 degrees from the horizontal at a height of 3 m above natural ground level at the side boundaries and a distance of 4 m from the rear boundary to a building height of not more than 8.5 m above natural ground level; and</p> <p>(b) only have a setback within 1.5 m of a side boundary if the dwelling:</p> <p>(i) does not extend beyond an existing building built on or within 0.2 m of the boundary of the adjoining lot; or</p> <p>(ii) does not exceed a total length of 9 m or one-third the length of the side boundary (whichever is the lesser).</p>	<p>P3</p> <p>The siting and scale of a dwelling must:</p> <p>(a) not cause unreasonable loss of amenity by:</p> <p>(i) reduction in sunlight to a habitable room (other than a bedroom) of a dwelling on an adjoining lot; or</p> <p>(ii) overshadowing the private open space of a dwelling on an adjoining lot; or</p> <p>(iii) overshadowing of an adjoining vacant lot; or</p> <p>(iv) visual impacts caused by the apparent scale, bulk or proportions of the dwelling when viewed from an adjoining lot; and</p> <p>(b) provide separation between dwellings on adjoining lots that is compatible with that prevailing in the surrounding area.</p>	<p><i>The dwelling addition is sited 6.5m from the Marlborough Street frontage and around 7.5m from the south eastern side boundary.</i></p> <p><i>The new outbuilding will be sited 7m from the Marlborough Street frontage and 4.5m from the south western boundary.</i></p> <p><i>Both the addition and the outbuilding will be sited well within the relevant building envelope for a corner lot as described in Diagram 10.4.2C, shown below.</i></p>
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Diagram 10.4.2C. Building envelope for corner lots as required by subclause 10.4.2 A3(a)



**Site coverage and private open space for all dwellings**

To provide:

- (a) for outdoor recreation and the operational needs of the residents; and
- (b) opportunities for the planting of gardens and landscaping; and
- (c) private open space that is integrated with the living areas of the dwelling; and
- (d) private open space that has access to sunlight.

Acceptable Solutions	Performance Criteria	OFFICER COMMENT
<p>A1 Dwellings must have:</p> <ul style="list-style-type: none"> <li>(a) a site coverage of not more than 50% (excluding eaves up to 0.6m); and</li> <li>(b) for multiple dwellings, a total area of private open space of not less than 60m<sup>2</sup> associated with each dwelling, unless the dwelling has a finished floor level that is entirely more than 1.8m above the finished ground level (excluding a garage, carport or entry foyer); and</li> <li>(c) a site area of which at least 25% of the site area is free from impervious surfaces.</li> </ul>	<p>P1 Dwellings must have:</p> <ul style="list-style-type: none"> <li>(a) private open space that is of a size and dimensions that are appropriate for the size of the dwelling and is able to accommodate:                             <ul style="list-style-type: none"> <li>(i) outdoor recreational space consistent with the projected requirements of the occupants and, for multiple dwellings, take into account any communal open space provided for this purpose within the development; and</li> <li>(ii) operational needs, such as clothes drying and storage; and</li> </ul> </li> <li>(b) reasonable space for the planting of gardens and landscaping.</li> </ul>	<p><i>The site has an area of 1844m<sup>2</sup>.</i></p> <p><i>The existing sandstone cottage is approximately 100m<sup>2</sup>, the dwelling addition will be 111 m<sup>2</sup> and the proposed outbuilding will be 48m<sup>2</sup>.</i></p> <p><i>The overall developed area of 259m<sup>2</sup> will result in site coverage of approximately 14%, easily complying with the Acceptable Solution.</i></p>

<p>A2                  A dwelling must have an area of private open space that:</p> <p>(a) is in one location and is at least:</p> <p>(i) 24 m<sup>2</sup>; or                  (ii) 12 m<sup>2</sup>, if the dwelling is a multiple dwelling with a finished floor level that is entirely more than 1.8 m above the finished ground level (excluding a garage, carport or entry foyer); and</p> <p>(b) has a minimum horizontal dimension of:</p> <p>(i) 4 m; or                  (ii) 2 m, if the dwelling is a multiple dwelling with a finished floor level that is entirely more than 1.8 m above the finished ground level (excluding a garage, carport or entry foyer); and</p> <p>(c) is directly accessible from, and adjacent to, a habitable room (other than a bedroom); and</p> <p>(d) is not located to the south, south-east or south-west of the dwelling, unless the area receives at least 3 hours of sunlight to 50% of the area between 9.00am and 3.00pm on the 21st June; and</p> <p>(e) is located between the dwelling and the frontage, only if the frontage is orientated between 30 degrees west of north and 30 degrees east of north, excluding any dwelling located behind another on the same site; and</p> <p>(f) has a gradient not steeper than 1 in 10; and</p>	<p>P2                  A dwelling must have private open space that:</p> <p>(a) includes an area that is capable of serving as an extension of the dwelling for outdoor relaxation, dining, entertaining and children’s play and that is:</p> <p>(i) conveniently located in relation to a living area of the dwelling; and                  (ii) orientated to take advantage of sunlight.</p>	<p><i>The dwelling has generous areas of level private open space including a verandah that will receive adequate solar access and can be accessed directly from the living space in accordance with the requirements of the Acceptable Solution.</i></p>
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(g) is not used for vehicle access or parking.		
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**Sunlight and overshadowing for all dwellings**

To provide:

- (a) the opportunity for sunlight to enter habitable rooms (other than bedrooms) of dwellings; and
- (b) separation between dwellings on the same site to provide reasonable opportunity for daylight and sunlight to enter habitable rooms and private open space.

Acceptable Solutions	Performance Criteria	OFFICER COMMENT
A1 A dwelling must have at least one habitable room (other than a bedroom) in which there is a window that faces between 30 degrees west of north and 30 degrees east of north (see Diagram 10.4.4A).	P1 A dwelling must be sited and designed so as to allow sunlight to enter at least one habitable room (other than a bedroom).	<i>The proposed addition will have extensive glazing on the north western elevation. This complies with the Acceptable Solution.</i>

**Width of openings for garages and carports for all dwellings**

To reduce the potential for garage or carport openings to dominate the primary frontage.

Acceptable Solutions	Performance Criteria	OFFICER COMMENT
A1 A garage or carport within 12 m of a primary frontage (whether the garage or carport is free-standing or part of the dwelling) must have a total width of openings facing the primary frontage of not more than 6 m or half the width of the frontage (whichever is the lesser).	P1 A garage or carport must be designed to minimise the width of its openings that are visible from the street, so as to reduce the potential for the openings of a garage or carport to dominate the primary frontage.	<i>The garage elevation facing Marlborough Street is only 6m wide and the door will be less than half the total width, easily complying with this standard.</i>

**Parking and Access Code**

The Parking and Access Code applies to all development. A single dwelling containing 2 or more bedrooms requires at least 2 parking spaces to be provided onsite.

In this case the site has an existing vehicular access from Marlborough Street that will continue to be used. The proposed outbuilding does not appear to be designed for use as a garage due to the size and location of the doors. There is sufficient space on the site to park at least 2 cars behind the building line between the outbuilding and the garage.

This complies with the requirements of the Code.

**Stormwater Management Code**

The stormwater code applies to all development requiring the management of stormwater. Stormwater from the development will be able to be disposed of to the public stormwater system, complying with the standards of the code.

**Historic Heritage Code**

The purpose of the Historic Heritage Code is to recognise and protect the historic cultural heritage significance of places, precincts, landscapes and areas of archaeological potential by regulating development that may impact on their values, features and characteristics.

In this case the property is listed as a Heritage Place in the Code and on the Tasmanian Heritage Register and is also within the Oatlands Heritage Precinct. The proposal has been approved by the Tasmanian Heritage Council.

**Development Standards for Heritage Places**

<b>E13.7.1 Demolition</b>		
To ensure that demolition in whole or part of a heritage place does not result in the loss of historic cultural heritage values unless there are exceptional circumstances.		
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>	<b>OFFICER COMMENT</b>
A1  No Acceptable Solution	P1  Demolition must not result in the loss of significant fabric, form, items, outbuildings or landscape elements that contribute to the historic cultural heritage significance of the place unless all of the following are satisfied;  (a) there are, environmental, social, economic or safety reasons of greater value to the community than the historic cultural heritage values of the place; (b) there are no prudent and feasible alternatives;  (c) important structural or façade elements that can feasibly be retained and reused in a new structure, are to be retained;  (d) significant fabric is documented before demolition.	<i>The proposal includes the demolition of a modern outbuilding, which is exempt from this Code and demolition of a lean-to addition to the original cottage.</i>  <i>The lean-to is not original and is in poor condition. It is considered that demolition of this structure will not result in the loss of significant heritage value.</i>

**E13.7.2 Buildings and Works other than Demolition**

To ensure that development at a heritage place is:

- (a) undertaken in a sympathetic manner which does not cause loss of historic cultural heritage significance; and
- (b) designed to be subservient to the historic cultural heritage values of the place and responsive to its dominant characteristics.

<b>Acceptable Solutions</b>	<b>Performance Criteria</b>	<b>OFFICER COMMENT</b>
<p>A1</p> <p>No Acceptable Solution</p>	<p>P1</p> <p>Development must not result in any of the following:</p> <p>(a) loss of historic cultural heritage significance to the place through incompatible design, including in height, scale, bulk, form, fenestration, siting, materials, colours and finishes;</p> <p>(b) substantial diminution of the historic cultural heritage significance of the place through loss of significant streetscape elements including plants, trees, fences, walls, paths, outbuildings and other items that contribute to the significance of the place.</p>	<p><i>It is considered that the proposed addition and new outbuilding are compatible with the heritage place.</i></p> <p><i>The proposal will replace existing unoriginal elements (lean-to and garage) with modern facilities designed with consideration of the heritage values, with input from officers of Heritage Tasmania.</i></p> <p><i>The streetscape view from Stanley Street will be largely unchanged.</i></p>
<p>A2</p> <p>No Acceptable Solution</p>	<p>P2</p> <p>Development must be designed to be subservient and complementary to the place through characteristics including:</p> <p>(a) scale and bulk, materials, built form and fenestration;</p> <p>(b) setback from frontage;</p> <p>(c) siting with respect to buildings, structures and listed elements;</p> <p>(d) using less dominant materials and colours.</p>	<p><i>The proposed addition and new outbuilding are of a modest scale and use design elements such as roof pitch and window placement to respond to the heritage characteristics of the place.</i></p> <p><i>The setbacks are appropriate for the site and area.</i></p> <p><i>The proposed external cladding materials (vertical timber and galvanised iron) will provide contrast with the sandstone cottage while also being of natural finish and recessive colours.</i></p>
<p>A3</p> <p>No Acceptable Solution</p>	<p>P3</p> <p>Materials, built form and fenestration must respond to the dominant heritage characteristics of the place, but any new fabric should be readily identifiable as such.</p>	<p><i>The inclusion of the atrium and use of a different building material will provide clear separation between the heritage and modern elements.</i></p>
<p>A4</p>	<p>P4</p>	<p><i>It is considered that the</i></p>

No Acceptable Solution	Extensions to existing buildings must not detract from the historic cultural heritage significance of the place.	<i>proposed extension is appropriately sited and designed so that it will not detract from the heritage significance of the place.</i>
A5 No Acceptable Solution	P5 New front fences and gates must be sympathetic in design, (including height, form, scale and materials), to the style, period and characteristics of the building to which they belong.	<i>The proposal does not include any new frontage fences.</i>

**Development Standards for Heritage Precincts**

<b>E13.8.2 Buildings and Works other than Demolition</b>		
To ensure that development undertaken within a heritage precinct is sympathetic to the character of the precinct.		
<b>Acceptable Solutions</b>	<b>Performance Criteria</b>	<b>OFFICER COMMENT</b>
A1 No Acceptable Solution	P1 Design and siting of buildings and works must not result in detriment to the historic cultural heritage significance of the precinct, as listed in Table E13.2.	<i>“Table 13.2” is included in this report, below.</i>  <i>The design and siting of the proposed addition and outbuilding are considered to be consistent with the historic cultural heritage significance of the Oatlands Precinct.</i>
A2 No Acceptable Solution	P2 Design and siting of buildings and works must comply with any relevant design criteria / conservation policy listed in Table E13.2, except if a heritage place of an architectural style different from that characterising the precinct.	<i>The design and siting of the proposed works are considered to be in accordance with the design criteria/conservation policy listed in Table E13.2.</i>
A3 No Acceptable Solution	P3 Extensions to existing buildings must not detract from the historic cultural heritage significance of the precinct.	<i>The proposed addition to the dwelling is sited to minimise visibility from the primary frontage of the property (Stanley Street) and is designed to complement the heritage character of the building in terms of height, scale, roof pitch and form.</i>
A4	P4	<i>No fencing is proposed.</i>

<p>New front fences and gates must accord with original design, based on photographic, archaeological or other historical evidence.</p>	<p>New front fences and gates must be sympathetic in design, (including height, form, scale and materials), and setback to the style, period and characteristics of the precinct.</p>	
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**TABLE 13.2 - Oatlands Township Precinct**

The Oatlands Township Precinct is of historic cultural heritage significance because:

- a) it demonstrates a township comprising a concentration of highly intact historic buildings of the Old Colonial Georgian and Victorian Georgian styles;
- b) the density of historic buildings of similar architectural styles and periods in Oatlands contributes to a highly intact streetscape character;
- c) it demonstrates the evolution and settlement patterns of Tasmania in the early-mid nineteenth century, as a township transport routes joining the north and south of the State, and as an intended central capital associated with the pastoral activity of the Midlands area;
- d) its predominant building material of sandstone, as a source of local materials, and reflecting the differing economies of labour and construction at the time;
- e) it demonstrates the theme of convictism, through the use of sandstone, links to transport, and the many buildings in the township associated with convicts;
- f) it has the largest number of sandstone buildings within a township setting in Australia;

**Design Criteria/Conservation Policy**

**1. The design and siting of buildings and works must satisfy the following criteria:**

- a) scale, roof pitch, building height, form, bulk, rhythm, materials and colour of new buildings and additions to existing buildings should respect the principles of the Georgian architectural style dominant in the precinct, except if an addition to a heritage listed building of a non-dominant architectural style in which case consistency with that style is required;
- b) building setback from frontage must provide a strong edge to Main Street and be parallel to the street;
- c) buildings must address the street, unless at the rear of a site;
- d) buildings must not visually dominate the streetscape or buildings at places listed in Table.13.1
- e) architectural details and openings for windows and doors to visually prominent facades must respect the Georgian architectural style dominant in the precinct in terms of style, size, proportion and position;
- f) external wall building material must be any of the following:
  - i. sandstone of a colour matching that commonly found in Oatlands' buildings
  - ii. weatherboard (traditional profiles);
  - iii. rendered, painted or lime wash brickwork;
  - iv. unpainted brick of a traditional form and colour laid with a traditional bond;
  - v. traditional Tasmanian vertical board (non-residential buildings only);
  - vi. corrugated profile steel cladding, painted/colorbond or galvanised iron (not 'zincalume' or similar) (outbuildings only);
- g) roof form and material must be consistent with the following:
  - i. pitch between 30 and 40 degrees and hipped or gable if a major part of the building;
  - ii. pitch less than 30 degrees and skillion if a minor part of the building at the rear;

- iii. avoidance of large unbroken expanses of roof and very long roof lines
  - iv. roof material either custom orb (corrugated profile) sheeting, timber shingles, and slate. Steel sheeting must be either traditional galvanised iron or painted;
  - v. guttering is rounded profile, with downpipes of circular cross-section:
  - h) wall height sufficient to provide for lintels above doors and windows, with wall space above;
  - i) outbuildings generally to have a gabled, corrugated roof with an angle of pitch matching that of the primary building on the land, and with differentiated colouring of the exterior walls and roof so as to also approximate that of the primary building on the land;
  - j) fences along frontages must be:
    - a. (between 900mm and 1000mm high, with a maximum of 1200mm for posts;
    - b. (vertically articulated, (such as with dowel-and-rail, picket or palisade fences);
    - c. “semi-transparent” in appearance, that is, the distance between dowels or pickets, etc., must be such that the fence does not appear ‘solid’.
- 2. Subdivision must satisfy the following criteria:**
- a) maintain and extend the existing recto-linear grid pattern of streets;
  - b) provide for a variety of lot sizes;
  - c) where appropriate off High Street provide a traditional ‘soft edge’ design approach for stormwater and footpath works.

## CONCLUSION

The report has assessed a Development Application for proposed additions to an existing dwelling, demolition of an existing outbuilding and construction of a new outbuilding at the 75 Stanley Street, Oatlands.

One (1) representation was made to Council with concerns regarding the siting and height of the new outbuilding and impacts on the heritage values of the property. These concerns have been considered and are addressed above.

The proposal has been found to comply with all the relevant standards of the Rural Resource Zone and the applicable Codes, particularly the Historic Heritage Code.

It is recommended that the Application be approved and a Permit issued with conditions and advice.

## RECOMMENDATION

THAT, in accordance with the provisions of the *Southern Midlands Interim Planning Scheme 2015* and section 57 of the *Land Use Planning & Approvals Act 1993*, Council APPROVE the Development Application (DA 2017/68) for an Addition to a Dwelling & New Outbuilding at 75 Stanley Street, Oatlands (CT173640/1), owned by D Martin & A Ray, Applicant Warren French and that a permit be issued with the following conditions:

## CONDITIONS

### *General*

- 1) The use or development must be carried out substantially in accordance with the application for planning approval, the endorsed drawings and with the conditions of this permit and must not be altered or extended without the further written approval of Council.

- 2) This permit shall not take effect and must not be acted on until 15 days after the date of receipt of this letter or the date of the last letter to any representor, which ever is later, in accordance with section 53 of the Land Use Planning And Approvals Act 1993.

*Approved Use*

- 3) The outbuilding is approved as ancillary to the Residential use only and must not be used for any other purpose unless in accordance with a permit issued by Council or as otherwise permitted by Council's planning scheme.

*External finishes*

- 4) All external metal building surfaces must be clad in non-reflective pre-coated metal sheeting or painted to the satisfaction of the Council's Manager of Development and Environmental Services.

*Heritage Tasmania*

- 5) Compliance with any conditions or requirements of the Tasmanian Heritage Council in the attached 'Notice of Heritage Decision' No. 5353 dated 11 August 2017.

*Parking & Access*

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

*Services*

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

*Stormwater*

- 8) Drainage from the proposed development must drain to a legal discharge point to the satisfaction of Councils Manager Development & Environmental Services.

*Construction Amenity*

- 9) The development must only be carried out between the following hours unless otherwise approved by the Council's Manager of Development and Environmental Services:

Monday to Friday	7:00 a.m. to 6:00 p.m.
Saturday	8:00 a.m. to 6:00 p.m.
Sunday and State-wide public holidays	10:00 a.m. to 6:00 p.m.

- 10) All works associated with the development of the land shall be carried out in such a manner so as not to unreasonably cause injury to, or prejudice or affect the amenity, function and safety of any adjoining or adjacent land, and of any person therein or in the vicinity thereof, by reason of:
  - a. Emission of noise, artificial light, vibration, odour, fumes, smoke, vapour, steam, ash, dust, waste water, waste products, grit or otherwise.
  - b. The transportation of materials, goods and commodities to and from the land.
  - c. Obstruction of any public footway or highway.
  - d. Appearance of any building, works or materials.

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

The following advice applies to this permit:

- A. This Planning Permit does not imply that any other approval required under any other legislation has been granted.
- B. This Planning Permit is in addition to the requirements of the Building Act 2016. Approval in accordance with the Building Act 2016 is required to be obtained prior to construction.



## **DECISION**

*Moved by Cllr R Campbell, seconded by Deputy Mayor A Green*

**THAT, in accordance with the provisions of the *Southern Midlands Interim Planning Scheme 2015* and section 57 of the *Land Use Planning & Approvals Act 1993*, Council APPROVE the Development Application (DA 2017/68) for an Addition to a Dwelling & New Outbuilding at 75 Stanley Street, Oatlands (CT173640/1), owned by D Martin & A Ray, Applicant Warren French and that a permit be issued with the following conditions:**

## **CONDITIONS**

### ***General***

- 1) The use or development must be carried out substantially in accordance with the application for planning approval, the endorsed drawings and with the conditions of this permit and must not be altered or extended without the further written approval of Council.
- 2) This permit shall not take effect and must not be acted on until 15 days after the date of receipt of this letter or the date of the last letter to any representor, whichever is later, in accordance with section 53 of the land Use Planning And Approvals Act 1993.

### ***Approved Use***

- 3) The outbuilding is approved as ancillary to the Residential use only and must not be used for any other purpose unless in accordance with a permit issued by Council or as otherwise permitted by Council's planning scheme.

### ***External finishes***

- 4) All external metal building surfaces must be clad in non-reflective pre-coated metal sheeting or painted to the satisfaction of the Council's Manager of Development and Environmental Services.

### ***Heritage Tasmania***

- 5) Compliance with any conditions or requirements of the Tasmanian Heritage Council in the attached 'Notice of Heritage Decision' No. 5353 dated 11 August 2017.

### ***Parking & Access***

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

### ***Services***

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

### ***Stormwater***

- 8) Drainage from the proposed development must drain to a legal discharge point to the satisfaction of Councils Manager Development & Environmental Services.

**Construction Amenity**

9) The development must only be carried out between the following hours unless otherwise approved by the Council’s Manager of Development and Environmental Services:

Monday to Friday	7:00 a.m. to 6:00 p.m.
Saturday	8:00 a.m. to 6:00 p.m.
Sunday and State-wide public holidays	10:00 a.m. to 6:00 p.m.

10) All works associated with the development of the land shall be carried out in such a manner so as not to unreasonably cause injury to, or prejudice or affect the amenity, function and safety of any adjoining or adjacent land, and of any person therein or in the vicinity thereof, by reason of:

- a. Emission of noise, artificial light, vibration, odour, fumes, smoke, vapour, steam, ash, dust, waste water, waste products, grit or otherwise.
- b. The transportation of materials, goods and commodities to and from the land.
- c. Obstruction of any public footway or highway.
- d. Appearance of any building, works or materials.
- e. Any accumulation of vegetation, building debris or other unwanted material must be disposed of by removal from the site in an approved manner. No burning of such materials on site will be permitted unless approved in writing by the Council’s Manager of Development and Environmental Services.

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

12) The developer must make good and/or clean any footpath, road surface or other element damaged or soiled by the development to the satisfaction of the Council’s Manger of Works and Technical Services.

The following advice applies to this permit:

- A. This Planning Permit does not imply that any other approval required under any other legislation has been granted.
- B. This Planning Permit is in addition to the requirements of the Building Act 2016. Approval in accordance with the Building Act 2016 is required to be obtained prior to construction.

**CARRIED**

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell	√	
Clr D F Fish	√	
Clr D Marshall	√	



**APPLICATION FOR PLANNING PERMIT – USE AND DEVELOPMENT**  
**Residential 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: D I MARTIN & A N RAY

Postal Address: 75 STANLEY ST Phone No: 0418527784.  
OATLANDS 7120 Fax No:

Email address:

Applicant Name (if not owner): WARREN FRENCH ARCHITECT O.B.O MARTIN & RAY

Postal Address: .55 WILLIAM ST Phone No: 0417566964.  
WESTBURY 7303 Fax No:

Email address: wdfrench@iinet.net.au

Description of proposed use and/or development:

Address of new use and development: 75 STANLEY ST, OATLANDS

Certificate of Title No: Volume No 148177-1 Lot No:

Description of proposed use or development: ① HOUSE EXTENSION  
② NEW OUTBUILDING.

ie: New Dwelling /Additions/  
Demolition / Shed / Farm Building  
/ Carport / Swimming Pool or  
detail other etc.

Current use of land and buildings: RESIDENTIAL

Eg. Are there any existing  
buildings on this title?  
If yes, what is the main building  
used as?

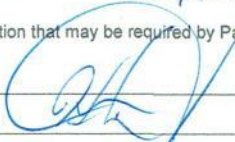
Is the property Heritage Listed  
Please tick ✓ answer  
Yes  No

Address all correspondence to:  
The General Manager, PO Box 21, Oatlands, Tasmania 7120  
Or by Email Address: [mail@southernmidlands.tas.gov.au](mailto:mail@southernmidlands.tas.gov.au) 'in single PDF file format'  
Phone (03) 62593011,



Proposed Material	What are the proposed external wall colours	TIMBER NATURAL	What is the proposed roof colour	GALVANISED
	What is the proposed new floor area m <sup>2</sup> .	RES 92m <sup>2</sup> o/s 48m <sup>2</sup>	What is the estimated value of all the new work proposed:	\$

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

Signed Declaration 

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:

- 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.
- 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   
 (if not the Owner)

Applicant Name (Please print)  
 WARREN FRENCH

Date  
 26/6/2017

Land Owner(s) Signature

Land Owners Name (please print)

Date

Land Owner(s) Signature

Land Owners Name (please print)

Date

Address all correspondence to:  
 The General Manager, PO Box 21, Oatlands, Tasmania 7120  
 Development & Environmental Services Office is located at 85 Main Street, Kempton Tas 7030  
 Applications can be submitted by email [mail@southernmidlands.tas.gov.au](mailto:mail@southernmidlands.tas.gov.au)

PROPOSED EXTENSION AND OUTBUILDING FOR  
**D I MARTIN & A N RAY**  
AT  
75 STANLEY STREET, OATLANDS

SHEET 1	SITE PLAN
SHEET 2	PROPOSED PLAN HOUSE EXTENSION
SHEET 3	ELEVATIONS HOUSE EXTENSION
SHEET 4	PLAN & ELEVATIONS OUTBUILDING
SHEET 5	DETAIL SECTION - ATRIUM

**SUMMARY**  
**Title Reference:** CT 148177/1  
**PID:** 7559552  
**Building Size:**  
 Class 1 Dwelling: Add 111m<sup>2</sup>  
 Class 10a Outbuilding: 48m<sup>2</sup>  
**Design Wind Speed:** N3  
**Soil Classification:** To be determined  
**Climate Zone:** 7  
**BAL Rating:** To be determined



(C)

FEBRUARY 2017

BUILDING PRACTITIONER ACCREDITATION NO. CC290W.  
ARCHITECTS REGISTRATION BOARD NO. 676.

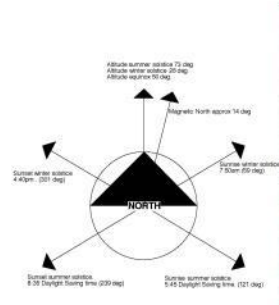


Photo 1

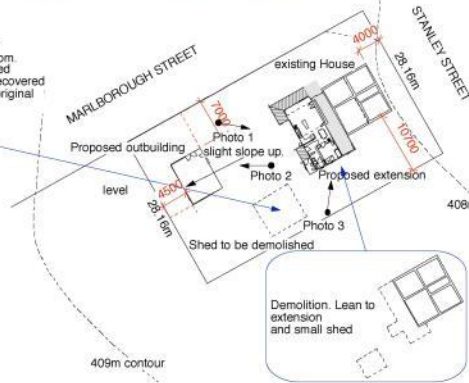


Photo 2



Photo 3

**NOTE:**  
 This building is of deteriorated corrugated iron construction on timber frames of inadequate size. It does not have full headroom. It appears to have been built on the footprint of a previous shed which included a flagstone floor. These flagstones are to be recovered and reused as flooring in the proposed atrium connecting the original cottage to the new extension.

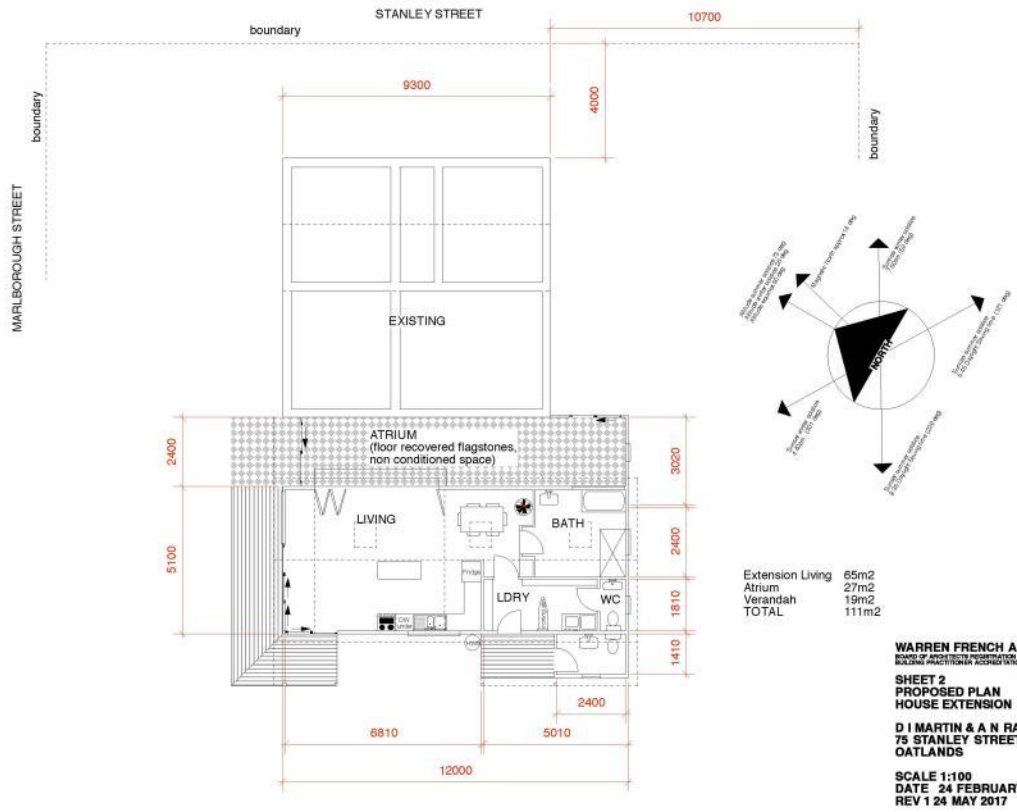


WARREN FRENCH ARCHITECT.  
 BOARD OF ARCHITECTS REGISTRATION NO. 676  
 BUILDING PRACTITIONER ACCREDITATION NO. CC290W.

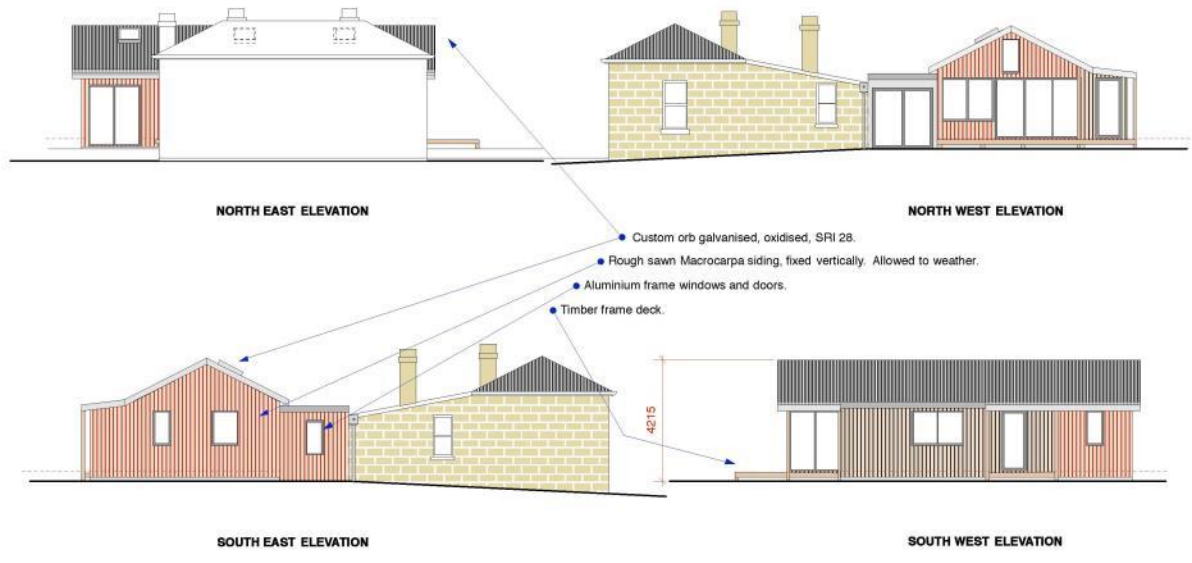
SHEET 1  
 SITE PLAN

D I MARTIN & A N RAY  
 75 STANLEY STREET,  
 OATLANDS

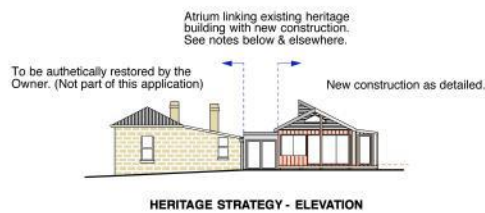
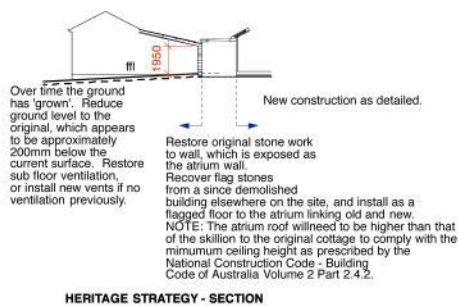
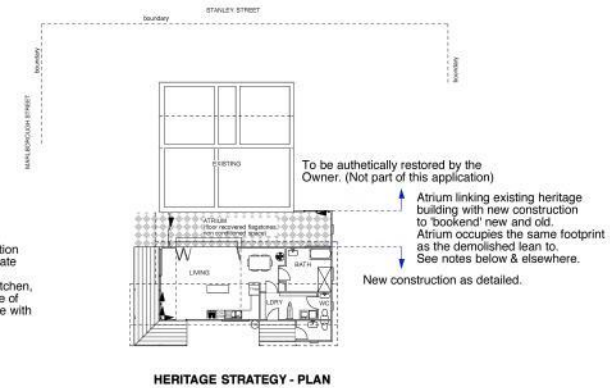
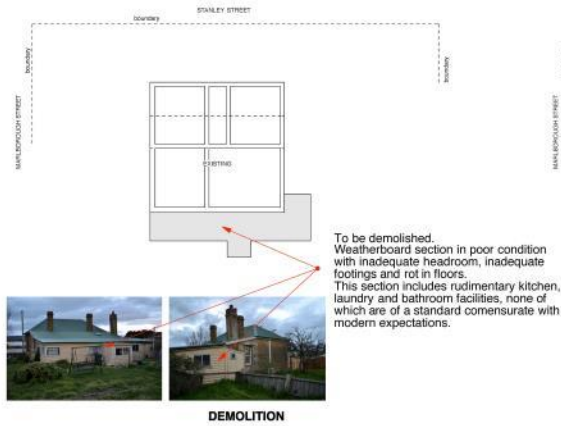
SCALE 1:500  
 DATE 24 FEBRUARY 2017  
 REV 19 JULY 2017



**WARREN FRENCH ARCHITECT.**  
BOARD OF ARCHITECTS REGISTRATION NO. 674  
 BUILDING PRACTITIONER REGISTRATION NO. 020206  
**SHEET 2**  
**PROPOSED PLAN**  
**HOUSE EXTENSION**  
**D I MARTIN & A N RAY**  
**75 STANLEY STREET,**  
**OATLANDS**  
**SCALE 1:100**  
**DATE 24 FEBRUARY 2017**  
**REV 1 24 MAY 2017**



**WARREN FRENCH ARCHITECT.**  
BOARD OF ARCHITECTS REGISTRATION NO. 674  
 BUILDING PRACTITIONER REGISTRATION NO. 020206  
**SHEET 3**  
**PROPOSED ELEVATIONS**  
**HOUSE EXTENSION**  
**D I MARTIN & A N RAY**  
**75 STANLEY STREET,**  
**OATLANDS**  
**SCALE 1:100**  
**DATE 24 FEBRUARY 2017**  
**REV 1 24 MAY 2017**

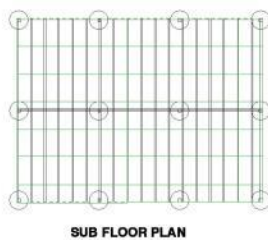
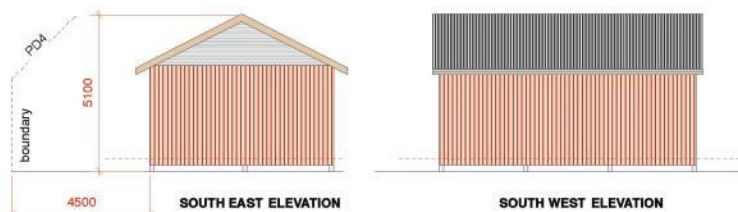
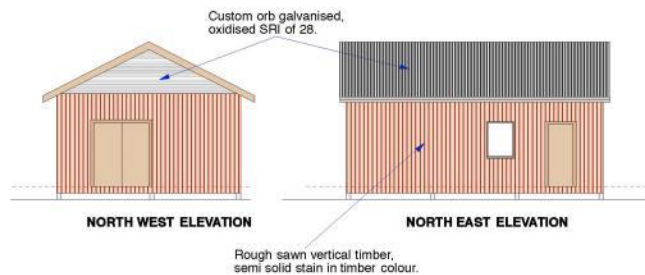
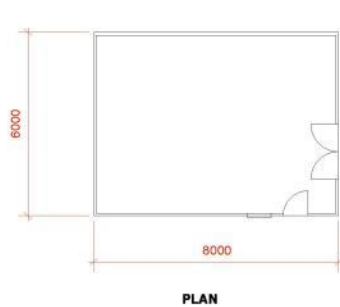


WARREN FRENCH ARCHITECT.  
BOARD OF ARCHITECTS ACCREDITATION NO. 25  
BUILDING PRACTITIONER ACCREDITATION NO. 100209W

SHEET 4  
HERITAGE STRATEGY (1)

D I MARTIN & A N RAY  
75 STANLEY STREET,  
OATLANDS

SCALE 1:200 (at A3)  
DATE 29 MARCH 2017



WARREN FRENCH ARCHITECT.  
BOARD OF ARCHITECTS ACCREDITATION NO. 25  
BUILDING PRACTITIONER ACCREDITATION NO. 100209W

SHEET 4  
PROPOSED PLAN & ELEVATIONS  
OUTBUILDING

D I MARTIN & A N RAY  
75 STANLEY STREET,  
OATLANDS

SCALE 1:100  
DATE 24 FEBRUARY 2017



## RESULT OF SEARCH

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980



### SEARCH OF TORRENS TITLE

VOLUME	FOLIO
148177	1
EDITION	DATE OF ISSUE
2	10-Nov-2015

SEARCH DATE : 24-Feb-2017

SEARCH TIME : 02.43 PM

### DESCRIPTION OF LAND

Town of OATLANDS

Lot 1 on Plan 148177

Being the land described in Conveyance No. 29/0516

Excepting thereout Lot 1 on plan S.P. 18846 & Lot 1 on plan D.  
49664

Derivation : Part of Lot 1 (2a-2r-0p) granted to Harriett  
Langtree.

Derived from A23307

### SCHEDULE 1

M545669 TRANSFER to ALEXANDRA NELDER RAY and DAVID IAN MARTIN  
Registered 10-Nov-2015 at 12.01 PM

### SCHEDULE 2

Reservations and conditions in the Crown Grant if any

### UNREGISTERED DEALINGS AND NOTATIONS

No unregistered dealings or other notations

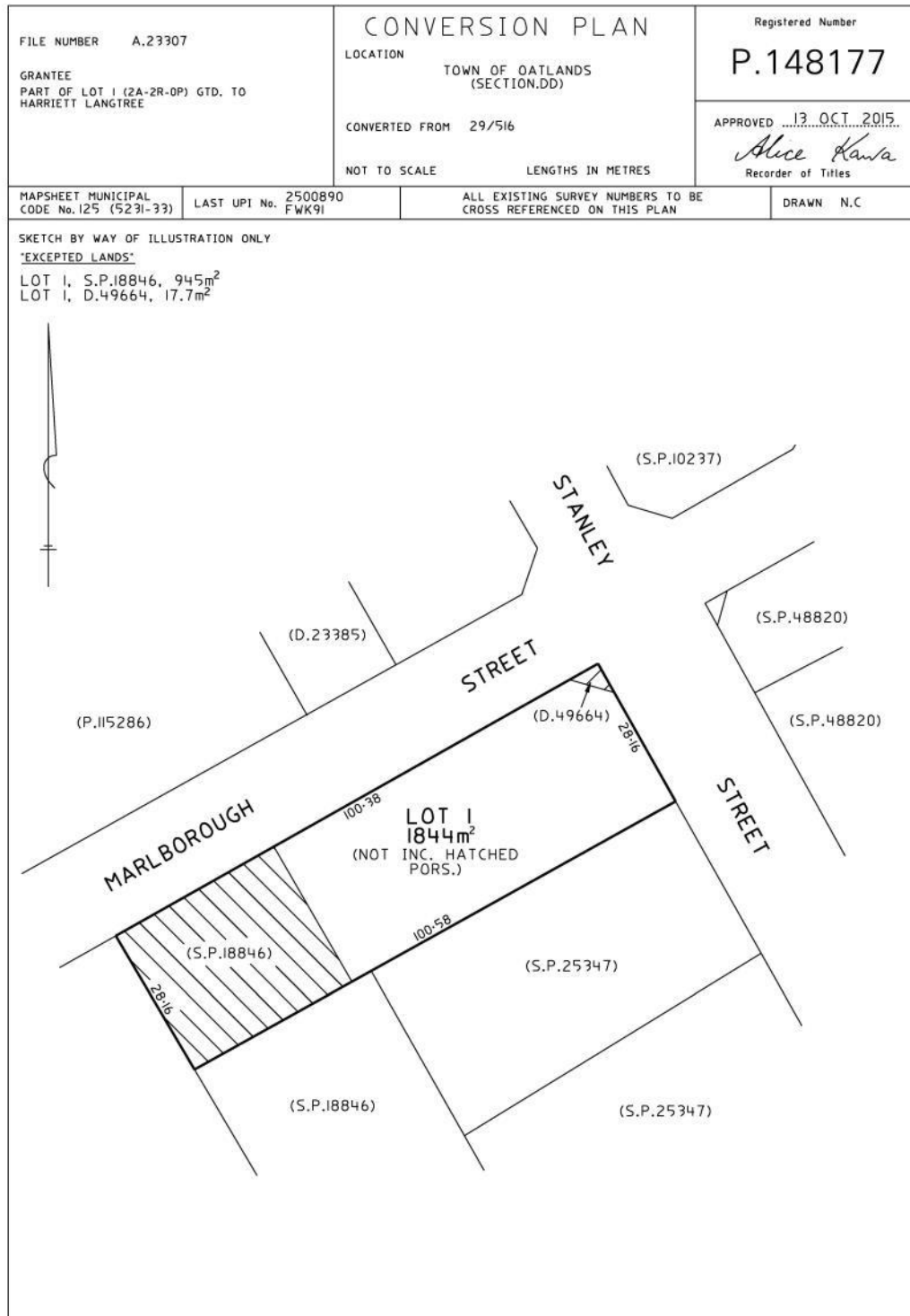




**FOLIO PLAN**

RECORDER OF TITLES

Issued Pursuant to the Land Titles Act 1980





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

PLANNING REF: DA-2017-68  
THC WORKS REF: 5353  
REGISTERED PLACE NO: 11069  
FILE NO: 15-09-12THC  
APPLICANT: Warren French (architect) obo DI Martin & AN Ray  
DATE: 11 August 2017

## NOTICE OF HERITAGE DECISION

*(Historic Cultural Heritage Act 1995)*

The Place: 'Langtree's Cottage', 75 Stanley Street, Oatlands.  
Proposed Works: Partial demolition and additions to dwelling, demolition of outbuilding, and erection of new outbuilding.

Under section 39(6)(b) of the *Historic Cultural Heritage Act 1995*, the Heritage Council gives notice that it consents to the discretionary permit being granted in accordance with Development Application DA-2017-68, advertised on 26/07/2017, subject to the following condition:

- I. The proposed detail of the junction between the rear sandstone wall of the heritage building and the proposed flagged floor of the atrium must be amended such that the new work will not cause or exacerbate rising damp in the rear sandstone wall. A drawing showing the proposed junction detail must be submitted to Heritage Tasmania to the satisfaction of the Works Manager before the flagstone floor is laid.**

Reason for condition

To avoid any circumstances that may cause or exacerbate rising damp or rot in the historic masonry and timber floor structures.

Please ensure the details of this notice, including conditions, are included in any permit issued, and forward a copy of the permit or decision of refusal to the Heritage Council for our records.

Please contact Russell Dobie on 1300 850 332 if you require clarification of any matters contained in this notice.

A handwritten signature in purple ink, appearing to read 'Ian Boersma'.

Ian Boersma  
**Works Manager – Heritage Tasmania**  
*Under delegation of the Tasmanian Heritage Council*

**11.2 SUBDIVISIONS**

Nil.

**11.3 MUNICIPAL SEAL (Planning Authority)**

**11.3.1 COUNCILLOR INFORMATION:- MUNICIPAL SEAL APPLIED UNDER DELEGATED AUTHORITY TO SUBDIVISION FINAL PLANS & RELATED DOCUMENTS**

Nil.

## 11.4 PLANNING (OTHER)

### 11.4.1 PROGRESS OF PLANNING SCHEME REFORM: UPDATE ON THE PROGRESS OF THE TASMANIA PLANNING SCHEME AND PREPARATION OF SOUTHERN MIDLANDS LOCAL PROVISIONS SCHEDULE (AUGUST 2017)

**Author:** MANAGER DEVELOPMENT AND ENVIRONMENTAL SERVICES (DAVID CUNDALL)

**Date:** 18 AUGUST 2017

**Attachment:**

*Table - Progress of Planning Scheme Reform (August 2017)*

## ISSUE

This report will provide Council (and the wider community) with an overview and update on the progress of the draft Local Provisions Schedule (LPS) currently being prepared by Council Officers as part of the Tasmanian Planning Scheme.

This report is an update of the progress since the report tabled at the June 2017 meeting.

The report recommends that Council both endorse, in principle, the progress to date undertaken by Council Officers and, in principle, endorse the work schedule to continue the progress of the LPS.

## BACKGROUND

As Council will recall, the Tasmanian Planning Scheme will consist of the State Planning Provisions (SPPs) and the Local Provisions Schedules (LPSs). The SPPs were prepared by the State Government and the LPS will need to be prepared by each Council. Some of the content of the LPS has already been prepared by the State Government, but will need to be refined by local government to suit the local area and suit local values.

The content of the LPS will consist of two parts:

- A. Preparation and refinement of zone maps and overlay maps; and
- B. Preparation of the written ordinance

The overlay maps and zone maps spatially define the application of the zones, specific area plans and the applications of certain planning scheme codes.

It is the responsibility of each Council to prepare these maps and written ordinance.

Council will recall at the June 2017 meeting the report that presented the tasks that must be completed by Council(s) before the LPS is suitable for statutory consideration by the Tasmanian Planning Commission (TPC) and then public exhibition. The report also identified a suitable timeframe to complete the various components of the LPS.

It is still envisioned the Southern Midlands draft LPS can be completed before end of 2017.

## PROGRESS

Council Officers continue their engagement in the fortnightly Technical Reference Group (TRG) for southern council's in Tasmania. The objectives and focus of the TRG, at this point in time, will be to assist each Council in the preparation of the LPS and the coordination of similar/same mapping and ordinance requirements.

In essence the TRG will work to ensure that where-ever possible, Council's will be taking the same approach to the LPS.

The works completed to date are the conversion of existing zones and codes into the SPP format in accordance with the statutory Guidelines issued by the TPC.

Any tasks (in the attached table) that require further guidance from Council will require specific workshop sessions and/or further separate Officer recommendations and reporting. Nevertheless it is recommended that Council, in principle, endorse the workplan to allow Officers to continue the schedule of work and later present to Council for formal endorsement.

The attached table is the same table presented to Council at the June 2017 meeting amended with a comment to show the progress to date (August 2017) and update/alteration to the mapping of attenuation areas. Further details of the attention code mapping is provided in the attached table for Council consideration.

**Human Resource/Financial Implications** - The timeframes identified in this report show completion of the draft LPS by December 2017. Council will need to progressively work through the issues at hand in collaboration with the State Government and the region.

On average Council Officers will need to dedicate 8-12 hours a fortnight (total for all officers) to prepare the LPS, conduct workshops, prepare agenda items and continue engagement with the State Government and TRG. The hours dedicated to the task will likely increase as the draft LPS progresses. Further update on resourcing will be provided to Council in due course.

In terms of actual GIS mapping work, Council can make use of existing contracts with its GIS provider.

**Community Consultation and Public Relations** - Exhibition of the LPS will be undertaken in accordance with the statutory requirements of the *Land Use Planning and Approvals Act 1993*.

As outlined in the attached Table of this report, Officers will provide ongoing workshops to Council and provide ongoing agenda items and updates to the community. The workshops and Agenda items will enable Council to feedback any community expectations to Officers and ensure a draft LPS that is suitable for public exhibition. This will likely occur in early 2018 and will be followed by hearings conducted by the TPC.

There will also be likely engagement with individual landowners where any ground truthing of data is necessary and property access or local knowledge is required.

## RECOMMENDATION

THAT,

- A. The information be received
- B. The work plan “Work Schedule For Southern Midlands LPS” attached with this report be endorsed in principle by Council (noting formal endorsement of the draft LPS is subject to separate agenda reports)
- C. The work to date (August 2017) identified in the work plan “Work Schedule for Southern Midlands LPS” attached with this report be endorsed in principle by Council (again noting formal endorsement of the draft LPS is subject to separate agenda reports).

## DECISION

*Moved by Clr E Batt, seconded by Clr D Fish*

THAT

- A. The information be received;
- B. The work plan “Work Schedule For Southern Midlands LPS” attached with this report be endorsed in principle by Council (noting formal endorsement of the draft LPS is subject to separate agenda reports);
- C. The work to date (August 2017) identified in the work plan “Work Schedule for Southern Midlands LPS” attached with this report be endorsed in principle by Council (again noting formal endorsement of the draft LPS is subject to separate agenda reports).

## CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr R Campbell	√	
Clr E Batt	√	
Clr D F Fish	√	
Clr D Marshall	√	

Table - Progress of Planning Scheme Reform (August 2017)

<b>WORK SCHEDULE FOR SOUTHERN MIDLANDS LPS (To 18 August 2017)</b>				
<b>LPS</b>	<b>Activity</b>	<b>Estimated Completion</b>	<b>Description</b>	<b>Status to date (18 August 2017)</b>
<b>General</b>	Identify and agree on resource intensive and common issues across southern region with Technical reference group – for funding opportunities (\$100k from State Government for Region)	<b>8<sup>th</sup> June 2017 (TRG Meeting)</b>	TRG members prepare list of common issues across the region	Completed
<b>General</b>	Brief Council on preparation of mapping Overlays and Zones and update on progress – get direction from Council on identified issues	<b>28<sup>th</sup> June 2017 (Council Meeting)</b>	Inform Council of progress of LPS and update community via public agenda item	Completed
<b>Zone Maps</b>	Complete zone mapping in GIS for basic (like for like) zone conversions: <ul style="list-style-type: none"> <li>• Village Zone</li> <li>• Residential Zone</li> <li>• Community Purpose</li> <li>• Recreation</li> <li>• General Business</li> <li>• Light Industrial</li> <li>• Environmental Management Zone</li> </ul>	<b>3<sup>rd</sup> July 2017</b>	Translate existing zones to new zones using Map Info Software.  Make separate report for explanation for changes	Completed
<b>Code Maps</b>	Complete Overlay Mapping for: <ul style="list-style-type: none"> <li>• Electricity Transmission Corridor</li> <li>• Flood-Prone Hazard Areas</li> </ul>	<b>11<sup>th</sup> July 2017</b>	Map existing: <ul style="list-style-type: none"> <li>• Transmission lines corridor</li> <li>• Flood prone areas</li> <li>• Landslip Hazards (High, Medium,</li> </ul>	Mostly Complete. GIS Officer needs data-set file for Transmission Lines Corridor (in transit).

	<ul style="list-style-type: none"> <li>Landslip Hazard Areas</li> </ul>		<p>Low)</p> <p>The data for the Landslip hazard areas is existing in SMIPS2015 and available on theLIST.tas.gov.au</p> <p>Make separate report for explanation for changes</p>	
<b>Zone Maps</b>	<p>Complete zone mapping for:</p> <ul style="list-style-type: none"> <li>Rural Living Zone; and</li> <li>Convert Environmental Living to Rural Living Zone</li> <li>Convert “Particular Purpose Zone 1 – Urban Growth Zone” to Future Urban Growth Zone</li> <li>Convert “Particular Purpose Zone 2 – Future Road Corridor” to “Particular Purpose Zone – Future Road Corridor”</li> </ul>	<b>11<sup>th</sup> July 2017</b>	<p>Translate existing Rural Living Zones in Map Info</p> <p>Make separate report for explanation for changes</p>	Completed.
<b>Code Maps</b>	<p><b>TASK AMENDED AUGUST 2017</b></p> <p>Compile list of known activities, developments and land uses that require an attenuation area per the attenuation code.</p>	<b>13th July 2017</b>	<p><b>TASK AMENDED AUGUST 2017</b></p> <p>Any existing land uses, development or uses that have a permit to conduct activities that may cause environmental harm will have a default attenuation area under the SPPs per the table in the Attenuation Code.</p> <p>The preparation of the LPS is an opportunity to both compile a list of these places and if necessary map these areas on the overlay maps.</p>	<p>In Progress. List of places is still being compiled by Council Officers.</p> <p>It is recommended that Council consider making more specific strategic changes to attenuation areas via formal planning scheme amendments. This was also a recent recommendation by the State Planning Policy Unit in that it may delay the overall workplans.</p> <p>This matter will be further discussed at the meeting.</p>



			<p>Where there is no mapped overlay in LPS then the SPP distances will be prevail.</p> <p><b>*NB: It was earlier intended to custom map attenuation areas with the assistance of external environmental consultants, landowner, and operators.</b></p> <p><b>Upon further investigation of the matter this would be reliant on significant site specific monitoring, data, modelling, and other up to date information to quantify/qualify any departure from the recommended attenuation areas in the attenuation code.</b></p> <p><b>This qualification of information will be required by the Tasmanian Planning Commission in reviewing mapping i.e. TPC will be seeking extensive scientific support by suitably qualified persons to support any modification to the attenuation areas including expert evidence at any subsequent hearing(s) and not just reliance on anecdotal evidence or existing permit conditions.</b></p> <p><b>Furthermore the Planning Policy Unit have recommended that Council's do not pursue this attenuation mapping as part of the</b></p>	
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			<p><b>LPS and instead seek to make later amendments to the scheme.</b></p> <p><b>This would seem appropriate given the level of detail and high level of resources needed to make changes to attenuation areas.</b></p> <p><b>It nevertheless signifies/highlights the inherent complications of developers demonstrating compliance with the Performance Criteria of the Attenuation Code.</b></p>	
<b>Zone Maps</b>	Complete zone mapping for Utilities Zone (State Roads, TasWater Assets)	<b>25<sup>th</sup> July 2017</b>	<p>Translate existing Utilities Zones (roads, rail, Sewer, Water) to utilities zone using Map Info Software</p> <p>Identify land that should be utilities and convert:</p> <ul style="list-style-type: none"> <li>• Category 1-5 Roads</li> <li>• Major local roads</li> <li>• Any sewer or water assets</li> </ul> <p>Make separate report for explanation for changes</p>	<p>Waiting on final data file from State Growth for the Utilities Zone for State Roads.</p> <p>To explain. The State owned roads are a complicated patchwork of titles spanning the distance of the respective roads. State Growth, per directions from the TPC have been working on identifying all titles within the road corridor and presenting the data to Council.</p>
<b>Specific Area Plan Maps</b>	Complete Overlay Mapping for: <ul style="list-style-type: none"> <li>• Oatlands Equestrian SAP</li> <li>• Chauncy Vale Special Area</li> <li>• Heritage Precinct Special Area</li> <li>• Scenic Protection Areas</li> </ul>	<b>25<sup>th</sup> July 2017</b>	<p>Map existing overlay areas in Map Info</p> <p>Make separate report for explanation for changes</p>	Completed.

<p><b>Code Ordinance</b></p>	<p>Review and update Local Heritage Listed Places Schedule</p>	<p><b>25<sup>th</sup> July 2017</b></p>	<p>Review the list of heritage places in SMIPS2015:</p> <ul style="list-style-type: none"> <li>• Identify and extract all state listed places into separate word document</li> <li>• Identify and compile list of all properties that require a specific extent mapping i.e. heritage listed places on large rural titles</li> <li>• Identify and compile list of any properties that require site visits or further background information to inform schedule</li> <li>• Cross check address/location details</li> <li>• Update the “Description” and any “statement of local historic heritage significance” or “heritage values” where existing information readily available</li> <li>• • Include report of changes</li> </ul>	<p>In Progress.</p> <p>The list of heritage listed places has been formatted into the SPP template and all state listed places removed from the table (per TPC instructions).</p> <p>Officers are still in the process of refining the specific extent of listed places, cross checking address details, and making any necessary word changes to the descriptions of places.</p>
<p><b>Supportive Document</b></p>	<p>Complete draft principles for mapping of Agricultural Zone and Rural Zone</p>	<p><b>26th July 2017 (Council Meeting)*</b></p> <p><b>*Date Tentative</b></p>	<p>Before draft mapping of the agriculture and rural zone can commence Council will need to agree to drafting principles i.e. split zoning lands, classification of land, ownership of land, vegetation and potential future use, and further refinement of mapping etc</p>	<p>In Progress.</p> <p>Council’s in the Southern Region will likely adopt a similar approach to mapping of the rural zones. This will likely be an adapted version of the North and North West Councils approach.</p> <p>A workshop on this matter is more likely in September. Date yet to be confirmed.</p>
<p><b>Code Maps</b></p>	<p>Complete Overlay maps for attenuation areas where required.</p>	<p><b>8<sup>th</sup> August 2017</b></p>	<p>Map any existing attenuation areas where necessary and remove any redundant areas.</p>	<p>Update to be provided at the Council Meeting.</p>

			Make separate report for explanation for changes	
<b>Code Ordinance</b>	Input Local Heritage Places into LPS (written ordinance)	<b>8<sup>th</sup> August 2017</b>	Input final information into ordinance document	In Progress.
<b>Overlay Maps</b>	Map Specific Extent of Local Heritage Listed Places in Overlay Map	<b>8<sup>th</sup> August 2017</b>	Officers to advise GIS Officer of land with a “specific extent” listing in SMIPS2015, and any new places through review and create overlay in Map Info for all heritage listed titles.  Make separate report for explanation for changes	In Progress.
<b>Zone Maps</b>	Complete Agricultural and Rural Zone Mapping	<b>31<sup>st</sup> August 2017</b>	Map agriculture and rural zones  Make separate report for explanation for changes	Yet to commence.
<b>Code Maps</b>	Complete Waterway Overlay Map (Rivers, creeks, streams)	<b>12<sup>th</sup> September 2017</b>	Map the waterway overlay by refining the state mapping provided on theList.tas.gov.au	Yet to commence and awaiting consensus/discussion at the TRG
<b>Supportive Document</b>	Prepare Principles for Mapping of Priority Vegetation Overlay	<b>28<sup>th</sup> September 2017 (Council Meeting)</b>	Before draft mapping of the Priority Vegetation Overlay can commence – Council will need to agree to drafting principles for identification of vegetation of local significance and refinement of mapping threatened species	Commenced. As identified at the March 2017 meeting and June 2017 meeting the drafting principles and mapping of the Priority Vegetation Overlay will be undertaken by external consultant via yet to be agreed procurement process.  This would be funded through a portion of

				the Minister's allocation of \$100k funding to the region to develop the LPSs.
<b>Zone Ordinance</b>	Prepare draft local area objectives and Council Workshop. This only applies to discretionary uses	<b>28<sup>th</sup> September 2017 (Council Meeting)</b>	Council Officers to identify areas that <i>should</i> have further unique local planning provisions for design as identified through previous strategic planning documents or other unique local identifiable characteristics.	In Progress.
<b>Zone Maps</b>	Identify and Council Workshop zone changes or overlays as previously identified in Interim Planning Scheme process, previous strategic works, consistency with LPS guidelines or SPPs	<b>28<sup>th</sup> September 2017 (Council Meeting)</b>	Council Officers to identify land that requires rezoning due to ensure consistency with SPPs and LPS guidelines, Regional Land Use Strategy or in response to previous hearings into Interim Scheme or to remedy other ongoing issues.  Make separate report for explanation for changes	In Progress.
<b>Zone Maps</b>	Complete Zone Mapping	<b>17<sup>th</sup> October 2017</b>		In Progress.
<b>Ordinance</b>	Input following into LPS <ul style="list-style-type: none"> <li>Local Area Objectives</li> <li>Particular Purpose Zone – Future Road Corridor Zone</li> <li>Site Specific Qualifications</li> <li>Specific Area Plans</li> </ul>	<b>18<sup>th</sup> October 2017</b>	Finalise in LPS: <ul style="list-style-type: none"> <li>Local Area Objectives</li> <li>Site Specific Qualifications</li> <li>Particular Purpose Zone – Future Road Corridor Zone</li> <li>Specific Area Plans</li> </ul> Make separate report for explanation for changes	In Progress.
<b>All</b>	Workshop Draft Mapping with Council and provide update	<b>25<sup>th</sup> October 2017</b>	Update Council and obtain direction for mapping	Yet to Commence

<b>Code Map</b>	Complete Priority Vegetation Overlay Map	<b>25<sup>th</sup> October 2017</b>	Map the Priority Vegetation Overlay	Yet to Commence.
<b>All</b>	Complete LPS written Ordinance	<b>31<sup>st</sup> October 2017</b>	Review and Finalise LPS written component  Make separate report for explanation for changes	Yet to Commence.
<b>Final report on draft LPS</b>	Complete Supporting Report to Council	<b>22nd November 2017 (Council Meeting)</b>	The LPS prepared by Council must be submitted to the Tasmanian Planning Commission under Section 35 of LUPAA.  The TPC must then consider the LPS and then submit a request to the Minister to allow for public exhibition of the LPS.  In submitting the draft LPS to the TPC the Council must provide an accompanying report as supporting information to demonstrate compliance with the criteria outlined in Section 34 of the LUPAA.  The supporting report is also an appropriate document to capture all the changes and justification for changes to assist the TPC and the public in understanding the rationale for Council's LPS.	Yet to Commence.
<b>Admin</b>	Submit LPS and supporting report to TPC	<b>6th December 2017</b>	Compile all documentation and schedule of shape files (mapping) and submit to TPC	Yet to Commence.

## **12. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – INFRASTRUCTURE)**

### **12.1 Roads**

**Strategic Plan Reference – Page 14**

1.1.1 Maintenance and improvement of the standard and safety of roads in the municipality.

Nil.

### **12.2 Bridges**

**Strategic Plan Reference – Page 14**

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

Nil.

### **12.3 Walkways, Cycle ways and Trails**

**Strategic Plan Reference – Page 14**

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

Nil.

### **12.4 Lighting**

**Strategic Plan Reference – Page 14**

1.4.1a Ensure Adequate lighting based on demonstrated need.

1.4.1b Contestability of energy supply.

Nil.

### **12.5 Buildings**

**Strategic Plan Reference – Page 15**

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

Nil.

### **12.6 Sewers**

**Strategic Plan Reference – Page 15**

1.6.1 Increase the capacity of access to reticulated sewerage services.

Nil.

### **12.7 Water**

**Strategic Plan Reference – Page 15**

1.7.1 Increase the capacity and ability to access water to satisfy development and Community to have access to reticulated water.

Nil.

## 12.8 Irrigation

**Strategic Plan Reference – Page 15**

1.8.1 Increase access to irrigation water within the municipality.

Nil.

## 12.9 Drainage

**Strategic Plan Reference – Page 16**

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

Nil.

## 12.10 Waste

**Strategic Plan Reference – Page 17**

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

Nil.

## 12.11 Information, Communication Technology

**Strategic Plan Reference – Page 17**

1.11.1 Improve access to modern communications infrastructure.

Nil.



**12.12 Officer Reports – Works & Technical Services (Engineering)**

**12.12.1 MANAGER - WORKS & TECHNICAL SERVICES REPORT**

**DECISION**

*Moved by Deputy Mayor A Green, seconded by Cllr D Fish*

**THAT consideration of the report from the Manager Works & Technical Services Report be deferred to later in the meeting.**

**CARRIED**

<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Cllr A Bantick	√	
Cllr E Batt	√	
Cllr R Campbell	√	
Cllr D F Fish	√	
Cllr D Marshall	√	

## 13. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – GROWTH)

### 13.1 Residential

**Strategic Plan Reference – Page 18**

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

Nil.

### 13.2 Tourism

**Strategic Plan Reference – Page 19**

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

Nil.

### 13.3 Safety

**Strategic Plan Reference – Page 31**

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

Nil.

### 13.4 Business

**Strategic Plan Reference – Page 20**

2.3.1a Increase the number and diversity of businesses in the Southern Midlands.

2.3.1b Increase employment within the municipality.

2.3.1c Increase Council revenue to facilitate business and development activities (social enterprise)

Nil.

### 13.5 Industry

**Strategic Plan Reference – Page 21**

2.4.1 Retain and enhance the development of the rural sector as a key economic driver in the Southern Midlands.

Nil.

### 13.6 Integration

**Strategic Plan Reference – Page 21**

2.5.1 The integrated development of towns and villages in the Southern Midlands.

2.5.2 The Bagdad Bypass and the integration of development.

Nil.

## 14. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – LANDSCAPES)

### 14.1 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. |

#### 14.1.1 HERITAGE PROJECT PROGRAM REPORT

**Author:** MANAGER HERITAGE PROJECTS (BRAD WILLIAMS)

**Date:** 23<sup>rd</sup> AUGUST 2017

#### ISSUE

Report from the Manager, Heritage Projects on various Southern Midlands Heritage Projects.

#### DETAIL

During the past month, Southern Midlands Council Heritage Projects have included:

- Continuation of works at 79 High Street Oatlands, including the Commissariat building. Liaison with building designer and building survey to resolve fine-detail issues regarding services and access.
- Further progress of Oatlands Gaol interpretation in preparation for imminent installation of the public access system.
- Social media for SMC Heritage Collections and Oatlands Commissariat Restoration.
- Further development of interpretation for installation of Travelling Cinema/ Talkies display in Victoria Hall Kempton including conducting oral history interviews and photographing projection booth.
- Simon Blight attended a seminar in deciphering 19th century handwriting in official records at the State Library, Hobart as part of Family History Month.
- Fielding enquiries and negotiating several Artist in Residence residencies in the Oatlands Gaoler's Residence.
- Hosting the Tasmanian Community Fund Board for a tour of Oatlands sites which have benefited from the fund's input over the years.

Heritage Projects program staff have been involved in the following Heritage Building Solutions activities:

- Completion of the CMP for a large Derwent Valley estate and providing assistance with future works specifications and the planning process.
- Quoting on two other major conservation planning projects.

Heritage Projects program staff have been involved in the following Heritage Education and Skills Centre activities:

- Staging of a Repair and Maintenance of Traditional Plasters and Renders course at Oatlands.

- Continuation of the Heritage reGeneration project at Oatlands and Brighton, with planning for the Derwent Valley component underway.

### RECOMMENDATION

THAT the Heritage Projects Report be received and the information noted.

### DECISION

*Moved by Clr R Campbell, seconded by Clr E Batt*

**THAT the Heritage Projects Report be received and the information noted.**

### CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr R Campbell	√	
Clr E Batt	√	
Clr D F Fish	√	
Clr D Marshall	√	

## 14.2 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.   |

### 14.2.1 LANDCARE UNIT, GIS & CLIMATE CHANGE – GENERAL REPORT

**Author:** NRM PROGRAMS MANAGER (MARIA WEEDING)

**Date:** 16 AUGUST 2017

#### ISSUE

Southern Midlands Landcare Unit Monthly Report.

#### DETAIL

- The Tasmanian Community Fund (TCF) Dulverton Walking Track project has been completed. A final report has been prepared and all expenditure records, project photographs etc will be sent to the TCF on Monday 21<sup>st</sup> Aug.
- The final plans for the Dulverton Foreshore toilet block upgrade have been completed and are being assessed for a Building Permit. There has been a lot of sorting of contractors and trades people to undertake the works. It is planned that the works take place in October.
- Works on the Dulverton Walkway in regard to planting a number of new or replacement plants along the foreshore continues.
- The Kempton Streetscape Project has been progressed, with documentation of a number of components that the community want to pursue being investigated in terms of options and costs. A number of the minor components of the items that the community members identified as needing an upgrade, repair or renewal have been also undertaken in the last two months. With the budget for the group now set for the 17/18 year, it is planned to reconvene the community working group for consultation, and determining priorities for works as the budget permits. A meeting has been set for Monday 28<sup>th</sup> August 2017 at 2.00 at Kempton Council Chambers.

#### RECOMMENDATION

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

#### DECISION

*Moved by Clr D Fish, seconded by Clr R Campbell*

**THAT the Landcare Unit Report be received and the information noted.**

#### CARRIED

<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr R Campbell	√	
Clr E Batt	√	
Clr D F Fish	√	
Clr D Marshall	√	

### **14.3 Cultural**

**Strategic Plan Reference – Page 24**

3.3.1 Ensure that the Cultural diversity of the Southern Midlands is maximised.

Nil.

### **14.4 Regulatory (Other than Planning Authority Agenda Items)**

**Strategic Plan Reference – Page 25**

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

Nil.

### **14.5 Climate Change**

**Strategic Plan Reference – Page 25**

3.5.1 Implement strategies to address issues of climate change in relation to its impact on Councils corporate functions and on the Community.

Nil.

## **15. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – LIFESTYLE)**

### **15.1 Community Health and Wellbeing**

**Strategic Plan Reference – Page 26**

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

Nil.

### **15.2 Youth**

**Strategic Plan Reference – Page 26**

4.2.1 Increase the retention of young people in the municipality.

Nil.

### **15.3 Seniors**

**Strategic Plan Reference – Page 27**

4.3.1 Improve the ability of the seniors to stay in their communities.

Nil.

### **15.4 Children and Families**

**Strategic Plan Reference – Page 27**

4.4.1 Ensure that appropriate childcare services as well as other family related services are facilitated within the Community.

Nil.

### **15.5 Volunteers**

**Strategic Plan Reference – Page 27**

4.5.1 Encourage community members to volunteer.

Nil.

### **15.6 Access**

**Strategic Plan Reference – Page 28**

4.6.1a Continue to explore transport options for the Southern Midlands Community.  
4.6.1b Continue to meet the requirements of the Disability Discrimination Act (DDA).

Nil.

### **15.7 Public Health**

**Strategic Plan Reference – Page 28**

4.7.1 Monitor and maintain a safe and healthy public environment.

Nil.



## 15.8 Recreation

**Strategic Plan Reference – Page 29**

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

Nil.

## 15.9 Education

**Strategic Plan Reference – Page 29**

4.10.1 Increase the educational and employment opportunities available within the Southern Midlands.

Nil.

## 15.10 Animals

### Strategic Plan Reference – Page 29

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

### 15.10.1 ANIMAL MANAGEMENT REPORT

**Author:** ANIMAL MANAGEMENT/COMPLIANCE OFFICER (HELEN BRYANT)

**Date:** 16 AUGUST 2017

**Attachment:**

*Monthly Animal Management Statement – August 2017*

### ISSUE

Consideration of the Animal Management/Compliance Officer's report for the period July-August 2017.

The purpose of the report is twofold:

1. To inform Council and the Community of infringements issued by Council Officers in relation to Animal Management for the period May 2017 and June 2017; *and*
2. Provide a brief summary of actions and duties undertaken by Council Officers in relation to animal management.

This in turn informs the community of the requirements and expectations of the Council to uphold and enforce the relevant legislation. This reminds Council and the community of the importance of responsible ownership of animals.

The infringements detailed in this report were all issued under the *Dog Control Act 2000*.

### RESOURCE SHARING

Southern Midlands Council currently provide Animal Management services to the Central Highlands Council through resource sharing arrangements. Jobs of note are itemised in the enclosed statement.

### INFRINGEMENT DETAILS

Nil.

### RECOMMENDATION

THAT the information be received.

### DECISION

*Moved by Deputy Mayor A Green, seconded by Cllr A Bantick*

**THAT the information be received.**

**CARRIED**

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell	√	
Clr D F Fish	√	
Clr D Marshall	√	

**SOUTHERN MIDLANDS COUNCIL  
MONTHLY ANIMAL MANAGEMENT STATEMENT  
JULY - AUGUST 2017**

<b>DOG IMPOUNDS</b>	<b>RECLAIMED</b>	<b>ADOPTED</b>	<b>EUTHANISED</b>
5	4	1	0
<b>OTHER IMPOUNDS</b>	<b>RECLAIMED</b>	<b>ADOPTED</b>	<b>EUTHANISED</b>
0	0	0	0

**JOBS ATTENDED (YTD):**

<b>Council</b>	<b>DOGS AT LARGE</b>	<b>DOG ATTACKS</b>	<b>DOG BARKING</b>	<b>DOG GENERAL</b>	<b>KENNEL INSPECT</b>	<b>WELFARE</b>	<b>STOCK</b>	<b>OTHER</b>
Southern Midlands Council	8	1	4	3	0	0	6	0
Central Highlands Council	1	1	0	0	0	1	0	0

**REGISTERED DOGS:** 1522

**INFRINGEMENTS ISSUED:** 0

## 16. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – COMMUNITY)

### 16.1 Retention

**Strategic Plan Reference – Page 30**

5.1.1 Maintain and strengthen communities in the Southern Midlands.

#### 16.1.1 RECONCILIATION COUNCIL OF TASMANIA LAUNCH

**Author:** DEPUTY GENERAL MANAGER, MANAGER COMMUNITY & CORPORATE DEVELOPMENT (ANDREW BENSON)

**Date:** 18 AUGUST 2017

**Attachment:**

*RCT Launch Flyer*

### ISSUE

The Deputy General Manager represented Southern Midlands Council at the recent launch of the Reconciliation Council of Tasmania Inc. This was held on 9<sup>th</sup> August 2017 - the United Nations Day of the World's Indigenous Peoples.

It is suggested that Southern Midlands Council join the Reconciliation Council of Tasmania Inc., as a member of that organisation (not at Board Member level).

### DETAIL

Tasmania, up until the 9<sup>th</sup> August 2017, was the only Australian State without a State Reconciliation Council. Until late last year, Tasmania was the only Australian State without recognition of their First Peoples in the State Constitution. That was remedied in December 2016 by the passage of appropriate constitutional amendments through the Tasmanian Parliament.

In his Australia Day address in 2016, Premier Hodgeman noted discrepancies in support to Tasmania's Aboriginal population and avowed to 'reset the State Governments relationship' with Tasmania's Aboriginal peoples.

Tasmania has now two peak bodies representing the State's Aboriginal peoples; the Tasmanian Aboriginal Centre (TAC) and the Tasmanian Regional Aboriginal Communities Alliance (TRACA). There are clearly differences of opinions between these two bodies which create a sense of Indigenous division in the wider Tasmanian community. Many, if not most Tasmanians, are confused about issues like Aboriginality and Community and concerned by talk about issues like Treaty and Sovereignty.

Following our State Government's lead in late 2016 with State constitutional recognition of the First Tasmanians, the time is now right for all Tasmanians to work together in a meaningful spirit of truth and reconciliation. The Reconciliation Council of Tasmania (RCT) has been established with that as its primary purpose.

The RCT is now undergoing a planning process involving a diverse group of Tasmanians keen to see true reconciliation happening in Tasmania for the benefit of all Tasmanians. This process will set the initial direction of RCT following inception. Soon after the

working membership of RCT is established state-wide, a review will be conducted by its members of the organisations initial direction and progress.

At this early planning stage, the following focus and activity base is being pursued by RCT, albeit likely to widen/change;

- Awareness raising of RCT's launch at political, indigenous and general community levels
- Building of relationship and support base at political, indigenous and general community levels
- Identification and commercial analysis of suitable potential income earning enterprise in the Indigenous sector
- Incorporation and registration of RCT as a registered 'not for profit' organisation

## CONCLUSION

The Australian Bureau of Statistics in its 2011 Census recorded the following in respect of Aboriginal and Torres Strait Islander people.

<b>Southern Midlands</b>	<b>%</b>	<b>Tasmania</b>	<b>%</b>	<b>Australia</b>	<b>%</b>
262	4.3	19,626	4.0	548,369	2.5

The Local Government Act 1993 provides the following directions for Councils

### [EXTRACT LGA 1993]

#### **20. Functions and powers**

(1) *In addition to any functions of a council in this or any other Act, a council has the following functions:*

(a) *to provide for the health, safety and welfare of the community;*

(b) *to represent and promote the interests of the community;*

(c) *to provide for the peace, order and good government of the municipal area.*

### [END OF EXTRACT LGA 1993]

Given the functions and powers in their broadest sense provided to Councils under the *Local Government Act 1993*, it would be meaningful for Southern Midlands Council to commit to Membership of the RCT in support of its very worthy aims in bringing all Tasmanians together.

**Human Resources & Financial Implications** – Advice regarding the actual membership fee has been sought but yet to be confirmed. It is thought to be minimal (approximately \$20) but further advice will be provided at the meeting.

**Community Consultation & Public Relations Implications** – Nil

**Policy Implications** – N/A.

**Priority - Implementation Time Frame** – Ongoing.

## RECOMMENDATION

THAT Council:

1. Receive and note the report;
2. Seek membership of the Reconciliation Council of Tasmania.

## DECISION

*Moved by Clr R Campbell, seconded by Clr E Batt*

THAT Council:

1. Receive and note the report; and
2. Seek passive membership of the Reconciliation Council of Tasmania.

## CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick		√
Clr R Campbell	√	
Clr E Batt	√	
Clr D F Fish		√
Clr D Marshall		√

*The meeting was suspended for a short break at 10.47 a.m.  
The meeting resumed at 11.07 a.m.*

*Mr David Cundall (Manager, Development and Environment Services) left the meeting at 11.07 a.m.*

After recognising the First Tasmanians in the Tasmanian Constitution in late 2016, Tasmania is now forming the Reconciliation Council of Tasmania. Her Excellency Professor the Honourable Kate Warner AC, Governor of Tasmania, will launch this historic event with the Hon. Will Hodgman MP, Premier of Tasmania. There will be First Tasmanian speakers and representatives from all sides of politics.

**YOU'RE INVITED TO THE LAUNCH OF THE**

**RECONCILIATION COUNCIL**



**OF TASMANIA**

**WHEN:** 1 –2 pm, Wednesday 9th August 2017

**WHERE:** Macquarie Point Goods Shed,  
41 Evans Street, HOBART



**TRANSPORT:** Buses will be travelling from/to Smithton, Scottsdale and Huonville/Cygnet and will stop to collect and drop you off en route. To book your 'Reconciliation Ride' please call Yabbo Thompson on 0419 325 190.

**COME ALONG AND BE PART OF  
HISTORY IN THE MAKING**



## 17. OPERATIONAL MATTERS ARISING (STRATEGIC THEME – ORGANISATION)

### 17.1 Improvement

#### Strategic Plan Reference – Page 32

6.1.1	Improve the level of responsiveness to Community needs.
6.1.2	Improve communication within Council.
6.1.3	Improve the accuracy, comprehensiveness and user friendliness of the Council asset management system.
6.1.4	Increase the effectiveness, efficiency and use-ability of Council IT systems.
6.1.5	Develop an overall Continuous Improvement Strategy and framework

#### 17.1.1 AUDIO RECORDING OF COUNCIL MEETINGS (POLICY POSITION)

**Author:** GENERAL MANAGER (TIM KIRKWOOD)

**Date:** 18 AUGUST 2017

#### ISSUE

To determine the extent of Council's interest in reviewing its current policy relating to the audio recording of meetings.

#### BACKGROUND

This issue has been listed on the Agenda following receipt of a written notice of a question to be asked by a member of the public during Public Question Time.

#### DETAIL

Council's present policy is not to record Council Meetings.

In reference to the *Local Government (Meeting Procedures) Regulations 2015*, a council may determine that an audio recording is to be made of any meeting or part of a meeting.

The following is an extract from the Regulations:

#### ***"33. Audio recording of meetings***

*(1) A council may determine that an audio recording is to be made of any meeting or part of a meeting.*

*(2) If the council so determines, the audio recording of a meeting or part of a meeting that is not closed to the public is to be –*

*(a) retained by the council for at least 6 months; and*

*(b) made available free of charge for listening on written request by any person.*

*(3) If after the minutes of a meeting have been confirmed as a true record a discrepancy between the minutes and an audio recording of that meeting or part of that meeting is noticed, the council, at the next appropriate meeting, is to review the audio recording and either confirm that the minutes are a true record or amend the minutes to reflect the audio recording and then confirm the minutes as amended to be a true record.*

*(4) A council may determine any other procedures relating to the audio recording of meetings it considers appropriate.*

**Human Resources & Financial Implications – N/A**

**Community Consultation & Public Relations Implications – To be considered.**

**Policy Implications – Policy position.**

**Priority - Implementation Time Frame – N/A**

## **RECOMMENDATION**

THAT Council confirm its existing Policy not to audio record its meetings;

OR

THAT Council request the General Manager to submit a report to the next meeting which is to assess the practicality of recording meetings at various venues within the municipal area; and the likely cost of the equipment.

## **DECISION**

*Moved by Deputy Mayor A Green, seconded by Clr E Batt*

**THAT Council request the General Manager to present a business case that the capital and current expenditure required is not excessive relative to Council resources. The business case should include efficiency savings that can be attributed to processes that would otherwise be required to clarify minutes and motions, as well as non-tangible benefits such as increased transparency through making audio recordings publicly available.**

## **CARRIED**

<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr R Campbell	√	
Clr E Batt	√	
Clr D F Fish	√	
Clr D Marshall	√	

## 17.1.2 REGISTER – VARIOUS SOUTHERN MIDLANDS COUNCIL STRATEGIC & PLANNING DOCUMENTS

**Author:** GENERAL MANAGER (TIM KIRKWOOD)

**Date:** 17 AUGUST 2017

**Attachment:**

*Register – Strategic Planning Documents*

### ISSUE

Provide a listing of Council documents (both Strategic and Operational Planning) which have been compiled to assist in the allocation and planning of resources.

### DETAIL

In reference to the attachment, the range of documents are categorised as being:

- A – Relates to the whole municipal area
- B – Area Specific
- C - Site Specific
- D – Internal / corporate

Preliminary comments have been provided by each responsible Business Unit in relation to the status of each document, including its currency and relevance. Where the need for review has been identified, the management team are currently working through a process of identifying the required resources and determining process etc.

**Human Resources & Financial Implications** – being considered as part of the process referred to above.

**Community Consultation & Public Relations Implications** – being considered as part of the process referred to above.

**Priority - Implementation Time Frame** – Ongoing.

### RECOMMENDATION

THAT:

- a) the information be received; and
- b) Council to provide any feedback and comment which can be factored in to the above considerations.

### DECISION

*Moved by Clr E Batt, seconded by Clr A Bantick*

THAT

- a) the information be received; and
- b) Council to provide any feedback and comment which can be factored in to the above considerations, noting the inclusion of the Campania Recreation Master Plan within the register.

### CARRIED

Councillor	Vote	Vote
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	FOR	AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr R Campbell	√	
Clr E Batt	√	
Clr D F Fish	√	
Clr D Marshall	√	



## REGISTER - STRATEGIC PLANNING DOCUMENTS

A = LGA WIDE  
B = AREA SPECIFIC  
C = SITE SPECIFIC  
D = INTERNAL/CORPORATE

CATEGORY	DOCUMENT NAME	PREPARATION DATE	RENEWAL DATE	RENEWAL COMMENT	RESPONSIBLE BUSINESS UNIT
A	Recreation Strategy	2006	2017/18	Review underway with John Hepper	Comm & Corp Development
A	Arts Strategy	2012	2017/18	Review will commence in December 2017	Comm & Corp Development
C	Lake Dulverton Strategy & Action Plan	2016/17		Current Action Plan	NRM
C	Callington Park Strategy			As above	NRM
A	Waste Management Strategy	2016/17	2018	Current Strategy (Actions being addressed 2017/18)	Dev & Env Services
C	Water Operational Plan - Midlands Water Scheme			Ongoing	NRM
A	NRM Strategy	2016/17		To be reviewed in conjunction with weed officer activities	NRM
A	Weed Management Strategy	2016/17		Engagement of weeds officer-scheduled for review March / April 2018	NRM
D	Financial Management Plan	2016/17	Annually	Audit Panel Review - February 2018 (followed by Council as part of the 2018/19 Budget process)	General Manager
D	Asset Management Plan	development stage		As above	General Manager
B	Oatlands Streetscape Plan		2019/20	Current Document	NRM
A	Historic Heritage Strategy		2018/19	Current Document	Heritage
D	Centre for Heritage Business Plan		2017/18	Scheduled for review 2017/18 - Board Activity	Heritage
C	Kempton Streetscape Plan	2016/17 under review		Commenced	NRM
D	Interpretation / Style Guide		2017/18	Scheduled for review - late 2017 Calendar Year 2017/18 - Board Activity	General Manager
A	JULPI Phase 1	redundant	2020	Document to be reviewed every 5 years.	Dev & Env Services
B	Bagdad/Mangalore Strategy	redundant	2025	Review in 2017 in preparation of LPS	Dev & Env Services
A	Heritage Management Plan		N/A	Most recommendations completed.	Heritage
	Stage 1 JULPI Settlement Strategy		2020	Review in 2017 in preparation of LPS	Dev & Env Services
A	Southern Midlands Heritage Project (GHD Study)		N/A	Most recommendations completed.	Dev & Env Services
B	Campania Structure Plan	2015/16	2020	Review in 2017 in preparation of LPS	Dev & Env Services



## REGISTER - STRATEGIC PLANNING DOCUMENTS

A = LGA WIDE  
B = AREA SPECIFIC  
C = SITE SPECIFIC  
D = INTERNAL/CORPORATE

CATEGORY	DOCUMENT NAME	PREPARATION DATE	RENEWAL DATE	RENEWAL COMMENT	RESPONSIBLE BUSINESS UNIT
A	MEDaLS	2014	2019	The accommodation project is nearing completion. Will review the MEDaLS project as a whole as part of the Oatlands Integrated Development Strategy review	General Manager / Comm & Corp Development
B	Oatlands Integrated Development Strategy		2018	Will be reviewed at the next Manager's Away Forum April 2018 then a report to Council for progression	General Manager / Comm & Corp Development
C	Chauncy Vale Management Plan		Unknown	Formal Statutory Management Plan	Dev & Env Services
B	Heritage Highway Tourism Region South		2020	Informal review every 2 years (TLC and SMC)	General Manager
D	Emergency Management Plan	2016/17	2019/20	Current Plan	General Manager
A	Risk Management Strategy	2016/17	2017/18	Ongoing review (monitored by Audit Panel)	Comm & Corp Development
A	Stormwater Strategy			ngoing update	Works & Technical Services
D	Disaster ICT/Business Continuity Plan	2013	2017/18		Comm & Corp Development

## 17.2 Sustainability

### Strategic Plan Reference – Page 33 & 34

6.2.1	Retain corporate and operational knowledge within Council.
6.2.2	Provide a safe and healthy working environment.
6.2.3	Ensure that staff and elected members have the training and skills they need to undertake their roles.
6.2.4	Increase the cost effectiveness of Council operations through resource sharing with other organisations.
6.2.5	Continue to manage and improve the level of statutory compliance of Council operations.
6.2.6	Ensure that suitably qualified and sufficient staff are available to meet the Communities needs.
6.2.7	Work co-operatively with State and Regional organisations.
6.2.8	Minimise Councils exposure to risk.

### 17.2.1 COMMON SERVICES JOINT VENTURE UPDATE (STANDING ITEM – INFORMATION ONLY)

**Author:** GENERAL MANAGER (TIM KIRKWOOD)

**Date:** 17 AUGUST 2017

**Attachments:**

*Local Government Shared Services – Council Update*

*Local Government Shared Services – Joint Venture Update*

## ISSUE

To inform Council of the Common Services Joint Venture activities for the month of July 2017.

## BACKGROUND

There are seven existing members of the Common Services Joint Venture Agreement, with two other Council's participating as non-members.

Members: Brighton, Central Highlands, Glenorchy, Huon Valley, Sorell, Southern Midlands and Tasman.

## DETAIL

Refer 'Common Services Joint Venture Update – July 2017 attached.

**Human Resources & Financial Implications** – Refer comment provided in the update.

Councillors will note that the Southern Midlands Council provided 103 hours of service to six Councils: - Brighton, Central Highlands, Derwent Valley, Glamorgan/Spring Bay, Sorell and Tasman; and received 7 hours of services from other Councils.

Details of services provided are included in the attachment.

**Community Consultation & Public Relations Implications** – Nil

**Policy Implications** – N/A

**Priority - Implementation Time Frame** – Ongoing.

## RECOMMENDATION

THAT the information be received.

## DECISION

*Moved by Clr E Batt, seconded by Clr D Fish*

THAT the information be received.

## CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr R Campbell	√	
Clr E Batt	√	
Clr D F Fish	√	
Clr D Marshall	√	



# Local Government Shared Services - Council Update

## Council

### Southern Midlands

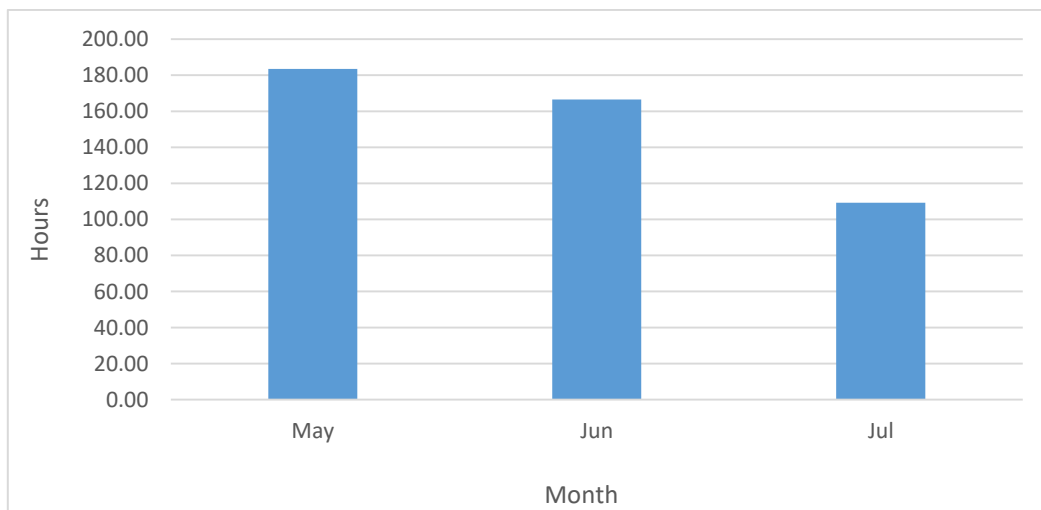
#### Shared Service Participation in July 2017

110 hours

#### Summary

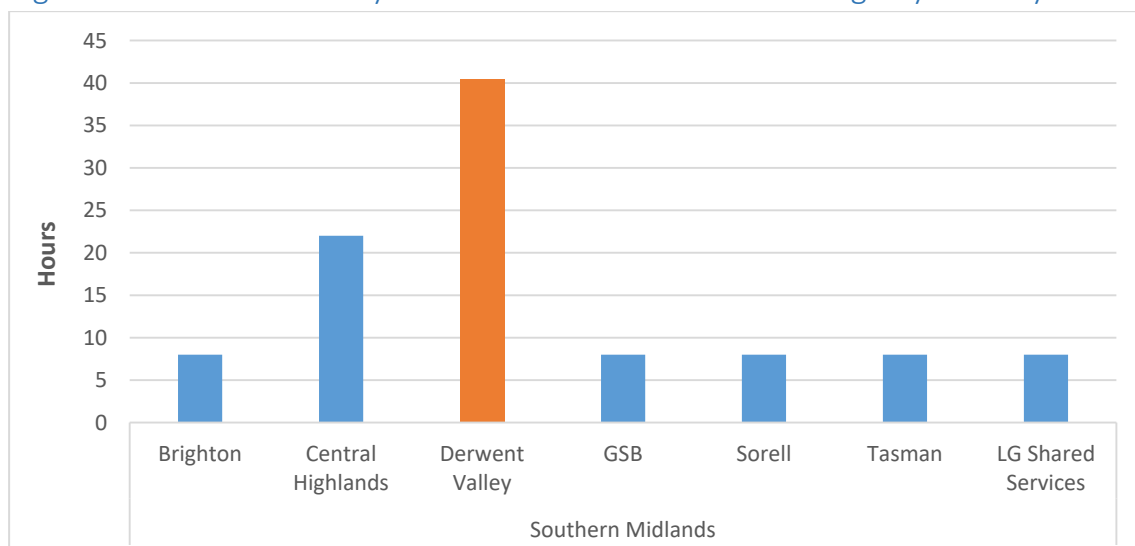
In July 2017, **110 hours** of shared services were exchanged by the Southern Midlands Council which was a decrease from hours exchanged in June (167). From this total, Southern Midlands provided 103 hours of services to other Councils, and received only 7 hours of services from other Councils.

Fig 1 – Services Exchanged by Southern Midlands Council in Recent Months



## Services Provided by Southern Midlands Council

Fig 2 - Services Provided by Southern Midlands Council during July 2017 by Council



\* Council not currently a member of LG Shared Services

Fig 3 - Services Provided by Southern Midlands Council during July 2017 by Service Category

Southern Midlands		Summary of Services Provided
<b>Brighton</b>	<b>8</b>	
WHS / Risk Management	8	WHS Advice & Services
<b>Central Highlands</b>	<b>22</b>	
Planning Services	22	Statutory Planning
<b>Derwent Valley</b>	<b>41</b>	
Permit Authority - Plumbing	41	Plumbing Inspections
<b>GSB</b>	<b>8</b>	
WHS / Risk Management	8	WHS Advice & Services
<b>Sorell</b>	<b>8</b>	
WHS / Risk Management	8	WHS Advice & Services
<b>Tasman</b>	<b>8</b>	
WHS / Risk Management	8	WHS Advice & Services
<b>LG Shared Services</b>	<b>8</b>	
LG Shared Services	8	LGSS Chief Administrator
<b>Grand Total</b>	<b>103</b>	

\* Council not currently a member of LG Shared Services

## Services Received by Southern Midlands Council

Fig 4 - Services Received by Southern Midlands Council during July 2017 by Service Category

Southern Midlands		Summary of Services Received
<b>Brighton</b>	<b>7</b>	
Development Engineering	5	Development & Subdivision Services
Strategic Planning	2	Beacon Tech Grant Application
<b>Grand Total</b>	<b>7</b>	

## Cost Benefits Achieved by Southern Midlands and Other Councils

**110 hours** of Shared Services were exchanged by Southern Midlands Council last month. Analysis of Shared services provision has indicated that both the Provider Council and the Client Council save money through the exchange of Shared services at an approximate ratio of 50%.

In the month of July, it is estimated, Council have achieved a net benefit of approximately **\$7,005**. This was a result of increasing the utilisation of its current staff to earn additional revenue from providing services to other Councils, and from utilising Shared services from within Local Government as opposed to external consultants (on average LG Shared Services rates can be procured at significant discount to external consultant fees).

It is estimated that Southern Midlands Council's direct involvement in Shared services saved participating Councils (including Southern Midlands Council) approximately **\$7,460** for the month of July.

# LG Shared Services Update

## July 2017

### Summary of Recent Shared Services Activity

**1104 hours** of Shared Services were exchanged between Councils during July 2017, which is a decrease of approximately **4%** when compared to hours exchanged in June 2017 (1104 hours) and is below the three-month average of **1109 hours** per month.

Fig 1 - Shared Service Exchange Hours in Recent Months

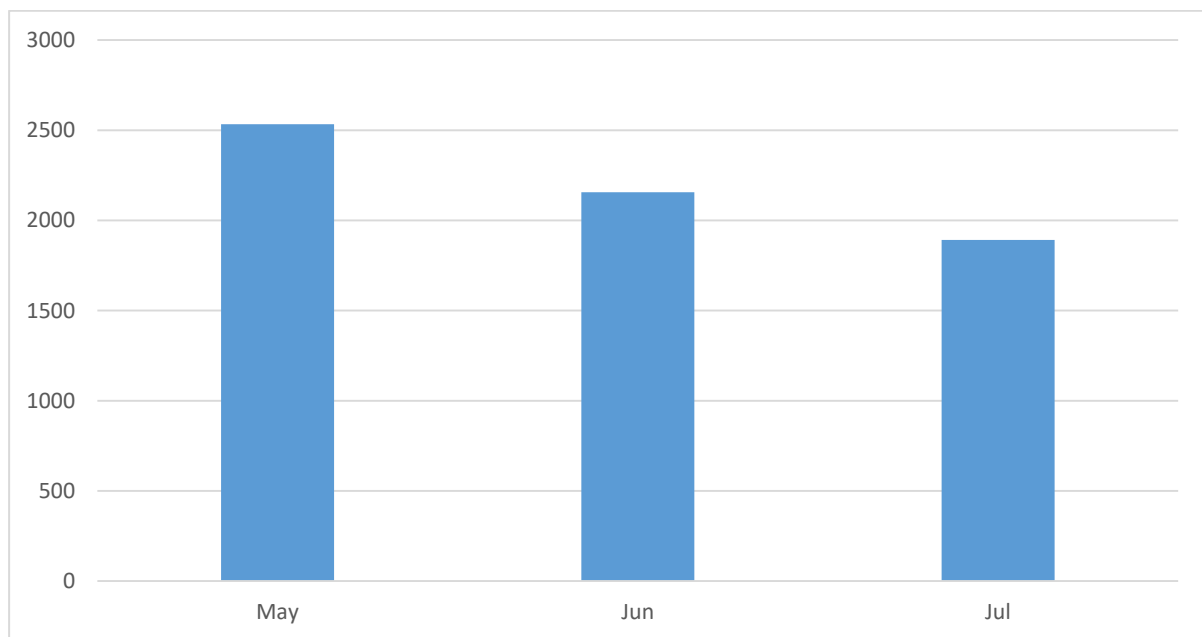
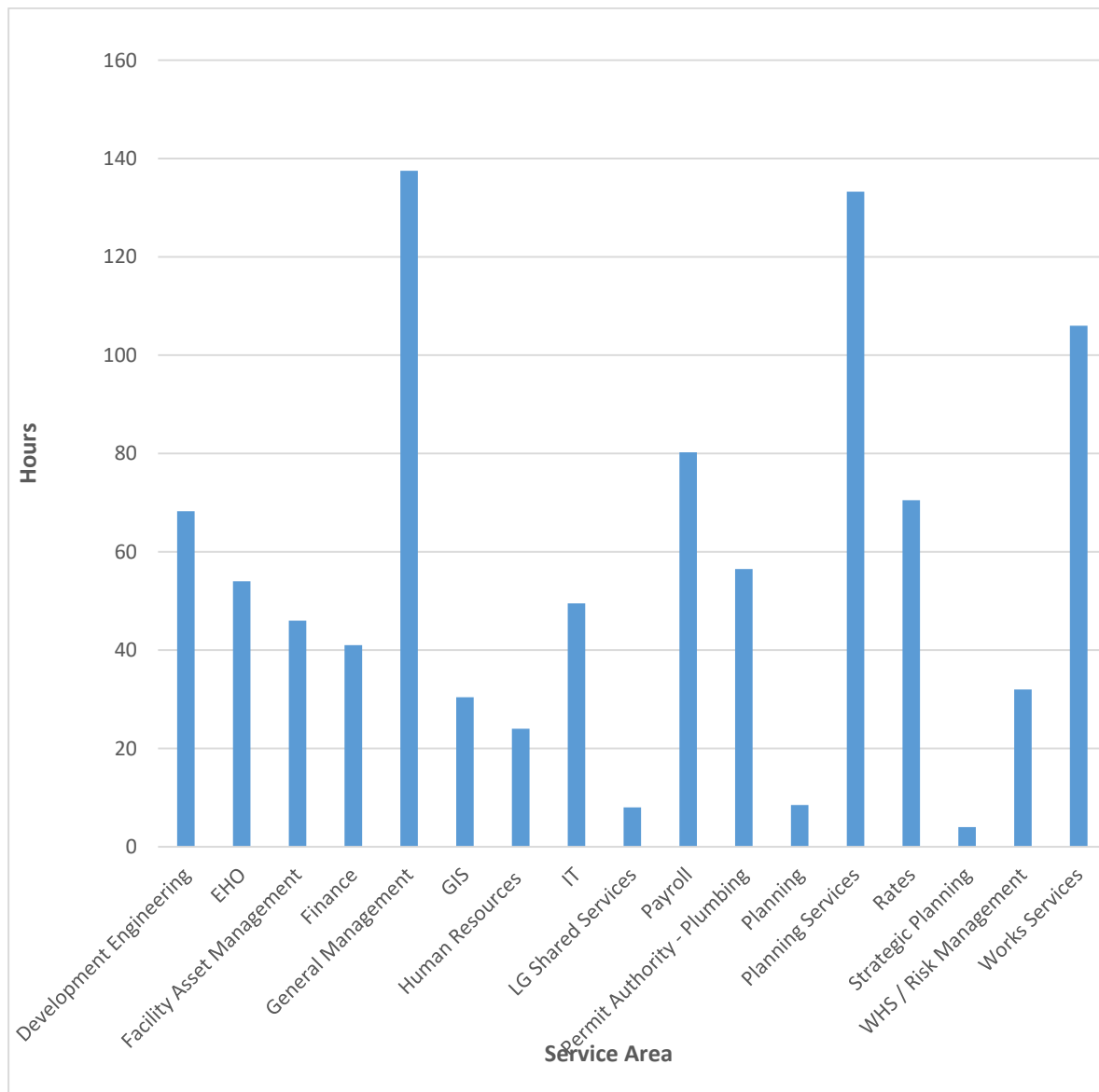


Fig 2 - Details of Current Exchange of Services by Council during July 2017

Provider Council	Client Organisation										
	Brighton	Central Highlands	Derwent Valley	Flinders	GSB	Litchfield	LGSS	Palmerston	Sorell	Southern Midlands	Tasman
Brighton		41.5	78	3	142				35	7	111
Central Highlands											
GSB											
Glenorchy											
Huon Valley											
Litchfield								30			
Sorell					39						217
Southern Midlands	8	22	41		8		8		8		8
Tasman									145		

\* Council/Organisation not currently a member of the Shared Services Joint Venture Agreement

Fig 3 - Details of Current Exchange of Services by Service Category during July 2017



### Savings to Local Government

A total of **950 hours** of shared services were exchanged between Councils last month. Analysis of Shared Services provision has indicated that both the Provider Council and the Client Council save money through the exchange of Shared Services at an approximate ratio of 50%.

Due to this, it is estimated that the provision of shared services between Councils saved participating Councils and Local Government as a whole, **\$70,108** for the month of **July**. This was a result of increasing the utilisation of current Council Staff at Councils providing services and from Client Councils utilising Shared services from within Local Government as opposed to external consultants (on average LG Shared Services rates can be procured at significant discount to external consultant fees).

## 17.2.2 SOUTH CENTRAL SUB-REGION COLLABORATION STRATEGY – STANDING ITEM

**Author:** GENERAL MANAGER (TIM KIRKWOOD)

**Date:** 18 AUGUST 2017

### ISSUE

Standing Item to enable:

- a) Council to identify or consider new initiatives that can be referred to the Sub-Region Group for research and / or progression; and
- b) The provision of updates and reports on the Group's activities.

### BACKGROUND

The Brighton, Central Highlands, Derwent Valley and Southern Midlands Councils have agreed to work together to identify and pursue opportunities of common interest and to more effectively and efficiently serve ratepayers, residents and the communities in these municipal areas.

### DETAIL

The Sub-region met on 14<sup>th</sup> August 2017 at the Brighton Council Chambers.

The following activities were discussed and considered:

1. Endorsement of the KPMG *Regional Workforce Planning Final Report*
  - Skills Tasmania are currently reviewing the report, preparing a 'one-pager' for communications and identifying priority actions.
2. Update on Beacon Tech Project
  - James Dryburgh has completed and submitted a grant application to State Growth (under the Destination Action Plans funding) for the Beacon Technology Story-Telling Project. The request is for approximately \$38,000.
  - It is understood that successful funding is likely.
  - Clarence are likely to replace Central Highlands as the fourth participant (focusing on Richmond).
  - James will meet with DST and Handbuilt in early September, if funding is successful, to prepare a draft project plan to present to each council participant for their review.
3. Update - Centre for Heritage model and projects
  - Tim Kirkwood gave a summary of the two businesses owned by Southern Midlands Council that undertake heritage works and education, training and employment functions.
  - He also updated the progress of the 5+5+5 projects.

4. Discussion session – State election strategy and priorities – All
- Election priorities from the SCS December 2016 meeting were reviewed and then a list for here and now created. The list is as follows:
    - Completion of the new Bridgewater Bridge.
    - Resealing of Marlborough Road from the Lyell Highway to Bronte Village.
    - Further upgrade of the Colebrook Main Road (Mudwalls Road)
    - Construction of an Indigenous Interpretation Centre in the Central Highlands.
    - Establishment of a High School in Brighton.
    - Investment in the redevelopment of the Brighton School Farm (becoming fully integrated with the Bridgewater Trade Training Centre and partnering with local industry and tourism providers).
    - Support for innovative re-use of Willow Court/Frascatti House.
    - Support for the enhancement of the Derwent River experience by creating an aquatic hub.
    - Increased funding for Parks and Wildlife and Reserves infrastructure in the Sub-region.
    - Greater investment in visitor infrastructure in the Sub-region.
5. Other business
- It was agreed that at the next meeting each council would provide a summary/update on waste and recycling issues from their perspective.
  - The possibility of joint tendering/engagement of services was discussed.

**Human Resources & Financial Implications** – In reference to the Beacon project, Council has allocated \$18,000 in the 2017/18 to participate in this project.

Other specific projects (as they arise) which require additional funding will be referred to Council for consideration prior to commencement.

**Community Consultation & Public Relations Implications** – Nil

**Policy Implications** – N/A

**Priority - Implementation Time Frame** – Ongoing.

## RECOMMENDATION

THAT the information be received.

## DECISION

*Moved by Clr R Campbell, seconded by Deputy Mayor A Green*

**THAT the information be received.**

**CARRIED**

<b>Councillor</b>	<b>Vote FOR</b>	<b>Vote AGAINST</b>
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr R Campbell	√	
Clr E Batt	√	
Clr D F Fish	√	
Clr D Marshall	√	

### 17.2.3 INTERLAKEN STOCK RESERVE

**Author:** NRM PROGRAMS MANAGER (MARIA WEEDING)

**Date:** 16 AUGUST 2017

#### ISSUE

To determine a method of sale for the Interlaken Stock Reserve Land (former Crown Land allocated to Council).

Title Reference: 153045/1  
Land Area: 53.12 hectares

#### DETAIL

The Interlaken Stock Reserve block (former Crown Land allocated to Council) is close to the stage of the new land titles being reissued to Council. The new title will have the previous caveats regarding sale of the land removed by the Crown. The caveats made it clear that if the land was sold by Council, the funds were to go back to the Crown.

However, after some negotiation, permission was given to Council in 2014 by the Minister responsible for Crown Land that the land could be sold on the condition that Council use the funds for the Roche Hall site.

Council are asked to consider the preferred method for the sale process, with a recommendation that the land be placed in the hands of a real estate agent and an auction date be set. It is understood that there are a number of parties interested in the site and have been waiting for the sale to occur.

#### RECOMMENDATION

THAT Council determine the method of sale for the Interlaken Stock Reserve Land.

#### DECISION

*Moved by Clr D Fish, seconded by Clr R Campbell*

#### THAT:

- a) **the General Manager engage a Real Estate Agent (with experience in selling rural / forestry land) and in terms of process, the property be sold by public auction; and**
- b) **a Valuation be obtained with the intent of setting a reserve sale price at the next Council Meeting.**

#### CARRIED

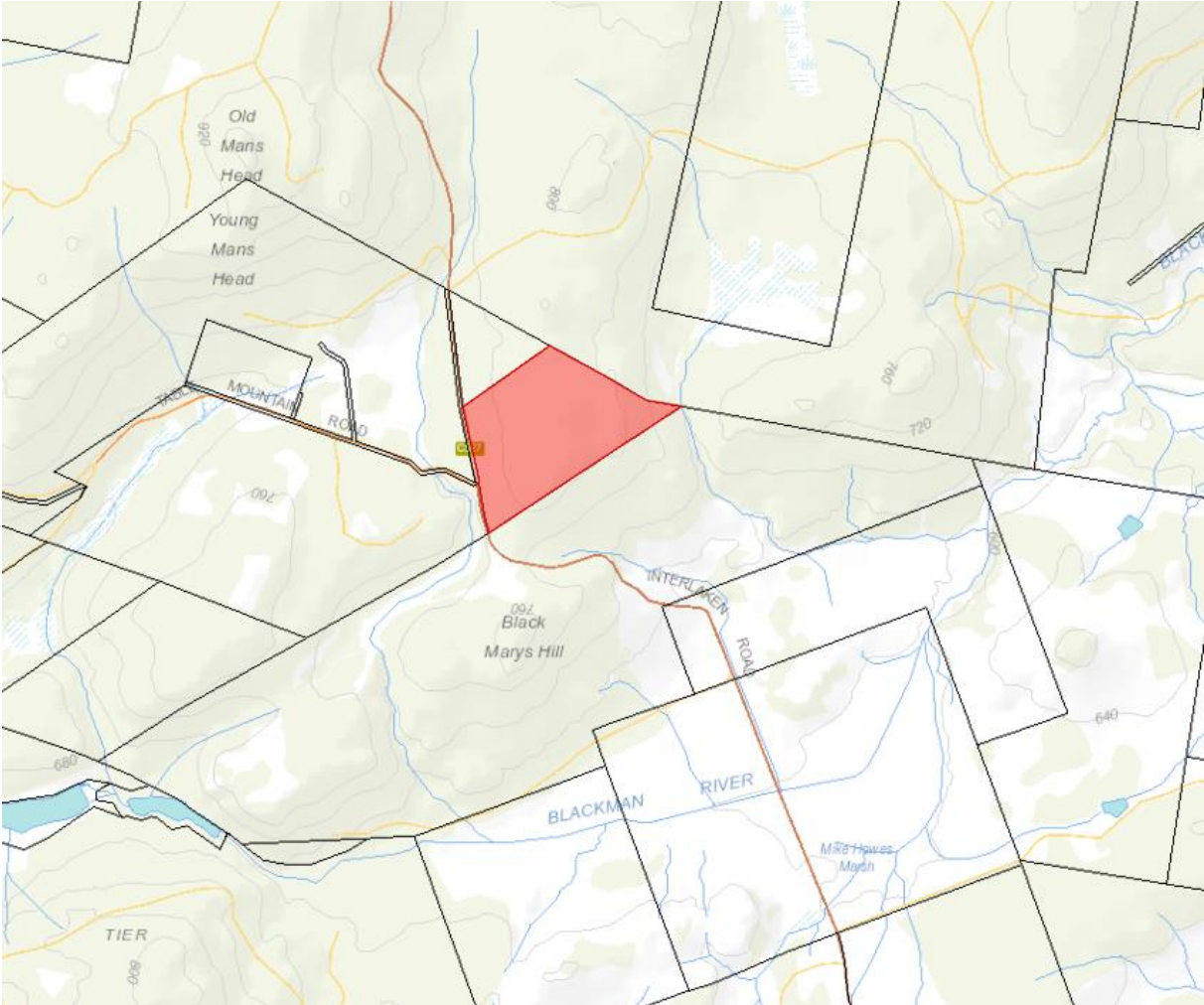
Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr R Campbell	√	
Clr E Batt	√	
Clr D F Fish	√	
Clr D Marshall	√	



**Attachment**



*Interlaken Stock Reserve (Title Reference: 153045/1)*



Interlaken Stock Reserve (Title Reference: 153045/1)

## 17.2.4 LOCAL GOVERNMENT REPRESENTATIVE – STATE GRANTS COMMISSION

**Author:** EXECUTIVE ASSISTANT (ELISA LANG)

**Date:** 15 AUGUST 2017

**Attachment:**

*State Grants Commission Member Position Statement*

### ISSUE

Section 4 of the *State Grants Commission Act 1976* requires that the State Grants Commission consist of two members who are, or who have been, associated with Local Government in Tasmania.

### BACKGROUND

One of the Local Government representatives (Mr Grant Atkins) has tendered his resignation which will take effect on the 31 December 2017, which has now resulted in a vacancy on the State Grants Commission board.

### DETAIL

LGAT are required to provide the names and CV's of four suitable candidates for the Minister's consideration. The appointment is for a term of three years.

The State Grants Commission performs a significant function by making recommendations to the Treasurer concerning the distribution of Australian Government financial assistance grants (FAGS) and identified local roads funds (ILRF's) to Local Government under the provisions of the Australian Government legislation, the *Local Government (Financial Assistance) Act 1995*.

A position statement is also attached for reference.

**Human Resources & Financial Implications** – The position receives remuneration of \$23,067 per annum (plus superannuation), including the reimbursement of expenses incurred in exercising their functions.

**Community Consultation & Public Relations Implications** - Nil.

**Policy Implications** – Nil.

**Priority - Implementation Time Frame** – nominations close on Monday, 28<sup>th</sup> August 2017. Nominations are to be accompanied by a curriculum vitae.

### RECOMMENDATION

THAT Council consider any suitable nominees for the vacant board position with the State Grants Commission.

**DECISION**

*Moved by Clr R Campbell, seconded by Clr E Batt*

**THAT Council consider nominating Mr John Jones as a possible candidate to fill the vacant position on the State Grants Commission, and that he be approached to determine his interest in being nominated.**

**CARRIED**

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr R Campbell	√	
Clr E Batt	√	
Clr D F Fish	√	
Clr D Marshall	√	

## STATE GRANTS COMMISSION

### MEMBER POSITION STATEMENT

The State Grants Commission was established under the *State Grants Commission Act 1976* (the Act). It is responsible for making recommendations to the Treasurer concerning the distribution of Commonwealth financial assistance grants and identified local road funds to local government and the distribution of Heavy Vehicle Motor Tax Revenue funding provided by the State Government.

The Commission comprises three members:

- a Chairman, appointed by the Governor, who shall be a person who the Secretary of the Department considers to have appropriate experience in business, financial or local government matters and who is nominated by the Secretary of the Department and approved by the Minister; and
- two shall be persons who are, or have been, associated with local government in the State, nominated by the Minister responsible for the *Local Government Act 1993* from a list of four names submitted to that Minister by the Local Government Association of Tasmania.

Under the Act, members shall be appointed for a term not exceeding five years and, if otherwise qualified, are eligible for re-appointment.

#### Current Commission Composition

Name	Position	Appointment Date	Period in Office (at end of current term)	Current Appointment Expiry
Mr D C Hudson <sup>1</sup>	Nominee of the Secretary of the Department of Treasury and Finance (Chair)	January 2013	6yrs	2 Jan 2019
Mr G L Atkins <sup>2,3</sup>	Representative of local government	March 2012	6yrs	4 Mar 2018
Mr R A Fraser <sup>2</sup>	Representative of local government	Aug 2014	3yrs	12 Aug 2017

<sup>1</sup> Appointed as Chairperson on 15 May 2015 on commencement of the *State Grants Commission Amendment Act 2015*.

<sup>2</sup> Local Government Representatives.

<sup>3</sup> Tendered resignation effective 31 December 2017

#### Commission Purpose

The functions of the Commission are to recommend to the Treasurer –

- (a) the councils to which he is to pay, in each financial year, grants of financial assistance out of moneys made available to the State by the Commonwealth for that purpose in that year; and
- (b) the amounts of those grants; and
- (c) if so directed by the Minister responsible for the administration of the *National Taxation Reform (Commonwealth-State Relations) Act 1999*, investigate and report on any matter relating to the obligation of a council to comply with the GST Law in accordance with that Act; and
- (d) the distribution between councils in each financial year of funds made available by the State from its collection of motor tax from the registration of heavy vehicles, within the meaning of the *Motor Vehicles Taxation Act 1981*.

The Commission is required to hold public hearings in connection with its recommendations and permit local government bodies to make submissions to it in connection with the recommendations.

The Commission may hold such inquiries and make such investigations as it considers necessary.

The Commission receives secretarial support from the Department of Treasury and Finance and reports annually to the Treasurer on its recommendations.

#### **Attributes required for members of the State Grants Commission**

The State Grants Commission must comprise members with an appropriate range of skills, experience, qualifications and expertise to enable it to properly carry out its statutory responsibilities.

#### Core Business Skills

Demonstrated ability and capability in the following areas:

- appropriate experience in business, financial or local government matters;
- strong analytical skills;
- demonstrated success and leadership experience with respect to committees and boards; and
- the ability to maintain effective professional and working relationships with fellow Commission members and stakeholders.

Experience and understanding in one or more of the following areas:

- economic modelling;
- accounting and financial management;
- state/local government matters; and
- horizontal fiscal equalisation.

#### Personal Qualities

The following personal qualities are required:

- personal and professional integrity;
- sound independent judgement;
- genuine interest in the Commission and its affairs;
- high level interpersonal and persuasion skills, including the ability to work well within a team; and
- strong public speaking and presentation skills.

#### **Remuneration**

Remuneration is determined in accordance with the Guidelines for Board and Committees issued by the Department of Premier and Cabinet. Members of the State Grants Commission are remunerated at a rate of \$23,067 (plus superannuation) per annum, with increases approved by Government from time to time.

## **17.2.5 NOMENCLATURE BOARD OF TASMANIA – PLACE NAMES ACT STAKEHOLDER AND COMMUNITY CONSULTATION REPORT**

**Author:** GENERAL MANAGER (TIM KIRKWOOD)

**Date:** 15 AUGUST 2017

**Attachments:**

*Stakeholder and Community Consultation Report*  
*Tasmanian Place Naming Guidelines (Draft)*

### **ISSUE**

The Nomenclature Board of Tasmania is undergoing development of a proposed new Place Names Bill, with a view to modernising the administrative processes of official place naming. There has been community and stakeholder consultation to inform the drafting process and a summary of feedback has been included in the attached Stakeholder and Community Consultation Report. The Report also references draft guidelines which are also attached.

### **BACKGROUND**

In late 2015 the Nomenclature Board released an issues paper canvassing stakeholder views about the Department's intention to develop a new Place Names Act to replace the relevant sections of the *Survey Coordination Act 1944* that pertain to Nomenclature.

The issues paper outlined perceived deficiencies with the current legislation and proposed a number of remedial options for consideration.

The Department received a number of considered responses to the issues paper, and has consolidated those responses into a report called the *Stakeholder and Community Consultation Report*.

### **DETAIL**

As some time has elapsed since the compilation of the report, the department now wish to release it back to the stakeholder community for review and if necessary additional feedback before seeking Ministerial approval to proceed with drafting the new legislation.

The department advises that there is substantially uniform support within the stakeholder community for developing new legislation and for the solutions proposed in the issues paper. In preparing the report for release, the Nomenclature Board has also taken the decision to draft proposed guidelines which are intended to accompany the legislation, and are referred to in the report under 'Issue 2'. Having completed the consultation consolidation, it became clear by the Department that stakeholders ought to have an opportunity to review the intended treatment of guidelines as they are integral to how some aspects of the new legislation will be given effect.

In reference to the 'Stakeholder and Community Consultation Report', Issues 4 and 5 are of particular interest given Council's recent experiences relating to the re-naming of Springvale Road at Campania.

In terms of Issue 4 – Assignment of Names to Public Thoroughfares, it is noted that the Department's preferred position to allocate this responsibility to the relevant road

authority (i.e. Council for Council maintained roads). Based on Council's recent discussions, this proposal should be supported.

In terms of Issue 5 – Assignment, approval and consultation processes - it is noted that the Department's preferred position is to provide flexibility in the consultation and approval processes, however the new legislation will provide for effective community consultation processes for naming proposals. Whilst this may lack detail, the general intent is consistent with Council's recent decision to encourage the Nomenclature Board to consult with all property owners prior to allocation or renaming a road.

**Human Resources & Financial Implications** – Should the responsibility for allocating road names become the responsibility of local government, this would have minimal impact on Council resources.

**Community Consultation & Public Relations Implications** – Considered to be a positive from a community and public relations perspective.

**Policy Implications** – Policy position.

**Priority - Implementation Time Frame** – comments should be submitted to the Nomenclature Board by no later than close of Business on Friday 1 September 2017. Following that, submissions will be reviewed and if necessary modifications made to the Department's preferred position. Ministerial consent to begin drafting the new legislation will then be sought. Stakeholders will be invited to review the draft legislation at appropriate intervals.

## RECOMMENDATION

THAT, specifically in relation to Issue 4 "Assignment of Names to Public Thoroughfares" and Issue 5 "Assignment, approval and consultation processes", Council endorse the preferred position being put forward by the Department in the Stakeholder and Community Consultation Report.

## DECISION

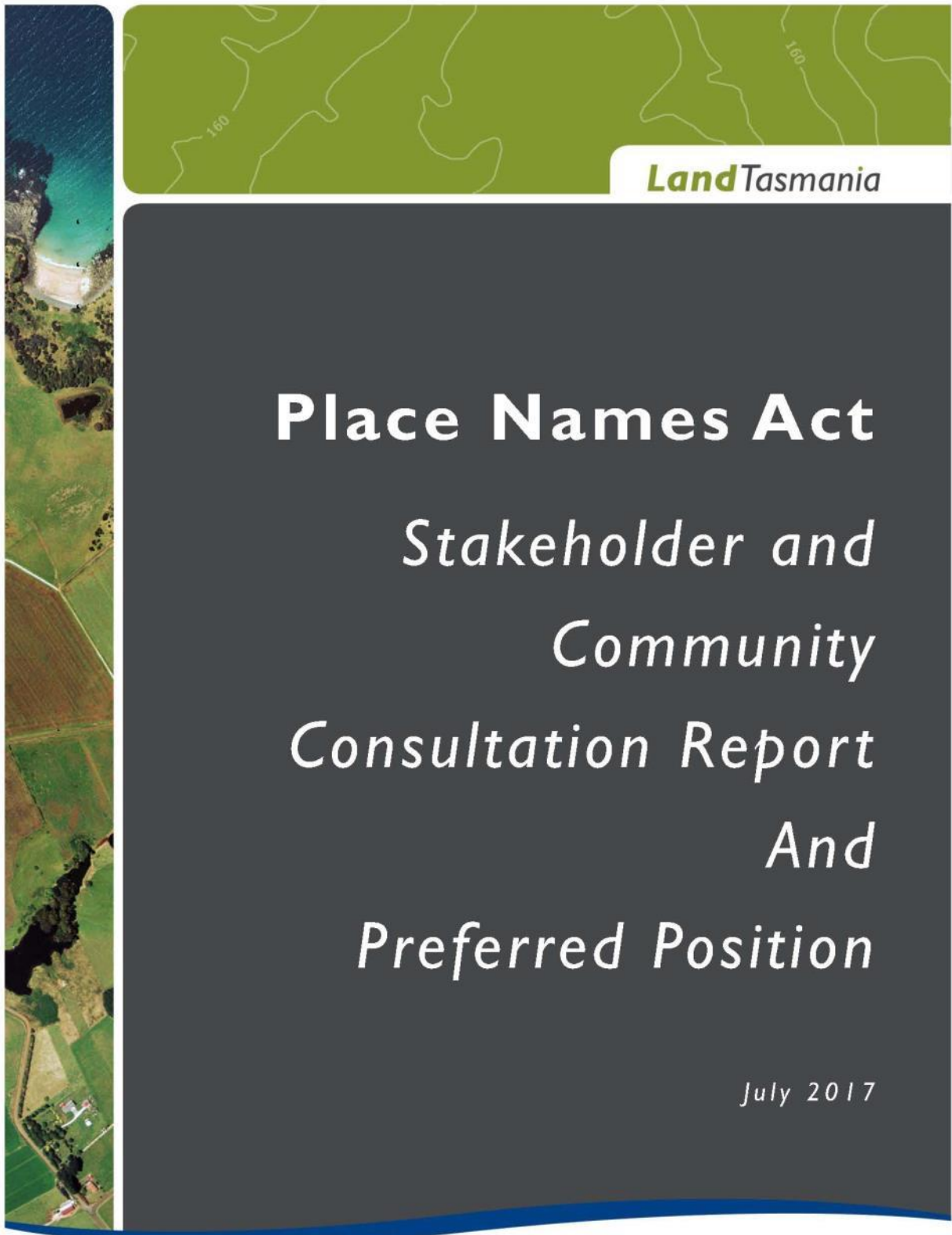
*Moved by Clr D Marshall, seconded by Clr D Fish*

**THAT, specifically in relation to Issue 4 "Assignment of Names to Public Thoroughfares" and Issue 5 "Assignment, approval and consultation processes", Council endorse the preferred position being put forward by the Department in the Stakeholder and Community Consultation Report.**

## CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr R Campbell	√	
Clr E Batt	√	
Clr D F Fish	√	
Clr D Marshall	√	





Department of  
Primary Industries, Parks, Water and Environment



Place Names Act  
Stakeholder and Community Consultation Report

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**Place Names Act**

*Stakeholder and Community Consultation Report*

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## Background

**PLACE NAMES** are critically important reference points for all members of the community. From natural features, such as rivers and mountains, to cities, streets and reserves, place names are the most common way that people identify geographical locations. While the existence and use of place names may be taken for granted in everyday life, the importance of rigorous processes for assigning appropriate and authoritative names to natural and manmade features generally goes unnoticed.

Tasmania's current system for the official naming of places was established more than sixty years ago and embedded in provisions of the *Survey Co-ordination Act 1944* (the Act). While minor amendments have been made to the Act over the years, the legislative provisions that relate to place naming remain largely unchanged and no longer reflect technological advancement, different administrative arrangements or contemporary digital data management.

When a preliminary review of the Act was initiated several years ago, a key finding of the consultation process was that the legislative provisions for place naming – or nomenclature – were outmoded, confusing, complicated and inconsistent with modern administrative processes. The most critical ongoing demand is for consistent, accurate and up-to-date place names to assist Tasmania's emergency management organisations in the protection of life and property. At a more general level, there is significant demand for more efficient, streamlined naming processes, and data about the location and extent of places, for use across a diverse range of administrative and planning scenarios in both public and private sector organisations.

In response, the first step in the modernisation process was development of [Placenames Tasmania](#), the Tasmanian Government's online register of all official Tasmanian place names, which was publicly released in late 2014. A significant function of *Placenames Tasmania* is the introduction of electronic submission and processing of new names proposed by Local Government Authorities and other proponents. Through this service, members of the public can also search online for place names; locate those places on a map and access information about the historical significance and origin of existing or superseded names.

The next step is to modernise the legislation to clarify the roles and responsibilities of all parties involved in the official naming process, further streamline the underpinning administrative processes and enhance opportunities for compliance with national standards. The *Survey Co-ordination Act 1944* is administered by the Minister for Primary Industries and Water. The Minister has endorsed development of proposed new place names legislation.

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## About this document

This document discusses each of the issues which were presented as proposals in the *Place Names Act Issues Paper* which was previously distributed to stakeholders for comment and support. This document states the original proposal from the *Issues Paper* and discusses the feedback that was received on each issue.

The purpose of this document is to provide the stakeholders with a summary of the feedback together with the preferred position, which having considered the feedback, will now form the basis of the drafting instructions to be developed for the proposed new Place Names Bill.

## Overview

### Introduction

An *Issues Paper* was developed to present a number of issues and proposals to help inform proposed new place names legislation. These issues have been identified through previous community consultation. This *Issues Paper* has been distributed to interested organisations to comment on these, raise other issues and suggest potential solutions.

This *Stakeholder and Community Consultation Report and Preferred Position* summarises the outcomes of the consultation process and provides a preferred position. The Report will be redistributed to stakeholder groups for information prior to commencing the drafting of new legislation.

### Consultation Process

The objective of the consultation process was to engage with key stakeholders and interested members of the broader Tasmanian community to assess community opinion, generate constructive feedback and foster support for the development of new place naming legislation.

The *Place Names Act Issues Paper*, together with a covering letter was distributed on 29 September 2015 to a range of stakeholders having been identified as either contributing to the place naming process, or having an interest in this process.

These individuals and organisations were invited to provide submissions on the proposals outlined in the issues paper, together with support or otherwise for the options proposed. The closing date for submissions was 30 November 2015, although a few respondents sought and were granted consent to forward late submissions.

In addition a notice introducing the issues paper and welcoming submissions was placed on both the Place Naming page on the DPIPWE web site, and the Tasmanian Government's Public Notices web

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page. The Intergovernmental Committee on Surveying and Mapping (ICSM) Permanent Committee for Place Names (PCPN) was also provided a copy of the issues paper and asked for comment.

### Next steps for consultation

This document will be circulated to the stakeholder groups advising them on how the submissions have been assimilated into a preferred position, and inviting comment on any material matters, following which drafting instructions will be prepared for the Office of Parliamentary Council.

Once a functional draft Bill is prepared, stakeholders will again be issued that document to comment on its form and content.

The final version of the Bill will be circulated prior to submission to parliament with the aim of demonstrating an open and transparent preparation process and consequent smooth passage into law.

## Feedback

### Submissions

Submissions received are listed in Annexure A.

The issues paper was circulated to a wide stakeholder group, however there were relatively few submissions received. These responses, however, acknowledged the need to develop new contemporary place naming legislation and were supportive of the proposed options. Further informal conversations with some local government officers in relation to street naming issues in particular indicated unanimous support for improved processes for the timely and consistent finalisation of street names.

Key points in the submissions include:

- Strong support for new contemporary legislation for the assignment of place names;
- Greater community engagement and flexibility in the proposal process for Geographic Names;
- Support for the assignment of street names by the road authority;
- Use of Guidelines to support conformance in the place naming process;
- Enforcement of the use of official names.

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## Issue 1: Governance

The Issues Paper invited comment on the following proposal:

*It is proposed that new Place Names legislation will:*

I.1 Modernise the appointment and governance arrangements for the place naming process

### Discussion

All submissions were supportive of this proposal and acknowledged that the current legislated Board membership is no longer appropriate. Submissions indicate a continued requirement for a committee or group to support the place naming process and, particularly for geographic names, wider community representation should be considered.

The Tasmanian Aboriginal Centre (TAC) recommends an Aboriginal representative to be included on the naming advisory group or naming body.

The New Zealand Geographic Board noted “*For Tasmania, the core membership could demonstrate a wider representation, rather than being government department or politically centric. There is potential for public criticism where it is perceived that ‘bureaucrats’ have made the decisions.*” The TAC recommends members should be nominated/elected by their representative groups rather than appointed by the Minister or Government bodies.

Upon consideration of the submissions, the Department’s preferred position is as follows:

- **To dispense with a formally structured Nomenclature Board;**
- **Provide for a Ministerially appointed panel of persons inclusive of community representation for appointment as members of a Place Names Advisory Panel;**
- **Provide for a Registrar of Place Names to be appointed by the Departmental Secretary to carry out the functions of registering the names of places and maintaining the place names register;**
- **Place names to be assigned by the Minister upon advice and recommendation from the Surveyor General.**
- **Provide for a Place Names Advisory Panel comprising of the Surveyor General as chair; a senior officer from the Department with the primary responsibility for the State’s spatial data and mapping, and with Ministerial appointed representatives from:**
  - **Local Government**
  - **Emergency Services**
  - **Public Land Management**

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- **Tasmanian Aboriginal Communities**
- **Bushwalking Tasmania**

**Together with 2 other persons having knowledge, background and experience in heritage or historical matters; and orthography or linguistics.**

The suggested term for the Ministerial appointments is three years with opportunity for a further three year reappointment.

## Issue 2: Guidelines and standards

The Issues Paper invited comment on the following proposals:

***It is proposed that new Place Names legislation will:***

- 2.1 Introduce a requirement for the development and maintenance of published guidelines
- 2.2 Provide that these guidelines will be used for local conformity with national standards, rules and guidelines
- 2.3 Provide that these guidelines will be used to assess the suitability of place names and provide an authoritative basis for the potential rejection of unsuitable names

### Discussion

There is strong support for the need to have published guidelines to ensure consistency and conformity in the place naming process. A number of submissions have noted the need for guidelines to conform to national standards, rules and guidelines. In general, such standards are coordinated by the Intergovernmental Committee on Surveying and Mapping (ICSM) via its Permanent Committee on Place Names (PCPN). Tasmania has strong representation on both the ICSM and the PCPN. There is a need for the guidelines to be endorsed by the stakeholder groups who have a role in the place naming processes.

Circular Head Council submitted that the legislation must comply with these standards. The Queensland submission observed that whilst their legislation does not mandate the development of guidelines, it achieves the same results by including a list of broad issues to be considered when assessing the suitability of names. They believe that their departmental policies have been sufficient to meet these requirements.

The Latrobe and Kentish Councils have noted that if guidelines are attached to legislation then there is a clear direction in respect of assigning new names and an authorised basis upon which to reject unsuitable names. These Councils have queried whose responsibility it is to produce the guidelines and if there will be opportunity for community comment.

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New Zealand's place naming legislation includes a provision to allow its Board to regulate its own procedures including the development and promulgation of rules and guidelines. The New Zealand Geographic Board submission also noted "*It is important to make the distinction between a Standard (a specific control to ensure consistency) and a Guideline (best practice) – they have very significant differences.*"

Guidelines will also be able to incorporate the treatment of Aboriginal names in accordance with government policies, as with the present "Aboriginal and Dual Names Policy". The TAC submission recommends that the Guidelines contain provisions mandating the use of palawa kani language for appropriate geographic place names, and conformity with national rules and standards in relation to Aboriginal and dual naming.

Upon consideration of the submissions, the Department's preferred position is as follows:

- ***New legislation will refer to published guidelines to ensure conformance and consistency with national rules and guidelines for the naming of places;***
- ***These guidelines will be endorsed by the Minister following development by the Department. The Guidelines will be developed through consultation with key stakeholders and conform to National protocols;***
- ***The guidelines will set out the principles, practices and processes to be followed in selecting, assigning, altering or discontinuing the name of a place;***
- ***The guidelines will set out the responsibilities of naming authorities before the name of a place is selected, assigned, altered or discontinued including the requirements for consultation;***
- ***The processes and rules for Aboriginal and Dual Naming will continue to be documented through a separate Government policy.***



### Issue 3: Ambiguity about ‘Place’

The Issues Paper invited comment on the following proposals:

*It is proposed that new Place Names legislation will:*

- 3.1 Allow for an unambiguous definition of ‘place’ that acknowledges all natural and man-made features represented in contemporary digital mapping
- 3.2 Provide an unambiguous interpretation of what constitutes ‘place’ in relation to legislative responsibility for the assignment and/or management of place names in Tasmania
- 3.3 Distinguish between the authority to assign names to places under *Place Names* legislation and the assignment of names to ‘other’ places authorised under separate legislation or by other organisations
- 3.4 Be subordinate to (outranked by) other legislation or regulation that allocates specific place names, such as local government areas or electoral districts
- 3.5 Provide the Minister with discretionary power to facilitate the assignment of names to ‘other’ places of significant cultural or public interest not covered under any other legislation

#### Discussion

All responses recognised and supported the desirability of providing an unambiguous definition of “place” and clear responsibilities for the assignment of names for these “places”.

Some submissions queried the proposal for providing the Minister with discretionary powers to name “other” places and suggested that this could reduce the opportunity for community consultation and endorsement. The intention of this proposed element was to provide for the naming of some cultural features including small parks, reserves and public infrastructure, however taking into consideration the submissions, perhaps a preferred method for naming such features would be to include reference to them in the Guidelines. The Guidelines could then clarify the naming authority, nominate any exclusions and confirm the protocols to be applied to these features.

Kentish and Latrobe Councils submissions queried why place naming would be considered by organisations other than government bodies.

The TAC recommends that the definition of a place provide sufficient scope to include naming areas of cultural significance to Aboriginal people.

Upon consideration of the submissions, the Department’s preferred position is as follows:

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- **New legislation will clearly define “place” in relation to legislative responsibility for assignment and management of naming;**
- **New legislation will also be specific in excluding those names that are assigned under other existing legislation, together with those features not intended to be included under new place naming legislation e.g. buildings;**
- **A Place will include:**
  - **A geographic feature (whether or not covered by water); and**
  - **A city, town, locality or suburb, habitation or other feature of community or cultural significance; and**
  - **A highway, road, street, lane or thoroughfare that is open to or used by the public; and**
  - **A park, recreation or sporting ground, walking or bike track that is open to or used by the public; and**
  - **Any other place that is, or is likely to be, of public, cultural or historical interest.**
- **A Place will not include:**
  - **An electoral district or division; or**
  - **A local government area or ward; or**
  - **A building or similar structure; or**
  - **A place that is given or may be given a name under any other Act**

## **Issue 4: Assignment of names to public thoroughfares**

The Issues Paper invited comment on the following proposals:

*It is proposed that new Place Names legislation will:*

- 4.1 Provide clarity for the authorised and responsible naming of all thoroughfares, including privately developed streets, roads, tracks, etc
- 4.2 Allocate responsibility for the naming of public thoroughfares (including those that will be publicly managed and/or have addressed dwellings) to the authority with relevant road management responsibility, in accordance with established guidelines
- 4.3 Provide the Minister with discretionary power to overrule or intervene in the assignment of an unsuitable or non-compliant place name

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**Discussion**

This issue has been identified as that with the most significant problems in the current legislation, and therefore inhibits the efficient and consistent processes for the naming of streets and roads. These inefficiencies inhibit effective service delivery at the Local Government level. These views are reflected in the high levels of support expressed in submissions for the proposed solution to this issue.

The Department of Health and Human Services submission noted that these proposals will clarify some of the issues Ambulance Tasmania has with private thoroughfares. This is supported by submissions from West Tamar Council, Circular Head Council, Hydro Tasmania and Queensland which all noted that naming of private thoroughfares is very important but can sometimes be overlooked in the present process.

Bushwalking Tasmania and the Hobart Walking Club submissions noted that their organisations wish to be involved in the naming process for walking tracks.

The Kentish and Latrobe Councils submissions queried the proposed discretionary power by the Minister to overrule or intervene in the assignment of an unsuitable or non-compliant place name. It is the view of these Councils that if the legislation requires the relevant authority to comply with the Guidelines then this should be sufficient. The New Zealand submission also queried this proposal as in their experience devolving the authority for naming roads to Local Government Authorities has been a “tried and tested arrangement”.

The TAC submission wishes to ensure that the assigning of new Aboriginal names remains subject to the control of the Aboriginal community. It is intended that the Guidelines provide clear directives and principles in the use and assigning of Aboriginal names to features to be named under the proposed new legislation.

The Department’s view is that in the perhaps unlikely event that a road naming authority chooses to allocate a name in contravention of the Guidelines, there should be capacity for the Minister to intervene.

Upon consideration of the submissions, the Department’s preferred position is as follows:

- ***New legislation will provide for the relevant road authority to have responsibility for naming of all trafficable public thoroughfares (roads and streets) excluding walking tracks;***
- ***New legislation will require all trafficable thoroughfares public or private to be named in accordance with the principles and processes in published Guidelines;***

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- **New legislation will provide for Local Government to have the responsibility for naming private thoroughfares, including aged care facilities and gated communities where there are residences addressed or capable of being addressed to privately maintained roads;**
- **Providing such road names conform to the Guidelines, receipt of advice from the road naming authority, or in the case of private thoroughfares, by Local Government of the road name will cause those names to be recorded as approved names in the Place Names Register.**
- **New legislation will provide for any road or street name which does not comply with the Guidelines or where there is significant community objection to the name of that road to be referred to the Advisory Panel.**

## Issue 5: Assignment, approval and consultation processes

The Issues Paper invited comment on the following proposals:

*It is proposed that new Place Names legislation will:*

- 5.1 Provide the Minister with discretionary power to vary the consultation and approval processes for potentially contentious place names or the naming of prominent features
- 5.2 Provide for the description of place name categories suitable for public consultation, reflected in the proposed guidelines
- 5.3 Provide for the assignment of non-contentious names to man-made features without the requirement for reference group/advisory committee consideration or public gazettal
- 5.4 Mandate that the process to assign names to natural features is subject to reference group/advisory committee consideration and public gazettal
- 5.5 Provide for community consultation processes to occur prior to the formal assignment and gazettal of those names perceived as likely to generate strong community interest and/or debate
- 5.6 Provide that the assignment status of a place name is deemed to be final at the point of gazettal

### Discussion

This issue represents the most significant change from the current naming process and many of the submissions made comment on these matters. Whilst submissions were generally supportive of most of these proposals, some of the feedback indicated that these proposals may have been subject to misinterpretation, particularly points 5.1 and 5.3.

The intention of these proposals was to provide flexibility in the consultation process as some place name proposals may require more extensive levels of consultation and time to enable a considered

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decision to be made taking into account community feelings. This has also been noted by Queensland and New Zealand in their submissions.

Some submissions make the point that the determination of whether a feature is prominent or not should not rest with the Minister. There is, however recognition that there needs to be some flexibility in the process to adopt a pragmatic approach to resolving minor errors and for the approval of some names where a lengthy consultation is not required.

All submissions support the gazettal of a place name as the final step in making the name official providing that adequate consultation has been undertaken during the proposal phase and community views have been reflected in the decision making process.

The TAC submission noted that a 'Community Consultation Process' may need defining, and that to be effective it would need to be well planned and managed.

The Department now considers that all new geographical place name proposals should be subject to community scrutiny, either during proposal preparation, or following submission to the proposed Place Names Advisory Committee. Such proposals will need to comply with the Guidelines, and in particular Aboriginal and Dual Naming Guidelines. The Guidelines should set out the minimum standards for acceptable consultation.

Upon consideration of the submissions, the Department's preferred position is as follows:

- ***New Legislation will provide for flexibility in the consultation and approval process and timeframes to provide for community input in place name proposals;***
- ***New Legislation will provide for effective community consultation processes for naming proposals;***
- ***New Legislation will provide for flexibility to correct minor errors, omissions and rescissions where there is no change to community use or expectations of a name or extent of a name;***
- ***New Legislation will facilitate the formalisation or recording of pre-existing names of non-geographic features which have been assigned by other organisations and accepted by the community e.g. council parks and walking tracks, and significant infrastructure features e.g. bridges;***
- ***New Legislation will provide that the assignment status of a place name is deemed to be final at the point of gazettal.***

## Issue 6: Depiction and registration of place names

The Issues Paper invited comment on the following proposals:

*It is proposed that new Place Names legislation will:*

- 6.1 Acknowledge *Placenames Tasmania* as the official register and single, authoritative 'point of truth' for Tasmanian place names
- 6.2 Provide that spatial depiction of the location and extent of a place is linked to all place names held within the register, regardless of the original naming authority

### Discussion

Submissions indicate support for *Placenames Tasmania* as the authoritative register for place names. From the submissions it has been noted that the feature extents of place names is also important and that there is no spatial ambiguity in definition particularly with names that have been proclaimed under other legislation.

The New Zealand Geographic Board submission noted the desirability of making this information freely available under open source arrangements to encourage use and compliance when integrating with other geographic information.

The Department notes that new legislation needs to provide flexibility to ensure that current and future electronic databases are deemed to be included in this definition.

Upon consideration of the submissions, the Department's preferred position is as follows:

- ***“Placenames Tasmania” will be the single authoritative register for all Tasmanian place names;***
- ***“Placenames Tasmania” will provide public access for Tasmanian place names and extents together with any other background information that may be deemed appropriate***
- ***“Placenames Tasmania” will record all names assigned through the formal place naming process together with place names assigned through other legislation;***
- ***“Placenames Tasmania” will have a discretionary capacity to record other names not required to be assigned under the proposed new legislation if it is felt that these should be recorded as a public interest.***

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## Issue 7: Enforcement in the use of official place names

The Issues Paper invited comment on the following proposal:

*It is proposed that new Place Names legislation will:*

7.1 Provide for the application of penalties for the intentional misuse of official place names

### Discussion

All submissions support this proposal. With the increasing development of electronic and traditional mapping products together with the use of names for location purposes there is an increasing need for consistency and acceptance of place names in society.

A note of caution was raised in the Bushwalking Tasmania submission, which noted “*the names should reflect existing public use. Where widely used place names are not adopted, there should be no sanction against the public retaining their ordinary use of an existing place name.*”

Upon consideration of the submissions, the Department’s preferred position is as follows:

- ***New legislation will provide for the application of penalties for the intentional misuse of official place names.***

### Other Issues:

The TAC provided a detailed submission noting that at a national level the importance of Aboriginal place names and the awareness of these in the community has been acknowledged. The TAC made reference in their submission to the United Nations Group of Experts on Geographical Names (UNGEGN), the official international body tasked with providing technical recommendations on standardizing geographical names at national and international levels. Whilst the Department is well aware of these resolutions and guidelines, the purpose of the new legislation is to provide for the governance and process rather than specifics on place naming issues. It is agreed that guidelines to be developed to support new legislation will ensure conformity to both the UNGEGN and national guidelines.

The use of Aboriginal and dual naming for Tasmanian geographic features including the processes for assigning new Aboriginal and dual names will continue to be set out in a separate Government policy document.

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The TAC also recommended that Advisory Committee members undergo Aboriginal cultural competency courses or sessions as part of induction to the Advisory capacity. The Department endorses this suggestion and believes it can be accommodated in administrative arrangements rather than in the Act or Guidelines.

There were no other issues arising from the submissions. This has confirmed that the key issues and proposals outlined in the Issues Paper have adequately covered stakeholder requirements. Minor issues and concerns have all been covered in these primary issues.

## Summary of Departmental Position

### Issue 1: Governance

Upon consideration of the submissions, the Department's preferred position is as follows:

- 1.1 To dispense with a formally structured Nomenclature Board
- 1.2 Provide for a Ministerially appointed panel of persons inclusive of community representation for appointment as members of a Place Names Advisory Panel
- 1.3 Provide for a Registrar of Place Names to be appointed by the Departmental Secretary to carry out the functions of registering the names of places and maintaining the place names register
- 1.4 Place names to be assigned by the Minister upon advice and recommendation from the Surveyor General
- 1.5 Provide for a Place Names Advisory Panel comprising of the Surveyor General as chair; a senior officer from the Department with the primary responsibility for the State's spatial data and mapping, and with Ministerial appointed representatives from:

Local Government, Emergency Services, Public Land Management, Tasmanian Aboriginal Communities, Bushwalking Tasmania; together with 2 other persons having knowledge, background and experience in heritage or historical matters; and orthography or linguistics.

The suggested term for the Ministerial appointments is three years with opportunity for a further three year reappointment.



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## **Issue 2: Guidelines and standards**

Upon consideration of the submissions, the Department's preferred position is as follows:

- 2.1 New legislation will refer to published guidelines to ensure conformance and consistency with national rules and guidelines for the naming of places;
- 2.2 These guidelines will be endorsed by the Minister following development by the Department. The Guidelines will be developed through consultation with key stakeholders and conform to National protocols;
- 2.3 The guidelines will set out the principles, practices and processes to be followed in selecting, assigning, altering or discontinuing the name of a place;
- 2.4 The guidelines will set out the responsibilities of naming authorities before the name of a place is selected, assigned, altered or discontinued including the requirements for consultation;
- 2.5 The processes and rules for Aboriginal and Dual Naming will continue to be documented through a separate Government policy.

## **Issue 3: Ambiguity about 'Place'**

Upon consideration of the submissions, the Department's preferred position is as follows:

- 3.1 New legislation will clearly define "place" in relation to legislative responsibility for assignment and management of naming;
- 3.2 New legislation will also be specific in excluding those names that are assigned under other existing legislation, together with those features not intended to be included under new place naming legislation e.g. buildings;
- 3.3 A Place will include:
  - A geographic feature (whether or not covered by water); and
  - A city, town, locality or suburb, habitation or other feature of community or cultural significance; and
  - A highway, road, street, lane or thoroughfare that is open to or used by the public; and
  - A park, recreation or sporting ground, walking or bike track that is open to or used by the public; and
  - Any other place that is, or is likely to be, of public, cultural or historical interest.
- 3.4 A Place will not include:
  - An electoral district or division; or
  - A local government area or ward; or
  - A building or similar structure; or
  - A place that is given or may be given a name under any other Act

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## **Issue 4: Assignment of names to public thoroughfares**

Upon consideration of the submissions, the Department's preferred position is as follows:

- 4.1 New legislation will provide for the relevant road authority to have responsibility for naming of all trafficable public thoroughfares (roads and streets) excluding walking tracks;
- 4.2 New legislation will require all trafficable thoroughfares public or private to be named in accordance with the principles and processes in published Guidelines;
- 4.3 New legislation will provide for Local Government to have the responsibility for naming private thoroughfares, including aged care facilities and gated communities where there are residences addressed or capable of being addressed to privately maintained roads;
- 4.4 Providing such road names conform to the Guidelines, receipt of advice from the road naming authority, or in the case of private thoroughfares, by Local Government of the road name will cause those names to be recorded as approved names in the Place Names Register.
- 4.5 New legislation will provide for any road or street name which does not comply with the Guidelines or where there is significant community objection to the name of that road to be referred to the Advisory Panel.

## **Issue 5: Assignment, approval and consultation processes**

Upon consideration of the submissions, the Department's preferred position is as follows:

- 5.1 New Legislation will provide for flexibility in the consultation and approval process and timeframes to provide for community input in place name proposals;
- 5.2 New Legislation will provide for effective community consultation processes for naming proposals;
- 5.3 New Legislation will provide for flexibility to correct minor errors, omissions and rescissions where there is no change to community use or expectations of a name or extent of a name;
- 5.4 New Legislation will facilitate the formalisation or recording of pre-existing names of non-geographic features which have been assigned by other organisations and accepted by the community e.g. council parks and walking tracks, and significant infrastructure features e.g. bridges;
- 5.5 New Legislation will provide that the assignment status of a place name is deemed to be final at the point of gazettal.

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## **Issue 6: Depiction and registration of place names**

Upon consideration of the submissions, the Department's preferred position is as follows:

- 6.1 "Placenames Tasmania" will be the single authoritative register for all Tasmanian place names;
- 6.2 "Placenames Tasmania" will provide public access for Tasmanian place names and extents together with any other background information that may be deemed appropriate;
- 6.3 "Placenames Tasmania" will record all names assigned through the formal place naming process together with other place names assigned through other legislation;
- 6.4 "Placenames Tasmania" will have a discretionary capacity to record other names not required to be assigned under the proposed new legislation if it is felt that these should be recorded as a public interest.

## **Issue 7: Enforcement in the use of official place names**

Upon consideration of the submissions, the Department's preferred position is as follows:

- 7.1 New legislation will provide for the application of penalties for the intentional misuse of official place names.

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## Conclusions and Next Steps

The consultation process has been undertaken primarily to test the Department's views and seek confirmation on the proposals which have been developed through informal stakeholder discussions over a number of years.

In preparing the Issues Paper, proposals were developed to resolve previously identified issues and provide for a more effective process in the timely approval of names to meet community requirements.

There has been clear stakeholder provided indications since a preliminary review of the *Survey Co-ordination Act 1944* was conducted in 2006, that current naming processes defined in that Act no longer effectively supported contemporary management of geospatial information.

Although the number of submissions received was relatively small, the support for the development of new legislation was unanimous together with high levels of support for the proposals raised in this paper.

It is apparent that there is substantially uniform support from the stakeholder community for developing new legislation to manage the place naming process and high levels of support for the solutions proposed in the issues paper.

This summary document containing the Department's considered views will now be made available to the stakeholder community for review and further consultation. Following that period, drafting instructions will be prepared for the Office of Parliamentary Counsel that will draft the proposed legislation. Once a suitable draft is available, the stakeholder community will be further consulted as to the suitability of the draft to meet the proposed solutions.

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## Appendix A: Submissions Received

The *Place Names Act Issues Paper* was distributed to 48 organisations within Tasmania covering all those organisations and groups that have had an interest or role in the place naming process. In addition this paper was also distributed to other State and Territory place naming bodies.

<b>Feedback was received from the following organisations:</b>
Secretary, Department of State Growth
Secretary, Department of Police & Emergency Management
Secretary, Department of Health & Human Services
Peter Mooney, General Manager Parks and Wildlife Service
Luke Stow, Chief Information Officer Hydro Tasmania
General Manager, Circular Head Council
General Manager, Kentish Council
General Manager, Latrobe Council
General Manager, West Tamar Council
Heather Sculthorpe, CEO Tasmanian Aboriginal Centre
Secretary, Hobart Walking Club
Secretary, Bushwalking Tasmania
Secretary, New Zealand Geographic Board Ngā Pou Taunaha o Aotearoa, Office of the Surveyor-General
Spatial Data Coordinator, Dept of Natural Resources and Mines, QLD

**Land**Tasmania

# Tasmanian Place Naming Guidelines

*Draft July 2017*

Department of  
Primary Industries, Parks, Water and Environment



Tasmanian Place Naming Guidelines

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Tasmanian Place Naming Guidelines

## 1. Introduction

### 1.1. What are place names?

Place names or toponyms are names of places or geographic entities and are critically important reference points for all members of the community. From natural features, such as rivers and mountains, to cities, streets and reserves, place names are the most common way that people identify locations. While the existence and use of place names may be taken for granted in everyday life, the importance of rigorous processes for assigning appropriate and authoritative names to natural and manmade features generally goes unnoticed.

Consistent use of accurate place names is an essential element of effective communication worldwide, and supports socio-economic development, conservation and national infrastructure. Place names provide the most useful geographical reference system and are used to uniquely identify a feature and its location.

More information on Place Naming in Tasmania can be found at the following link:

<http://dpiwve.tas.gov.au/land-tasmania/place-naming-in-tasmania>

### 1.2. Place naming authorities

All Australian states and territories, together with New Zealand have legislative procedures for the approval and recording of place names to ensure consistency is applied in the selection of names and to promote the use of correct place names in mapping and electronic applications.

The Committee for Geographical Names of Australia (CGNA) was established in 1984 for the coordination of place naming in Australia and New Zealand. In 1993, it became a standing committee within the Intergovernmental Committee on Surveying and Mapping (ICSM). Its membership comprises the principle nomenclature authorities of those two countries, with a number of other members who have responsibilities for place names. In October 2015 the name of the committee was updated to the Permanent Committee on Place Names (PCPN).

In 1953, the *Survey Co-ordination Act 1944* was amended to introduce a statutory system for naming places and establish the Nomenclature Board as the responsible authority for the naming of all Tasmanian features or places. The Nomenclature Board comprised of members from all those authorities responsible for producing maps at the time, with the objective to ensure consistency in the depiction of place names on topographic paper maps of the day.

With the introduction of new legislation, the *Place Names Act* provides for contemporary Governance arrangements for the place naming process and clarity in the responsibility for the naming of roads and streets. With contemporary digital mapping and data management processes, the *Place Names Act*

#### Tasmanian Place Naming Guidelines

streamlines the underpinning administrative processes and enhances opportunities for compliance with national standards.

Under the provisions of the *Place Names Act* the naming authority may vary depending on the type of feature to be named. Naming authorities under other legislation are listed in Section 10 of these guidelines. Naming authorities under the *Place Names Act* are responsible for developing proposals that conform to these guidelines and undertaking the appropriate community consultation to ensure that the name is acceptable to the community. Naming authorities for place names assigned under the *Place Names Act* are:

- Geographical features – The Minister
- Public roads and streets – The relevant road maintaining authority
- Private roads and streets – Local Government
- Locality names and boundaries – The Minister
- Other cultural features – The Minister

### 1.3. Tasmanian place naming jurisdiction

The extent of the place naming legislation covers the State of Tasmania including Macquarie Island. This is restricted to the limit of coastal waters – generally in areas within three nautical mile seaward of the coast.

Names for Macquarie Island may also be considered by the Australian Antarctic Division's Place Name Committee for consideration and referring for naming under the *Place Names Act*.

### 1.4. About these guidelines

These guidelines are provided for in the *Place Names Act* and are to apply to all place names assigned under the provisions of this Act. These have been developed to serve the needs of the community and maintain consistency with national standards and guidelines in the place naming process. These guidelines are intended to be used by all naming authorities to assist in the selection of a conforming name as well as providing the public and community with the principles that apply to the selection of a name. These guidelines will be used to assess the suitability of a place name proposal for approval.

These guidelines have been developed to conform to established conventions as well as conforming to national standards and guidelines. These guidelines have been accepted by all stakeholders who contribute to the place naming process and have been endorsed by the Minister. They are to be reviewed every five years.

Within these guidelines the word “must” indicates that a statement or condition is mandatory and the word “should” indicates a recommendation that is highly desirable.

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### 1.5. What can be named?

The *Place Names Act* provides for the following features to be included in this legislation under the definition of a place. These include, but are not restricted to:

- A geographic feature (whether or not covered by water); and
- A city, town, suburb or locality, habitation, or other feature of community or cultural significance; and
- A highway, road, street, lane or thoroughfare that is open to or used by the public; and
- A park, recreation or sporting ground, walking or bike track that is open to or used by the public; and
- Any other place that is, or is likely to be, of public, cultural or historical interest.

Geographic features are those natural features including a mountain, peak, valley, lake, lagoon, river, creek, bay, beach, island, cave, waterfall or reef. Buildings and similar structures are not named under the *Place Names Act* nor are administrative areas or places that may be named under other legislation.

The Registrar of Place Names may in addition 'record' the names of places not required to be named under this legislation in the interests of the public good (see section on Recorded Names).

## 2. Place Naming Process

### 2.1. Who can propose place names?

Any individual, organisation, government (including local government), agency or authority can propose a new name for a feature, or a change to an existing named feature. In the following cases proposals will not be accepted initially by the Registrar of Place Names but will need to be directed by the proponent in the first instance to the appropriate authority for undertaking the appropriate community consultation and developing a formal naming proposal.

- Proposals for new or alterations to existing geographical and cultural features, in addition to land management authorities, proposals are to be referred to relevant community groups for consultation. New geographical names must also conform to the requirements of the Aboriginal and Dual Naming Policy.
- Proposals for new or alterations to existing locality names or boundaries must be directed to the appropriate local government authority.
- Proposals for new or alterations to existing road and street names or extents must be directed to the relevant road authority.
- Proposals for new or alterations to existing public features such as parks, playgrounds, etc. must be directed to the relevant landowner or managing authority.

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## 2.2. Requirements for consultation

Place names have an important role within the community with many names including road names having a direct effect on individuals. It is essential that the community is adequately consulted as part of the process in the development of a place name proposal and opportunity is provided at this early stage to ensure that the proposed name is acceptable to the community as well as conforming to these guidelines. Public participation in the place naming process lends strength and provides a level of ownership to a naming proposal which will assist in the approval process.

The level of consultation required is largely dependent upon the type of feature proposed to be named or altered, the significance of the feature to the community and any direct impacts of the proposal to an individual.

For altering or assigning names for geographical and cultural features, in addition to land management authorities, proposals are to be referred to relevant community groups for consultation. These include progress and ratepayer associations, bushwalking clubs and local historical organisations.

For altering a road name, locality name, assigning a new locality name, or major changes to a locality boundary, it is critical that extensive community consultation is undertaken including ensuring every affected resident is made aware of the proposal. This can be done by public notices, advertising in local government publications or letters to residents.

A proposal to assign a new subdivision road name should be undertaken with the developer of the land.

## 2.3. Submissions to name places

Submissions from Local Government for new road or street names or council maintained cultural features, e.g. walking tracks and parks, are to be submitted through *Placenames Tasmania*. The relevant fields are to be filled out including background information on the origin of the name together with any relevant file or photo attachments and a spatial location.

Submissions for any other proposals to assign, alter or discontinue the name of a feature must conform to the general principles and structure principles of these guidelines. Proposals may be lodged by any individual, group or organisation through *Placenames Tasmania* or to the Registrar of Place Names using the contact details listed at 2.1.1. The proposer is to ensure that the necessary consultation has been undertaken, together with evidence of support from relevant organisations. A map or spatial representation through *Placenames Tasmania* indicating the location and extent of the feature proposed to be named must be included together with any supporting documentation. Any proposal that does not meet these guidelines or is not supported by evidence of consultation and endorsement will not be successful.

At minimum naming submissions for geographic (natural) features must include the following information:

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- Contact details of the proposer(s) including name, organisation, address, phone and email;
- Proposed name and feature type (e.g. Bay, Hill, Stream, Mountain, etc);
- Reason for proposing a name for the feature and why this name may be appropriate;
- Evidence that the proposed name conforms to these guidelines;
- Background, historical or other supporting information including images;
- Map or spatial representation through *Placenames Tasmania* indicating location and extent of feature proposed to be named (LISTMAP PDF file marked up with LISTMAP drawing tools);
- Evidence of community support for the proposed name including any public consultation that has been undertaken;
- Written support from the local government council(s) over which the feature is situated;
- The views of any other individuals, interest groups or organisation having an interest or management responsibility in the land e.g. the Parks and Wildlife Service, Forestry Tasmania, Crown Land Services, Walking Clubs etc.
- All new geographic features must be submitted in accordance with the Aboriginal and Dual Naming Policy.

#### 2.4. Investigations of proposals

All submissions will initially be assessed by the Registrar of Place Names for conformance to the Tasmanian Place Naming Guidelines. Any submission failing to conform to these may be rejected or returned to the proponent for development of a revised submission. Providing a road name proposal conforms to these guidelines, it will be deemed to be approved under the provisions of the *Place Names Act* once registered into *Placenames Tasmania*. If a road name proposal does not conform to the guidelines it may be referred back to the relevant council and/or to the Place Name Advisory Panel for further review.

Submissions for features other than road names may be referred to the Place Names Advisory Panel for further assessment, including the effects on the community. For the conforming names of cultural features where it is deemed that the name has already been well established and accepted by the community, or where the name is not considered to be contentious and has little effect upon the community, the Registrar of Place Names may advertise the proposed name without reference to the Place Names Advisory Panel.

#### 2.5. The Place Names Advisory Panel

A Place Names Advisory Panel is provided for in the *Place Names Act* to consider proposals for place naming and to make recommendations on the selection of a place name. The Place Names Advisory Panel comprises representatives from those bodies having an interest in the naming of places as well as persons having knowledge, background and experience in heritage or historical matters or linguistics.

The Surveyor-General will chair the Place Names Advisory Panel and will provide recommendations to The Minister (or delegate) for the approval of names to be assigned, altered or discontinued.

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## 2.6. Consultation and advertising of proposals

While appropriate consultation is expected to be undertaken by the proposer prior to submitting a proposal to assign, alter or discontinue a place name it is necessary to ensure the whole community has the opportunity to consider and respond to a proposal before a name has been approved. The advertising process provides for this additional consultation and the opportunity to provide feedback in the form of either support or objection to the naming proposal.

All proposals to assign, alter or discontinue a place name (other than a road or street name) will be advertised on the Departments place naming web page for a period of between one and three months depending on the significance of the name to the community and the likelihood of public interest, comment or objections.

Where a proposal to assign or alter a road name by a road naming authority has been referred to the Place Names Advisory Panel for review or where the proposed name has a significant effect upon the community, for example, altering the name of a road which a number of residents are addressed to, the proposal may also be advertised on the Departments place naming web page.

Proposals may also be advertised in any or all of the three major regional newspapers if it is felt that the proposals impact on the community is perceived as high or if there is a strong possibility that the proposal may generate strong community interest or discussion.

In some cases there may be a requirement to undertake additional extensive consultation with specific community groups for example if a major change to a locality or significant change to a road name is proposed.

## 2.7. Objections to place naming proposals

An objection provides an opportunity for members of the community to inform the naming authority that one or more persons disagree with a proposal to assign or alter a place name. Any person or organisation can lodge an objection to a naming proposal. Objections must be lodged through *Placenames Tasmania* or in writing to the Registrar of Place Names within the period allocated for feedback during the advertising process.

Objections must state the nature of the objection and must include valid concerns about the proposal not conforming to these guidelines. Objections should also state any detrimental effect the proposal would have on the objector or to the community, together with any relevant supporting information. Any additional relevant information should also be attached supporting the objection, including written support for the objection from other members of the affected community.



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### 2.8. Considering Objections

If no objections are received, the Surveyor-General will provide a recommendation to the Minister (or delegate) that the proposal be accepted.

If any objections are received these will then be considered by the Place Names Advisory Panel and a recommendation made. There are three possible outcomes from this consideration:

1. The objection(s) will be dismissed and a recommendation made to approve the proposed name;
2. The objection will be upheld and the proposal abandoned;
3. The objection will be upheld and the proposal altered to conform to the guidelines

If the Place Names Advisory Panel decides to uphold the objection it can choose to abandon the proposal or alter the proposal to conform to these guidelines. This will be done in consultation with the proposer. If the proposal is altered, it will be considered as a new proposal and subject to the full place naming process.

At the conclusion of this objection process the Place Names Registrar will write to the objector(s) advising of the outcome and the Surveyor-General will provide a recommendation to the Minister (or delegate).

### 2.9. Approving and registering a new or altered names

The Surveyor-General, as chair of the Panel will provide the recommendation to the Minister (or delegate) whether the proposal is to be approved or not. Once the Minister (or delegate) has endorsed the recommendation the decision is final and the proposal process for the place name is finalised at this point.

Once a proposal has been approved, the Registrar of Place Names will register the name of that feature in *Placenames Tasmania* and set the status accordingly, which will enable that name to be published on subsequent mapping publications and spatial data sets delivered through the Land Information System Tasmania (theLIST).

### 2.10. Notification of a new or altered place name

The status of the proposal on the Department place naming web page will be updated to reflect the change of status of a proposal from proposed to approved. If an objection had been received and upheld the status will be changed to rejected.

Relevant stakeholders including the proposer will be informed of the outcome of the place name proposal.

A notice will also be published in the *Tasmanian Government Gazette* on a quarterly basis, or as required, of the registration of all proposals to assign, discontinue or alter a name of all those places, which have been approved under the provisions of the *Place Names Act*. The assignment status of a place name is deemed to be final at this point of gazettal and for names required to be named by The Minister, the

#### Tasmanian Place Naming Guidelines

gazettal date will be entered in *Placenames Tasmania* as the official date. The gazettal process will exclude road and street names unless they are required to be referred to the Place Names Advisory Panel. (See Section 7 Naming roads and streets),

The Gazette notice will include the following information:

- The *Placenames Tasmania* register number of the feature name;
- The name of the feature (and, if relevant the former name);
- The classification of the feature type;
- The local government area(s) and locality(ies) that the feature is located in;

### 2.1.1. Contact details for place name submissions

Submissions can be submitted through *Placenames Tasmania*, along with supporting information, location and documentation, or in writing to the Registrar of Place Names by either:

**Mail:** Registrar of Place Names, Land Tasmania, GPO Box 44, Hobart 7001

**Email:** [Nomenclature.Office@dpiwve.tas.gov.au](mailto:Nomenclature.Office@dpiwve.tas.gov.au)

## 3. General Principles

### 3.1. Retrospective application

These guidelines are intended to apply to all names assigned or altered under the *Place Names Act* and are not intended to be retrospective. There may be existing names assigned under earlier legislation which do not conform to these guidelines, but it is not intended that these names be altered unless there is a valid reason for doing so.

### 3.2. Use of approved or official names

The written form of a place name approved under the provisions of the State's place naming legislation is deemed to be an 'official' name. Such names must be recorded within the State's register of place names, *Placenames Tasmania*, and these names must be used for all official maps, publications and spatial data products within Tasmania.

The use of unapproved or alternative names can lead to confusion in the community and the use of names other than approved names must be avoided e.g. references to the *Railway Roundabout* as the *ABC Roundabout*. Within government the approved name must be used in all documents and publications either in paper or electronic format.

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The *Place Names Act* provides for the application of penalties for intentional misuse of approved names.

### 3.3. Altering a name

Place names are intended to be enduring and the changing of an established name merely to correct or reestablish historical usage is not to be considered in itself a reason to change a name unless it is deemed to be in the public interest or for safety reasons. Consideration needs to be given to the effects upon the wider community including emergency services of the consequences of altering a name.

Where the spelling of names have been found to be altered or corrupted by long established usage it is preferred that these names which have since been widely used and sanctioned by the community are retained in their current form. The historically correct origin should be noted in the *Placenames Tasmania* register against the feature.

Examples of these include:

- The island *Pedra Branca*, which arguably should have been translated as *Pedra Blanca* or *Pedro Blanco*.
- The stream *Nicholls Rivulet* was named after William Nichols (one 'L') and although the spelling was corrupted over 100 years ago, *Nicholls Rivulet* has since been accepted by the community. As the locality and road also bear the same name altering the name of one feature would introduce inconsistencies with other features derived from this name.

Alterations of road names can be considered if there is a requirement to remove ambiguity or provide clarification for addressing purposes.

Any proposals to alter a name must provide a compelling reason for doing so and must provide evidence of strong community consultation and support for such a change. For features that impact upon residents such as road names, the overwhelming majority of affected residents must be supportive of the change.

### 3.4. Extents of named features

Any proposal to name a feature must clearly define the area or extent of the feature to which the name will apply. The *Placenames Tasmania* system enables a draw feature tool to be used to indicate the position and extent of features. Otherwise, proposals must provide a plan or marked up map (e.g. [LISTMAP](#) image where the drawing tools have been used to mark up the extent). The Registrar will ensure that any approved place name will have its correct extent recorded against the feature within the *Placenames Tasmania* register. Every approved name will also have its location and extent spatially managed through a LIST dataset.

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### 3.5. Form and character of names

Place names should be easy to pronounce, spell and write; simple and concise and preferably less than 50 characters long. Names should not exceed more than three words including the generic. Names must be in accordance with community standards.

An exception are Tasmanian Aboriginal names which whilst may seem to be complex at first, will over time become more familiar and easier to use within the community. They should be transcribed as accurately as possible to suggest a pronunciation as close to the Indigenous form as possible.

The assignment, alteration or omission of place names must consider public safety and not cause confusion for emergency services, transport, communication, mail services or the general public.

### 3.6. Duplication of place names

The purpose of place names is primarily to provide unambiguous direction and reference to identify a named identity. Duplication is to be avoided because of the confusion this may cause, particularly in the case of emergency service response.

Duplications include names that are similar in spelling or sound to any other place name e.g. *MacKenzie Rivulet* and *McKenzie Creek*, *Erica Place* and *Erina Street*

- Names of geographic (natural) features should not be duplicated within Australia and checks must be made to ensure that the proposed name is not in use within Australia before any proposal to assign a new geographic name is made;
- Names of geographic (natural) features must not be duplicated within Tasmania;
- Locality names must not be duplicated within Australia;
- Names of Roads and Streets and cultural features e.g. parks and reserves should not be duplicated in Tasmania and must not be duplicated within the same locality or local government area or adjoining locality or local government area.

### 3.7. Uniformity of spelling

The specific (name part) of a place name must have the same spelling as the existing name that provides the source for the road name. For example, *McArthur* for *McArthur Road* but not *McArthur* spelt as *MacArthur Road*.

### 3.8. Official language

In Australia, the national language is Australian English. In general, placenaming practice must use the form, spelling and style of the official language and corrupted words of Australian English should be avoided. (The Macquarie Dictionary is widely regarded as the primary reference for Australian English).

#### Tasmanian Place Naming Guidelines

All new proposals for place names except where they are proper nouns, must be written in Australian English or, where appropriate, in accordance with the Aboriginal and Dual Naming Policy.

Place names derived from languages other than English must adopt the form, spelling and style consistent with those languages at the time the name is assigned.

### 3.9. Aboriginal place names

The use of Aboriginal place names is governed by a separate State Government Policy. The objective is to ensure that Aboriginal place names are recognised by all as being part of Australian heritage and need to be preserved.

Aboriginal names must not be assigned to any cultural feature, including road and street names outside the provisions of the above mentioned Policy. The current Policy is the [Aboriginal and Dual Naming Policy 2012](#) produced by the Office of Aboriginal Affairs, Department of Premier and Cabinet. The Policy will be reviewed, as required and revised accordingly.

Key features of the *Aboriginal and Dual Naming Policy*:

- Gives preference to Aboriginal names for geographic features or places that do not already have an official or assigned name;
- Enables a transparent dual naming system, where an official name is already in use. The attachment of an Aboriginal name sits alongside the introduced name.
- Provides a consistent guide to attaching Aboriginal names, and how it is approached.

Proposals for the naming of a geographic (natural) feature must conform to this Policy.

The place name structure principles (in particular the use of generics and the use of capitalisation) may not apply to the assignment of Aboriginal place names (see 'Use of generics' and 'Capitalisation').

### 3.10. Aboriginal dual naming

The dual naming of features is a legitimate means of assigning an additional Aboriginal name to a feature which already has an existing approved name of non-Indigenous origin. The principles, practices and processes for assigning dual names are outlined in a separate Government Policy document and must conform to that Policy.

Dual naming will only apply to natural geographic features where an Aboriginal name is applied to a feature with the same extent or area as the feature that already has an existing approved name of non-Indigenous origin. Where there are dual names assigned to a feature, either or both names may be used as the official name.

The recording and depiction of dual naming on official mapping products, reports, documents and signage must also conform to the following requirements:

#### Tasmanian Place Naming Guidelines

- Both approved dual names are to be represented;
- The Aboriginal name will be the preceding name, followed by a solidus ' / ' and then by the non-Aboriginal name e.g. *wukalina / Mount William*. The solidus must be preceded and followed by a space;
- Both the Aboriginal name and the non-Aboriginal name must be in the same font, type, size and colour.

Dual naming does not apply to other features that may incorporate an existing approved name as part of the name.

For example although the “Great Lake Power Scheme” relates to a man-made infrastructure incorporating the natural feature *yingina / Great Lake*, dual naming only applies to the natural feature *Great Lake*, and the Aboriginal name ‘*yingina*’ is not to be incorporated as part of the name.

Similarly “*Rocky Cape Road*” and the shack area named “*Rocky Cape Beach*” are not to incorporate the Aboriginal ‘*pinmatik*’ as part of the name.

### 3.1.1. Personal and commemorative names

Place names for geographic features commemorating a person should only be assigned posthumously. The person being commemorated should have had a direct and long-term association (over 10 years) with the location or have made a significant contribution to the area. Ownership of the land or recent public service should not in itself be grounds for proposing a name to a geographical feature, nor should a commemorative name be used to commemorate victims of, or mark the location of accidents or tragedies.

Place names commemorating living persons are not effective choices, as community attitudes and opinions can change over time. Better alternatives can be commemorative plaques or naming a particular community facility such as an oval after the person to be commemorated.

Naming authorities must gain consent from family members of the person being commemorated, except if the person has been deceased for more than ten years at the time of proposal.

Place names assigned to geographic features, localities and roads for commemorative purposes should only incorporate the surname, not the first or given names (e.g. *Lake Plimsoll* named after the former Tasmanian Governor Sir James Plimsoll).

Initials of a given name must not be used in any place name.

The first name and surname may be used for cultural features such as parks and sports grounds if necessary to avoid duplication with an existing feature or in cases of a memorial park or reserve, for example *Max Angus Memorial Reserve*.

If a proposed name commemorates a deceased person or family, a brief biography will need to be included in the proposal documentation containing:

#### Tasmanian Place Naming Guidelines

- Full name/s (including parents and children if known);
- Dates of any relevant births, deaths or marriages;
- Information about their life, including the general nature of their occupation and education;
- Details of any civil and community contributions made by the person, such as membership of community organisations, terms of office and achievements;
- Details of any honours or decorations received by the person/s;
- Consent of family or descendants if possible;
- Any other historical information in support of the proposal.

### 3.12. Business and commercial place names

A place name should not include the name of a commercial business, trade name, or non-profit organisation or any term that may be construed as advertising a commercial or industrial enterprise. The words 'Limited' or 'Proprietary' or their abbreviations, whether in combination with other words or alone must not be used.

Exceptions may apply for cultural (man made) features where the business or organisation has had a long association with the area and is held in strong regard by the community and/or has contributed to the establishment of the feature. Any proposals must provide the reasons and evidence of the business or organisations' association with the area.

Geographic (natural) features must not include a commercial or business name.

### 3.13. Unsuitable place names

A proposal to name a place is unlikely to be successful if the proposed name is undesirable, likely to be offensive to members of the public, unduly cumbersome or difficult to pronounce. (Note: Aboriginal names which may appear at first to be complex in spelling and/or pronunciation become familiar and easy to use over time.)

Consideration must be made to the use of place names in diverse cultural situations, ensuring names that can be construed as derogatory, discriminatory, in poor taste or likely to cause offence, must not be used.

### 3.14. Use of protected and restricted words

The following words are regulated in their use and can only be used if they comply with these regulations:

- 'ANZAC' or any word resembling it is safeguarded by the *Protection of Word 'ANZAC' Regulations 1921* (Commonwealth). These regulations describe when the use of 'Anzac' requires the authority of the Federal Minister for Veterans Affairs and the uses that may be excluded from regulation.

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- 'Abt Railway', 'Abt Wilderness Railway' or 'Abt Heritage Railway', or any combination of these names, are protected from commercial purposes under the *Abt Railway Development Act 1999* with written permission required of the Ministerial Corporation established under that Act.
- 'Bicentennial', either alone or in combination with other words, previously required written approval of the relevant Federal Minister responsible for the *Australian Bicentennial Authority Act 1980 (Commonwealth)*. This responsibility was removed in 1999 but use of this term should be carefully considered on a case by case basis to ensure appropriate use.
- Defence words or letters include a word, words or groups of letters relating to Australian military forces or any service of body of persons associated with the defence of the Commonwealth. The use of these words is regulated by the *Defence (Prohibited Words and Letter) Regulations 1957 (Commonwealth)*. Applications to use these words must be made in writing to the Minister of Defence.
- 'Royal', either alone or in combination with other words, unless that place has been granted a Royal Charter (i.e. granted by the sovereign on the advice of the Privy Council). E.g. *Royal Tasmanian Botanical Gardens, Royal Yacht Club of Tasmania, and Royal Hobart Hospital*.
- There are certain words and phrases listed in Schedule 6, Part 3 of the Corporations Regulations 2001 (Cth). [http://www.austlii.edu.au/au/legis/cth/consol\\_reg/cr2001281/sch6.html](http://www.austlii.edu.au/au/legis/cth/consol_reg/cr2001281/sch6.html) which are not appropriate for place naming.
- The use of Road generics such as 'Court' should also be avoided e.g. naming of care facilities such as *Bishop Davies Court*, except for the naming of a sporting facility or a legal institution (e.g. *Launceston Tennis Club Courts* and *Commonwealth Law Courts*).

### 3.15. Naming of features within Commonwealth land

The Commonwealth has exclusive power over places it controls, however does not have legislative power to assign or alter a place name.

The guidelines in this document apply to the naming of features within Commonwealth land, but before a place name within Commonwealth land, including a road or street, is assigned or altered, the relevant Commonwealth authority must be consulted.

## 4. Structure principles

The following structure principles apply to the naming of all features covered by the *Place Names Act*. These principles conform to national place naming requirements and are to ensure there can be no confusion caused by the place naming process. These principles are to be used in conjunction with other



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specific principles for geographic names, locality names, road and street names and naming of other cultural features.

#### 4.1. Use of generics

A place name may be composed of a specific and a generic term. If included, the generic term is the part of a place name that indicates the type of feature designated, e.g. 'Street' in *Macquarie Street*, 'Lake' in *Lake Pedder* (where 'Macquarie' and 'Pedder' are, in contrast, the specific terms which identify the feature or place). Populated places do not generally include a generic as part of the toponym, but for geographic (natural features); road and street names and most cultural features the appropriate generic term should form part of the name.

For geographic names the specific will generally precede the generic, with the exception of the use of the generic 'Mount', 'Cape', 'Lake' and 'Port', where the preference is for the generic to precede the specific (e.g. *Mount Wellington* not *Wellington Mount*, *Cape Grim* not *Grim Cape*, *Lake Agnes* not *Agnes Lake*, *Port Dalrymple* not *Dalrymple Port*).

For road and street names and the names of cultural features the specific term must always precede the generic term. For road and street names there are standard generic terms which should be used appropriate to the feature being named, see Schedules 'Road Types (Generic)'.

For all other place names, the generic term for any place name proposals will be reviewed by the Registrar to ensure conformity with the most appropriate standard feature type generic. The prime reference for the generic term is the *Intergovernmental Committee on Surveying and Mapping's Glossary of Generic Terms*.

Names proposed under the Aboriginal and Dual Naming Policy may not contain a specific generic.

#### 4.2. Use of names starting with 'The'

Place names beginning with the definitive article 'The' are potentially confusing, since it will not be clear whether "The" is part of the place name or a normal element in the grammar of the sentence. Place names with a leading "The" should not be used unless there is a clear historical reason to do so and will only be considered in exceptional circumstances, and then only where necessary to give emphasis to a unique or outstanding feature.

'The' must not be used to name any new road or locality names. (e.g. *The Avenue*, *The Esplanade*, *The Strand*, *The Gap*, *The Bitters*, *The Dump* and *The Keyhole*).

Consideration should be given to replacing existing occurrences of "the" with an historic specific part of the name (e.g. *Boyes Basin* or *Derwent Basin* not *The Basin*).

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### 4.3. Capitalisation

Capitalisation is the writing of a word with its first letter as a capital letter (upper-case) and the remaining letters in lower case. The first letter of words comprising a place name must be capitalised, except where a name includes a preposition and/or the definite article (e.g. *Bay of Fires*, *Hole in the Wall Creek*, *Isle of the Dead*), unless the preposition is the first word in the place name e.g. *The Parthenon*.

Aboriginal names in the palawa kani language are depicted in all lower case with the exception of the names of Aboriginal people or the names of tribes.

Note that some geographic and cultural names may be depicted in all upper case on mapping products and publications to distinguish significant features.

### 4.4. Qualifying terminology and directional indicators

Qualifying terms such as 'Upper', 'New', 'High' or their opposites, in addition to cardinal directional indicators such as 'North' or 'West', may be used in place naming other than for roads and streets; however, more distinctive names are preferred.

A road name must not include qualifying terminology or a cardinal indicator or a similar prefix unless the road name is derived from a name that includes it e.g. *South Cape Road* and *Upper Scamander Road* are acceptable.

For geographic features the terms like 'Upper', 'Lower', 'High' or cardinal indicators like 'North', 'South', 'East' or 'West' must only precede the specific part of the place name and be written in full e.g. *Upper Guide Falls*, *Lower Hut Plains*, *High Black Point* and *West Cloudy Head* are acceptable. *W Cloudy Head* is not acceptable.

Qualifying terms and cardinal indicators must not be used as a suffix for any feature as they can lead to confusion.

### 4.5. Abbreviations

Whilst standard international and national abbreviations may be used in mapping products, abbreviations will not be approved for any place name. Place names are to be approved and recorded in their full form e.g. *Mount Littlechild*, not *Mt Littlechild*; *Elliott Point*, not *Elliott Pt*; *Nierinna Road*, not *Nierinna Rd*.

The only exception is the honorific 'Saint' which is able to be shortened to the internationally recognised abbreviation of 'St' e.g. *St Georges Road*.

Names beginning with Mc, Mac or O' must not have a space included between the Mc, Mac or O' and the rest of the name e.g. *McKillops Road*, *MacGregor Peak*, *O'Connors Spur*.

#### Tasmanian Place Naming Guidelines

A road name may be abbreviated on mapping publications and signage by applying the standard road type abbreviation e.g. *Lansdowne Crescent* can be abbreviated to *Lansdowne Cr.*

### 4.6. Punctuation and apostrophes

The following types of punctuation must not be included as part of a place name: period (full stop), comma, colon, semi-colon, quotation marks, exclamation mark, question mark, and parenthesis.

An apostrophe to denote the possessive or associated 's' must not be used in a place name e.g. *Andrews Creek* not *Andrew's Creek*; *Smiths Road* not *Smiths' Road*.

An apostrophe forming part of an eponymous name may be used, e.g. *Break O'Day River*, *D'Entrecasteaux Channel*, *O'Brien Close*.

### 4.7. Numbers and roman numerals

Numbers or roman numerals included as all or part of a place name must be written in full e.g. *Seven Mile Beach* and not *7 Mile Beach*, *Third Avenue* and not *3<sup>rd</sup> Avenue*.

### 4.8. Diacritical marks

Diacritical marks must not be used for place names. English language place names do not have diacritical marks. For place names derived from languages other than English, any diacritical marks are not to be carried over to the English form. e.g. *Peron Dunes*, not *Péron Dunes* (named after the French naturalist and explorer François Péron).

### 4.9. Hyphens

A hyphen to connect the parts of names should not be used, but if so, can only be used for names of administrative features e.g. *Cradle Mountain-Lake St Clair National Park* or incorporating an eponymous hyphenated surname e.g. *Lee-Archer Cave*.

### 4.10. Initials and acronyms

Initials in place names must not be used for any new place names. Initials can lead to confusion through inconsistent application of the name. e.g. *Howard Gatty Memorial Park*, not *HG Memorial Park* or *H Gatty Memorial Park*.

The use of acronyms should be avoided and only applied for man-made features where there is strong community recognition of the acronym for that name e.g. *TCA Ground* (Tasmanian Cricket Association)

#### Tasmanian Place Naming Guidelines

### 4.1.1. Titles, honorifics and postnominals

A title or postnominal must not form part of a place name.

Titles and honorifics are added to the beginning of a person's name to signify respect, a hereditary entitlement, an official position or a professional/academic qualification, e.g. *Mr (Mister)*, *Dr (Doctor)*, *Gen (General)*.

Postnominals are letters or abbreviations after a person's name which signify that the individual holds a position, office or honour, e.g. *AO (Officer of the Order of Australia)*, *JP (Justice of the Peace)*; *APM (Australian Police Medal)*.

### 4.1.2. Logograms, symbols and trademarks

Logograms, symbols and trademarks must not form part of a place name. A logogram is a conventional abbreviated symbol for a frequently recurring word or phrase, e.g. *&*, *@* or *©*. A symbol is a character mark, e.g. *\*, *~* or *>*.

## 5. Naming Geographic Features

### 5.1. What are geographic features?

Geographic features are those natural physical features including mountain, peak, valley, lake, lagoon, river, creek, bay, beach, island, cave, waterfall and reef. These features will not be considered man-made except for some lakes which may have been constructed or enlarged by damming.

### 5.2. Demonstrated need to name geographic features

With the completion of medium scale mapping coverage of the State, most significant geographical features have already been named, and as part of the mapping process, included in the *Placenames Tasmanian* register. Although there will continue to be some less significant features such as hills and creeks which have not been officially named, the existence of these does not automatically mean there is a requirement to name these features.

The naming of minor features on mapping publications can sometimes detract from the more significant features already named and consideration needs to be made to whether there is a need to name a feature simply due to its existence. A proposal to name a minor tributary of a named creek for example is unlikely to be successful.

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Proposals for the naming of geographic features are more likely to be successful if there is a demonstrated need to name a feature, particularly where identification of the feature will be in the interests of the community and emergency service organisations. An example of this would be a newly constructed track leading to a large and yet unnamed hill, where naming this hill would provide a sound basis for naming the track and facilitating identification of the hill in an emergency situation.

### 5.3. Duplication of geographic feature names

Whilst new names proposed for geographic features must not be duplicated within Tasmania, this does not preclude the use of a different generic (feature type) where it is felt that the duplication will not lead to confusion. Providing the features are within reasonable proximity or where there is an association, it is permissible to duplicate the specific (name part) with a different generic in these cases.

For example *Wellington Falls* is within close proximity of *Mount Wellington*. A series of names may be assigned within a distinct area like *Hartz Mountains*, *Hartz Peak*, *Hartz Lake*, *Hartz Pass* and *Hartz Creek*.

Duplication of geographical place names within Australia is to be avoided and a check should be made to ensure that the name is not already in use in another State or Territory. An initial search from the national place names gazetteer is required to confirm this. The level and likely consequence of any duplication at a national level will be assessed during the approval process. The following link can be used to access the Australian Place Name Search to determine whether a feature by this name already exists.  
[www.ga.gov.au/place-names](http://www.ga.gov.au/place-names)

### 5.4. Grouped feature naming

When assigning a name to a group or collection of features, the individual features should also have approved names and be linked to the group name e.g. the *Pasco Group* comprises three officially named island features, *North Pasco Island*, *Middle Pasco Island*, and *South Pasco Island*.

### 5.5. Offshore and underwater features

The naming of water and seabed features under the provisions of the *Place Names Act* is restricted to the limit of coastal waters – generally in areas within three nautical mile seaward of the coast.

The Australian Hydrographic Office must be consulted in the naming process of any features in coastal waters including the naming or altering of any prominent coastal features.

The Australian Hydrographic Office is responsible for the management of undersea feature names outside the limit of coastal waters.

Tasmanian Place Naming Guidelines

## 6. Naming Localities

### 6.1. What are Localities?

A locality is an administrative area which uniquely defines the name of a place to enable property addressing. In metropolitan areas it may also be referred to as a 'suburb'. Because of its unique name and unambiguous boundaries, a locality provides the official reference point for addressing purposes. A locality may include a town having the same name. Localities and their boundaries are intended to be enduring and should only be changed when specifically required.

Tasmanian locality boundaries were formally defined for the first time between 2002 and 2004. Localities cover all the land above high water mark within the island of Tasmania with no voids or overlaps.

The authoritative spatial definition of locality boundaries are maintained within *Land Tasmania's* 'Locality and Postcode Boundaries' spatial dataset which is available through theLIST.

Offshore islands excluding King Island, Flinders Island and Bruny Island (all which have been divided into individual localities) will adopt the approved island name as the locality name. Generally this will only apply to those islands that support a habitation requiring an address.

An 'unbounded locality' or neighborhood is an area of community or cultural significance which has historic and local recognition. It is not a locality in the context of property addressing because it does not have defined or registered boundaries. An 'unbounded locality' may be assigned a place name, may be signposted and the name may appear on mapping products as a place of reference.

### 6.2. Responsibilities for assigning or altering localities

Local Government is responsible for initiating any changes to locality names or their boundaries. Any requests to propose a new locality or alter a locality boundary from a person, persons or authority other than a local council, must be directed to the relevant council(s) in the first instance.

The relevant Council should first consult with the Registrar of Place Names to determine the appropriate process for developing the proposal.

Proposals for major changes to locality boundaries, or the assignment of a new locality, will be decided by the Minister upon recommendations by the Place Names Advisory Panel.

### 6.3. Altering a locality name

A locality name and its boundaries are intended to be enduring and form an official reference for addressing purposes. Locality names were assigned through a process that consulted with the community in order to establish names that conformed and were accepted within the community.

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A locality name should only be changed in exceptional circumstances where there are sound reasons for doing so. This includes an alteration in the spelling.

Any proposal to alter a locality name must take into consideration the impact this change will have on the wider community including service provider organisations, utilities, mail delivery, signage, publications, etc.

Any proposal to alter a locality name must conform to these guidelines and provide evidence that a broad-based community consultation has been undertaken, together with evidence that there is strong community support for such an alteration.

If the locality name has been derived from the name of a town or city proclaimed under other legislation consideration also needs to be made to how these names can be altered under that legislation.

### 6.4. Principles in the selection of locality name

Localities enable addresses to be uniquely defined. Without clearly defined localities there can be uncertainty in an address. In order to achieve the addressing goals and objectives it is vital that locality names and boundaries are clear and unambiguous.

Selection of a locality name must also take into consideration the impact the name will have on the wider community and that it will form part of the street address.

In addition to the general principles and structure principles of these guidelines, there are specific requirements for locality definition and naming are set out in *AS/NZS 4819:2011 – Rural and urban addressing*. The following guidelines have been adopted from this Standard.

- A locality name must not be duplicated, or be similar in sound or spelling to any other locality name within Tasmania or any other state or territory within Australia;
- A dual or alternate name must not be assigned to a locality;
- A locality name derived from an indigenous source should be local to the area and be endorsed by the local indigenous community and supported by evidence to satisfy the naming authority of its authenticity;
- A promotional name of a subdivision or development used for marketing purposes must not be accepted as a substitute for a locality name;
- A neighborhood or regional name (unbounded locality) must not be used as a substitute for a locality name;
- A locality name must not be offensive, racist, derogatory or demeaning;
- A locality name should be easily pronounced, spelt and understood when written or spoken;
- A locality name should be short and ideally consist of only one word.

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## 6.5. Principles in the definition of locality boundary

The creation of a new locality will result in the division of an existing locality or localities. Prior to commencing the process of defining a new locality, or making a significant alteration to an existing locality, the relevant council should consult in the first instance with the custodian of the State's authoritative locality boundary dataset within *Land Tasmania*. The following principles have been adapted from *AS/NZS 4819:2011 – Rural and urban addressing*.

- A locality boundary must be clearly defined and not overlap another locality boundary;
- Locality boundaries must be contiguous;
- A locality boundary should define a community interest;
- A locality boundary must not bisect properties in common ownership or land parcels. Some exceptions may apply to large areas e.g. reserved land;
- A locality boundary should align with the cadastral fabric, road centre lines or easily distinguishable topographical features such as watercourses;
- The access point of a property to which an address number is assigned, should be used to determine the appropriate locality;
- For minor roads that are deemed to be part of the same community the locality boundary should be placed as to include all properties addresses to a street within that street i.e. place the boundary on the back fence;
- The locality for corner blocks should be the same for neighboring properties accessed from the same road;

## 6.6. Minor alterations to locality boundaries

Minor changes to locality boundaries may be required over time due to development or change of access point for address sites, together with the need to maintain conformance with the principles for the definition of locality boundaries. Minor changes may also occur when a small discrepancy has been identified between the existing locality boundary and the locality which has been applied and accepted for an address site. Minor changes will only affect a small number of address sites and must both maintain the intent of the original locality definition, and conform to community expectations.

Changes of a minor nature resulting in an amendment to the boundary alignment between localities may be initiated from advice from council of new or changed address allocation or where a discrepancy has been identified between locality and address datasets. Where a discrepancy has been identified, it may be referred to Council for confirmation if addressing information is unavailable to make a determination.

The *Land Tasmania* spatial Locality Boundary Dataset custodian has discretionary authority to amend the spatial locality boundary dataset as required, provided that the changes are of a minor nature and result in an amendment of the boundary alignment between localities where:

- there is no alteration to the locality name, and;



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- the changes are consistent with council and community expectations, or;
- the changes are required to maintain the spatial realignment of locality boundaries following a spatial upgrade of the underlying cadastre.

Minor changes to Locality Boundaries are not required to undergo any formal approval or notification processes.

Alignment of Locality Boundaries will be regularly undertaken following an upgrade of the cadastre to ensure spatial conformity between parcel boundaries and locality boundaries.

### **6.7. Major changes to locality boundaries**

A major change to a locality boundary is where the proposed boundary varies significantly from the intention of the original gazetted locality, and where a number of existing residents are affected, and where there exists the potential for not all residents to be in favour of the proposed change. Any proposals to make major changes to locality boundaries must consider the effects on residents and implications on the broader community as well as the requirements for delivery of postal and emergency services.

Councils must consult in the first instance with the Registrar of Place Names to seek advice on the implications and likely support for such a change.

Any such proposals must include:

- a plan clearly indicating the proposed boundary alterations and
- evidence supporting the change, which may require surveys as necessary to establish that an absolute majority of all affected householders in the subject localities support the proposal.

The proposal is to be submitted from the relevant council in writing to the Registrar of Place Names who will consult with the custodial officer of the spatial Locality Boundary Dataset to ensure the boundary conforms to the guidelines. If the *Land Tasmania* custodial officer feels the proposal is in conflict with addressing guidelines or inconsistent with the extent of a locality name, the proposal will be forwarded to the Place Names Advisory Committee for consideration.

The approval process for major locality boundaries alterations will be as for alteration of any other place name.

For any proposals to make major changes to locality boundaries, once approved a Central Plan Register (CPR) plan will be lodged and registered, the change will be gazetted and jurisdictional locality and addressing datasets will be updated. It is the Council's responsibility to inform residents and utility service providers of the change.

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## 6.8. Assigning a new locality

A locality name and its boundary are intended to be enduring; however there may be instances where development has expanded to a point that it is appropriate to consider the creation of a new locality. The council will first determine whether it is absolutely necessary to assign a new locality and whether this is in the best interests of the community.

Prior to developing a proposal the Council must consult with the Registrar of Place Names to ensure that the proposed name meets the guidelines. The Registrar will check with other State and Territory jurisdictions to ensure the proposed name is not duplicated elsewhere in Australia including any reserved locality names that have been registered with the [Permanent Committee on Place Names](#).

It is the responsibility of the relevant Council to then undertake the necessary consultation process with the affected residents and develop a proposal that is supported by an absolute majority of affected residents with a name conforming to the provisions in these guidelines.

The Council should consult with the spatial locality boundary custodial officer within *Land Tasmania* and develop a plan of the proposed locality boundaries that conform to these guidelines and clearly indicates the proposed boundary alterations. The Council will need to conduct a survey from all affected residents and provide evidence to the Registrar that the majority of affected residents are supportive of the proposal.

The Registrar will investigate the proposal in consultation with the Surveyor-General, to ensure that the proposal meets the guidelines. Key stakeholders (Australia Post, Electoral Office) may also be consulted during the investigation to ensure that the proposed boundary amendments are acceptable. In these circumstances, a CPR plan will be lodged and registered indicating the change to the locality boundary and name in most instances.

Proposals will be then referred to the Place Names Advisory Panel for their consideration and if supported will follow the formal place naming process.

After the change to the locality boundary and name has been approved:

- The jurisdictional property address information will be updated
- The Spatial Locality Boundary Dataset will be updated
- A notification will be sent to the relevant council(s) advising of the change, together with a copy of the new or amended plan(s) or diagram(s) depicting the changes. This will include advice to council of council's responsibility to notify all affected land owners and other key address stakeholders of the new or amended locality details.
- The gazettal of new or amended place names will be provided to all key stakeholders including Australia Post advising of this change.

Note: Australia Post reserves the right to alter postcodes for any locality. Upon any change advised by Australia Post the spatial locality data and jurisdictional property address data will be amended with the assigned postcode value.

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## 6.9. Assigning, discontinuing or altering the name of an unbounded locality

Any proposals for the assigning, discontinuing or altering of the name of an unbounded locality must be supported by the relevant local council with the proposed change conforming to the requirements of these guidelines.

Councils must undertake consultation with affected residents and provide clear indication that the proposal has the support of the majority of affected residents.

Proposals must be received from the council in writing together with supporting information, including evidence of community consultation and support for the proposal.

# 7. Naming Roads and Streets

Road and street names are needed to uniquely and clearly identify roads and streets and need to be clear and unambiguous. The requirements and guidelines for road naming are set out in *AS/NZS 4819:2011 – Rural and urban addressing*. The following guidelines have been adopted from this Standard.

The general principles and structure principles in these guidelines are to apply to the naming of roads and streets unless otherwise provided for in this section.

## 7.1. Roads and streets to be named

For the purpose of these guidelines, a road or street is any public or private thoroughfare which is trafficable by vehicles that provides access to a feature or can be used for assigning addresses. The naming of walking tracks and bicycle tracks is covered elsewhere in these guidelines.

All formed roads, including private roads that are generally open to the public or to services, must be named. This includes, but is not limited to the following:

- Highways, motorways, freeways;
- Roads within complexes such as universities, hospitals and retirement villages;
- Roads within National Parks, forests, etc;
- Fire trails and vehicular tracks that can be accessed by the emergency services or the public;
- Pedestrian only roads, such as malls.

A short cul-de-sac or private road with five or less address sites need not be separately named if adjoining and connected to a named feature.

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Note that naming a road on private land does not mean that the naming authority is accepting responsibility for that road, other than ensuring its name conforms with the Standard.

### 7.2. Extents of named roads and streets

A named road or street must include only one contiguous section navigable by vehicles. Unconnected navigable sections, such as where separated by an unbridged stream, pedestrian segment, railing etc. must be assigned separate road names. This requirement does not apply where the separate sections are:

- Two sides of the same road separated by a median strip; or
- Part of a classified highway that is split by a section that is assigned a local name where it passes through a town or city.

The use of the cardinal suffix East, West, North or South must not be used as part of a road name to distinguish unconnected sections. In these cases each section must be assigned a separate name. The extent of a road or street name is defined by the formation, whether vehicular or pedestrian.

### 7.3. Road and street name elements

A road and street name should ideally consist of a single name part (specific) followed by a standard road type e.g. *Dulverton Road*. The use of a double generic must be avoided unless the road name has been derived or relates to a specific geographic feature e.g. *Dulverton Hill Road* is acceptable. Road types must not be used as part of the specific e.g. *Back Street Road* is unacceptable.

All road and street names must include a single road type (generic). The road type must be selected from the attached Schedule 'Road Types (Generic)'. The road type must be chosen to conform to the function and characteristic of the road as described in this table.

### 7.4. Selection of road and street names

A road and street name should be easily pronounced and spelt and be easily understood when written or in a conversation. A road name should be selected that will be acceptable to the community and not be interpreted as offensive, racist, derogatory or demeaning.

The length of a road name should be shorter, rather than longer, especially where the road itself is short. Ideally a road name should comprise of only two words including the generic.

### 7.5. Duplication of road and street names

The name (specific) element of a road or street name, regardless of any difference in the road type, must not be duplicated or similar in spelling or sound to an existing road name within the locality, an adjoining locality or in the same local government area. For example 'Smith Lane' extending off 'Smith Street' is not

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permitted. Likewise the existing *Riverbank Road*, *Riverside Drive* and *Riverview Drive* all located in *Riverside* are confusing and duplications and similarities like this should be avoided. An unbroken section of road crossing an administrative boundary must keep the same name.

Road and street names ideally should not be duplicated within the State or at minimum not duplicated within the same region (North, North West or South). Road types must not be used to differentiate roads of the same or similar sounding generic e.g. Reed Street, Reid Avenue, Read Road.

### 7.6. Road and street naming principles

The structure principles in these guidelines apply to the naming of roads and streets. These are set out in *AS/NZS 4819:2011 – Rural and urban addressing* and summarised as follows:

- A road name must have the same spelling as any name from which it is derived;
- A road name must not be abbreviated or contain an abbreviation, initial, or acronym e.g. 'Mount' not 'Mt' except that 'Saint' can be abbreviated to 'St';
- The definitive article 'The' must not be used as the sole name element (specific) in a road name e.g. *The Esplanade* is not acceptable;
- A road name must not contain a preposition e.g. *Avenue of the Allies*;
- A road name must not contain a possessive apostrophe e.g. *St Georges Terrace*, not *St George's Terrace*. Apostrophes forming part of an eponymous name may be included e.g. *O'Connors Road*;
- A road name must not contain a full stop or any diacritical marks or characters;
- The use of either Arabic or Roman numerals must not be used for a road name. The use of numerals in written format should be avoided because of possible confusion with an address e.g. *Second Avenue* should be avoided;
- Hyphens and the word 'and' must not be used as part of a road name. If the name from which the road name was derived includes a hyphen, it may be replaced with a space.
- Road names should not use an existing feature as the specific part of a name e.g. *Church Road*, *Jetty Street*, *Racecourse Crescent*, *School Road*, *Wharf Road*, *Cemetery Road* are not acceptable. In these cases it is preferable to use an additional supporting specific e.g. *Kings Wharf Road*;
- Road names must not use descriptors as the specific part of a name e.g. *Tourist Drive*, *Scenic Avenue*, *Heritage Road*, *Historic Drive* are not acceptable;
- The specific part of the road name must not include a road generic e.g. *White Street Road*, *Yellow Crescent Drive*, *Esplanade Road* are not acceptable;
- Destination to destination names e.g. *Guildford-Hampshire Road* are not acceptable;

### 7.7. Suffixes, prefixes and directional names in road and street names

A road and street name must not contain qualifying terminology, a cardinal indicator, or a similar prefix e.g. Upper, Lower, North, South unless the road name is derived from a name that includes it e.g. *Upper*

#### Tasmanian Place Naming Guidelines

*Esk Road* is permissible as the name has been derived from the *Upper Esk* locality. These terms must precede the specific part of the road name.

A directional indicator such e.g. East, West, North or South must not be used as a suffix to uniquely define road extremities e.g. *White Road East* and *White Road West*. Directional indicators must never precede the specific part of the road name e.g. *East John Street* is unacceptable.

### 7.8. Road and street naming authorities

Road and street naming is the responsibility of the relevant road authority. For the application of the provisions of the *Place Names Act* the key road naming authorities are intended to be:

- Department of State Growth for all State maintained roads and highways;
- Local Government for all council maintained roads as well as private roads within the area;
- Parks and Wildlife Service for roads within Nature Conservation Act Reserves;
- Sustainable Timber Tasmania for roads within Permanent Timber Production Zone land;
- Hydro Tasmania for roads within Hydro Electric Commission owned or vested land

Some smaller private roads providing access to a facility or feature may be maintained by other Government or utility organisations. It is intended that the naming of these is undertaken by Local Government in conjunction with the land owner.

The Commonwealth does not have the power to name roads within its land, and any naming of roads within Commonwealth facilities should be done in conjunction with Local Government.

### 7.9. Road and street names for highways and subsidiary roads

State highways and subsidiary roads are proclaimed, but not named, under the *Roads and Jetties Act 1935*. The proclamation will include classifications which are separate from the road name. A classification such as 'State Highway', 'Main Road', 'Secondary Road', 'Developmental Road' or 'Tourist Road' must not be used as part of a road name e.g. *Waterhouse Developmental Road* or *Anthony Main Road* are not acceptable.

A highway or subsidiary road must be named like any other road, noting that the road types 'Highway' or 'Road' are acceptable as appropriate.

A section of a classified highway that passes through a town may be given a separate name provided that each section of road has only one name e.g. where the *Tasman Highway* passes through *Bicheno* the approved name for those thoroughfares are *Burgess Street* and *Foster Street*.

If a highway or subsidiary road is realigned, the approved name will automatically transfer to the new location of the physical alignment of the highway or subsidiary road. For a substantial realignment the remaining section of the highway or subsidiary road will be required to be renamed.

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### 7.10. Naming process for private and subdivision roads

The relevant road authority is to ensure that the selection of a new road name conforms to the guidelines.

The process of selecting a name should be commenced during the development approval process with the name to be approved once construction of the road has commenced. The name must be approved prior to the sealing of the subdivision plan by council.

For private roads including those within complexes including aged care, the selection of the name needs to also be made in conjunction with the authority responsible for the development.

It is recommended that Councils consult with the Registrar at an early stage of proposal to ensure conformity with the guidelines and thus achieve an efficient approval.

The relevant council is to ensure that the proposed road name conforms to the guidelines and undertake appropriate advertising and consultation to ensure community support. Road and street name proposals must be endorsed by the elected council members.

Proposals are to be submitted electronically through *Placenames Tasmania*, together with all required information including the location and extent of the name to be applied and any supporting information e.g. council meeting minutes, subdivision plan, etc. Information on the background of the name and where it was derived from must be also included.

A proposal received from council through *Placenames Tasmania* will be reviewed by the Registrar of Place Names to ensure conformity to the guidelines, and once accepted into the register, will be deemed to be approved or official from that date.

Any proposals which do not meet the requirements in the guidelines will be in the first instance referred back to Council for consideration and if necessary referred to the Place Names Advisory Panel for further opinion.

### 7.11. Naming process for other roads and streets

Proposals for the naming of existing roads that do not already have an approved name are to be submitted via *Placenames Tasmania* or advised to the Registrar of Place Names by email. The proponent organisations (if not council) should consult with the relevant council, as the name may impact on property addressing and/or community knowledge and expectation.

Providing the road name conforms to the guidelines, a proposal received from the relevant road authority will be reviewed by the Registrar of place names and once accepted into the register will be deemed to be approved or official from that date.

Any proposals which do not meet the requirements in the guidelines will be in the first instance referred back to the proponent for consideration and if necessary referred to the Place Names Advisory Panel for

#### Tasmanian Place Naming Guidelines

further opinion. Road and street names will not be gazetted unless they are required to be referred to the Place Names Advisory Panel.

### 7.12. Altering a road or street name

A road or street name is intended to be enduring and should not be altered unless there are sound reasons to do so including, but not limited to:

- redesign of the road
- changed traffic flow
- addressing issues or changes
- misspelling of a name (unless 'Common Usage' applies – 'See General Principles')
- avoidance of duplication
- non conformity to these guidelines

A road or street extent is sometimes broken into two or more segments by road redesign or redevelopment so that it is no longer continuous. In these cases parts of the resulting segments must be renamed.

A cul-de-sac that is developed into an open ended road should have the road type altered to that consistent with an open ended road and likewise an open ended road that is developed into a cul-de-sac should have a road type altered to that for a cul-de-sac.

Any proposal to alter a road name must provide evidence that affected residents have been consulted and an absolute majority supports the alteration. The council, together with the relevant road authority if appropriate is to undertake this consultation.

Proposals to alter a road name may be referred to the Place Names Advisory Panel for consideration.

### 7.13. Altering road and street extents

The extent of a named road or street may be altered as the result of a subdivision process. The initial naming process needs to consider any possible future alterations for a road or street so that the allocation of property addressing can be planned to meet future requirements. Generally the same name will apply for any extensions to a subdivision street and a contiguous unbroken road must have the same name.

For major new road realignments and bypass roads, the name must be selected so as not to cause any confusion with existing road names or property addressing. For a contiguous section of road, preference is to adopt the name of the existing road rather than the allocation of a new name. e.g. the Kingston bypass section of road extends the name *Southern Outlet* rather than the creation of a new name.



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### 7.14. Naming Tourist Drives / Routes

A tourist drive or route may be created to facilitate vehicular travel around Tasmania and/or the promotion of a road or network of roads as a tourist experience. The name of a tourist drive or route is not to be confused with the approved road name. Tourist drives or routes are not road names and whilst may be signposted, will not normally appear on paper or digital map publications nor have an effect on property addressing.

A tourist drive or route name may be approved for a number of component roads and/or parts of roads comprising of a network that constitutes a tourist drive or route, however to maintain the state-wide significance of tourist drives, names should only be assigned where it provides a meaningful and significant tourist experience.

The route name may include a specific name, a descriptor such as 'tourist', 'scenic', 'heritage', 'historic', 'cultural' e.g. *Heritage Highway* and a generic consisting of 'drive', 'route', 'track', 'trail', 'way' e.g. *Great Eastern Drive*.

Proposals for naming tourist drives must be supported by the Department responsible for State Roads and Tourism Tasmania.

Tasmanian Road Route Codes were introduced in 1979 and are a route numbering system. This largely follows the British hierarchical system where 'A' roads comprise the state highway network, 'B' Roads are the remaining important road networks and 'C' Roads are local roads providing access to tourist features or connections to major roads, e.g. *B68*. The Road Route Code Advisory Group is responsible for assigning Route Codes. The Road Route Code is separate from the road name(s).

Refer to <http://dpiwwe.tas.gov.au/land-tasmania/place-naming-in-tasmania/tasmanian-road-route-codes> for more information about Tasmanian Road Route Codes.

### 7.15. Signage

All approved road and street names must have appropriate signage at intersections and junctions. Signage for private road names should indicate reference to the fact that they are private and not open for general public access. The approved name of a road must be used for signage associated with the road.

Abbreviations of road type generics may be used in road signs, but must conform to those standard types listed below.

Note: The existence of a named sign for a road is not a matter that alone provides justification for the assignment and approval of a road name.

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### 7.16. Road Types (Generic)

The following table is an extract from *AS/NZS 4819:2011 – Rural and urban addressing*. Road types must be selected from this list as appropriate for open ended roads, cul-de-sac or pedestrian only roads.

Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
ALLEY	ALLY	Usually narrow roadway in cities or towns, often through city blocks or squares	✓	✓	
APPROACH	APP	Roadway leading to an area of community interest (e.g. public open space, commercial area, beach etc.)	✓		
ARCADE	ARC	Passage having an arched roof, or any covered passageway, especially one with shops along the sides			✓
AVENUE	AV	Broad roadway, usually planted on each side with trees	✓		
BOARDWALK	BWLK	Promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront			✓
BOULEVARD	BVD	Wide roadway, well paved, usually ornamented with trees and grass plots	✓		
BREAK	BRK	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak	✓		
BYPASS	BYPA	Alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement	✓		
CHASE	CH	Roadway leading down to a valley	✓	✓	
CIRCUIT	CCT	Roadway enclosing an area	✓		
CLOSE	CL	Short, enclosed roadway		✓	
CONCOURSE	CON	Roadway that runs around a central area (e.g. public open space or commercial area)	✓		
COURT	CT	Short, enclosed roadway		✓	
CRESCENT	CR	Crescent-shaped thoroughfare, especially where both ends join the same thoroughfare	✓		
CREST	CRST	Roadway running along the top or summit of a hill	✓		
DRIVE	DR	Wide thoroughfare allowing a steady flow of traffic without many cross streets	✓		
ENTRANCE	ENT	Roadway connecting other roads	✓		
ESPLANADE	ESP	Level roadway, often along the seaside, lake or river	✓		

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Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
FIRETRAIL	FTRL	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak	✓		
FREEWAY	FWY	Express, multi-lane highway, with limited or controlled access	✓		
GLADE	GLDE	Roadway, usually in a valley of trees	✓	✓	
GRANGE	GRA	Roadway leading to a country estate, or focal point, public open space, shopping area etc.	✓		
GROVE	GR	Roadway that features a group of trees standing together	✓	✓	
HIGHWAY	HWY	Main road or thoroughfare, a main route	✓		
LANE	LANE	Narrow way between walls, buildings or a narrow country or city roadway	✓	✓	
LOOP	LOOP	Roadway that diverges from and re-joins the main thoroughfare	✓		
MALL	MALL	Sheltered walk, promenade or shopping precinct			✓
MEWS	MEWS	Roadway in a group of houses		✓	
PARADE	PDE	Public promenade or roadway that has good pedestrian facilities along the side	✓		
PARKWAY	PWY	Roadway through parklands or an open grassland area	✓		
PASSAGE	PSGE	Narrow street for pedestrians			✓
PATH	PATH	Roadway used only for pedestrian traffic			✓
PLACE	PL	Short, sometimes narrow, enclosed roadway		✓	
PLAZA	PLZA	Roadway enclosing the four sides of an area forming a market place or open space		✓	
PROMENADE	PROM	Roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking	✓		
QUAYS	QYS	Roadway leading to a landing place alongside or projecting into water	✓		
RAMP	RAMP	Access road to and from highways and freeways	✓		
RETREAT	RTT	Roadway forming a place of seclusion		✓	
RIDGE	RDGE	Roadway along the top of a hill	✓		
RISE	RISE	Roadway going to a higher place or position	✓	✓	
ROAD	RD	Open way or public passage primarily for vehicles	✓		

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Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
SQUARE	SQ	Roadway bounding the four sides of an area to be used as an open space or a group of buildings	✓	✓	
STEPS	STPS	Route consisting mainly of steps			✓
STREET	ST	Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides	✓		
SUBWAY	SBWY	Underground passage or tunnel that pedestrians use for crossing under a road, railway, river etc			✓
TERRACE	TCE	Roadway usually with houses on either side raised above the road level	✓	✓	
TRACK	TRK	Roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (e.g. Tasmania) these are often associated with walking rather than vehicular movement	✓		✓
TRAIL	TRL	See 'Track'	✓		✓
VIEW	VIEW	Roadway commanding a wide panoramic view across surrounding areas	✓	✓	
VISTA	VSTA	Roadway with a view or outlook	✓	✓	
WALK	WALK	Thoroughfare with restricted access used only by pedestrians			✓
WAY	WAY	Roadway affording passage from one place to another. Usually not as straight as an avenue or street	✓		
WHARF	WHRF	A roadway on a wharf or pier	✓	✓	✓

## 8. Naming Reserves

Reserved land, under the provisions of the *Nature Conservation Act 2002*, is named by the responsible Minister upon proclamation of that reserve. Under that Act, it states that the Nomenclature Board is required to be consulted on the selection of a reserve name. This obligation will remain, although will now be the responsibility of the Place Names Advisory Panel.

It is preferred that for these reserves, the name includes the specific part of the name derived from the significant geographical feature within the reserve.

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Names for other reserves and parks are to be selected and proposed in accordance with the principles in these guidelines by the managing authority.

### 8.1. Use of reserved land classifications

Crown land proclaimed as a reserve under the *Nature Conservation Act 2002* must include the correct reserved land classification in the name (e.g. National Park, State Reserve, Nature Reserve, Game Reserve, Conservation Area, Nature Recreation Area, Regional Reserve, Historic Site, Private Sanctuary, and Private Nature Reserve).

Where land is not reserved under the *Nature Conservation Act 2002* it is an offence under that act to use, alone or in combination with other words, the name of any reserved land classification, unless authorised by the responsible Minister. Selection of names like *Margate Historic Site* or *State Reserve* would not be permitted.

The use of the word 'Reserve' as a generic should ideally be restricted to areas of land reserved under the *Nature Conservation Act 2002* and consideration should be made to using the generic 'Park' for other types of recreation areas including those managed by local government .

### 8.2. Changes in extent of reserved land

An existing name may be applied to an extension of a reserve under the *Nature Conservation Act 2002* if the additional area is contiguous to the originally named area. Where the additional area is not contiguous, a different name must be assigned.

The existing name should be altered if a reduction in the extent of land reserved under the *Nature Conservation Act 2002* results in the exclusion of the feature that was the source for the name (e.g. if the reduction of an area named *Luncheon Hill Regional Reserve* results in the exclusion of *Luncheon Hill*, it should be renamed).

### 8.3. Use of marine resources protected area classes

Names of Marine Resources Protected Areas are named by the responsible Minister under the *Living Marine Resources Management Act 1995*. This Act also prohibits the use, without the specific consent of the Minister, alone or in combination with other words, the name of any of the following listed classes of marine resources protected areas in reference to any place:

- Marine Nature Resources Protected Area
- Marine Park
- Marine Protected Area
- Marine Sanctuary
- Marine Resources Protected Area

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Selection of names like *Marine Park Road*, *Marine Area Road*, *Marine Nature Road*, and *Marine Reserve* etc. would not be permitted.

### 8.4. Naming process for other reserves and parks

The naming of other reserves and parks is to comply with the general principles and structure principles of these guidelines. Features to be named as reserves or parks must be open to the public. The naming process for any other reserves and parks that are not named under the *Nature Conservation Act 2002* is the same as for naming cultural features. The generic 'Park' is preferred for these features over the generic 'Reserve'. See 8.1.

Consideration should be given to naming small council parks or playgrounds after the name of the street in which they are located for ease of identification, providing that name is not duplicated e.g. *Hawthorn Road Park*.

## 9. Naming Cultural Features

### 9.1. What are Cultural Features?

Cultural features are artificial (man-made) features that have relevance to the community. Examples include but are not limited to public features such as walking and bicycle tracks, parks, reserves, recreation grounds and sports grounds or significant public infrastructure such as bridges and dams.

Cultural features may appear and be named on topographic mapping products as well as spatial data products where these may be classified as 'Features of Interest'.

### 9.2. Pre-existing unofficial names

There have been many place names applied by relevant authorities to features such as council maintained walking tracks, parks and other similar features. Whilst the use of these place names over time has demonstrated acceptance by the community through general usage, signage and depiction on mapping products, many have not been formally assigned through any legislative process. Some of these names are 'recorded' as unapproved in the *Placenames Tasmania* nomenclature register. In the interests of the public and to ensure consistent use and application, the approval of these names should be formalised through the provisions of the *Place Names Act*.

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### 9.3. Naming process for cultural features

Whilst names for cultural features are generally allocated by the administering authority, it is preferred that the assignment of these names is done through the legislative process to ensure that there is one official name allocated, and that name conforms to the rules and guidelines for place naming. By making these names official it will also ensure that these names are made publically available through *Placenames Tasmania* and through the LIST. It will ensure that subsequent duplications of these names are avoided which could lead to confusion for identification and location of features.

Proposed names must conform to the general principles and structure principles of these guidelines. Proposals must be lodged or supported by the authority responsible for administering or maintaining the feature together with supporting evidence, if appropriate, that the community has been consulted and is supportive of the proposal. Any proposals received from individuals or groups will be referred to the relevant authority for them to make a formal proposal, or support the proponent proposal. Proposals can be submitted through the *Placenames Tasmania* proposal facility, or in writing to the Registrar of Place Names.

The naming process for cultural features will be as detailed in the Place Naming Process, Section 2 of these guidelines.

### 9.4. Features not required to have approved names

The *Place Names Act* does not include buildings or similar structures in the definition of a place. These features can be named by the relevant authority and it is suggested that these guidelines are referred to in these cases. Names of these features may be recorded as unapproved but suitable for publication in the Place Names Register and may be depicted on mapping products if it is felt this is in the public interest. Examples can include names of educational facilities, nursing homes, hospitals etc.

Names of commercial businesses, property names, private structures etc. are not named under the *Place Names Act* and will not be recorded in the Place Names Register.

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## 10. Other naming authorities

### 10.1. Naming cities

The Governor on the recommendation of the relevant Minister has the authority to assign, amend or substitute the name of a city under section 16A of the *Local Government Act 1993*.

### 10.2. Naming towns

The responsible Minister is to consult with the Nomenclature Board before assigning a name to a town under section 186 of the *Local Government Act 1993*. This obligation to consult will remain, although will now be the undertaken by the Place Names Advisory Panel.

The Governor may by proclamation constitute, abolish, define, or re-define areas of town lands including, on the recommendation of the Place Names Advisory Panel, assigning names in the proclamations constituting them under section 5 of the *Crown Lands Act 1976*.

### 10.3. Naming Land Districts and Parishes

The Governor may by proclamation constitute, abolish, define, re-define, or name land districts and parishes under Section 4 of the *Crown Lands Act 1976*.

### 10.4. Naming reserved land

The Governor, on the recommendation of the responsible Minister, and after consultation with the Nomenclature Board, assigns the name of reserved land under sections 11, 12, 13, 17 and 19 of the *Nature Conservation Act 2002*. This obligation to consult will remain, although will now be the undertaken by the Place Names Advisory Panel.

### 10.5. Naming marine resources protected area

The Minister may assign a name to a marine resources protected area when establishing that area under section 112 of the *Living Marine Resources Management Act 1995*.

### 10.6. Naming a jetty

The Minister may assign a name to a jetty or marine facility by proclamation under the *Roads and Jetties Act 1995*.



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## 11. Placenames Tasmania

**Placenames Tasmania** is the authoritative single register of all approved or official Tasmanian place names assigned under provisions of the *Survey Co-ordination Act 1944* or the *Place Names Act*. It is publically available at [www.placenames.tas.gov.au](http://www.placenames.tas.gov.au). Users can search and view details for a place name, including the status, whether official or otherwise and where available background and feature notes on the name. A location map provides the definitive extent of the feature. Advanced searching options enable a complex search to be made within the database on a number of fields.

An extract of **Placenames Tasmania** is freely available under the State's open data provisions and can be accessed from the LIST Nomenclature tab at the following link:

<http://listdata.thelist.tas.gov.au/opendata/>

**Placenames Tasmania** includes:

- All place names that have been approved under legislative provisions;
- The status of a place name including permissible for publication status;
- References to the relevant approval processes and approval dates;
- Historical information about place names if known;
- Unofficial or recorded place names that are in common use;
- Historic, rescinded or superseded place names;
- Spatial locations and extents of place names;
- A system for tracking the progress of place naming proposals;
- The ability to store images and/or documents relevant to the naming of a feature.
- The ability to propose place names;
- The ability to propose changes to, and provide information about existing place names.

### 11.1. Use of approved place names

Names classified in the register as 'official' or 'approved' have either been formally assigned under the provisions of the *Survey Co-ordination Act 1944* or the *Place Names Act* or have been assigned under other legislation that outrank the above legislation. Such names must be used for all official maps, publications and spatial data products within Tasmania.

The *Place Names Act* provides for the application of penalties for the intentional misuse of approved place names.

### 11.2. Recorded place names

There are many features that have been named by private persons or organisations, including government authorities. These can include schools, shopping centres, aged care facilities, tourist attractions and other

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public facilities. Whilst not required to be named under legislation, these names are well known and accepted by the community and are important as references to a place which may be used by the public and emergency service organisations.

*Placenames Tasmania* may record these names and associated locations if it is felt they should be recorded in the public interest. Generally only those features which may be required to be depicted on mapping products or held within the jurisdictional spatial dataset will be recorded. Names of commercial businesses including restaurants or individual shops will not be recorded.

There will also be names of some geographical (natural) features which have not been formally approved, but where there is evidence of past or current use. These names and locations may be recorded within *Placenames Tasmania*, but will be classified as unapproved and restricted for publication on mapping products unless a process is undertaken to formalise the naming as per these guidelines.

### 11.3. Recording of sensitive place names

The details, location or coordinates of a place name may be restricted from access by the public where:

- an application is made for the protection of Aboriginal heritage identified under the *Aboriginal Lands Act 1975*; or
- there are State or national security implications; or
- The responsible Minister has identified other reasons.

These names, whilst official or approved will have the classification 'Not for Publication (Confidential)' and will not have a spatial component publically available. Sensitive place names must not be depicted on any public mapping products or included in LIST spatial datasets, although their location may be made available to emergency services organisations.

### 11.4. Discontinuing or omitting a place name

An approved or official place name may be discontinued or omitted from official maps, publications and spatial data products within Tasmania. A place name will generally be discontinued where the feature relating to the place name no longer exists, where the feature has been renamed or where the place name has been deemed to be offensive to areas of the community.

The names of natural geographic features will generally not be discontinued unless there is a strong reason for doing so, e.g. the name has been deemed offensive to the community. Any proposals to discontinue a geographic name must include adequate community consultation, together with endorsement from the Place Names Advisory Panel. Only the minister can approve the discontinuation of a geographical name.

The process for discontinuing the name of a man-made (cultural) feature must be undertaken with the endorsement of the relevant authority for managing the feature e.g. the road authority for roads; council for public park. The Registrar can discontinue the name for a man-made feature if it no longer exists.

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*Placenames Tasmania* will continue to hold these records and details will continue to be publically available through the website. The status will be altered to a 'Not for Publication' category and the name will no longer be classed as an approved or official name. These names must not appear on future maps, publications and spatial data products within Tasmania

### 11.5. Status of place names

*Placenames Tasmania* provides the capacity to note whether a place name has been approved for use through provisions in legislation, together with the legislative provisions applied in approving that name. Although a place name can either be approved (official) or not, the status field provides the additional capacity to indicate these place names that are permitted for publication. This is to cater for both approved names that have been restricted for publication for example confidential names, and recorded names that whilst not formally approved can be published on mapping products in the interests of public good.

Only those names with a status of Normal are permitted for depiction on official maps, publications and spatial data products within Tasmania.

Status	Description
Normal	Publication allowed. All geographic features, localities and road names must be approved names. Some names of other cultural features may not be formally approved but their use is well accepted.
Not For Publication (Confidential)	An approved geographic feature name where the location is restricted from access from the public due to sensitive reasons and will not appear on mapping products
Not For Publication (Historical)	A name that was approved but has since been rescinded as the feature it related to no longer exists. These names are no longer approved.
Not For Publication (Omitted)	An approved name that has been removed (omitted) from publication on mapping products
Not For Publication (Recorded)	A name that was noted by the former Nomenclature Board for recording only and was not intended to be assigned through any formal approval process. These names are not approved.
Not For Publication (Rescinded)	A name that previously was approved (official) but has since been rescinded. These names are no longer approved. (This is a legacy status and is no longer used)
Not For Publication (Reserved)	A reserve or road name where the name has been approved in principle for use once the feature has been established. Proposals for new road names are to be reviewed for conflicts with these names.
Not For Publication (Superseded)	A name that has been superseded by another name. These names are not approved.
Not For Publication (Unofficial)	A name that has been noted by the Registrar of Place Names but has not undergone any formal approval process. These mainly relate to geographic names but may include other features. These names are not approved.
Not For Publication (Disallowed)	A name intended to be assigned but objected to with Ministers decision to uphold objection and not approve the name. These names are not approved.

## DECISION

*Moved by Deputy Mayor A Green, seconded by Clr D Fish*

**THAT the meeting be suspended to enable the President of the Oatlands Community Association Inc. (Ms Rowena McDougall) to address Council.**

## CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr R Campbell	√	
Clr E Batt	√	
Clr D F Fish	√	
Clr D Marshall	√	

## PERMISSION TO ADDRESS COUNCIL – MS ROWENA MCDOUGALL

Ms Rowena McDougall (President, Oatlands Community Association Inc.) addressed Council in relation to Agenda item 17.2.6 – request for a remission of rental and other charges for the quarter ending June 2017.

Ms McDougall thanked Council for the opportunity to address them regarding their latest funding request. The OCA has significant plans for the Association and one strategy is to develop a new website – Oatlands Community Association.org.au

Phase 1 of this strategy to develop a website is to provide information and a contact point for the OCA (this would include the Bargain Centre, Southern Midlands Regional News, Community Markets, Oatlands Historical Society etc). The website would allow a booking and payment function to book meeting rooms.

Phase 2 of the website would be to include a community events calendar, blog, members only access page for document sharing etc.

The website is currently under development by N Miller at an approximate cost of \$1700.00 which is at a significantly reduced rate. Volunteer hours at the OCA account for 30 plus hours per week (President & Treasurer) plus additional contributions by other volunteers at the centre.

The revamped OCA wish to enhance the Midlands Memorial Centre for all community members by improving the meeting room facilities (currently looking at options for electronic whiteboards); a minor refurbishment of the interior to paint meeting rooms/office space etc. Other plans include a revamped concrete forecourt area to include seating and planter boxes, install storage lockers, erect a deck off the main meeting room and repaint the exterior of the building in a colour appropriate to its 1960's heritage. The OCA intend to apply for a Council Community Small Grant as well as Tasmanian Community Fund Grants for some of these works.

The OCA request Council to grant them a remission of \$1926.30 for the quarter ending June 2017 (rent payment) to fund the cost of developing an OCA website.

*David Cundall and Jacqui Tyson entered the meeting at 11.53 a.m.*

## PERMISSION TO ADDRESS COUNCIL – MR CRAIG WILLIAMS

Mr Craig Williams addressed Council in relation to quarry compliance within the Southern Midlands Council area.

Mr Williams advised that the Stornoway quarry at Mangalore is crushing and screening gravel yet a permit has not been enacted for the past 4 years making them non-compliant.

Mr David Cundall (Manager, Development and Environment Services) advised that Council has undertaken a full investigation following a complaint lodged by another community member and that Council continue to monitor other quarries within the municipal area.

Mr Williams also asked what mechanisms Council has put in place to stop discrimination against small quarry operators?

No response provided to the question acknowledging that Council does not discriminate against small quarry operators.

*Deputy Mayor Alex Green left the meeting at 11.57 a.m.  
Deputy Mayor Alex Green returned to the meeting at 11.59 a.m.*

### DECISION

*Moved by Clr D F Fish, seconded by Clr E Batt*

**THAT the meeting be reconvened at 12.03 p.m.**

### CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr R Campbell	√	
Clr E Batt	√	
Clr D F Fish	√	
Clr D Marshall	√	

**17.2.6 OATLANDS COMMUNITY ASSOCIATION INC. – REQUEST FOR A REMISSION OF RENTAL AND OTHER CHARGES (QUARTER ENDING JUNE 2017)**

**Author:** GENERAL MANAGER (TIM KIRKWOOD)

**Date:** 17 AUGUST 2017

**ISSUE**

Council to consider a request from the Oatlands Community Association Inc. to remit the rental and other charges demanded for the period 1<sup>st</sup> April 2017 to 30 the June 2017.

**BACKGROUND**

The current Lease Agreement with the Midlands Initiatives for Local Enterprise Inc. (now Oatlands Community Association Inc.), which expires 31<sup>st</sup> December 2017, provides for the following:

- Charging of Annual rental;
- Association to pay Council rates and charges; and
- Association to pay TasWater fixed charges.

Council is aware that commencing 1<sup>st</sup> July 2017, these charges will not be levied and the Association will not be provided with an annual operating subsidy.

**DETAIL**

The Association has written asking whether Council would be willing to remit the final rent payment (i.e. for the April to June 2017 quarter) as it would very much like to invest that money in the development of a new website. The Association is planning to use access to the website as an incentive for other community groups to network with OCA - giving them individual email addresses, providing a web presence for them or links to their sites, a joint events calendar, etc. They are also planning to acquire booking software to streamline the process of renting out the meeting rooms. The Association has indicated an approximate budget of \$1,700 for this purpose.

The outstanding Invoice for an amount of \$1,926.30 consists of the following:

3 months rent at \$403.51 per month (incl. GST)	\$1,210.53
TasWater – 4 <sup>th</sup> Instalment	\$ 231.48
SMC Rates & Charges – final quarter	\$ 484.29
<b>Total</b>	<b>\$1,926.30</b>

In considering this issue, it should be noted that this income has been recognised by Council in the 2016/17 financial year i.e. it was invoiced as at 5<sup>th</sup> June 2017 which is automatically recognised as revenue at that time. Any remission therefore needs would need to be treated as a donation expense and funded directly as a donation or subsidy and allocated against a budget line item. No specific budget allocation has been identified for this purpose.

Recognising that the intent of the remission is to be able to allocate funds towards the development of the Association's website, then it would be more appropriate to recommend that the Association submit an application through Council's Community

Small Grants Program which would enable it to be assessed against other applications and considered on merit. Grant Applications close on 28<sup>th</sup> August 2017.

**Human Resources & Financial Implications** – refer comment above.

**Community Consultation & Public Relations Implications** – N/A.

**Priority - Implementation Time Frame** – immediate.

## RECOMMENDATION

THAT Council refuse the request for a remission and the Oatlands Community Association Inc. be advised to submit an application through the Southern Midlands Council's Community Small Grants Program.

## DECISION

*Moved by Deputy Mayor A Green, seconded by Clr D Fish*

## THAT

- 1. Council refuse the request for a remission and the Oatlands Community Association Inc. be advised to submit an application through the Southern Midlands Council's Community Small Grants Program; and**
- 2. That the Oatlands Community Association be encouraged to discuss interior painting requirements for the Midlands Memorial Community Centre with Council staff with the aim of funding the interior painting through the allocated maintenance budget.**

## CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr R Campbell	√	
Clr E Batt	√	
Clr D F Fish	√	
Clr D Marshall	√	

## 17.3 FINANCES

### Strategic Plan Reference – Page 34 & 35

- |       |   |
|-------|---|
| 6.3.1 | Communities finances will be managed responsibly to enhance the wellbeing of residence.   |
| 6.3.2 | Council will maintain community wealth to ensure that the wealth enjoyed by today's generation may also be enjoyed by tomorrow's generation.        |
| 6.3.3 | Council's finance position will be robust enough to recover from unanticipated events, and absorb the volatility inherent in revenues and expenses. |
| 6.3.4 | Resources will be allocated to those activities that generate community benefit.  |

### 17.3.1 MONTHLY FINANCIAL STATEMENT (JULY 2017)

**Author:** FINANCE OFFICER (COURTNEY PENNICOTT)

**Date:** 17 AUGUST 2017

### ISSUE

Refer enclosed Report incorporating the following: -

- Statement of Comprehensive Income – 1<sup>st</sup> July 2017 to 31<sup>st</sup> July 2017 (including Notes)
- Current Expenditure Estimates
- Capital Expenditure Estimates (*refer to enclosed report detailing the individual capital projects*)
- Cash Flow Statement – July 2017
- Rates & Charges – 14 August 2017

*Note: Expenditure figures provided are for the period 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017 – 8.33% of the period.*

### CURRENT EXPENDITURE ESTIMATES (OPERATING BUDGET)

#### *Strategic Theme - Infrastructure*

Nil.

#### *Strategic Theme – Growth*

Nil.

#### *Strategic Theme – Landscapes*

Nil.

#### *Strategic Theme – Lifestyle*

Nil.



*Strategic Theme –Community*

**Sub-Program – Consultation** – expenditure to date (\$1,296 – 17.76%). Includes \$960 quarterly power charges – Community Radio Station.

*Strategic Theme –Organisation*

**Sub-Program – Sustainability** - expenditure to date (\$251,050 – 11.39%). Expenditure includes annual costs associated with computer software maintenance (GIS/NAV) and licensing \$63,038, and annual insurance payments of \$49,060.

**RECOMMENDATION**

THAT the Financial Report be received and the information noted.

**DECISION**

*Moved by Deputy Mayor A Green, seconded by Clr D Marshall*

**THAT the Financial Report be received and the information noted.**

**CARRIED**

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr R Campbell	√	
Clr E Batt	√	
Clr D F Fish	√	
Clr D Marshall	√	

<b>STATEMENT OF COMPREHENSIVE INCOME</b>				
<b>FOR THE PERIOD</b>				
<b>1st JULY 2017 to 31st JULY 2017</b>				
	<b>Annual Budget</b>	<b>Year to Date as at 31st JULY</b>	<b>%</b>	<b>Comments</b>
<b>Income</b>				
General rates	\$ 5,174,991	\$ 786	0.0%	Budget includes Interest & Penalties to be imposed to end of June 2017
User Fees (refer Note 1)	\$ 968,447	\$ 83,939	8.7%	
Interest	\$ 157,000	\$ 18,986	12.1%	
Government Subsidies	\$ 24,000	\$ 0	0.0%	Heavy Vehicle Licence Fees & Road Rescue MAIB reimbursements
Contract Income	\$ 0	\$ 0	0.0%	
Other (refer Note 2)	\$ 162,000	\$ 9,832	6.1%	
<b>Sub-Total</b>	<b>\$ 6,486,437</b>	<b>\$ 113,544</b>	<b>1.8%</b>	
Grants - Operating	\$ 3,266,489	\$ 0	0.0%	
<b>Total Income</b>	<b>\$ 9,752,926</b>	<b>\$ 113,544</b>	<b>1.2%</b>	
<b>Expenses</b>				
Employee benefits	\$ (3,950,529)	\$ (254,616)	6.4%	Less Roads - Resheeting Capitalised
Materials and contracts	\$ (3,227,729)	\$ (256,598)	7.9%	Less Roads - Resheeting Capitalised, Includes Land Tax
Depreciation and amortisation	\$ (2,719,500)	\$ (226,534)	8.3%	Percentage Calculation (based on year-to-date)
Finance costs	\$ (48,925)	\$ (4,694)	9.6%	
Contributions	\$ (209,622)	\$ 0	0.0%	Fire Service Levies
Other	\$ (161,100)	\$ (19,434)	12.1%	Incls Rate Discounts \$23,698(annual cost)
<b>Total expenses</b>	<b>\$ (10,317,405)</b>	<b>\$ (761,876)</b>	<b>7.4%</b>	
<b>Surplus (deficit) from operations</b>	<b>\$ (564,479)</b>	<b>\$ (648,333)</b>	<b>114.9%</b>	
Grants - Capital (refer Note 3)	\$ 3,177,843	\$ 61,635	1.9%	
Sale Proceeds (Plant & Machinery)	\$ 484,000	\$ 0	0.0%	
Net gain / (loss on disposal of non-current assets)	\$ 0	\$ 0	0.0%	
<b>Surplus / (Deficit)</b>	<b>\$ 3,097,364</b>	<b>-\$ (586,698)</b>	<b>-18.9%</b>	

NOTES					
1. Income - User Fees (Budget \$658,662) includes:					
- All other Programs	\$ 371,311	\$ 50,532	13.6%	Actual Income Received (i.e. excluding Debtors)	
- Private Works	\$ 267,136	\$ 14,756	5.5%		
- Callington Mill	\$ 330,000	\$ 18,651	5.7%		
	\$ 968,447	\$ 83,939			
2. Income - Other (Budget \$355,854) includes:					
- Tas Water Distributions	\$ 152,000	\$ 9,662	6.36%		
- HBS Dividend	\$ 10,000	\$ -	0.0%		
- Other	\$ -	\$ 170	0.0%		
	\$ 162,000	\$ 9,832	6.1%		
3. Grant - Capital (Budget \$877,860) includes:					
- Black Spot Funding	\$ -	\$ -	0.0%		
- Swimming Pool	\$ 2,300,000	\$ -	0.0%		
- Heritage Grant	\$ -	\$ 43,135	0.0%		
- Chauncy Vale Upgrade	\$ -	\$ 18,500	0.0%		
- Roads To Recovery Grant	\$ 877,843	\$ -	0.0%	To be claimed in March 2017	
	\$ 3,177,843	\$ 61,635	1.9%		

CAPITAL EXPENDITURE PROGRAM 2017-18  
AS AT 31 JULY 2017

				BUDGET	EXPENDITURE	VARIANCE	COMMENTS
<b>INFRASTRUCTURE</b>							
	<b>ROAD ASSETS</b>						
	Resheeting Program	Various	Roads Resheeting	\$ 700,000	\$ 49,739	\$ 650,261	
	Reseal Program		Roads Resealing (as per agreed program)	\$ 600,000	\$ -	\$ 600,000	
			Woodsdale Road	\$ 135,000	\$ -	\$ 135,000	
			2 x 50 mtr sections - Runnymede end				
			1 x 100 mtr section - vicinity of Runnymede Fire Station				
			1 x 200 mtr section - vicinity of 'Questlands'				
			1 x 200 mtr section - vicinity of Woodsdale Cemetery				
			1 x 200 mtr section - vicinity of Back Woodsdale Road				
			Stonor Road (200 metres - approx. 5 kms in from Highway)	\$ 36,000	\$ -	\$ 36,000	
	Reconstruct & Seal	C1020033	Yarlington Road (Smarts Hill - 150 metres)	\$ 22,500	\$ -	\$ 22,500	Budget c/fwd
	Construct & Seal (Unsealed Roads)		Blackbrush Road - new seal (400 metres each end)	\$ 144,000	\$ -	\$ 144,000	
	Incls. widening component		Eldon Road (extend seal from Tunnack end for 1.0 km)	\$ 180,000	\$ -	\$ 180,000	
			Native Corners Road - new seal (500 metres)	\$ 90,000	\$ -	\$ 90,000	
	Minor Seals (New)		Various Projects	\$ 20,000	\$ -	\$ 20,000	
			Church Road (Brighton Council end)	\$ 10,000	\$ -	\$ 10,000	Budget c/fwd
		C1020032	Hasting Street Junction	\$ 15,000	\$ 959	\$ 14,041	Budget c/fwd - WIP 30/6/17
	Unsealed - Road Widening		Clifton Vale - (Cliff Section)	\$ 40,000	\$ -	\$ 40,000	
			Chauncy Vale Road, Bagdad	\$ 20,000	\$ -	\$ 20,000	Budget c/fwd
			Grices Road (Section Widening)	\$ 36,000	\$ -	\$ 36,000	
	Junction / Road Realignment / Other		East Bagdad Road - Subsidence Areas	\$ 20,000	\$ -	\$ 20,000	
		C1020055	Yarlington Road - Realignment	\$ 240,000	\$ 185,828	\$ 54,172	RTR WIP 30/6/17 \$185,828
		C1020047	Lovely Banks Road (junction with Colebrook)	\$ 210,000	\$ 199,673	\$ 10,327	WIP 30/6/17 \$196,787 - Budget includes \$40K c/fwd
			Reeve St - Hall Street to Rec Ground (K&G) - 70 metres	\$ 17,882	\$ -	\$ 17,882	Budget includes \$8,800 c/fwd
			Campania - Reeve St / Hall Street (K&G)	\$ 5,000	\$ -	\$ 5,000	Budget c/fwd
		C1010028	Woodsdale Road - Landslip Area (vicinity Scott's Quarry)	\$ 15,000	\$ -	\$ 15,000	Budget c/fwd
		C1010039	Woodsdale Road - Landslip Area(s) - Engineering Assessment	\$ 9,700	\$ -	\$ 9,700	
				<b>\$ 2,566,082</b>	<b>\$ 436,198</b>	<b>\$ 2,129,884</b>	
	<b>BRIDGE ASSETS</b>						
		C1030006	Fields Road Bridge (B1851)	\$ -	\$ 1,469	\$ (1,469)	WIP 30/6/17
		C1030021	Wattle Hill Road Bridge (B1402)	\$ -	\$ 1,400	\$ (1,400)	
		C1030044	Grahams Creek Road (Grahams Creek B2510)	\$ -	\$ 2,871	\$ (2,871)	RTR - WIP 30/6/17
		C1030054	Bellevale Road (B2723)	\$ -	\$ 18,265	\$ (18,265)	RTR - WIP 30/6/17
		C1030055	Link Road (Craigbourne Creek B3820)	\$ -	\$ 137,187	\$ (137,187)	RTR - WIP 30/6/17
		C1030056	Noyes Road (Limekiln Creek T268.00051)	\$ -	\$ 4,814	\$ (4,814)	RTR - WIP 30/6/17
		C1030057	Reynolds Road (Burns Creek B5301)	\$ -	\$ 66,507	\$ (66,507)	RTR - WIP 30/6/17
				<b>\$ -</b>	<b>\$ 232,513</b>	<b>\$ (232,513)</b>	

<b>WALKWAYS</b>	C1040011	Footpaths - General (Program to be confirmed)	\$ 30,000		\$ 30,000	Street Furniture
		Bagdad Township				
		- Swan Street (Blackport Rd to Green Valley Rd)	\$ 109,557	\$ 2,687	\$ 106,870	WIP 30/6/17 \$2,687 - Budget c/fwd
		- Midland Highway (Bus Shelter)	\$ 5,000	\$ -	\$ 5,000	Budget c/fwd
		Campania Township				
		- Review Management Plan (Site Plan) / Walking Tracks (Bush F	\$ 5,000	\$ -	\$ 5,000	Budget c/fwd
		Colebrook Township				
		- K&G Renewal (Richmond St -southern end)	\$ 30,000	\$ -	\$ 30,000	Budget c/fwd
		- Streetscape Plan Development & Implementation (Part)	\$ 60,000	\$ 4,553	\$ 55,447	WIP 30/6/17
		Kempton Township				
		- Streetscape Plan (Review & Implementation (Part)	\$ 40,000	\$ -	\$ 40,000	
				\$ -		
		ParratahTownship				
		- Tunnack Main Road Kerb & Gutter	\$ 14,478	\$ -	\$ 14,478	
				\$ -		
		Tunbridge Township				
		- Main Road Kerb & Gutter	\$ 22,000		\$ 22,000	Budget C/fwd \$7k
		- Streetscape Project (Part Implementation) - 2 yr program	\$ 67,954	\$ -	\$ 67,954	Subject to \$50K Grant Application (Infrastructure Fund)
			<b>\$ 383,989</b>	<b>\$ 7,240</b>	<b>\$ 376,749</b>	
<b>DRAINAGE</b>		Bagdad				
		- Midland Hwy/Swan St Drainage (McShane property)	\$ 22,500	\$ -	\$ 22,500	Budget c/fwd
		Campania				
		- Estate Road (School Farm - Easement)	\$ 10,000	\$ -	\$ 10,000	Budget c/fwd
		- Reeve Street Open Drain (north of Telephone Box)	\$ 35,000	\$ 4,124	\$ 30,876	WIP 30/6/17 \$3,750 - Budget c/fwd
		Oatlands				
		- Barrack Street (towards Mason Street)	\$ 10,000	\$ -	\$ 10,000	Budget c/fwd
		- High St/Wellington Street Junction	\$ 5,000	\$ -	\$ 5,000	Budget c/fwd
		- Queen Anne Street	7500		\$ 7,500	
			<b>\$ 90,000</b>	<b>\$ 4,124</b>	<b>\$ 85,876</b>	
<b>WASTE</b>		Oatlands WTS - General Improvements	\$ 25,000	\$ -	\$ 25,000	Budget includes \$5K c/fwd
		Dysart WTS - General Improvements	\$ 20,000	\$ -	\$ 20,000	
		Wheelie Bins and Crates	\$ 7,500	\$ -	\$ 7,500	
			<b>\$ 52,500</b>	<b>\$ -</b>	<b>\$ 52,500</b>	
<b>PUBLIC TOILETS</b>		Lake Dulverton (New facilities - design & approvals)	\$ 83,915	\$ -	\$ 83,915	Budget includes \$12K c/fwd
		Colebrook Hiistory Room Toilets (Conversion Family Change Room)	\$ 12,000	\$ -	\$ 12,000	
			<b>\$ 95,915</b>	<b>\$ -</b>	<b>\$ 95,915</b>	
<b>SIGNAGE</b>		Oatlands Signage (Info Bays) - Town Maps etc. - 2 Small & 2 Large	\$ 9,282	\$ -	\$ 9,282	Budget c/fwd
			<b>\$ 9,282</b>	<b>\$ -</b>	<b>\$ 9,282</b>	

GROWTH	TOURISM		Building (Wool Press Cover)	\$ 9,170	\$ -	\$ 9,170	Budget cfwd
			Lake Dulverton (Aquatic Club Fit-Out) - Shower / Toilet Facility	\$ 18,000	\$ -	\$ 18,000	Budget cfwd
			Lake Dulverton (Aquatic Club Fit-Out) - Roof Replacement	\$ 30,000	\$ -	\$ 30,000	Budget cfwd
			Beacon Tourism Sub-Regional Project	\$ 18,000	\$ -	\$ 18,000	
			Lake Dulverton - Cows	\$ 12,000	\$ -	\$ 12,000	
			<b>\$ 87,170</b>	<b>\$ -</b>	<b>\$ 87,170</b>		
	HERITAGE						
	2016-17		Callington Mill (Asset Renewals)	\$ 15,000	\$ -	\$ 15,000	
			Callington Mill (Mill Tower - Fire Detection System & Exit Lighting)	\$ 6,500	\$ -	\$ 6,500	Budget cfwd
		G3010010	Commissariat (79 High Street)	\$ 464,250	\$ 200,931	\$ 263,319	WIP 30/6/17 \$196,481 - Budget cfwd \$384,250
	Wood Stove (Women's Kitchen)		Oatlands Court House (Stabilisation & Gaol Cell)	\$ 5,000	\$ -	\$ 5,000	Budget cfwd
		C3010002	Oatlands Gaol - Minor Capital Works	\$ 5,351	\$ -	\$ 5,351	Budget cfwd
			Heritage Building (Key Card System)	\$ 47,000	\$ -	\$ 47,000	
			Kempton Watch House (Fitout)	\$ 7,500	\$ -	\$ 7,500	Budget cfwd
			Parattah Railway Station - Guttering & Fascia	\$ 9,600	\$ -	\$ 9,600	Budget includes \$2.6K cfwd
				<b>\$ 560,201</b>	<b>\$ 200,931</b>	<b>\$ 359,270</b>	
	NATURAL						
			Chauncy Vale - Day Dawn Cottage (Toilet Upgrade)	\$ 5,000	\$ 2,091	\$ 2,909	Budget cfwd
			Dulverton Walkway Safety Upgrade	\$ -	\$ 216	\$ (216)	Grant cfwd
			Chauncy Vale - Interps Hut Repairs	\$ -	\$ -	\$ -	
				<b>\$ 5,000</b>	<b>\$ 2,306</b>	<b>\$ 2,694</b>	
	REGULATORY						
			Kempton Council Chambers - Building & Office Improvements	\$ 23,704	\$ 2,954	\$ 20,750	WIP 30/06/17 \$577 - Budget includes \$23,704 cfwd
			Kempton Council Chambers - External repainting (Windows etc.)	\$ 7,500	\$ -	\$ 7,500	Budget cfwd
			Kempton Council Chambers - Office Furniture & Equipment	\$ 3,000	\$ -	\$ 3,000	
				<b>\$ 34,204</b>	<b>\$ 2,954</b>	<b>\$ 31,250</b>	
LIFESTYLE	ACCESS						
			All Buildings (Priority Approach - Year 2 of 5)	\$ 50,000	\$ -	\$ 50,000	
				<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	
	RECREATION						
		C4070005	Recreation Committee	\$ 30,000	\$ -	\$ 30,000	
			Blue Place - external repainting	\$ 20,000	\$ -	\$ 20,000	
			Colebrook Hall - Heating	\$ 3,000	\$ 1,235	\$ 1,765	WIP 30/06/17 \$560 - Budget includes \$3k cfwd
			Kempton Hall - external repainting	\$ 40,000	\$ -	\$ 40,000	Budget includes \$20k cfwd
			- Alexander Circle & Lyndon Road (Stage 2)	\$ 8,000	\$ -	\$ 8,000	
			Playground Equipment	\$ -	\$ -	\$ -	
			Rec Ground - Campania (Stormwater - eastern side)	\$ 3,000	\$ -	\$ 3,000	
			Oatlands Aquatic Centre (New Pool)	\$ 3,130,000	\$ 59,504	\$ 3,070,496	WIP 30/017
		C4070033	Oatlands Aquatic Club Building	\$ 18,000	\$ 19,693	\$ (1,693)	WIP 30/6/17 \$19,693 - Budget includes \$18K cfwd
			Rec Ground - Mt Pleasant (Upgrade Toilets)	\$ 13,000	\$ -	\$ 13,000	Budget cfwd
			Rec Ground - Mangalore	\$ -	\$ 150	\$ (150)	WIP 30/017
		C4070001	Rec Ground - Parattah (Facility Development)	\$ 14,000	\$ 407	\$ 13,593	Budget cfwd
		G4070015	Stables & Carriage Shed	\$ -	\$ 724	\$ (724)	
			Tunbridge Park - Perimeter Fence (Safety)	\$ 7,500	\$ -	\$ 7,500	
COMMUNITY				<b>\$ 3,286,500</b>	<b>\$ 81,712</b>	<b>\$ 3,204,788</b>	

	<b>CAPACITY</b>						
		C5020001	Levendale Community Centre	\$ 8,000	\$ -	\$ 8,000	Budget c/fwd
			Memorial Avenue Development (Island)	\$ 47,000		\$ 47,000	
			Memorial Avenue Development (Survey; Fencing & Aquisition)	\$ 15,100		\$ 15,100	
				<b>\$ 70,100</b>	<b>\$ -</b>	<b>\$ 70,100</b>	
	<b>SAFETY</b>						
			Road Accident Rescue Unit	\$ 3,000	\$ -	\$ 3,000	
<b>ORGANISATION</b>				<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ 3,000</b>	
	<b>SUSTAINABILITY</b>						
			Council Chambers - Building Improvements	\$ 15,500	\$ -	\$ 15,500	Budget includes \$7,500 c/fwd
			Photo Reframing	\$ 3,000	\$ -	\$ 3,000	Budget c/fwd
			Council Chambers - Damp Issues & Stonemasonry	\$ 15,000	\$ -	\$ 15,000	Budget c/fwd
			Council Chambers - Server Room (Fireproofing)	\$ 10,000	\$ -	\$ 10,000	Budget c/fwd
		C6020009	Computer System (Hardware / Software)	\$ 67,338	\$ -	\$ 67,338	
			Telephone / Comms System	\$ 35,000	\$ -	\$ 35,000	
	C4070011	C9990002	Town Hall (General - Incl. Office Equip/Furniture)	\$ 8,000	\$ -	\$ 8,000	
				<b>\$ 153,838</b>	<b>\$ -</b>	<b>\$ 153,838</b>	
	<b>WORKS</b>						
			Kempton Depot - External Painting	\$ 10,000	\$ -	\$ 10,000	Budget c/fwd
			Depot Relocation (Site / Concept Plans etc.)	\$ 300,000	\$ -	\$ 300,000	
						\$ -	
			Minor Plant Purchases	\$ 9,500	\$ 258	\$ 9,242	
			Radio System	\$ 2,000	\$ -	\$ 2,000	
			<b>Plant Replacement Program</b>				
			Refer separate Schedule (Gross)	\$ 552,500	\$ -	\$ 552,500	
			Light Vehicles (Gross)	\$ 192,000	\$ -	\$ 192,000	
			(Trade Allowance - \$180K)				
			Slasher Extra H/Duty (7ft Cut)	\$ 10,500		\$ 10,500	
				<b>\$ 1,076,500</b>	<b>\$ 258</b>	<b>\$ 1,076,242</b>	
			<b>GRAND TOTALS</b>	<b>\$ 8,524,281</b>	<b>\$ 968,237</b>	<b>\$ 7,556,044</b>	

**SOUTHERN MIDLANDS COUNCIL : CURRENT EXPENDITURE 2017/18  
SUMMARY SHEET**

PROGRAM	TOTAL	REVISED BUDGET (GRANTS & OTHER REIMBURSEMENTS)	ACTUAL AS AT 31st JULY 2017 8.33%	VARIANCE (+/-)	% BASED ON REVISED BUDGET 100%
<b>INFRASTRUCTURE</b>					
Roads	3,077,714	3,077,714	214,312	2,863,401	6.96%
Bridges	350,040	350,040	25,730	324,310	7.35%
Walkways	212,309	212,309	6,120	206,189	2.88%
Lighting	85,680	85,680	6,625	79,055	7.73%
Irrigation	0	0	0	0	0.00%
Drainage	85,132	85,132	4,381	80,751	5.15%
Waste	748,167	748,167	12,588	735,579	1.68%
Public Toilets	58,994	58,994	2,974	56,020	5.04%
Communications	0	0	0	0	0.00%
Signage	6,675	6,675	395	6,280	5.91%
<b>INFRASTRUCTURE TOTAL:</b>	<b>4,624,711</b>	<b>4,624,711</b>	<b>273,124</b>	<b>4,351,586</b>	<b>5.91%</b>
<b>GROWTH</b>					
Residential	0	0	0	0	0.00%
Mill Operations	493,706	493,706	39,964	453,742	8.09%
Tourism	241,582	241,582	0	241,582	0.00%
Business	997,261	247,261	13,240	234,021	5.35%
Agriculture	0	0	0	0	0.00%
Integration	7,500	7,500	0	7,500	0.00%
<b>GROWTH TOTAL:</b>	<b>1,740,049</b>	<b>990,049</b>	<b>53,204</b>	<b>936,845</b>	<b>5.37%</b>
<b>LANDSCAPES</b>					
Heritage	289,968	289,968	23,122	266,846	7.97%
Natural	164,875	164,875	14,128	150,748	8.57%
Cultural	9,600	9,600	0	9,600	0.00%
Regulatory	768,365	768,365	58,209	710,156	7.58%
Climate Change	11,181	11,181	301	10,880	2.69%
	0	0			
<b>LANDSCAPES TOTAL:</b>	<b>1,243,989</b>	<b>1,243,989</b>	<b>95,759</b>	<b>1,148,230</b>	<b>7.70%</b>
<b>LIFESTYLE</b>					
Youth	226,638	226,638	15,298	211,340	6.75%
Aged	2,500	2,500	0	2,500	0.00%
Childcare	7,500	7,500	0	7,500	0.00%
Volunteers	40,000	40,000	0	40,000	0.00%
Access	0	0	0	0	0.00%
Public Health	10,093	10,093	243	9,850	2.41%
Recreation	490,033	490,033	31,862	458,171	6.50%
Animals	103,767	103,767	8,529	95,238	8.22%
Education	0	0	0	0	0.00%
<b>LIFESTYLE TOTAL:</b>	<b>880,531</b>	<b>880,531</b>	<b>55,932</b>	<b>824,598</b>	<b>6.35%</b>
<b>COMMUNITY</b>					
Retention	0	0	0	0	0.00%
Capacity	27,925	27,925	2,392	25,533	8.56%
Safety	56,650	56,650	4,437	52,213	7.83%
Consultation	7,300	7,300	1,296	6,004	17.76%
Communication	12,125	12,125	0	12,125	0.00%
<b>COMMUNITY TOTAL:</b>	<b>103,998</b>	<b>103,998</b>	<b>8,125</b>	<b>95,874</b>	<b>7.81%</b>
<b>ORGANISATION</b>					
Improvement	7,590	7,590	0	7,590	0.00%
Sustainability	2,203,826	2,203,826	247,600	1,956,226	11.24%
Finances	277,707	277,707	1,041	276,666	0.37%
<b>ORGANISATION TOTAL:</b>	<b>2,489,123</b>	<b>2,489,123</b>	<b>248,641</b>	<b>2,240,482</b>	<b>9.99%</b>
<b>TOTALS</b>	<b>11,082,400</b>	<b>10,332,400</b>	<b>734,785</b>	<b>9,597,615</b>	<b>7.11%</b>



	INFLOWS (OUTFLOWS) (July 2017)	INFLOWS (OUTFLOWS) (Year to Date)
<b>Cash flows from operating activities</b>		
Payments		
Employee costs	- 261,471.56	- 261,471.56
Materials and contracts	- 619,314.92	- 619,314.92
Interest	- 4,693.83	- 4,693.83
Other	- 19,434.44	- 19,434.44
	<b>- 904,914.75</b>	<b>- 904,914.75</b>
Receipts		
Rates	92,911.15	92,911.15
User charges	235,490.50	235,490.50
Interest received	18,986.07	18,986.07
Subsidies		-
Other revenue grants	61,635.00	61,635.00
GST Refunds from ATO		-
Other	11,533.48	11,533.48
	<b>420,556.20</b>	<b>420,556.20</b>
<b>Net cash from operating activities</b>	<b>- 484,358.55</b>	<b>- 484,358.55</b>
<b>Cash flows from investing activities</b>		
Payments for property, plant & equipment	- 42,952.75	- 42,952.75
Proceeds from sale of property, plant & equipment		-
Proceeds from Capital grants	-	-
Proceeds from Investments	-	-
Payment for Investments	-	-
<b>Net cash used in investing activities</b>	<b>- 42,952.75</b>	<b>- 42,952.75</b>
<b>Cash flows from financing activities</b>		
Repayment of borrowings	- 6,514.75	- 6,514.75
Proceeds from borrowings		-
<b>Net cash from (used in) financing activities</b>	<b>- 6,514.75</b>	<b>- 6,514.75</b>
<b>Net increase/(decrease) in cash held</b>	<b>- 533,826.05</b>	<b>- 533,826.05</b>
Cash at beginning of reporting year	11,637,204.77	11,637,204.77
<b>Cash at end of reporting</b>	<b>11,103,378.72</b>	<b>11,103,378.72</b>

<b>SOUTHERN MIDLANDS COUNCIL</b>				
<b>SUMMARY OF RATES AND CHARGES LEVIED, REMITTED AND COLLECTED</b>				
	This Financial Year 14th August 2017		Last Financial Year 22nd August 2016	
Arrears brought forward as at July 1		\$ 379,430.89		\$ 415,003.63
ADD current rates and charges levied		\$ 5,105,520.78		\$ 4,808,686.01
ADD current interest and penalty		\$ 4,385.60		\$ 5,343.37
<b>TOTAL rates and charges demanded</b>	100.00%	<b>\$ 5,489,337.27</b>	100.00%	<b>\$ 5,229,033.01</b>
LESS rates and charges collected	2.35%	\$ 129,165.98	2.48%	\$ 129,444.15
LESS pensioner remissions	3.83%	\$ 210,362.55	3.87%	\$ 202,386.00
LESS other remissions and refunds	0.04%	\$ 2,018.47	0.05%	\$ 2,490.70
LESS discounts	0.02%	\$ 1,035.65	0.02%	\$ 1,017.21
<b>TOTAL rates and charges collected and remitted</b>	<b>6.24%</b>	<b>\$ 342,582.65</b>	<b>6.41%</b>	<b>\$ 335,338.06</b>
<b>UNPAID RATES AND CHARGES</b>	<b>93.76%</b>	<b>\$ 5,146,754.62</b>	<b>93.59%</b>	<b>\$ 4,893,694.95</b>

## 17.3.2 FINANCIAL STATEMENTS – 2016-2017 FINANCIAL YEAR

**Author:** GENERAL MANAGER (TIM KIRKWOOD)

**Date:** 17 AUGUST 2017

### Enclosures:

*Southern Midlands Council – Complete Set of Financial Statements 2016/2017*  
*Heritage Building Solutions Pty Ltd – Financial Statement 2016/17 (Information Only)*  
*Heritage Education and Skills Centre Ltd – Financial Statement 2016/17 (Information Only)*

### ISSUE

Refer enclosed copy of the Financial Statements for the 2016/2017 Financial Year to be tabled in accordance with Section 84 of the *Local Government Act 1993*.

### BACKGROUND

*Section 84 (Part 8 – Financial Management) of the Local Government Act 1993 states:*

#### **“84. Financial statements**

*(1) The general manager is to prepare and forward to the Auditor-General a copy of the council's financial statements for each financial year in accordance with the Audit Act 2008 .*

*(2) Any financial statement for a financial year is to–*

*(a) . . . . .*

*(b) specify any interests as notified to the general manager of any councillor in respect of any body or organisation with which the council has major financial dealings; and*

*(c) contain a comparison between the council's actual and estimated revenue and expenditure for that financial year; and*

*(d) contain a statement of any revenue and expenditure of a council committee, a special committee or a controlling authority; and*

*(da) contain a statement of the operating, capital and competitive neutrality costs in respect of each significant business activity undertaken by the council during that financial year together with a statement of the revenue associated with that activity; and*

*(db) contain financial management indicators, and asset management indicators, specified in an order under subsection (2A) ; and*

*(e) contain any other information the Minister determines.*

*(2A) The Minister, by order, may specify –*

*(a) financial management indicators; and*

*(b) asset management indicators –*

*to be included in the financial statements of councils.*

*(2B) The Minister is to consult with councils as to the matters to be included in an order under subsection (2A) .*

*(3) The general manager is to certify that, in accordance with this Act and any other relevant Act, the financial statements fairly represent –*

*(a) the financial position of the council; and*

- (b) the results of the council's operations; and  
(c) the cash flow of the council.

(4) The general manager is to ensure that the certified financial statements are tabled at a meeting of the council as soon as practicable.

(5) In this section – competitive neutrality costs means the costs required to be taken into account under the competitive neutrality principles.

## DETAIL

Refer enclosed copy of the 2016/17 Financial Report.

Please note that the Board has yet to meet to formally approve and sign the Financial Statements for the two entities (i.e. Heritage Building Solutions Pty Ltd and Heritage Education and Skills Centre Ltd). They are provided for information purposes, noting that the figures are consolidated into the Southern Midlands Council Statements.

It is confirmed that the Statements were lodged with the Tasmanian Audit Office on 14<sup>th</sup> August 2017, being within the statutory timeframe.

The General Manager will provide any further explanation required and respond to any questions.

**Human Resources & Financial Implications** – Comment to be provided.

**Community Consultation & Public Relations Implications** – Not applicable.

**Council Web Site Implications** - A copy of the audited Statement will be included on the Website as part of the 2016/17 Annual Report when completed.

**Policy Implications** – N/A.

**Priority - Implementation Time Frame** – Report completed and submitted to the Auditor General within the statutory timeframe.

## RECOMMENDATION

THAT Council receive a copy of the Complete Set of Financial Statements for the 2016/2017 Financial Year.

## DECISION

*Moved by Clr E Batt, seconded by Deputy Mayor A Green*

**THAT Council receive a copy of the Complete Set of Financial Statements for the 2016/2017 Financial Year.**

## CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr R Campbell	√	
Clr E Batt	√	

Clr D F Fish	√	
Clr D Marshall	√	

**18. MUNICIPAL SEAL**

Nil.

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**19. CONSIDERATION OF SUPPLEMENTARY ITEMS TO THE AGENDA**

*Council to address urgent business items previously accepted onto the agenda.*

**IN-COMMITTEE ITEM**

*Clr A Bantick left the meeting at 12.13 p.m.*

*Clr A Bantick returned to the meeting at 12.15 p.m.*

## **9. PUBLIC QUESTION TIME (12.15 P.M.)**

The following questions on Notice were submitted by Mr Craig Williams, 1356 Tea Tree Road.

Comments have been provided where necessary.

**Question 1: Will a motion be put forward to Councilors who have the meetings recorded and put on Council web site.**

*General Managers' Comments:*

*This question has been included on the Agenda as it is normal practice to do so when a question is provided in writing in advance. However, it is a hypothetical question which can't be answered noting that no such motion has been included on the Agenda.*

*Having made this comment, Council's present policy is not to audio record Council Meetings.*

*For information, the issue has been listed on the Agenda to determine the extent of interest in reviewing its current Policy position (refer Item 18.1.1).*

**Question 2: Has Council purchased crushed or screened gravel from Stornoway's Mangalore Quarry**

*General Managers' Comments:*

*The Southern Midlands Council has not crushed or purchased any gravel from Stornoway's Mangalore quarry.*

**Question 3: Will a motion be put to Councilors as to Mayor Bisdee's position on Council, as his non compliance of State law reflects on all at Council.**

*General Managers' Comments:*

*This question has been included on the Agenda as it is normal practice to do so when a question is provided in writing in advance. However, it is a hypothetical question which can't be answered noting that no such motion has been included on the Agenda.*

*In addition, I also refer to the Local Government (Meeting Procedures) Regulations 2015, which states that whilst a member of the public may give written notice to the general manager of a question to be asked at an ordinary council meeting, questions must relate to council activities.*

**Question 4: How many developments has Mr McGuinness been the Council EHO and also been involved in the application process over say a two year time, in effect approving his own developments**

*General Managers' Comments:*

*Mr McGuinness is Council's appointed Environmental Health Officer under the Public Health Act 1997. Mr McGuinness is also Council's Building Surveyor. Both roles are part-time.*

*In Mr McGuinness's private capacity he also works as a private building surveyor trading as Leon McGuinness Building Surveying.*



*To clarify, the role of a building surveyor is to primarily assess and certify building plans and building works as compliant with the National Construction Code of Australia and Building Act 2016. Where a Building Permit is required for building works, the Building surveyor would provide Council with a certificate to accompany the building plans and drawings with an application for a Building Permit. This application is then assessed / received by Council's Building Permit Authority. Once all documentation is received / assessed by the Building Permit Authority then a building permit can be granted.*

*The role of Building Permit Authority and Environmental Health Officer are entirely separate.*

*In answering the question directly, Mr McGuinness as Environmental Health Officer is not responsible for assessing applications for building works and therefore cannot assess works to which he is also the Building Surveyor. The roles are entirely separate.*

**Question 5: will a motion be put forward to return the Mill and all associated operations be put to Council to return it back to the State Government saving us rate payers \$300 per day.**

*General Managers' Comments:*

*From a Council perspective there is no intention to return the Callington Mill Precinct to the State Government at this point of time. As previously indicated, it has always been Council's intention to seek a private operator for the precinct and this is ongoing.*

Mayor A E Bisdee OAM then invited questions from members of the public in attendance.

### **Jayne Paterson - Oatlands**

Question regarding documents being publicly available and a request that the Council Meeting Minutes for the period January to July 1999 be made available.

*It was advised that a Public Copy of the Agendas and Minutes for the nominated period will be provided to Ms Patterson.*

Question regarding Rotary Park at Oatlands, noting that two trees (one a memorial tree) have been removed from this site; also what is happening with the CT Fish building?

*The General Manager advised that the Japanese Maple Tree has been removed and put into care and maintenance with Westlands Nurseries while soil samples and contamination testing can occur on the Aquatic Centre site. This tree will be replanted in close proximity of its original location.*

*The second tree, a large silver birch which was causing structural damage to the footpath and road has been removed and re-planted in Council's new depot site. This tree is not known to Council as a memorial tree but had a plaque at the base of the tree in approximately 1994 ('In Memory Capt W.P. Taylor Died In Action May 1941'). This plaque has now been placed within 10 metres of the existing silver birch at the base of the existing London Plane tree in the road reservation near Rotary Park.*

*In regard to the CT Fish building, the General Manager advised that various consultants are compiling the development application documents as per the Concept Plan for the Aquatic Centre that was taken to the community meeting earlier in the year. The CT Fish building will be demolished to make way for a carpark area. In the interim period, the 'Rosehaven' ABC television series is renting the building for a 12 month period for filming Series 2 and a potential Series 3 in July/August 2018. After filming has been completed the building will be demolished as part of the Aquatic Centre project (subject to relevant approvals).*

Question regarding the depot relocation and a question raised at the last Council meeting on what economies Council had made to bring the costing of the works depot relocation budget back to \$300,000?.

*The General Manager advised that a number of onsite work practices have changed since the original costing to relocate the depot. Council no longer require on-site mechanical facilities (i.e. service pits/ventilation) due to outsourcing this service which has saved approximately \$200,000 in infrastructure that is no longer required. The new depot will also include pre-fabricated sheds and an amenities block to cater for the depot needs.*

#### **Terry Loftus – Southern Midlands Regional News**

Question regarding the public copy agenda which varies each month with reference to the enclosures and attachments within the agenda. Budget documents are not available to the community – where is Council's openness and accountability?

*It was advised that any reference to page numbers by Councillors may be different as certain documents (which are page numbered) do not form part of the public Agenda. The process of compiling Agenda 'enclosures' and 'attachments' will be reviewed with the intent of achieving consistency. It was confirmed that Budget documents are available to the public and will be provided.*

Question regarding agenda item 17.2.2 – South Central Sub-Region Collaboration Strategy and the reference to the KMPG Workforce Planning Final Report. Is a copy available to the public?

*It was advised that a copy will be made publicly available on Council's website.*

Question regarding what time limits Council considers acceptable to respond to Southern Midlands Regional News Media enquiries?

*The General Manager advised that responses would be provided to Southern Midlands Regional News as and when time permits. Priority is given to articles for Council's own Newsletter that is circulated to approximately 3,500 households.*

#### **Rowena McDougall – Baden**

Question regarding the Heritage Tourism workshop being held at Woolmers this coming weekend and whether any representatives from Council would be attending?

*The Deputy Mayor advised that he will be attending a symposium at Parliament House that feeds into the workshop.*

*The meeting was suspended for a short break at 12.33 p.m.*

*Jack Lyall (Manager, Works & Technical Services) entered the meeting at 12.38 p.m.*

*The meeting resumed at 12.41 p.m.*

## **12.12 Officer Reports – Works & Technical Services (Engineering)**

### **12.12.1 MANAGER - WORKS & TECHNICAL SERVICES REPORT**

**Author:** MANAGER WORKS & TECHNICAL SERVICES (JACK LYALL)

**Date:** 18 AUGUST 2017

#### **ROADS PROGRAM**

Maintenance grading is continuing. Both graders are working in the York Plains area heading to Interlaken Road early in the week.

Road drainage is being undertaken at Woodsdale Road. General maintenance is continuing in other areas.

Note that one grader operator is on leave and will be covered by other personnel.

**Traffic Counters** – a schedule of key roads has been prepared and the traffic counter will be placed on these roads over the next 4 month period, following which, the next priority list of roads will be determined.

#### **WASTE MANAGEMENT PROGRAM**

All sites operating well. Extra waste is still being received at Campania.

#### **TOWN FACILITIES PROGRAM**

Ongoing maintenance.

#### **GENERAL**

**Depot relocation** – preliminary plans are being prepared in relation to the potential layout of the Glenelg Street depot site. This includes determination of the size and configuration of shed(s) and associated amenities.

**Sale of surplus plant & equipment** – Council is aware that the gravel crusher has been identified as surplus to requirements and it is intended to advertise this calling for tenders on an ‘as is, where is’ basis. In terms of other surplus plant and equipment, including the existing sheds and facilities, this is to be determined in conjunction with the above planning exercise.

#### **QUESTIONS WITHOUT NOTICE TO MANAGER, WORKS & TECHNICAL SERVICES**

Clr Campbell – when will Council’s crusher be sold? Advised that it will be taken to a quarry and given a test run and so that any potential purchasers can see it operating. It is aimed to sell it within the next month.

Clr Campbell – advised that there is a dangerous ditch on Woodsdale Road near the Dean’s property when vehicles come down the hill on the wrong side of the road at high speed. Advised that the driveway is to be modified on the Dean’s property to make for a safer entry/exit.

Clr Fish – advised that a gutter is washed out on Bowhill Road which may need some very coarse gravel – consider repositioning the gutter.

Clr Campbell – will all gravel roads be re-graded or will only potholing works occur? Advised that Council aim to grade every gravel road each year from April through to August.

Clr Campbell – large potholes on Inglewood Road require attention.

Clr Batt – enquired about a timeline for resealing of Blackbrush Road (500m both ends). Advised that this work would be carried out during the summer months.

Clr Batt – enquired where the roadside traffic counter is currently located? It is to be installed on Native Corners Road in the near future.

Mayor – advised that there are no rubbish receptacles at Kempton Oval for dog litter. Advised that dogs are not permitted on the Recreation Ground and there is signage to indicate this. However 1 can be placed within the Kempton township.

Mayor – enquired about the wool press for the History Room. Advised that a development application is being finalised and relocation will take place upon receipt of approvals.

## RECOMMENDATION

THAT the Works & Technical Services Report be received and the information noted.

## DECISION

*Moved by Clr R Campbell, seconded by Clr D Fish*

**THAT the Works & Technical Services Report be received and the information noted.**

## CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr R Campbell	√	
Clr E Batt	√	
Clr D F Fish	√	
Clr D Marshall	√	

*The meeting was suspended for a lunch break at 1.07 p.m.*

*The meeting resumed at 1.39 p.m.*

## RECOMMENDATION

THAT the Meeting be closed to the public to consider Regulation 15 matters, and that members of the public be required to leave the meeting.

## DECISION

*Moved by Clr R Campbell, seconded by Clr A Bantick*

**THAT the Meeting be closed to the public to consider Regulation 15 matters, and that members of the public be required to leave the meeting.**

## CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr R Campbell	√	
Clr E Batt	√	
Clr D F Fish	√	
Clr D Marshall	√	

## **CLOSED COUNCIL MINUTES**

### **20. BUSINESS IN “CLOSED SESSION”**

#### **20.1 CLOSED COUNCIL MINUTES - CONFIRMATION**

*In accordance with the Local Government (Meeting Procedures) 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.*

#### **20.2 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

#### **20.3 PROPERTY MATTERS – KEMPTON, MT SEYMOUR & COLEBROOK**

*In accordance with the Local Government (Meeting Procedures) 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.*

#### **20.4 PROPERTY MATTER - TUNNACK**

*In accordance with the Local Government (Meeting Procedures) 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.*

#### **20.5 AUDIT PANEL MINUTES - Confirmation**

##### **20.5.1 Receipt of Minutes**

*In accordance with the Local Government (Meeting Procedures) 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.*

##### **20.5.2 Audit Panel - Endorsement of Recommendations**

*In accordance with the Local Government (Meeting Procedures) 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.*

#### **20.6 PROPERTY MATTER - OATLANDS**

*In accordance with the Local Government (Meeting Procedures) 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.*

## RECOMMENDATION

THAT Council move out of “Closed Session”.

## DECISION

*Moved by Clr R Campbell, seconded by Clr D Fish*

**THAT Council move out of “Closed Session”.**

## CARRIED

Councillor	Vote FOR	Vote AGAINST
Mayor A E Bisdee OAM	√	
Dep. Mayor A O Green	√	
Clr A Bantick	√	
Clr E Batt	√	
Clr R Campbell	√	
Clr D F Fish	√	
Clr D Marshall	√	

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## OPEN COUNCIL MINUTES

### 21. CLOSURE

The meeting closed at 2.06 p.m.